

**GOVERNMENT OF MANIPUR**  
**SECRETARIAT: HIGHER EDUCATION DEPARTMENT**

**ORDERS BY THE GOVERNOR: MANIPUR**

Imphal, the 3<sup>rd</sup> July, 2021

**No10/187/2018-HE:** In pursuance of the Cabinet decision taken on 06.08.2020 and 27.03.2021 on the recommendation of the Scheme of revision of pay of teachers and equivalent cadres in Colleges following the revision of pay scales of Central Government employees of the recommendations of the 7<sup>th</sup> Central Pay Commission (CPC) as per / vide letter No. 1-7/2015-U.II(1), dated 02.11.2017 of the Department of Higher Education, Ministry of Human Resource Development, Government of India and letter No. F.No.23-4/2017 (PS) dated 31<sup>st</sup> January, 2018 of the University Grants Commission, the Governor of Manipur is pleased to accord sanction to the revision of scales of the pay of different categories of the Colleges Teachers / equivalent Grades in the Government Colleges under the Department of Higher Education, Manipur as under :

Sl. No.	Name of the different categories of College Teachers / equivalent cadres	Existing Pay under ROP, 2011	Revised Scale of Pay/ Pay Level / Academic Pay Level.
(1)	(2)	(3)	(4)
1	Lecturer	PB-2: Rs 9,300-34,800 + GP Rs 4,400/-	At Level - 9 of Pay Matrix [ Rs. 43300-137100] under Manipur Services (Revised Pay) Rules, 2019
2	Demonstrator/Tutor	PB-2: Rs 9,300-34,800 + GP Rs 5,400/-	At Level - 12 of Pay Matrix [ Rs. 53100-167800] under Manipur Services (Revised Pay) Rules, 2019
3	Assistant Professor/ College Librarian (Entry Level)	PB-3: Rs 15,600-39,100 + AGP Rs. 6,000/-	At Academic Level -10 [Rs. 57700-1,82400] with rationalised entry pay of Rs 57,700/-
4	Assistant Professor/ College Librarian (Senior Scale)	PB-3: Rs 15,600-39,100 + AGP Rs 7,000/-	At Academic Level-11 with rationalised entry pay of Rs 68,900/-
5	Assistant Professor/ College Librarian (Selection Grade)	PB-3: Rs 15,600-39,100 + AGP Rs 8,000/-	At Academic Level 12 with rationalised entry pay of Rs 79,800/-
6	Associate Professor/ College Librarian (Selection Grade)	PB-4: Rs 37,400-67,000 + AGP Rs 9,000/-	At Academic Level 13A with rationalised entry pay of Rs 1,31,400/-

*Anuchi*

7	Professor	PB-4: Rs 37,400-67,000 + AGP Rs 10,000/-	At Academic Level 14 with rationalised entry pay of Rs 1,44,200/-
9.	Principal (Under Graduate College)	PB-4: Rs 37,400-67,000 + AGP Rs 10,000 + Rs 2,000 (Special Allowance)	At Academic Level 13A with rationalized entry pay of Rs 1,31,400/- with the special allowance of Rs 4,500/- per month
10.	Principal (Post Graduate College)	PB-4: Rs 37,400-67,000 + Rs 10,000 (AGP) + Rs 3,000 (Special Allowance)	At Academic Level 14 with rationalized entry pay of Rs 1,44,200/- with the special allowance of Rs. 6,750/- per month

**Note** – The posts of Lecturer, Demonstrator and Tutor appearing at Sl. Nos. 1 and 2 above shall be treated as 'abolished' as soon as the posts are vacated / ceased to hold by the incumbents.

2. **Designation:** The existing nomenclatures shall be followed.

3. **Pay Fixation method:**

The revised pay structure for different categories of teachers and equivalent cadres is based on the following:

- The formula followed by the 7<sup>th</sup> CPC is followed in the academic pay structures, moving from the concept of Pay Band and Academic Grade Pay to that of Academic Levels and Cells.
- The first academic level (corresponding to AGP of Rs. 6000) is numbered as academic level 10. Similarly, the other academic levels are 11, 12, 13A, and 14.
- The entry pay for each level is as bellow:

Level (Academic Level)	Academic Grade Pay (Rs.)	Entry Pay (Rs.)
10	6,000	21,600
11	7,000	25,790
12	8,000	29,900
13A	9,000	49,200
14	10,000	53,000

(d) The Pay Matrix based on the above propositions on Academic Levels, Cells and Entry Pay is at **Annexure –I**.

