



**SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI'S  
DR. H. N. SINHA ARTS AND COMMERCE COLLEGE, PATUR, DIST. AKOLA  
(MS)**

**Affiliated with SantGadge Baba Amravati University, Amravati (MS)**

**NAAC RE-ACCREDITED WITH 'B' GRADE**

**Website: [www.drhns.org](http://www.drhns.org)**

**6.3.1  
Institutional Performance Appraisal  
System for Teaching and Non-teaching  
staff**

Shri Shivaji Education Society, Amravati's  
**DR. H. N. SINHA ARTS & COMMERCE COLLEGE**



PATUR - 444 501 (Dist. - Akola ) M.S.  
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Index No. Jr. College - 01.06.001 Sr. College - 208, H.S.C. Voc. 01.06.901



**Shri. Harshavardhan Deshmukh**  
President  
Shri Shivaji Education Society, Amravati

**Prof. Dr. Kiran S. Khandare**  
M.A., M.Phil., Ph.D.  
Principal

**Late Dr. Panjabrao Deshmukh**  
M.A. D.Phil., L.L.D., Bar-at-Law  
Founder President

No. : HNS/P/ \_\_\_\_\_ / \_\_\_\_\_

Date: 3-4-23


### Declaration

This is to declare that the information, reports, true copies and numerical data etc. furnished in this file as supporting documents is verified by IQAS and found correct. Hence this certificate.



**Dr. S. L. Khandel**  
Coordinator

Internal Quality Assurance Cell,  
Dr. H.N. Sinha Arts & Commerce College,  
PATUR



**Dr. K. S. Khandare**  
Principal

Dr. H. N. Sinha College,  
Patur, Dist. Akola

### **6.3.1**

## **Institutional Performance Appraisal System for Teaching and Non-teaching staff**

### 6.3.1 Institutions Performance Appraisal System for teaching and non-teaching staff

#### Response:

The prime motto of the college is to provide quality education to students. To achieve this, the college has a performance appraisal system to assess its human resources on regular basis. The college encourages each faculty member to take up activities related to teaching-learning and evaluation, co-curricular, research and extension, professional development etc. The College follows academics based self-appraisal mechanism as prescribed by Sant Gadge Baba Amravati University, Amravati. Every member of the teaching faculty is supposed to maintain his/ her Performance Record. These records duly verified by the heads of the departments are annually submitted for the assessment to the Principal through IQAC. At the time of promotion, the candidate faculty members have to produce his/her yearly academic appraisal forms to the scrutiny committee for placement for verification. Then it is signed by Coordinator IQAC and Principal and placed before the Selection or screening Committee. Thus, the college has established a multi-tiered and faultless assessment mechanism.

The College Staff Council meeting with the Principal of the college works as a corner stone of the quality assessment. Students feedback work as the chief external assessment mechanisms. The performance of the faculty is assessed by the students during such feedback. The feedbacks collected thus are compiled and the consolidated outcome is handed over to the Principal for the further needy action.

## **Criterion: 6- Governance, Leadership and Management**

Every department also charts its academic action plan which is considered as department calendar. This plan is reviewed occasionally during department staff meetings and priorities are re- reset. Every department tried to adherence to the direction of college authority while following the Departmental calendar.

The college follows similar mechanism laid down by the parent society for the assessment and evaluation of teaching and non-teaching staff. The Grievance Redressal platforms is available to resolve the issues related to staff.

The college organizes training programs, soft skill sessions for non-teaching staff to acquaint them with the current technological advances.

### **Content:**

- 1. SGBAU, Amravati , PBAS format for Teacher**
- 3. Maharashtra State Govt. G.R. March 2019**
- 4. Self Appraisal format for Teachers by Parent Management**
- 5. Self Appraisal format for Non Teaching Staff by Parent Management**

## Sant Gadge Baba Amravati University, Amravati

**Academic Performance Indicators (APIs) based Performance Based Appraisal System (PBAS)  
for Appointments and Promotions under Career Advancement Scheme (CAS) of  
University/College Teachers.**

**(For Teachers other than Physical Education Persons, Librarians and  
teachers of Music and Performing Arts)**

Session –

**(PART A, PART B & PART C)**

### **PART A: GENERAL INFORMATION**

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
  
7. Permanent Address (with Pin code) :  
 Telephone No. :  
 Email :
8. Whether acquired any degrees or fresh academic qualifications during the year: .....
9. Academic Staff College Orientation / Refresher Course attended during the year : .....

Sr. No.	Name of Course/ Summer School	Place	Duration	Sponsoring agency
1				
2				

Date:

-----  
Signature of Teacher

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : I**  
**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**I. Direct Teaching** (Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.).

S. N.	Course/ Paper	Level	Mode of Teaching	Hours allotted per week	Hours engaged	Percenta ge of Lectures engaged	Grading	Proof Documen ts
Odd Semesters								
Even Semesters								

\* Lecture (L), Tutorial (T), Practical (P), Field Work (FW), Project Supervision (PrS)

**Grading Criterion:-** 80% and above – Good; Below 80% but 70% and above- Satisfactory;  
Less than 70%- Not satisfactory.

**\*\*As per table under the document Annexure I (A)**

<b>Overall Grading ( Category : I ) :-</b>	Good
--------------------------------------------	------

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :  
(For Category : I)

\_\_\_\_\_  
Signature of  
Chairman Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : II**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION  
AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**II i. Administrative Responsibility:**

Sr. No.	Responsibility	Nature of work	Grading	Proof Document
1				
2				

**II ii. Contribution to corporate life through committees and duties assigned by the authority:**

Sr. No.	Responsibility	Nature of work	Grading	Proof Document
1				
2				
3				
4				

**II iii. Examination Work:**

Sr. No.	Responsibility	Nature of work	Grading	Proof Document
1				
2				
3				
4				

**II iv. Discipline related co-curricular activities:**

Sr. No.	Responsibility	Nature of work	Grading	Proof Document
1				
2				
3				

**II v. Other co-curricular activities:**

Sr. No.	Responsibility	Nature of work	Grading	Proof Document
1				
2				



**II vi. Extension and dissemination activities:**

Sr. No.	Responsibility	Nature of work	Grading	Proof Document
1				
2				

**II vii. Institutional governance:**

Sr. No.	Responsibility	Nature of work	Grading	Proof Document
1				
2				
3				

**II viii. Conduct of Lectures:**

Sr. No.	Responsibility	Nature of work	Grading	Proof Document
1				
2				

**II ix. Participatory and Innovative Learning:**

Sr. No.	Responsibility	Nature of work	Grading	Proof Document
1				
2				
3				

**II x. Evidence of actively involved in guiding Ph.D. students:**

S. N.	No. of Ph. Students registered	No. of Ph. D. students submitted thesis	No. of students awarded Ph. D. Degree	Grading	Proof Documents
1					
2					

**II xi. Conduct of Research Projects:**

S. N.	Title of Project	Major/ Minor	Period of Award	Amount Approved	Funding agency	Grading	Proof Document
1							
2							

**II xii. Research paper Published:**

S. N.	Title with page no.	Journal	ISSN/ ISBN	Whether Peer reviewed, impact factor if any	No. of Co-author s	Whether you are the main author	Whether referred/ other journal notified by UGC	Grading	Proof Document
1									
2									
3									
4									

**Grading Criteria:-** Good - Involved in at least 3 Activities; Satisfactory- 1-2 activities and Not-satisfactory - Not involved/ undertaken any of the activities.

**\*\*As per table under the document Annexure II (A)**

<b>Overall Grading ( Category : II ) :-</b>	Good
---------------------------------------------	------

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :  
(For Category : II )

\_\_\_\_\_  
Signature of  
Chairman Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

S. N.	Title with page no.	Journal	ISSN/ ISBN	Whether Peer reviewed, impact factor if any	No. of Co-authors	Whether you are the main author	Whether referred/ other journal notified by UGC	Augmented API score	Proof Document
1									
2									
3									
4									
<b>Total</b>									

**III B.a. Publications other than journal articles (books, chapters in books):**

S. N.	Title with page no./ Chapter with page no.	Book title with Editor, Publisher	Publication on International/ National Level	ISSN/ ISBN	Whether approved by University	No. of Co-authors	Whether you are the main author	API score	Proof Document
1									
2									
<b>Total</b>									

**III B.b. Publications in the form of Cassettes/CDs/DVDs, Tracks published/ Recorded:**

.....

**III B.c. Publications in the form of individual Cassettes/CDs/DVDs, Tracks published/ Recorded:**

.....

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND**

**DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA: NIL**

S. N.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority concerned	Publisher	Course Credit/ Module	API Score	Proof Document
<b>Total</b>							

**III D.a RESEARCH GUIDANCE:**

S. N.	Number Enrolled	Thesis submitted	Degree Awarded	API Score	Proof Document
M. Phil.					
Ph. D.					
P. G. Dissertations					
<b>Total</b>					

**III D.b RESEARCH PROJECTS COMPLETED:****III D. b (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant Amount Mobilized (Rs. Lakhs)	Policy document generated	API Score	Proof Document
1							
2							
<b>Total</b>							

**III D.b (ii). Consultancy Projects:****III D.c ONGOING RESEARCH PROJECTS:****III D.c (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant Amount Mobilized (Rs. Lakhs)	Policy document generated	API Score	Proof Document
1							
2							
<b>Total</b>							

**III D. c (ii). Consultancy Projects:****III E.a Patents Awards:**

S. N.	Title of patent	Award conferring organization	National/ International	Patent No.	API Score	Proof Document
1						
2						
<b>Total</b>						

**III E. b Policy Document:**

S. N.	Title of Document	Policy document submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document
1						
2						
<b>Total</b>						

**III E. c. Fellowships and Awards:**

S. N.	Fellowship/ Awards	Award conferring organization	Event organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document
1						
2						
<b>Total</b>						

**III F. Invited lectures / Paper delivered in conferences / seminars:**

S. N.	Invited talk/ Paper presented	Title of Conference/ Seminars	Event organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document (Certificates attached)
1						
2						
<b>Total</b>						

**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.

**\*\*As per table under the document Annexure III (A)**

<b>Overall Grading ( Category : III ) :-</b>	
----------------------------------------------	--

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :  
(For Category : III )

\_\_\_\_\_  
Signature of  
Chairman Screening / Selection Committee

**IV. SUMMARY OF GRADES/ API SCORES:**

<b>Category</b>	<b>Criteria</b>	<b>Last academic year</b>	<b>Grades/ Points (Assessment year)</b>	<b>Annual API Score for Category III only</b>
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contributions</b>			

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

\_\_\_\_\_  
Signature of  
Chairman Screening / Selection Committee

## PART C : OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S. N.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	

\*Annexure-IV

**LIST OF ENCLOSURES:** (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

**Copies of:-**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

I certify that the information provided is correct as per records available with the University / College and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.



Name : .....

Designation : .....Assessment Year : .....

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

**I) Verification & Evaluation in respects of Grades/ API.**

Items	Correct	Exaggerated	Excellent	Very good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

**II)**

- A) General Intelligence : \_\_\_\_\_
- B) Capacity to get work in Respect of research & teaching -----
- C) Technical Ability : \_\_\_\_\_
- D) Administrative ability including : \_\_\_\_\_

**Judgment initiative and drive (if applicable)**

- E) Integrity and Character : -----
- F) Whether powers delegated are : -----

**Fully utilized.**

**G) General Assessment \_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good, B = Good, C+ = Satisfactory, C = Not Satisfactory**

(\* Strike out which is not applicable.)

Date : / /

Signature of Reporting Officer

**Observation of the Reviewing Officer (Vice-Chancellor) :**

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Date : / /

Signature of Reviewing Officer

# SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE



Official Publication of Sant Gadge Baba Amravati University

PART- ONE

(Extra-Ordinary)

Monday, the 15<sup>th</sup> July, 2019

## Direction

No. : 17/2019

Date : 15/7/2019

**Subject :- Self – Assessment Proforma - cum – Score Sheets for Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) for Appointments and Promotions under Career Advancement Scheme of Teachers and other Academic Staff.. (UGC Regulations-2018)**

Whereas, the University has hereinbefore, issued the Direction No. 35/17 to deal the matter on the above subject,

AND

Now, whereas, the Government of Maharashtra, Higher & Technical Education Department, Mumbai, has issued **Government Resolution No. Misc-2018/C.R.56/18/UNI-1** dated 8<sup>th</sup> March, 2019, regarding Revision of Pay Scales of teachers and equivalent cadres in Higher Education as per UGC Scheme ( 7<sup>th</sup> Pay Commission), and minimum qualifications for appointment of teachers and other academic staff in all the Universities , Colleges and measures for the maintenance of standard in Higher Education in view of University Grants Commission, Resolution-2018,

AND

Whereas, the above **Government Resolution No. Misc-2018/C.R.56/18/UNI-1** dated 8<sup>th</sup> March, 2019, is implemented, by this University, vide Direction No. 8/ 2019, dated 2/4/2019 so also the Direction No. 14/2019, dated 27.06.2019, regarding corrigendum issued by Govt. vide G.R. dated 10 May, 2019 to this of G.R. of 8th March, 2019.

AND

Whereas, the above UGC Regulation, 2018 (Revision of Pay Scales of Teachers in Non-Agricultural Universities, National Law University, Affiliated Colleges, Government Colleges/Institutes as per 7th Central Pay Commission also provides minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education,

AND

Whereas, the Proforma-cum-Score Sheets are to be prepared as per the UGC Regulations-2018 as accepted by the Govt., the Vice-Chancellor has appointed the Committee which has prepared the Proforma-cum-Score Sheets based on guidelines, criteria on the subject, and the Proforma-cum-Score Sheets have been accepted by the Vice-Chancellor.

AND

Whereas, the matter is to be implemented by prescribing the Ordinance u/s 74 of the Maharashtra Universities Act, 2016.

AND

Whereas, making of ordinance is time consuming process.

AND

Therefore, I, Dr. M.G. Chandekar, Vice-Chancellor of Sant Gadge Baba Amravati University, in exercise of the powers conferred upon me under Section 12(8) of the Maharashtra Public Universities Act, 2016, do hereby direct as under :-

1. This Direction may be called as “Self Assessment Proforma-cum-Score Sheets for Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) for Appointments and Promotions under Career Advancement Scheme of Teachers and Academic Staff, (UGC Regulations-2018) - Direction, 2019”.

2. This Direction shall come into force from the date of its issuance.
3. Self Assessment Proforma-cum-Score Sheets for Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), for Appointments & Promotions under Career Advancement Scheme of Teachers, will be as prescribed by UGC Regulation, 2018 (Revision of Pay Scales of Teachers in Non-Agricultural Universities, National Law University, Affiliated Colleges, Government Colleges/Institutes as per 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education Resolution as accepted by Govt. of Maharashtra vide G.R. dated 8th March, 2019 and 10th May, 2019. Self Assessment Proforma-cum-Score Sheets prescribed accordingly by the University for this purpose are as per Section-I, Section-II, Section-III and Section-IV annexed herewith, as ANNEXURE-A..

Summary of these Sections is as under :-

**Summary of Sections :-**

(A)

**Section-I**

**Appendix - I :** For University and College Teachers other than Physical Education Persons & Librarians for filling Part - B ( Categories - I, II & III ) of Appendix - II & Appendix - III.

**Appendix - II :** PBAS Proforma for Promotions under CAS of Teachers other than Physical Education Persons & Librarians ( Part - A, Part - B & Part - C).

**Appendix - III :** Annual Self Assessment Proforma for the Performance Based Appraisal System ( Part - A, Part - B & Part - C) for Teachers other than Physical Education Persons & Librarians.

**Section-II**

**Appendix - IV :** For University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports for filling Part - B (Categories - I, II & III ) of Appendix - V & Appendix - VI.

**Appendix - V :** Annual Self Assessment Proforma for the Performance Based Appraisal System ( Part - A, Part - B & Part - C ) for University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports.

**Appendix -VI :** PBAS Proforma for Promotions under CAS of University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports (Part - A, Part - B & Part - C).

**Section-III**

**Appendix - VII :** For University Librarian / Deputy Librarian / Assistant Librarian and College Librarian for filling Part - B (Categories - I, II & III) of Appendix - VIII & Appendix - IX.

**Appendix-VIII :** Annual Self Assessment Proforma for the Performance Based Appraisal System ( Part - A, Part - B & Part - C ) for University Librarian / Deputy Librarian / Assistant Librarian and College Librarian.

**Appendix - IX :** PBAS Proforma for Promotions under CAS of University Librarian/ Deputy Librarian / Assistant Librarian and College Librarian ( Part - A, Part - B & Part - C).

**Section- IV**

**Appendix - X :** For Teachers under Music and Performing Arts Part - B (Categories - I, II & III) of Appendix - XI & Appendix - XII.

**Appendix - XI :** Annual Self Assessment Proforma for the Performance Based Appraisal System ( Part - A, Part - B & Part - C ) for Teachers under Music and Performing Arts.

**Appendix - XII :** PBAS Proforma for Promotions under CAS of University For Teachers under Music and Performing Arts ( Part - A, Part - B & Part - C).

(B) For Direct Recruitments of Professor and Principal posts, applicants should submit the information under “ ( A )” in the Format under '**Category - III**' of Part B of Appendix - II, VI, IX & XII XI along with his / her application form by respective category of teachers.

4. The cases of Self-assessments, score sheets, API, and PBAS shall hereinafter be dealt as per this Direction only as far as applicable to the teachers and other academic staff in University & Colleges in the faculties/courses fall under the "Coverage" at para- 1.0 of Govt. Resolution dated 8th March, 2019.

Place : Amravati  
Date : 15 /07/2019

Sd/-  
(Murlidhar Chandekar)  
Vice-Chancellor

\*\*\*\*\*

**Section I**

**Appendix-I**

**Sant Gadge Baba Amravati University, Amravati.**  
**Academic Performance Indicators (APIs) And Scores developed for**  
**adoption of Performance Based Appraisal System (PBAS) for Appointments and Promotions under**  
**Career Advancement Scheme (CAS) of University/College Teachers.**  
*(For Teachers other than Physical Education Persons, Librarians and teachers of Music and Performing Arts)*

**Instructions for Filling up Part B of the PBAS Proforma**  
**( Please read the Instructions carefully before filling the proforma for Category I, II, III )**

**Part B of the Proforma is based on Government of Maharashtra, Higher and Technical Education, GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.**

**B ( I )** is based on API Grading/ scoring for **Category I** of the Table. Detailed information for 2018-19 or most recent assessment year is to be provided.

**B (II)** is based on **Category II** of the Table. Detailed information for 2018-19 or most recent assessment year is to be provided.

**B (III)** is based on **Category III** of the Table. Detailed information for the entire assessment period is to be provided. The proforma is to be filled as per the tables and self-assessment scores/ grades given. For each category, even though several avenue of activities and their API scores are given to provide choice/ opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-A and B for University and College teachers respectively as per GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.

**NB.** The self-assessment scores are subject to verification by the University / College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

**CATEGORY : I : Assessment Criterion for Teaching, Learning and Evaluation Related Activities as per GR No. Misc-2018/C.R56/18/UNI-1.**

**Direct Teaching:**

<b>Indicator/ Activity</b>	<b>Post Held</b>	<b>Grading Criteria</b>
Lectures/ Practicals/ Tutorials/ Field Work / Project  Supervision taken should be based on verifiable records.	Assistant Professor	80% and above - Good Below 80% but 70% and above-
	Associate Professor	
	Professor	Satisfactory Less than 70%- Not satisfactory

**Note:** For the purpose of assessing the grading of Activity at Criterion I 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. 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.

**CATEGORY: II. Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.**

**II. Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.:**

Indicator/ Activity	Post Held	Grading Criteria
<p>i. Administrative responsibility (including as Dean / Principal / Head of the Department/ Coordinator of centers Chairperson / Convener / Teacher-in-charge/ IQAC/ statutory bodies/ similar other duties that require regular office hrs for its discharge)/ other aspect of departmental or institutional management such as admission committee, campus development, library committee etc./ Organization of Conference /Training as Chairman/Organizing Secretary / Treasurer. Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline/ College magazine etc./ Contribution to Corporate life in Universities/colleges through meetings, popular. / lectures, subject related events, other college/university Activities etc.</p> <p>ii. Participation in Board of Studies, Academic and Administrative Committees and all other committee (s)/ Duties specified by the University/ Government/ Statutory bodies.</p> <p>iii. Question paper setting, Invigilation, evaluation of answer scripts including term end examination / Departmental examinations/ College Examinations/ Internal Assessment and other examinations specified by the University.</p> <p>iv. Examination work such as coordination, Co-officer, Subject Exam Committee etc. or flying squad duties etc.</p> <p>v. Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</p> <p>vi. Other co-curricular activities. Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity. Students related Socio</p>	<p>Assistant Professor/ Associate Professor/ Professor</p>	<p><b>Good</b> - Involved in at least 3 Activities. <b>Satisfactory</b>- 1-2 activities <b>Not-satisfactory</b> - Not involved/ undertaken any of the activities.</p>

<p>Cultural and Sports Programmes, campus publications etc.</p> <p>vii. Extension and dissemination activities (public /popular lectures/talks/seminars etc.). Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper, flood or drought relief, small family norms, cleanliness.</p> <p>viii. Professional Development activities such as participation in short term training courses/ long term training courses authorized by statutory bodies, industrial experience, talks, refresher / orientation/ faculty development courses, dissemination and general articles and any other contribution, subject Associations, Conferences, Seminars without paper Presentation. Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, etc.</p> <p>ix. Institutional governance. Participation in State/Central Bodies/Committees on Education, Research and National Development. Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes.</p> <p>x. Lectures in Refresher/ Orientation/ Short Term Programmes and any other professional development activities authorized by statutory bodies.</p> <p>xi. learning methodologies, updating of subject contents/courses, mentoring etc.</p> <p>xii. Participatory and Innovative T /L Process with materials for problem based learning, case studies, Group discussions etc.,</p> <p>xiii. Interactive Courses, Participatory Learning modules, Case studies.</p> <p>xiv. Use of ICT in T/L process with computer-aided methods like power point / Multimedia/ Simulation/Softwares etc.</p> <p>xv. Developing and imparting Remedial/Bridge Courses.</p> <p>xvi. Developing and imparting soft skills/communication skills/personality development courses/ modules.</p> <p>xvii. Developing and imparting</p>		
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<p>specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas.</p> <p>xviii. Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning and e-library skills to students.</p> <p>xix. Evidence of actively involved in guiding Ph.D. students .</p> <p>xx. Conducting minor or major research project sponsored by national or international agencies.</p> <p>xxi. At least one single or joint publication in peer- reviewed or UGC list of Journals.</p>		
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**Note: Good:** Good in teaching and satisfactory or good in activity at Category-II.

**Or**

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Category-II.

**Not Satisfactory:** If neither good nor satisfactory in overall grading.

**Note:** For the purpose of assessing the grading of Activity at Criterion I and Criteria II, 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. 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.

### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Sr. No.	Category	Academic/ Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Education/ Physical education/ Commerce/ Management and other related disciplines

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1	<b>III (A) Research Paper Publication</b>	Research Papers published in: Peer- Reviewed or UGC listed Journals #	8 per paper	10 Per paper
2	<b>III (B) Publications (other than Research Papers)</b>	<b>a) Books authored which are published by</b>		
		International Publisher	12	12
		National Publisher	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>b) Translation work in Indian and Foreign Languages by qualified faculties</b>		
		Chapter or Research Paper	03	03
3	<b>III (C) Creation of ICT mediated teaching learning pedagogy and content development of new and innovative courses and curricula</b>	a) Development of innovative pedagogy	05	05
		b) Design of new curricula and courses	02/ curricula / course	02/ curricula / course
		c) MOOCs		
		Development of complete MOOCs in 4 quadrants (4 credit course ) ( In case of MOOCs lesser credit 5 marks/ credit)	20	20
		MOOCs (Develop 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
		d) E-Content		
		Development of e -Content in 4 quadrants for a 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	<b>III (D) Research</b>	a) Research Guidance
Ph.D	10/ Degree Award 05/ Thesis Submitted			10/ Degree Award 05/ Thesis Submitted
M.Phil / PG Dissertation	02/ Degree Award			02/ Degree Award
b) Research Project 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



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5	<b>III (E) Patents and Policy Documents</b>	a) Patents		
		International	10	10
		National	07	07
		b) *Policy Document (Submitted to an International body/organization 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	<b>III (F) Invited Talks/ Paper Presentation</b>	*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

**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 A**  
**Minimum API requirement for the promotion of teachers under CAS in Universities.**

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4 / Academic Level 12 to 13A )	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5/ Academic Level 13 A to 14)	Professor (Stage 5) to Professor (Stage 6/ Academic Level 14 to 15 )
I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading				Qualification and Grading as per GR No. Misc-2018/C.R56/18/UNI-1.
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.					
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	40 / Assessment period	100 / Assessment period	90 / Assessment period	120 / Assessment period	
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee

**TABLE B**  
**Minimum API requirement for the promotion of teachers under CAS in Colleges/ Affiliated Institutions UG and PG.**

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4 / Academic Level 12 to 13A )	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5/ Academic Level 13 A to 14)
I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading			
II	Involvement in Administrative, Examination , Co-curricular, Extension and Professional Development Related Activities.				
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	45 / Assessment period	60 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee

**TABLE - C**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR DIRECT SELECTION OF TEACHERS IN UNIVERSITIES / COLLEGES/ INSTITUTIONS.**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor	<p><b>A.</b></p> <p>1) 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.</p> <p>2) 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 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/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/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions subject to the fulfillment of the following conditions:</p> <p>a) The Ph.D. degree of the candidate has been awarded in regular mode only;</p> <p>b) The Ph.D. thesis has been evaluated by at least two examiners;</p> <p>c) An open Ph.D. viva voce of the candidate has been conducted;</p> <p>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; and</p> <p>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.</p> <p><b>Note:</b></p> <p>1) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.</p> <p>2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted.</p> <p>However, Ph.D. degree shall remain the</p>	<p><i>The Academic score as specified by GR No. Misc-2018/C.R56/18/UNI-1. in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) 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.</i></p>

		<p>minimum eligibility for appointment of Assistant Professor in such disciplines.</p> <p align="center"><b>OR</b></p> <p><b>B.</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).</p>	
2	Associate Professor	<p>i. A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines;</p> <p>ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and</p> <p>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.</p>	A total research score of Seventy five (75) as per the criteria given in Category III of the Direction (8/2019).
3	Professor	<p><b>A.</b></p> <p>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.</p> <p>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.</p> <p align="center"><b>OR</b></p> <p><b>B.</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.</p>	A total research score of One hundred twenty (120) as per the criteria given in Category III of the Direction (8/2019)..
4	Senior Professor	<p>i. An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.</p> <p>ii. A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of</p>	<b>Note:</b> Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.

