

**V.K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS
AND
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE**

[AFFILIATED TO UNIVERSITY OF MUMBAI & ACCREDITED BY NAAC]
(MANAGED BY BHANDUP EDUCATIONAL SOCIETY)
BHANDUP (E), MUMBAI - 400 042.

Phone: 2566 8541 • Telefax : 022 - 2566 1897 • E-mail: vkkmenoncollege@gmail.com

Date _____

Metric : 6.3.5

Institution has Performance Appraisal System for teaching and non-teaching staff.

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Sr. No.	Description
1	RELEVANT EXTRACTS from THE UGC REGULATIONS, 2010, Government Resolution of Department of Higher & Technical Education, Government of Maharashtra.

UNIVERSITY OF MUMBAI

No. CONCOL/TAU/ 40 / of 2012-2013

CIRCULAR :

Ref : No. CONCOL/119 of 2011, dated 7th June, 2011.

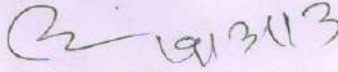
In supersession of the Circular mentioned above the attention of Directors / Head of various University Departments and the Principals of the Aided and Unaided Colleges of Arts, Humanities, Science, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication, Music, Dance, Drama, Visual (Fine) Arts is hereby invited to the UGC Notification No. F.3-1/2009, dated 30th June, 2010 framing the Regulations for appointment of teachers & other Academic Staff and Career Advancement Scheme of teachers in University and Colleges and measures for the maintenance of standards in Higher Education 2010, which has been accepted by the Government of Maharashtra, Department of Higher and Technical Education, vide its G. R. No. Sankirna – 2011/(25/11) vishi-1, dated 15th February, 2011, and then accepted by the Academic Council at its meeting held on 25th May, 2011 vide item No. 3.1 and subsequently approved by the Management Council at its meeting held on 30th May, 2011 vide item No. 17. The UGC Regulation and Government Resolution is available on Government of Maharashtra web site www.maharashtra.govt.in unique code No. 20110215142730001.

As per the University Grants Commission guidelines, the University has designed the Performance Based Appraisal System (PBAS) Proforma based on Academic Performance Indicator (API) for the CAS and the same has been accepted by the Academic Council at its meeting held on 25th July, 2012 vide item No. 7.1 and subsequently approved by the Management Council at its meeting held on 22nd October, 2012 vide item No. 7.

The Directors / Head of various University Departments and the Principals of the Aided and Unaided affiliated colleges in Arts, Humanities, Science, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication, Music, Dance, Drama, Visual (Fine) Arts are hereby requested to download the copy of above Circular along with its enclosures from the University web site www.mu.ac.in for their reference & necessary action.

Mumbai – 400 032.

Date : 19th March, 2013.


REGISTRAR
UNIVERSITY OF MUMBAI

To,

The Director / Head of various University Departments /the Principals of the aided and unaided affiliated colleges in Arts, Humanities, Science, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication, Music, Dance, Drama, Visual (Fine) Arts for information and necessary action.

No. CONCOL/TAU/ 40 / of 2012-2013

19th March, 2013

Copy forwarded with compliments for information to :-

1. The Secretary of the Management / Societies of aforesaid Colleges.
2. The Secretaries to the Government of Maharashtra Education and Employment Department, MantralayaAnnexe, Madame Cama Road, Mumbai – 400 032.
3. The Joint Director of Education (Higher Education Grants), Mumbai Region and other than Mumbai (Panvel).
4. The Presiding Officer, College Tribunal for Mumbai and S.N.D.T. Women's Universities, University Building East Wing, Second Floor, Fort, Mumbai – 400 032.
5. University of Mumbai Colleges Principals Association 1, Dnyansadhana College of Arts, Science & Commerce, Sathewadi, Thane – 400 604.
6. The Secretary, Association of Principals of non-Government College, University of Mumbai, C/o. RamnarainRuia College, Matunga, Mumbai – 400 019 (Two Copies).
7. The General Secretary, Mumbai University and College Teachers Union, Mumbai University Club House, "B" Road, Churchgate, Mumbai – 400 020. (Two Colleges)
8. The Deans of Faculties of Arts, Science, Commerce and Law.
9. The Director, Department of Technical Education, Maharashtra State, MahapalikaMarg, Mumbai – 400 001.
10. The Director of Education (Higher Education) Maharashtra State, Central Building, Pune – 411 001.

G. G. 3113

REGISTRAR
UNIVERSITY OF MUMBAI

Copy to :-

1. Director, Board of College and University Development.
2. Director, Students Welfare.
3. Director, Institute of Distance and Open Learning.
4. Finance and Accounts Officer.
5. Controller of Examinations, Examination House.
6. All Deputy Registrar, Assistant Registrar and Personal Assistant to the Vice-Chancellor.
7. P.A. to Pro. Vice-Chancellor.
8. P.A. to Registrar.
9. Record Section (10 copies).

RELEVANT EXTRACTS from THE UGC REGULATIONS, 2010, Government Resolution of Department of Higher & Technical Education, Government of Maharashtra no. Sankrina-2011/ (25/11) Vi.Shi.-1 dated 15/02/11 and the University of Mumbai CIRCULAR NO. CONCOL/TAU/ 40 of 2012-2013 dated 19th March, 2013, in regards to APPOINTMENTS AND CAREER ADVANCEMENT SCHEME OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITY / COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2010 IN UNIVERSITY DEPARTMENT & CONSTITUENT COLLEGES (hereafter referred to as University)andall Affiliated Colleges / Recognized Institutes (hereafter referred as Colleges)of the University of Mumbai.

1.0. RECRUITMENT AND QUALIFICATIONS:

- 1.1.** The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the University and Colleges shall be on the basis of merit through all India advertisement (As per University of Mumbai Circular No. CONCOL/75 of 1988, dated 3rd March, 1988) and selections by the duly constituted Selection Committees as per the provisions made in this Circular to be incorporated under the Statutes/Ordinances of the University. The composition of such committees as prescribed in this Circular.
- 1.2.** The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Principals, Assistant Directors of Physical Education and Sports, Deputy Director of Physical Education and Sports, Directors of Physical Education and Sports, Assistant Librarians, Deputy Librarians, Librarians as prescribed in this Circular.
- 1.3** The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test - SLET/SET), shall remain for the appointment of Assistant Professors.
- 1.4.** NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in University / Colleges / Institutions.
Provided however, that candidates, who are or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University / Colleges / Institutions.
- 1.5.** NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.
- 1.6.** A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports.
- 1.7.** A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

- 1.8. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19th September, 1991.
- 1.9. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed shall also be considered eligible.
- 1.10. The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- 1.11. The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.
- 1.12. The period of 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.

2.0. QUALIFICATIONS FOR DIRECT RECRUITMENT FOR TEACHERS IN ARTS, HUMANITIES, SCIENCES, SOCIAL SCIENCES, COMMERCE, EDUCATION, LANGUAGES, LAW, JOURNALISM AND MASS COMMUNICATION.

1 PROFESSOR:

- A. (i) An eminent scholar with Ph.D. qualification(s) 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 publications as books and/or research/policy papers.
- (ii) A minimum of ten years of teaching experience in Universities/colleges, and/or experience in research at the Universities/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Appendix-I of this Circular.

OR

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

2. PRINCIPAL

- i. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- ii. Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.
- iii. Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.
- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in Appendix-I of this Circular.

3. ASSOCIATE PROFESSOR

- i. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- ii. Good academic record with Ph.D. Degree in the concerned/allied/relevant disciplines.
- 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 Universities, Colleges or Accredited Research Institutions/Industries excluding the period of Ph.D. Research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in Appendix-I of this Circular.

4. ASSISTANT PROFESSOR:

- i. Good academic record as defined by the concerned University with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign University.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause, candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University/ Colleges / Institutions.
- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

3.0. QUALIFICATIONS FOR DIRECT RECRUITMENT FOR TEACHERS IN MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE, ETC.

3.1. MUSIC & DANCE DISCIPLINE:

1. ASSISTANT PROFESSOR:

- i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.
- ii. Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

Notwithstanding anything contained in the sub-clauses (i) and (ii) to this Clause, candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University/Colleges.

- iii. NET/SLET/SET shall also not be required for such Masters Programme/s in disciplines for which NET/SLET/SET is not conducted.

OR

iA traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:

- a) Studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;
- b) A high grade artist of AIR/TV; and
- c) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

2. ASSOCIATE PROFESSOR:

- i. Good academic record with doctoral degree, with performing ability of high professional standard.
- ii. Eight years of experience of teaching at the Universities, Colleges level and/or research in Universities/National level Institutions excluding the period spent for obtaining the research degree.
- iii. Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.
- iv. Contribution to educational innovation such as designing of new courses, curricula and/or outstanding performing achievement in the field of specialization.

OR

i.A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- a. 'A' grade artist of AIR/TV;
- b. Eight years of outstanding performing achievements in the field of specialization;
- c. Experience in designing of new courses and /or curricula;
- d. Participation in Seminars/Conferences in reputed institutions; and
- e. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

3. PROFESSOR:

- i. An eminent scholar with doctoral degree actively and engaged in research with ten years of experience in teaching in Universities/Colleges and/or research at the Universities/National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.

OR

i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- a) 'A' grade artist of AIR/TV;
- b) Twelve years of outstanding performing achievements in the field of specialization;
- c) Significant contributions in the field of specializations and ability to guide research;
- d) Participation in National/International Seminars/Conferences/ Workshops and/ or recipient of National/International Awards/Fellowships; and
- e) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

3.2. DRAMA DISCIPLINE:

1. ASSISTANT PROFESSOR

- i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.
- ii. Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC.
However, candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University /Colleges.
- iii. Without prejudice to the above, NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

OR

- i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject who should be or have:
 - a) A professional artist with first class degree/diploma from National School of Drama or any other such approved Institution in India or abroad;
 - b) Five years of regular acclaimed performance in regional/ national/ international stage with evidence; and
 - c) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in said discipline.

2. ASSOCIATE PROFESSOR:

- i. Good academic record with doctoral degree with performing ability of high professional standard as recommended by an expert committee constituted by the University for the said purpose.
- ii. Eight years of experience of teaching in Universities / Colleges and/ or research in Universities/National level institutions excluding the period spent for obtaining the research degree.
- iii. Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.
- iv. Contributions to educational innovation such as designing new courses and/ or curricula and/ or outstanding performing achievements in the field of specialisations.

OR

- i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:
 - a. A recognised artist of Stage/ Radio/TV;
 - b. Eight years of outstanding performing achievements in the field of specialisation;
 - c. Experience in designing of new courses and /or curricula;
 - d. Participation in Seminars/Conferences in reputed institutions; and
 - e. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

3. PROFESSOR

- i. An eminent scholar with doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the Universities/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialisation.

OR

- i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:
 - a. Twelve years of outstanding performing achievements in the field of specialisation;
 - b. Has made significant contributions in the field of specialisations and has the ability to guide research;
 - c. Participation in National/International Seminars/Conferences/ Workshops and/ or recipient of National/International Awards/ Fellowships; and
 - d. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations.

3.3. VISUAL (FINE) ARTS DISCIPLINE

1. ASSISTANT PROFESSOR

- i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.
- ii. Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause candidates, who are, or have been awarded Ph.D.Degree, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University/ Colleges / Institutions.
- iii. Without prejudice to the above, NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

OR

- i. A Professional artist with highly commendable professional achievement in the concerned subject, who should have:
 - a. First class Diploma in Visual (Fine) arts discipline from the recognised Institution of India/Abroad;
 - b. Five years of experience of holding regular regional/National exhibitions/Workshops with evidence; and
 - c. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

2. ASSOCIATE PROFESSOR:

- i. Good academic record with doctoral degree with performing ability of high professional standard.
- ii. Eight years of experience of teaching in Universities / Colleges and/ or research in Universities / National level institutions excluding the period spent for the research degree of M.Phil. / Ph.D.

- iii. Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.
- iv. Contributions to educational innovation such as designing new courses and/or curricula and/or outstanding performing achievements in the field of specialisations.

OR

- i. A Traditional and a Professional artist with highly commendable professional achievement in the concerned subject, who should have:
 - a. A recognised artist of his/her own discipline.
 - b. Eight years of outstanding performing achievements in the field of specialisation;
 - c. Experience in designing of new courses and /or curricula;
 - d. Participation in Seminars/Conferences in reputed institutions; and
 - e. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

3. PROFESSOR:

- i. An eminent scholar with doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the Universities/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialisation.

OR

- i. A Professional artist with highly commendable professional achievement in the concerned subject, who should have:
 - a. Twelve years of experience of holding regular regional/national exhibition / workshops with evidence;
 - b. Significant contributions in the field of specialisation and ability to guide research;
 - c. Participation in National/International Seminars/Conferences/ Workshops and/or recipient of National/International Awards/ Fellowships; and
 - d. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

4.0. QUALIFICATION PRESCRIBED FOR FACULTY POSITIONS IN THE REGULATIONS OF NCTE

4.1. QUALIFICATIONS FOR B. Ed. COURSE:

1. PRINCIPAL / HEAD (in multi-faculty institution):

- a. Academic and professional qualification will be as prescribed for the post of lecturer;
- b. Ph.D. in Education; and
- c. Ten years teaching experience out of which at least five years teaching experience in a Secondary Teacher Educational Institution.

Provided that, in the event of non-availability of eligible and suitable candidates for appointment as Principal / Heads as per above eligibility criteria, it would be permissible to appoint retired Professor / Head in Education on contract basis for a period not exceeding one year at a time, till such time the candidates complete sixty five years of age.

2. ASSISTANT PROFESSOR:

A. Foundation Courses

1. A Master's Degree in Science / Humanities / Arts with 50% marks (or an equivalent grade in a point scale wherever grading system is followed);

2. M. Ed. With at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC / any such affiliating body / State Government, from time to time for the positions of principal and lecturers, shall be mandatory;

OR

1. M. A. in Education with 55% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. B. Ed. with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC / any such affiliating body / State Government, from time to time for the positions of principal and lecturers, shall be mandatory.

B. Methodology Courses

1. A Master's Degree in subject with 50% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. M. Ed. Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC / any such affiliating body / State Government, from time to time for the position of principal and lecturers, shall be mandatory.

Provided that at least one lecturer should have specialisations in ICT and another in the special education.

4.2. QUALIFICATIONS FOR M. Ed. COURSE:

1. PROFESSOR / HEAD:

- a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

OR

- a. M. A. (Education) with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);
- b. Ph. D. in Education; and
- c. At least ten years of teaching experience in University department of Education or College of Education of which a minimum of five years at the M. Ed. level with published work in the area of his specialisation.

Provided that, in the event of non-availability of eligible and suitable candidates for appointment as Professor / HOD / Reader as per above eligibility criteria, it would be permissible to appoint retire Professor / HOD / Reader in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty five years of age.

2. ASSOCIATE PROFESSOR:

- a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

OR

- a. M. A. (Education) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);
- b. Ph. D. in Education; and
- c. At least eight years of teaching experience in University department of Education or College of Education, with a minimum of three years at the M. Ed. level and has published work in the relevant area of specialisation.

3. ASSISTANT PROFESSOR

- a. A Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

OR

- a. M. A. (Education) and B. Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
- b. Any other stipulation prescribed by the UGC / such other affiliating body / State Government, from time to time for the positions of Principal and lecturers, shall be mandatory.
Provided that it is desirable that one faculty member possesses a Master's Degree in Psychology and another member in Philosophy/Sociology besides M. Ed.

5.0. MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF LIBRARIAN, DEPUTY LIBRARIAN AND UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

1. UNIVERSITY LIBRARIAN

- i. A Master Degree in Library Science /Information Science/Documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.
- ii. At least thirteen years as a Deputy Librarian in a University library **or** eighteen years' experience as a College Librarian.
- iii. Evidence of innovative library service and organization of published work.
- iv. **Desirable:** M.Phil. /Ph.D. Degree in Library Science/Information Science / Documentation / Archives and Manuscript-keeping.

2. UNIVERSITY DEPUTY LIBRARIAN

- i. A Master's Degree in Library Science/Information Science / Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- ii. Five years' experience as an Assistant University Librarian/College Librarian.
- iii. Evidence of innovative library service and organization of published work and professional commitment, Computerization of library.
- iv. **Desirable:** M.Phil. /Ph.D. Degree in Library Science/Information Science / Documentation / Archives and Manuscript-keeping / Computerization of Library.

3. UNIVERSITY ASSISTANT LIBRARIAN /COLLEGE LIBRARIAN

- i. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.

- ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. However, candidates, who are, or have been awarded Ph.D. Degree, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian /College Librarian.

6.0. MINIMUM QUALIFICATIONS FOR THE POST OF DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND UNIVERSITY ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS/COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

1. UNIVERSITY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- i. Ph.D. in Physical Education.
- ii. Experience of at least ten years as University Deputy DPE&S or fifteen years as University Assistant DPE&S/College DPE&S(selection grade).
- iii. Participation in at least two national/international seminars/conferences.
- iv. Consistently good appraisal reports.
- v. Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- vi. Evidence of having produced good performance teams/athletes for competitions like state/national/inter-University/combined University, etc.

2. UNIVERSITY DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- i. Ph.D. in Physical Education. 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.
- ii. Eight years' experience as University Assistant DPES/College DPES, with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders.
- iii. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- iv. Evidence of having produced good performance teams/athletes for competitions like state / national / inter-University / combined University, etc.
- v. Passed the physical fitness test in accordance with this circular.
- vi. Consistently good appraisal reports.

3. UNIVERSITY ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS / COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- i. A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.
- ii. Record of having represented the University / college at the inter-University /inter-collegiate competitions or the State and/ or national championships.
- iii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

- iv. Passed the physical fitness test conducted in accordance with this Circular.
- v. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education and Sports / College Director of Physical Education & Sports.

4. PHYSICAL FITNESS TEST NORMS

- a) Subject to the provisions of this circular, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- b) **On 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:**

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 metres	1500 metres	1200 metres	800 metres

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 metres	800 metres	600 metres	400 metres

6.1.QUALIFICATIONS FOR M. P.Ed. COURSE:

6.1.1 PRINCIPAL / HEAD:

- a. A Master’s degree in Physical Education with 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- b. Ph.D. in Physical Education or equivalent published work in Physical Education; and
- c. Ten Years teaching experience out of which five years’ experience shall be in a college of Physical Education.

Provided that in the event of non-availability of eligible and suitable candidates for appointment as Principal / Head as per above eligibility criteria, it would be permissible to appoint retired Principal / Head in Physical Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty five years of age.

6.1.2 PROFESSOR:

- a. A Master’s Degree in Physical Education with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);
- b. Ph.D. in Physical Education or equivalent published work; and
- c. At least ten years teaching / research experience in a department / college of Physical Education out of which at least five years in the post graduate institution / University department.

6.1.3 ASSOCIATE PROFESSOR

- a. A Master's Degree in Physical Education with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed)
- b. At least eight years teaching / research experience in a department / college of Physical Education out of which at least three years in the post graduate level; and
- c. Ph.D. in Physical Education or Equivalent published work.

Provided that in the event of non-availability of eligible and suitable candidates for appointment as Professor / Reader as per above eligibility criteria, it would be permissible to appoint retired Professor / Reader in Physical Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty five years of post-retirement service.

6.1.4 ASSISTANT PROFESSOR:

- a. A Master's Degree in Physical Education with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
 - b. Any other stipulation prescribed by the UGC / such other affiliating body / State Government, from time to time for the positions of Principal and lecturers, shall be mandatory.
- 7.0. Since the UGC has prescribed the above qualifications for teaching positions in all higher education institutions for maintenance of minimum standards in consultation with the Statutory Councils governing the approval of courses respectively, any future modification in qualifications for appointment of teachers in Universities/colleges offering such courses will automatically be considered as adopted by the UGC as prescribed qualifications for those courses.

8.0. PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINT SCALE:

It is hereby clarified that where the University/College/Institution declare results in grade points which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage:

Grade	Grade Point	Percentage Equivalent
"O" Outstanding	5.50 – 6.00	75-100
"A" Very Good	4.50 – 5.49	65 – 74
"B" Good	3.50 – 4.49	55 – 64
"C" Average	2.50 – 3.49	45 – 54
"D" Below Average	1.50 – 2.49	35 – 44
"E" Poor	0.50 – 1.49	25 – 34
"F" Fail	0.00 – 0.49	00 – 24

9.0. SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURES :

The UGC has evolved the following guidelines on:

- a. Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, and
- b. Specified Selection Procedures for direct recruitment and Career Advancement Schemes Regulations for teachers and other academic staff in University and all affiliated colleges.

9.1. Selection Committee Specifications:

The Selection Committee for the post of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports (and equivalent) in University and all affiliated colleges shall have the following compositions :

9.1.1. Assistant Professor in the University

a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition:

1. The Vice Chancellor shall be the Chairperson of the Selection Committee.
2. Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the University.
3. Dean of the concerned Faculty, wherever applicable
4. Head/Chairperson of the Department/School.
5. An academician nominated by the Visitor/Chancellor, wherever applicable.
6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

b) At least four members, including two outside subject experts shall constitute the quorum.

9.1.2. Associate Professor in the University

a) The Selection Committee for the post of Associate Professor in the University shall have the following compositions:

1. Vice Chancellor shall be the Chairperson of the Selection Committee.
2. An academician who is the nominee of the Visitor/Chancellor, wherever applicable.
3. Three experts in the concerned subject / field nominated by the Vice Chancellor out of the panel of the names approved by the relevant statutory body of the University.
4. Dean of the faculty, wherever applicable.
5. Head/Chairperson of the Department/School.
6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

b) At least four members, including two outside subject experts, shall constitute the quorum.

9.1.3. Professor in the University

The compositions of the Selection Committee for the post of Professor in the University shall be similar in composition as that for the post of Associate Professor set out in Clause 9.1.2. above.

9.1.4 Assistant Professor in Affiliated Colleges (NON MINORITY COLLEGES):

- i. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
- ii. The Principal of the College.
- iii. Head of the Department of the subject concerned in the College.
- iv. Two nominees of the Vice Chancellor of the University of whom one should be a subject expert.
- v. Two subject-experts **not connected with the college** to be nominated by the Chairperson of the governing body of the college out of a panel of **five names recommended by the Vice Chancellor** from the list of subject experts approved by the relevant statutory body of the University.

- vi. An academician representing SC/ST/OBC/Minority/Women/Differently-able categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

9.1.5. Assistant Professor in Affiliated Colleges (MINORITY COLLEGES):

- i. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
- ii. The Principal of the College.
- iii. Head of the Department of the subject concerned in the College.
- iv. **Two nominees of the Chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the University from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject expert**
- v. **Two subject experts not connected with the College to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor, from the list of subject experts approved by the relevant statutory body of the College**
- vi. An academician representing SC/ST/OBC/Minority/Women/Differently-able categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

NOTE:

- a. The quorum for the meeting should be **five of which at least two subject experts out of the three subject-experts must be present.**
- b. For all levels of teaching positions in **Government colleges, the State Public Services Commissions / Teacher Recruitment Boards must invite three subject experts** for which the University, be involved in the selection process by the State PSC.
- c. For all levels of teaching positions in constituted college(s) of a University the Selection committee norms shall be similar to that of the posts of department/s of the University.

9.1.6. Associate Professor in Affiliated Colleges (NON MINORITY COLLEGES):

- i. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
- ii. The Principal of the College.
- iii. The Head of the Department of the concerned subject from the college.
- iv. Two University representatives nominated by the Vice Chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University and the other must be expert in the concerned subject.
- v. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University.