(e) For fixation of pay of an employee in the Pay Matrix as on 1<sup>st</sup> January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31<sup>st</sup> December, 2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the Academic Level corresponding to the employee's Pay Band

*Anachi*

and the Academic Grade Pay in the new Pay Matrix. If a Cell identical with the figure so arrived at is available in the appropriate Academic Level, that Cell shall be the revised pay; otherwise, the next higher cell in that Academic Level shall be the revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that Academic Level, then the pay shall be fixed at the first cell of that Academic Level.

If a situation arises whenever more than two stages are bunched together, one additional increment equal to 3 percent may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

- (f) The existing pay scale of the person appointed as Principal shall be protected.
- (g) Principals would continue to have lien in their main academic posts where they would continue to get notional promotions while they are functioning as Principals. After the completion of their tenure as Principals, they would go back to their academic post and draw salary due in such respective academic posts and would not continue to have the Principals' pay.

**4. Increment:**

- a) The annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. The annual increments to each employee would move up in the same academic level with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- b) There shall be two dates for grant of increment namely, 1<sup>st</sup> January and 1<sup>st</sup> July of every year, instead of existing date of 1<sup>st</sup> July, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up-gradation.

**5. Promotion:**

Promotion of the College teachers and equivalent cadres shall be done subject to fulfilment of requirements and conditions as laid down under 'UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education, 2018' as amended from time to time. Further, when an individual gets a promotion, his/her new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, he/she would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher cell at that level. The pay shown in this cell would now be located in the new Academic level corresponding to the post to which he/she has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise, the next higher cell in that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level.



6. **Allowances:**

(a) Rates of the SCA & TA are as follows –

Sl. No.	Name of post / Level in the Pay Matrix	Special Compensatory Allowance (Rs.)	Transport Allowance (Rs.)	Remarks
1.	Lecturer / Demonstrator / Tutor	As per other State Govt. employees	As per other State Govt. employees	
2.	Academic Level - 10	3400	3600	At rates applicable to Pay Level – 12 & above in the Pay Matrix of RoP, 2019.
3.	Academic Level - 11	3400	3600	
4.	Academic Level - 12	3400	3600	
5.	Academic Level - 13A	3400	3600	
6.	Academic Level - 14	3400	3600	

(b) All other allowances shall be as admissible to other State Government employees under ROP 2019.

7. **Date of Implementation:**

The date of implementation of the above revised pay shall be notionally with effect from **01.01.2016** with actual cash payment from **01.07.2021**. There will be no payment of arrears for the period from 01.01.2016 to 31.03.2019. Arrears for the period 01.04.2019 to 30.06.2021 shall be deposited into their respective GPF Accounts of the employees which cannot be withdrawn for the period of 3 years or till retirement whichever is earlier. However, for those teachers covered under New Pension Scheme, arrears shall be released in 3 (three) equal instalments, first in July, 2021, second in July, 2022 and third in July, 2023. The calculation of areas for the period from 01.04.2019 to 31.03.2020 shall be made as per Finance Department (PIC) order No.1/10/2018-FD(PIC), dated 28.07.2018. Arrears for expired/retired teachers shall be paid in one-time instalment.

8. The Government College teachers shall not be allowed to take any private tuition and private teaching.

9. The revised scales of pay shall be granted subject to the exercising of option and submission of the undertaking in the Form prescribed at **Annexure-II** within 3 (three) months from the date of the issue of this order.

10.. Further, the Governor of Manipur is pleased to frame, on the basis of the "UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018" notified vide Notification No. F.1-2/2017(EC/PS) dated the 18<sup>th</sup> July, 2018 by the University Grants Commission and taking into consideration of local situations, "Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Colleges, CAS promotion and Measures for the Maintenance of Standards in the Higher Education" as annexed at Annexure-III.

*Ahachi*

11. This issues with the concurrence of F.D(PIC) vide their U.O.No.57/2021-2022/FD(PIC) dated 29.06.2021 and also in consultation with D.P., Government of Manipur.