	<p>national level.</p> <p>iii. The selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.</p> <p>iv. The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules.</p>	
<p><b>Note: As there is no provisions for the Direct selection for the post of Associate Professor and Professors in Colleges/ affiliated institutions in GR No. Misc-2018/C.R56/18/UNI-1; the above conditions may be wherever it is provided considered for direct selections in the colleges/affiliated institutes.</b></p>		

**TABLE – D**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES UNDER CAS**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11) Equivalent cadres from Stage 1 to 2).	<p>i. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. or six years of service in case of those without a Ph.D./M.Phil and satisfies the following conditions:</p> <p>ii. Attended one Orientation course of 21 days duration on teaching methodology;</p> <p>iii. Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching- Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and</p> <p>iv. Published one research publication in the peer-reviewed journals or UGC listed journals during assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets a '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 provided in Table A of the Direction).</p> <p>ii. A total research score of Forty (40) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the screening-cum evaluation committee.</p>
2	Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12) Equivalent cadres from	<p>i. Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.</p> <p>ii. A Ph.D. Degree in the subject concerned/ allied /relevant discipline.</p> <p>iii. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/Workshops/ Syllabus Up gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development</p>	<p>A teacher shall be promoted if;</p> <p>i. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as provided in Table A of the Direction).</p> <p>ii. A total research score of Hundred (100) for Assessment period as per the criteria given in Category III of the Direction.</p>

	Stage 2 to 3).	<p>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 in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.</p> <p>iv. Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.</p>	<p>iii. The promotion is recommended by the Screening-cum-evaluation committee.</p>
3	Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A) Equivalent cadres from Stage 3 to 4).	<p>i. Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.</p> <p>ii. A Ph.D. degree in subject concerned /allied/relevant discipline.</p> <p>iii. 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.</p> <p>iv. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.</p> <p>v. Evidence of having guided at least one Ph.D. candidate.</p>	<p>A teacher shall be promoted if;</p> <p>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 specified in Table A of the Direction.</p> <p>ii. A total research score of Ninety (90) for Assessment period as per the criteria given in Category III of this Direction.</p> <p>iii. The promotion is recommended by a selection committee constituted in accordance with these Rules.</p>
4	Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Equivalent cadres from Stage 4 to 5).	<p>i. Associate Professors who have completed three years of service in Academic Level 13A.</p> <p>ii. A Ph.D. degree in subject concerned/ allied/relevant discipline.</p> <p>iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.</p> <p>iv. Evidence of having successfully guided doctoral candidate.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she 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 Table A of this Direction.</p> <p>ii. A total research score of One Hundred Ten (110) for Assessment period as per the criteria given in Category III of the Direction .</p>

			iii. The promotion is recommended by a selection committee .
4	Professor ( Academic Level 14) to Senior Professor (Academic Level 15 (Stage 5 to 6)	i. Ten years' experience as a Professor. ii. A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.	A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favorable review from three eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee .

**TABLE – E**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN COLLEGES/ AFFILIATED INSTITUTIONS UNDER CAS**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11) Equivalent cadres from Stage 1 to 2).	<p>i. 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 L.L.M, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./PG degree in Professional Courses.</p> <p>ii. Attended one Orientation Course of 21 days' duration on teaching methodology; and</p> <p><b>iii. Any one of the following:</b> Completed one Refresher / Research Methodology Course <b>OR</b> <b>Any two of the following:</b> Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration. <b>OR</b> Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrant/ MOOCs course during the assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets a '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 provided in Table B of this Direction).</p> <p>ii. A total research score of Twenty (20) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the screening-cum evaluation committee.</p>
2	Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/	<p>i. Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.</p> <p>ii. 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</p>	<p>A teacher shall be promoted if;</p> <p>i. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as provided in Table B of the Direction).</p> <p>ii. A total research score of Fifty (50) for Assessment period as per the</p>



	Academic Level 12) Equivalent cadres from Stage 2 to 3).	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 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..	criteria given in Category III of the Direction. iii. The promotion is recommended by the Screening-cum-evaluation committee.
3	Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A) Equivalent cadres from Stage 3 to 4).	<ul style="list-style-type: none"> <li>i. Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.</li> <li>ii. A Ph.D. degree in subject concerned /allied/relevant discipline.</li> <li>iii. 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.</li> </ul>	<p>A teacher shall be promoted if;</p> <ul style="list-style-type: none"> <li>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 specified in Table B of this Direction.</li> <li>ii. A total research score of Forty Five (45) for Assessment period as per the criteria given in Category III of the Direction.</li> <li>iii. The promotion is recommended by a selection committee.</li> </ul>
4	Associate Professor (Academic Level 13A) to Professor	<ul style="list-style-type: none"> <li>i. Associate Professors who have completed three years of service in Academic Level 13A.</li> <li>ii. A Ph.D. degree in subject concerned/allied/ relevant</li> </ul>	<p>A teacher shall be promoted if;</p> <ul style="list-style-type: none"> <li>i. He/she gets ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least two of the last three years</li> </ul>

	(Academic Level 14) Equivalent cadres from Stage 4 to 5).	discipline. iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period. iv. A minimum of 110 Research Score as per Category III in aggregate out of which at least score of 60 for assessment period.	of the assessment period, as per Table B of this Direction. ii. A total research score of Sixty (60) for Assessment period as per the criteria given in Category III of this Direction . iii. The promotion is recommended by a selection committee constituted in accordance with these Rules.
--	-----------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Appendix-II**

**Sant Gadge Baba Amravati University, Amravati.  
 PBAS Proforma  
 Session-**

**( PART A, PART B & PART C )**

*(For Teachers other than Physical Education Persons, Librarians and teachers of Music and Performing Arts)*

**PART A : GENERAL INFORMATION**

- 1. Name (in Block Letters) :**
- 2. Father's/Husband's Name :**
- 3. Department :**
- 4. Current Designation & Grade Pay :**
- 5. Date of last Promotion :**
- 6. Address for correspondence (with Pin code) :**
- 7. Permanent Address (with Pin code) :**  
 Telephone No. :  
 Email :
- 8. Whether acquired any degrees or fresh academic qualifications during the year :**  
 \_\_\_\_\_  
 \_\_\_\_\_
- 9. Academic Staff College Orientation / Refresher Course attended during the year : Nil**

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

**Date :**

\_\_\_\_\_  
**Signature of teacher**

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : I**  
**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**I. Direct Teaching** (Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.).

Sr. No.	Course/Paper	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Percentage of lectures engaged/ conducted	Grading	Proof Document*
<b>Odd Semester</b>								
1								
2								
3								
4								
5								
6								
7								
8								
9								
<b>Even Semester</b>								
10								
11								
12								
13								
14								
15								
16								
17								
18								

\* Lecture (L), Tutorial (T), Practical (P), Field Work (FW), Project Supervision (PrS)

**Grading Criterion:-** 80% and above – Good; Below 80% but 70% and above- Satisfactory; Less than 70%- Not satisfactory.

**\*\*As per table under the document Annexure I (A)**

<b>Overall Grading ( Category : I ) :-</b>	
--------------------------------------------	--

Verified and found correct :

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :  
(For Category : I)

--

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : II**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**II i. Administrative Responsibility.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II ii. Contribution to corporate life through committees and duties assigned by the authority.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II iii. Examination Work:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II iv. Discipline related co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II v. Other co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vi. Extension and dissemination activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vii. Institutional governance:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II viii. Conduct of Lectures:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II ix. Participatory and Innovative Learning:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II x. Evidence of actively involved in guiding Ph.D. students:**

Sr. No.	No. of Ph.D. Students Registered	No. of Ph.D. Students submitted Thesis	No of Students Awarded Ph.D. Degree	Grading	Proof Document**
1.					
2.					
3.					

**II xi. Conduct of Research Projects:**

Sr. No.	Title of Project	Major/ Minor	Period of Award	Amount Approved	Name of Funding Agency	Grading	Proof Document**
1.							
2.							
3.							

**II xii. Research paper Published:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document**
1									
<b>Total</b>									

**Grading Criteria:- Good** - Involved in at least 3 Activities; **Satisfactory**- 1-2 activities and **Not-satisfactory** - Not involved/ undertaken any of the activities.

\*\*As per table under the document Annexure II (A)

<b>Overall Grading ( Category : II ) :-</b>	
---------------------------------------------	--

Signature of Teacher

Verified and found correct:

Signature of V.C. /Principal/H.O.D.

Final Score approved by the Screening / Selection Committee :  
(For Category II)

--

Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B.a. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
<b>Total</b>									

**III B.b. Publications in the form of Cassettes/CDs/DVDs, Tracks published/ Recorded:**

Sr. No.	Cassettes/CDs/DVDs, Tracks published/ Recorded	Company	Publication International/ National/ Local	Whether approved by University	No. of artists	Whether you are the main artist	API Score	Proof Document**
1								
<b>Total</b>								

**III B.c. Publications in the form of individual Cassettes/CDs/DVDs, Tracks published/ Recorded:**

Sr. No.	Individual Cassettes/CDs/DVDs, Tracks published/ Recorded	Company	Publication International/ National/ Local	Whether approved by University	API Score	Proof Document**
1						
<b>Total</b>						

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D.a RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document*
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III D.b RESEARCH PROJECTS COMPLETED:**

**III D. b (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document*
1							
	<b>Total</b>						

**III D.b (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document*
1							
	<b>Total</b>						

**III D.c ONGOING RESEARCH PROJECTS:**

**III D.c (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
	<b>Total</b>					

**III D. c (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
	<b>Total</b>					

**III E.a Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
	<b>Total</b>					

**III E. b Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. c. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**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.

**\*\*As per table under the document Annexure III (A)**

<b>Total Score ( Category : III ) :-</b>	
------------------------------------------	--

Signature of Teacher

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

**Final Score approved by the Screening / Selection Committee :  
(For Category :III )**

Signature of Chairman  
Screening / Selection Committee



**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual API Score for Category III Only
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
Signature of Teacher

**Verified and found correct :**

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART C : OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*Annexure-IV

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

- 1.
- 2.
- 3.

I certify that the information provided is correct as per records available with the University / College and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

**Name :**

**Designation :**

**Assessment Year :**

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

**D) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

- II) A) General Intelligence : \_\_\_\_\_
- B) Capacity to get work in  
Respect of research & teaching
- C) Technical Ability : \_\_\_\_\_
- D) Administrative ability including  
Judgment initiative and drive  
(if applicable) : \_\_\_\_\_
- E) Integrity and Character : -----
- F) Whether powers delegated are  
Fully utilized. : -----
- G) General Assessment\_\_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good,  
B = Good, C+ = Satisfactory, C = Not Satisfactory  
(\* Strike out which is not applicable.)

Date :     /     /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date :     /     /

Signature of Reviewing Officer

**Appendix-III**

**Sant Gadge Baba Amravati University, Amravati.  
 PBAS Proforma for promotion under CAS  
 Assessment Period -  
 ( PART A, PART B & PART C )**

*(For Teachers other than Physical Education Persons, Librarians and teachers of Music and Performing Arts)*

**PART A : GENERAL INFORMATION**

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :  
 Telephone No. :  
 Email :
8. Whether acquired any degrees or fresh academic qualifications during the year :  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Academic Staff College Orientation / Refresher Course attended during the year : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

\_\_\_\_\_  
 Signature of teacher

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : I**

**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**I. Direct Teaching** (Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.).

Sr. No.	Course/Paper	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Percentage of lectures engaged/ conducted	Grading	Proof Document* *
<b>Odd Semester</b>								
1								
2								
3								
4								
5								
6								
7								
8								
9								

Even Semester							
10							
11							
12							
13							
14							
15							
16							
17							
18							

\* Lecture (L), Tutorial (T), Practical (P), Field Work (FW), Project Supervision (PrS)

**Grading Criterion:-** 80% and above – Good; Below 80% but 70% and above- Satisfactory; Less than 70%- Not satisfactory.

**\*\*As per table under the document Annexure I (A)**

<b>Overall Grading ( Category : I ) :-</b>	
--------------------------------------------	--

Verified and found correct : \_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :   
(For Category : I)

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : II**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**II i. Administrative Responsibility.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II ii. Contribution to corporate life through committees and duties assigned by the authority.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II iii. Examination Work:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II iv. Discipline related co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II v. Other co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vi. Extension and dissemination activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vii. Institutional governance:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II viii. Conduct of Lectures:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II ix. Participatory and Innovative Learning:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II x. Evidence of actively involved in guiding Ph.D. students:**

Sr. No.	No. of Ph.D. Students Registered	No. of Ph.D. Students submitted Thesis	No of Students Awarded Ph.D. Degree	Grading	Proof Document**
1.					
2.					
3.					

**II xi. Conduct of Research Projects:**

Sr. No.	Title of Project	Major/ Minor	Period of Award	Amount Approved	Name of Funding Agency	Grading	Proof Document**
1.							
2.							
3.							

**II xii. Research paper Published:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document**
1									
<b>Total</b>									

**Grading Criteria:- Good** - Involved in at least 3 Activities; **Satisfactory**- 1-2 activities and **Not-satisfactory** - Not involved/ undertaken any of the activities.

\*\*As per table under the document Annexure II (A)

<b>Overall Grading ( Category : II ) :-</b>	
---------------------------------------------	--

Signature of Teacher

Verified and found correct:

Signature of V.C. /Principal/H.O.D.

Final Score approved by the Screening / Selection Committee :  
(For Category II)

Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B.a. Publications other than journal articles (books, chapters in books):**

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Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
<b>Total</b>									

**III B.b. Publications in the form of Cassettes/CDs/DVDs, Tracks published/ Recorded:**

Sr. No.	Cassettes/CDs/DVDs, Tracks published/ Recorded	Company	Publication International / National/ Local	Whether approved by University	No. of artists	Whether you are the main artist	API Score	Proof Document**
1								
<b>Total</b>								

**III B.c. Publications in the form of individual Cassettes/CDs/DVDs, Tracks published/ Recorded:**

Sr. No.	Individual Cassettes/CDs/DVDs, Tracks published/ Recorded	Company	Publication International/ National/ Local	Whether approved by University	API Score	Proof Document**
1						
<b>Total</b>						

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D.a RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III D.b RESEARCH PROJECTS COMPLETED:**

**III D. b (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document*
1							
<b>Total</b>							

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 171

**III D.b (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document* *
1							
<b>Total</b>							

**III D.c ONGOING RESEARCH PROJECTS:**

**III D.c (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III D. c (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III E.a Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. b Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. c. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						



-----  
**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 172**  
 -----

**III F. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**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.

\*\*As per table under the document Annexure III (A)

<b>Total Score ( Category : III ) :-</b>	
------------------------------------------	--

\_\_\_\_\_  
 Signature of Teacher

**Verified and found correct :**

\_\_\_\_\_  
 Signature of V.C./ Principal / H.O.D.

**Final Score approved by the Screening / Selection Committee :  
 (For Category :III)**

--

\_\_\_\_\_  
 Signature of Chairman  
 Screening / Selection Committee

**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual Av. API Score for Assessment Period for Category III Only
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
 Signature of Teacher

**Verified and found correct :**

\_\_\_\_\_  
 Signature of V.C./ Principal / H.O.D.

\_\_\_\_\_  
 Signature of Chairman  
 Screening / Selection Committee

**PART C : OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*Annexure-IV

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

- 1.
- 2.
- 3.

I certify that the information provided is correct as per records available with the University / College and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

**Name :**

**Designation :**

**Assessment Year :**

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- c) **State whether the facts stated above are correct, if not, state the correct facts.**
- d) **Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.**

**I) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
<b>Category I</b>					
<b>Category II</b>					
<b>Category III</b>					
<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>D</b>					
<b>E</b>					

- II) A) General Intelligence : \_\_\_\_\_  
 B) Capacity to get work in Respect of research & teaching  
 C) Technical Ability : \_\_\_\_\_  
 D) Administrative ability including Judgment initiative and drive (if applicable) : \_\_\_\_\_  
 E) Integrity and Character : \_\_\_\_\_  
 F) Whether powers delegated are Fully utilized. : \_\_\_\_\_  
 G) General Assessment \_\_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good, B = Good, C+ = Satisfactory, C = Not Satisfactory  
 (\* Strike out which is not applicable.)

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date : / /

Signature of Reviewing Officer

Annexure I (A)

Sr. No.	Document
1	Student Attendance certified by HOD/ Head of the institute
2	Academic Diary certified by HOD/ Head of the institute
3	Total teaching hours Certificate from HOD
4	Certificate from University Authorities
5	Course conduction certificates
6	Other certificates

Annexure II (A)

Sr. No.	Document
1	Proof of Co-curricular activities in the form of letter/ Certificate / Any other document certified by HOD or head of institution
2	Proof of Extension activities in the form of letter/ Certificate/ Any other document certified by HOD or head of institution
3	Administrative committee certificates/ Letters / Any other document certified by HOD or head of institution
4	Certificate / Letter from Conference organizing committee
5	Course conduction certificates
6	Certificate/ Letter from BOS or other bodies
7	Other certificates

Annexure III (A)

Sr. No.	Document
1	Published paper, Journal home page for Impact factor
2	Books front page along with editorial team or Book chapter first page
3	Project Award Certificate/ Midterm Evaluation Report/ Final Project Report/ Utilization Certificate / Project Extension Letter
4	Project outcome report/ Patent award document
5	Student registration Letter/ Thesis submission letter / Notification
6	Fellowship award certificate
	Invited talk letter of intend/ Certificate/ Certificate of paper presentation along with copy of abstract book
7	Other certificates

**Section II**

**Appendix-IV**

**Sant Gadge Baba Amravati University, Amravati.  
 Academic Performance Indicators (APIs) and Scores developed for  
 adoption of Performance Based Appraisal System (PBAS) for  
 Appointments and Promotions under Career Advancement  
 Scheme (CAS) of University Director / Deputy Director /  
 Assistant Director of Physical Education & Sports and  
 College Director of Physical Education & Sports.  
Instructions for Filling up Part B of the PBAS Proforma**

**( Please read the Instructions carefully before filling the proforma for Category I, II, III )**

**Part B of the Proforma is based on Government of Maharashtra, Higher and Technical Education, GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.**

**B ( I )** is based on API Grading/ scoring for **Category I** of the Table. Detailed information for 2018-19 or most recent assessment year is to be provided.

**B (II)** is based on **Category II** of the Table. Detailed information for 2018-19 or most recent assessment year is to be provided.

**B (III)** is based on **Category III** of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per the tables and self-assessment scores/ grades given. For each category, even though several avenue of activities and their API scores are given to provide choice/ opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-A and B for University and College teachers respectively as per GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.

**NB.** The self-assessment scores are subject to verification by the University / College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

**CATEGORY I : ASSESSMENT CRITERION FOR TEACHING, TRAINING, COACHING,  
 SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES.**

**Direct Teaching:**

<b>Indicator/ Activity</b>	<b>Post Held</b>	<b>Grading Criteria</b>
<b>i.</b> Lecture cum practice based athlete / sports classes, seminars undertaken as per allotted hours /organizing and conducting coaching camps / sports person development / training programmes.	Assistant Director /	90% and above - Good
	College Director	Above 80% but below 90% -
	Deputy Director	Satisfactory
	Director	Less than 80%- Not satisfactory
<b>ii.</b> Identifying sports talents and Monitoring sports excellence among students.		

**CATEGORY: II. Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.**

**Organizing Intra-college competitions.:**

Indicator/ Activity	Post Held	Grading Criteria
Organizing and conducting sports and games competitions at the Intra-college Levels	Assistant Director / College Director/ Deputy Director/ Director	<b>Good</b> – Intra college competition in more than 5 disciplines. <b>Satisfactory</b> - Intra college competition in 3- 5 disciplines.  <b>Unsatisfactory</b> –Neither Good nor satisfactory

**Institution Participating in external competitions.:**

Indicator/ Activity	Post Held	Grading Criteria
Organizing and conducting sports and games competitions at the International / National /State/ District /Inter University/Inter Zonal.	Assistant Director / College Director/ Deputy Director/ Director	<b>Good</b> - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. <b>Satisfactory</b> - State level competition in at least one discipline plus district level competition in at least 3 disciplines.  <b>Or</b> District level competition in at least 5 Disciplines <b>Unsatisfactory</b> – neither good nor satisfactory

**Up gradation of Sports fields.:**

Indicator/ Activity	Post Held	Grading Criteria
Up-gradation of sports and physical training infrastructure with scientific and Technological inputs.  Development and maintenance of play fields and sports and physical Education facilities .	Assistant Director / College Director/ Deputy Director/ Director	Good/Satisfactory/ Not-Satisfactory to be assessed by the Promotion committee .

**Student Participation, Coaching, Organization of Workshops, Research publications.:**

<b>Indicator/ Activity</b>	<b>Post Held</b>	<b>Grading Criteria</b>
i. At least one student of the institution participating in national/ state/ university (For college levels only) teams. Organizing state/ national/ inter university/ inter college level competition. ii. Being invited for coaching at State/National level. iii. Organizing at least three workshops in a year. iv. Publications of at least one research paper in UGC approved journal. v. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Assistant Director / College Director/ Deputy Director/ Director	<b>Good:</b> Involved in any two activities. . <b>Satisfactory:</b> 1 activity <b>Not Satisfactory :</b> Not involved/ Undertaken any of the activities ..
<b>Overall Grading For Category I and II</b>	<b>Good:</b> Good in Criteria I and satisfactory/good in any other items under Criteria II. <b>Satisfactory:</b> Satisfactory in Criteria I and satisfactory/good in any other two items under Criteria II. <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading.	
<b>Note:</b>	1. It is recommended to use ICT technology to monitor the attendance of sport physical education and compute the criteria of assessment. 2. The institution must obtain student feedback. The feedback must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee. 3. The system of tracking user grievances and the extent of grievance redress details may also be made available to the CAS Promotion Committee.	

**Note:** For the purpose of assessing the grading of Activity at Criteria I and Criterion II, 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. 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.

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Sr. No.	Category	Academic/ Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library/ Education / Physical education/ Management
1	<b>III (A) Research Paper Publication</b>	Research Papers published in: Peer-Revived or UGC listed Journals #	8 per paper	10 Per paper
2	<b>III (B) Publications (other than Research Papers)</b>	<b>a) Books authored which are published by</b>		
		International Publisher	12	12
		National Publisher	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>b) Translation work in Indian and Foreign Languages by qualified faculties</b>		
		Chapter or Research Paper	03	03
3	<b>III (C) Creation of ICT mediated pedagogy and content and development of new and innovative courses and curricula</b>	a) Development of innovative pedagogy	05	05
		b) Design of new curricula and courses	02/ curricula / course	02/ curricula / course
		c) MOOCs		
		Development of complete MOOCs in 4 quadrants (4 credit course) ( In case of MOOCs lesser credit 5 marks/ credit)	20	20
		MOOCs (Develop 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
		d) E-Content		
		Development of e -Content in 4 quadrants for a 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	<b>III (D) Research</b>	a) Research Guidance		
		Ph.D	10/ Degree Award 05/ Thesis Submitted	10/ Degree Award 05/ Thesis Submitted
		M.Phil / PG Dissertation	02/ Degree Award	02/ Degree Award
		b) Research Project 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
5	<b>III (E) Patents and Policy Documents</b>	d) Consultancy	03	03
		a) Patents		
		International	10	10
		National	07	07
		b) *Policy Document (Submitted to an International body/organization 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	<b>III (F) Invited Talks/ Paper Presentation</b>	*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

**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.



**TABLE A**  
**(Minimum API requirement for the promotion of University Director/Deputy Director, Assistant Director, Physical Education and Sports)**

Category	Activity	Assistant Director / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Director to Assistant Director (Selection Grade) / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )	Assistant Director (Selection Grade/ Deputy Director) (Stage 3) to Deputy Director /equivalent cadres (Stage 4 / Academic Level 12 to 13A )	Deputy Director (Stage 4) to Deputy Director /equivalent cadres (Stage 5/ Academic Level 13 A to 14)
I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading			
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.				
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	40 / Assessment period	100 / Assessment period	90 / Assessment period	120 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee

**TABLE B**

**Minimum API requirement for the promotion of College/ Affiliated Institute Director/Deputy Director, Assistant Director, Physical Education and Sports.**

<b>Category</b>	<b>Activity</b>	<b>Assistant Director / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)</b>	<b>Assistant Director to Assistant Director (Selection Grade) / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )</b>	<b>Assistant Director (Selection Grade/ Deputy Director) (Stage 3) to Deputy Director /equivalent cadres (Stage 4 / Academic Level 12 to 13A )</b>
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I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading		
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.			
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	45 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee

**MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)**

**TABLE C**

S. No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	<b>University Assistant Director of Physical Education and Sports/ College Director of Physical Education and Sports</b>	<b>A.</b> i. A Master's degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed). ii. Record having represented the University/ College at the inter-university/intercollegiate competitions or the State and /or National championships.	<b>Physical Fitness Test Norms</b>  a) Subject to the provisions of these Rules, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.