- vi. An academician representing SC/ST/OBC/ Minority/Women/Differently-able categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

9.1.7. Associate Professor in Affiliated Colleges (MINORITY COLLEGES):

- i. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
- ii. The Principal of the College.
- iii. The Head of the Department of the concerned subject from the college.
- iv. **Two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the University from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.**
- v. **Two subject experts not connected with the College to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor, from the list of subject experts approved by the relevant statutory body of the College.**
- vi. An academician representing SC/ST/OBC/Minority/Women/Differently-able categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

NOTE:

- a. The quorum for the meeting should be **five of which at least two subject experts out of the three subject-experts must be present.**

9.1.8. Professor in Affiliated Colleges

The composition of the Selection Committee for the post of Professor in the College shall be similar in composition as that of for the post of Associate Professor set out in the Para 9.1.6 and 9.1.7 as the case may be.

9.1.9. College Principal in Affiliated Colleges (NON MINORITY COLLEGES):

- i. Chairperson of the Governing Body as Chairperson of the Selection Committee.
- ii. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- iii. One nominee of the Vice Chancellor who shall be a Higher Education expert.
- iv. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college) out of a panel of six experts approved by the relevant statutory body of the University.
- v. An academician representing SC/ST/OBC/Minority/Women/Differently-able categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

9.1.10. College Principal in Affiliated Colleges (MINORITY COLLEGES):

- i. Chairperson of the Governing Body as Chairperson of the Selection Committee.

- ii. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- iii. **One nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the University of whom one should be a subject expert.**
- iv. **Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college) out of a panel of six experts approved by the relevant statutory body of the University.**
- v. An academician representing SC/ST/OBC/Minority/Women/Differently-able categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

NOTE:

- a. *The quorum for the meeting should be **five of which at least two subject experts must be out of the three subject-experts.***
- b. *All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.*
- c. ***The term of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process.***

9.1.11. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the expert concerned in Physical Education and Sports or Sports Administration or Library, practicing Librarian/Physical Director, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

10.0 SELECTION PROCEDURES:

10.1 The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in this Circular in **Tables I to IX of APPENDIX-I.**

10.2 In order to make the system more credible, University/colleges may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures can be followed for direct recruitment and CAS promotion wherever selection committees are prescribed in this Circular.

10.3 The University has adopted UGC Regulations for selection committees and selection procedures incorporating the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) at the institutional level for University Departments and Constituent

Colleges/affiliated colleges (Government-aided/Autonomous/Private Aided Colleges / Private Un-aided Colleges) to be followed transparently in all the selection processes. An indicative PBAS proforma for direct recruitment and CASis provided in this Circular in **Tables I to IX of APPENDIX-I.**

10.4 In all the Selection Committees of direct recruitment of teachers and other academic staff in University/Colleges provided herein, an academician representing Scheduled Caste / Scheduled Tribe / OBC / Minority / Women/Differently-able categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice Chancellor or Acting Vice Chancellor of the University. 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 Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

10.5 The University Departments / Colleges will be required to :

- i. Obtain a comprehensive list of National /Regional level journals of quality in the concerned subject(s); and a comprehensive list of Indian language journals / periodicals / official publication volumes of language bodies and uploads them on the University website.
- ii. Obtain the equivalence in respect of Indian language publications, in quality from the University.
- iii. Provide to the selection committees with the above two lists which could be considered by the selection committees along with the other discipline-specific databases.
- iv. Provide to the selection committee the equivalence in quality of publications in Indian Language Journal developed by University / States with otherwise accepted and recognised journals.

10.6 The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) proforma developed by the University based on the API criteria provided in this Circular and template provided separately. Without prejudice to the requirements provided for selection of Associate Professor under this circular, the prescription of research publications for promotion from the post Assistant Professor to Associate Professor in colleges shall be as follows:

- a. For those who possess Ph.D. Degree, a minimum of one publication made during the period of service as Assistant Professor.
- b. For those who possess M.Phil. Degree, a minimum of two publications made during the period of service as Assistant Professor.
- c. For those without Ph.D. or M.Phil. Degree, at least three publications during the period of service as Assistant Professor.

Provided that in so far as teachers in Universities are concerned, three publications shall be required to be for all three categories mentioned above for consideration of promotion from Assistant Professor to Associate Professor.

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the Selection Committee.

10.7 The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) proforma developed by the University based on the API criteria based PBAS set out in this Circular and reprints of five major publications of the candidates.

Provided that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage-II **(Please refer to Table III of Appendix I for further specification).**

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage scores while finalizing the outcome of selection.

10.8 In the case of selection of Professors who are from outside the academic stream and are considered in **Para 2.1** (Ref: **Clause 4.1.0 (B) of the UGC Regulations, 2010**), the University has laid clear and transparent criteria and procedures so that only outstanding professionals who can contribute substantially to the University knowledge system are selected in any discipline as per the requirements.

10.9 The Academic Performance Indicator (API) scoring system in the process of **selection of Principal shall be similar to that of directly recruited College Professors**. In addition, the selection committee shall assess the following dimensions with the weightages as given below:

- a. Assessment of aptitude for teaching, research and administration (20%),
- b. Ability to communicate clearly and effectively (10%),
- c. Ability to plan institutional programmes, analyze and discuss curriculum development and delivery, research support and college development/administration (20%),
- d. Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture (10%) and,
- e. Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) proforma developed by the University in this Circular. (deduced to 40% of the total API score)

10.10 In the selection process for posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Library, greater emphasis is laid on the nature of deliverables indicated against each of the posts and separate API based PBAS proforma for both direct recruitment and CAS promotions are developed and attached to this Circular.

10.11 While the API:

- a. Tables I, II and III of Appendix I are applicable to the selection of Professors/ Associate Professors /Assistant Professors in University and colleges;
- b. Tables IV, V and VI of Appendix I are applicable to Directors/ Deputy Directors/ Assistant Directors (or equivalent cadre) of Physical Education and Sports; and
- c. Tables VII, VIII and IX of Appendix I are applicable to Librarians/ Deputy Librarians and Assistant Librarians (or equivalent cadre) for both direct recruitment as well as Career Advancement Promotions.

The ratio / percentage of minimum requirement of category-wise API score to each of the cadres shall vary from those for University teachers and for UG/PG College teachers, as given in these tables of Appendix –I.

10.12 For teachers who are recruited directly and who are from different backgrounds and Institutions, **Table II(c) of APPENDIX I** (Ref: Para 6.2.0 of the UGC Regulations, 2010) provides norms for direct recruitment of teachers in University and Colleges to different cadres and table II(a) & II(b) of **APPENDIX I** provides norms for CAS promotions of University Department teachers and in affiliated colleges respectively, which accommodate these differences.

10.13The Selection Committee specifications as delineated in **Para 9.1 to 9.1.11**(*Ref: Para 5.1.1 to 5.1.7 of the UGC Regulation,2010*) are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of Assistant Professor to Associate Professor and to that of Associate Professor to Professor.

11.0 PROFESSORS IN UNDER GRADUATE AND POST GRADUATE COLLEGES:

- (i) Ten percent of the number of the posts of Associate Professor in an Under Graduate College shall be that of Professors and shall be subject to the same criterion for selection / appointment as that of Professors in University,

Provided that there shall be no more than one post of Professor in each Department;

Provided further that one-fourth (25%) of the posts of Professor in Under Graduate Colleges shall be directly recruited or filled on deputation by eligible teachers and the remaining three-fourths (75%) of posts of Professors shall be filled by CAS promotion from among eligible Associate Professors of the relevant department of the Under Graduate College.

For avoidance of doubt, it is clarified that sanctioned posts include the posts approved under both direct recruitment and CAS promotion.

- (ii) Identification of posts of Professor in an Under Graduate College for being filled through direct recruitment/deputation shall be carried out by the University acting in consultation with the College. Where the number of posts of Professor worked out as a percentage of the number of posts of Associate Professor for CAS promotion or direct recruitment / deputation is not an integer, the same shall be rounded off to the next higher integer.

- (iii) The selection process is to be conducted by the College by receiving PBAS proforma from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted through the API scoring system with PBAS methodology and selection committee process stipulated in this Circular for appointment of Professors. For direct recruitment of the 25% of the posts, the 'Rota-Quota system shall be followed starting with promotions and the direct recruitment quota shall be rotated in an alphabetical order.

11.0.1 There shall be one post of Professor in each Department of a Post-Graduate College which shall be subject to the same criterion for selection / appointment as that of Professors in University, provided that one-fourth (25%) of the posts of Professor shall be filled on deputation/direct recruitment from among eligible teachers and the remaining three-fourths (75%) of posts shall be filled through merit promotion from among the eligible Associate Professors in the relevant department of the Post-Graduate college. Identification of posts of Professor in a Post-Graduate College for being filled through direct recruitment/deputation shall be carried out by the University acting in consultation with the College. The decision regarding whether the posts of professor will be for CAS promotion or direct recruitment/deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of professor for CAS promotion or direct recruitment / deputation worked out as a percentage of the total number of posts in a Post Graduate College is not an integer, the same shall be rounded off to the next higher integer.

11.0.2 The selection process is to be conducted by the University by receiving PBAS proforma from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted through the API scoring system with PBAS methodology, Selection committee process stipulated in this Circular for appointment of Professors. For direct recruitment of the 25% of the posts, the 'Rota-Quota System' shall be followed starting with promotion and the direct recruitment quota shall be rotated in an alphabetical order.

11.1. PROFESSORS IN UNIVERSITY:

- i. Ten percent of the posts of Professors in the University, with minimum of ten years of teaching and research experience as Professor either in the pre-revised scale of Professor pay or in the revised scale will be eligible for promotion to the higher grade of Professorship (Stage 6) on satisfying the required API scores as per Table I and Table II in this circular through the PBAS methodology stipulated in this circular through a duly constituted Expert Committee and such teachers promoted to the higher scale shall continue to be designated as "Professor". As this elevation for Professors is applicable to only University Departments, additional credentials are to be evidenced by
 - a. Post Doctoral Research outputs of High standards
 - b. Awards / Honours /and Recognitions.
 - c. Additional Research Degrees like D.Sc., D.Litt., LID etc.; patents and I.P.R. on products and processes developed / technology transfer achieved in the case of teachers in science and technology.
- ii. The selection is to be conducted by the university by receiving duly filled PBAS proformas from eligible professors based on seniority, three times in number of the available vacancies in each faculty. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available.
- iii. The Assessment process shall be through an Expert Committee evaluation of all credentials submitted as stipulated in Table-II(A) of Appendix-I for teachers in University Departments. No separate interview need to be conducted for this category.

12.0 GENERAL INSTRUCTIONS REGARDING PROMOTION UNDER CAS UNDER UGC REGULATION 2010.

12.1The internal Quality Assurance Cell (IQAC) shall be established in all the University Departments/colleges as per the National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor as Chairperson (in the case of University) and Principal as the Chairperson (in the case of College). The IQAC shall act as the documentation and record-keeping cell for the institutions. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of students assessment of individual teachers in the P.B.A.S.

12.2The minimum norms of Selection Committees and Selection Procedures as well as API score requirements for the different cadres, either through direct recruitment **or through Career Advancement Schemes Regulations, shall be similar. Table II(C) of Appendix I of this circular provides norms for direct recruitment of teachers to different cadres, while table I(a) and**

Table II (b) of Appendix I of this circular provides for CAS promotions for teachers in the University and the colleges respectively.

12.3 The PBAS based on API Score of category I and II as mentioned in these tables will be implemented for one year, initially based on the existing systems in the University / College for one year only with the minimum annual scores as specified in table II(a) and II(b) for University and College teachers, or for Librarian / Physical Education and Sports cadre as depicted in tables V(a) and V(b), tables VIII(a) and VIII(b) respectively. This annualized API scores will be compounded prospectively as and when the teachers (or Librarian/ Physical Education and Sports cadres, as the case may be) become eligible for CAS promotion to the next cadre with the multiplication factor of years of service required to apply for CAS promotion. For Category III (Research & Academic Contribution), API scores for this category will be applied for the entire period.

Illustration: If a teacher is considered for CAS promotion in 2010, one year API scores of 2009-10 for categories I and II only is required; if a teacher is eligible for CAS promotion in 2011, then two years API scores of categories I and II for 2009-10 and 2010-11 cumulatively would be required and so on.

12.4 A teacher who wishes to be considered for promotion under CAS may submit in writing to the Head of the University Department / Registrar or the Principal / head of the College/Institution (University/College), **with three months** in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the Head of the University Department / Registrar or the Principal / head of the College / Institution (University/College) the Performance Based Appraisal System proforma as evolved by the University duly supported by all credentials as per the API guidelines set out **in this circular**.

12.5 In order to avoid delays in holding Selection Committees meetings in various positions under CAS, the University / College should immediately initiate the process of screening/selection, and **shall complete the process within six months** from the date of the receipt of the duly completed application form from the teacher concerned. Further candidates who fulfill all other criteria mentioned in this circular, as on 31.12.2008, and till the date on which this circular is notified, can be considered for promotion from the date, on or after 31.12.2008, on which they fulfill these eligibility conditions, provided as mentioned above.

12.6 **Candidates who do not fulfill the minimum score requirement under the API Scoring System as per Table I to IX in Appendix-I of this Circular or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.**

12.7 The Selection Committee specifications as delineated in Para 9.1 to 9.1.11 of this Circular are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of Assistant Professor to Associate Professor and to that of Associate Professor to Professor.

12.8 CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a **“Screening cum Evaluation Committee”** adhering to the criteria laid out as API score in PBAS in the **Tables of Appendix-I in this Circular**.

12.9 The “**Screening cum Evaluation Committee**” for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education from one AGP to the next higher AGP shall consist of:

12.9.1 For University Teachers :

- a. The Vice-Chancellor as the Chairperson of the Selection Committee;
- b. The Dean of the concerned Faculty;
- c. The Head of the Department / Chairperson of the School; and
- d. One subject expert in the concerned subject nominated by the Vice Chancellor from the University panel of experts.

12.9.2 For College teachers / Other Academic Staff : (Non-Minority Colleges)

- a. The Principal or Acting/In-charge Principal of the college;
- b. Head of the department /Senior most teacher of the Department concerned from the college;
- c. Two subject experts in the subject concerned nominated by the Vice Chancellor or Acting Vice Chancellor from the University panel of experts;

For College Teachers / Other Academic Staff : (Minority Colleges)

- i. The Principal or Acting/In-charge Principal of the college;
- ii. Head of the department/Senior most teacher of the Department concerned from the college;
- iii. Two subject experts not connected with the College to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts from the University panel of experts.

12.9.3 The quorum for the committee shall be three including the one subject expert must be present.

12.9.4 The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the ‘PBAS’ methodology designed by the University based on UGC Regulation and as per the minimum requirement specified:

- a. **Tables II and III of Appendix I** for each of the cadre of Assistant Professor ;
- b. **Tables V and VI of Appendix I** for each of the cadre of Physical Education and Sports; and
- c. **Tables VIII and IX of Appendix I** for each of the cadre of Librarians

12.9.5 All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.

12.9.6 CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.

12.9.7 The incumbent teacher must be on the role and active service of the Colleges on the date of consideration by the Selection Committee for Selection/CAS Promotion.

12.9.8 Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the University will send a general circular twice a year calling for applications for CAS promotions from eligible candidates.

12.9.9.In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma, or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.

12.9.10 (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.

(b) If, however, the candidates find that he/she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of applicant fulfilling the criteria.

(c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

12.9.11 CAS PROMOTION UPTO 31.12.2008: Candidates who are eligible for promotion prior to 31.12.2008 will be governed by the 5th Pay Commission under the norms of UGC Regulations 2000.

13.0 STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS / ASSOCIATE PROFESSORS / PROFESSORS.

13.1 Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and Stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid out in Para 12.0.

13.2 An entry level Assistant Professor, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years' service as Assistant Professor.

13.3 An entry level Assistant Professor possessing M.Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as LL.M. / M. Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years' service as Assistant Professor.

13.4 An entry level Assistant Professor who does not have Ph.D. or M.Phil. Or a Master's Degree in the relevant professional course shall be eligible for the next higher grade (stage 2) only after completion of six years' service as Assistant Professor.

13.5 The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down in this Circular.

13.6 Assistant Professors who have completed FIVE YEARS of service in the stage 2 shall be eligible to move to stage 3 subject to meeting the API based PBAS requirements laid down in this Circular.

13.7 Assistant Professors who have completed THREE YEARS of teaching in stage 3 shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed in this Circular, to move to the next higher grade (stage 4) and to be designated as Associate Professor.

13.8 Associate Professor who has completed THREE YEARS of service in stage 4 and possessing Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to :-

- a. Satisfying the required credit points as per API based PBAS methodology provided in **Appendix I** stipulated in this Circular, and
- b. An assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor.

Provided that no teacher, other than those with Ph.D., shall be promoted or appointed as Professor.

13.9 In the case of Associate Professors in Colleges, promotion to the post of Professor under CAS shall be further subject to para 11.0 to 11.0.2 in this Circular.

13.10 Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the University/College/Institution based on the recommendations of selection committee(s) while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit-specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/ Assistant Librarian/Assistant Director of Physical Education and Sports (& to equivalent cadre) and to those who are entitled for grant of advance increments for having acquired Ph. D., M. Phil., M.Tech., etc. However, those entering service as Assistant Professor/ Assistant Librarian/Assistant Director of Physical Education and Sports (& to equivalent cadre) with post-doctoral teaching/research experience after Ph.D. and proven credentials may be eligible for discretionary award of advanced increments to be decided and recorded by the selection committee in its minutes.

13.2 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME FOR ASSISTANT LIBRARIANS & EQUIVALENT ETC.

13.2.1 University Assistant Librarian/College Librarian in the entry level grade, possessing Ph.D. in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down in this Circular, shall be eligible for promotion to stage 2.

13.2.2 University Assistant Librarian/College Librarian in the entry level grade, not possessing Ph.D. but only M.Phil. in Library Science after completing service of five years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down in this Circular, shall become eligible for promotion to stage 2.

13.2.3 University Assistant Librarian/College Librarian in the entry level grade, without the relevant Ph.D. or M.Phil. shall, after completing six years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down in this Circular shall be eligible for promotion to stage 2.

13.2.4 On completion of service of five years, University Assistant Librarian (Sr. Scale)/College Librarian (Sr. Scale) shall be eligible for the post of University Deputy Librarian / college Librarian and being placed in the next higher grade (stage 3), subject to their fulfilling other conditions of eligibility (such as Ph.D. Degree, etc. for Deputy Librarian) as per API scoring system based PBAS methodology laid down for CAS promotion in this Circular. They shall be designated as University Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) as the case may be.

13.2.5After completing three years in the above grade, University Deputy Librarians/equivalent positions shall move to the next higher grade (stage 4), subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down for CAS promotion in this Circular.

13.3 STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME FOR PHYSICAL EDUCATION AND SPORTS PERSONNEL

13.3.1University Assistant DPE&S / College DPE&S at the entry level grade,possessing Ph.D.in Physical Education shall, after completing service offour years in the entry level stage (stage 1), and if otherwise eligible as per API scoring system and PBAS methodology prescribedin thisCircularfor CAS promotion,shall become eligible for the next higher grade. (stage 2)

13.3.2University Assistant DPE&S/College DPE&S in the entry level grade,possessing M.Phil. in Physical Education, shall after completing service of thefive years in the entry level stage (stage 1) shall be eligible for promotion to stage 2 on satisfying the API scoring system & PBAS methodology prescribed in this circular.

13.3.3University Assistant DPE&S/College DPE&S in the entry level grade, without the relevant Ph.D. and M.Phil. Degree shall, after completing service of six years as University Assistant DPE&S/College DPE&S in the entry level stage, and if otherwise eligible as per API scoring system and PBAS methodology prescribed in this Circularfor CAS promotion, shall becomeeligible for the next higher grade (stage 2).

13.3.4After completing service offive years in the second stage and subject to satisfying API scoring system and PBAS methodology prescribed in this Circular, University Assistant DPE&S (Senior scale)/College DPE&S (Senior Scale) shall be eligible to be promoted to the next higher grade (stage 3). They shall be designated as University Deputy DPE&S/University Assistant DPE&S (Selection Grade)/College DPE&S (Selection Grade) as the case may be.

13.3.5After completing service ofthree years in stage 3 and subject to satisfying API scoring system and PBAS methodology prescribed in this Circular, University Deputy DPE&S/University Assistant DPE&S (Selection Grade)/College DPE&S (Selection Grade) shall move to the next higher grade (stage 4). They shall continue to be designated as University Deputy DPE&S/University Assistant DPE&S(Selection Grade)/College DPE&S (Selection Grade).

13.4The Schedule annexed inthis Circularoutlines the Pay scales, Designations and stages of promotions under CAS of Incumbent and newly appointed teachers and equivalent positions in the Library and Physical Education and Sports cadres in University& Collegesaffiliated to University of Mumbai.This annexure is also applicable in case of direct recruitment of teachers & other equivalent position.

13.5राज्यातीलबिगरनेट/सेटअधिव्याख्यात्यांनाCASअंतर्गतचेलाभ देण्यात येऊनयेतअसानिर्णय यापुर्वीचदिनांक १८ऑक्टोबर, २००१ च्याशासननिर्णयान्वये घेण्यातआलेलाआहे. त्यामुळेसदरलाभअशाअधिव्याख्यात्यांनाअनूज्ञेय असणारनाही.

14.0. COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS

14.1.Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for direct recruitment as per Appendix-I Table II and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix IV – Table No. VII& VIII of the UGC Regulation 2010 provided that:

- a. The essential qualifications of the post held were not lower than the qualifications prescribed in

- this Circular for Assistant Professor, Associate Professor and Professor as the case may be.
- b. The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
 - c. The candidate for direct recruitment has applied through proper channel only.
 - d. The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed in this Circular for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
 - e. The post was filled in accordance with the prescribed selection procedure as laid down in this Circular of University/State Government/Central Government/Concerned Institutions, for such appointments.
 - f. **The previous appointment was not as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that:**
 - i. the period of service was of more than one year duration;
 - ii. the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
 - iii. The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.
 - g. No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past services under this clause.

15.0. PERIOD OF PROBATION AND CONFIRMATION

- i. The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.
- ii. The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.
- iii. Subject to this Clause 15, it is obligatory on the part of the University concerned Colleges/Institution to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.
- iv. Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by Central Government.
- v. All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

16.0. CREATION AND FILLING UP OF TEACHING POSTS

- i. Teaching posts in University, as far as feasible, may be created in a pyramidal order, that is, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professors, per department.
- ii. All the sanctioned/approved posts in the University system shall be filled up on an urgent basis.

17.0. APPOINTMENTS ON CONTRACT BASIS

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in University/College. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing her/him on contract basis for another session.

18.0 TEACHING DAYS

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

The above is summarized as follows :

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

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

19.0 WORKLOAD

19.1 The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University / College for which necessary space and infrastructure should be provided by the University / College. Direct teaching learning process hours should be as follows.

Assistant Professor	16 hours
Associate Professor and Professor	14 hours

19.2. A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

20.0. SERVICE AGREEMENT AND FIXING OF SENIORITY

20.1. At the time of recruitment in University and Colleges, a service agreement should be executed between the University / College and the teacher concerned and a copy of the same should be deposited with the Registrar / Principal. Such service agreement shall be duly stamped as per the rates applicable.