By orders & in the name of  
Governor,


Sd/-  
(M. Harekrishna)  
Commissioner (Higher & Technical Education)  
Government of Manipur

Memo No.10/187/2018-HE:

Imphal, the 3rd July, 2021

Copy to:

1. The Secretary to the Governor, Manipur.
2. The Secretary to the Hon'ble Chief Minister, Manipur.
3. PS to Hon'ble Deputy Chief Minister, Manipur.
4. PS of all the Hon'ble Ministers, Manipur
5. Staff Officer to the Chief Secretary, Govt. of Manipur
6. The Accountant General, Central Revenue, New Delhi
7. The Accountant General (A & E), Manipur
8. The Addl. Chief Secretary, Government of Manipur
9. P.S to Commissioner (Hr. & Tech. Edn.), Government of Manipur
10. The Joint Secretary (Cabinet), Government of Manipur
11. The Secretary, Manipur Public Service Commission, Imphal
12. The Director (University & Higher Education), Manipur
13. The Director, Information & Public Relations, Manipur
14. All Principals of Government Colleges, Manipur
15. The Director, Printing & Stationery, Manipur for publication in the Extra-Ordinary Gazette and he/she is requested to supply 20(twenty) copies to this Department.
16. The Director of Treasuries, Manipur.
17. The Registrar, Manipur University, Canchipur
18. All Treasury/ Sub-Treasury Officers, Manipur
19. The Web Manager, Directorate of Information & Technology, Manipur for favour of uploading the same in the website.
20. President, All Manipur College Teachers' Association (AMCTA), Imphal/  
Federation of Government College Teachers' Association, Manipur  
(FEGOCTA), Imphal.
21. Guard File

  
3.7.2021  
(Ch. Shachi)  
Deputy Secretary (Hr. & Tech. Edn.)  
Government of Manipur

## PAY MATRIX

Pay Band (Rs.)	15,600-39,100			37,400-67,000	
Academy Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000
Academic Level	10	11	12	13A	14
Rationalised Entry Pay (Rs.)					
1	57,700	68,900	79,800	1,31,400	1,44,200
2	59,400	71,000	82,200	1,35,300	1,48,500
3	61,200	73,100	84,700	1,39,400	1,53,000
4	63,000	75,300	87,200	1,43,600	1,57,600
5	64,900	77,600	89,800	1,47,900	1,62,300
6	66,800	79,900	92,500	1,52,300	1,67,200
7	68,800	82,300	95,300	1,56,900	1,72,200
8	70,900	84,800	98,200	1,61,600	1,77,400
9	73,000	87,300	1,01,100	1,66,400	1,82,700
10	75,200	89,900	1,04,100	1,71,400	1,88,200
11	77,500	92,600	1,07,200	1,76,500	1,93,800
12	79,800	95,400	1,10,400	1,81,800	1,99,600
13	82,200	98,300	1,13,700	1,87,300	2,05,600
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200
16	89,800	1,07,300	1,24,200	2,04,700	
17	92,500	1,10,500	1,27,900	2,10,800	
18	95,300	1,13,800	1,31,700	2,17,100	
19	98,200	1,17,200	1,35,700		
20	1,01,100	1,20,700	1,39,800		
21	1,04,100	1,24,300	1,44,000		
22	1,07,200	1,28,000	1,48,300		
23	1,10,400	1,31,800	1,52,700		
24	1,13,700	1,35,800	1,57,300		
25	1,17,100	1,39,900	1,62,000		
26	1,20,600	1,44,100	1,66,900		
27	1,24,200	1,48,400	1,71,900		
28	1,27,900	1,52,900	1,77,100		
29	1,31,700	1,57,500	1,82,400		
30	1,35,700	1,62,200	1,87,900		
31	1,39,800	1,67,100	1,93,500		
32	1,44,000	1,72,100	1,99,300		
33	1,48,300	1,77,300	2,05,300		
34	1,52,700	1,82,600	2,11,500		
35	1,57,300	1,88,100			
36	1,62,000	1,93,700			
37	1,66,900	1,99,500			
38	1,71,900	2,05,500			
39	1,77,100				
40	1,82,400				

*Arachi*

**FORM OF OPTION**

[ See rule 9 of the order No. ...., dated .....]