		<p>iii. 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 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 Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:</p> <ol style="list-style-type: none"> <li>a) The Ph.D. degree of the candidate has been awarded in regular mode only;</li> <li>b) The Ph.D. thesis has been evaluated by at least two examiners;</li> <li>c) An open Ph.D. viva voce of the candidate has been conducted;</li> <li>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; and</li> <li>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/CSIR/ICSSR or any similar agency.</li> </ol> <p><b>Note:</b> The fulfillment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.</p> <ol style="list-style-type: none"> <li>1) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for the appointment in such disciplines.</li> <li>2) Passed the physical fitness test conducted in accordance with these Rules.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b> An Asian game or commonwealth games medal winner who has a degree at least at Post- Graduation level.</p>	<p>b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms as in table D.</p>
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2	<b>University Deputy Director of Physical Education and Sports</b>	<p><b>A.</b></p> <p>i. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned;</p> <p>ii. Eight years experience as University Assistant DPES/College DPES;</p> <p>iii. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration;</p> <p>iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc; and Passed the physical fitness test in accordance with these Rules.</p> <p align="center"><b>OR</b></p> <p><b>B.</b></p> <p>An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.</p>	
3	<b>University Director of Sports and Physical Education</b>	<p>i. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science;</p> <p>ii. Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor;</p> <p>iii. Evidence of organizing competitions and coaching camps of at least two weeks' duration; and</p> <p>iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.</p>	

**TABLE D**

Norms For	Run/ Walk Test	Up to 30 Years	Up to 40 Years	Up to 45 Years	Up to 50 Years
<b>Men</b>	12 Minutes Run/ Walk Test	1800 metres	1500 metres	1200 metres	800 metres
<b>Women</b>	8 Minutes Run/ Walk Test	1000 metres	800 metres	600 metres	400 metres

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR CAREER ADVANCEMENT SCHEME (CAS) FOR DIRECTORS OF PHYSICAL EDUCATION AND SPORT IN UNIVERSITY/ COLLEGES/ INSTITUTIONS.**

**TABLE E**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	<b>Assistant Director / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)</b>	<p>i. He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education &amp; Sports or Sports Science or five years of service with an M.Phil. Degree or six years of service for those without an M.Phil or Ph.D. degree.</p> <p>ii. He/she has attended one Orientation course of 21 days' duration; and</p> <p>iii. He/she has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).</p>	<p>i. He/she gets a '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 Table A and B of the Direction (8/2019).; and</p> <p>ii. The promotion is recommended by a screening-cum-evaluation committee.</p>

2	<b>Assistant Director to Assistant Director (Selection Grade) / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )</b>	<ul style="list-style-type: none"> <li>i. He/she has completed five years of service in Senior Scale/ Academic Level 11.</li> <li>ii. He/she has done any two of the following in the last five years: (a) Completed one course / programme from among the categories of refresher courses, research methodology workshops, (b) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (c) 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, and (d) Taken/developed one MOOCs course in the relevant subject (with e-certification).</li> </ul>	<ul style="list-style-type: none"> <li>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 Table A and B and;</li> <li>ii. The promotion is recommended by a screening-cum-evaluation committee.</li> </ul>
3	<b>Assistant Director (Selection Grade/ Deputy Director) (Stage 3) to Deputy Director /equivalent cadres (Stage 4 / Academic Level 12 to 13A )</b>	<ul style="list-style-type: none"> <li>i. He/she has completed three years of service in Selection Grade/ Academic Level 12.</li> <li>ii. He/she has done any one of the following during last three years: (a) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (b) Teaching-Learning- Evaluation Technology Programmes / Faculty Development Programmes 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), (c) Taken / developed one MOOCs course in relevant subject (with e-certification).</li> </ul>	<ul style="list-style-type: none"> <li>i. He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Table A and B, and;</li> <li>ii. The promotion is recommended by a selection committee on the basis of the interview performance.</li> </ul>
4	<b>Deputy Director (Stage 4) to Deputy Director /equivalent cadres (Stage 5/ Academic Level 13 A to 14)</b>	<ul style="list-style-type: none"> <li>i. He/she has completed three years of service in Academic Level 13A.</li> <li>ii. He/she has done any one of the following during last three years: (a) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (b) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes 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), (c) Taken / developed one MOOCs course in relevant subject (with e-certification).</li> <li>iii. Evidence of organizing competitions and coaching camps of at least two weeks' duration.</li> <li>iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.</li> <li>v. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.</li> </ul>	<ul style="list-style-type: none"> <li>i. He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Table A, and;</li> <li>ii. The promotion is recommended by a selection committee.</li> </ul>

**Note:** The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14. However, performance assessment reports shall be calculate as per Table A under the direction for University Deputy Director.

**Note:**

- i. The following provisions apply only to those personnel who are not involved in teaching physical education and sports.
- ii. The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

**Appendix-V**

**Sant Gadge Baba Amravati University, Amravati.  
PBAS Proforma  
Session-**

**( PART A, PART B & PART C )  
(For University Director / Deputy Director /  
Assistant Director of Physical Education & Sports and  
College Director of Physical Education & Sports.)**

**PART A : GENERAL INFORMATION**

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :

Telephone No. :

Email :

8. Whether acquired any degrees or fresh academic qualifications during the year :

\_\_\_\_\_

9. Academic Staff College Orientation / Refresher Course attended during the year : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

\_\_\_\_\_  
Signature of teacher

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : I**

**ASSESSMENT CRITERION FOR TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES**

**Direct Teaching I a. Lecture cum practice based athlete/sports classes, practical, seminars undertaken as per percentage of allotted hours.**

Sr. No.	Course/Paper	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Percentage of lectures engaged/ conducted	Grading	Proof Document**
<b>Odd Semester</b>								
1								
2								
3								
4								
5								
6								
7								
8								
9								
<b>Even Semester</b>								
10								
11								
12								
13								
14								
15								
16								
17								
18								

\*Lecture cum practice based athlete / sports classes (AC), Practical (PR) seminars (S), organizing and conducting coaching camps (CC), sports person development / training programmes (SP/TP).

**Direct Teaching b.** Identifying sports talents and Mentoring sports excellence among students.

Sr. No.	Name of Activity	Methodology Adopted	Hours allotted per week	Hours Engaged	Percentage of lectures engaged/ conducted	Grading	Proof Document **

**Grading Criterion:-** 90% and above – Good ; above 80% but below 90% - Satisfactory; Less than 80%- Not satisfactory.

\*\*As per table under the document Annexure I (A)

<b>Overall Grading ( Category : I ) :-</b>	
--------------------------------------------	--

Verified and found correct :

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :  
(For Category : I)

--

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : II**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**Organizing Intra-college competitions.:**

Sr. No.	Detail of Competition	Date	Target Group	Grading	Proof Document**
1.					
2.					
3.					
<b>Grading Criteria: Good</b> – Intra college competition in more than 5 disciplines; <b>Satisfactory-</b> Intra college competition in 3- 5 disciplines; <b>Unsatisfactory-</b> Neither Good nor satisfactory					

**Institution Participating in external competitions.:**

Sr. No.	Details of Competition	Duration	Organizing Institute	Grading	Proof Document**
1.					
2.					
3.					
<b>Grading Criteria: Good – Good</b> - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines; <b>Satisfactory-</b> State level competition in at least one discipline plus district level competition in at least 3 disciplines.					
<b>Or</b>					
District level competition in at least 5 Disciplines; <b>Unsatisfactory</b> – neither good nor satisfactory					

**Up gradation of Sports fields.:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				
<b>Grading Criteria:</b> Good/Satisfactory/ Not-Satisfactory to be assessed by the Promotion committee.				

**i. Student Participation:**

Sr. No.	Name of Student	Whether National/ State/ university (For college levels only) teams. Organizing State/ National/ Inter University/ Inter College level competition.	Name of Event with duration	Organizing Institute	Grading	Proof Document**
1.						
2.						
3.						

**II d ii. Coaching at State/National level:**

Sr. No.	Name of Organization	Period	Grading	Proof Document**
1.				
2.				
3.				



**II d.iii. Organization of Workshop:**

Sr. No.	Name of Workshop	Date/ Period of Organization	Theme	Grading	Proof Document**
1.					
2.					
3.					

**II d.iv. Research paper Published:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document**
1									
<b>Total</b>									

**II d. v. Institutional governance:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**Grading Criteria for II d. i to v:- Good:** Involved in any two activities; **Satisfactory:** 1 activity; **Not Satisfactory :** Not involved/ Undertaken any of the activities.

**Note:-**

**Overall Grading Criteria**

**Good:** Good in category-I and satisfactory/good in any other items under Category-II.

**Satisfactory:** Satisfactory in category-I and satisfactory/ good in any other two items under Category-II.

**Not Satisfactory:** If neither good nor satisfactory in overall grading.

**\*\*As per table under the document Annexure II (A)**

<b>Overall Grading ( Category : II ) :-</b>	
---------------------------------------------	--

**Verified and found correct:**

**Signature of Teacher**

**Signature of V.C. /Principal/H.O.D.**

**Final Score approved by the Screening / Selection Committee :  
(For Category II)**

--

**Signature of Chairman  
Screening / Selection Committee**

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
<b>Total</b>									

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D.a RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III D.b RESEARCH PROJECTS COMPLETED:**

**III D. b (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document*
1							
<b>Total</b>							

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**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 190**  
 -----

**III D.b (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document* *
1							
<b>Total</b>							

**III D.c ONGOING RESEARCH PROJECTS:**

**III D.c (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III D. c (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III E.a Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. b Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. c. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**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.

**\*\*As per table under the document Annexure III (A)**

<b>Total Score ( Category : III ) :-</b>	
------------------------------------------	--

\_\_\_\_\_  
**Signature of Teacher**

**Verified and found correct :**

\_\_\_\_\_  
**Signature of V.C./ Principal / H.O.D.**

**Final Score approved by the Screening / Selection Committee :**  
 (For Category :III )

\_\_\_\_\_  
**Signature of Chairman**  
**Screening / Selection Committee**

**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual API Score for Category III Only
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART C : OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

**\*Annexure-IV**

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

- 1.
- 2.
- 3.

I certify that the information provided is correct as per records available with the University / College and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

**Name :**

**Designation :**

**Assessment Year :**

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

**I) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
<b>Category I</b>					
<b>Category II</b>					
<b>Category III</b>					
<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>D</b>					
<b>E</b>					

- II) A) General Intelligence : \_\_\_\_\_
- B) Capacity to get work in  
Respect of research & teaching
- C) Technical Ability : \_\_\_\_\_
- D) Administrative ability including  
Judgment initiative and drive  
(if applicable) : \_\_\_\_\_
- E) Integrity and Character : -----
- F) Whether powers delegated are  
Fully utilized. : -----
- G) General Assessment \_\_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good,  
B = Good, C+ = Satisfactory, C = Not Satisfactory  
(\* Strike out which is not applicable.)

Date :     /     /

**Signature of Reporting Officer**

**Observation of the Reviewing Officer (Vice-Chancellor) :**

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Date :     /     /

**Signature of Reviewing Officer**

Sant Gadge Baba Amravati University, Amravati.  
PBAS Proforma for promotion under CAS  
Assessment Period -  
( PART A, PART B & PART C )  
(For University Director / Deputy Director /  
Assistant Director of Physical Education & Sports and  
College Director of Physical Education & Sports.)

**PART A : GENERAL INFORMATION**

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :  
Telephone No. :  
Email :
8. Whether acquired any degrees or fresh academic qualifications during the year :  
\_\_\_\_\_  
\_\_\_\_\_
9. Academic Staff College Orientation / Refresher Course attended during the year : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

\_\_\_\_\_  
Signature of teacher

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : I**

**ASSESSMENT CRITERION FOR TEACHING, TRAINING, COACHING, SPORTS PERSON**

**DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES**

Direct Teaching I a. Lecture cum practice based athlete/sports classes, practical,  
seminars undertaken as per percentage of allotted hours.

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 195

Sr. No.	Course/Paper	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Percentage of lectures engaged/ conducted	Grading	Proof Document*
<b>Odd Semester</b>								
1								
2								
3								
4								
5								
6								
7								
8								
9								
<b>Even Semester</b>								
10								
11								
12								
13								
14								
15								
16								
17								
18								

\*Lecture cum practice based athlete / sports classes (AC), Practical (PR) seminars (S), organizing and conducting coaching camps (CC), sports person development / training programmes (SP/TP).

**Direct Teaching b.** Identifying sports talents and Mentoring sports excellence among students.

Sr. No.	Name of Activity	Methodology Adopted	Hours allotted per week	Hours Engaged	Percentage of lectures engaged/ conducted	Grading	Proof Document **

**Grading Criterion:-** 90% and above – Good ; above 80% but below 90% - Satisfactory; Less than 80%- Not satisfactory.

\*\*As per table under the document Annexure I (A)

**Overall Grading ( Category : I ) :-**

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

**Final Score approved by the Screening / Selection Committee :**  
(For Category : I)

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee



**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : II**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**Organizing Intra-college competitions.:**

Sr. No.	Detail of Competition	Date	Target Group	Grading	Proof Document**
1.					
2.					
3.					

**Grading Criteria: Good** – Intra college competition in more than 5 disciplines; **Satisfactory**- Intra college competition in 3- 5 disciplines; **Unsatisfactory** – Below 3 Nighters Good nor satisfactory

**Institution Participating in external competitions.:**

Sr. No.	Details of Competition	Duration	Organizing Institute	Grading	Proof Document**
1.					
2.					
3.					

**Grading Criteria: Good – Good** - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines; **Satisfactory**- State level competition in at least one discipline plus district level competition in at least 3 disciplines.

**Or**

District level competition in at least 5 Disciplines; **Unsatisfactory** – neither good nor satisfactory

**Up gradation of Sports fields.:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**Grading Criteria:** Good/Satisfactory/ Not-Satisfactory to be assessed by the Promotion committee .

**i. Student Participation:**

Sr. No.	Name of Student	Whether National/ State/ university (For college levels only) teams. Organizing State/ National/ Inter University/ Inter College level competition.	Name of Event with duration	Organizing Institute	Grading	Proof Document**
1.						
2.						
3.						

**II d ii. Coaching at State/National level:**

Sr. No.	Name of Organization	Period	Grading	Proof Document**
1.				
2.				
3.				

**II d.iii. Organization of Workshop:**

Sr. No.	Name of Workshop	Date/ Period of Organization	Theme	Grading	Proof Document**
1.					
2.					
3.					

**II d.iv. Research paper Published:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document**
1									
<b>Total</b>									

**II d. v. Institutional governance:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**Grading Criteria for II d. i to v:- Good:** Involved in any two activities; **Satisfactory:** 1 activity; **Not Satisfactory :** Not involved/ Undertaken any of the activities.

**Note:-**

**Overall Grading Criteria**

**Good:** Good in Item 1 and satisfactory/good in any other items.

**Satisfactory:** Satisfactory in Item 1 and satisfactory/ good in any other two items.

**Not Satisfactory:** If neither good nor satisfactory in overall grading.

**\*\*As per table under the document Annexure II (A)**

<b>Overall Grading ( Category : II ) :-</b>	
---------------------------------------------	--

**Verified and found correct:**

**Signature of Teacher**

**Signature of V.C. /Principal/H.O.D.**

**Final Score approved by the Screening / Selection Committee :  
 (For Category II)**

--

**Signature of Chairman  
 Screening / Selection Committee**

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
<b>Total</b>									

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D.a RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III D.b RESEARCH PROJECTS COMPLETED:**

**III D. b (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document*
1							
<b>Total</b>							

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 199

**III D.b (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document*
1							
<b>Total</b>							

**III D.c ONGOING RESEARCH PROJECTS:**

**III D.c (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III D. c (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III E.a Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. b Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. c. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 200

**III F. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**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.

\*\*As per table under the document Annexure III (A)

<b>Total Score ( Category : III ) :-</b>	
------------------------------------------	--

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

Final Score approved by the Screening / Selection Committee :  
(For Category :III )

--

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual Av. API Score for Assessment Period for Category III Only
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART C : OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*Annexure-IV

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

- 1.
- 2.
- 3.

I certify that the information provided is correct as per records available with the University / College and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

**Name :**

**Designation :**

**Assessment Year :**

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- c) **State whether the facts stated above are correct, if not, state the correct facts.**
- d) **Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.**

**I) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
<b>Category I</b>					
<b>Category II</b>					
<b>Category III</b>					
<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>D</b>					
<b>E</b>					

-----  
**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 202**  
 -----

- II) A) General Intelligence : \_\_\_\_\_  
 B) Capacity to get work in  
 Respect of research & teaching  
 C) Technical Ability : \_\_\_\_\_  
 D) Administrative ability including  
 Judgment initiative and drive  
 (if applicable) : \_\_\_\_\_  
  
 E) Integrity and Character : -----  
 F) Whether powers delegated are  
 Fully utilized. : -----  
 G) General Assessment \_\_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good,  
 B = Good, C+ = Satisfactory, C = Not Satisfactory  
 (\* Strike out which is not applicable.)

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date : / /

Signature of Reviewing Officer

**Annexure I (A)**

Sr. No.	Document
1	Student Attendance certified by HOD/ Head of the institute
2	Academic Dairy certified by HOD/ Head of the institute
3	Total teaching hours Certificate from HOD
4	Certificate from University Authorities
5	Course conduction certificates
6	Other certificates

**Annexure II (A)**

Sr. No.	Document
1	Proof of Co-curricular activities in the form of letter/ Certificate / Any other document certified by HOD or head of institution
2	Proof of Extension activities in the form of letter/ Certificate/ Any other document certified by HOD or head of institution
3	Administrative committee certificates/ Letters / Any other document certified by HOD or head of institution
4	Certificate / Letter from Conference organizing committee
5	Course conduction certificates
6	Certificate/ Letter from BOS or other bodies
7	Other certificates

**Annexure III (A)**

Sr. No.	Document
1	Published paper, Journal home page for Impact factor
2	Books front page along with editorial team or Book chapter first page
3	Project Award Certificate/ Midterm Evaluation Report/ Final Project Report/ Utilization Certificate / Project Extension Letter
4	Project outcome report/ Patent award document
5	Student registration Letter/ Thesis submission letter / Notification
6	Fellowship award certificate
	Invited talk letter of intend/ Certificate/ Certificate of paper presentation along with copy of abstract book
7	Other certificates

**Section III**

**Appendix-VII**

**Sant Gadge Baba Amravati University, Amravati.  
Academic Performance Indicators (APIs) And Scores developed for  
adoption of Performance Based Appraisal System (PBAS) for  
Appointments and Promotions under Career Advancement  
Scheme (CAS) of University Librarian/Deputy Librarian/  
Assistant Librarian and College Librarian.  
Instructions for Filling up Part B of the PBAS Proforma**

( Please read the Instructions carefully before filling the proforma for Category I, II, III )

**Part B of the Proforma is based on Government of Maharashtra, Higher and Technical Education, GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.**

**B ( I )** is based on API Grading/ scoring for **Category I** of the Table. Detailed information for 2018-19 or most recent assessment year is to be provided.

**B ( II )** is based on **Category II** of the Table. Detailed information for 2018-19 or most recent assessment year is to be provided.

**B ( III )** is based on **Category III** of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per the tables and self-assessment scores/ grades given. For each category, even though several avenue of activities and their API scores are given to provide choice/ opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-A and B for University and College teachers respectively as per GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.

**NB.** The self-assessment scores are subject to verification by the University / College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

**CATEGORY : I : PROCUREMENT, ORGANIZATION, AND DELIVERY OF  
KNOWLEDGE AND INFORMATION THROUGH LIBRARY  
SERVICES**

<b>Indicator/ Activity</b>	<b>Post Held</b>	<b>Grading Criteria</b>
i. Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) ❖ While attending in the library, the individual is expected to undertake, inter alia, following items of work: <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>	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	<b>Good-</b> 90% and above  <b>Satisfactory-</b> Below 90 % but 80 % and above <b>Not satisfactory-</b> Less than 80%

**CATEGORY: II. PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND  
EXTENSION ACTIVITIES**

**Conduct of Seminar/ Workshops pertaining to Library:**

<b>Indicator/ Activity</b>	<b>Post Held</b>	<b>Grading Criteria</b>
Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	<b>Good</b> – One National level seminar/ workshop and One State/ institution level workshop/Seminar <b>Satisfactory-</b> One National level seminar/ workshop or one State level seminar/ workshop and one institution level seminar/ workshop or Four institution seminar / workshop <b>Unsatisfactory</b> – Not falling in good or satisfactory.



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**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 204**  
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**Library Automation.:**

Indicator/ Activity	Post Held	Grading Criteria
If library has a computerized database <p align="center"><b>OR</b></p> If library does not have a computerized database	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	<b>Good</b> – 100% of physical books and journals in computerized database . <b>Satisfactory</b> – At least 99% of physical books and journals in computerized database. <b>Unsatisfactory</b> – Not falling under good or satisfactory. <p align="center"><b>OR</b></p> <b>Good</b> – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date <b>Unsatisfactory</b> - Catalogue database not up to mark. (To be verified in random by the CAS Promotion Committee )

**Checking inventory.:**

Indicator/ Activity	Post Held	Grading Criteria
Checking inventory and extent of missing books	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	<b>Good</b> : Checked inventory and missing book less than 0.5% <b>Satisfactory</b> - Checked inventory and missing book less than 1% <b>Unsatisfactory</b> - Did not check inventory <p align="center"><b>Or</b></p> Checked inventory and missing books 1% or more.

**Digitization Work, Promotion of Library Networks, Dissemination of information, Administrative Work, Short term course and Publications.:**

Indicator/ Activity	Post Held	Grading Criteria
i. Digitization 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.	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	<b>Good</b> : Involved in any two activities <b>Satisfactory</b> : At least one activity <b>Not Satisfactory</b> : Not involved/ undertaken any of the activities.
<b>Overall Grading (Category-I and Category-II)</b>		<b>Good:</b> Good in Category-I and satisfactory/good in any other items under Category II. <b>Satisfactory:</b> Satisfactory in Category-I and satisfactory/ good in any other two items under Category II. <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading.

**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 205**

<b>Note:</b>	<ol style="list-style-type: none"> <li>1. It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</li> <li>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.</li> <li>3. The system of tracking user grievances and the extent of grievances redress details may also be made available to the CAS promotion committee.</li> </ol>
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**Note:** For the purpose of assessing the grading of Activity at Criterion I and Criteria II, 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. 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.

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Sr. No.	Category	Academic/ Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library/ Education / Physical education/ Management
1	<b>III (A) Research Paper Publication</b>	Research Papers published in: Peer-Revived or UGC listed Journals #	8 per paper	10 Per paper
2	<b>III (B) Publications (other than Research Papers)</b>	<b>a) Books authored which are published by</b>		
		International Publisher	12	12
		National Publisher	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>b) Translation work in Indian and Foreign Languages by qualified faculties</b>		
		Chapter or Research Paper	03	03
Book	08	08		

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 206

3	<b>III (C) Creation of ICT mediated pedagogy and content development of new and innovative courses and curricula</b>	a) Development of innovative pedagogy	05	05
		b) Design of new curricula and courses	02/ curricula / course	02/ curricula / course
		c) MOOCs		
		Development of complete MOOCs in 4 quadrants (4 credit course ) ( In case of MOOCs lesser credit 5 marks/ credit)	20	20
		MOOCs (Develop 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
		d) E-Content		
		Development of e -Content in 4 quadrants for a 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	<b>III (D) Research</b>	a) Research Guidance
Ph.D	10/ Degree Award 05/ Thesis Submitted			10/ Degree Award 05/ Thesis Submitted
M.Phil / PG Dissertation	02/ Degree Award			02/ Degree Award
b) Research Project 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	<b>III (E) Patents and Policy Documents</b>	a) Patents		
		International	10	10
		National	07	07
		b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
		International	10	10
		National	07	07
		State	04	04

**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 207**

		c) Awards/Fellowship		
		International	07	07
		National	05	05
6	<b>III (F) Invited Talks</b>	*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

**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.

**TABLE A**

**(Minimum API requirement for the promotion of Library Staff under CAS in University)**

Category	Activity	Assistant Librarian / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Librarian (Selection Grade) / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )	Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage 3) to Deputy Director /equivalent cadres (Stage 4 / Academic Level 12 to 13A )	Deputy Librarian (Stage 4) to Deputy Librarian /equivalent cadres (Stage 5/ Academic Level 13 A to 14)
I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading			

**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 208**

II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.				
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	40 / Assessment period	100 / Assessment period	90 / Assessment period	120 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee

**TABLE B**

**(Minimum API requirement for the promotion of Library Staff under CAS in College/ Affiliated Institute)**

<b>Category</b>	<b>Activity</b>	<b>Assistant Librarian / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)</b>	<b>Assistant Librarian (Selection Grade) / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )</b>	<b>Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage 3) to Deputy Director /equivalent cadres (Stage 4 / Academic Level 12 to 13A )</b>
I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading		
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.			