20.2 The self –appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement / Record.

20.3 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 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 respective Central / State Government shall apply, for all other matters of seniority.

21.0. CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour 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, tutorial, practical, seminar and research work conscientiously and with dedication.
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the students in expressing his / her opinion.
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize 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 outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (vi) Be affectionate to the students 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 and 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 lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

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 dignity of the profession.
- (vi) Should adhere to the conditions of contract.
- (vii) Give and expect due notice before a change of position is made and
- (viii) Refrain from availing themselves of leave except on unavoidable ground 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:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within every educational institution and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS:

Teachers should:

- (i) Try to see through teacher's 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.

SCHEDULE FOR CLAUSE 13.4

(FOR PAY SCALES, DESIGNATIONS AND STAGES OF PROMOTION UNDER CAS OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS/ PROFESSORS AND OTHER EQUIVALENT CADRES IN LIBRARY AND PHYSICAL EDUCATION AND SPORTS IN CENTRAL UNIVERSITIES AND COLLEGES AND INSTITUTIONS AFFILIATED TO THE UNIVERSITY OF MUMBAI AND INSTITUTIONS DEEMED TO BE UNIVERSITIES WHOSE MAINTENANCE EXPENDITURE IS MET BY THE UGC).

- 1.0** Teachers entering the teaching profession in University/colleges shall be designated as Assistant Professors and shall be placed in the Pay Band III of 15,600 – 39,100 with AGP of 6,000 i.e. in Stage 1. Lecturer already in Service in the pre-revised scale of 8000 - 13500 shall be re-designated as Assistant Professor with said AGP of 6000. The CAS promotions of such teachers from stage 1 to stage 2 or to higher stages would be subject to the API criteria based PBAS system norms laid out in this Circular.
- 1.1** An Assistant Professor with completed service of four years, possessing Ph. D. Degree in the relevant discipline shall be **eligible, for moving to AGP of 7,000 i.e. stage 2.**
- 1.2** An Assistant Professor possessing M.Phil. Degree or post-graduate degree in professional courses approved by the relevant statutory Body, such as LL.M./M.Tech. etc., shall be **eligible for the AGP of 7,000 i.e. stage 2 after completion of five years' service as Assistant Professor.**
- 1.3** An Assistant Professor who do not have Ph.D. or M.Phil. or a Master degree in the relevant Professional course shall be **eligible for the AGP of 7, 000 i.e. stage 2 only after completion of six years' service as Assistant Professor.**
- 1.4** The upward movement from AGP of 6,000 to AGP of 7,000 i.e. from stage 1 to stage 2 for all Assistant Professors shall be subject to their satisfying the API criteria based PBAS conditions as laid down in this Circular.
- 2.0** The pay of the incumbents to the posts of Lecturer (Senior Scale) (i.e. the unrevised scale of 10000 - 15200) shall be re-designated as Assistant Professor and shall be fixed at the appropriate stage in pay band III of 15600-39100 based in their present pay with AGP of 7000. (Stage-2)
- 2.1** Assistant Professors with completed service of five years at the AGP of 7,000 i.e. in Stage 2 shall be **eligible**, subject to other API requirements laid down in this Circular, **to move up to the AGP of 8,000 i.e. stage 3.**
- 3.0** Posts of Associate Professor shall be in the Pay Band IV of 37, 400 – 67,000, with AGP of 9, 000 i.e. stage 4. Directly recruited Associate Professors will be placed in the Pay Band IV of 37, 400 – 67,000 with an AGP of 9, 000 i.e. stage 4, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- 3.1** Incumbent Readers and Lecturers (Selection Grade) who have completed **three years** in the current pay scale of 12,000 – 18,300 on 1st January, 2006 shall be placed in Pay Band IV of 37,400 – 67,000 with AGP of 9, 000 i.e. stage 4 and shall be re-designated as Associate Professor.
- 3.2** Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of 12,000 – 18,300 on or after 1st January, 2006 shall be placed at the appropriate stage in the Pay Band of 15,600 – 39,100 with AGP of 8,000 i.e. stage 3 till they complete three years of service in the grade of Lecturer (Selection Grade) / Reader, and thereafter shall be placed in the higher Pay Band IV of 37,400 – 67,000 with AGP of 9,000 i.e. Stage 4 and accordingly re-designated as Associate Professor.

- 3.3** Readers/Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of 37,400 –67,000 and re-designated as Associate Professor in the manner described in 3.1 and 3.2. above.
- 3.4** Assistant Professors completing **three years** of teaching in the AGP of 8,000 i.e. in stage 3 shall be eligible, subject to the qualifying conditions prescribed in this Circular, to move to the Pay Band IV of 37,400 –67,000 with AGP of 9,000 i.e. in stage 4 and to be designated as Associate Professor.
- 3.5** Associate Professor completing **three years** of service in the AGP of 9,000 i.e. stage 4 and **possessing Ph.D. Degree** in the relevant discipline shall be eligible to be appointed and designated as Professor i.e. in stage 5, subject to satisfying the required credit points as per API based on PBAS methodology provided in this Circular and assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. **No teacher other than those with Ph.D. shall be promoted or appointed as Professor.** The Pay Band IV for the post of Professors in stage 5 shall be 37, 400 – 67, 000 with AGP of 10, 000
- 4.0** The pay of a directly recruited Professor shall be fixed at a stage not below 43, 000 in the Pay Band IV of 37, 400 – 67, 000, with the applicable AGP of 10, 000.
- 4.1** Ten percent of the positions of Professors in a University shall be eligible to be placed in the higher AGP of 12,000. However, teachers promoted to the posts with higher AGP of 12,000 shall continue to be designated as Professor. Eligibility for elevation as a Professor in the Higher Academic Grade Pay of 12,000, shall be a minimum of **ten years** of teaching and research experience as professor either in the pre-revised scale of Professor's pay of 16,400 –22,400 or the revised scale of Pay Band IV of Professor with AGP of 10,000 on satisfying the required API scores as per Tables I and II through the PBAS methodology stipulated in this Circular through a duly constituted Expert committee.

5.0 PAY SCALES AND CAREER ADVANCEMENT SCHEMES REGULATIONS FOR LIBRARIANS, ETC.

5.1 UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN: (Fixation or direct recruitment in Stage 1)

- i. University Assistant Librarian/College Librarian in the pre-revised scale of pay of 8, 000 – 13, 500 shall be placed in the Pay Band of 15, 600 – 39, 100 with AGP of 6, 000 (Stage 1).
- ii. All conditions of eligibility and academic qualifications laid down by the University in this Circular shall be applicable for direct recruitment of University Assistant Librarian / College Librarian.

5.2 UNIVERSITY ASSISTANT LIBRARIAN (SENIOR SCALE)/COLLEGE LIBRARIAN (SENIOR SCALE): (Direct fixation in stage 2 or promotion from State 1 to Stage 2)

- i. University Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) in the pre-revised scale of pay of 10, 000 – 15, 200 shall be placed in the Pay Band of 15, 600 – 39, 100 with AGP of 7, 000 (Direct fixation in Stage 2).
- ii. University Assistant Librarian /College Librarian **possessing Ph.D in Library Science, after completing service offour years** in the AGP of 6,000, and if otherwise eligible as per API scoring system, and PBAS methodology laid down in this Circular, shall be **eligible for the higher AGP of 7,000 with the Pay Band of 15,600 – 39,100. (Promotion from Stage 1 to Stage 2)**
- iii. University Assistant Librarian/College Librarian **not possessing Ph.D but only M.Phil. in Library Scienceat the entry levelafter completing service offive years** in the AGP of 6,000, if otherwise

- eligible as per API scoring system and PBAS methodology laid down in this Circular, shall become **eligible for the higher AGP of 7,000. (Promotion from Stage 1 to Stage 2)**
- iv. After completing service of **six years** in the AGP of 6,000 University Assistant Librarian/College Librarian **without the relevant Ph.D and M.Phil.** shall, if otherwise eligible as per API scoring system and PBAS methodology laid down in this Circular **move to the higher AGP of 7,000. (Promotion from Stage 1 to Stage 2)**
 - v. The pay of the existing University Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) in the pre-revised scale of pay of 10, 000 – 15, 200 shall be fixed in the Pay Band of 15, 600 – 39, 100 with AGP of 7, 000 at an appropriate stage based on their present pay. (Direct fixation in Stage 2)

5.3 UNIVERSITY DEPUTY LIBRARIAN/UNIVERSITY ASSISTANT LIBRARIAN (SELECTION GRADE)/COLLEGE LIBRARIAN (SELECTION GRADE):

- i. University Deputy Librarian who are directly recruited shall be placed in the Pay Band of 15, 600 – 39, 100 with AGP of 8,000. (Direct recruitment in Stage 3)
- ii. **On completion of service of five years**, University Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) shall be eligible for the post of University Deputy Librarian/ equivalent posts in Pay Band of 15,600 – 39,100, with Academic Grade Pay of 8,000, subject to their fulfilling other conditions of eligibility (such as **Ph.D. degree**, etc. for University Deputy Librarian) as per API scoring system based PBAS methodology laid down in this Circular. **They shall be designated as University Deputy Librarian/ University Assistant Librarian (Selection Grade)/College Librarian (Selection Grade), (Promotion from Stage 2 to Stage 3)**
- iii. **After completing three years** in the Pay Band of 15, 600 – 39,100 with an AGP of 8, 000, University Deputy Librarian/University Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) shall **move to the Pay Band of 37,400 – 67,000 and AGP of 9,000**, subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down in this Circular. **(Promotion from Stage 3 to Stage 4)**
- iv. University Assistant Librarian (Senior Scale)/College Librarians (Senior Scale) in the AGP of 7,000 **not possessing Ph.D. in Library Science but who fulfil other criteria prescribed in this Circular**, shall also be **eligible for being placed in the AGP of 8,000. (Promotion from Stage 2 to Stage 3)**
- v. Incumbents to the posts of University Deputy Librarian/University Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) **who have completed three years** in the pre-revised pay scale of 12,000 – 18,300 on 1st January, 2006 shall **be fixed at an appropriate stage in the Pay Band of 37,400 – 67,000 with an AGP of 9,000**. They shall continue to be designated as University Deputy Librarian/University Assistant Librarian (Selection Grade)/College Librarian (Selection Grade). (Direct fixation in Stage 4)
- vi. Incumbents to the posts of University Deputy Librarian/ University Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of 12,000 – 18,300, for being eligible to be placed in the higher Pay Band of 37,400 – 67,000, shall be placed at an appropriate stage with Academic Grade Pay of 8,000 **till they complete three years of service as University Deputy Librarian/University Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)** (Direct fixation in Stage 3)

- vii. Pay in regard to the directly recruited University Deputy Librarians shall be initially fixed in Pay Band of 15,600 –39,100 with AGP of 8,000. They shall move to the Pay Band of 37,400 – 67,000 with AGP of 9,000 after completing three years of service in the AGP of 8,000.
- viii. The conditions of eligibility and academic qualifications prescribed in this Circular shall be applicable for direct recruitment to the post of University Deputy Librarian.

5.4 LIBRARIAN (UNIVERSITY) :

- i. The post of Librarian shall be in the Pay Band of 37,400 –67,000 with the Academic Grade Pay of Rs. 10,000.
- ii. The conditions of eligibility and academic qualifications prescribed in this circular shall be adopted for appointment to the post of Librarian (University).
- iii. University Deputy Librarian completing service of three years in the AGP of 9,000 and otherwise eligible as per the API scoring system and PBAS methodology developed in this circular with Ph.D. qualification shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.
- iv. Incumbent Librarian (University) shall be placed at the appropriate stage in the Pay Band of 37,400 – 67,000 with AGP of 10,000.

6.0. PAY SCALES AND CAREER ADVANCEMENT SCHEMES REGULATIONS FOR PHYSICAL EDUCATION AND SPORTS CADRES

6.1. UNIVERSITY ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (UNIVERSITY ASSISTANT DPE&S)/COLLEGE DIRECTOR OF PHYSICAL EDUCATION & SPORTS (COLLEGE DPE&S): (Fixation or direct recruitment in Stage 1)

- i. University Assistant Director of Physical education and Sports/College Director of Physical education and Sports in the pre-revised pays scale of 8, 000 –13, 500 shall be placed in the Pay Band of 15,600–39,100 with AGP of 6, 000.(Direct fixation in Stage 1)
- ii. Pay of Incumbent University Assistant Director of Physical education and Sports/College Director of Physical education and Sports shall be fixed at an appropriate stage in the Pay Band of 15,600 –39,100 with an AGP of 6,000.
- iii. All conditions of eligibility and academic qualifications laid down in this Circular shall be applicable for direct recruitment of University Assistant Director of Physical education and Sports/College Director of Physical education and Sports.

6.2. UNIVERSITY ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (SENIOR SCALE)/COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (SENIOR SCALE): (Direct fixation in stage 2 or promotion from State 1 to Stage 2)

- i. University Assistant Director of Physical education and Sports (Senior Scale)/College Director of Physical education and Sports (Senior Scale) in the pre-revised pay scale of 10, 000 –15, 200 shall be placed in the Pay Band of 15,600–39,100 with AGP of 7, 000. (Direct fixation in Stage 2)
- ii. University Assistant Director of Physical education and Sports/College Director of Physical education and Sports **possessing Ph.D.in Physical Education at the entry level** of University Assistant Director of Physical education and Sports/College Director of Physical education and Sports in the AGP of 6, 000 shall, **after completing service of four years** in the AGP of 6, 000, and if otherwise eligible as per API scoring system and PBAS methodology prescribed in this Circular for CAS promotion, **shall move to higher AGP of 7, 000 in the Pay Band of 15, 600 –39, 100. (Promotion from Stage 1 to stage 2)**
- iii. University Assistant Director of Physical education and Sports/College Director of Physical education and Sports **possessing M.Phil.in Physical Education at the entry level** of University Assistant Director of Physical education and Sports/College Director of Physical education and Sports

Sports in the AGP of 6,000 shall, **after completing service of the five years in the AGP of 6,000, be eligible for the higher AGP of 7,000** on satisfying the API scoring system and PBAS methodology prescribed in this Circular for CAS promotion. **(Promotion from Stage 1 to stage 2)**

- iv. University Assistant Director of Physical education and Sports/College Director of Physical education and Sports **without the relevant Ph.D and M.Phil shall, after completing service of six years** as University Assistant Director of Physical education and Sports/College Director of Physical education and Sports in the AGP of 6,000, and if otherwise eligible as per API scoring system and PBAS methodology prescribed in this Circular for CAS promotion shall **be placed in the AGP of 7,000. (Promotion from Stage 1 to stage 2)**
- v. Pay of incumbent University Assistant Director of Physical education and Sports (Senior Scale)/College Director of Physical education and Sports (Senior Scale) shall be fixed in Pay Band of 15, 600 –39, 100 at an appropriate stage in the AGP of 7, 000.

6.3. UNIVERSITY DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS/ UNIVERSITY ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (SELECTION GRADE) / COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (SELECTION GRADE)

- i. **After completing service of five years** in the Pay Band of 15,600 –39,100 with the AGP of 7,000 and subject to satisfying API scoring system and PBAS methodology prescribed in this Circular, University Assistant Director of Physical education and Sports (Senior Scale)/ College Director of Physical education and Sports (Senior scale) shall **move to AGP of 8,000 in the Pay band of 15,600 –39,100**. They shall be designated as University Deputy Director of Physical Education and Sports/University Assistant Director of Physical Education and Sports (Selection Grade)/College Director of Physical education and Sports (Selection Grade). **(Promotion from stage 2 to stage 3)**
- ii. **After completing service of three years** in the Pay Band of 15,600 –39,100 and the AGP of 8,000 and subject to satisfying API scoring system and PBAS methodology prescribed in this Circular, University Deputy Director of Physical Education and Sports /University Assistant Director of Physical Education and Sports (Selection Grade)/College Director of Physical Education and Sports (Selection Grade) shall **move to the Pay Band of 37,400 –67,000 with the AGP of 9,000**. They shall continue to be designated as University Deputy Director of Physical Education and Sports /University Assistant Director of Physical Education and Sports (Selection Grade)/College Director of Physical Education and Sports (Selection Grade). **(Promotion from stage 3 to stage 4)**
- iii. All incumbents to the post of University Deputy Director of Physical Education and Sports /University Assistant Director of Physical Education and Sports (Selection Grade)/College Director of Physical Education and Sports (Selection Grade) who have completed service of at least three years in the unrevised pay scale of 12,000 –18,300 as on 1st January, 2006 shall be eligible to be fixed in the Pay Band of 37,400 –67,000 with AGP of 9,000. **(Direct fixation in stage 4)**
- iv. All incumbents to the post of University Deputy Director of Physical Education and Sports/University Assistant Director of Physical Education and Sports (Selection Grade)/College Director of Physical Education and Sports (Selection Grade) whose services in the unrevised pay scale of 12,000 – 18,300 fall short of three years which would have made them eligible to move to the higher pay band, shall be placed at an appropriate stage at the AGP of 8,000 in the pay band of 15,600 –39,000 till they complete the required service of three years as University Deputy Director of Physical Education and Sports /University Assistant Director of Physical Education and Sports (Selection Grade)/College Director of Physical Education and Sports (Selection Grade) in the unrevised pay scale. **(Direct fixation in stage 3)**

- v. Pay of the directly recruited University Deputy Director of Physical Education and Sports shall be initially fixed with the AGP of 8,000 in the Pay Band of 15,600 –39,100, and **after completing three years** of service directly recruited University Deputy Director of Physical Education and Sports and equivalent **shall move to Pay Band 37,400 –67,000 with AGP of 9,000. (Promotion from stage 3 to stage 4)**

6.4. DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (UNIVERSITY) :

- i. Post of Director, Physical Education and Sports in University shall be in the Pay Band of 37,400 – 67,000 with AGP of 10,000.
- ii. Post of Director, Physical Education and Sports (University) shall continue to be filled through direct recruitment and the existing conditions of eligibility, i.e. the minimum qualification, number of years of relevant experience and other conditions prescribed in this Circular shall be the eligibility for recruitment.
- iii. Pay of the incumbent shall be fixed at the appropriate stage in the Pay Band of 37,400 –67,000.

7.0 PAY SCALES OF PRO-VICE CHANCELLOR / VICE-CHANCELLOR OF UNIVERSITIES :

7.1 PRO-VICE CHANCELLOR :

7.1.1. The posts of Pro-Vice Chancellor shall be in the Pay Band of 37,400 –67,000 with AGP of 10,000 or 12,000 as the case may be, along with a Special Allowance of 4,000 per month, subject to the condition that the sum total of pay in the Pay Band, the Academic Grade Pay and the Special Allowance shall not exceed 80,000.

7.2. VICE CHANCELLOR

7.2.1. The posts of Vice-Chancellor shall carry a fixed pay of 75,000 along with a Special pay of 5,000 per month. All other eligibilities and facilities for the Vice Chancellor as provided in the Act/Statute of the University concerned, shall be applicable besides the pay.

8.0 INCENTIVES FOR Ph.D. / M.Phil. AND OTHER HIGHER QUALIFICATION TO TAKE EFFECT FROM 01-09-2008.

- 8.1** Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- 8.2** M.Phil Degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to 2 non-compounded advance increments.
- 8.3** Those possessing Post-graduate degree in the professional course such as LL.M/M.Tech./M.E./M.Arch./M.V.Sc./M.D. recognized by the relevant statutory body/ council, shall also be entitled to 2 non-compounded advance increments at the entry level.
- 8.4** (i) Teachers who complete their Ph.D. Degree while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.

(ii) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of the UGC Regulations 2010 or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of 3 non-compounded increments even if

the University awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the UGC.

- 8.5 In respect of every other case, a teacher who is already enrolled for Ph.D shall avail the benefit of 3 non-compounded increments only if the University awarding the Ph.D has been notified by the UGC to have complied with the process** prescribed by the UGC for the award of Ph.D in respect of either course-work or evaluation or both, as the case may be.
- 8.6** Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D., while in service only if such enrolment is with a University which complies with the entire process, including that of enrolment as prescribed by the UGC.
- 8.7** Teachers who acquire M.Phil. Degree or a post graduate degree in a professional course recognized by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment.
- 8.8** Five non-compounded advance increments shall be admissible to University Assistant Librarian/ College Librarian who is recruited at entry level with Ph.D. degree in the discipline of library science from a University complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- 8.8.1** (i) University Assistant Librarian/College Librarian acquiring the degree of Ph.D.at any time while in service, in the discipline of library science from a University complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to 3 non-compounded advance increments.
- (ii) However, persons in posts of University Assistant Librarian/College Librarian or higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of 3 non-compounded increments even if the University awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the UGC.
- 8.8.2** In respect of every other case of persons in the posts of University Assistant Librarian/College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of 3 non-compounded increments only if the University awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both.
- 8.8.3.** University Assistant Librarian/College Librarian and others in higher Library positions in service who have not yet enrolled for Ph. D shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D. while in service only if such enrolment is with a University which complies with the entire process, including that of enrolment as prescribed by the UGC.
- 8.8.4.**Two non-compounded advance increments shall be admissible for University Assistant Librarian/College Librarian with M.Phil degree in Library Science at the entry level, University Assistant Librarian/College Librarian and those in higher positions acquiring M. Phil. degree in Library Science at any time during the course of their service shall be entitled to one advance increment.
- 8.9** Five non-compounded advance increments shall be admissible to University Assistant Director of Physical Education and Sports/College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education from a University complying with the process prescribed by the UGC in respect of enrolment, course

work and evaluation process for the award of Ph.D. in Physical Education.

8.10 Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D. / M.Phil. at the entry level under the earlier Schemes / Regulations shall not be entitled to the benefit of advance increments as per the UGC Regulations 2010.

8.11. Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D. / M. Phil while in service, shall not be entitled to advance increments as per the UGC Regulations 2010.

8.12. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil under the earlier Schemes / Regulations, the benefit of advance increments for possessing Ph.D./M. Phil shall be available to only those appointments which have been made on or after the coming into force of the UGC Regulations 2010.

9.0 OTHER TERMS AND CONDITIONS:

9.1. INCREMENTS

9.1.1 Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the respective stage in the Pay Band.

9.1.2. Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.

9.1.3. The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing Schemes / Regulations of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of 15, 600 – 39,100 to the Pay Band of 37,400 –67,000.

9.1.4. All issues relating to grant of advance increments to teachers engaged in engineering / technical courses in the University system shall be subject to recommendation of the committee separately constituted by the Central Government for Pa review of teachers in Technical Education.

10.0 ALLOWANCES & LEAVES:-Allowances & leaves are admissible as per Government of Maharashtra GR No. NGC 2009/(243/09)-UNI-1, dated 12th August 2009.