\*1. I \_\_\_\_\_ hereby elect the revised pay structure with effect from 1<sup>st</sup> January, 2016.

\*2. I \_\_\_\_\_ hereby elect to continue on Pay Band and Grade Pay/Academy Grade Pay of my Substantive/Officiating post mentioned below until :

\* the date of my next increment/ the date of my subsequent increment raising my pay to \_\_\_\_\_ / I vacate or cease to draw pay in the existing pay structure/ the date of my promotion to the post of \_\_\_\_\_

Existing Pay Band and Grade Pay / Academy Grade Pay \_\_\_\_\_

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Place of posting \_\_\_\_\_

Signed before me

Dated \_\_\_\_\_

Signature of Principal \_\_\_\_\_

Name of College \_\_\_\_\_

Dated \_\_\_\_\_

Countersignature of Director / Addl. Director (UHE),  
Manipur

\*To be scored out, if not applicable.

**UNDERTAKING**

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_



Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff In Colleges, CAS promotion and Measures for the Maintenance of Standards in the Higher Education in Manipur.

**I. Recruitment and Qualifications:**

- 1.1 The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Colleges, shall be on the basis of merit through an open advertisement, followed by selection by a duly-constituted Selection Committee constituted by the State Government/Selection Body as per the provisions made under these Regulations.
- 1.2 The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Principal, and Librarians shall be as specified by the UGC in these Regulations.
- 1.3 The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Colleges/Institutions in the respective state only:

*Provided* that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.

*Provided* further that the award of degree to candidates registered for the M.Phil./ Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been awarded by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/ CSIR or any similar agency.

*The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

*Shachi*



- 1.4. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.
- 1.5. A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.
  - (i) A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled (a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
- 1.6. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19th September, 1991.
- 1.7. A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- 1.8. The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 1.9. The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 1.10. The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

## 2.0. Direct Recruitment

2.1. For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

### I. Assistant Professor: Eligibility (A or B):

A.



- i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET:

*Provided*, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/ Institutions subject to the fulfillment of the following conditions: -

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

*The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B. The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

**Note: The Academic score as specified in Appendix II (Table 3 B) for colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.**



## **II. Associate Professor:**

### **Eligibility:**

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of seventy-five (75) as per the criteria given in Appendix II, Table 2.

## **III. Professor: Eligibility (A or B):**

### **A.**

- i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.
- ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

**OR**

- B. An outstanding professional, having a Ph.D. degree in the relevant/allied/ applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

## **IV. College Principal and Professor (Professor's Grade):**

### **A. Eligibility:**

- (i) Ph.D. degree
- (ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.
- (iii) A minimum of 10 research publications in peer-reviewed or UGC-listed journals.
- (iv) A minimum of 110 Research Score as per Appendix II, Table-2.

### **B. Tenure:**

- i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a



Committee appointed by the University/State Government/Selection Body constituted, as applicable, as per the 'UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education, 2018' and subsequent amendments made time to time in this regard.

- ii) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

#### **V. Vice Principal:**

An existing senior faculty member may be designated as Vice-Principal by the Governing Body of the College/State Government on the recommendation of the Principal, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal.

#### **2.2. Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.**

##### **I. Assistant Professor: Eligibility (A or B):**

###### **A.**

- (i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case maybe.

*Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions:*

- Ph.D. degree has been awarded to the candidate in a regular mode
- The Ph.D. thesis has been evaluated by at least two external examiners;
- An open Ph.D. viva voce of the candidate had been conducted;
- candidate has published two research papers from his/her Ph.D. work, out of which, at least one is in a refereed journal;

- The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/sponsored by the UGC/AICTE/ICSSR or any other similar agency.