III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	45 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee

**MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVERSITY ASSISTANT LIBRARIAN/ COLLEGE LIBRARIAN, UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN (DIRECTOR, KNOWLEDGE RESOURCE CENTER)**

**TABLE C**

S.No.	Post	Eligibility
1	<b>University Assistant Librarian/ College Librarian</b>	<p>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).</p> <p>ii. A consistently good academic record, with knowledge of computerization of a library.</p> <p>iii. 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 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.</p> <p><i>Provided that, 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 Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:</i></p> <p>a. The Ph.D. degree of the candidate has been awarded in regular mode only;</p> <p>b. The Ph.D. thesis has been evaluated by at least two examiners;</p> <p>c. An open Ph.D. viva voce of the candidate has been conducted;</p> <p>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; and</p> <p>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/CSIR/ICSSR or any similar agency.</p>
2	<b>University Deputy Librarian</b>	<p>i. A Master's Degree in Library Science/Information Science/Documentation Science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed; Eight years experience as an Assistant University Librarian/College Librarian;</p> <p>ii. Evidence of innovative library services including integration of ICT in library; and</p> <p>iii. A Ph.D. Degree in Library Science/ Information Science / Documentation Science/Archives and manuscript keeping/computerization of library.</p>

3	<b>University Librarian (Director, Knowledge Resource Center)</b>	<p>i. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed;</p> <p>ii. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian;</p> <p>iii. Evidence of innovative library services, including the integration of ICT in a library; and</p> <p>iv. A Ph.D. Degree in Library Science/Information Science/Documentation Science /Archives and manuscript-keeping.</p>
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**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR CAREER ADVANCEMENT SCHEME (CAS) FOR LIBRARIANS IN UNIVERSITY/ COLLEGE/ AFFILIATED INSTITUTE**

**TABLE-D**

S.No	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	<b>Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11) (Stage 1 to 2)</b>	<p>i. 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.</p> <p>ii. He/she has attended at least one Orientation course of 21 days' duration; and</p> <p>iii. Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Table A for University and B for College/ Institutes under the Direction (8/2019).</p>	<p>An Assistant Librarian/College Librarian may be promoted if:</p> <p>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 Table A for University and B for College/ Institutes under the Direction (8/2019). And</p> <p>ii. The promotion is recommended by a screening-cum-evaluation committee.</p>
2	<b>Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12) (Stage 2 to 3)</b>	<p>i. He/she has completed five years of service in Academic Level 11/Senior Scale.</p> <p>ii. He / she has done any two of the following in the last five years:</p> <p>a. Training/Seminar/Workshop/Course on automation and digitalization,</p> <p>b. Maintenance and other activities as per Table A for University and B for College/ Institutes under this Direction, 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),</p> <p>c. Taken/developed one MOOCs course in the relevant subject (with e-certification), or</p> <p>d. Library up-gradation course.</p>	<p>An individual shall be promoted if:</p> <p>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 Table A for University and B for College/ Institutes under the Direction (8/2019), and</p> <p>ii. The promotion is recommended by a screening-cum-evaluation committee.</p>

3	<b>Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A) (Stage3 to 4)</b>	<ul style="list-style-type: none"> <li>i. He/she has completed three years of service in Selection Grade/Academic Level 12</li> <li>ii. He/she has done any one of the following in the last three years: <ul style="list-style-type: none"> <li>a. Training/Seminar/Workshop/Course on automation and digitalization,</li> <li>b. Maintenance and related activities as per Table A for University and B for College/ Institutes under this Direction, of at least two weeks' (ten days) duration,</li> <li>c. 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),</li> <li>d. Taken/developed one MOOCs course in the relevant subject (with e-certification), and</li> <li>e. Library up-gradation course.</li> </ul> </li> </ul>	<p>An individual shall be promoted if:</p> <ul style="list-style-type: none"> <li>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 Table A for University and B for College/ Institutes under the Direction (8/2019).; and</li> <li>ii. The promotion is recommended by a Selection Committee constituted as per these Rules on the basis of the interview performance.</li> </ul>
4	<b>Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian /College Librarians (Academic Level 14) (Stage4 to 5)</b>	<ul style="list-style-type: none"> <li>i. He/she has completed three years of service in Academic Level 13A.</li> <li>ii. He/she has done any one of the following in the last three years: <ul style="list-style-type: none"> <li>i. Training/Seminar/Workshop/Course on automation and digitalization,</li> <li>ii. Maintenance and related activities as per Table A for University and B for College/ Institutes under this Direction of at least two weeks' (ten days) duration,</li> <li>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),</li> <li>iv. Taken/developed one MOOCs course in the relevant subject (with e-certification), and</li> <li>v. Library up-gradation course.</li> <li>vi. Evidence of innovative library services, including the integration of ICT in a library.</li> <li>vii. A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript Keeping</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>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 Table A for University and B for College/ Institutes under the Direction (8/2019).; and</li> <li>ii. The promotion is recommended by a Selection Committee, on the basis of the interview performance.</li> </ul>

Note: The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.. However, performance assessment reports shall be calculated as per Table A for University and B for college/ Affiliated Institutes under the Direction (8/2019).



Sant Gadge Baba Amravati University, Amravati.  
**PBAS Proforma**  
**Session-**  
**( PART A, PART B & PART C )**  
*( For University Librarian / Deputy Librarian / Assistant Librarian  
and College Librarian.)*

**PART A : GENERAL INFORMATION**

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :  
Telephone No. :  
Email :
8. Whether acquired any degrees or fresh academic qualifications during the year :  


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9. Academic Staff College Orientation / Refresher Course attended during the year : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

\_\_\_\_\_  
Signature of teacher

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : I**

(LIBRARIAN)

**PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES**

Regularity of attending library:

Sr. No.	Total No. of Working Days	No. of days attended	Work done	Percentage of attendance	Grading	Proof Document**
1						
2						
3						

90% and above – **Good**; Below 90 % but 80 % and above – **Satisfactory**; Less than 80%- **Not satisfactory**

\*\*As per table under the document Annexure I (A)

Overall Grading ( Category : I ) :-

Signature of Teacher

Verified and found correct :

Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :  
(For Category : I)

Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : II**

INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

**Conduct of Seminar/ Workshops pertaining to Library:**

Sr. No.	Name of Seminar/ Workshop organized	Duration	Target Group	Grading	Proof Document**
1.					
2.					
3.					

**Grading Criteria: Good** – One National level seminar/ workshop and one State/ institution level workshop/Seminar  
**Satisfactory-** One National level seminar/ workshop or one State level seminar/ workshop and one institution level seminar/ workshop or four institution seminar / workshop; **Unsatisfactory**– Not falling in above two categories

**Library Automation.:**

Sr. No.	Activity undertaken for Automation	Completed/ Ongoing	Grading	Proof Document**
1.				
2.				
3.				

**Grading Criteria: Good** – 100% of physical books and journals in computerized database.  
**Satisfactory**– At least 99% of physical books and journals in computerized database.  
**Unsatisfactory**– Not falling under good or satisfactory.

**OR**

**Good** – 100% Catalogue database made up to date  
**Satisfactory-** 90% catalogue database made up to date  
**Unsatisfactory-** Catalogue database not up to mark (To be verified in random by the CAS Promotion Committee ).

**II.c. Checking inventory:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

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**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 214**  
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**Grading Criteria: Good :** Checked inventory and missing 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.

**II.d. i. Digitization Work:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II.d. ii. Promotion of Library Networks:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II.d. iii. Dissemination of information:**

Sr. No.	Indicator/ Activity	Nature of activity	Grading	Proof Document**
1.				
2.				
3.				

**II.d. iv. Administrative and Governance related activities:**

Sr. No.	Name of Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II.d. v. Short term course:**

Sr. No.	Name of Short term course organized	Duration	Target Group	Grading	Proof Document**
1.					
2.					
3.					

**II d.vi. Research paper Published:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document**
1									
<b>Total</b>									

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**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 215**  
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**Note:- Grading for II. d. I to vi shall be Good :** Involved in any two activities; **Satisfactory :** At least one activity; **Not Satisfactory :**Not involved/ undertaken any of the activities.

**Note:-**

**Overall Grading Criteria for category I and II**

**Good:** Good in Item 1 and satisfactory/good in any other items.

**Satisfactory:** Satisfactory in Item 1 and satisfactory/ good in any other two items.

**Not Satisfactory:** If neither good nor satisfactory in overall grading.

**\*\*As per table under the document Annexure II (A)**

<b>Overall Grading ( Category : II ) :-</b>	
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**Signature of Teacher**

**Verified and found correct:**

**Signature of V.C. /Principal/H.O.D.**

**Final Score approved by the Screening / Selection Committee :  
 (For Category II)**

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**Signature of Chairman  
 Screening / Selection Committee**

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
<b>Total</b>									

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 216

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D.a RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III D.b RESEARCH PROJECTS COMPLETED:**

**III D. b (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document* *
1							
<b>Total</b>							

**III D.b (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document* *
1							
<b>Total</b>							

**III D.c ONGOING RESEARCH PROJECTS:**

**III D.c (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III D. c (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

-----  
**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 217**  
 -----

**III E.a Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. b Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. c. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

-----  
**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 218**  
 -----

**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.

**\*\*As per table under the document Annexure III (A)**

<b>Total Score ( Category : III ) :-</b>	
------------------------------------------	--

\_\_\_\_\_  
**Signature of Teacher**

**Verified and found correct :**

\_\_\_\_\_  
**Signature of V.C./ Principal / H.O.D.**

**Final Score approved by the Screening / Selection Committee :**  
 (For Category :III )

\_\_\_\_\_  
**Signature of Chairman**  
**Screening / Selection Committee**

**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual API Score for Category III Only
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
**Signature of Teacher**

**Verified and found correct :**

\_\_\_\_\_  
**Signature of V.C./ Principal / H.O.D.**

\_\_\_\_\_  
**Signature of Chairman**  
**Screening / Selection Committee**

**PART C : OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*Annexure-IV

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

- 1.
- 2.
- 3.

I certify that the information provided is correct as per records available with the University / College and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

**Name :**

**Designation :**

**Assessment Year :**

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

**D) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					



- II) A) General Intelligence : \_\_\_\_\_  
 B) Capacity to get work in  
 Respect of research & teaching  
 C) Technical Ability : \_\_\_\_\_  
 D) Administrative ability including  
 Judgment initiative and drive  
 (if applicable) : \_\_\_\_\_  
  
 E) Integrity and Character : -----  
 F) Whether powers delegated are  
 Fully utilized. : -----  
 G) General Assessment \_\_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good,  
 B = Good, C+ = Satisfactory, C = Not Satisfactory  
 (\* Strike out which is not applicable.)

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date : / /

Signature of Reviewing Officer

**Appendix-IX**

**Sant Gadge Baba Amravati University, Amravati.**  
**PBAS Proforma for promotion under CAS**  
**Assessment Period -**  
**( PART A, PART B & PART C )**  
*( For University Librarian / Deputy Librarian / Assistant Librarian*  
*and College Librarian.)*

**PART A : GENERAL INFORMATION**

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :  
 Telephone No. :  
 Email :
8. Whether acquired any degrees or fresh academic qualifications during the year :  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Academic Staff College Orientation / Refresher Course attended during the year : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

\_\_\_\_\_  
 Signature of teacher

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : I**

**(LIBRARIAN)**

**PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES**

**Regularity of attending library:**

Sr. No.	Total No. of Working Days	No. of days attended	Work done	Percentage of attendance	Grading	Proof Document**
1						
2						
3						

90% and above – **Good**; Below 90 % but 80 % and above – **Satisfactory**; Less than 80%- **Not satisfactory**

\*\*As per table under the document Annexure I (A)

<b>Overall Grading ( Category : I ) :-</b>	
--------------------------------------------	--

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :   
(For Category : I)

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : II**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**II.a. Conduct of Seminar/ Workshops pertaining to Library:**

Sr. No.	Name of Seminar/ Workshop organized	Duration	Target Group	Grading	Proof Document**
1.					
2.					
3.					

**Grading Criteria: Good** – One National level seminar/ workshop and one State/ institution level workshop/Seminar  
**Satisfactory**- One National level seminar/ workshop or one State level seminar/ workshop and one institution level seminar/ workshop or Four institution seminar / workshop; **Unsatisfactory**– Not falling in above two categories

**II.b. Library Automation.:**

Sr. No.	Activity undertaken for Automation	Completed/ Ongoing	Grading	Proof Document**
1.				
2.				
3.				

**Grading Criteria: Good** – 100% of physical books and journals in computerized database .  
**Satisfactory**– At least 99% of physical books and journals in computerized database.  
**Unsatisfactory**– Not falling under good or satisfactory.

**OR**

**Good** – 100% Catalogue database made up to date  
**Satisfactory**- 90% catalogue database made up to date  
**Unsatisfactory**- Catalogue database not up to mark.  
 (To be verified in random by the CAS Promotion Committee )

**II.c. Checking inventory.:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				
<p><b>Grading Criteria: Good</b> : Checked inventory and missing book less than 0.5%  <b>Satisfactory</b>- Checked inventory and missing book less than 1%  <b>Unsatisfactory</b>- Did not check inventory                      Or                      Checked inventory and missing books 1% or more.</p>				

**II.d. i. Digitization Work:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II.d. ii. Promotion of Library Networks:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II.d. iii. Dissemination of information:**

Sr. No.	Indicator/ Activity	Nature of activity	Grading	Proof Document**
1.				
2.				
3.				

**II.d. iv. Administrative and Governance related activities:**

Sr. No.	Name of Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II.d. v. Short term course:**

Sr. No.	Name of Short term course organized	Duration	Target Group	Grading	Proof Document**
1.					
2.					
3.					

**II d.vi. Research paper Published:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document**
1									
<b>Total</b>									

**Note:- Grading for II. d. I to vi shall be Good :** Involved in any two activities; **Satisfactory :** At least one activity; **Not Satisfactory :**Not involved/ undertaken any of the activities.

**Note:-**

**Overall Grading Criteria for category I and II**

**Good:** Good in Item 1 and satisfactory/good in any other items.

**Satisfactory:** Satisfactory in Item 1 and satisfactory/ good in any other two items.

**Not Satisfactory:** If neither good nor satisfactory in overall grading.

**\*\*As per table under the document Annexure II (A)**

<b>Overall Grading ( Category : II ) :-</b>	
---------------------------------------------	--

**Signature of Teacher**

**Verified and found correct:**

**Signature of V.C. /Principal/H.O.D.**

**Final Score approved by the Screening / Selection Committee :  
(For Category II)**

--

**Signature of Chairman  
Screening / Selection Committee**

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
<b>Total</b>									

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D.a RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III D.b RESEARCH PROJECTS COMPLETED:**

**III D. b (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document*
1							
<b>Total</b>							

**III D.b (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document*
1							
<b>Total</b>							

**III D.c ONGOING RESEARCH PROJECTS:**

**III D.c (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 225

**III D. c (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III E.a Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. b Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. c. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**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.

**\*\*As per table under the document Annexure III (A)**

<b>Total Score ( Category : III ) :-</b>	
------------------------------------------	--

\_\_\_\_\_  
Signature of Teacher

**Verified and found correct :**

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

**Final Score approved by the Screening / Selection Committee :**  
**(For Category :III )**

--

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual Av. API Score for Assessment Period for Category III Only
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
Signature of Teacher

**Verified and found correct :**

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART C : OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*Annexure-IV

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

- 1.
- 2.
- 3.

I certify that the information provided is correct as per records available with the University / College and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

**Name :**

**Designation :**

**Assessment Year :**

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

**I) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					



- II) A) General Intelligence : \_\_\_\_\_  
 B) Capacity to get work in  
 Respect of research & teaching  
 C) Technical Ability : \_\_\_\_\_  
 D) Administrative ability including  
 Judgment initiative and drive  
 (if applicable) : \_\_\_\_\_  
  
 E) Integrity and Character : -----  
 F) Whether powers delegated are  
 Fully utilized. : -----  
 G) General Assessment \_\_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good,  
 B = Good, C+ = Satisfactory, C = Not Satisfactory  
 (\* Strike out which is not applicable.)

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date : / /

Signature of Reviewing Officer

Annexure I (A)

Sr. No.	Document
1	Student Attendance certified by HOD/ Head of the institute
2	Academic Dairy certified by HOD/ Head of the institute
3	Total teaching hours Certificate from HOD
4	Certificate from University Authorities
5	Course conduction certificates
6	Other certificates

Annexure II (A)

Sr. No.	Document
1	Proof of Co-curricular activities in the form of letter/ Certificate / Any other document certified by HOD or head of institution
2	Proof of Extension activities in the form of letter/ Certificate/ Any other document certified by HOD or head of institution
3	Administrative committee certificates/ Letters / Any other document certified by HOD or head of institution
4	Certificate / Letter from Conference organizing committee
5	Course conduction certificates
6	Certificate/ Letter from BOS or other bodies
7	Other certificates

Annexure III (A)

Sr. No.	Document
1	Published paper, Journal home page for Impact factor
2	Books front page along with editorial team or Book chapter first page
3	Project Award Certificate/ Midterm Evaluation Report/ Final Project Report/ Utilization Certificate / Project Extension Letter
4	Project outcome report/ Patent award document
5	Student registration Letter/ Thesis submission letter / Notification
6	Fellowship award certificate
	Invited talk letter of intend/ Certificate/ Certificate of paper presentation along with copy of abstract book
7	Other certificates

Section IV

Appendix-X

Sant Gadge Baba Amravati University, Amravati.  
**Academic Performance Indicators (APIs) And Scores developed for  
 adoption of Performance Based Appraisal System (PBAS) for Appointments and Promotions under  
 Career Advancement Scheme (CAS) of University/College Teachers.**

*(For Teachers in music and performing arts)*

**Instructions for Filling up Part B of the PBAS Proforma**

**( Please read the Instructions carefully before filling the proforma for Category I, II, III )**

**Part B of the Proforma is based on Government of Maharashtra, Higher and Technical Education, GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.**

**B ( I )** is based on API Grading/ scoring for **Category I** of the Table. Detailed information for 2018-19 or most recent assessment year is to be provided.

**B ( II )** is based on **Category II** of the Table. Detailed information for 2018-19 or most recent assessment year is to be provided.

**B ( III )** is based on **Category III** of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per the tables and self-assessment scores/ grades given. For each category, even though several avenue of activities and their API scores are given to provide choice/ opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-A and B for University and College teachers respectively as per GR No. Misc-2018/C.R56/18/UNI-1 of 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.

**NB.** The self-assessment scores are subject to verification by the University / College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

**CATEGORY : I : Assessment Criterion for Teaching, Learning and Evaluation Related  
 Activities as per GR No. Misc-2018/C.R56/18/UNI-1.**

**Direct Teaching:**

Indicator/ Activity	Post Held	Grading Criteria
Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.	Assistant Professor	<b>Good</b> -80% and above
	Associate Professor	<b>Satisfactory</b> - Below 80% but 70% and above
	Professor	<b>Not satisfactory</b> - Less than 70%

**CATEGORY: II. Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.**

**II. Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.:**

Indicator/ Activity	Post Held	Grading Criteria
<p>i. Administrative responsibility (including as Dean / Principal / Head of the Department/ Coordinator of centers Chairperson / Convener / Teacher-in-charge/ IQAC/ statutory bodies/ similar other duties that require regular office hrs for its discharge)/ other aspect of departmental or institutional management such as admission committee, campus development, library committee etc./ Organization of Conference /Training as Chairman/Organizing Secretary / Treasurer. Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline/ College magazine etc./ Contribution to Corporate life in Universities/colleges through meetings, popular. / lectures, subject related events, other college/university Activities related to performing art and music etc.</p> <p>ii. Participation in Board of Studies, Academic and Administrative Committees and all other committee (s)/ Duties specified by the University/ Government/ Statutory bodies.</p> <p>iii. Question paper setting, Invigilation, evaluation of answer scripts including term end examination / Department examinations/ College Examinations/ Internal Assessment and other examinations specified by the University.</p> <p>iv. Examination work such as coordination, Co-officer, Subject Exam Committee etc. or flying squad duties etc.</p> <p>v. Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</p> <p>vi. Other co-curricular activities. Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity. Students related Socio Cultural and Sports Programmes, Stage programs, campus publications etc.</p> <p>vii. Extension and dissemination activities (public /popular lectures/talks/seminars etc.). Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper, flood or drought relief, small family norms, cleanliness.</p> <p>viii. Professional Development activities such as participation in short term training courses/ long term training courses authorized by statutory bodies, industrial experience, talks, refresher / orientation/ faculty development courses, dissemination and general articles and any other contribution,</p>	<p>Assistant Professor/ Associate Professor/ Professor</p>	<p><b>Good</b> - Involved in at least 3 Activities.</p> <p><b>Satisfactory</b>- 1-2 activities</p> <p><b>Not-satisfactory</b> - Not involved/undertaken any of the activities.</p>

<p>subject Associations, Conferences, Seminars without paper Presentation. Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, etc.</p> <p>ix. Institutional governance. Participation in State/Central Bodies/Committees on Education, Research and National Development. Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes.</p> <p>x. Lectures in Refresher/ Orientation/ Short Term Programmes and any other professional development activities authorized by statutory bodies.</p> <p>xi. learning methodologies, updating of subject contents/courses, mentoring etc.</p> <p>xii. Participatory and Innovative T /L Process with materials for problem based learning, case studies, Group discussions etc.,</p> <p>xiii. Interactive Courses, Participatory Learning modules, Case studies.</p> <p>xiv. Use of ICT in T/L process with computer-aided methods like power point / Multimedia/ Simulation/Softwares etc.</p> <p>xv. Developing and imparting Remedial/Bridge Courses.</p> <p>xvi. Developing and imparting soft skills/communication skills/personality development courses/ modules.</p> <p>xvii. Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas.</p> <p>xviii. Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning and e-library skills to students.</p> <p>xix. Evidence of actively involved in guiding Ph.D. students .</p> <p>xx. Conducting minor or major research project sponsored by national or international agencies.</p> <p>xxi. At least one single or joint publication in peer- reviewed or UGC list of Journals.</p>		
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**Note: Good:** Good in teaching and satisfactory or good in activity at Category II.

**Or**

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Category II.

**Not Satisfactory:** If neither good nor satisfactory in overall grading.

**Note:** For the purpose of assessing the grading of Activity at Criterion I and Criteria II, 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. 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.

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Sr. No.	Category	Academic/ Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education/ Management
1	<b>III (A) Research Paper Publication</b>	Research Papers published in: Peer-Revived or UGC listed Journals #	8 per paper	10 Per paper
2	<b>III (B) Publications other than journal articles (books, chapters in books, Cassettes/ CDs, DVDs, Tracks)</b>	<p><b>a) Books authored which are published by</b></p> <p>International Publisher</p> <p>National Publisher</p> <p>Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies. List of companies approved by the University and intimated to UGC.</p> <p>Chapter in Edited Book</p> <p>Individual track in Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies. Published or broadcasted solo/ group performance at AIR, TV, festivals and album etc. List of companies approved by the University and intimated to UGC.</p> <p>Publish self competitions- classical, semi classical and light songs.</p> <p>Editor of Book by International Publisher</p> <p>Editor of Book by National Publisher</p> <p><b>b) Translation work in Indian and Foreign Languages by qualified faculties</b></p> <p>Chapter or Research Paper</p> <p>Book</p>	<p>12</p> <p>10</p> <p>10</p> <p>05</p> <p>05</p> <p>05</p> <p>10</p> <p>08</p> <p>03</p> <p>08</p>	<p>12</p> <p>10</p> <p>10</p> <p>05</p> <p>05</p> <p>05</p> <p>10</p> <p>08</p> <p>03</p> <p>08</p>

3	<b>III (C) Creation of ICT mediated pedagogy and content and development of new and innovative courses and curricula</b>	a) Development of innovative pedagogy	05	05
		b) Design of new curricula and courses	02/ curricula / course	02/ curricula / course
		c) MOOCs		
		Development of complete MOOCs in 4 quadrants (4 credit course ) ( In case of MOOCs lesser credit 5 marks/ credit)	20	20
		MOOCs (Develop 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
		d) E-Content		
		Development of e -Content in 4 quadrants for a 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	<b>III (D) Research</b>	a) Research Guidance
Ph.D	10/ Degree Award 05/ Thesis Submitted			10/ Degree Award 05/ Thesis Submitted
M.Phil / PG Dissertation	02/ Degree Award			02/ Degree Award
b) Research Project 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	<b>III (E) Patents and Policy Documents</b>	a) Patents		
		International	10	10
		National	07	07
		b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
		International	10	10
		National	07	07
		State	04	04



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I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading				Qualification and Grading as per GR No. Misc-2018/C.R56/18/UNI-1.
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.					
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	40 / Assessment period	100 / Assessment period	90 / Assessment period	120 / Assessment period	
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee

**TABLE B**  
**Minimum API requirement for the promotion of teachers under CAS in Colleges/ Affiliated Institutions UG and PG.**

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12 )	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4 / Academic Level 12 to 13A )	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5/ Academic Level 13 A to 14)
I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading			
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.				
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	45 / Assessment period	60 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee



TABLE - C

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR DIRECT SELECTION OF TEACHERS IN UNIVERSITIES / COLLEGES/ INSTITUTIONS. FOR THE DISCIPLINES OF MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE, etc.**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor	<p><b>A.</b></p> <p>1) 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.</p> <p>2) 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 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/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/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions subject to the fulfillment of the following conditions:</p> <p>a) The Ph.D. degree of the candidate has been awarded in regular mode only;</p> <p>b) The Ph.D. thesis has been evaluated by at least two examiners;</p> <p>c) An open Ph.D. viva voce of the candidate has been conducted;</p> <p>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; and</p> <p>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.</p>	<p><i>The Academic score as specified by GR No. Misc-2018/C.R56/18/UNI-1. in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) 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.</i></p>

		<p><b>Note:</b></p> <p>1) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.</p> <p>2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b> A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:</p> <p>i. Studied under a noted/reputed traditional Master(s)/Artist(s);</p> <p>ii. Has been 'A' grade artist of AIR/Doordarshan;</p> <p>iii. Has the ability to explain, with logical reasoning the subject concerned; and</p> <p>v. Has adequate knowledge to teach theory with illustrations in the discipline concerned.</p>	
2	Associate Professor In University	<p><b>A.</b></p> <p>i. Good academic record, with a doctoral degree;</p> <p>ii. Performing ability of a high professional standard;</p> <p>iii. Eight year's 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; and</p> <p>v. Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b> A traditional or a professional artist with highly-commendable professional achievement having Master's degree in the subject concerned, who has:</p> <p>i. been 'A'-grade artist of AIR/Doordarshan;</p> <p>ii. eight years' experience of outstanding performing achievement in the field of specialization;</p> <p>iii. experience in designing of new courses and /or curricula;</p> <p>v. participated in National level Seminars/Conferences/Concerts in reputed institutions; and</p> <p>v. ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.</p>	A total research score of Seventy five (75) as per the criteria given in Category III of the Direction (8/2019).