APPENDIX –I

**TABLE I (Refer to Appendix III TABLE – I & 6.1.0. of the UGC Regulations, 2010)
PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIS) IN RECRUITMENTS& CAREER
ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY/COLLEGE TEACHERS**

Category I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITY/PERFORMANCE

Maximum score allotted: 125

Minimum API Score required: 75

Sr. No	Nature of activity	Max. Score
(i)	<ul style="list-style-type: none"> ❖ Lectures / Practical / Tutorials / Contract classes taken should be based on verifiable records ❖ No scores should be assigned if a teacher has taken less than (say) 80% assigned classes. (University/College authorities may give allowance for period of leave where alternative teaching arrangements have been made or extra lectures are engaged by the concerned teacher.) ❖ Maximum score of 50 if there is 100% achievement 	50
(ii)	If teacher has taken classes exceeding University norm, then two point to be assigned for each extra hour of classes	10
(iii)	Imparting of knowledge / instruction as per the curriculum with the prescribed material (Text book / Manual etc.) and methodology of the curriculum (Maximum score of 20 points if there is 100% compliance)	20
(iv)	Use of Participatory and innovative teaching –learning methodologies updating of subject context, course improvement etc.	
	Updating of courses, design of curriculum (5 points per course)	10
	Participatory & Innovative T/L Process with materials for problem based learning, case studies, group discussions, etc. <ul style="list-style-type: none"> a. Interactive Courses : 5 points/each b. Participatory Learning modules: 5 points/each c. Case studies: 5 points/each 	10
	Use of ICT in T/L process with computer-aided methods like power point/multimedia/simulation/software etc. (Use of any one of these addition to Chalk & Board: 5 points)	10
	Developing and imparting Remedial / Bridge courses (each activity : 5 points)	10
	Developing and imparting soft skills/communication skills/personality development courses/modules (each activity: 5 points)	10
	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 (Each activity : 5 points)	10
	Organizing and conduction of popularization programmes. Training courses in computer assisted teaching/web based learning and e-library skills to students Workshop/training course : 10 points each Popularization programmes : 5 points	10
	Maximum aggregate Limit	20
(v)	Examination Related Work	
I	College/University and Semester/Annual Examination work as per duties allotted. Invigilation – 10 points , Evaluation of answer scripts – 5 points ; Question paper setting – 5 points (100% compliance = 20 points)	20
li	College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10- points)	10
lii	Examination work as coordination, or flying squad duties etc. (5 points per activity (max. 10) depending upon intensity of duty) (100% compliance = 10 points)	10
	Maximum aggregate Limit B (iv)	25

CATEGORY II: CO-CURRICULAR EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES
Maximum score allotted: 50
Minimum API Score required: 15

Sr. No.	Nature of Activity	Max. Score
(i)	Extension and Co-curricular Related Activities	
	Departmental/Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each)	10
	Positions held/Leadership role placed in organization linked with extension work and National service Scheme (NSS) NCC or any other similar activity (each activity 10 points)	10
	Students and staff related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points)	10
	Community work such as Values of National Integration, secularism, democracy socialism, humanism, peace, scientific temper; flood or drought relief, small family norms etc. (5 points each)	10
	Maximum Aggregate Limit	20
(ii)	Contribution to Corporate Life and Management of the Institution	
	Contribution to Corporate life in University/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each)	10
	Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points)	10
	Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development committee, library committee etc. (5 points each)	10
	Responsibility for participation in committee for students welfare, counseling and Discipline (5 each)	10
	Organization of Conference /Training Programmes: a. International (10 points); b. national/regional (5 points) c. as a member of the organizing committee (1 point each)	10
	Maximum Aggregate Limit	15
(iii).	Professional Development Related Activities	
	Membership in profession related committees at state and national level a. At National Level: 3 points each b. At State Level: 2 points each	10
	Participation in Subject associations, conference, seminars without paper presentation (each activity : 2 point)	10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance (each activity: 5 points)	10
	Membership/Participation in State / Central bodies/ committees on Education, Research and National Development (5 each)	10
	Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks, television programmes (1 point each)	10
	Maximum Aggregate Limit	15

API scoring will be progressively rolled out for categories I & II, beginning with assessment of one year for selection committees in 2010-11, annual average of two years in 2011-12 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sr. No.	Parameters	Particulars	API Score allotted
III(a)	Research Publication (journals)	Refereed Journals (Total Publications = N)	15 per publication
		No. of papers published in Indexed Journals out of N = N₁	5 per publication
		No. of papers published in journals with impact factor between 1 and 2 out of N = N₂	10 per publication
		No. of papers published in journals with impact factor between 2 and 5 out of N = N₃	15 per publication
		No. of Papers published in journals with impact factor 5 and above out of N = N₄	25 per publication
		Non-Refereed but recognized and reputed journals and periodicals, having ISBN / ISSN numbers. No. Of Papers published = N₅	10 per publication
		Conference Proceedings as full papers, etc. (Abstract not to be included) No. of Papers published = N₆	10 per publication
		Total of III (A)	
III (b)	Research Publications (Books, Chapters in Books other than refereed Journal articles)	Text or Reference Books Published by International Publishers with an established peer review system. a. No. of sole author book(s) = M₁ b. No. of chapter(s) in an edited book(s) = M₂	50/Book assole author 10/chapter in an edited book
		Subject Books by National / State level publishers and Central Govt. Publications with ISBN/ISSN numbers. a. No. of sole author book(s) = M₃ b. No. of chapter(s) in an edited book(s) = M₄	25/Book assole author 5/chapter in an edited book
		Subject Books by Other local publishers with ISBN/ISSN numbers. a. No. of sole author book(s) = M₅ b. No. of chapter(s) in an edited book(s) = M₆	15/Book assole author 3/chapter in an edited book
		Chapters contributed to edited knowledge based volumes published by International Publishers No. of chapter(s) = M₇	10/chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories No. of chapter(s) = M₈	5/chapter
		Total of III (B)	

III (C)			
(i)	Sponsored Projects carried out/ ongoing	Major Projects amount mobilized with grants above Rs. 5.0 Lakhs No. Of Project(S) = P₁	20 / project
		Major Projects Amount mobilized with minimum of Rs. 3.00 Lakhs up to Rs. 5.00 Lakhs No. Of Project(S) = P₂	15/project
		Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs) No. Of Project(S) = P₃	10/project
(ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.2.00 Lakhs. Amount mobilised in multiple of Rs. 2 Lakhs. = R	10 per Rs. 2 Lakhs
(iii)	Completed projects : Quality Evaluation	Completed project report (Accepted by funding agency) ➤ No. Of completed & accepted Major Project(S) = Q ₁ ➤ No. Of Completed & accepted Minor Project(s) = Q ₂	20 / Major Project 10 / Minor Project
(iv)	Projects Outcome / Outputs	Major Policy document of Govt. Bodies at Central and State level: a. No. of State level Output = Q ₁ b. No. of Central / National level output = Q ₂ c. No. of International Level Output = Q ₃	10/ State Level; 30 / National level; 50 /International Level Output / Patent
Total of III (C)			
III D			
(I)	M.Phil.	Degree awarded only No. of Candidates = D ₁	3 per candidate
(II)	Ph.D.	Degree awarded only No. of Candidates = D ₂	10 per candidate
		Thesis Submitted No. of Candidates = D ₃	7 per candidate
Total of III (D)			
III E			
(i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration No. of Programme(s) = P ₁	20 each
		(b). Not less than one weeks duration No. of Programme(s) = P ₂	10 each

(ii)	Papers in Conference/ Seminars / workshops etc.(that are not included in III A) *	Participation and Presentation of research papers (oral/poster) in	
		a) International Conference No. of papers = P_1	10 Points each
		b) National No. of papers = P_2	7.5 Points each
		c) Regional/State level No. of papers = P_3	5 Points each
		d) Local –University/College level No. of papers = P_4	3 Points each
(iii)	Invited to deliver lecture or make presentations for conferences / symposia	(a) International No. of Lectures and/or Presentations = L_1	10 Points each
		(b) National level No. of Lectures and/or Presentations = L_2	5 Points each
		Total of III (E)	

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Note:

1. It is incumbent on the Coordination Committee proposed in this circular and the University to prepare and publicize within six months subject-wise list of journals, periodicals and publishers under categories IIIA and B, Till such time, Screening / Selection Committee will assess and verify the categorization and scores of publications.
 2. The API for Joint Publications will have to be calculated in the following manner: Of the Total Score for the relevant category of publication by the concerned teacher, the first / Principal author and the corresponding authors / supervisors / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by the other authors.
- * The API score for paper in refereed journal will be **augmented** as follows:
- i. Indexed journals – by 5 points
 - ii. papers with impact factor between 1 and 2 – by 10 points
 - iii. papers with impact factor between 2 and 5 – by 15 points
 - iv. papers with impact factor above 5 – by 25 points

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).

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APPENDIX –I:

Table II (a)(Refer to Appendix III TABLE – I & 6.1.0. of UGC Regulation 2010)

MINIMUM API’S AS PROVIDED IN APPENDIX-I TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT

		Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities (category I)	75/Year	75/year	75/year	75/year	75/year
II	Co-curricular, Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III)	10/Year (40/assessment period)	20/Year (100/assessment Period)	30/Year (90/assessment period)	40/Year (120/assessment period)	50/Year (500/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	<ul style="list-style-type: none"> • 30% - Contribution to Research • 50% - Assessment of domain knowledge and teaching Practices. • 20 % - Interview performance 	<ul style="list-style-type: none"> • 50% - Contribution to Research. • 30 % - Assessment of domain knowledge and teaching practices. • 20 % - Interview performance 	<ul style="list-style-type: none"> • 50% - Research • 50 % - Performance evaluation and other credential by referral procedure

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For university for which Sixth PRC Awards (vide Appendix 2of UGC Regulation 2010) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

APPENDIX –I

Table II(b)(Refer to APPENDIX – III TABLE – II (B) of UGC Regulations 2010)

MINIMUM POINT NORMS OF THE APIS AS PROVIDED IN TABLE I AND WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)

		Assistant Professor/ equivalent cadres Stage 1 to Stage 2:	Assistant Professor/ equivalent cadres: Stage 2 to Stage 3	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadre (Stage 4)	Associate Professor to Professor Promotion in Colleges (Stage 5) as per assigned posts
I	Teaching-learning, Evaluation Related Activities (Category – I)	75/Year	75/Year	75/year	75/year
II	Co-curricular, Extension and Profession related activities (Category – II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III)	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)	20/Year (60/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	20% - Contribution to Research 60% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance	30% - Contribution to Research. 50% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For university for which Sixth PRC Awards (vide Appendix 2 of UGC Regulation 2010) are applicable, Stages 1, 2, 3, 4, and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

Explanatory note for Tables II (a) and II (b):

1. The University/College Administration will set up verifiable systems for the API related information required in these tables. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the university / colleges for follow up by the university / college authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) pro-forma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations from 31-12-2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in university / colleges for one year only with the minimum average scores as depicted in Table II (a) and II (b) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings
5. For Category III (Research and Academic Contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor, the publication requirement shall be met over the two previous stages.
6. Candidates should offer themselves for assessment for promotion, if they fulfil the minimum API scores indicated in Tables I and II, by submitting an application and the required pro-forma. They can do so three months before the due date if they consider themselves eligible. Candidates, who do not consider themselves eligible, can also apply at a later date.
7. If however, on final assessment, candidates do not either fulfil the minimum criteria under Rows III and IV of Tables II(A) and II (B) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
8. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
(b) If however, the candidate finds that she / he fulfils the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application
(c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.

APPENDIX –I

TABLE – II(c) (Refer to Appendix III TABLE – II(c) & 6.1.0. of UGC Regulation 2010)

MINIMUM SCORES FOR APIs FOR DIRECT RECRUITMENT OF TEACHERSIN UNIVERSITY / COLLEGES, LIBRARIAN / PHYSICAL EDUCATION CADRES IN UNIVERSITY/COLLEGES AND WEIGHTAGES IN SELECTION COMMITTEES TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THE REGULATION.

Pay Band & Grade Pay	Pay band Rs. 15600-39100 and AGP of Rs. 6000/-	Pay band Rs. 37400-67000 and AGP of Rs. 9000/-	Pay band Rs. 37400-67000 and AGP of Rs. 10000/-
	Assistant Professor/ equivalent cadres (Stage 1)	Associate Professor/ equivalent cadres (Stage 4)	Professor/equivalent cadres (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in this Circular	Consolidated API score requirement of 300 points from category III of APIs	Consolidated API score requirement of 400 points from category III of APIs
Selection Committee criteria / weightages (Total Weightages = 100)	<p>a. Academic Record and Research Performance 50%</p> <p>b. Assessment of Domain Knowledge and Teaching Skills- 30%</p> <p>c. Interview performance 20%</p>	<p>a. Academic Background 20%</p> <p>b. Research performance based on API score and quality of publications 40%</p> <p>c. Assessment of Domain Knowledge and Teaching Skills 20%</p> <p>d. Interview performance: 20%</p>	<p>a. Academic Background 20%</p> <p>b. Research performance based on API score and quality of publications 40%</p> <p>c. Assessment of Domain Knowledge and Teaching Skills 20%</p> <p>e. Interview performance: 20%</p>

Note: For university/colleges for which Sixth PRC Awards (vide Appendix 2of UGC Regulation 2010) are applicable, Stages 1, 4 and 5 correspond to scales with AGP of Rs. 6000, 9000 and 10000 respectively.

APPENDIX –I

**Table III (Refer to APPENDIX-III - TABLE: III of UGC Regulations 2010)
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF
TEACHERS IN UNIVERSITY AND COLLEGES**

Sr. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil./P.G. Degree in Professional Courses such as LL.M, M.Tech., M.V.Sc., M.D., or six years of service who are without Ph.D. / M.Phil. / PG Degree in Professional Courses	<p>I. Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table II(A) / II(B) of Appendix I of this Circular.</p> <p>II. One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration.</p> <p>III. Screening cum Verification process for recommending Promotion.</p>
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	<p>I. Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table II(A) / II(B) of Appendix I of this Circular.</p> <p>II. One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.</p> <p>III. Screening cum Verification process for recommending promotion.</p>
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<p>I. Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table II(A) / II(B) of Appendix I of this Circular.</p> <p>II. At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M.Phil. holders and an exemption of two publications will be given to Ph. D.holders.</p> <p>III. One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>IV. A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix I of this Circular.</p>

4.	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>I. Minimum yearly / cumulative API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table II(A)/II(B) of Appendix I of this Circular. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>II. A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>III. Specifically for teachers who are placed in Stage 4 as on 01.01.2006, the entire period of service must be taken into consideration for (i) and (ii) above.</p> <p>IV. A selection committee process as stipulated in this regulation and in Tables II (A) and II(B) of Appendix I of this Circular.</p>
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (university only)	<p>I. Minimum yearly /cumulative API scores for the assessment period as per the norms provided in Table II (A) of Appendix I of this Circular.</p> <p>II. Additional credentials are to be evidenced by: (a) post- doctoral research outputs of high standard; (b) awards / honours' / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt. ,LL.B., etc.,</p> <p>III. A review process by an Expert Committee as stipulated in this regulation and in Tables II(A) and II(b) of Appendix I of this Circular.</p>

* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

Note: For university for which Sixth PRC Awards (vide Appendix 2of UGC Regulation 2010) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

APPENDIX –I

TABLE – IV (Refer to Appendix III: Table IV of UGC Regulation 2010)

ACADEMIC PERFORMANCE INDICATORS (APIS) AND SCORES DEVELOPED BY THE UNIVERSITY FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS/ UNIVERSITY DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS/UNIVERSITY ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS/ COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS.

CATEGORY I: TEACHING, TRAINING, COACHING, DEVELOPMENT OF SPORTS PERSON AND SPORTS MANAGEMENT ACTIVITIES:

Sr. No.	Indicator / Activity	Max. Score
1	<ul style="list-style-type: none"> ❖ Management of Physical Education and Sports Programme for students (Planning, Executing and evaluating the policies of Physical Education and Sports) should be based on verifiable records (maximum score: 20 points) <ul style="list-style-type: none"> ➤ Planning of Physical Education & Sports activities in the university/college (maximum score 05 points) ➤ Identifying and Organizing Physical Fitness Programs for the staff and the students of the university/college (maximum score 04 points) ➤ Identifying & Organizing Physical Training Program for the staff & students of the University/college (maximum score 04 points) ➤ Planning, maintaining and improving the Sports Facilities in the university/college (maximum score 03 points) ➤ Organizing Various Physical Tests for the staff and students of the College (maximum score 03 points) ➤ Formulating & Conducting different Tests & Measurements for the students (maximum score 03 points) ➤ Evaluation of Physical Fitness & Training Programs of the students (maximum score 04 points) ➤ Intra-Muller of various Game Sports.(maximum score 03 points) ❖ Lectures cum practice based athlete / sports classes, seminars etc. undertaken as % of allotted hours. No scores should be assigned if a teacher has taken less than (say) 80% assigned classes. University may give allowance for period of leave where alternative teaching arrangements would ordinarily be made. (maximum score 20 points) <ul style="list-style-type: none"> ➤ Inspiring the students to participate in Sports & Gymkhana activities (maximum Score 03 points) ➤ Arranging Guest Lectures of sportsman / sportswoman / administrator to promote sports activities in the university /college. (maximum Score 03 points) ➤ Introduction of new games/sports in the university/college. (maximum Score 04 points) ➤ Explaining the rules and regulations of games and sports to the students. (maximum Score 03 points) ➤ Explaining the tricks and tactics of games & sports to the students (maximum Score 03 points) ➤ Organizing demonstrations / speeches of the experts on various games /sports. (maximum Score 03 points) 	40

2	<p>Extending services, sports facilities and training on holidays to the institution and organizations. (Maximum score : 10 points)</p> <ul style="list-style-type: none"> ➤ Organizing and remaining present for the Summer Vacation Indoor Camp/s. (maximum Score 05 points) ➤ Organizing and remaining present for the Summer Vacation Outdoor Camp/s (maximum Score 05 points) ➤ Organizing and remaining present for the Winter Vacation (Diwali Break) Indoor Camp/s. (maximum Score 04 points) ➤ Organizing and remaining present for the Winter Vacation (Diwali Break)Outdoor Camp/s (maximum Score 04 points) ➤ Organizing and remaining present for the pre-season coaching camp on holidays (maximum Score 03 points) ➤ Organizing and remaining present for the lectures and demonstration of experts i.e. coaches and/or players on various games /sports on a holiday. (maximum Score 03 points) ➤ Organizing and remaining present for the post-season coaching camp on holidays (maximum Score 03 points) ➤ Organizing and accompanying the participants for trekking & other related events. (maximum Score 03 points) ➤ Organizing and remaining present for the Yoga Camps (maximum Score 03 points) 	10
3	<p>Organizing and conducting sports & games competition/s at</p> <p>International level : 25 point each competition National Level : 20 points each competition State Level : 15 points each competition Inter University Level : 10 points each competition Inter Zonal Level : 5 points each competition Inter College Level : 3 points .</p> <p>(Maximum score : 25 points each)</p> <p>Organizing & Conducting Coaching Camps / Sports Person development / training programmes (Maximum score: 15 points each)</p>	40
4	<ul style="list-style-type: none"> ➤ Upgradation of scientific & technological knowledge in Physical Education and Sports. (Maximum score: 5 points) ➤ Identifying Sports talent and maintaining excellence in sports among students. (Maximum score: 10 points) ➤ Attended workshops / seminars etc. related to Physical Education & Sports (maximum score 3 points) ➤ Attended coaching camp/s for learning of new technology / training methodology. (maximum score 3 points) ➤ Introduced new technology / methods in training students and/or staff. (maximum score 3 points) ➤ Attended special training programs in Physical Education & Sports. (maximum score 3 points) ➤ Obtained any additional certificate / diploma / degree related to the field. (maximum score 3 points per Certificate, 4 per diploma and 5 Degree) 	20

5	Development and Maintenance of play fields Purchase and Maintenance of the other sports facilities. (Maximum score : 15 points) <ul style="list-style-type: none"> ➤ Grants received from UGC / Government / Private agencies (maximum score 5 points) ➤ Maintenance of various outdoors sports facilities. (maximum score 5 points) ➤ Maintenance of various indoor sports facilities. (maximum score 5 points) ➤ Equipments purchased for outdoor games (maximum score 5 points) ➤ Equipments purchased for indoor games (maximum score 5 points) 	15
	Total Score	125
	Minimum API Score Required	75

CATEGORY II: CO-CURRICULAR EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

I. Extension and Co-curricular Related Activities

Sr. No.	Nature of Activity	Max.Score
1	<p>Student related co-curricular, extension and field based activities (such as Cultural Exchange and Sports Programmes, Various level of extra murals and intra-mural programmes); extension work through NSS/NCC and other channels:</p> <ul style="list-style-type: none"> • NSS/NCC officers (max. points 10) • Cultural Activities (Departmental / Institutional) (max. points 2/5) • Organizing Subject related events like (max. 2 points each) <ul style="list-style-type: none"> ○ Lectures on special topics ○ Quiz / Debate / Elocution ○ Study tour(Camp) ○ Essay competition / Exhibition(Sports) ○ Science Day Celebration in terms of application to Sports / Physical Education ○ Subject Association • Counselling (max. points 5) • Conduct of Physical Education / Sports Activities / Yoga activities etc. for the members of the Community/Society (max. 10 points) 	20

II. Contribution to corporate life and Management of the Institution

Sr. No.	Nature of Activity	Max. Score
2	<p>Contribution to Corporate life & Management of Sports Units and Institution through participation in Sports and Administrative Committees and responsibilities.</p> <p>I. Contribution to Corporate life:</p> <ul style="list-style-type: none"> • University/ Institution / College-Industry interaction (max. 2 points) • Consultancy (max. 2 points) • Placement Coordinator/ In-plant training coordinator (max. 5 points) • Training of Industry persons (max. 2 points) 	15

	<p>II. Management of Sports Units and Institution through participation in Sports and Administrative Committees and responsibilities.</p> <p>Administration: (5 points each)</p> <ul style="list-style-type: none"> • Head/Director/Vice Principal / Coordinator/Rector/Dean/IQAC Coordinator • Admission Committees • Discipline committee • Anti ragging committee • Sexual Harassment Inquiry Committee • Statutory committees of the University • Gymkhana Committee • Any other committee appointed by Hon'ble V.C / Principal <p>Academic: (5 points each)</p> <ul style="list-style-type: none"> • Academic committee • NACC committee • IQAC • Any other academic committee appointed by Hon'ble Vice Chancellor / Principal <p>Member of any of the Bodies of the University (10 points each)</p>	
	Maximum Aggregate Limit	15

II. Professional Development Related Activities

Sr. No.	Nature of Activity	Max. Score
3	<p>Participation in : (per activity)</p> <ul style="list-style-type: none"> • Seminar / Workshop / Symposia (2 points) • Conferences (2 points) • Faculty Development Course (5 points) • Short term training courses (5 points) • talks delivered in program (2 points) • lectures delivered in program (2 points) • membership of Associations • National Level (3 points) • State Level (2 points) • General Articles Publications (2 points) • General Awareness Activity (2 points) • Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc(1 / activity subject to maximum score of 5 points) 	15
	Total Score for category II	50
	Minimum API Score Required for category II	15

CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sr. No.	Parameters	Particulars	API Score allotted
III(a)	Research Publication (journals)	Refereed Journals (Total Publications = N)	15 per publication
		➤ No. of papers published in Indexed Journals out of $N = N_1$	5 per publication
		➤ No. of papers published in journals with impact factor between 1 and 2 out of $N = N_2$	10 per publication
		➤ No. of papers published in journals with impact factor between 2 and 5 out of $N = N_3$	15 per publication
		➤ No. of Papers published in journals with impact factor 5 and above out of $N = N_4$	25 per publication
		Non-Refereed but recognized and reputed journals and periodicals, having ISBN / ISSN numbers. ➤ No. Of Papers published = N_5	10 per publication
		Conference Proceedings as full papers, etc. (Abstract not to be included) ➤ No. of Papers published = N_6	10 per publication
		Total of III (A)	
III (b)	Research Publications (Books, Chapters in Books other than refereed Journal articles)	Text or Reference Books Published by International Publishers with an established peer review system. ➤ No. of sole author book(s) = M_1 ➤ No. of chapter(s) in an edited book(s) = M_2	50/sole author 10/chapter in an edited book
		Subject Books by National / State level publishers and Central Govt. Publications with ISBN/ISSN numbers. ➤ No. of sole author book(s) = M_3 ➤ No. of chapter(s) in an edited book(s) = M_4	25/sole author 5/chapter in an edited book
		Subject Books by Other local publishers with ISBN/ISSN numbers. ➤ No. of sole author book(s) = M_5 ➤ No. of chapter(s) in an edited book(s) = M_6	15/sole author 3/chapter in an edited book
		Chapters contributed to edited knowledge based volumes published by International Publishers ➤ No. of chapter(s) = M_7	10/chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories ➤ No. of chapter(s) = M_8	5/chapter

III (C)			
(i)	Sponsored Projects carried out/ ongoing	Major Projects amount mobilized with grants above Rs. 5.0 Lakhs ➤ No. Of Project(S) = P₁	20 / project
		Major Projects Amount mobilized with minimum of Rs. 3.00 Lakhs up to Rs. 5.00 Lakhs ➤ No. Of Project(S) = P₂	15/project
		Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 Lakhs) ➤ No. Of Project(S) = P₃	10/project
(ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.2.00 Lakhs. Amount mobilised in multiple of Rs. 2 Lakhs. = R	10 per Rs. 2 Lakhs
(iii)	Completed projects : Quality Evaluation	Completed project report (Accepted by funding agency) ➤ No. Of completed & accepted Major Project(S) = Q₁ ➤ No. Of Completed & accepted Minor Project(s) = Q₂	20 / Major Project 10 / Minor Project
(iv)	Projects Outcome / Outputs	Major Policy document of Govt. Bodies at Central and State level: ➤ No. of State level Output = Q₁ ➤ No. of Central / National level output = Q₂ ➤ No. of International Level Output = Q₃	10/ State Level; 30 / National level; 50/International Level Output / Patent
		Total of III (C)	
III D			
(I)	M.Phil.	Degree awarded only ➤ No. of Candidates = D₁	3 per candidate
(II)	Ph.D.	Degree awarded only ➤ No. of Candidates = D₂	10 per candidate
		Thesis Submitted ➤ No. of Candidates = D₃	7 per candidate
		Total of III (D)	
III E			
(i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	Not less than two weeks duration No. of Programme(s) = P₁	20 each
		Not less than one weeks duration No. of Programme(s) = P₂	10 each

(ii)	Papers in Conference/ Seminars / workshops etc.(that are not included in III A)	Participation and Presentation of research papers (oral/poster) in International Conference No. of papers = P₁	10 Points each
		National No. of papers = P₂	7.5 Points each
		Regional/State level No. of papers = P₃	5 Points each
		Local –University/College level No. of papers = P₄	3 Points each
(iii)	Invited to deliver lecture or make presentations for conferences / symposia	International ➤ No. of Lectures and/or Presentations = L₁	10 Points each
		National level ➤ No. of Lectures and/or Presentations = L₂	5 Points each
		Total of III (E)	

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Note

- i. It is incumbent on the Coordination Committee proposed in this circular and the University to prepare and publicize within six months subject-wise list of journals, periodicals and publishers under categories IIIA and B, till such time, Screening / Selection Committee will assess and verify the categorization and scores of publications.
 2. The API for Joint Publications will have to be calculated in the following manner: Of the Total Score for the relevant category of publication by the concerned teacher, the first / Principal author and the corresponding authors / supervisors / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by the other authors.
- * The API score for paper in refereed journal will be **augmented** as follows:
- ii. Indexed journals – by 5 points
 - v. papers with impact factor between 1 and 2 – by 10 points
 - vi. papers with impact factor between 2 and 5 – by 15 points
 - vii. papers with impact factor above 5 – by 25 points
- ** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).
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APPENDIX –I

Table V (a) (Refer to Appendix III Table V(a) of UGC Regulations 2010)

MINIMUM NORMS OF API'S AS PROVIDED IN APPENDIX-I TABLE V (A) TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF UNIVERSITY DIRECTOR / UNIVERSITY DEPUTY DIRECTOR / UNIVERSITY ASSISTANT DIRECTOR OF PHYSICAL EDUCATION, AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES.

		Assistant Director of Physical Education (Stage 1 to Stage 2 (Senior Scale)	Assistant Director of Physical Education (Senior Scale) (Stage 2) to Deputy Director of Physical Education/ Assistant Director of Physical Education (Selection Grade) (Stage 3)	Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), Stage 3 to Stage 4	Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), (Stage 4) to Director of Physical Education (Stage 5) (university only)
I	Teaching, training coaching, sports person development and sports management activities (Category – I)	75/Year	75/Year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average API annual score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contributions (Category III) – Minimum Annual score required – to be assessed cumulatively	10/Year (40/assessment period)	20/Year (100/assessment Period)	30/Year (90/assessment period)	40/Year (120/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	<ul style="list-style-type: none"> • 30% - Research evaluation • 50%- Assessment of domain knowledge and skills in sports • 20% - Interview performance 	<ul style="list-style-type: none"> • 50% - Research evaluation. • 30 % - Assessment of domain knowledge contribution and organisation track record with vision plan. • 20 % - Interview performance

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II. **Note:** For university for which Sixth PRC Awards (vide Appendix 2of UGC Regulation 2010) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

APPENDIX –I

TABLE V (b)(Refer to Appendix III: Table V (b) of UGC Regulations 2010)

MINIMUM API'S AS PROVIDED IN APPENDIX-I TABLE V(B) TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SENIOR SCALE) / COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SELECTION GRADE), AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES.

S. No	Categories of Criteria	Minimum Average yearly or cumulative, API score required during the assessment period of each level as evaluated under the Performance Based Appraisal System (PBAS) with weightages for Expert Assessment		
		College Director of Physical Education to College Director of Physical Education (Senior Scale) (Stage 1 to Stage 2)	College Director of Physical Education to Senior Scale to Selection Grade (Stage 2 to Stage 3).	College Director of Physical Education (Selection Grade) (Stage 3 to Stage 4).
I	Teaching-learning, Evaluation Related Activities (Category – I)	75/Year	75/Year	75/year
II	Co-curricular, Extension and Profession related activities (Category – II)	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required- to assessed cumulatively	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	<ul style="list-style-type: none"> • 30% - Research evaluation • 50% - Assessment of domain knowledge and skills in sports. • 20 % - Interview performance

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For university for which Sixth PRC Awards (vide Appendix 2 of UGC Regulation 2010) are applicable, Stages 1, 2, 3 and 4 correspond to scales with AGP of Rs. 6000, 7000, 8000 and 9000 respectively

APPENDIX –I

TABLE V(C) (Refer to APPENDIX III TABLE – V(c) & 6.1.0 of UGC Regulation 2010)

MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF PHYSICAL EDUCATION PERSONNEL IN UNIVERSITY DEPARTMENTS/ COLLEGES (TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS UGC REGULATION)

Pay Band & Grade Pay	Pay band Rs. 15600-39100 and AGP of Rs. 6000/-	Pay band Rs. 37400-67000 and AGP of Rs. 9000/-	Pay band Rs. 37400-67000 and AGP of Rs. 10000/-
Minimum Norm / Criteria	Assistant Director of Physical Education/College Director of Physical Education (Stage 1)	Deputy Director of Physical Education in university (Stage 4)	Director of Physical Education in university (Stage 5)
API score (Research and Academic Contribution – Category III)		Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
Selection Committee criteria/weightages (Total weightage = 100)	<ul style="list-style-type: none"> i. Track Record of championship won (30%) ii. Sports and athletic skills (40%) iii. Interview performance (30%) 	<ul style="list-style-type: none"> i. Research papers (3 nos.) evaluation: (40%) ii. Organisational skills / Plans of sports: (30%) iii. Interview Performance: (30%) 	<ul style="list-style-type: none"> i. Research papers (5 nos.) Evaluation: (50%) ii. Organisational track iii. Vision plan: (25%) iv. Interview performance: (25%)

Note: For university/colleges in which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4 and 5 correspond to scales as provided, and AGP of Rs. 6000, 9000 and 10000 respectively.

APPENDIX –I

TABLE VI (Refer to APPENDIX-III. TABLE: VI of UGC Regulations 2010)

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL EDUCATION CADRES IN UNIVERSITIES AND COLLEGES

S. No.	Promotion of Physical Education Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant DPE/ College DPE to Assistant DPE (Senior Scale) / College DPE (Senior Scale) (Stage 1 to Stage 2)	Assistant DPE / College DPE completed four years of service in Stage 1 with Ph.D. or five years of service who are with M.Phil. or six years of service who are without Ph.D./M.Phil.	<p>I. Minimum API scores using PBAS scoring proforma developed by the University as per the norms provided in Table V(a) of Appendix I for university DPEs cadres and in Table V(b) of Appendix I for cadres in Colleges.</p> <p>II. One Orientation and one Refresher Course of 3/4 weeks duration.</p> <p>III. No separate interview points for the Screening cum Evaluation process of recommending promotion.</p>
2.	Assistant DPE (senior scale) / College DPE (senior scale) to Deputy DPE / Assistant DPE (selection grade) / College DPE(selection grade) (Stage 2 to Stage 3)	Assistant DPE (senior scale) / College DPE (senior scale) with completed service of five years in Stage 2	<p>I. Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table V(a) of Appendix I for university DPES cadres and in Table V(b) of Appendix I for DPES cadres in Colleges.</p> <p>II. Additionally, two refresher courses of 3-4 weeks duration to have been undergone during the assessment period.</p> <p>III. No separate interview points for the Screening cum Evaluation process of recommending promotion.</p>
3.	Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) to Deputy DPE/ Assistant DPE (Selection Grade) / College DPE (Selection Grade) (Stage 3 to Stage 4).	Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) with three years of completed service in Stage 3.	<p>I. Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table V(a) of Appendix I for university DPES cadres and in Table V(b) of Appendix I for cadres in Colleges.</p> <p>II. Minimum three publications over twelve years. For promotion in Colleges an exemption of one publication for M. Phil. holders and exemption of two publications for Ph. D. holders.</p> <p>III. Evidence of having produced teams / athletes.</p> <p>IV. A selection committee process as stipulated in this Circular and in Table V(a) of Appendix I for the university DPE cadres and in Table V(b) of Appendix I for cadres in colleges.</p>

4.	University DPE (Stage 5) (For universityonly)	Deputy DPE in university with three years of completed service in Stage 4.	<p>I. Minimum API scores using the PBAS scoring proforma developed by the university as per the norms provided in Table V(a) of Appendix I for DPEs in university. These may be achieved over two assessment periods, if required.</p> <p>II. A minimum of five publications over two assessment periods (six years).</p> <p>III. Evidence of having produced teams / athletes.</p> <p>IV. A selection committee process as stipulated in this regulation and in Table V(a) of Appendix I for DPEs in the university.</p>
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* The explanatory note provided for tables IIA and IIB (of UGC Regulations 2010) for CAS for teachers is also applicable for the Director of Physical Education cadres as per the API scores specified for this cadre. (Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For university for which Sixth PRC Awards (vide Appendix 2 of UGC Regulation 2010) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively.

APPENDIX –I

TABLE –VII (Refer to Appendix III: Table IX of the UGC Regulations 2010)

ACADEMIC PERFORMANCE INDICATORS (APIs) AND SCORES DEVELOPED BY THE UNIVERSITY FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR DIRECT APPOINTMENT/CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS APPLICABLE TO UNIVERSITY LIBRARIAN/UNIVERSITY DEPUTY LIBRARIAN/UNIVERSITY ASSISTANT LIBRARIAN/COLLEGE LIBRARIAN.

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

Maximum score allotted: 125

Minimum API Score required: 75

Sr. No.	Indicators / Activities	Maximum Score
1	Library resources organisation and maintenance of books, journals, reports; Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports; Provision of assistance to the departments of college with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information and for bringing out institutional Newsletters, etc.	40
1.1	<p>Library resources organisation and maintenance of books, journals, reports</p> <p>Books collected / acquired (collection Building) (2 points each)</p> <ul style="list-style-type: none"> • Books (Text Books , Reference Books, Books on General Reading etc.) purchased • Journals Subscribed • E-Journals • Reports collected • Back volumes collected / Bound <p>Maintenance of collection (2 points each)</p> <ul style="list-style-type: none"> • Technical Processing • Accessioning • Classification • Cataloguing • Book Binding • Training to library staff to maintain collection <p>Book Purchase Policy (2 points each)</p> <ul style="list-style-type: none"> • Recommended by Teachers • Recommended by Students/Staff (other than teachers) • Recommended by Check list • Publisher Catalogue • Books Review, exhibition , etc • Arrangement of Collection / Stack Arrangement • Subject-wise / Classified shelving • Alphabetical shelving • Stock verification is completed regularly • Write off/ weeding out of books, reading materials,etc. • Collection Promotion .Expl.-: Display, Additions list, in house exhibition 	

1.2	<p>Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports (2 points each)</p> <ul style="list-style-type: none"> • Reference Service • Current Awareness Services • Selective Dissemination of Information Services • Bibliographic/Catalogues/ Index Services • Inter Library loan Services • On-line Public Access catalogue (OPAC) • Home lending Services • Reprographic Services • Internet Information Services • Information Extension Services • E-Journals Services • Periodical Contents Services • Information Analysis for catalogue / Index • Document Deriving Services • Audio-Visuals information Services • Indexing / Abstracting Services 	
1.3	<p>Provision of assistance to the departments of university/college with the required inputs for preparing reports, manuals and related documents (2 points each)</p> <ul style="list-style-type: none"> • Assistance by providing number of books, reports to Departments • Assistance by providing documents under documents delivery facilities to Departments • Assistance by providing Technical guidance to develop Departmental Library • Assistance by providing books to faculties of Department • Assistance by providing Indexing / Abstracting /Periodical Contents to faculties of Departments/ Sections 	
1.4	<p>Assistance towards updating website with activity related information and for bringing out institutional Newsletters etc.(2 points each)</p> <ul style="list-style-type: none"> • Information Provided about Library • Information Provided about Services rendered • Information Provided about Link of e-Resources • Information Provided about new additions • Information Provided about Transactions • Information Provided about Library members • Information Provided for University / College publication 	
2	<p>Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services such as automation of catalogue, learning resources, procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFIS, CCTV), development of library management tools (software), intranet management. (Maximum Score: 30 points)</p>	30
	<p>Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services (2 points each)</p> <ul style="list-style-type: none"> • Library Automation • Data Capturing • Provision of OPAC • Membership data creation / Readers data creation • Computerized Reports Generation • Computerized Alphabetic list of books generation • Daily / Weekly /Monthly computerized Reports generation for 	

	<p>transaction</p> <ul style="list-style-type: none"> • Computerized Acquisition • Computerized periodicals Registration • Computerized list of back volumes • Computerized list of members / readers 	
	<p>Library security (technology based methods such as RFID, CCTV). (2 points each)</p> <ul style="list-style-type: none"> • RFID Technology • CCTV Technology • 3MP Technology • Other electronic Security • Library Management Software • Internet for Library management /function 	
3	Development, Organization and management of e-resources including their accessibility over Intranet / Internet, Digitization of library resources, e-delivery of information, etc.	25
	<p>Development, Organization and management of e-resources including their accessibility over Intranet / Internet(4 points each)</p> <ul style="list-style-type: none"> • Web Resources facilities provided to readers Expl. - Consortia, Open access journals, DOAJ, J-Gate, etc. 	
	<p>Digitization of library resources & e-delivery of information</p> <ul style="list-style-type: none"> • Digital Library developed for readers (4 points) • Information collected and delivered thorough electronic devices to Institutional Departments / Sections and readers (4 points) • Digitization / Computerization of Library (4 points) • Digitization / Lamination of Rare Books, Manuscripts, etc(4 points) <p>Management of e-Recourses</p> <ul style="list-style-type: none"> • Databases Subscribed (4 points) <p>Types of Databases Management</p> <ul style="list-style-type: none"> • CDs stored (1 points) • Hard Disk stored (1 points) • Printed and stored (1 points) 	
4	User Awareness and Instruction programmes (orientation Lectures, Users training in the use of library services as e-resources, OPAC; Knowledge resources, user promotion programmes like organizing book exhibitions, other interactive latest learning resources etc.	20
	<p>User Awareness and Instruction programmes(3 points each)</p> <ul style="list-style-type: none"> • Users education activities • Training or knowledge inculcation to readers about , How to use library resources • Library talks / Lectures arranged for users • Instructions inculcation / display about OPAC 	
	<p>Information Sources promotion programmes (3 points each)</p> <ul style="list-style-type: none"> • Originating Books exhibition • Originating Journals display • Parading Bulletin Board Services • Originating Display of New Added books • Conducting Information literacy programmes 	
5	Additional services such as extending library facilities on holidays, Shelf Order Maintenance, Library User Manual, Building and Extending Institutional Library Facilities to outsiders through External Membership Norms.	10

	<p>Additional services such as extending library facilities on holidays (2 points each)</p> <ul style="list-style-type: none"> • Textbook Section services provided • Reading Room facilities provided • If required, Reading Room hours extended • Sanitary and Drinking Water services provided including holidays • Shelf Indicators / stickers maintained in stack to guide the readers • Library users manual brought out to guide the readers 	
	<p>Institutional Library Facilities to outsiders through External Membership Norms. (2 points each)</p> <ul style="list-style-type: none"> • Reference Service • Reprographic • Temporary memberships • Referral service • Memberships opened to institutes • Inter Library Loan Services provided to institutes 	

CATEGORY II: CO-CURRICULAR EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Maximum score allotted: 50

Minimum API Score required: 15

Sr. No.	Nature of Activity	Max. Score
(i)	Students related co-curricular, extension and field based activities (Such as Cultural Exchange and Library Service Programmes, Various level of extramural and intramural programmes, extension, library-literary work through different channels)	20
	<p>Students related co-curricular, extension and field based activities (5 points each)</p> <ul style="list-style-type: none"> • Cultural/ exchange programmes originated for internal Intuitions students • Cultural/ exchange programmes originated for external Intuitions students • Originating of Extension programmes arranged for awareness among students / public. • Lectures delivered for local students / Lectures delivered for university students. • Library Hours arranged for internal/ external students. 	
(ii)	Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities.	15
	<p>Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities.(2 points each)</p> <ul style="list-style-type: none"> • Library committee is formed • Library committee meets regularly • Senate • Management Council • Academic Council • Faulty • Board of Studies • Board of Examination • Local University Committees • Local College Committees • Selection Committees 	

(iii)	Professional Development Activities (such as participation in seminars, conferences, short term courses, e-library training courses, workshops and evens, talks, lectures, membership of associations, dissemination and general articles not covered in category III below).	15
	Professional Development Activities (3 points each) <ul style="list-style-type: none"> ➤ Participation in Seminars / Conferences / Workshops, Orientation course, Refresher Course, Training Course, etc ➤ Delivered lectures for professionals at Seminars, Conferences, Workshops, Training, Orientation/ Refresher Courses. ➤ Membership of Professional Associations including position acquired in it. ➤ Professional Information Disseminated through Bulletin Board, Brochures, Pamphlets, etc. ➤ Creation of information, new methodology, new techniques to manage library / profession ➤ Editor / Sub-editor / Associate editor/ Patron .etc for publications in profession Advisor / Organizer / Convener, etc. for professional activities 	

CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sr. No.	Parameters	Particulars	API Score allotted
III(a)	Research Publication (journals)	Refereed Journals (Total Publications = N)	15 per publication
		➤ No. of papers published in Indexed Journals out of N = N₁	5 per publication
		➤ No. of papers published in journals with impact factor between 1 and 2 out of N = N₂	10 per publication
		➤ No. of papers published in journals with impact factor between 2 and 5 out of N = N₃	15 per publication
		➤ No. of Papers published in journals with impact factor 35 and above out of N = N₄	25 per publication
		Non-Refereed but recognized and reputed journals and periodicals, having ISBN / ISSN numbers. ➤ No. Of Papers published = N₅	10 per publication
		Conference Proceedings as full papers, etc. (Abstract not to be included) ➤ No. of Papers published = N₆	10 per publication
		Total of III (A)	
III (b)	Research Publications (Books, Chapters in Books other than refereed Journal articles)	Text or Reference Books Published by International Publishers with an established peer review system. ➤ No. of sole author book(s) = M₁ ➤ No. of chapter(s) in an edited book(s) = M₂	50/sole author 10/chapter in an edited book
		Subject Books by National / State level publishers and Central Govt. Publications with ISBN/ISSN numbers. ➤ No. of sole author book(s) = M₃ ➤ No. of chapter(s) in an edited book(s) = M₄	25/sole author 5/chapter in an edited book

		Subject Books by Other local publishers with ISBN/ISSN numbers. ➤ No. of sole author book(s) = M₅ ➤ No. of chapter(s) in an edited book(s) = M₆	15/sole author 3/chapter in an edited book
		Chapters contributed to edited knowledge based volumes published by International Publishers ➤ No. of chapter(s) = M₇	10/chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories ➤ No. of chapter(s) = M₈	5/chapter
		Total of III (B)	
III (C)			
(i)	Sponsored Projects carried out/ ongoing	Major Projects amount mobilized with grants above Rs. 5.0 Lakhs ➤ No. Of Project(S) = P₁	20 / project
		Major Projects Amount mobilized with minimum of Rs. 3.00 Lakhs up to Rs. 5.00 Lakhs ➤ No. Of Project(S) = P₂	15/project
		Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 Lakhs) ➤ No. Of Project(S) = P₃	10/project
(ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.2.00 Lakhs. Amount mobilised in multiple of Rs. 2 Lakhs. = R	10 per Rs. 2 Lakhs
(iii)	Completed projects : Quality Evaluation	Completed project report (Accepted by funding agency) ➤ No. Of completed & accepted Major Project(S) = Q₁ ➤ No. Of Completed & accepted Minor Project(s) = Q₂	20 / Major Project 10 / Minor Project
(iv)	Projects Outcome / Outputs	Major Policy document of Govt. Bodies at Central and State level: ➤ No. of State level Output = Q₁ ➤ No. of Central / National level output = Q₂ ➤ No. of International Level Output = Q₃	10/ State Level; 30 / National level; 50/International Level Output / Patent
		Total of III (C)	
III D			
(I)	M.Phil.	Degree awarded only ➤ No. of Candidates = D₁	3 per candidate
(II)	Ph.D.	Degree awarded only ➤ No. of Candidates = D₂	10 per candidate
		Thesis Submitted ➤ No. of Candidates = D₃	7 per candidate
		Total of III (D)	

III E			
(i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	Not less than two weeks duration No. of Programme(s) = P₁	20 each
		Not less than one weeks duration No. of Programme(s) = P₂	10 each
(ii)	Papers in Conference/ Seminars / workshops etc.(that are not included in III A) *	Participation and Presentation of research papers (oral/poster) in	
		International Conference No. of papers = P₁	10 Points each
		National No. of papers = P₂	7.5 Points each
		Regional/State level No. of papers = P₃ Local –University/College level No. of papers = P₄	5 Points each 3 Points each
(iii)	Invited to deliver lecture or make presentations for conferences / symposia	International ➤ No. of Lectures and/or Presentations = L₁	10 Points each
		National level ➤ No. of Lectures and/or Presentations = L₂	5 Points each
		Total of III (E)	

Note:

1. It is incumbent on the Coordination Committee proposed in this circular and the University to prepare and publicize within six months subject-wise list of journals, periodicals and publishers under categories IIIA and B, Till such time, Screening / Selection Committee will assess and verify the categorization and scores of publications.
 2. The API for Joint Publications will have to be calculated in the following manner: Of the Total Score for the relevant category of publication by the concerned teacher, the first / Principal author and the corresponding authors / supervisors / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by the other authors.
- * The API score for paper in refereed journal will be **augmented** as follows:
- iii. Indexed journals – by 5 points
 - viii. papers with impact factor between 1 and 2 – by 10 points
 - ix. papers with impact factor between 2 and 5 – by 15 points
 - x. papers with impact factor of 5 and above – by 25 points

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).