*Note 1: The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University concerned.*

*Note 2: The clearance of NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC (like SLET/SET).*

**OR**

- B.** A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:
- Studied under a noted/reputed traditional Master(s) /Artist(s)
  - Has been 'A' grade artist of AIR/ Doordarshan;
  - Has the ability to explain, with logical reasoning the subject concerned; and
  - Has adequate knowledge to teach theory with illustrations in the discipline concerned.
- C. Associate Professor: Eligibility (A or B):**
- A.**
- Good academic record, with a doctoral degree.
  - Performing ability of a high professional standard.
  - Eight years' experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College.
  - Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

**OR**

- B.** A traditional or a professional artist with highly-commendable professional achievement having Master's degree in the subject concerned, who has:
- been 'A'-grade artist of AIR/ Doordarshan;
  - eight years' experience of outstanding performing achievement in the field of specialization;
  - experience in designing of new courses and /or curricula;
  - participated in National level Seminars/Conferences/Concerts in reputed institutions' and
  - ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

*Shankar*

**D. Professor: Eligibility (A or B):**

**A.**

- (i) An eminent scholar having a doctoral degree
- (ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions
- (iii) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals,
- (iv) Has a total research score of 120, as per Appendix II, Table-2.

**OR**

**B.** A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned;

- i) Having Masters degree, in the relevant subject;
- ii) Has been 'A'-grade artist of AIR/ Doordarshan;
- iii) Has ten years of outstanding performing achievements in the field of specialization;
- iv) Has made significant contributions in the field of specializations and ability to guide research;
- v) Has participated in National/International Seminars/Conferences/ Workshops/ Concerts and/ or recipient of National/International Awards/Fellowships;
- vi) Has the ability to explain with logical reasoning the subject concerned, and
- vii) Has adequate knowledge to teach theory with illustrations in the said discipline.

**2.3. Drama Discipline:**

**I. Assistant Professor Eligibility (A or B);**

**A.**

- i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009, or 2016, and their amendments from time to time as the case maybe.

*Provided* further, candidates registered for the Ph.D. programme, prior to July 11,2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or

*Shachi*

equivalent positions in Universities/Colleges/Institutions, subject to the fulfillment of the following conditions: -

- a) The Ph.D. degree of the candidate has been awarded in the regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/ sponsored by the UGC/CSIR/ICSSR or any other similar agency.

**Note:**

1. The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
2. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which the NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

**OR**

- B.** A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:
- i) been a professional artist with three years' Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad;
  - ii) five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and
  - iii) the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.

**II. Associate Professor: Eligibility (A or B):**

**A.**

- i) A good academic record, having a Ph.D degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose.
- ii) Eight years' experience of teaching in a University/College and/ or research in a university/national level institution equal to that of Assistant Professor in a University/ College.
- iii) A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

**OR**

- B.** A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:
- i) been recognized artist of Stage/Radio/TV;



- ii) eight years of outstanding performance in the field of specialization;
- iii) experience of designing new courses and /or curricula;
- iv) participated in Seminars/Conferences in reputed institutions; and
- v) the ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

### III. Professor:

#### Eligibility (A or B):

- A. An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialization, with a minimum of 6 research publications in the peer-reviewed or UGC listed journals, and a total research score of 120, as per Appendix II, Table2.

OR

- B. A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:
  - i) Master's degree, in the relevant subject;
  - ii) Ten years of outstanding performing achievements in the field of specialization;
  - iii) Made significant contribution in the field of specialization
  - iv) Guided research;
  - v) Participated in National/ International Seminars/ Conferences/ Workshops and/or recipient of National/International Awards/Fellowships;
  - vi) Ability to explain with logical reasoning the subject concerned;
  - vii) Adequate knowledge to teach theory, with illustrations in the said discipline.

#### 2.4. Yoga Discipline

##### I. Assistant Professor: Eligibility (A or B):

- A. Good academic record, with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/foreign University.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or a similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time.

OR





B. A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. Degree in Yoga\* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case maybe.

\*Note: Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of these Regulations

**II. ASSOCIATE PROFESSOR:**

- i) A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline.
- ii) A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer- reviewed or UGC listed journals and a total research score of at least Seventy-five (75), as per the criteria given in Appendix II, Table2.

**III. PROFESSOR Eligibility (A or B):**

A.

- i) An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.
- ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

Or

- B. An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/ relevant discipline, to be substantiated by credentials.