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3	Professor In University	<p><b>A.</b></p> <ol style="list-style-type: none"> <li>1) An eminent scholar having a doctoral degree;</li> <li>2) 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;</li> <li>3) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals.</li> </ol> <p align="center"><b>OR</b></p> <p><b>B.</b></p> <p>A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,</p> <ol style="list-style-type: none"> <li>1) Having Master's degree, in the relevant subject;</li> <li>2) Has been 'A'-grade artist of AIR/Doordarshan;</li> <li>3) Has Ten years of outstanding performing achievements in the field of specialization;</li> <li>4) Has made significant contributions in the field of specializations and ability to guide research;</li> <li>5) Has participated in National/International Seminars/Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/ Fellowships;</li> <li>6) Has the ability to explain with logical reasoning the subject concerned; and</li> <li>7) Has adequate knowledge to teach theory with illustrations in the said discipline.</li> </ol>	A total research score of One hundred twenty (120) as per the criteria given in Category III of the Direction (8/2019).
4	Senior Professor In University	<ol style="list-style-type: none"> <li>i. An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.</li> <li>ii. A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.</li> <li>iii. The selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.</li> <li>iv. The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules.</li> </ol>	<b>Note:</b> Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.

**Note: As there is no provisions for the Direct selection for the post of Associate Professor and Professors in Colleges/ affiliated institutions in GR No. Misc-2018/C.R56/18/UNI-1; the above conditions may considered for direct selections in the colleges/affiliated institutes wherever applicable.**

**TABLE - D**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR DIRECT SELECTION OF TEACHERS IN UNIVERSITIES / COLLEGES/ INSTITUTIONS. FOR DRAMA DISCIPLINES.**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor	<p><b>A)</b></p> <p>1) 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.</p> <p>2) 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 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/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/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions subject to the fulfillment of the following conditions:</p> <p>3) The Ph.D. degree of the candidate has been awarded in regular mode only;</p> <p>4) The Ph.D. thesis has been evaluated by at least two examiners;</p> <p>5) An open Ph.D. viva voce of the candidate has been conducted;</p> <p>6) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and</p> <p>7) 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.</p> <p><b>Note:</b></p> <p>i. The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.</p> <p>ii. NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.</p>	<p><i>The Academic score as specified by GR No. Misc-2018/C.R56/18/UNI-1. in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) 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.</i></p>

		<b>OR</b>	
		<p><b>B.</b></p> <p>A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:</p> <ol style="list-style-type: none"> <li>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;</li> <li>ii. five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and</li> <li>iii. the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.</li> </ol>	
2	Associate Professor In University	<p><b>A.</b></p> <ol style="list-style-type: none"> <li>i. Good academic record, with a doctoral degree;</li> <li>ii. Performing ability of a high professional standard;</li> <li>iii. Eight year's 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; and</li> <li>iv. A significant contribution to knowledge in the subject concerned, as evidenced by quality publications.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b></p> <p>A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:</p> <ol style="list-style-type: none"> <li>i. Been recognized artist of Stage/ Radio/TV;</li> <li>ii. Eight years of outstanding performance in the field of specialization;</li> <li>iii. Experience of designing new courses and /or curricula;</li> <li>iv. Participated in Seminars/Conferences in reputed institutions; and</li> <li>v. The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.</li> </ol>	A total research score of Seventy five (75) as per the criteria given in Category III of the Direction (8/2019).

3	Professor In University	<p><b>A.</b> 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,</p> <p><b>B.</b> A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:</p> <ol style="list-style-type: none"> <li>i. Master's degree, in the relevant subject;:</li> <li>ii. Ten years of outstanding performing achievements in the field of specialization;</li> <li>iii. Made significant contribution in the field of specialization;</li> <li>iv. Guided research;</li> <li>v. Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships:</li> <li>vi. Ability to explain with logical reasoning the subject concerned; and</li> <li>vii. Adequate knowledge to teach theory, with illustrations in the said discipline.</li> </ol>	A total research score of One hundred twenty (120) as per the criteria given in Category III of the Direction (8/2019).
4	Senior Professor In University	<ol style="list-style-type: none"> <li>i. An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.</li> <li>ii. A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.</li> <li>iii. The selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.</li> <li>iv. The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules.</li> </ol>	<b>Note:</b> Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.
<p><b>Note: As there is no provisions for the Direct selection for the post of Associate Professor and Professors in Colleges/ affiliated institutions in GR No. Misc-2018/C.R56/18/UNI-1; the above conditions may considered for direct selections in the colleges/affiliated institutes wherever applicable.</b></p>			

TABLE - E

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR DIRECT SELECTION OF TEACHERS IN UNIVERSITIES / COLLEGES/ INSTITUTIONS.  
FOR YOGA DISCIPLINES:

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor	<p><b>A</b></p> <p>1) 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.</p> <p>2) 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 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.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</b></p> <p>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 may be.</p> <p><b>*Note:</b> 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 <i>GR No. Misc-2018/C.R56/18/UNI-1</i>.</p>	<p><i>The Academic score as specified by GR No. Misc-2018/C.R56/18/UNI-1. in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) 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.</i></p>
2	Associate Professor In University	<p>i. A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline;</p> <p>ii. A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and</p> <p>ii. 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.</p>	<p>A total research score of Seventy five (75) as per the criteria given in Category III of the Direction (8/2019).</p>

3	Professor In University	<p><b>A.</b></p> <p>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.</p> <p>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.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B.</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.</p>	A total research score of One hundred twenty (120) as per the criteria given in Category III of the Direction (8/2019).
4	Senior Professor In University	<p>i. An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.</p> <p>ii. A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.</p> <p>iii. The selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.</p> <p>iv. The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules.</p>	<b>Note:</b> Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.
<p><b>Note: As there is no provisions for the Direct selection for the post of Associate Professor and Professors in Colleges/ affiliated institutions in GR No. Misc-2018/C.R56/18/UNI-1; the above conditions may considered for direct selections in the colleges/affiliated institutes wherever applicable.</b></p>			



TABLE – F

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES UNDER CAS**

**(FOR THE DISCIPLINES OF MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE; DRAMA; YOGA, etc.)**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11) Equivalent cadres from Stage 1 to 2).	<p>i. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. or six years of service in case of those without a Ph.D./M.Phil and satisfies the following conditions:</p> <p>ii. Attended one Orientation course of 21 days duration on teaching methodology;</p> <p>iii. Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching- Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and</p> <p>iv. Published one research publication in the peer-reviewed journals or UGC listed journals during assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets a '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 provided in Table A of the Direction).</p> <p>ii. A total research score of Forty (40) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the screening-cum evaluation committee.</p>
2	Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12) Equivalent cadres from Stage 2 to 3).	<p>i. Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.</p> <p>ii. A Ph.D. Degree in the subject concerned/ allied /relevant discipline.</p> <p>iii. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/Workshops/ Syllabus Up gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / 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 in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.</p> <p>iv. Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as provided in Table A of the Direction).</p> <p>ii. A total research score of Hundred (100) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the Screening-cum-evaluation committee.</p>

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3	Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A) Equivalent cadres from Stage 3 to 4).	<ul style="list-style-type: none"> <li>i. Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.</li> <li>ii. A Ph.D. degree in subject concerned /allied/relevant discipline.</li> <li>iii. 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.</li> <li>iv. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.</li> <li>v. Evidence of having guided at least one Ph.D. candidate.</li> </ul>	<p>A teacher shall be promoted if;</p> <ul style="list-style-type: none"> <li>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 specified in Table A of the Direction.</li> <li>ii. A total research score of Ninety (90) for Assessment period as per the criteria given in Category III of this Direction.</li> <li>iii. The promotion is recommended by a selection committee constituted in accordance with these Rules.</li> </ul>
4	Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Equivalent cadres from Stage 4 to 5).	<ul style="list-style-type: none"> <li>i. Associate Professors who have completed three years of service in Academic Level 13A.</li> <li>ii. A Ph.D. degree in subject concerned/ allied/relevant discipline.</li> <li>iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.</li> <li>iv. Evidence of having successfully guided doctoral candidate.</li> </ul>	<p>A teacher shall be promoted if;</p> <ul style="list-style-type: none"> <li>i. He/she 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 Table A of this Direction.</li> <li>ii. A total research score of One Hundred Ten (110) for Assessment period as per the criteria given in Category III of the Direction .</li> <li>iii. The promotion is recommended by a selection committee .</li> </ul>
5	Professor ( Academic Level 14) to Senior Professor (Academic Level 15 (Stage 5 to 6)	<ul style="list-style-type: none"> <li>i. Ten years' experience as a Professor.</li> <li>ii. A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.</li> </ul>	<p>A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favorable review from three eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee .</p>

TABLE – G

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION  
OF  
TEACHERS IN COLLEGES/ AFFILIATED INSTITUTIONS UNDER CAS  
(FOR THE DISCIPLINES OF MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL  
INDIAN ART FORMS LIKE SCULPTURE; DRAMA; YOGA, etc.)**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11) Equivalent cadres from Stage 1 to 2).	<p>i. 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 L.L.M, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./PG degree in Professional Courses.</p> <p>ii. Attended one Orientation Course of 21 days' duration on teaching methodology; and</p> <p>iii. <b>Any one of the following:</b> Completed one Refresher / Research Methodology Course</p> <p align="center"><b>OR</b></p> <p><b>Any two of the following:</b> Workshop, Syllabus Up-gradation Workshop, Training Teaching- Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration.</p> <p align="center"><b>OR</b></p> <p>Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrant/ MOOCs course during the assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets a '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 provided in Table B of this Direction).</p> <p>ii. A total research score of Twenty (20) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the screening-cum evaluation committee.</p>
2	Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12) Equivalent cadres from Stage 2 to 3).	<p>i. Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.</p> <p>ii. 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 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..</p>	<p>A teacher shall be promoted if;</p> <p>i. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as provided in Table B of the Direction).</p> <p>ii. A total research score of Fifty (50) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the Screening-cum-evaluation committee.</p>

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3	Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A) Equivalent cadres from Stage 3 to 4).	<p>iv. Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.</p> <p>v. A Ph.D. degree in subject concerned /allied/relevant discipline.</p> <p>vi. 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.</p>	<p>A teacher shall be promoted if;</p> <p>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 specified in Table B of this Direction.</p> <p>ii. A total research score of Forty Five (45) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by a selection committee.</p>
4	Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Equivalent cadres from Stage 4 to 5).	<p>i. Associate Professors who have completed three years of service in Academic Level 13A.</p> <p>ii. A Ph.D. degree in subject concerned/allied/ relevant discipline.</p> <p>iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.</p> <p>iv. A minimum of 110 Research Score as per Category III in aggregate out of which at least score of 60 for assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she 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 Table B of this Direction.</p> <p>ii. A total research score of Sixty (60) for Assessment period as per the criteria given in Category III of this Direction .</p> <p>iii. The promotion is recommended by a selection committee constituted in accordance with these Rules.</p>

**Appendix-XI**

**Sant Gadge Baba Amravati University, Amravati.**

**PBAS Proforma**

**Session-**

**( PART A, PART B & PART C )**

*(For Teachers in music and performing arts)*

**PART A : GENERAL INFORMATION**

**1. Name (in Block Letters) :**

**2. Father's/Husband's Name :**

**3. Department :**

**4. Current Designation & Grade Pay :**

**5. Date of last Promotion :**

**6. Address for correspondence (with Pin code) :**

**7. Permanent Address (with Pin code) :**

**Telephone No. :**

**Email :**

8. Whether acquired any degrees or fresh academic qualifications during the year :

\_\_\_\_\_

\_\_\_\_\_

9. Academic Staff College Orientation / Refresher Course attended during the year : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

\_\_\_\_\_  
Signature of teacher

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : I**

**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**I. Direct Teaching** (Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.).

Sr. No.	Course/Paper	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Percentage of lectures engaged/ conducted	Grading	Proof Document* *
<b>Odd Semester</b>								
1								
2								
3								
4								
5								
6								
7								
8								
9								
<b>Even Semester</b>								
10								
11								
12								
13								
14								
15								
16								
17								
18								

-----  
**SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2019 - PART ONE - 249**  
 -----

\* Lecture (L), Tutorial (T), Practical (P), Field Work (FW), Project Supervision (PrS)

**Grading Criterion:-** 80% and above – Good; Below 80% but 70% and above- Satisfactory; Less than 70%- Not satisfactory.

**\*\*As per table under the document Annexure I (A)**

<b>Overall Grading ( Category : I ) :-</b>	
--------------------------------------------	--

\_\_\_\_\_  
**Signature of Teacher**  
  
**Verified and found correct :**  
 \_\_\_\_\_  
**Signature of V.C./H.O.D./Principal**

**Final Score approved by the Screening / Selection Committee :**   
**(For Category : I)**

\_\_\_\_\_  
**Signature of Chairman**  
**Screening / Selection Committee**

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : II**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**II i. Administrative Responsibility.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II ii. Contribution to corporate life through committees and duties assigned by the authority.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II iii. Examination Work:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II iv. Discipline related co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II v. Other co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vi. Extension and dissemination activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vii. Institutional governance:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II viii. Conduct of Lectures:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II ix. Participatory and Innovative Learning:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II x. Evidence of actively involved in guiding Ph.D. students:**

Sr. No.	No. of Ph.D. Students Registered	No. of Ph.D. Students submitted Thesis	No of Students Awarded Ph.D. Degree	Grading	Proof Document**
1.					
2.					
3.					

**II xi. Conduct of Research Projects:**

Sr. No.	Title of Project	Major/ Minor	Period of Award	Amount Approved	Name of Funding Agency	Grading	Proof Document**
1.							
2.							
3.							

**II xii. Research paper Published:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document**
1									
<b>Total</b>									

**Grading Criteria:-** Good - Involved in at least 3 Activities; Satisfactory- 1-2 activities and Not-satisfactory - Not involved/ undertaken any of the activities.

\*\*As per table under the document Annexure II (A)

<b>Overall Grading ( Category : II ) :-</b>	
---------------------------------------------	--

Signature of Teacher

Verified and found correct:

Signature of V.C. /Principal/H.O.D.

Final Score approved by the Screening / Selection Committee :  
(For Category II)

--

Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B. a. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International / National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document*
1									
<b>Total</b>									



**III B.b. Cassettes/ CDs, DVDs, Tracks published/ recorded:**

Sr. No.	Cassettes/ CDs, DVDs, Tracks	Company	Publication International/ National/ Local	Whether approved by University	No. of co-artists	Whether you are the main artist	API Score	Proof Document**
1								
<b>Total</b>								

**III B.c. Individual track in Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies:**

Sr. No.	Cassettes/ CDs, DVDs, Tracks	Company	Publication International/ National/ Local	Whether approved by University	No. of co-artists	Whether you are the main artist	API Score	Proof Document**
1								
<b>Total</b>								

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D. RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III E. ONGOING RESEARCH PROJECTS:**

**III E. (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III E. (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III F. i. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. ii Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. iii Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**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.

**\*\*As per table under the document Annexure III (A)**

<b>Total Score ( Category : III ) :-</b>	
------------------------------------------	--

\_\_\_\_\_  
**Signature of Teacher**

**Verified and found correct :**

\_\_\_\_\_  
**Signature of V.C./ Principal / H.O.D.**

**Final Score approved by the Screening / Selection Committee :  
 (For Category :III )**

--

\_\_\_\_\_  
**Signature of Chairman  
 Screening / Selection Committee**

**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual API Score for Category III Only
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
**Signature of Teacher**

**Verified and found correct :**

\_\_\_\_\_  
**Signature of V.C./ Principal / H.O.D.**

\_\_\_\_\_  
**Signature of Chairman  
 Screening / Selection Committee**

**PART C : OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*Annexure-IV

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

- 1.
- 2.
- 3.

I certify that the information provided is correct as per records available with the University / College and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

**Name :**

**Designation :**

**Assessment Year :**

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

**I) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

- II) A) General Intelligence : \_\_\_\_\_  
 B) Capacity to get work in  
 Respect of research & teaching  
 C) Technical Ability : \_\_\_\_\_  
 D) Administrative ability including  
 Judgment initiative and drive  
 (if applicable) : \_\_\_\_\_  
  
 E) Integrity and Character : -----  
 F) Whether powers delegated are  
 Fully utilized. : -----  
 G) General Assessment \_\_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good,  
 B = Good, C+ = Satisfactory, C = Not Satisfactory  
 (\* Strike out which is not applicable.)

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date : / /

Signature of Reviewing Officer

Appendix-XII

**Sant Gadge Baba Amravati University, Amravati.**  
**PBAS Proforma for promotion under CAS**  
**Assessment Period -**  
**( PART A, PART B & PART C )**  
*(For Teachers in music and performing arts)*  
**PART A : GENERAL INFORMATION**

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :  
 Telephone No. :  
 Email :
8. Whether acquired any degrees or fresh academic qualifications during the year :  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Academic Staff College Orientation / Refresher Course attended during the year : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

\_\_\_\_\_  
 Signature of teacher

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : I**

**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**I. Direct Teaching** (Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.).

Sr. No.	Course/Paper	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Percentage of lectures engaged/ conducted	Grading	Proof Document*
<b>Odd Semester</b>								
1								
2								
3								
4								
5								
6								
7								
8								
9								
<b>Even Semester</b>								
10								
11								
12								
13								
14								
15								
16								
17								
18								

\* Lecture (L), Tutorial (T), Practical (P), Field Work (FW), Project Supervision (PrS)

**Grading Criterion:-** 80% and above – Good; Below 80% but 70% and above- Satisfactory; Less than 70%- Not satisfactory.

**\*\*As per table under the document Annexure I (A)**

**Overall Grading ( Category : I ) :-**

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./H.O.D./Principal

**Final Score approved by the Screening / Selection Committee :**   
(For Category : I)

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : II**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**II i. Administrative Responsibility.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II ii. Contribution to corporate life through committees and duties assigned by the authority.**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II iii. Examination Work:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II iv. Discipline related co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II v. Other co-curricular activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vi. Extension and dissemination activities:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II vii. Institutional governance:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II viii. Conduct of Lectures:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II ix. Participatory and Innovative Learning:**

Sr. No.	Responsibility	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II x. Evidence of actively involved in guiding Ph.D. students:**

Sr. No.	No. of Ph.D. Students Registered	No. of Ph.D. Students submitted Thesis	No of Students Awarded Ph.D. Degree	Grading	Proof Document**
1.					
2.					
3.					

**II xi. Conduct of Research Projects:**

Sr. No.	Title of Project	Major/ Minor	Period of Award	Amount Approved	Name of Funding Agency	Grading	Proof Document*
1.							
2.							
3.							

**II xii. Research paper Published:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document*
1									
<b>Total</b>									

**Grading Criteria:- Good** - Involved in at least 3 Activities; **Satisfactory**- 1-2 activities and **Not-satisfactory** - Not involved/ undertaken any of the activities.

**\*\*As per table under the document Annexure II (A)**

Overall Grading ( Category : II ) :-

Signature of Teacher

Verified and found correct:

Signature of V.C. /Principal/H.O.D.

Final Score approved by the Screening / Selection Committee :  
(For Category II)

Signature of Chairman  
Screening / Selection Committee



**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B. a. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
<b>Total</b>									

**III B.b. Cassettes/ CDs, DVDs, Tracks published/ recorded:**

Sr. No.	Cassettes/ CDs, DVDs, Tracks	Company	Publication International/ National/ Local	Whether approved by University	No. of co-artists	Whether you are the main artist	API Score	Proof Document**
1								
<b>Total</b>								

**III B.c. Individual track in Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies:**

Sr. No.	Cassettes/ CDs, DVDs, Tracks	Company	Publication International / National/ Local	Whether approved by University	No. of co-artists	Whether you are the main artist	API Score	Proof Document**
1								
<b>Total</b>								

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

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**III D. RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III E. ONGOING RESEARCH PROJECTS:**

**III E. (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document **
1						
<b>Total</b>						

**III E. (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document **
1						
<b>Total</b>						

**III F. i. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. ii Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. iii Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**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.

**\*\*As per table under the document Annexure III (A)**

<b>Total Score ( Category : III ) :-</b>	
------------------------------------------	--

\_\_\_\_\_  
Signature of Teacher

**Verified and found correct :**

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

**Final Score approved by the Screening / Selection Committee :  
(For Category :III )**

--

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**IV. SUMMARY OF GRADES/ API SCORES**

Category	Criteria	Last Academic.	GRADES / API	Annual Av. API Score for Assessment Period for Category III Only
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
Signature of Teacher

Verified and found correct :

\_\_\_\_\_  
Signature of V.C./ Principal / H.O.D.

\_\_\_\_\_  
Signature of Chairman  
Screening / Selection Committee

**PART C : OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*Annexure-IV

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- 1.
- 2.
- 3.

I certify that the information provided is correct as per records available with the University / College and / or documents enclosed along with the duly filled PBAS profonna.

Signature of the faculty with  
Designation, Place & Date

Signature of V.C./ School  
Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

**Name :**

**Designation :**

**Assessment Year :**

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.**

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

**D) Verification & Evaluation in respects of Grades/ API.**

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

- II) A) General Intelligence : \_\_\_\_\_
- B) Capacity to get work in  
Respect of research & teaching
- C) Technical Ability : \_\_\_\_\_
- D) Administrative ability including  
Judgment initiative and drive  
(if applicable) : \_\_\_\_\_
- E) Integrity and Character : -----
- F) Whether powers delegated are  
Fully utilized. : -----
- G) General Assessment \_\_\_\_ \* A+ = Outstanding, A = Very Good, B+ = Positively Good,  
B = Good, C+ = Satisfactory, C = Not Satisfactory  
(\* Strike out which is not applicable.)

Date :     /     /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date :     /     /

Signature of Reviewing Officer

**Annexure I (A)**

Sr. No.	Document
1	Student Attendance certified by HOD/ Head of the institute
2	Academic Dairy certified by HOD/ Head of the institute
3	Total teaching hours Certificate from HOD
4	Certificate from University Authorities
5	Course conduction certificates
6	Other certificates

**Annexure II (A)**

Sr. No.	Document
1	Proof of Co-curricular activities in the form of letter/ Certificate / Any other document certified by HOD or head of institution
2	Proof of Extension activities in the form of letter/ Certificate/ Any other document certified by HOD or head of institution
3	Administrative committee certificates/ Letters / Any other document certified by HOD or head of institution
4	Certificate / Letter from Conference organizing committee
5	Course conduction certificates
6	Certificate/ Letter from BOS or other bodies
7	Other certificates

**Annexure III (A)**

Sr. No.	Document
1	Published paper, Journal home page for Impact factor
2	Books front page along with editorial team or Book chapter first page
3	Project Award Certificate/ Midterm Evaluation Report/ Final Project Report/ Utilization Certificate / Project Extension Letter
4	Project outcome report/ Patent award document
5	Student registration Letter/ Thesis submission letter / Notification
6	Fellowship award certificate
7	Invited talk letter of intend/ Certificate/ Certificate of paper presentation along with copy of abstract book
7	Other certificates

**Revision of Pay Scales of Teachers in Non- Agricultural Universities, National Law University, Affiliated Colleges, Government Colleges/Institutes as per 7<sup>th</sup> Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measure for the maintenance of standards in Higher Education, 2018.**

**GOVERNMENT OF MAHARASHTRA**  
**Higher & Technical Education Department**  
**Government Resolution No. Misc-2018/C.R.56/18/UNI-1**

Mantralaya Annex, Mumbai – 400 032

Date: 08 March, 2019

**Read:-**

1. Government Resolution, Higher and Technical Education Department No. NGC-2009/(243/09)-Uni.1, dated 12<sup>th</sup> August, 2009.
2. Government of India MHRD letter No. 1-7/2015-U.II (1), dated 2<sup>nd</sup> November, 2017.
3. Government of India MHRD letter No. Corrigendum F.No.1-7/2015-U.II (1), dated 8<sup>th</sup> November, 2017.
4. Government of India MHRD letter No. 1-4/2017-U.II, dated 28<sup>th</sup> January, 2019.
5. UGC letter No. F.No.23-4/2017 (PS), dated 31<sup>st</sup> January, 2018.
6. The Gazette of India: Extraordinary, Part III-Section 4, dated 18<sup>th</sup> July, 2018.
7. The Maharashtra Public University Act, 2016

**Preamble:-**

**University Grants Commission vide its letter dated 31<sup>st</sup> January, 2018 mentioned that the Government of India MHRD, Department of Higher Education, New Delhi vide its letter dated 2<sup>nd</sup> November 2017 regarding revision of 7<sup>th</sup> Pay of teachers and equivalent orders in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7<sup>th</sup> Central Pay Commission and to say that the State Government may take action to adopt the Government of India's scheme for State Universities and colleges.**

**The revision of Pay Scales of teachers and equivalent academic staff shall be subject to provisions of the scheme of revision of Pay scales as contained in letter dated 2<sup>nd</sup> November, 2017 and regulation issued by UGC dated 18<sup>th</sup> July, 2018 and amendments thereof from time to time in this behalf.**

**Resolution:**

The question of implementing scheme of revisions of pay scales of universities and college teachers as per letter No. 1-7/2015-U.II (1), Government of India, Ministry of Human Resource Development, Department of Higher Education, dated 2.11.2017, and other relevant guidelines and notifications issued by University Grants Commission (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), dated 18.7.2018 (in short “UGC Regulations, 2018”) was under considerations of State Government. After considering all the aspects, the state government has decided to implement and revise pay scales and terms and conditions of services as detailed below:

**1.0. Coverage**

The revised pay scales and other measures to the improvement of standards in Higher Education are applicable to all categories of full-time teachers/librarians/Director of Physical Education employed by the non-Agricultural Universities, National Law Universities, Deemed to be Universities, non-Government aided/unaided Colleges, in the faculties of Arts, Science, Commerce, Humanities, Law, Education, Social Sciences, Languages, Library Science, Physical Education, Journalism & Mass Communications, Music, Performing Arts, Visual Arts, Other traditional Indian Art forms like Sculpture, etc., Drama and Yoga, etc., in the State, Government Institutes and Colleges.