APPENDIX –I

TABLE VIII (a) (Refer to Appendix III: Table VIII (a) of the UGC Regulations 2010)

MINIMUM API's AS PROVIDED IN APPENDIX I TABLE VII TO BE APPLIED FOR THE PROMOTION OF LIBRARY STAFF OF UNIVERSITY AND WEIGHTAGES FOR EXPERT ASSESSMENT UNDER CAREER ADVANCEMENT SCHEME (CAS).

		Assistant Librarian to Assistant Librarian (senior scale) (Stage 1 to Stage 2)	Deputy Librarian / Assistant Librarian (Selection Grade) (Stage 2 to Stage 3)	Deputy Librarian/ Assistant Librarian (selection Grade) (Stage 3 to Stage 4)	Librarian (university only) (Stage 4 to Stage 5)
I	Procurement, organisation and delivery of knowledge and information thro' library services (category I)	75/Year	75/Year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	10/Year (40/assessment period)	20/Year (100/assessment period)	30/Year (90/assessment period)	40/Year (120/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50))	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	<ul style="list-style-type: none"> • 30% - Library related research papers evaluation • 50% - Assessment of domain knowledge on Library automation and Organizational skills • 20 % - Interview performance 	<ul style="list-style-type: none"> • 50% Library publication work • 30% Assessment of innovative Library service and organization of digital library services • 20% Interview performance

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For university for which Sixth PRC Awards (vide Appendix 2 of UGC Regulation 2010) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

APPENDIX –I

TABLE VIII (b) (Refer to Appendix III: Table VIII (b) of the UGC Regulations 2010)

MINIMUM WEIGHTAGE POINTS (WP) NORMS OF THE API's FOR THE PROMOTION OF LIBRARY STAFF OF COLLEGES AND WEIGHTAGES FOR EXPERT ASSESSMENT UNDER CAREER ADVANCEMENT SCHEME (CAS)

		College Librarian (Stage 1) Librarian (senior scale) (Stage 2)	College Librarian (senior scale) (Stage 2) to College Librarian (Selection Grade) (Stage 3)	College Librarian (selection Grade) (Stage 3 to Stage 4)
I	Procurement, organisation and delivery of knowledge and information thro' library services (category I)	75/Year	75/Year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	5/Year (40/assessment period)	10/Year (100/assessment period)	15/Year (90/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage of Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	<ul style="list-style-type: none"> • 30% - Library related research papers evaluation • 50% - Assessment of domain knowledge on Library automation and Organizational skills • 20 % - Interview performance

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For university for which Sixth PRC Awards (vide Appendix 2 of UGC Regulation 2010) are applicable, Stages 1, 2, 3 and 4 correspond to scales with AGP of Rs. 6000, 7000, 8000 and 9000 respectively

APPENDIX –I

TABLE – VIII(c) (Refer to APPENDIX III TABLE – VIII(c) & 6.1.0 of UGC Regulation 2010)

MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF LIBRARIAN POSITIONS IN UNIVERSITY DEPARTMENTS/COLLEGES (TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS CIRCULAR)

Pay Band & Grade Pay	Pay band Rs. 15600-39100 and AGP of Rs. 6000/-	Pay band Rs. 37400-67000 and AGP of Rs. 9000/-	Pay band Rs. 37400-67000 and AGP of Rs. 10000/-
Minimum Norm / Criteria	Assistant University Librarian / College Librarian (Stage 1)	Deputy Librarian in university (Stage 4)	Librarian (university only)
API score (Research and Academic Contribution – Category III)		Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
Selection Committee criteria/weightages (Total weightage = 100)	i. Teaching / computer and communication skills by a Lecture demonstration (30%) ii. Record of Library management skills (20%) iii. Interview performance (50%)	i. Library related Research / Theme papers (3 Nos.) Evaluation: (50%) ii. Library automation skills and Organisational Plans (20%) iii. Interview performance (30%)	i. Library Research papers (5 Nos.) Evaluation: (60%) ii. Organisational track record of innovation library service and vision plan (20%) iii. Interview performance (20%)

Note: For university for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4 and 5 correspond to scales as given and AGP of Rs. 6000, 9000 and 10000 respectively

APPENDIX –I

TABLE IX (Refer to Appendix III: Table IX of the UGC Regulations 2010)

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITY AND COLLEGES

S. No	Promotion of Librarian cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant University Librarian / College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant University Librarian / College Librarian (Stage 1) completed four years of service with Ph. D. or five years of service who are with M. Phil or six years of service who are without Ph. D./M.Phil.	<p>I. Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (a) of Appendix I for Librarian cadres in university and Table VIII (b) of Appendix I for college Librarian cadres.</p> <p>II. One Orientation and one Refresher Course of 3/4 weeks duration</p> <p>III. No separate interview points for The Screening cum Verification Process of recommending promotion.</p>
2.	Assistant university Librarian (Senior Scale) / college Librarian (senior scale) to Assistant university Librarian (Selection Grade)/ College Librarian/ (selection grade) (Stage 2 to Stage 3)	Assistant university Librarian (Senior Scale) / college Librarian (senior scale) with completed service of five years in Stage 2	<p>I. Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (a) of Appendix I for Librarian Cadres in university and Table VIII (b) of Appendix I for college librarian cadres.</p> <p>II. Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period.</p> <p>III. No separate interview points for the Screening cum Verification process of recommending promotion.</p>
3.	Deputy university Librarian / Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) (Stage 3 to Stage 4)	Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	<p>i. Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (a) of Appendix I for Librarian cadres in university and in Table VIII (b) of Appendix I for Librarian Cadres in Colleges.</p> <p>ii. Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph. D. Holders.</p> <p>iii. Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation.</p> <p>iv. A selection committee process as stipulated in this Circular and in Table VIII (a) of Appendix I for university in Table VIII (b) of Appendix I for librarian cadres in colleges.</p>

4.	Librarian (university) (Stage 5) -	Deputy Librarian in university with three years of completed service in Stage 4.	<ul style="list-style-type: none"> i. Minimum API scores using the PBAS scoring proforma developed by the university as per the norms provided in Table VIII (a) of Appendix I for Librarian (university). Minimum API scores can also be considered over two assessment periods (Stages 3 and 4), if required. ii. A minimum of 5 publications over current and previous assessment periods. iii. Evidence of innovative library service and organization of published work iv. A selection committee process as stipulated in this regulation and in Table VIII (a) of Appendix I for Librarian (university)
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Note: The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the librarian cadres as per the API score specified for this cadre.

For university for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as provided and AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

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APPENDIX II

TABLE – I (Refer to 4.4.2 & 6.1.0 of UGC Regulation 2010)

**MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF TEACHER IN
MUSIC/DANCE/DRAMA/FINE ARTS DISCIPLINE IN UNIVERSITY / COLLEGES (TO BE CONSIDERED
ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS CIRCULAR)**

Pay Band & Grade Pay	Pay band Rs. 15600-39100 and AGP of Rs. 6000/-	Pay band Rs. 37400-67000 and AGP of Rs. 9000/-	Pay band Rs. 37400-67000 and AGP of Rs. 10000/-
Minimum Norm / Criteria	Assistant Professor/ equivalent cadres (Stage 1)	Associate Professor/ equivalent cadres (Stage 4)	Professor/equivalent cadres (Stage 5)
API score (Research and Academic Contribution – Category III)		Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
Selection Committee criteria/weightages (Total weightage = 100)	<ul style="list-style-type: none"> i. Academic Record and Research Performance. (50%) ii. Assessment of Domain Knowledge and Teaching Skills. (30%) iii. Interview performance. (20%) 	<ul style="list-style-type: none"> i. Academic Background. (20%) ii. Research performance based on API score and quality of publications. (40%) iii. Assessment of Domain Knowledge and Teaching Skills. (20%) iv. Interview performance. (20%) 	<ul style="list-style-type: none"> i. Academic Background. (20%) ii. Research performance based on API score and quality of publications. (40%) iii. Assessment of Domain Knowledge and Teaching Skills. (20%) iv. Interview performance (20%)

Appendix II

Table: II For appointment of Principal in Colleges

(Refer to 6.0.9 and 6.1.0 of UGC Regulation 2010)

(For Arts/Science/Commerce /Law/Home science/ Social Work Colleges)

Principal	Minimum Norm / Criteria	Minimum Qualification Refer Para 2.2
Selection Committee criteria /weightages (Total Weightages = 100)	<ul style="list-style-type: none"> i. Academic background. (20%) ii. Research performance based on API score and quality of publications. (40%) iii. Assessment of domain knowledge and teaching skills. (20%) iv. Interview performance. (20%) 	<ul style="list-style-type: none"> i. Master’s Degree with minimum 55% of marks OR with equivalent Grade. ii. A Ph.D. in concerned / relevant / allied discipline with evidence of published work and research guidance. iii. FIFTEEN years’ experience in teaching / research / administration in the cadre of stage 4/5 in the University / College / Institution. iv. Consolidated API Score of 400 points.

Appendix II

Table III:for appointment of Principal in Colleges

(Refer to 4.4.7 and 6.1.0 of UGC Regulation 2010)

(For B.Ed. Course in Multi-faculty Institution)

Principal		Minimum Qualification Refer Para 4.1.1
<p>Selection Committee criteria /weightages (Total Weightages = 100)</p>	<p>i. Academic background. (20%)</p> <p>ii. Research performance based on API score and quality of publications. (40%)</p> <p>iii. Assessment of domain knowledge and teaching skills. (20%)</p> <p>iv. Interview performance. (20%)</p>	<p>i. Master degree with minimum 55% of marks OR with equivalent Grade.</p> <p>ii. A Ph.D. in concerned/relevant/allied discipline with evidence of published work and research guidance.</p> <p>iii. Ten years teaching experience out of which at least five years teaching experience in a Secondary Teacher Educational Institution. <i>Provided that, in the event of non-availability of eligible and suitable candidates for appointment as Principal / Heads as per above eligibility criteria, it would be permissible to appoint retired Professor / Head in Education on contract basis for a period not exceeding one year at a time, till such time the candidates complete sixty five years of age.</i></p>

Appendix II

Table IV for appointment of Principal in Colleges

(Refer to 4.47 and 6.1.0 of UGC Regulation 2010)

For M.P Ed. Course

Principal		Minimum Qualification
		Refer Para 4.3.1
<p>Selection Committee criteria /weightages (Total Weightages = 100)</p>	<ul style="list-style-type: none"> i. Academic background. (20%) ii. Research performance based on API score and quality of publications. (40%) iii. Assessment of domain knowledge and teaching skills. (20%) iv. Interview performance. (20%) 	<ul style="list-style-type: none"> i. A Master's degree in Physical Education with 55% marks (or an equivalent grade in a point scale wherever grading system is followed). ii. Ph.D. in Physical Education or equivalent published work in Physical Education; and iii. Ten Years teaching experience out of which five years experience shall be in a college Physical Education. <p style="text-align: center;"><i>Provided that in the event of non-availability of eligible and suitable candidates for appointment as Principal / Head as per above eligibility criteria, it would be permissible to appoint retired Principal / Head in Physical Education or contract basis for a period non exceeding one year at a time till such time the candidates complete sixty five years of age.</i></p>

University of Mumbai

Name & Address of the University Department/College: _____

REVISED PBAS PROFORMA FOR SELF ASSESSMENT / DIRECT RECRUITMENT / PROMOTION UNDER UGC CAREER ADVANCEMENT SCHEME FOR TEACHERS / EQUIVALENT POSTS

Application for promotion from: Self Assessment: _____

Direct Recruitment: _____

Promotion: (Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4 to Professor / Equivalent cadres (Stage 5) and Professor (Stage 5 to Stage 6). _____

(Please indicate whichever is applicable)

Total API score calculated as per Appendix 3: _____.
Period of Assessment for the purpose of Self Assessment / Promotion: _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

Sr. No.	Particulars	
1.	Name (in BLOCK letters)	
2.	Father's Name/Mother's Name	
3.	Department/Subject applied for	
4.	Current Designation Pay Band & Grade Pay	Designation : Pay Band : Grade Pay :
5.	Date of last promotion	
6.	Which position and grade pay are you an applicant under CAS?	Position : Grade Pay :
7.	Date of eligibility for promotion	
8.	Date and Place of Birth	
9.	Sex	
10.	Marital Status	
11.	Nationality	
12.	Indicate whether belongs in SC/ST/OBC category	
13.	Address for correspondence (with pin code)	
14.	Permanent Address (with pin code)	
15.	Telephone No.	Landline : Mobile No.:
16.	Email	

15. Academic Qualifications (Matric till post graduation):

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject
High School/Matric/ S.S.C.					
Intermediate / (10+2)					
B.A./B.Sc./ B.Com/B.Music					
M.A./M.Sc./ M.Com/M.Music					
NET/SET/JRF					
Other examination, if any					

Attach attested photocopies of the certificates and marksheets.

16. Research Degree(s):

Degrees	Title	Date of award	University
M.Phil.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			

* In case of M.Phil. /Ph.D. Examination, an attested copy of the degree and the result notification for the same is attached.

17. Record of academic service prior to this institution

Designation	Nature of appointment (Regular / Temporary/ Ad-Hoc / Fixed tenure)	Name of Employer	Date of		Salary with Grade	Reason of leaving
			Joining	Leaving		

Attach certified true copy of the Certificates.

Please indicate whether in previous service:

- a. Attach the attested copy of the letter issued by the University granting approval to your appointment at the previous institution/s.
- b. The essential qualification of the post **held** was not lower than the qualification prescribed by the UGC/University.
- c. The post is/was in an equivalent grade or of the pre-revised scale of pay.
- d. Whether applied through proper channel
- e. Whether possess the same minimum qualification as prescribed by the UGC / University for appointment to the post.
- f. The post was filled in accordance with the prescribed selection procedure as laid down in this circular of University / State Government / Central Government / Concerned institutions, for such appointment.
- g. The previous appointment was not as guest lecture for any duration, or on ad-hoc or in a leave vacancy of less than one year duration.

18. Record of academic service in this institution

Designation	Nature of appointment (Regular / Temporary/ Ad-Hoc / Fixed tenure)	Name of Employer	Date of		Salary with Grade	Reason of leaving
			Joining	Leaving		

19. Period of teaching experience: P.G. Classes (in years) : U.G. classes (in years)

20. Research Experience excluding years spent in M.Phil./Ph.D. (in years):

21. Fields of specialization under the Subject/Discipline

a.

b.

22. Academic Staff College Orientation/Refresher courses attended:

Name of the Course/ Summer Course	Place	Duration	Sponsoring Agency

(Attach certified true copy of the certificates)

23. Detail of publications attached to the PBAS format (for evaluation)

Sr. No.	Nature of publication (Book Review / Research Paper etc.)	List of author/s as it appear in the publication	Name of the Book & the publishers / Journal, Issue no. and year of publication, page nos.	ISSN / ISBN number	Impact factor (in case of journal)

24. Any Other relevant information: (please attach an additional sheet/paper if required)

25. Please describe in brief about your future plans in relation to the following:

I	Teaching	
II	Research	
III	Mentoring of students	
IV	Social Responsibility	

Date:

Signature of the staff

Remarks / Observations / Comments by the Head or senior most teacher of the Department

Date:

Signature of the Head or
Senior most teacher
of the Department

Place:

Date:

Name & Signature of the applicant

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Instructions for Filling up Part B of the PBAS Proforma: (Applicable to all categories except fresh applicants to the post of assistant professor in case of direct recruitment)

Part B of the proforma is based on Appendix III, Table 1 of the UGC Regulations 2010.

Part B (I) is based on API scoring for Category I of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

Part B (II) is based on Category II of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

Part 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 these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-I of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below.

N.B. 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.

PART B: ACADEMIC PERFORMANCE INDICATORS

(Applicable to all categories except fresh applicants to the post of assistant professor in case of direct recruitment)

(Please see detailed instructions of the PBAS proforma before filling out this section)

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

- (i) Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

S. No.	Course/Paper	Level	Mode of teaching*	Lectures per week allotted	% of classes/practical's taken as per documented record

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), contact Hours (C)

		Self : API Score	Verified API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)		
(b)	Teaching Load in excess of UGC norm (max score:10)		

- (II) Reading/Instructional materials consulted and additional knowledge resource provided to students.

Sr. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided	Self API Score	Verified API Score
API score based on preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students (max. score:20)						

(III) Use of Participatory and Innovative Teaching-learning Methodologies, Updating of Subject Content, Course Improvement etc.

Sr. No.	Short Description	Self : API Score	Verified API Score
	Total Score (<i>Max. Score :20</i>)		

(iv) Examination Duties Assigned and Performed

Sr. No.	Type of Examination	Duties Assigned	Extent to which carried out (%)	Self : API Score	Verified API Score
	Total Score (<i>Max. Score 25</i>)				

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

Please mention your contribution to any of the following:

Sr. No.	Type of Activity	Average Hrs/week	Self : API Score	Verified API Score
i.	Extension, Co-curricular & field based Activities			
	Total (Max. Score : 20)			
ii.	Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities API Score		
	Total (MaxScore:15)			
iii.	Professional Development Activities			
	Total (Max. Score :15)			
	Total Score [(i) + (ii) + (iii)] (Max. Score : 25)			

Note: Please attach relevant documents / certificate issued by the Vice Chancellor / Registrar /Principal of the College / Institution for information provided in Part B Category I & II

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**INSTRUCTIONS FOR FILLING INFORMATION IN CATEGORY I & II OF THE PROFORMA:
(Applicable to all categories except fresh applicants to the post of College Librarian in assistant
professor cadre in case of direct recruitment)**

Part B of the proforma is based on Appendix III, Table 1 of the UGC Regulations 2010.

Part B (I) is based on API scoring for Category I of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

Part B (II) is based on Category II of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-VII of the UGC Regulations 2010.

The self-assessment scores are further to be based on the indicators/activities given below.

N.B. 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.

REFER TO APPENDIX I TABLE I FOR DETAILS ABOUT THE API'S BEFORE THE FORM IS FILLED.

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Category I: TEACHING, LEARNING AND EVALUATION RELATED PERFORMANCE

Maximum score allotted: 125

Minimum API Score required: 75

Sr. No	Nature of activity	Max. Score
(i)	<ul style="list-style-type: none"> ❖ Lectures / Practical / Tutorials / Contract classes taken should be based on verifiable records ❖ No scores should be assigned if a teacher has taken less than (say) 80% assigned classes. (University/College authorities may give allowance for period of leave where alternative teaching arrangements have been made or extra lectures are engaged by the concerned teacher.) ❖ Maximum score of 50 if there is 100% achievement 	50
(ii)	If teacher has taken classes exceeding University norm, then two point to be assigned for each extra hour of classes	10
(iii)	Imparting of knowledge / instruction as per the curriculum with the prescribed material (Text book / Manual etc) and methodology of the curriculum (Maximum score of 20 points if there is 100% compliance)	20
(iv)	Use of Participatory and innovative teaching – learning methodologies updating of subject context, course improvement etc.	
	Updating of courses, design of curriculum (5 points per course)	10
	Participatory & Innovative T/L Process with materials for problem based learning, case studies, group discussions, etc. d. Interactive Courses : 5 points/each e. Participatory Learning modules: 5 points/each f. Case studies: 5 points/each	10
	Use of ICT in T/L process with computer-aided methods like power point/multimedia/simulation/software etc. (Use of any one of these addition to Chalk & Board: 5 points)	10
	Developing and imparting Remedial / Bridge courses (each activity : 5 points)	10
	Developing and imparting soft skills/communication skills/personality development courses/modules (each activity: 5 points)	10
	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 (Each activity : 5 points)	10
	Organizing and conduction of popularization programmes. Training courses in computer assisted teaching/web based learning and e-library skills to students Workshop/training course : 10 points each Popularization programmes : 5 points	10
	Maximum aggregate Limit	20
(v)	Examination Related Work	
i	University / College and Semester/Annual Examination work as per duties allotted. Invigilation – 10 points , Evaluation of answer scripts – 5 points ; Question paper setting – 5 points (100% compliance = 20 points)	20
ii	University / College examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10- points)	10

iii	Examination work as coordination, or flying squad duties etc. (5 points per activity (max. 10) depending upon intensity of duty) (100% compliance = 10 points)	10
	Maximum aggregate Limit B (iv)	25

CATEGORY II: CO-CURRICULAR EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Maximum score allotted: 50

Minimum API Score required: 15

Sr. No.	Nature of Activity	Max. Score
(i)	Extension and Co-curricular Related Activities	
	Departmental/Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each)	10
	Positions held/Leadership role placed in organization linked with extension work and National service Scheme (NSS) NCC or any other similar activity (each activity 10 points)	10
	Students and staff related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points)	10
	Community work such as Values of National Integration, secularism, democracy socialism, humanism, peace, scientific temper; flood or drought relief, small family norms etc. (5 points each)	10
	Maximum Aggregate Limit	20
(ii)	Contribution to Corporate Life and Management of the Institution	
	Contribution to Corporate life in University/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each)	10
	Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points)	10
	Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development committee, library committee etc. (5 points each)	10
	Responsibility for or participation in committee for students welfare, counseling and Discipline (5 each)	10
	Organization of Conference /Training Programmes: d. International (10 points); e. national/regional (5 points) f. as a member of the organizing committee (1 point each)	10
	Maximum Aggregate Limit	15
(iii).	Professional Development Related Activities	
	Membership in profession related committees at state and national level c. At National Level: 3 points each d. At State Level: 2 points each	10
	Participation in Subject associations, conference, seminars without paper presentation (each activity : 2 point)	10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance (each activity: 5 points)	10
	Membership/Participation in State / Central bodies/ committees on Education, Research and National Development (5 each)	10

	Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks, television programmes (1 point each)	10
	Maximum Aggregate Limit	15

API scoring will be progressively rolled out for categories I & II. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Note: Please read the instructions given at the end of the Proforma for calculating API Scores in each category.

A) Published Papers in Journals

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	Self :API Score	Verified API Score

B (i) Articles/Chapters published in Books.