**2.5. MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF COLLEGE LIBRARIAN:**

**I. COLLEGE LIBRARIAN**

- i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an



equivalent grade in a point –scale, wherever the grading system is followed)

- i) A consistently good academic record, with knowledge of computerization of a library.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

*Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions: -*

- a) The Ph.D. degree of the candidate has been awarded in the regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- (i) *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
- (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

### 3.0. CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURE:

The Selection Committee for all above posts / promotion under Career Advancement Scheme (CAS) shall consist of the following Members –

1	Chairman of MPSC	Chairman
2.	Chief Secretary or Addl. Chief Secretary whenever Chief Secretary is unable to attend.	Member
3.	Administrative Secretary (DP) or not below the rank of Special/Joint Secretary (DP) when Chief Secretary is in-charge of DP.	Member
4	Administrative Secretary (Hr. & Tech. Edn,)	Member
5.	Subject Expert	Member

*Shankar*

OR,

The Selection Committee constituted by the State Government from time to time.

#### 4.0. SELECTION PROCEDURE:

I. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3B and 4.

In order to make the system more credible, assessment may be made on the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in these Regulations.

*Provided* further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

II. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 4.1 (III.B), 4.2 (I.B, II.B, III.B), 4.3 (I.B, II.B, III.B) and 4.4 (III.B) of these Regulations, clear and transparent criteria and procedure may be laid down so that only outstanding professionals who can contribute substantially to the college system are selected.

III. In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.

IV. The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of universities), and Principal, as Chairperson (in case of colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

**A. The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:**

- i. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college as and when the need arises, etc. Examination and evaluation activities like performing



of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

- ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- iii. Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.

#### **B. Assessment Process**

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

**Step 1:** The college teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 4 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher-in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

**Step 2:** After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

**Step 3:** A CAS Promotion shall be granted as mentioned in Clauses 6.4 of these Regulations.

#### **4.1. Assessment Criteria and Methodology:**

4.1.1. Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/ Professors in Colleges;

4.1.2. Table 4 of Appendix II is applicable to College Librarians for promotion under Career Advancement Scheme; and

4.2. The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.

4.3. The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification/adoption of these Regulations.

- I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the college the



Assessment Criteria and Methodology Proforma supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

II. The Selection Committee specifications as contained in Clauses 5 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor and for equivalent cadres.

III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a Screening cum Evaluation Committee following the criteria laid down in Table 1 of Appendix-II.

IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the College on the date of consideration by the Selection Committee.

VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The State Government/Directorate shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

- i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
- ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, and 4 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be affected from that date of the candidate fulfilling the eligibility criteria.
- iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

VII. Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

*Shachi*

(a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

OR

(b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of these Regulations.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of these Regulations for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

- i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.
- ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

*Shachi*

**TABLE-A****(Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG))**

Sl. No.		Assistant Professor (Stage-1/ AGP Rs. 6000/- to Stage-2/AGP Rs.7000/-)	Assistant Professor (Stage-2/AGP Rs.7000/-to Stage-3/AGP Rs.8000/-)	Assistant Professor (Stage-3/ AGP Rs.8000/-) to Associate Professor (Stage 4/AGPRs.9000/-)	Associate Professor (Stage-4/ AGP Rs.9000/- to Professor (Stage-5/AGP Rs.10000/-)
1	Research and Academic contribution (Category-III)	20/assessment period	50/assessment period	45/assessment period	60/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**Table-B****(Minimum API requirement for the promotion of Library staff under CAS in Colleges)**

Sl. No.		Librarian (Stage 1/ AGP Rs.6000/- to Stage2/AGP Rs.7000/-)	Librarian (Stage 2/ AGP Rs.7000/- to Stage3 / AGP Rs.8000/-)	Librarian (Selection Grade/ (Stage 3/ AGP Rs.8000/-) to Librarian (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

VIII. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31<sup>st</sup> December, 2020.

#### **4.4. STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS / PROFESSORS**

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of these Regulations.

*Shanki*

3. **Career Advancement Scheme (CAS) for college teachers:**

I. **Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level11)**

**Eligibility:** Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- i. Attended one Orientation course of 21 days' duration on teaching methodology; and
- ii. Any one of the following: Completed one Refresher / Research Methodology Course;

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

II. **Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12):**

**Eligibility:**

- 1) Assistant Professors who have completed five years of service in Academic Level11/Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one

*Shashi*



week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course /contribution towards conducting of a MOOCs course during the period of assessment.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

**III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A) Eligibility:**

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject relevant /allied/relevant discipline.
- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

**CAS Promotion Criteria:**

A teacher may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1, and
- ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

**IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Eligibility:**

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals

*Shashi*

out of which three research papers shall be published during the assessment period.