However, unaided colleges/unaided institutes/unaided deemed to be Universities/Private Universities/Open Universities will not be entitled for any financial assistance from the State Government and similarly in case of aided institutes the Government assistance will only be limited to the posts approved by the Government from time to time.

The revised scales are not applicable to teachers who retired on or before 31<sup>st</sup> December 2015 and who worked on re-employment on that date, including those whose period of re-employment was extended after that date.

The revised scales are not applicable to the Accompanists, Coaches, Tutors and Demonstrators.

**2.0. Date of Implementation**

The date of implementation of the revised pay shall be 1<sup>st</sup> January, 2016, and the date of implementation of terms and conditions shall be the date of issue of these Rules.

**3.0. Designation**

There shall be only three designations in respect of teachers in colleges, namely, Assistant Professors, Associate Professors and Professors. Also, there shall be no change in the present designations in respect of Library and Physical Education Personnel.

There shall be only four designations in respect of teachers in Universities, namely, Assistant



Professors, Associate Professors, Professors and Senior Professors. Also, there shall be no change in the present designations in respect of Library and Physical Education Personnel up to Deputy Librarian/ Assistant Librarian (Selection Grade) and Deputy Director of Physical Education & Sports/ Assistant Director of Physical Education & Sports (Selection Grade) respectively. However, University Librarian is re-designated as Director, Knowledge Resource Center and University Director of Physical Education & Sports is re-designated as Director of Sports & Physical Education.

### **Recruitment and Qualifications**

The direct recruitment to the posts of Assistant Professor in Colleges and Assistant Professor, Associate Professor, Professor and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Rules. These provisions shall be incorporated in the statutes/Ordinances of the university concerned. The composition of such a committee shall be as specified in these Rules.

The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Director, Knowledge Resource Center, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports, Director of Physical Education and Sports, and Director of Sports & Physical Education shall be as specified by the UGC in its regulations and accepted by State Government time to time.

- I. The National Eligibility Test (NET) or State Eligibility Test (SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in UGC Regulations, 2018.

*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 /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/ 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 regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two 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; and
- 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.*

- II.** The clearing of NET/SET shall not be required for candidates in such disciplines for which NET/SET has not been conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions in such disciplines wherever provided in UGC Regulations, 2018.

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.

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 19 September, 1991.

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.

The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.

The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.

The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.

The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.

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. Regular faculty members up to 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.

### **Qualifications**

No person shall be appointed to the post of University and College teacher, Librarian, Director, Knowledge Resource Center, Director of Physical Education and Sports or Director of Sports & Physical Education, in any university or in any of institutions including constituent or affiliated colleges recognized under clause (f) of Section 2 of the University Grants Commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of UGC Regulations, 2018.

### **Direct Recruitment**

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

#### **I. Assistant Professor in Colleges and Universities**

##### **Eligibility (A or B):**

##### **A.**

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.

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 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/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/ 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 regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two 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; and
- 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:**

- 1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
- 2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.

**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 3A) for Universities, and Appendix II (Table 3B) 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 in Universities**

### **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); and
- 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 in Universities**

### **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. Senior Professor in Universities**

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.

**Eligibility:**

- i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.
- ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules.

**V. College Principal**

**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; and
- iv. A minimum of 110 Research Score as per Appendix II, Table 2

**B. Tenure:**

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, constituted as per these Rules. 147

**For the Disciplines of Music, Performing Arts, Visual Arts and Other Traditional Indian ArtForms like Sculpture, etc.**

**I. Assistant Professor in Universities and Colleges**

**Eligibility (A or B):**

**A.**

- 1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- 2) 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 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* 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/ 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 regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two 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; and
- 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/AICTE/ICSSR or any similar agency.

**Note:**

- 1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
- 2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.

**OR**

**B.**

A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:

- i. Studied under a noted/reputed traditional Master(s)/Artist(s);
- ii. Has been 'A' grade artist of AIR/Doordarshan;
- iii. Has the ability to explain, with logical reasoning the subject concerned; and
- iv. Has adequate knowledge to teach theory with illustrations in the discipline concerned.

**II. Associate Professor in Universities**

**Eligibility (A or B):**

**A.**

- i. Good academic record, with a doctoral degree;
- ii. Performing ability of a high professional standard;
- iii. Eight year's 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; and
- iv. 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:

- i. been 'A'-grade artist of AIR/Doordarshan;
- ii. eight years' experience of outstanding performing achievement in the field of specialization;
- iii. experience in designing of new courses and /or curricula;
- iv. participated in National level Seminars/Conferences/Concerts in reputed institutions; and
- v. ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.



**III. Professor in Universities**

**Eligibility (A or B):**

**A.**

- 1) An eminent scholar having a doctoral degree;
- 2) 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;
- 3) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals; and
- 4) 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,

1. Having Master's degree, in the relevant subject;
2. Has been 'A'-grade artist of AIR/Doordarshan;
3. Has Ten years of outstanding performing achievements in the field of specialization;
4. Has made significant contributions in the field of specializations and ability to guide research;
5. Has participated in National/International Seminars/Conferences/Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;
6. Has the ability to explain with logical reasoning the subject concerned; and
7. Has adequate knowledge to teach theory with illustrations in the said discipline.

**Drama Discipline**

**I. Assistant Professor in Universities and Colleges**

**Eligibility (A or B):**

**A.**

- 1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- 2) 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 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* 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/ 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 regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two 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; and
- 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/CSIR/ICSSR or any similar agency.

**Note:**

- 1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
- 2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.

**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 in Universities**

**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 institutions equal to that of Assistant Professor in a University/College; and
- 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 in Universities**

**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, Table 2.

**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; and
- vii. Adequate knowledge to teach theory, with illustrations in the said discipline.

**Yoga Discipline**

**I. Assistant Professor in Universities and Colleges**

**Eligibility (A or B):**

**A.**

- 1) 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.
- 2) 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 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.

**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 may be.

**\*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 Rules.

**II. Associate Professor in Universities**

- 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); and
- 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, Table 2.

**III. Professor in Universities**

**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.

**MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVERSITY ASSISTANT LIBRARIAN/ COLLEGE LIBRARIAN, UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN (DIRECTOR, KNOWLEDGE RESOURCE CENTER)**

**I. University Assistant Librarian/ College Librarian**

- 1) 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).
- 2) A consistently good academic record, with knowledge of computerization of a library.
- 3) 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 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. 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/ 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 regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two 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; and
- 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/CSIR/ICSSR or any similar agency.

**Note:**

- 1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*
- 2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for the appointment in such disciplines.

**II. University Deputy Librarian**

- i. A Master's Degree in Library Science/Information Science/Documentation

Science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed;

- ii. Eight years experience as an Assistant University Librarian/College Librarian;
- iii. Evidence of innovative library services including integration of ICT in library; and
- iv. A Ph.D. Degree in Library Science/ Information Science / Documentation Science/Archives and manuscript keeping/computerization of library.

**III. University Librarian (Director, Knowledge Resource Center)**

- i. A Master’s Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed;
- ii. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years’ experience as a College Librarian;
- iii. Evidence of innovative library services, including the integration of ICT in a library; and
- iv. A Ph.D. Degree in Library Science/Information Science/Documentation Science /Archives and manuscript-keeping.

**MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)**

**I. University Assistant Director of Physical Education and Sports/ College Director of Physical Education and Sports**

**Eligibility (A or B):**

**A.**

- 1) A Master’s degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- 2) Record having represented the University/ College at the inter-university/inter collegiate competitions or the State and /or National championships.
- 3) 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 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 Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ 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 regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two 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; and
- 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/CSIR/ICSSR or any similar agency.

**Note:** *The fulfillment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*

- 1) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for the appointment in such disciplines.
- 2) Passed the physical fitness test conducted in accordance with these Rules.

**OR**

**B.**

An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

## **II. University Deputy Director of Physical Education and Sports**

### **Eligibility (A or B):**

**A.**

- i. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least



55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned;

- ii. Eight years experience as University Assistant DPES/College DPES;
- iii. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration;
- iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc; and
- v. Passed the physical fitness test in accordance with these Rules.

**OR**

**B.**

An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.

**III. University Director of Sports and Physical Education**

- i. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science;
- ii. Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor;
- iii. Evidence of organizing competitions and coaching camps of at least two weeks' duration; and
- iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

**IV. Physical Fitness Test Norms**

- a) Subject to the provisions of these Rules, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

<b>Norms For</b>	<b>Run/ Walk Test</b>	<b>Upto 30 Years</b>	<b>Upto 40 Years</b>	<b>Upto 45 Years</b>	<b>Upto 50 Years</b>
<b>Men</b>	12 Minutes Run/ Walk Test	1800 metres	1500 metres	1200 metres	800 metres
<b>Women</b>	8 Minutes Run/ Walk Test	1000 metres	800 metres	600 metres	400 metres

## **6. Constitution of Selection Committees and Guidelines on Selection Procedure**

### **Selection Committee Composition**

#### **I. Assistant Professor in the University:**

a) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons :

- i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;
- ii. One person, not below the rank of professor, nominated by the Chancellor;
- iii. The Dean of the Faculty concerned as a member secretary;
- iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;
- v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;
- vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;
- vii. One principal who is a member of management council to be nominated by the Management Council;
- viii. Director, Higher Education or his nominee not below the rank of Joint Director.

Provided that, a head referred to in clause (iv) above, who is an Associate Professor shall be a member of the Selection Committee for the selection to the post of Assistant Professor.

b) Four members, including two outside subject experts, shall constitute the quorum.

#### **II. Associate Professor in the University**

a) The Selection Committee for the post of Associate Professor in the University shall consist of the following persons :

- i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;
- ii. One person, not below the rank of professor, nominated by the Chancellor;
- iii. The Dean of the Faculty concerned as a member secretary;
- iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;
- v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;
- vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;
- vii. One principal who is a member of management council to be nominated by the Management Council;
- viii. Director, Higher Education or his nominee not below the rank of Joint Director.

b) Four members, including two outside subject experts, shall constitute the quorum.

### **III. Professor in the University**

- a) The Selection Committee for the post of Professor in the University shall consist of the following persons :
  - i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;
  - ii. One person, not below the rank of professor, nominated by the Chancellor;
  - iii. The Dean of the Faculty concerned as a member secretary;
  - iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;
  - v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;

- vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;
  - vii. One principal who is a member of management council to be nominated by the Management Council;
  - viii. Director, Higher Education or his nominee not below the rank of Joint Director.
- b) Four members, including two outside subject experts, shall constitute the quorum.

**IV. Senior Professor in the University**

- a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons :
- i. The Vice-Chancellor or the Pro-Vice-Chancellor upon the directions of the Vice-Chancellor shall be the Chairperson of the Committee;
  - ii. One person, not below the rank of professor, nominated by the Chancellor;
  - iii. The Dean of the Faculty concerned as a member secretary;
  - iv. The Head of the university department or a head of the concerned School of multidisciplinary institution, nominated by the Vice-Chancellor;
  - v. Not less than three experts nominated by the Management Council out of a panel of not less than six names of experts not connected with the university recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected;
  - vi. One person not below the rank of Professor or Principal belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or other Backward Classes, nominated by the Chancellor;
  - vii. One principal who is a member of management council to be nominated by the Management Council;
  - viii. Director, Higher Education or his nominee not below the rank of Joint Director.
- b) Four members, including two outside subject experts, shall constitute the quorum.

**V. Assistant Professor in Colleges, including Private and Constituent Colleges**

There shall be a selection committee for recommending the names of suitable candidates for appointment for the substantive/permanent post of Assistant Professor in the

College/Institution. The selection committee shall be as per the guidelines prescribed by the State Government in the *Official Gazette*.

**VI. College Principal**

There shall be a selection committee for recommending names of the suitable candidates for appointment for the post of college Principal. The selection committee shall be as per the guidelines prescribed by the State Government in the *Official Gazette*.

- a) The term of appointment of the Principal, shall be five years with eligibility for reappointment for one more term. If the Management intends to re-appoint the existing Principal, the Management shall initiate the process of external peer review at least six months before.
- b) The external peer review committee prescribed in clause (c) above, shall consist of the following members, namely:-

- i. Nominee of the Vice-Chancellor, Chairperson;
- ii. Nominee of the Chairperson of the Management of the College/Institution;

The nominees shall be from the Principals of the Colleges with Excellence/Colleges with Potential for Excellence/Autonomous Colleges/ NAAC A or A+ accredited Colleges/Director or Head of the University Department.

- c) The report of the external peer review committee shall be the main basis for re-appointment of the Principal.
- d) If the external peer review committee recommends for re-appointment of the existing Principal, the Management shall re-appoint such existing Principal for one more term.

**VII. Selection Committees for the posts of Directors of Sports and Physical Education, Deputy Directors, Assistant Directors of Physical Education and Sports, Director, Knowledge Resource Center, Deputy Librarians and Assistant Librarians** shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

**VIII. The “Screening-cum-Evaluation Committee” for CAS promotions of Assistant Professors/equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of:**

**A. For University teachers:**

- i. The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii. The Dean of the Faculty concerned;
- iii. The Head of the Department /Chairperson of the School;
- iv. One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts; and
- v. Director Higher Education or his/her nominee not below the rank of Joint Director.

**B. For College teachers:**

- i. The Principal of the college shall be the Chairperson of the committee;
- ii. Head /Teacher-In charge of the department concerned from the college;
- iii. Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts; and
- iv. Joint Director Higher Education or his /her nominee not below the rank of Associate Professor.

**C. For University Assistant Librarian:**

- i. The Vice-Chancellor shall be the Chairperson of the Committee;
- ii. The Dean of the Faculty concerned;
- iii. The Librarian, University Library;
- iv. One expert who is a working Librarians nominated by the Vice-Chancellor from the University panel of experts; and
- v. Director Higher Education or his/her nominee not below the rank of Joint Director.

**D. For College Librarian:**

- i. The Principal shall be the Chairperson of the Committee;
- ii. The Librarian, University Library;
- iii. Two expert who are working Librarians nominated by the Vice-Chancellor from the University panel of experts; and
- iv. Joint Director Higher Education or his/her nominee not below the rank of Associate Professor.

**E. For University Assistant Director, Physical Education and Sports:**

- i. The Vice-Chancellor shall be the Chairperson of the Committee;
- ii. The Dean of the Faculty concerned;
- iii. The University Director, Physical Education and Sports;
- iv. One expert in Physical Education and Sports Administration from University System nominated by the Vice-Chancellor from the University panel of experts; and
- v. Director Higher Education or his/her nominee not below the rank of Joint Director.

**F. For College Director, Physical Education and Sports:**

- i. The Principal shall be the Chairperson of the Committee;
- ii. The University Director, Physical Education and Sports;
- iii. Two experts in Physical Education and Sports Administration from University System nominated by the Vice-Chancellor from the University panel of experts; and
- iv. Joint Director Higher Education or his/her nominee not below the rank of Associate Professor.

**Note:** The quorum for these committees in all categories shall be three which will include the Government nominee, one subject expert/university nominee.

The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these Rules and as per the minimum requirement specified:

- a) In Appendix II, Table 1 for each of the cadre of Assistant Professor;
- b) In Appendix II, Table 4 for each of the cadre of Librarian; and
- c) In Appendix II, Table 5 for each of the cadre of Physical Education and Sports

shall recommend to the Syndicate/ Executive Council /Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

For all Selection Committees specified in these Rules, Head of Department / Teacher-In- charge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

**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, 3A, 3B, 4, and 5.  
  
In order to make the system more credible, universities may assess 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.
- II.** The universities shall adopt these Rules for selection committees and selection procedure through their respective statutory bodies incorporating Appendix II, Table 1, 2, 3A, 3B, 4, and 5 at the institutional level for University Departments and their Constituent colleges /Conducted colleges/ affiliated colleges (Government/Government- aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. The universities may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II, Table 1, 2, 3A, 3B, 4, and 5.
- III.** In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University, and in case of a College, Vice-Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the State Government, in relation to the categories mentioned above, are strictly followed during the selection process.
- IV.** The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology



guidelines set out in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

*Provided* that the publications submitted by the candidate shall have been published during the qualifying period.

*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.

- V. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 5.1 (III.B), 5.2 (I.B, II.B, III.B), 5.3 (I.B, II.B, III.B) and 5.4 (III.B) of these Rules, the university's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.
- VI. 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 Rules which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.
- VII. 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 Rules. 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, counseling and mentoring, additional teaching to support the college/

university 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, organizing 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/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 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 fulfillment 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 7.4 of these Rules.

**Assessment Criteria and Methodology:**

- a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/Professors/Senior Professor in Universities and Colleges;

- b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and
- c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme.

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 Rules. The constitution of the Selection Committee for Associate Professors and Professors in Colleges under Career Advancement Scheme shall be as specified in University Grants Commission Regulations dated 18.7.2018.

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

A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Rules, as on and till the date on which these Rules are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.

- I.** The Selection Committee specifications as contained in Clauses 6.1 to 6.4 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, Professor to Senior Professor (in University) and for equivalent cadres.
- II.** 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 I of Appendix II.

- III.** 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.
- IV.** For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- V.** 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 university 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, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected 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.
- VI.** 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:
- a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under UGC these Rules
- 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 Rules.

c) The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of these Rules, 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) (4th 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 in Appendix III, Table-A to Table-F.

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

**VII.** The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory up to 31<sup>st</sup> December, 2018.

**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 7.3 of this resolution.

**B. Career Advancement Scheme (CAS) for College teachers**

**I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)**

**Eligibility:**

1) 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 L.L.M, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./PG degree in Professional Courses.

2)

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-quadrant/ MOOCs 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 Level 11/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 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. He/she 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 concerned /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 '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 Rules.

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

- 1) Associate Professors who have completed three years of service in Academic Level 13A.
- 2) A Ph.D. degree in subject concerned/allied/relevant discipline.
- 3) A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
- 4) A minimum of 110 Research Score as per Appendix II, Table 2

**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, Table 2.
- ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Rules.



iii) The date of Promotion shall be the date of selection as Professor by CAS.

**C. Career Advancement Scheme (CAS) for University teachers**

**I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)**

**Eligibility:**

- 1) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. or six years of service in case of those without a Ph.D./M.Phil and satisfies the following conditions:
- 2) Attended one Orientation course of 21 days duration on teaching methodology;
- 3) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- 4) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

**CAS promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets a '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 provided 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 has completed five years of service in Academic Level 11/ Senior Scale.
- 2) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
- 3) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/Workshops/ Syllabus Up-

gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / 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 in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.

- 4) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

**CAS promotion Criteria:**

A teacher shall be promoted if;

- i. The teacher gets a '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.

**II Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor**

**I. (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 the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/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 the 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 conduct of a MOOCs course during the period of assessment.

- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5) Evidence of having guided at least one Ph.D. candidate.

**CAS Promotion Criteria:**

A teacher shall 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 specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2
- ii. The promotion is recommended by a selection committee constituted in accordance with these Rules.

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

**Eligibility:**

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided doctoral candidate.
- 5) A minimum of 110 Research Score as per Appendix II, Table 2.

**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 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, Table 2.
- ii. The promotion is recommended by a selection committee constituted in accordance with these Rules.

**V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)**

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three

eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Rules.

**Eligibility:**

- 1) Ten years' experience as a Professor.
- 2) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

**D. Career Advancement Scheme (CAS) for Librarians**

**Note:**

- i. **The following provisions 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 7.4 (B) and 7.4 (C), of these Rules for Colleges/Institutions and for Universities, respectively.**
- ii. **The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

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

**Eligibility:**

- 1) 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.
- 2) He/she has attended at least one Orientation course of 21 days' duration; and
- 3) Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

**CAS Promotion Criteria:**

An Assistant Librarian/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 University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)**

**Eligibility:**

- 1) He/she has completed five years of service in Academic Level 11/Senior Scale.
- 2) He / she has done any two of the following in the last five years:
  - i. Training/Seminar/Workshop/Course on automation and digitalization,
  - 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 University Assistant Librarian (Selection Grade/Academic level 12)/College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)**

**Eligibility:**

- 1) He/she has completed three years of service in Selection Grade/Academic Level 12
- 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 Rules on the basis of the interview performance.

**IV. From University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian /College Librarians (Academic Level 14)**

**Eligibility:**

- 1) He/she has completed three years of service in Academic Level 13A.
- 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.
- 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:**

- 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 Rules on the basis of the interview performance.

**E. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports****Note:**

- i) **The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 7.4 (B) and 7.4 (C), of these Rules for Colleges/Institutions and for Universities, respectively.**
- ii) **The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

**I. From Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11) / College Director of Physical Education and Sports (Senior Scale/Academic Level 11)**

**Eligibility:**

- 1) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. Degree or six years of service for those without an M.Phil or Ph.D. degree.
- 2) He/she has attended one Orientation course of 21 days' duration; and
- 3) He/she has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

**CAS Promotion Criteria:**

An individual 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 of the last four/five/six years of

the assessment period as the case may be, as specified in Appendix II, Table 5;  
and

- ii. The promotion is recommended by a screening-cum-evaluation committee.

**II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / College Director of Physical Education and Sports (Selection Grade/Academic Level 12)**

**Eligibility:**

- 1) He/she has completed five years of service in Senior Scale/ Academic Level 11.
- 2) He/she has done any two of the following in the last five years: (i) Completed one course / programme from among the categories of refresher courses, research methodology workshops, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes 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, and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

**CAS Promotion Criteria:**

An individual may 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 5, and;
- ii. The promotion is recommended by a screening-cum-evaluation committee.

**III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13A).**

**Eligibility:**

- 1) He/she has completed three years of service in Selection Grade/ Academic Level 12.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher



Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes 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 relevant subject (with e-certification).

**CAS Promotion Criteria:**

An individual may be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii. The promotion is recommended by a selection committee constituted as per these Rules on the basis of the interview performance.

**IV. From University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14)**

**Eligibility:**

- 1) He/she has completed three years of service in Academic Level 13A.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes 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 relevant subject (with e-certification).
- 3) Evidence of organizing competitions and coaching camps of at least two weeks' duration.
- 4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- 5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

**CAS Promotion Criteria:**

An individual may be promoted if;

- i. He/she gets a ‘satisfactory’ or ‘good’ grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii. The promotion is recommended by a selection committee constituted as per these Rules on the basis of the interview performance.

**8.0. SELECTION OF PRO-VICE-CHANCELLOR / VICE -CHANCELLOR OF UNIVERSITIES:**

The Selection of Pro-Vice Chancellor/ Vice Chancellor shall be as per the procedure prescribed in The Maharashtra Public University Act, 2016.

**Revised Pay for teachers and equivalent positions:**

**(i) Pay Fixation Method**

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

- a) The formula followed by the 7<sup>th</sup> CPC is followed in the academic pay structure, moving from the concept of Pay Band and Academic Grade Pay to that of Academic Levels and Cells.
- b) 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, 14 and 15.
- c) Each cell in an academic level is at 3% higher than the previous cell in that level.
- d) The Index of Rationalization (IOR) is 2.67 for present AGP less than Rs.10, 000 and 2.72 for the AGP of Rs.10, 000 and above.
- e) The entry pay for each level is as follows:

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
15	--	67,000

- f) The Pay matrix based on the above propositions on Academic Levels, Cells and Entry Pay is at Appendix -I

g) 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 employee's Pay Band and 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.