Sr. No.	Title with page nos.	Book Title, editor & Publisher	ISSN / ISBN No.	Whether peer reviewed	No. of co-authors.	Whether you are the main author	Self: API Score	Verified API Score

ii) Full Papers in Conference Proceedings

Sr. No.	Title with page Nos.	Details of conference publication	ISSN / ISBN No.	No. of co-authors	Whether you are the main author	Self: API Score	Verified API Score

iii) Books Published as single author or as editor

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	Self: API Score	Verified API Score

III. C) Ongoing and Completed Research Projects and Consultancies.

I Ongoing Projects

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	Self: API Score	Verified API Score

ii. Ongoing Consultancies

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	Self: API Score	Verified API Score

III Completed Projects

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	Whether policy document / patents as outcome	Self: API Score	Verified API Score

IV Completed Consultancies

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	Whether policy document / patents as outcome	Self: API Score	Verified API Score

(D) Research Guidance

Sr. No.	Number Enrolled	Thesis submitted	Degree awarded	Self: API Score	Verified API Score
M.Phil. or equivalent					
Ph. D or equivalent					

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

Sr. No.	Programme	Duration	Organized by	Self : API Score	Verified API Score

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

Sr. No.	Title of the Paper presented	Title of Conference/ Seminar	Date of the event	Organized by	Whether international/ national/state/ regional college or university level	Self: API Score	Verified API Score

(E) (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

Sr. No.	Title of lecture/ Academic Session	Title of Conference/ Seminar etc	Date of the Event	Organized by	Whether International/ National / State	Self: API Score	Verified API Score

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period : Self	Verified API Score
I	Teaching, Learning and Evaluation related activities				
II	Co-curricular, Extension, Professional development etc.				
	Total I + II				
III	Research and Academic Contribution				

PART C: OTHER RELEVANT INFORMATION

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

S. No.	Details (Mention Year, value etc. where relevant)

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

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

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 HOD/School
Chairperson/Principal

(Applicable only if the applicant has applied for the post of Associate Professor / Professor)

N.B: The individual PBAS proforma duly filled along with all the enclosures, submitted for Direct Recruitment will be duly verified by the College as necessary and placed before the Selection Committee for assessment / verification and consideration as part of Direct Recruitment Procedure.

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INSTRUCTIONS FOR FILLING INFORMATION IN CATEGORY III OF PART B OF THE PBAS PROFORMA:

Part B of the proforma is based on Appendix III, Table 1 of the UGC Regulations 2010.

Part 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 these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-I of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below.

N.B. 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.

REFER TO APPENDIX I TABLE I FOR DETAILS ABOUT THE API'S BEFORE THE FORM IS FILLED.

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CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sr. No.	Parameters	Particulars	API Score allotted
III(a)	Research Publication (journals)	Refereed Journals * (Total Publications = N)	15 per publication
		No. of papers published in Indexed Journals out of N = N₁	5 per publication
		No. of papers published in journals with impact factor between 1 and 2 out of N = N₂	10 per publication
		No. of papers published in journals with impact factor between 2 and 5 out of N = N₃	15 per publication
		No. of Papers published in journals with impact factor 5 and above out of N = N₄	25 per publication
		Non-Refereed but recognized and reputed journals and periodicals, having ISBN / ISSN numbers. No. Of Papers published = N₅	10 per publication
		Conference Proceedings as full papers, etc. (Abstract not to be included) No. of Papers published = N₆	10 per publication
		Total of III (A)	
III (b)	Research Publications (Books, Chapters in Books other than refereed Journal articles)	Text or Reference Books Published by International Publishers with an established peer review system. c. No. of sole author book(s) = M₁ d. No. of chapter(s) in an edited book(s) = M₂	50 / Book as sole author 10/chapter in an edited book
		Subject Books by National / State level publishers and Central Govt. Publications with ISBN/ISSN numbers. c. No. of sole author book(s) = M₃ d. No. of chapter(s) in an edited book(s) = M₄	25/ Book as sole author 5/chapter in an edited book
		Subject Books by Other local publishers with ISBN/ISSN numbers. c. No. of sole author book(s) = M₅ d. No. of chapter(s) in an edited book(s) = M₆	15/Book as sole author 3/chapter in an edited book
		Chapters contributed to edited knowledge based volumes published by International Publishers No. of chapter(s) = M₇	10/chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories No. of chapter(s) = M₈	5/chapter
		Total of III (B)	

III (C)			
(i)	Sponsored Projects carried out/ ongoing	Major Projects amount mobilized with grants above Rs. 5.0 Lakhs No. Of Project(S) = P₁	20 / project
		Major Projects Amount mobilized with minimum of Rs. 3.00 Lakhs up to Rs. 5.00 Lakhs No. Of Project(S) = P₂	15/project
		Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 laky) No. Of Project(S) = P₃	10/project
(ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.2.00 Lakhs. Amount mobilised in multiple of Rs. 2 Lakhs. = R	10 per Rs. 2 Lakhs
(iii)	Completed projects : Quality Evaluation	Completed project report (Accepted by funding agency) ➤ No. Of completed & accepted Major Project(S) = Q ₁ ➤ No. Of Completed & accepted Minor Project(s) = Q ₂	20 / Major Project 10 / Minor Project
(iv)	Projects Outcome / Outputs	Major Policy document of Govt. Bodies at Central and State level: d. No. of State level Output = Q ₁ e. No. of Central / National level output = Q ₂ f. No. of International Level Output = Q ₃	10/ State Level; 30 / National level; 50 /International Level Output / Patent
		Total of III (C)	
III D			
(I)	M.Phil.	Degree awarded only No. of Candidates = D ₁	3 per candidate
(II)	Ph.D.	Degree awarded only No. of Candidates = D ₂ Thesis Submitted No. of Candidates = D ₃	10 per candidate 7 per candidate
		Total of III (D)	
III E			
(i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(e) Not less than two weeks duration No. of Programme(s) = P ₁	20 each
		(b). Not less than one weeks duration No. of Programme(s) = P ₂	10 each
(ii)	Papers in Conference/ Seminars / workshops etc.(that are not included in III A) **	Participation and Presentation of research papers (oral/poster) in	
		m) International Conference No. of papers = P ₁	10 Points each

		n) National No. of papers = P_2	7.5 Points each
		o) Regional/State level No. of papers = P_3	5 Points each
		p) Local –University/College level No. of papers = P_4	3 Points each
(iii)	Invited to deliver lecture or make presentations for conferences / symposia	(d) International No. of Lectures and/or Presentations = L_1	10 Points each
		(f) National level No. of Lectures and/or Presentations = L_2	5 Points each
		Total of III (E)	

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Notes:

1. It is incumbent on the Coordination Committee proposed in this circular and the University to prepare and publicize within six months subject-wise list of journals, periodicals and publishers under categories IIIA and B, Till such time, Screening / Selection Committee will assess and verify the categorization and scores of publications.
 2. The API for Joint Publications will have to be calculated in the following manner: Of the Total Score for the relevant category of publication by the concerned teacher, the first / Principal author and the corresponding authors / supervisors / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by the other authors.
- * The API score for paper in refereed journal will be **augmented** as follows:
- i. Indexed journals – by 5 points
 - ii. papers with impact factor between 1 and 2 – by 10 points
 - iii. papers with impact factor between 2 and 5 – by 15 points
 - iv. papers with impact factor 5 and above – by 25 points
- ** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).

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**PROFORMA FOR UNIVERSITY/COLLEGE TEACHERS BASED ON ACADEMIC
PERFORMANCE INDICATORS DEVELOPED BY THE UNIVERSITY.**

SECTION I: GENERAL

Sr. No.	Particulars	
1.	Name (in BLOCK letters)	
2.	Father's Name/Mother's Name	
3.	Department / Subject Applied for	
4.	Current Designation, Pay Band & Grade Pay	Designation :- Pay Band:- Grade Pay:-
5.	Date of Promotion	
6.	Which position and Grade Pay are you an applicant under CAS ?	Position:- Grade Pay :-
7.	Date of Eligibility for Promotion	
8.	Date and Place of Birth	
9.	Sex	
10.	Marital Status	
11.	Nationality	
12.	Indicate whether belongs in SC/ST/OBC category	
13.	Address for correspondence (with pin code)	
14.	Permanent Address (with pin code)	
15.	Telephone No.	Land Line :- Mobile No:-
16.	Email	

**SECTION B:
CATEGORY I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Sr. No.	Nature of Activity	Maximum Score		
		API Score	Score marked by the applicant	Verified API Score
1	Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)	50		
2	If teacher has taken classes exceeding University norm, then two point to be assigned for each extra hour of classes	10		
3	Imparting of knowledge / instruction as per the curriculum with the prescribed material (Text book / Manual etc.) and methodology of the curriculum (<i>Maximum score of 20 points if there is 100% compliance</i>)	20		
4	Use of Participatory and innovative teaching – learning methodologies updating of subject context, course improvement etc.	20		
5	Examination Related Work	25		
	Total Score	125		

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum Score		
		API Score	Score marked by the applicant	Verified API Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advise and counseling.	20		
2	Contribution to corporate life and Management of the department and Institution through participation in academic and administrative committees and responsibilities.	15		
3	Professional Development Activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in category III below	15		
	Total Score	50		

University of Mumbai

Name & Address of the University Department/ College:

Revised PBAS Proforma for Self Assessment / Direct Recruitment / Promotion under UGC Career Advancement Scheme for University Deputy Director of Physical Education & Sports /University Assistant Director of Physical Education & Sports/College Director of Physical Education and Sports(for Colleges)

Application for promotion from: Self Assessment: _____

Direct Recruitment: _____

Promotion: (University Assistant DPES/College DPES Stage 1 to Stage 2, Stage 2 to Stage 3), University Deputy DPES/ University Assistant DPES(Stage 3) /College DPES (Stage 3) (Stage 3 to Stage 4), University Deputy DPES (Stage 4)/ University Assistant DPES(Stage 4)(Stage 4 to Stage 5). _____

(Please indicate whichever is applicable)

Total API score calculated as per Appendix 3: _____.
Period of Assessment for the purpose of Self Assessment / Promotion: _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

Sr. No.	Particulars	
1.	Name (in BLOCK letters)	
2.	Father's Name/Mother's Name	
3.	University Department/College	
4.	Current Designation Pay Band & Grade Pay	Designation: Pay Band: Grade pay:
5.	Date of last promotion	
6.	Which position and grade pay are you an applicant under CAS?	Position: Grade pay:
7.	Date of eligibility for promotion	
8.	Date and Place of Birth	
9.	Sex	
10.	Marital Status	
11.	Nationality	
12.	Indicate whether belongs in SC/ST/OBC category	
13.	Address for correspondence (with pin code)	
14.	Permanent Address (with pin code)	
15.	Telephone No.	Landline: Mobile:
16.	Email	

15. Academic Qualifications (Matriculation onwards):

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject
High School/Matric (10 th class)					
Intermediate / (10+2)					
B.A./B.Sc./ B.Com/ _____					
B.P.Ed.					
M.P.Ed.					
N.E.T. / S.E.T. J.R.F.					
Other examination, if any					

Attach attested photocopies of the certificates and marksheets.

16. Research Degree(s):

Degrees	Title	Date of award	University
M.Phil.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			

* In case of M.Phil. /Ph.D. Examination, an attested copy of the degree and the result notification for the same is attached.

17. Record of academic service prior to joining the current college: Appointments held prior to joining this institution

Designation	Name of Employer	Date of		Salary with Grade	Reason of leaving
		Joining	Leaving		

Attach certified true copy of the certificates

Please indicate whether in previous service:

- Attach the attested copy of the letter issued by the University granting approval to your appointment at the previous institution/s.
- The essential qualifications of the post held were not lower than the qualification prescribed by the UGC/University.
- The post is/was in an equivalent grade or of the pre-revised scale of pay.
- Whether applied through proper channel
- Whether possess the same minimum qualification as prescribed by the UGC / University for appointment to the post.
- The post was filled in accordance with the prescribed selection procedure as laid down in this Circular of University / State Government / Central Government / Concerned institutions, for such appointment.
- The previous appointment was not as guest lecture for any duration, or on ad-hoc or in a leave vacancy of less than one year duration.

18. Posts held after appointment at this institution:

Designation	Department	Date of actual joining		Grade
		From	To	

19. Period of teaching experience:

P.G. Classes (in years): _____

U.G. classes (in years): _____

20. Research Experience excluding years spent in M.Phil. /Ph.D. (in years)

21. Fields of Specialization under the Subject/Discipline

a.

b.

22. Academic Staff College Orientation/Refresher courses attended:

Name of the Course/ Summer Course	Place	Duration	Sponsoring Agency

Attach certified true copy of the certificates

23. Detail of publications attached to the PBAS format (for evaluation)

Sr. No.	Nature of publication (Book Review / Research Paper etc.)	List of author/s as it appear in the publication	Name of the Book & the publishers / Journal, Issue no. and year of publication, page nos.	ISSN / ISBN number	Impact factor (in case of journal)

24. Any Other relevant information: (please attach an additional sheet/paper if required)

25. Please describe in brief about your future plans in relation to the following:

I	Teaching	
II	Research	
III	Mentoring of students	
IV	Social Responsibility	

Date:

Signature of the staff

Remarks / Observations / Comments by the Head or Senior most teacher of the Department

Date:

Signature of the Head or Senior most teacher of the Department

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Instructions for Filling up Part B of the PBAS Proforma: (Applicable to all categories except fresh applicants to the post of University/College Director of Physical Education & Sports in assistant professor cadre in case of direct recruitment)

Part B of the proforma is based on Appendix III, Table 1 of the UGC Regulations 2010.

Part B(I) is based on API scoring for Category I of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

Part B(II) is based on Category II of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

Part 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 these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-IV of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below.

N.B. 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.

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PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of the PBAS proforma before filling out this section)

CATEGORY I: TEACHING, TRAINING, COACHING, DEVELOPMENT OF SPORTS PERSON AND SPORTS MANAGEMENT ACTIVITIES (MAXIMUM SCORE 40 points)

1a. Management of Physical Education and Sports Programme for students (Planning, Executing and evaluating the policies of Physical Education and Sports) **(Maximum Score: 20 points)**

Sr. No.	Indicators / Activities.	API Score to be filled by the applicant	Verified API Score (for official use)

1b. Lecture cum practice based athlete / Sports Classes, Seminars undertaken as per percentage of allotted hours. **(Maximum score: 20 points)**

Sr. No.	Indicators / Activities.	API Score to be filled by the applicant	Verified API Score (for official use)

	Indicators / Activities	API Score to be filled by the applicant	Verified API Score (for official use)
1 (a)	Management of Physical Education and Sports Programme for students (Planning, Executing and evaluating the policies of Physical Education and Sports) (Maximum Score: 20 points)		
(b)	Lecture cum practice based athlete / Sports Classes, Seminars undertaken as per percentage of allotted hours. (Maximum score: 20 points)		
	Total (max. score) – 40 points		

2. Extending services, sports facilities and training on holidays to the institution and organizations.

(Maximum Score: 10 points)

Sr. No.	Indicators / Activities.	Name of the Institute or organization to whom the services / training / sports facilities were provided with date/s.	API Score to be filled by the applicant	Verified API Score (for official use)

3a. Organizing and conducting sports & games competitions at International / National / State / Inter University / Inter Zonal / Inter College level.

(Maximum Score: 25 points)

Sr. No.	Nature of Sports & Game Competition Conducted	International / National / State / Inter University / Inter Zonal level.	Duration	Place	API Score to be filled by the applicant	Verified API Score (for official use)
Total Score (Max. score : 25 points)						

3b. Organizing& Conducting Coaching Camps / Sports person development / training programmes

(Maximum Score: 15 points)

S. No.	Short Description	API Score to be filled by the applicant	Verified API Score (for official use)
Total Score (Max. Score : 15 points)			

	Indicators / Activities	API Score to be filled by the applicant	Verified API Score (for official use)
3 (a)	Organizing and conducting sports & games competitions at International / National / State / Inter University / Inter Zonal / Inter College level. (Maximum Score: 25 points)		
(b)	Organizing & Conducting Coaching Camps / Sports person development / training programmes. (Maximum Score: 15 points)		
Total (maximum score) – 40 points			

4a. Upgradation of scientific & technological knowledge in Physical Education and Sports.

(Maximum score: 5 points)

Sr. No.	Indicators / Activity	No. of workshops / seminars / coaching camps etc. attended	API Score to be filled by the applicant	Verified API Score (for official use)
	Total Score (Max. Score 5)			

4b. Identifying Sports talent and maintaining excellence in sports among students.

(Maximum score: 10 points)

Sr. No.	Names of the students identified	Justification	API Score to be filled by the applicant	Verified API Score (for official use)
(Maximum Score : 10 points)				

	Indicators / Activities	API Score to be filled by the applicant	Verified API Score (for official use)
4 (a)	Upgradation of scientific & technological knowledge in Physical Education and Sports. (Maximum score: 5 points)		
(b)	Identifying Sports talent and maintaining excellence in sports among students. (Maximum score: 10 points)		
	Total (max. score) – 15 points		

5. Development and Maintenance of play fields Purchase and Maintenance of the other sports facilities.

(Maximum score 15 points)

Sr. No.	Indicators / Activity	API Score to be filled by the applicant	Verified API Score (for official use)
Maximum score : 15 points			

Indicators / Activities	API Score to be filled by the applicant	Verified API Score (for official use)
Total Score (Category I)		
Minimum API Score required	75	

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

Please mention your contribution to any of the following:

Sr. No.	Type of Activity	Average Hrs/week	API Score to be filled by the applicant	Verified API Score (for official use)
(i)	Extension, Co-curricular & field based Activities			
	Total (Maximum Score : 20 points)			
(ii)	Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score to be filled by the applicant	Verified API Score (for official use)
	Total (Maximum score :15 points)			
(iii)	Professional Development Activities		API Score to be filled by the applicant	Verified API Score (for official use)
	Total (Maximum Score :15 points)			
	Minimum Score required : 15 points			
	Total Score [(i)+(ii) +(iii)] (Maximum Score : 50 points)			

Note: Please attach relevant documents / certificate issued by the Vice Chancellor / Registrar /Head of the Department / Principal of the College / Institution for information provided in Part B Category I & II

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**INSTRUCTIONS FOR FILLING INFORMATION IN CATEGORY I AND CATEGORY II OF PART B OF THE PBAS
PROFORMA:**

Part B of the proforma is based on Appendix III, Table 1 of the UGC Regulations 2010

Part B(I) is based on API scoring for Category I of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

Part B(II) is based on Category II of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-IV of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below.

N.B. 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.

REFER TO APPENDIX I TABLE IV FOR DETAILS ABOUT THE API'S BEFORE THE FORM IS FILLED.

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CATEGORY I: TEACHING, TRAINING, COACHING, DEVELOPMENT OF SPORTS PERSON AND SPORTS MANAGEMENT ACTIVITIES:

Maximum score allotted: 125

Minimum API Score required: 75

Sr. No.	Indicator / Activity	Max. Score
1	<ul style="list-style-type: none"> ❖ Management of Physical Education and Sports Programme for students (Planning, Executing and evaluating the policies of Physical Education and Sports) should be based on verifiable records (maximum score: 20 points) <ul style="list-style-type: none"> ➤ Planning of Physical Education & Sports activities in the University/College (maximum score 05 points) ➤ Identifying and Organizing Physical Fitness Programs for the staff and the students of the University/College (maximum score 04 points) ➤ Identifying & Organizing Physical Training Program for the staff & students of the University/College (maximum score 04 points) ➤ Planning, maintaining and improving the Sports Facilities in the University/College (maximum score 03 points) ➤ Organizing Various Physical Tests for the staff and students of the University/College (maximum score 03 points) ➤ Formulating & Conducing different Tests & Measurements for the students (maximum score 03 points) ➤ Evaluation of Physical Fitness & Training Programs of the students (maximum score 04 points) ➤ Intra-Muller of various Game Sports. (maximum score 03 points) ❖ Lectures cum practice based athlete / sports classes, seminars etc. undertaken as % of allotted hours. No scores should be assigned if a teacher has taken less than (say) 80% assigned classes. University/College may give allowance for period of leave where alternative teaching arrangements would ordinarily be made. (maximum score 20 points) <ul style="list-style-type: none"> ➤ Inspiring the students to participate in Sports & Gymkhana activities (maximum Score 03 points) ➤ Arranging Guest Lectures of sportsman / sportswoman / administrator to promote sports activities in the University/College. (maximum Score 03 points) ➤ Introduction of new games / sports in the University/College. (maximum Score 04 points) ➤ Explaining the rules and regulations of games and sports to the students. (maximum Score 03 points) ➤ Explaining the tricks and tactics of games & sports to the students (maximum Score 03 points) ➤ Organizing demonstrations / speeches of the experts on various games /sports. (maximum Score 03 points) 	40
2	<ul style="list-style-type: none"> Extending services, sports facilities and training on holidays to the institution and organizations. (Maximum score : 10 points) <ul style="list-style-type: none"> ➤ Organizing and remaining present for the Summer Vacation Indoor Camp/s. (maximum Score 05 points) ➤ Organizing and remaining present for the Summer Vacation Outdoor Camp/s (maximum Score 05 points) ➤ Organizing and remaining present for the Winter Vacation 	10

	<p>(Diwali Break) Indoor Camp/s. (maximum Score 04 points)</p> <ul style="list-style-type: none"> ➤ Organizing and remaining present for the Winter Vacation (Diwali Break)Outdoor Camp/s (maximum Score 04 points) ➤ Organizing and remaining present for the pre-season coaching camp on holidays (maximum Score 03 points) ➤ Organizing and remaining present for the lectures and demonstration of experts i.e. coaches and/or players on various games /sports on a holiday. (maximum Score 03 points) ➤ Organizing and remaining present for the post-season coaching camp on holidays (maximum Score 03 points) ➤ Organizing and accompanying the participants for trekking & other related events. (maximum Score 03 points) ➤ Organizing and remaining present for the Yoga Camps (maximum Score 03 points) 	
3	<p>Organizing and conducting sports & games competition/s at</p> <ul style="list-style-type: none"> ➤ International level : 25 point each competition ➤ National Level : 20 points each competition ➤ State Level : 15 points each competition ➤ Inter University Level : 10 points each competition ➤ Inter Zonal Level : 5 points each competition ➤ Inter College Level : 3 points . <p>(Maximum score : 25 points each)</p> <p>Organizing & Conducting Coaching Camps / Sports Person development / training programmes (Maximum score: 15 points each)</p>	40
4	<ul style="list-style-type: none"> ➤ Upgradation of scientific & technological knowledge in Physical Education and Sports. (Maximum score: 5 points) ➤ Identifying Sports talent and maintaining excellence in sports among students. (Maximum score: 10 points) ➤ Attended workshops / seminars etc. related to Physical Education & Sports (maximum score 3 points) ➤ Attended coaching camp/s for learning of new technology / training methodology. (maximum score 3 points) ➤ Introduced new technology / methods in training students and/or staff. (maximum score 3 points) ➤ Attended special training programs in Physical Education & Sports. (maximum score 3 points) ➤ Obtained any additional certificate / diploma / degree related to the field. (maximum score 3 points per Certificate, 4 per diploma and 5 Degree) 	20
5	<p>Development and Maintenance of play fields Purchase and Maintenance of the other sports facilities. (Maximum score : 15 points)</p> <ul style="list-style-type: none"> ➤ Grants received from UGC / Government / Private agencies (maximum score 5 points) ➤ Maintenance of various outdoors sports facilities. (maximum score 5 points) ➤ Maintenance of various indoor sports facilities. (maximum score 5 points) ➤ Equipments purchased for outdoor games (maximum score 5 points) ➤ Equipments purchased for indoor games (maximum score 5 points) 	15
	Total Score	125
	Minimum API Score Required	75

CATEGORY II: CO-CURRICULAR EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Maximum score allotted: 50

Minimum API Score required: 15

I. Extension and Co-curricular Related Activities

Sr. No.	Nature of Activity	Max. Score
1	<p>Student related co-curricular, extension and field based activities (such as Cultural Exchange and Sports Programmes, Various level of extra murals and intra-mural programmes); extension work through NSS/NCC and other channels:</p> <ul style="list-style-type: none"> • NSS/NCC officers (max. points 10) • Cultural Activities (Departmental / Institutional) (max. points 2/5) • Organizing Subject related events like (max. 2 points each) <ul style="list-style-type: none"> ○ Lectures on special topics ○ Quiz / Debate / Elocution ○ Study tour(Camp) ○ Essay competition / Exhibition(Sports) ○ Science Day Celebration in terms of application to Sports / Physical Education ○ Subject Association • Counselling (max. points 5) • Conduct of Physical Education / Sports Activities / Yoga activities etc. for the members of the Community/Society (max. 10 points) 	20

ii. Contribution to corporate life and Management of the Institution

Sr. No.	Nature of Activity	Max. Score
2	<p>Contribution to Corporate life & Management of Sports Units and Institution through participation in Sports and Administrative Committees and responsibilities.</p> <p>III. Contribution to Corporate life:</p> <ul style="list-style-type: none"> • University/ Institution / College-Industry interaction (max. 2 points) • Consultancy (max. 2 points) • Placement Coordinator/ In-plant training coordinator (max. 5 points) • Training of Industry persons (max. 2 points) <p>III. Management of Sports Units and Institution through participation in Sports and Administrative Committees and responsibilities.</p> <p>Administration: (5 points each)</p> <ul style="list-style-type: none"> • Head / Director / Vice Principal / Coordinator / Rector / Dean / IQAC Coordinator • Admission Committee • Discipline committee • Anti ragging committee • Sexual Harassment Inquiry Committee • Statutory committees of the University • Gymkhana Committee • Any other committee appointed by Vice-chancellor/Registrar /HOD/ Principal <p>Academic: (5 points each)</p> <ul style="list-style-type: none"> • Academic committee • NACC committee 	15

	<ul style="list-style-type: none"> • IQAC • Any other academic committee appointed by Vice-chancellor/Registrar /HOD/ Principal <p align="center">Member of any of the Bodies of the University (10 points each)</p>	
	Maximum Aggregate Limit	15

III. Professional Development Related Activities

Sr. No.	Nature of Activity	Max. Score
3	Participation in : (per activity) <ul style="list-style-type: none"> • Seminar / Workshop / Symposia (2 points) • Conferences (2 points) • Faculty Development Course (5 points) • Short term training courses (5 points) • talks delivered in program (2 points) • lectures delivered in program (2 points) • membership of Associations • National Level (3 points) • State Level (2 points) • General Articles Publications (2 points) • General Awareness Activity (2 points) • Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc(1 / activity subject to maximum score of 5 points) 	15
	Total Score for category II	50
	Minimum API Score Required for category II	15

CATEGORY III:RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Note: Please read the instructions given at the end of the Proforma for calculating API Scores in each category.