- 4 A minimum of 110 Research Score as per Appendix II, Table2

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table2.
- ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

**C. Career Advancement Scheme (CAS) for College Librarians:**

**Note:**

- i) The following provisions shall apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) of these Regulations for Colleges/Institutions.

**I. From College Librarian (Academic level 10) to College Librarian (Senior Scale / Academic level-11):**

**Eligibility:**

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil. or a Ph.D. degree.

- (i) He/she has attended at least one Orientation course of 21 days' duration; and
- (ii) Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Appendix II, Table4.

**CAS Promotion Criteria:**

A College Librarian may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

**II. From College Librarian (Senior Scale/Academic level 11) to College Librarian (Selection Grade/Academic level12)**

**Eligibility:**



- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years:  
(i) Training/Seminar/Workshop/Course on automation and digitalisation,  
(ii) Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

**CAS Promotion Criteria:**

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

**III. From College Librarian (Selection Grade/Academic level-12) to College Librarian (Academic Level-13A)**

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years:  
(i) Training/Seminar/Workshop/Course on automation and digitalization,  
(ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

**CAS Promotion Criteria:**

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

**IV. The criteria for CAS Promotions from College Librarians (Academic Level 13A) to College Librarians (Academic Level 14) shall be the following:**

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years:  
(i) Training/Seminar/Workshop/Course on automation and digitalization,  
(ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

*Shachi*

- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript- Keeping

**CAS Promotion Criteria:**

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

**5.0. LEAVE:**

**5.1. Duty Leave;**

(i) Duty leave upto 30 days in an academic year may be granted for the following purposes:

- (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college;
- (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor/Principal of the College;
- (c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
- (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
- (e) For performing any other duty assigned to him/her by the university/college.

(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

(iii) The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

(iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.

(v) Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

**Note** – Director of University & Higher Education shall be the sanctioning authority of duty leave exceeding 1(one) week.



5.2. **Other leaves** - Study Leave, Sabbatical Leave, Casual Leave, Special Casual Leave Earned Leave, Half Pay Leave, Commuted Leave, Extraordinary Leave, Leave Not Due, Maternity Leave, Child Care leave, Paternity Leave, Adoption Leave, Surrogacy Leave shall be as per State norms.

6.0. **Counting of Past Services for Direct Recruitment and Promotion under CAS;**

Counting of pas service for Direct Recruitment and Promotion shall be restricted only to UGC followed States Government regular Teachers.

7.0. **Period of Probation and Confirmation**

7.1. The period of probation and confirmation shall be as per State norms

8.0. **Teaching Days**

8.1. The Colleges must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5-day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-dayweek.

8.2.

The above provision is summarized as follows:

Categorization	Number of weeks: 6-days a week pattern		Number of weeks: 5-days a week pattern	
	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
<b>Total</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>52</b>

8.3. In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3<sup>rd</sup> of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of university teachers, 1/3<sup>rd</sup> of the period shall be credited as Earned Leave.

*Anachi*

## 9.0 Workload:

9.1. The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra- Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor	-	16 hours per week
Associate Professor / Professor	-	14 hours per week

10.0. Professors/ Associate Professors/ Assistant Professors involved in administration / extension work can devote two hours per week from the teaching and learning hours.

## 11.0. Service Agreement and Fixing of Seniority

11.1. At the time of recruitment in colleges, a service agreement should be executed between the Government and the teacher concerned and a copy thereof shall be deposited with the Principal. Such service agreement shall be duly stamped as per the government rates applicable.

11.2. The self-appraisal methodology, as per Clause 4.0 and its sub-clauses and Clauses 4.1 to 4.4 and all the sub- clauses contained therein and as per Tables 1 to 4 of Appendix II, as per eligibility, shall form part of the service agreement/record.

## 11.3 Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit within a Department shall be determined with reference to the rules and regulation of the State Government for the teacher promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the State Government shall apply, for all other matters of seniority.