**(ii) Revised Pay for Teachers in Universities and Colleges**

<b>Existing pay</b>	<b>Revised pay</b>
Assistant Professor (at Rs. 6,000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Professor (at Rs. 7,000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Assistant Professor (at Rs. 8,000 AGP in PB Rs. 15,600-39,100)	Assistant Professor (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Associate Professor (at Rs. 9,000 AGP in PB Rs. 37,400-67,000)	Associate Professor (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
Professor (at Rs.10,000 AGP in PB Rs. 37,400-67,000)	Professor (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)
Professor (HAG Scale/PB of Rs. 67,000-79,000)	Professor (at Academic Level 15 with rationalized entry pay of Rs.1,82,200/-)

**(iii) Revised Pay for Librarians in Universities and Colleges**

Existing pay	Revised pay
Assistant Librarian/College Librarian (at Rs. 6,000 AGP in PB Rs. 15,600-39,100)	Assistant Librarian/College Librarian (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (at Rs. 7,000 AGP in PB Rs. 15,600-39,100)	Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Rs. 8,000 AGP in PB Rs. 15,600-39,100)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Rs. 9,000 AGP in PB Rs. 37,400-67,000)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
University Librarian (at Rs. 10,000 AGP in PB Rs. 37,400-67,000)	Director, Knowledge Resource Center (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)

**(iv) Revised pay for Directors of Physical Education & Sports in Universities and Colleges**

Existing pay	Revised pay
Assistant Director of Physical Education & Sports/College Director of Physical Education & Sports (at Rs. 6,000 AGP in PB Rs. 15,600-39,100)	Assistant Director of Physical Education & Sports/College Director of Physical Education & Sports (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Rs. 7,000 AGP in PB Rs. 15,600-39,100)	Assistant Director of Physical Education & Sports (Senior Scale)/ College Director of Physical Education & Sports (Senior Scale) (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Rs. 8,000 AGP in PB Rs. 15,600-39,100)	Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)

Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Rs. 9,000 AGP in PB Rs. 37,400-67,000)	Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports (Selection Grade)/ College Director of Physical Education & Sports (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs.1,31,400/-)
University Director of Physical Education & Sports (at Rs. 10,000 AGP in PB Rs. 37,400-67,000)	University Director of Sports & Physical Education (at Academic Level 14 with rationalized entry pay of Rs.1,44,200/-)

### **Revised pay of Pro-Vice Chancellor and Vice- Chancellor of universities**

#### **I. Pro-Vice Chancellor:**

The Pay of the Pro-Vice Chancellor of a University, presently at existing AGP of Rs. 10,000 in PB Rs. 37,400-67,000/ HAG scale, shall be fixed at Academic Level 14/ Academic Level 15, as the case may be, with the existing special allowance of Rs.9,000/- per month.

#### **II. Vice-Chancellor:**

The pay of the Vice Chancellor shall be fixed at Rs. 2, 10,000/-(fixed) (Figures obtained by using the IOR of 2.81 on 75,000/- and rounding off the figures to nearest five thousand) with the existing special allowance of Rs.11, 250/- per month.

### **Revised Pay of Principals in Colleges**

The Pay of Principals in Under Graduate and Post Graduate Colleges shall be:

#### **(i) Under Graduate Colleges:**

The Pay of Principals shall be equivalent to the pay of Associate Professor i.e. at Academic Level 13A with rationalized entry pay of Rs. 1, 31,400/- with the existing special allowance of Rs. 4,500/- per month.

#### **(ii) Post Graduate Colleges:**

The Pay of Principals shall be equivalent to the pay of Professor i.e. at Academic Level 14 with rationalized entry pay of Rs. 1, 44,200/- with the existing special allowance of Rs. 6,750/- per month.

#### **Note:**

- i. The existing academic pay scale of a person shall be protected on appointment as principal provided that the person was drawing salary on Government aided post.
- ii. Principals would continue to have lien in their main academic post where they would continue to get notional promotions while they are functioning as Principals. After completion of their tenure as Principal, they would go back to their academic post and draw

salary due in such respective academic posts and would not continue to have the Principal's pay.

- iii. If a person appointed as Principal joins his earlier position in the parent organization without completing his five year term, he shall draw salary of his respective academic post and would not continue to have Principal's pay.

#### **12.0. Incentives for Ph.D./M.Phil. and other Higher Qualification**

The incentive structure is built-in in the pay structure itself, wherein those having Ph.D/M.Phil/ PG Degree in Professional Courses will progress faster under CAS. Therefore, there shall be no incentives in form of advance increments for obtaining these degrees.

##### **Increment**

- i. 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.
- ii. 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.

#### **14.0. Promotion**

When an individual gets a promotion his new pay on promotion would be fixed in the pay Matrix as follows:

On promotion, he would be given a notional increment in his existing Academic Level of Pay by moving him 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 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.

#### **15.0. Allowances and Benefits**

The rate of allowances to the teachers shall be at par with the state government employees.

**16.0 Leaves**

Study leave, maternity leave, casual leave, medical leave shall be admissible to the teachers at par with the state government employees.

**17.0 Superannuation and Reemployment**

The existing provisions on superannuation and reemployment of teachers shall continue

**18.0 Consultancy Assignments**

The consultancy Rules, terms conditions and the model of revenue sharing between institutions and consultant teachers shall be as per the State Government Rules.

**Period of Probation and Confirmation**

- a. The minimum period of probation of a teacher shall be one year, extendable by maximum period of one more year in case of unsatisfactory performance.
- b. The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- c. Subject to this Clause, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- d. The probation and confirmation Rules shall be applicable only at the initial stage of recruitment, issued from time to time by the State Government.
- e. All other State Government Rules on probation and confirmation shall be applicable *mutatis mutandis*.

**20.0. Creation and Filling-up of Teaching Posts**

Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post Professor, of there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.

**Service Agreement and Fixing of Seniority**

- a) At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.
- b) The self-appraisal methodology, as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

**c) Inter-se seniority between the direct recruited and teachers promoted under CAS**

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the 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.

**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 in disposition.

**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;

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



ix.

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, cast 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.

## **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 organizations 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 cooperative 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:**

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to 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.

## **VIII. The Vice-Chancellor/Pro-Vice-chancellor/Rector**

### **The Vice-Chancellor/Pro-Vice-chancellor/Rector should:**

- a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, organization 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 university;
- c) Act as steward of the university'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 university, 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) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

**IX. College Principal**

**College Principal should:**

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization 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 behavior in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

**X. Director Physical Education and Sports (University/ College)/ Librarian (University/College)**

**Director Physical Education and Sports (University/ College)/ Librarian (University/College) should:**

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Discourage and not indulge in plagiarism and other non ethical behavior in teaching and research;

- d) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- e) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

### **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 Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D. shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Rules within six months of their notification.
- ii. 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.
- iii. 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.
- iv. 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 Rules.
- v. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Rules.
- vi. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilization of resources and to create synergies among higher education institutions.
- vii. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /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 Centers of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMTT) scheme shall also organize such induction programmes as per their mandate.

- viii. 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. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- ix. 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 centers such as Schools of Education (SoEs), Teaching Learning Centers (TLCs), Faculty Development Centers (FDCs), Centers for Excellence in Science and Mathematics (CESMEs), Centers for Academic Leadership and Education Management (CALEMs) under the PMMMMNMTT scheme shall be taken into consideration for fulfillment of the requirements as laid down in Career Advancement Scheme of these Regulations.

**Option for the Revised Scales of Pay**

1. Within a period of one month from the date of issue of this Government Resolution, the teachers /Librarians /Physical Education Staff and other personnel will have to opt in the prescribed from for the revised pay scales.
2. The teachers opting for the new pay scales will have to enter into an agreement as mentioned with the University/College Managements about their acceptance of terms and conditions mentioned in this Government Resolution. The option once exercised shall be final. Those who do not exercise the option within a period of one month from the date of issue of this Government Resolution shall be deemed to have opted for revised pay scales.
3. The teachers /Librarians /Directors of Physical Education/ other personnel who were in service on 1<sup>st</sup> January 2016 and those who were not in service after 1<sup>st</sup> January 2016 on account of termination, death, discharge on the expiry of the sanction posts, resignation, dismissal or discharge on disciplinary ground and could not exercise the option within the time limit will be deemed to have opted for revised scale of pay with effect from 1<sup>st</sup> January 2016 and should be held entitle to the benefit of these Rules.
4. An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised Pay Level or grant of inappropriate Pay Level and Pay Cells or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary, in the same manner as provided in Ministry of Finance (Department of Expenditure) OM No. 1-5/2016-IC, dated 29<sup>th</sup> July, 2016. (Appendix IV)

**Procedure to be adopted by the universities and Director of Higher Education**

- i. As per the provisions of the Maharashtra University Act 2016, Universities are primarily responsible for ensuring equitable and quality education in their jurisdiction by adopting all possible measures especially proper selection and appointment of lecturers etc. In view of above, **Universities shall fix the revised pay of all the teachers and equivalent cadres under their jurisdiction as per this scheme and further certify that.**  
“ All the teachers have been lawfully appointed,  
“ The pay of each teacher has been properly fixed as per this scheme and  
“In case it is found that any excess payment has been made on account of incorrect fixation and unlawful appointees the same shall be recovered by the Government from the grants (including salary grants) payable to the Universities and Colleges”.
- ii. The university shall submit these certificates along with the fixation forms etc., to the concerned Regional Joint Director, Higher Education who shall thereafter release the necessary grants after broadly satisfying themselves.
- iii. The Director of Higher Education, Maharashtra State, Pune should send a quarterly statement to the Accountant General, Maharashtra-1, Mumbai, and the Accountant General, Maharashtra II, Nagpur, and claim the grant from the Government of India before the close of every financial year. The Accountant General, Maharashtra –1, Mumbai should be requested to credit the Government of India’s share under receipt head “1601-Grant-in-aid from Central Government –Education.
- iv. The additional expenditure on pay proper, on account of revision of scales of pay of teachers in University, Government and Non Government collages as on 1<sup>st</sup> January, 2016 shall be shared for the period from 1<sup>st</sup> January, 2016 to 31<sup>st</sup> March, 2019 between the Government of India and the State Government in the ratio of 50:50. Thereafter, the entire liability on account of this additional expenditure will be borne by the State Government. Posts which were not lying vacant from more than six months as on 1<sup>st</sup> January 2016 will be treated as post existing as on 1<sup>st</sup> January 2016 shall be borne entirely by the State Government. The Universities and Non-Government colleges should be informed that any additional expenditure on new posts of teachers created hereafter shall be disallowed. If proper sanction of the Director of Education (Higher Education), Maharashtra State, Pune, has not been obtained by them.

**Budget Heads:**

The expenditure on this account should be debited to the following sub-heads and detailed heads of accounts under the budget head Demand No.W02-2202, General Education as under:

**1) 02 Secondary Education**

**105 Teacher's Training (01) Teacher's Training**

A) (01) (01) Government Colleges of Education (Committed) 01 Salary (2202 0291)

B) (02) Assistance to Non-Government Colleges of Education (02) (01) Ordinary Maintenance Grants (committed) 36, Grant in aid (Salary ) (2202 0306)

**2) 03 University & Higher Education**

**102 Assistance to Universities**

A) (00) (01) Grants to Universities for General Education (Committed) 36 Grant in aid (Salary) (2202 0683)

B) (00) (02) Grants for Improvement of Salary Scales (Committed) 36 Grant in aid (Salary) (2202 0692)

C) (00) (05) Assistance to Tilak Maharashtra Vidyapeeth, Pune (Committed) 36, Grant in aid (Salary) (2202 0727)

D) (00) (12) Development of Amravati University (Committed), 36, Grant in aid (Salary) (2202 3477)

E) (00) (13) Development of North Maharashtra University, Talgaon (Committed), 36, Grant in aid (Salary) (2202 3486)

F) (00) (17) Development of New University at Solapur (Committed), 36, Grant in aid (Salary) (2202 3521)

G) Development of Dr. Babashaeb Ambedkar Marathwada University, Aurangabad (Committed), 36, Grant in aid (Salary) (2202 3539)

H) (00) (21) Development of Law University (Scheme), 36, Grant in aid (Salary) (2202 G959)

I) (00) (22) Establishment of Gondwana University, (Committed), 36, Grant in aid (Salary) (2202 H581)

J) (00) (26) Development of Shivaji University, Kolhapur (Committed), 36, Grant in aid (Salary) (2202 H812)

**103 Government Colleges & Institutes**

A) (01) Government Arts Colleges (01) (01) Government Arts Colleges (Committed), 01 Salaries (2202 0772)

B) (02) Government Science Colleges (02) (01) Government Science Colleges (Committed), 01 Salaries (2202 0792)

C) (02) Government Science Colleges (02) (03) Open of New Colleges of Forensic Science / Institute of Forensic Science in the State (Committed), 01 Salaries (2202 H082)

D) (03) Government Law Colleges (03) (01) Government Law Colleges (Committed), 01 Salaries (2202 0816)



E) ) (03) Government Commerce Colleges (04) (01) Government Commerce Colleges (Committed), 01 Salaries (2202 0834)

**104 Assistance to Non Government Colleges and Institute,**

**1) (01) Assistance To Non Government Colleges**

A) (01) (01) Grants to Non Government Arts, Science, commerce & Law Colleges (Committed)36 Grant in aid (Salary) (2202 0872)

B) (01) (02) Grants for Introduction of U G C Scales (Committed) 36 Grant in aid (Salary) 2202 0881)

C) (01) (03) Grants for Expansion of Deccan College, Pune (Committed) 36 Grant in aid (Salary) (2202 0899)

C) (01) (05) Assistance to Non Government Colleges of Physical Education (Committed) 36 Grant in aid (Salary) (2202 1011)

**2) (02) Assistance To Non Government Colleges and Institutes**

A) (02) (06) Development of Non Government Aided Colleges for Increasing Gross Enrolment Ratio in District having less Gross Enrolment Ratio (Scheme) 36 Grant in aid (Salary) (2202 H055)

B) (02) (07) Opening of New Science Colleges attached to Sainik Schools in the State (Committed) 36 Grant in aid (Salary) (2202 H055)

**3) 80 General**

**1. 001 Direction & Administration**

(00) (03) Constitution of Committee for Fixation of fees chargeable by unaided and permanent unaided education colleges (Scheme) 01 Salary (2202 I022)

**2. 003 Training (02) Training**

A)(02) (01) State Institute of Administrative Careers (Committed) 01 Salaries (2202 1133)

B) (02) (03) Opening of Pre-Indian Administrative Services Training Centers in Government Colleges (Committed) 01 Salaries (2202 H108)

**26.0.** Government orders in respect of the measures required for enhancing and improving the quality of education shall be issued separately.

This Government Resolution is subject to the decision taken by the state Government on the scheme forwarded by Government of India by its letter dated 31.1.2018. Therefore, anomalies, if

any may be brought to the notice of the Department of Higher and Technical Education, Government of Maharashtra through proper channel.

These order issue with the concurrence of the Finance Department vide their unofficial reference No. 67/19/Seva – 9, dated 01 March, 2019.

This Government resolution of Maharashtra Government is available at the website [www.maharashtra.gov.in](http://www.maharashtra.gov.in). Reference no. for this is 201903081456273308. This order has been signed digitally.

By order and in the name of the Governor of Maharashtra.

**Vijay Eknath  
Sable**

Digitally signed by Vijay Eknath Sable  
DN: c=IN, o=Government Of Maharashtra, ou=HIGHER  
AND TECHNICAL EDUCATION DEPARTMENT,  
postalCode=400032, st=Maharashtra,  
2.5.4.20=ad74dd20b49c8ab0bc83f54f3d9c91571a6cd47  
aeb99a9f05783d44cafe7a7d8e,  
serialNumber=ad8df0c87ab0edc9f8574ab838d4c466e  
b81828f4e76fa02129f6e862cd2, cn=Vijay Eknath  
Sable  
Date: 2019.03.08 19:18:08 +0530

**(Vijay E. Sable)**

Under Secretary to Government.

**To,**

The Secretary to the Government Raj Bhavan, Malabar Hill, Mumbai.(By letter

The Principal Secretary to the Chief Minister.

The Secretary to the Government of India, MHRD(Department of Education ,New Delhi.

The Secretary, University Grant Commission, New Delhi.

The Private Secretary to the Minister, Higher & Technical Education.

The Director of Higher Education , Maharashtra State, Pune. .

The Regional Joint Directors of Higher Education Mumbai, Pune, Kolhapur, Nagpur, Aurangabad, Amravati, Nanded, Jalgaun.

The Registrar of all non-Agriculture Universities.

The Account General (accounts), Maharashtra- I and II Mumbai and Nagpur.

The Account General (audit), Maharashtra- I and II Mumbai and Nagpur

The Pay and Account Officer, Mumbai

All District Treasury Officer.

The Planning Department.

The Finance Department.

The Personal Assistant to Chief Secretary.

All Desk to Higher & Technical Education Department.

The Director General of Information & Publicity, Mumbai . (with request to issue a suitable press note and send 25 copies to the Department.

Select File UNI-1.

**Accompaniment to Government Resolution,  
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.**

**Appendix I**

**Pay Matrix**

<b>Pay Band (Rs.)</b>	<b>15,600-39,100</b>			<b>37,400-67,000</b>		<b>67,000-79,000</b>
<b>Grade Pay (Rs.)</b>	<b>6,000</b>	<b>7,000</b>	<b>8,000</b>	<b>9,000</b>	<b>10,000</b>	<b>0</b>
<b>Index of Rationalization</b>	<b>2.67</b>	<b>2.67</b>	<b>2.67</b>	<b>2.67</b>	<b>2.72</b>	<b>2.72</b>
<b>Entry Pay (Rs.)</b>	<b>21,600</b>	<b>25,790</b>	<b>29,900</b>	<b>49,200</b>	<b>53,000</b>	<b>67,000</b>
<b>Academic Level</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13A</b>	<b>14</b>	<b>15</b>
<b>Rationalized Entry Pay (Rs.)</b>						
<b>1</b>	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
<b>2</b>	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
<b>3</b>	61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
<b>4</b>	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
<b>5</b>	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
<b>6</b>	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
<b>7</b>	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
<b>8</b>	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
<b>9</b>	73,000	87,300	1,01,100	1,66,400	1,82,700	
<b>10</b>	75,200	89,900	1,04,100	1,71,400	1,88,200	
<b>11</b>	77,500	92,600	1,07,200	1,76,500	1,93,800	
<b>12</b>	79,800	95,400	1,10,400	1,81,800	1,99,600	
<b>13</b>	82,200	98,300	1,13,700	1,87,300	2,05,600	
<b>14</b>	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
<b>15</b>	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
<b>16</b>	89,800	1,07,300	1,24,200	2,04,700		
<b>17</b>	92,500	1,10,500	1,27,900	2,10,800		
<b>18</b>	95,300	1,13,800	1,31,700	2,17,100		
<b>19</b>	98,200	1,17,200	1,35,700			
<b>20</b>	1,01,100	1,20,700	1,39,800			

<b>21</b>	1,04,100	1,24,300	1,44,000			
<b>22</b>	1,07,200	1,28,000	1,48,300			
<b>23</b>	1,10,400	1,31,800	1,52,700			
<b>24</b>	1,13,700	1,35,800	1,57,300			
<b>25</b>	1,17,100	1,39,900	1,62,000			
<b>26</b>	1,20,600	1,44,100	1,66,900			
<b>27</b>	1,24,200	1,48,400	1,71,900			
<b>28</b>	1,27,900	1,52,900	1,77,100			
<b>29</b>	1,31,700	1,57,500	1,82,400			
<b>30</b>	1,35,700	1,62,200	1,87,900			
<b>31</b>	1,39,800	1,67,100	1,93,500			
<b>32</b>	1,44,000	1,72,100	1,99,300			
<b>33</b>	1,48,300	1,77,300	2,05,300			
<b>34</b>	1,52,700	1,82,600	2,11,500			
<b>35</b>	1,57,300	1,88,100				
<b>36</b>	1,62,000	1,93,700				
<b>37</b>	1,66,900	1,99,500				
<b>38</b>	1,71,900	2,05,500				
<b>39</b>	1,77,100					
<b>40</b>	1,82,400					

**Accompaniment to Government Resolution,  
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.**

**Appendix II**

**Table 1**

**Assessment Criteria and Methodology for University/College Teachers**

<b>S. No.</b>	<b>Activity</b>	<b>Grading Criteria</b>
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) Organising 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

**Overall Grading:**

**Good:** Good in teaching and satisfactory or good in activity at S.No.2.

Or

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at S.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 University and 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.,)

S. N.	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.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	08 per paper	10 per paper
2.	<b>Publications (other than Research papers)</b>		
	<b>(a) Books authored which are published by:</b>		
	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>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	03
	Book	08	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a) Development of Innovative pedagogy</b>	05	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course	02 per curricula/course
	<b>(c) MOOCs</b>		
	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 for a 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.	<b>(a) Research guidance</b>		
	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>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing :</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5.	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05



6.	<b>*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)</b>		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

**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 A****Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities**

S.N.	Academic Record	Score			
1.	<b>Graduation</b>	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2.	<b>Post Graduation</b>	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.	<b>M.Phil.</b>	60% and above = 07	55% to less than 60% = 05		
4.	<b>Ph.D.</b>	30			
5.	<b>NET with JRF</b>	07			
	<b>NET</b>	05			
	<b>SET</b>	03			
6.	<b>Research Publications (2 marks for each research publication published in Peer-Reviewed or UGC-listed Journals)</b>	10			
7.	<b>Teaching/Post Doctoral Experience (2 marks for one year each)#</b>	10			
8.	<b>Awards</b>				
	International/ National Level (Award given by International Organizations/ Government of India/ Government of India recognized 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 - 30 Marks  
(ii) JRF/NET/SET : Maximum - 07 Marks  
(iii) In awards category: Maximum - 03 Marks

B) Number of candidates to be called for interview shall be decided by the concerned universities.

C) Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10

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<b>TOTAL</b>	<b>-</b>	<b>100</b>
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**Table: 3 B**

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

S.N.	Academic Record	Score			
1.	<b>Graduation</b>	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
2.	<b>Post Graduation</b>	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.	<b>M.Phil.</b>	60% and above = 07	55% to less than 60% = 05		
4.	<b>Ph.D.</b>	25			
5.	<b>NET with JRF</b>	10			
	<b>NET</b>	08			
	<b>SET</b>	05			
6.	<b>Research Publications (2 marks for each research publication published in Peer- Reviewed or UGC- listed Journals)</b>	06			
7.	<b>Teaching/Post Doctoral Experience (2 marks for one year each)#</b>	10			
8.	<b>Awards</b>				
	International/ National Level (Award given by International Organizations/ Government of India/ Government of India recognized 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:		Maximum - 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
<hr/>		
<b>TOTAL</b>	<b>-</b>	<b>100</b>
<hr/>		

**Table 4**

**Assessment Criteria and Methodology for Librarians**

<b>Sr. No.</b>	<b>Activity</b>	<b>Grading Criteria</b>
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 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 up to mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>
4.	Checking inventory and extent of missing books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.</p>
5.	<p>i) Digitisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>v) Design and offer short-term courses for users.</p> <p>vi) Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory: Not involved/ undertaken any of the activities.</p>

**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.

**Note:**

- 1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- 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
- 3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

**Table 5****Assessment Criteria and Methodology for Directors of Physical Education and Sports**

<b>Sr. No.</b>	<b>Activity</b>	<b>Grading Criteria</b>
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines.  Satisfactory - Intra college competition in 3-5 disciplines.  Unsatisfactory – neither good nor satisfactory
3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.  Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.  Or District level competition in at least 5 Disciplines  Unsatisfactory – neither good nor satisfactory

4.	Up-gradation of sports and physical training infrastructure with scientific and Technological inputs.  Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5	i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition.  ii) Being invited for coaching at state/national level.  iii) Organizing at least three workshops in a year.  iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. . Satisfactory: 1 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.  Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items.  Not Satisfactory: If neither good nor satisfactory in overall grading.	
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</li> <li>2) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.</li> <li>3) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</li> </ol>		

**Accompaniment to Government Resolution,  
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.**

**Appendix III**

**TABLE – A**

**(Minimum API requirement for the promotion of teachers under CAS in university departments)**

S.No.		<b>Assistant Professor (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)</b>	<b>Assistant Professor (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)</b>	<b>Assistant Professor (Stage3/ AGP Rs. 8000) to Associate Professor (Stage 4/ AGP Rs. 9000)</b>	<b>Associate Professor (Stage4/ AGP Rs. 9000) to Professor (Stage 5/ AGP Rs. 10000)</b>
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**TABLE – B**

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

S.No.		<b>Assistant Professor (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)</b>	<b>Assistant Professor (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)</b>	<b>Assistant Professor (Stage3/ AGP Rs. 8000) to Associate Professor (Stage 4/ AGP Rs. 9000)</b>	<b>Associate Professor (Stage4/ AGP Rs. 9000) to Professor (Stage 5/ AGP Rs. 10000)</b>
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 – C**

**(Minimum API requirement for the promotion of Library staff under CAS in Universities)**

<b>S.No.</b>		<b>Assistant Librarian (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)</b>	<b>Assistant Librarian (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)</b>	<b>Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage3/ AGP Rs. 8000) to Deputy Librarian (Stage 4/ AGP Rs. 9000)</b>	<b>Deputy Librarian (Stage4/ AGP Rs. 9000) to Deputy Librarian (Stage 5/ AGP Rs. 10000)</b>
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**TABLE – D**

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

<b>S.No.</b>		<b>Assistant Librarian (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)</b>	<b>Assistant Librarian (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)</b>	<b>Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage3/ AGP Rs. 8000) to Deputy Librarian (Stage 4/ AGP Rs. 9000)</b>
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

**TABLE – E**

**(Minimum API requirement for the promotion of University Director/Deputy Director, Assistant Director, Physical Education and Sports)**

S.No.		<b>Assistant Director (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)</b>	<b>Assistant Director (Stage2/ AGP Rs. 7000) to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/ AGP Rs. 8000)</b>	<b>Assistant Director (Selection Grade/ Deputy Director) (Stage3/ AGP Rs. 8000) to Deputy Director (Stage 4/ AGP Rs. 9000)</b>	<b>Deputy Director (Stage4/ AGP Rs. 9000) to Deputy Director (Stage 5/ AGP Rs. 10000)</b>
1.	Research and Academic Contribution (Category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**TABLE – F**

**(Minimum API requirement for the promotion of College Director, Physical Education and Sports)**

S.No.		<b>Assistant Director (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)</b>	<b>Assistant Director (Stage2/ AGP Rs. 7000 to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/ AGP Rs. 8000)</b>	<b>Assistant Director (Selection Grade/ Deputy Director) (Stage3/ AGP Rs. 8000) to Deputy Director (Stage 4/ AGP Rs. 9000)</b>
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

**Accompaniment to Government Resolution,  
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.**

**Appendix IV**

**Form of Option**

1. I, \_\_\_\_\_substantive / officiating  
holder of the post \_\_\_\_\_in the scale of Rs. \_\_\_\_\_,  
AGP \_\_\_\_\_, in the College / Institution \_\_\_\_\_hereby:

\*(i) elect the revised scale of the post with effect from 1st January, 2016.