## 12.0. Code of Professional Ethics

### I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable indisposition.

### Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the

profession;

- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

**II. Teachers and Students Teachers should:**

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

*Franki*

**III. Teachers and Colleagues:**

**Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

**IV. Teachers and Authorities:**

**Teachers should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/ or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**V. Teachers and Non-Teaching Staff:**

**Teachers should:**

- (i) Treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

**VI. Teachers and Guardians:**

**Teachers should:**

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to

*Shachi*



the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **VII. Teachers and Society:**

##### **Teachers should:**

- i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

##### **College Principal should:**

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

#### **13.0 Maintenance of Standards in Higher-Education Institutions:**



In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Colleges/Institutions:

- i. There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- ii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.
- iii. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.
- iv. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- v. Research clusters shall be created amongst the colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.
- vi. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT) scheme shall also organize such induction programmes as per their mandate.
- vii. These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- viii. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

*Anandhi*

<b>Appendix I</b>	<b>Assessment Criteria and Methodology</b> Table 1 to 3 - For College Teachers Table 4 - For College Librarian
-------------------	--

**Appendix I**

**Table 1**

**Assessment Criteria and Methodology for College Teachers**

Sl. No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organizing seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities  <b>Note:</b> Number of activities can be within or across the broad categories of activities

*Anachi*

**Overall Grading:****Good:** Good in teaching and satisfactory or good in activity at SI.No.2. Or**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at SI.No.2.**Not Satisfactory:** If neither good nor satisfactory in overall grading

**Note:** For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

**Table 2****Methodology for College Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

Sl No.	Academic/Research Activity	Faculty of Sciences /Engineering /Agriculture/Medical / Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education/Physical Education / Commerce/Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08



	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/ subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	<b>(d) E-Content</b>		
	Development of e-Content in 4 quadrants complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4.	(a) Research guidance		

*Anachi*

	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing:		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/ organisation like UNO/ UNESCO/World Bank / International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

*Anandhi*

**The Research score for research papers would be augmented as follows:**

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor -5 Points
  - ii) Paper with impact factor less than 1 -10 Points
  - iii) Paper with impact factor between 1 and 2 -15 Points
  - iv) Paper with impact factor between 2 and 5 -20 Points
  - v) Paper with impact factor between 5 and 10 -25 Points
  - vi) Paper with impact factor > -10 30 Points
  - (a) Two authors: 70% of total value of publication for each author.
  - (b) More than two authors: 70% of total value of publication for the First/ Principal/ Corresponding author and 30% of total value of publication for each of the joint authors.
- Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7-marks each.
- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/ Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

**Table: 3**

**Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges**

Sl. No	Academic Record	Score			
1.	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	25			

*Shachi*

5.	NET with JRF	10
	NET	08
	SLET/SET	05
6.	Research Publications (2 marks for each research publications published in Peer- Reviewed or UGC-listed Journals)	06
7.	Teaching / Post- Doctoral Experience (2 marks for one year each)	10
8.	Awards	
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03
	State-Level (Awards given by State Government)	02

# However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note: (A)

- (i) M.Phil. +Ph.D. Maximum - 25 Marks  
(ii) JRF/NET/SET Maximum - 10 Marks  
(iii) In awards category - 03 Marks  
(B) Number of candidates to be called for interview shall be decided by the college.  
(C) Academic Score - 84  
Research Publications - 06  
Teaching Experience - 10  
TOTAL - 100

(D) SLET/SET score shall be valid for appointment in respective State Universities/ Colleges / institutions only.

*Shuchi*



**Table 4**

**Assessment Criteria and Methodology for Librarians**

Sl. No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>• Assistance towards updating institutional website</li> </ul>	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/workshop or 1 state level seminar/workshop + 1 institution level seminar/workshop or 4 institution seminar/workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database, then</p> <p align="center">OR</p> <p>If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>
4.	<p>Checking inventory and extent of</p>	<p>Good: Checked inventory and missing</p>

*Shachi*

	missing books	book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good: Involved in any two activities Satisfactory: At least one activity  Not Satisfactory: Not involved/undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory: If neither good nor satisfactory in overall grading.	
<p>Note:</p> <p>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</p> <p>(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</p> <p>The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</p>		

*Shachi*