\*(ii) elect to continue on the existing scale of 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 Rs. \_\_\_\_\_

\*I vacate or cease to draw pay in that scale.

2. The option hereby exercised is final and will not be modified at any subsequent date.

Date :

Signature :

Place :

Signed before me

Signature

(Principal of College)

(Received the above declaration)

Date :

Signature

( Head of the Institution)

\*To be scored out, if not applicable.

**Accompaniment to Government Resolution,  
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.**

**UNDERTAKING**

[As per Ministry of Finance (Department of Expenditure) order O.M. No. 1-5/2016-IC dated 29<sup>th</sup> July, 2016]

I hereby undertake that any excess payment that may be found to have been made on account of incorrect fixation of pay in the revised Pay Level or grant of inappropriate Pay Level and Pay Cells or any other excess payment made to me shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Date :-

Signature:

Station:-

Name:

Designation:

College/Institution:

**Accompaniment to Government Resolution,  
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.**

**AGREEMENT**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ two thousand nineteen between Shri/Smt/Kum \_\_\_\_\_ Assistant Professor/Associate Professor/ Professor/Assistant Librarian/Deputy Librarian/Librarian/Assistant Director, Physical Education and Sports/Deputy Director, Physical Education and Sports/Director , Physical Education and Sports/ Principal of \_\_\_\_\_ College/University. Established by \_\_\_\_\_ hereinafter referred to as “the Employee” (which expression shall unless the context does not so admit include his/her heirs, executors and administrators of the One Part and \_\_\_\_\_ College/University hereinafter referred to as “the said College/University” of the other part.

WHEREAS the Employee has been working as a Assistant Professor/Associate Professor/ Professor/Assistant Librarian/Deputy Librarian/Librarian/Assistant Director, Physical Education and Sports/Deputy Director, Physical Education and Sports/Director, Physical Education and Sports/ Principal of the said college/University from the \_\_\_\_\_ day of \_\_\_\_\_.

AND WHEREAS the Government of Maharashtra has by Government Resolution, Higher and Technical Education Department, being No. \_\_\_\_\_ (hereinafter referred to as “the said Resolution: a copy whereof is annexed hereto) sanctioned a scheme for revision of the pay-

scales of the University and College teachers and other measures for improving standards in Higher Education.

AND WHEREAS accordingly the said College/University has agreed to revised the pay scale of the Employee on the

Employee agreeing to accept and duly comply with the terms and conditions laid down by the Government of Maharashtra by the said resolution which the Employee has agree to do.

Now this Agreement witness and it is hereby agreed and decided by and between Parties hereto as follows:-

1. Agree, accept and duly comply with the terms and conditions specified in the said Government Resolution;
2. Agree to have these conditions, inserted in the contract of his appointment which he has already executed or which he may have to execute hereafter;
3. Agree that in the event of his failure to abide by these conditions he shall ceased to derive benefits of revised pay scales.

In witness whereof Shri/Smt/Kum\_\_\_\_\_the employee above named has hereto set his/her hand and seal of University has been unto affixed.

Members of the Managing Committee/Governing Body of\_\_\_\_\_have set their respective hands the day and year first hereinabove written.

Signed and Delivered by

Shri/Smt/Kum\_\_\_\_\_the Employee above named in the presence of

1.\_\_\_\_\_ 2.\_\_\_\_\_

OR

Signed and delivered by

1.\_\_\_\_\_ 2.\_\_\_\_\_

5. Elc. the present Members\_\_\_\_\_of the Managing Committee/Governing body of \_\_\_\_\_

In the presence of\_\_\_\_\_

1.\_\_\_\_\_ 2.\_\_\_\_\_

**Accompaniment to Government Resolution,  
Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 /  
UNI-1, dated 08 March, 2019.**

**PROFORMA FOR FIXATION OF PAY**

Name of the College/Institution: \_\_\_\_\_

Name of the teacher: Shri/Smt. \_\_\_\_\_

Sr. No.	Description	Relevant Information
1.	Designation of the post in which pay is to be fixed as on January 1, 2016 or on _____ (latter date)	
2.	Status (Substantive/officiating)	
3.	Pre-revised Pay Band and Academic Grade Pay or Scale	
4.	Existing Emoluments as on 01.01.2016 (as per pre-revised scale)	
	a. Basic Pay (Pay in applicable Pay Band plus applicable Academic Grade Pay or Basic Pay)	
	b. Dearness Allowance	
	c. Existing emoluments (a + b)	
5.	Basic Pay (Pay in applicable Pay Band plus applicable Academic Grade Pay or Basic Pay) in the pre-revised structure as on January 1, 2016	
6.	Applicable Level in Pay Matrix corresponding to Pay Band and Grade Pay or Scale shown at Sr. No. 3	
7.	Amount arrived at by multiplying basic pay as at Sr. No. 5 by 2.57	
8.	Applicable Cell in the Level either equal to or just above the Amount at Sr. No. 7	
9.	Revised Basic Pay (as per Sr. No. 8)	
10.	Stepped up pay with reference to the revised pay of Junior, if applicable. Name and pay of the junior also to be indicated distinctly.	
11.	Revised pay with reference to the Substantive Pay in case where the pay fixed in the officiating post is lower than the pay fixed in the substantive post, if applicable.	
12.	Personal Pay, if any	
13.	Date of next increment and pay after grant of increment	

**Date of Increment**

**Pay after increment in applicable Level of Pay Matrix**

14. Any other relevant information:

Date:

Signature & Designation of Head of Institution

Place:

## Accompaniment to Government Resolution,

Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 / UNI-1, dated 08 March, 2019.

### Appendix VI

#### Fixation of Pay in the Revised Pay Structure: Illustrations

##### Illustration -1

An Assistant Professor drawing a Basic Pay of Rs. 22,250/- as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,100, AGP Rs. 6,000. His date of appointment is 02.10.2014. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 22, 250
2.	$2.57 \times$ Basic Pay	=	Rs. 57,182.50
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 57,200
4.	Level corresponding to AGP Rs. 6,000	:	Level 10
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.57,200)	=	Rs. 57,700

He shall be fixed at Basic Pay of Rs. 57,700/- The next date of annual increment shall be 1<sup>st</sup> July, 2016 and pay after increment is Rs. 59, 400/-

##### Illustration -2

An Assistant Professor drawing a Basic Pay of Rs. 23,610/- as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,100, AGP Rs. 6,000. His date of appointment is 05.02.2012. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 23,610
2.	$2.57 \times$ Basic Pay	=	Rs. 60,677.70
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 60,700
4.	Level corresponding to AGP Rs. 6,000	:	Level 10
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.60,700)	=	Rs. 61,200

He shall be fixed at Basic Pay of Rs. 61,200/- . His successive dates of increment and the basic pay shall be as under:

Date of Increment	Basic Pay (Rs.)
1.7.2016	63,000
1.7.2017	64,900

He is eligible for promotion under CAS (AGP Rs. 6,000 to AGP Rs. 7,000/ Level 10 to Level 11) on 05.02.2018. On promotion, he shall be given a notional increment in Level 10 and his basic pay would be Rs. 66,800/-. Locating this figure Rs. 66,800 in Academic level 11, a cell identical to Rs. 66,800 or next higher cell in level 11 is cell no.1 with entry Rs. 68,900/-.

His revised basic pay as on 05.02.2018 shall be Rs. 68,900/- and date of increment shall be 1<sup>st</sup> January, 2019, and pay after increment is Rs. 71,000/-

### Illustration -3

An Assistant Professor drawing a Basic Pay of Rs. 28,480/- as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,10, AGP Rs. 7,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1. Existing Basic Pay (Pay in PB + AGP)	=	Rs. 28,480
2. $2.57 \times$ Basic Pay	=	Rs. 73,193.60
3. Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 73,200
4. Level corresponding to AGP Rs. 7,000	:	Level 11
5. Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.73,200)	=	Rs. 75,300

He shall be fixed at Basic Pay of Rs. 75,300/- . His successive dates of increment and the basic pay shall be as under:

Date of Increment	Basic Pay (Rs.)
1.7.2016	77,600
1.7.2017	79,900

He is eligible for promotion under CAS (AGP Rs. 7,000 to AGP Rs. 8,000/ Level 11 to Level 12) on 12.08.2017. On promotion, he shall be given a notional increment in Level 11 and his basic pay would be Rs. 82,300/-. Locating this figure Rs. 82,300 in Academic level 12, a cell identical to Rs. 82,300 or next higher cell in level 12 is cell no.3 with entry Rs. 84,700/-.

His revised basic pay as on 12.08.2017 shall be Rs. 84,700/- and date of increment shall be 1<sup>st</sup> July, 2018, and pay after increment is Rs. 87, 200/-



#### Illustration -4

An Assistant Professor drawing a Basic Pay of Rs. 31,250 as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,100, AGP Rs. 8,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 31,250
2.	$2.57 \times$ Basic Pay	=	Rs. 80,312.50
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 80,300
4.	Level corresponding to AGP Rs. 8,000	:	Level 12
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.80,300)	=	Rs. 82,200

He shall be fixed at Basic Pay of Rs. 82,200/- The next date of annual increment shall be 1<sup>st</sup> July, 2016 and pay after increment is Rs. 84,700/-

He is eligible for promotion under CAS (AGP Rs. 8,000/- to AGP Rs. 9,000/- Level 12 to Level 13A) on 12.03.2018. On promotion, he shall be re-designated as Associate Professor, he shall be given a notional increment in Level 12 and his basic pay would be Rs. 92,500/-. Locating this figure Rs. 92,500 in Academic level 13A, a cell identical to Rs. 92,500 or next higher cell in level 13A is cell no.1 with entry Rs. 1,31,400/-.

His revised basic pay as on 12.03.2018 shall be Rs. 1, 31,400/- and date of increment shall be 1<sup>st</sup> January, 2019, and pay after increment is Rs. 1, 35,300/-

#### Illustration -5

An Associate Professor drawing a Basic Pay of Rs. 53,820/- as on 01.07.2015 in the existing Pay Band Rs.37,400-67,000, AGP Rs. 9,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1.	Existing Basic Pay (Pay in PB + AGP)	=	Rs. 53,820/-
2.	$2.57 \times$ Basic Pay	=	Rs. 1,38,317.40
3.	Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,38,400
4.	Level corresponding to AGP Rs. 9,000	:	Level 13A
5.	Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,38,400)	=	Rs. 1,39,400

He shall be fixed at Basic Pay of Rs. 1, 39,400/-. The next date of annual increment shall be 1<sup>st</sup> July, 2016 and pay after increment is Rs. 1, 43,600/-

He is eligible for promotion under CAS (AGP Rs. 9,000 to AGP Rs. 10,000/ Level 13A to Level 14) on 10.12.2018. On promotion, he shall be re-designated as Professor, he shall be given a notional increment in Level 13A and his basic pay would be Rs. 1,56,900/-. Locating this figure Rs. 1,56,900 in Academic level 14, a cell identical to Rs. 1,56,900 or next higher cell in level 14 is cell no.4 with entry Rs. 1,57,600/-.

His revised basic pay as on 10.12.2018 shall be Rs. 1, 57,600/- and the date of increment shall be 1<sup>st</sup> July, 2019, and pay after increment is Rs. 1, 62,300/-

#### Illustration -6

College Principal drawing a Basic Pay of Rs. 61,890/- as on 01.07.2015 in the existing Pay Band Rs.37,400-67,000, AGP Rs. 10,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1. Existing Basic Pay (Pay in PB + AGP)	=	Rs. 61,890/-
2. 2.57 × Basic Pay	=	Rs. 1,59,057.30
3. Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,59,000
4. Level corresponding to AGP Rs. 10,000	:	Level 14
5. Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,59,000)	=	Rs. 1,62,300

He shall be fixed at Basic Pay of Rs. 1, 62,300. The next date of annual increment shall be 1<sup>st</sup> July, 2016 and pay after increment is Rs. 1, 67,200/-.

### Illustration -7

A Senior Professor drawing a Basic Pay of Rs. 75,420/- as on 01.07.2015 in the HAG Scale of Rs.67, 000-79,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1. Existing Basic Pay	=	Rs. 75,420
2. $2.57 \times$ Basic Pay	=	Rs. 1,93,829.40
3. Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,93,900
4. Level corresponding to AGP Rs. 10,000	:	Level 15
5. Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,93,900)	=	Rs. 1,99,100

He shall be fixed at Basic Pay of Rs. 1, 99,100. The next date of annual increment shall be 1<sup>st</sup> July, 2016 and pay after increment is Rs. 2, 05,100/-.

### Illustration -8

An Associate Professor drawing a Basic Pay of Rs. 58,660/- as on 01.07.2015 in the existing Pay Band Rs.37,400-67,000, AGP Rs. 9,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1. Existing Basic Pay (Pay in PB + AGP)	=	Rs. 58,660
2. $2.57 \times$ Basic Pay	=	Rs. 1, 50,756.20
3. Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,50,800
4. Level corresponding to AGP Rs. 9,000	:	Level 13A
5. Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,50,800)	=	Rs. 1,52,300

He shall be fixed at Basic Pay of Rs. 1, 52, 300/- . The next date of annual increment shall be 1<sup>st</sup> July, 2016 and pay after increment is Rs. 1, 56, 900/-

He is appointed as under graduate college Principal as on 15.7.2019 when he was drawing a basic pay of Rs. 1, 71,400/- in Academic Level 13A. On appointment, he shall remain in Level 13A with a basic pay of Rs. 1, 71,400/-.

# OFFICE OF THE SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI

## SELF ASSESSMENT FORM OF THE COLLEGE TEACHER

Name of the College : \_\_\_\_\_

(FOR THE YEAR 20\_\_\_\_ -20\_\_\_\_ )

### PART- I (BASIC INFORMATION)

- 1) Full Name : \_\_\_\_\_
- 2) Designation : \_\_\_\_\_
- 3) Department : \_\_\_\_\_
- 4) Subject taught and faculty : \_\_\_\_\_
- 5) Date of Joining : \_\_\_\_\_
  - a) Initial : \_\_\_\_\_ College Name : \_\_\_\_\_
  - b) at present college : \_\_\_\_\_ College Name : \_\_\_\_\_
- 6) Date of Birth : \_\_\_\_\_
- 7) Place of Birth : \_\_\_\_\_
 

(Village/Town/Taluka/ District) : \_\_\_\_\_
- 8) Nationality and Religion : \_\_\_\_\_
- 9) Whether belongs to : \_\_\_\_\_
 

SC/ST/OBC/OPEN : \_\_\_\_\_
- 10) Permanent Address : \_\_\_\_\_
 

\_\_\_\_\_

\_\_\_\_\_
- 11) Mother Tongue : \_\_\_\_\_
- 12) Language Known : \_\_\_\_\_
- 13) Whether any immovable : \_\_\_\_\_
 

Property held. If so, what and where : \_\_\_\_\_

#### 14) Qualification of the Teacher

Degree and Post-Graduate degree examination	Special/Principal Subject offered	Allied additional subordinate subjects offered	Class obtained	Year of passing	University

15) Teaching experience at the College Level : Year ----- Month -----

Name of the previous Institutions	Period of service From --- to	Designation	Classes taught	Subjects taught	Scale of pay

16) i) Courses thought : -----

ii) Number of periods per week: -----  
as per prescribed norms

	Work-load			
	U.G.	P.G.	M.Phil.	Ph.D.
1) Actual number of periods per week				
2) Lectures				
a) Tutorials				
b) Practical				
c) Seminars				
d) Dissertations				
e) Others				

#### PART- II

#### SELF ASSESSMENT OF THE TEACHER

(NOTE: Self Assessment should be In short, within the limit of space provided)

D) Teaching methods applied : -----

(Name and describe new -----

teaching methods used, If any -----

(Beside lecture/method) i.e. -----

i) Distributing lecture, synopsis and biography -----

ii) Encouraging question in Class : -----

iii) Announcing topics for dis- : -----

- v) Use of audio visual aids : \_\_\_\_\_  
(Whether facilities exist) : \_\_\_\_\_
- II) Contribution to a research : \_\_\_\_\_  
Schemes approved by the : \_\_\_\_\_  
UGC, DST, ICAR, ICSSR & : \_\_\_\_\_  
others, If any. : \_\_\_\_\_
- III) Any other contribution in- : \_\_\_\_\_  
i) Teaching Methods : \_\_\_\_\_  
ii) Evaluation Techniques : \_\_\_\_\_  
iii) Course Development etc. : \_\_\_\_\_
- IV) Academic and professional : \_\_\_\_\_  
Growth (During the year) : \_\_\_\_\_  
i) Research qualification ac- : \_\_\_\_\_  
quired : \_\_\_\_\_  
ii) Research projects under- : \_\_\_\_\_  
taken : \_\_\_\_\_  
iii) Research papers published : \_\_\_\_\_  
Indicating titles and names of : \_\_\_\_\_  
Journals in which published. : \_\_\_\_\_  
iv) Guidance rendered to re- : \_\_\_\_\_  
search scholar : \_\_\_\_\_  
v) Participation in Seminars, : \_\_\_\_\_  
Workshops and Confer- : \_\_\_\_\_  
ences. : \_\_\_\_\_  
vi) Participation in Orientation : \_\_\_\_\_  
Programmes Refresher : \_\_\_\_\_  
Courses etc. : \_\_\_\_\_  
vii) Any other types of training : \_\_\_\_\_  
(Whenever such facilities : \_\_\_\_\_  
exist) : \_\_\_\_\_
- V) Participation in Extra Mural : \_\_\_\_\_  
activities : \_\_\_\_\_  
i) Extra curricular activities, : \_\_\_\_\_  
Debates, cultural activities, : \_\_\_\_\_  
Counselling to students : \_\_\_\_\_  
Planning forum, Union : \_\_\_\_\_

- VI) Help in departmental administrative activities by way of Membership of various Committees such as Discipline Committee, Admission Committee, Students Welfare Committee etc.
- VII) Any other Information about his Contribution (not conveyed above) relevant to a proper assessment of activities.
- VIII) General Observations-
- i) Attendance
    - a) Regularity
    - b) Punctuality
  - ii) Students teachers Relationship
  - iii) Colleague relationship
  - iv) Class control
  - v) Reading habits and other Matters
- IX) Your own assessment of your Performance for the year under Report in regard to :
- a) The quality and quantity of Work done and how it compared with the prescribed Norms, standards of targets.
  - b) Guiding, traing, controlling Class
  - c) Details of any specific item (s) of work done by you which think especially noteworthy.
  - d) If, In your opinion you were Unable to maintain the expected quality of quantity In performance, in any respect, indicate your reason, why this happened.
- X) API Score for Category I
- XI) API Score for category II
- XII) API Score for category III



Name of the teacher .....

5

**EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRICIPAL**

- a) State whether the facts stated above are correct; if not, state the correct facts.
- b) Do you agree with self assessment of performance done by the teacher? If not, give reasons why you do not agree.
- d) Actual verification & evaluation in respects of Part II

Item	Correct	Exaggerated	Excellent	Very Good	Average
I					
II					
III					
IV					
V					
VI					
VII					
VIII					
IX					
X					
XI					
XII					

- ii) A) General intelligence : .....
- B) Capacity to get work done in  
Respect of research & teaching. : .....
- C) Technical Ability : .....
- D) Administrative ability including  
Judgement initiative and drive  
(if applicable) : .....
- E) Integrity and character : .....
- F) Whether powers delegated are  
fully utilised : .....
- G) Overall Performance : .....
- iii) Overall contribution towards  
College and parent education  
society : .....
- d) General Assessment : A+= Outstanding, A= Very Good, B+ = Positively Good,  
B= Good, C+= Satisfactory, C= Not Satisfactory

(\*Strike out which is not applicable.)

Date : / / 20

Signature of Reporting officer

Observation of the Reviewing officer (Secretary of the Society)

.....

.....

.....



गोपनीय अहवाल नमुना

परिशिष्ट - ब भाग - ५

सरिष्ठ महाविद्यालयातील शिक्षकेतर कर्मचाऱ्याकरिता  
(गोपनीय अहवालाचा तयारी)

- १) पूर्ण नांव :-
- २) बडीलाचे नांव :-
- ३) जन्म तारीख :-
- ४) जन्म स्थान :-
- ५) राष्ट्रीयत्व व धर्म :-
- ६) जात/संपर्क :-
- ७) पदनाम :-
- ८) शैक्षणिक पात्रता :-
- ९) सध्याचे पदावर संपन्न राहू होण्याचा दिनांक :-
- १०) महाविद्यालयाचे नांव :-
- ११) एकूण सेवा काळ :-
- १२) वेतन श्रेणी :-
- १३) कार्यस्थळची पत्ता :-
- १४) दुरध्वनी (एस्.टी.डी. सह) :-
- १५) मुळ ठिकाणचा पत्ता :-
- १६) स्वाग्रर मालमत्ता असल्यास पत्ता :-
- १७) मातृनामा :-
- १८) अवगत असलेल्या भाषा :-
- १९) प्रदान करण्यात आलेला कागदाचा प्रकार :-
- २०) आपल्या कर्तव्याचे संक्षिप्त वर्णन :-
- २१) आपल्या सोपविलेल्या स्वतःच्या कर्तव्याचे मुल्यमापन :-
- २२) आपण केलेल्या कामांपैकी एखाद्या चांगल्या कामाची नोंद :-

दिनांक:- / /२०

ठिकाण:-

कर्मचाऱ्याची राहणी व नांव

गोपनीय अहवाल नमुना

परिशिष्ट - ब भाग ४ व ५

(गोपनीय अहवालाचा नमुना)

अभिहित महाविद्यालयातील शिक्षकेतर कर्मचाऱ्यांसाठी सर्वसाधारण योग्यता व व्यक्ति संबंधी प्राचार्यांचा अभिप्राय

- १) कर्मचार्याचे पूर्ण नांव :- \_\_\_\_\_
- २) शैक्षणिक पात्रता :- \_\_\_\_\_ ३) धारण केलेले पद :- \_\_\_\_\_
- ४) जन्म तारीख :- \_\_\_\_\_ ५) ज्ञान/स्वर्ग :- \_\_\_\_\_
- ६) सध्दा होण्याचा दि. :- \_\_\_\_\_ ७) एकूण सेवा वर्षांक :- \_\_\_\_\_
- ८) पेशा क्षेत्र :- \_\_\_\_\_
- ९) प्रतियोगिता कालावधी :- शैक्षणिक वर्ष २०१४-२०१५
- १०) उद्योगप्रियता व कार्यक्षमता :- \_\_\_\_\_
- ११) हाताखालील व्यक्तीकडून काय परिक्षण घेण्याची क्षमता :- \_\_\_\_\_
- १२) सहकारी व जनता यांवशी असलेले संबंध :- \_\_\_\_\_
- १३) सर्वसाधारण बुद्धीगता :- \_\_\_\_\_
- १४) तात्त्विक कार्यक्षमता :- \_\_\_\_\_
- १५) विशेष कल :- \_\_\_\_\_
- १६) निर्माय शक्ती, उपक्रमशिलता व चढाढी यासह प्रशासनात्मक कार्यक्षमता :- \_\_\_\_\_
- १७) सजोटी व चारित्र्य :- \_\_\_\_\_  
(सहायस्वध असल्यास अहवाल सोबत टाकावा)
- १८) प्रदान करण्यात आलेला शक्तीचा पूर्णपणे वापर करतात काय? :- \_\_\_\_\_
- १९) सर्वसाधारण मूल्यमापन :- \_\_\_\_\_

प्रबंधक/अधिकांक/मुख्य लिपीकाराचा अभिप्राय (जरील रीती जे प्रमुख असतील त्यांनी अभिप्राय द्यावा.)

स्वाक्षरी

प्राचार्यांचा अभिप्राय :- \_\_\_\_\_

प्राचार्यांची स्वाक्षरी ,

पुनर्विलोकन अभिकाऱ्यांचा निरीक्षण अहवाल प्राचार्य यांच्या मताशी सहमत आहे किंवा :- \_\_\_\_\_

नसल्यास त्यांची कारणे :- \_\_\_\_\_


दिनांक:- / /२०

दिवाण:- \_\_\_\_\_

सचिव

  
Coordinator  
Internal Quality Assurance Cell  
Dr. H.N. Sinha Arts & Commerce College,  
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Principal,  
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