A) Published Papers in Journals

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	API Score to be filled by the applicant	Verified API Score (for official use)

B(i) Articles/Chapters published in Books.

Sr.No	Title with page nos.	Book Title, editor & Publisher	ISSN / ISBN No.	Whether peer reviewed	No. of co-authors.	Whether you are the main author	API Score to be filled by the applicant	Verified API Score (for official use)

ii) Full Papers in Conference Proceedings

Sr. No.	Title with page Nos.	Details of conference publication	ISSN / ISBN No.	No. of co-authors	Whether you are the main author	API Score to be filled by the applicant	Verified API Score (for official use)

iii) Books Published as single author or as editor

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score to be filled by the applicant	Verified API Score (for official use)

III. C) Ongoing and Completed Research Projects and Consultancies. (c) (I & II) Ongoing Projects / Consultancies

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	API Score to be filled by the applicant	Verified API Score (for official use)

III. C) (III & IV) Ongoing Projects / Consultancies

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	Whether policy document / patents as outcome	API Score to be filled by the applicant	Verified API Score (for official use)

(D) Research Guidance

Sr. No.	Number Enrolled	Thesis submitted	Degree awarded	API Score to be filled by the applicant	Verified API Score (for official use)
M.Phil. or equivalent					
Ph. D or equivalent					

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

sr. No.	Programme	Duration	Organized by	API Score to be filled by the applicant	Verified API Score (for official use)

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

Sr.No.	Title of the Paper presented	Title of Conference/ Seminar	Organized by	Whether international/ national/state/ regional college or university level	API Score to be filled by the applicant	Verified API Score (for official use)

(E) (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

S.No.	Title of lecture/ Academic Session	Title of Conference/ Seminar etc	Organized by	Whether international/ national	API Score to be filled by the applicant	Verified API Score (for official use)

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period	Verified API Score (for official use)
I	TEACHING, TRAINING, COACHING, DEVELOPMENT OF SPORTS PERSON AND SPORTS MANAGEMENT ACTIVITIES				
II	CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT ETC.				
	Total I + II				
III	RESEARCH AND ACADEMIC CONTRIBUTION				

PART C: OTHER RELEVANT INFORMATION

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

S. No.	Details (Mention Year, value etc. where relevant)

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

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

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

**Signature of the faculty with
Designation, Place & Date**

Observations and remarks of the Head / Senior most staff of the Department.

Signature of Head / Senior most staff of the Department

N.B: The individual PBAS proforma duly filled along with all the enclosures, submitted for CAS promotions will be duly verified by the University/College as necessary and placed before the Screening Cum Evaluation Committee or Selection Committee for assessment / verification.

Observation and remark of the Principal.

Date:

Signature of Principal

Observation and remark of the Chairperson of the Selection Committee.

Date: **Signature of the Chairperson of the Screening cum Evaluation Committee
or Selection Committee and also the members of committee.**

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INSTRUCTIONS FOR FILLING INFORMATION IN CATEGORY III OF PART B OF THE PBAS PROFORMA:

Part B of the proforma is based on Appendix III, Table 1 of the UGC Regulations 2010.

Part 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 these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-I of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below.

N.B. 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.

REFER TO APPENDIX I TABLE IV FOR DETAILS ABOUT THE API'S BEFORE THE FORM IS FILLED.

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CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sr. No.	Parameters	Particulars	API Score allotted
III(a)	Research Publication (journals)	Refereed Journals * (Total Publications = N)	15 per publication
		➤ No. of papers published in Indexed Journals out of $N = N_1$	5 per publication
		➤ No. of papers published in journals with impact factor between 1 and 2 out of $N = N_2$	10 per publication
		➤ No. of papers published in journals with impact factor between 2 and 5 out of $N = N_3$	15 per publication
		➤ No. of Papers published in journals with impact factor 5 and above out of $N = N_4$	25 per publication
		Non-Refereed but recognized and reputed journals and periodicals, having ISBN / ISSN numbers. ➤ No. Of Papers published = N_5	10 per publication
		Conference Proceedings as full papers, etc. (Abstract not to be included) ➤ No. of Papers published = N_6	10 per publication
		Total of III (A)	
III (b)	Research Publications (Books, Chapters in Books other than refereed Journal articles)	Text or Reference Books Published by International Publishers with an established peer review system. ➤ No. of sole author book(s) = M_1 ➤ No. of chapter(s) in an edited book(s) = M_2	50/sole author 10/chapter in an edited book
		Subject Books by National / State level publishers and Central Govt. Publications with ISBN/ISSN numbers. ➤ No. of sole author book(s) = M_3 ➤ No. of chapter(s) in an edited book(s) = M_4	25/sole author 5/chapter in an edited book
		Subject Books by Other local publishers with ISBN/ISSN numbers. ➤ No. of sole author book(s) = M_5 ➤ No. of chapter(s) in an edited book(s) = M_6	15/sole author 3/chapter in an edited book
		Chapters contributed to edited knowledge based volumes published by International Publishers ➤ No. of chapter(s) = M_7	10/chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories ➤ No. of chapter(s) = M_8	5/chapter
		Total of III (B)	
III (C)			
(i)	Sponsored Projects carried out/ ongoing	Major Projects amount mobilized with grants above Rs. 5.0 Lakhs ➤ No. Of Project(S) = P_1	20 / project
		Major Projects Amount mobilized with minimum of Rs. 3.00 Lakhs up to Rs. 5.00 Lakhs ➤ No. Of Project(S) = P_2	15/project
		Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 Lakhs) ➤ No. Of Project(S) = P_3	10/project

(ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.2.00 Lakhs. Amount mobilised in multiple of Rs. 2 Lakhs. = R	10 per Rs. 2 Lakhs
(iii)	Completed projects : Quality Evaluation	Completed project report (Accepted by funding agency) ➤ No. Of completed & accepted Major Project(S) = Q₁ ➤ No. Of Completed & accepted Minor Project(s) = Q₂	20 / Major Project 10 / Minor Project
(iv)	Projects Outcome / Outputs	Major Policy document of Govt. Bodies at Central and State level: ➤ No. of State level Output = Q₁ ➤ No. of Central / National level output = Q₂ ➤ No. of International Level Output = Q₃	10/ State Level; 30 / National level; 50/International Level Output / Patent
		Total of III (C)	
III D			
(i)	M.Phil.	Degree awarded only ➤ No. of Candidates = D₁	3 per candidate
(ii)	Ph.D.	Degree awarded only ➤ No. of Candidates = D₂ Thesis Submitted ➤ No. of Candidates = D₃	10 per candidate 7 per candidate
		Total of III (D)	
III E			
(i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	Not less than two weeks duration No. of Programme(s) = P₁	20 each
		Not less than one weeks duration No. of Programme(s) = P₂	10 each
(ii)	Papers in Conference/ Seminars / workshops etc.(that are not included in III A)**	Participation and Presentation of research papers (oral/poster) in International Conference No. of papers = P₁	10 Points each
		National No. of papers = P₂	7.5 Points each
		Regional/State level No. of papers = P₃	5 Points each
		Local –University/College level No. of papers = P₄	3 Points each
(iii)	Invited to deliver lecture or make presentations for conferences / symposia	International ➤ No. of Lectures and/or Presentations = L₁	10 Points each
		National level ➤ No. of Lectures and/or Presentations = L₂	5 Points each
		Total of III (E)	

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Notes:

1. It is incumbent on the Coordination Committee proposed in this circular and the University to prepare and publicize within six months subject-wise list of journals, periodicals and publishers under categories IIIA and B, till such time, Screening / Selection Committee will assess and verify the categorization and scores of publications.
 2. The API for Joint Publications will have to be calculated in the following manner: Of the Total Score for the relevant category of publication by the concerned teacher, the first / Principal author and the corresponding authors / supervisors / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by the other authors.
- * The API score for paper in refereed journal will be **augmented** as follows:
- i. Indexed journals – by 5 points
 - ii. papers with impact factor between 1 and 2 – by 10 points
 - iii. papers with impact factor between 2 and 5 – by 15 points
 - iv. papers with impact factor 5 and above – by 25 points
- ** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).
- =====

PROFORMA FOR UNIVERSITY/COLLEGE DPES BASED ON ACADEMIC PERFORMANCE INDICATORS DEVELOPED UNDER UGC REGULATIONS 2010.

SECTION I: GENERAL

Sr. No.	Particulars	
1	Name (in BLOCK letters)	
2.	Father's Name/Mother's Name	
3.	University Department /College	
4.	Current Designation Pay Band & Grade Pay	Designation: Pay Band: Grade pay:
5.	Date of last promotion	
6.	Which position and grade pay are you an applicant under CAS?	Position: Grade pay:
7.	Date of eligibility for promotion	
8.	Date and Place of Birth	
9.	Sex	
10.	Marital Status	
11.	Nationality	
12.	Indicate whether belongs in SC/ST/OBC category	
13.	Address for correspondence (with pin code)	
14.	Permanent Address (with pin code)	
15.	Telephone No.	Landline: Mobile:
16.	Email	

SECTION B:

CATEGORY I: TEACHING, TRAINING, COACHING, DEVELOPMENT OF SPORTS PERSON AND SPORTS MANAGEMENT ACTIVITIES:

Sr. No.	Nature of Activity	Scores		
		Max. API Score	Scores marked by the applicant	Verified Scores
1	<ul style="list-style-type: none"> ❖ Management of Physical Education and Sports Programme for students (Planning, Executing and evaluating the policies of Physical Education and Sports) should be based on verifiable records (maximum score: 20 points) ❖ Lectures cum practice based athlete / sports classes, seminars etc. undertaken as % of allotted hours. No scores should be assigned if a teacher has taken less than (say) 80% assigned classes. University may give allowance for period of leave where alternative teaching arrangements would ordinarily be made. (maximum score 20 points) 	40		
2	Extending services, sports facilities and training on holidays to the institution and organizations. (Maximum score : 10 points)	10		
3	Organizing and conducting sports & games competitions at International / National / State / Inter University / Inter Zonal / Inter College level. (Maximum score : 25 points) Organizing & Conducting Coaching Camps / Sports person development / training programmes (Maximum score: 15 points)	40		
4	Upgradation of scientific & technological knowledge in Physical Education and Sports. (Maximum score: 5 points) Identifying Sports talent and maintaining excellence in sports among students. (Maximum score: 10 points)	20		
5	Development and Maintenance of play fields Purchase and Maintenance of the other sports facilities. (Maximum score : 15 points)	15		
	Total Score	125		
	Minimum API Score Required	75		

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES

Sr. No.	Nature of Activity	Score		
		Max. API Score	Score marked by the applicant	Verified API Score
1	Extension, Co-curricular, extension and field based activities (Student related co-curricular, extension and field based activities (such as Cultural Exchange and Sports Programmes, Various level of extra murals and intra-mural programmes); extension work through NSS/NCC and other channels)	20		
2	Contribution to Corporate life & Management of Sports Units and Institution through participation in Sports and Administrative Committees and responsibilities.	15		
3	Professional Development Activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in category III below)	15		
Total Score		50		

CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sr. No.	Nature of Activity	Score		
		Max. API Score	Score marked by the applicant	Verified API Score
A	RESEARCH PUBLICATION (JOURNALS)			
B	RESEARCH PUBLICATIONS (BOOKS, CHAPTERS IN BOOKS OTHER THAN REFEREED JOURNAL ARTICLES)			
C	RESEARCH PROJECT			
D	RESEARCH GUIDANCE			
E	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS			
Total Score				

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 Applicant with
Designation, Place & Date**

Observations and remarks of the Head / Senior most staff of the Department.

Signature of HOD / Senior most teacher of the Department

Observation and remark of the Principal.

Date:

Signature of Principal

Observation and remark of the Chairperson of the Selection Committee.

Date:

**Signature of the Chairperson of the Screening cum Evaluation Committee
or Selection Committee and also members of the committee**

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University of Mumbai

Name & Address of the University Department/College:

**REVISED PBAS PROFORMA FOR SELF ASSESSMENT / DIRECT RECRUITMENT / PROMOTION UNDER
UGC CAREER ADVANCEMENT SCHEME FOR UNIVERSITY DEPUTY LIBRARIAN/UNIVERSITY ASSISTANT
LIBRARIAN/COLLEGE LIBRARIAN EQUIVALENT POSTS**

Application for promotion from: Self Assessment: _____

Direct Recruitment: _____

Promotion:University Assistant Librarian/college Librarian (Stage 1 to stage 2, Stage 2 to Stage 3), University Deputy Librarian / University Assistant Librarian (Stage 3) College Librarian (Stage 3) (Stage 3 to Stage 4), University Associate Librarian (Stage 4)/ (Stage 4 to Stage 5).

(Please indicate whichever is applicable)

Total API score calculated as per Appendix 3: _____.
Period of Assessment for the purpose of Self Assessment / Promotion: _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

Sr. No.	Particulars	
1.	Name (in BLOCK letters)	
2.	Father's Name/Mother's Name	
3.	University Department / College	
4.	Current Designation, Pay Band & Grade Pay	Designation: Pay Band: Grade pay:
5.	Date of last promotion	
6.	Which position and grade pay are you an applicant under CAS?	Position: Grade pay:
7.	Date of eligibility for promotion	
8.	Date and Place of Birth	
9.	Sex	
10.	Marital Status	
11.	Nationality	
12.	Indicate whether belongs in SC/ST/OBC category	
13.	Address for correspondence (with pin code)	
14.	Permanent Address (with pin code)	
15.	Telephone No.	Landline: Mobile:
16.	Email	

15. Academic Qualifications (Matriculation onwards):

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject
High School/Matric (10 th class)					
Intermediate / (10+2)					
B.A./B.Sc./ B.Com					
B.Lib.Sc.					
M.Lib.Sc.					
N.E.T. / S.E.T. J.R.F.					
Other examination, if any					

Attach certified true copy of the certificates

16. Research Degree(s):

Degrees	Title	Date of award	University
M.Phil.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			

* In case of M.Phil. /Ph.D. Examination, an attested copy of the degree and the result notification for the same is attached.

17. Record of academic service prior to joining the current college: Appointments held prior to joining this institution

Designation	Name of Employer	Date of		Salary with Grade	Reason of leaving
		Joining	Leaving		

Attach certified true copy of the certificates

Please indicate whether in previous service:

- Attach the attested copy of the letter issued by the University granting approval to your appointment at the previous institution/s.
- The essential qualifications of the post held were not lower than the qualification prescribed by the UGC/University.
- The post is/was in an equivalent grade or of the pre-revised scale of pay.
- Whether applied through proper channel
- Whether possess the same minimum qualification as prescribed by the UGC / University for appointment to the post.
- The post was filled in accordance with the prescribed selection procedure as laid down in this circular of University / State Government / Central Government / Concerned institutions, for such appointment.
- The previous appointment was not as guest lecture for any duration, or on ad-hoc or in a leave vacancy of less than one year duration.

18. Posts held after appointment at this institution:

Designation	Department	Date of actual joining		Grade
		From	To	

19. Period of teaching experience:

P.G. Classes (in years): _____

U.G. classes (in years): _____

20. Research Experience excluding years spent in M.Phil. /Ph.D. (in years):

21. Fields of Specialization under the Subject/Discipline

a.

b.

22. Academic Staff College Orientation/Refresher course attended:

Name of the Course/ Summer Course	Place	Duration	Sponsoring Agency

Attach certified true copy of the certificates

23. Detail of publications attached to the PBAS format (for evaluation)

Sr. No.	Nature of publication (Book Review / Research Paper etc.)	List of author/s as it appear in the publication	Name of the Book & the publishers / Journal, Issue no. and year of publication, page nos.	ISSN / ISBN number	Impact factor (in case of journal)

24. Any Other relevant information: (please attach an additional sheet/paper if required)

25. Please describe in brief about your future plans in relation to the following:

I	Teaching	
II	Research	
III	Mentoring of students	
IV	Social Responsibility	

Date:

Signature of the staff

Remarks / Observations / Comments by the Head or Senior most teacher of the Department

Date: Signature of the Head or senior most teacher of the Department

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Instructions for Filling up Part B of the PBAS Proforma: (Applicable to all categories except fresh applicants to the post of University Librarian/College Librarian in assistant professor cadre in case of direct recruitment)

Part B of the proforma is based on Appendix III, Table 1 of the UGC Regulations 2010.

Part B(I) is based on API scoring for Category I of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

Part B(II) is based on Category II of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

Part 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 these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-VII of the UGC Regulations 2010.

The self-assessment scores are further to be based on the indicators/activities given below.

N.B. 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.

PART B: ACADEMIC PERFORMANCE INDICATORS

(Applicable to all categories except fresh applicants to the post of University Deputy Librarian/University Assistant Librarian /College Librarian in Assistant Professor cadre in case of direct recruitment)

(Please see detailed instructions of the PBAS proforma before filling out this section)

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

1. Library resources organisation and maintenance of books, journals, reports; Provision of library reader-services, literature, retrieval services to researchers and analysis of reports; Provision of assistance to the University department/college with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information and for bringing out institutional Newsletters, etc. **(Maximum Score 40 points)**

Sr. No.	Indicators / Activities	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)

2. Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services such as automation of catalogue, learning resources, procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFIS, CCTV), development of library management tools (software), intranet management. **(Maximum Score: 30 points)**

	Indicators / Activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)

3. Development, Organization and management of e-resources including their accessibility over Intranet / Internet, Digitization of library resources, e-delivery of information, etc. **(maximum Score: 25 points)**

	Indicators / Activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)

4. User Awareness and Instruction programmes (orientation Lectures, Users training in the use of library services as e-resources, OPAC; Knowledge resources, user promotion programmes like organizing book exhibitions, other interactive latest learning resources etc. **(Maximum score: 20 points)**

	Indicators / Activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)

5. Additional services such as extending library facilities on holidays, Shelf Order Maintenance, Library User Manual, Building and Extending Institutional Library Facilities to outsiders through External Membership Norms. **(Maximum Score: 10 points)**

	Indicators / Activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)

Sr. No.	Indicator	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)
1.1	Library resources organisation and maintenance of books, journals, reports; Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports; Provision of assistance to the departments of college with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information and for bringing out institutional Newsletters, etc. (Maximum Score 40 points)		
1.2	Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services such as automation of catalogue, learning resources, procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFIS, CCTV), development of library management tools (software), intranet management. (Maximum Score: 30 points)		
1.3	Development, Organization and management of e-resources including their accessibility over Intranet / Internet, Digitization of library resources, e-delivery of information, etc. (maximum Score: 25 points)		
1.4	User Awareness and Instruction programmes (orientation Lectures, Users training n the use of library services as e-resources, OPAC; Knowledge resources, user promotion programmes like organizing book exhibitions, other interactive latest learning resources etc. (Maximum score: 20 points)		
1.5	Additional services such as extending library facilities on holidays, Shelf Order Maintenance, Library User Manual, Building and Extending Institutional Library Facilities to outsiders through External Membership Norms. (Maximum Score: 10 points)		
	Maximum Score : 125 points		
	Minimum Score required : 75 points		
	Total Score		

CATEGORY – II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

1. Students related co-curricular, extension and field based activities (Such as Cultural Exchange and Library Service Programmes, Various level of extramural and intramural programmes, extension, library-literary work through different channels) **(Maximum score: 20 points)**

	Nature of activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)

2. Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities. **(Maximum score: 15 points)**

	Nature of activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)

3. Professional Development Activities (such as participation in seminars, conferences, short term courses, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles not covered in category III below). **(Maximum score: 15 points)**

	Nature of activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)

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

Please mention your contribution to any of the following:

Sr. No.	Type of Activity	Self Assessment Score (to be filled by applicant)	Verified API SCORE (for official use)
1	Students related co-curricular, extension and field based activities (Such as Cultural Exchange and Library Service Programmes, Various level of extramural and intramural programmes, extension, library-literary work through different channels) (Maximum score: 20 points)		
2	Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities. (Maximum score: 15 points)		
3	Professional Development Activities (such as participation in seminars, conferences, short term courses, e-library training courses, workshops and evens, talks, lectures, membership of associations, dissemination and general articles not covered in category III below). (Maximum score: 15 points)		
	Maximum Score : 50 points		
	Minimum Score required : 15 points		
	Total Score		

Note: Please attach relevant documents / certificate issued by the Principal of the College / Institution for information provided in Part B Category I & II

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INSTRUCTIONS FOR FILLING INFORMATION IN CATEGORY I AND CATEGORY II OF PART B OF THE PBAS PROFORMA:

Part B of the proforma is based on Appendix III, Table 1 of the UGC Regulations 2010.

Part B(I) is based on API scoring for Category I of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

Part B(II) is based on Category II of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-VII of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below.

N.B. 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.

REFER TO APPENDIX I TABLE VII FOR DETAILS ABOUT THE API'S BEFORE THE FORM IS FILLED.

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

Maximum score allotted: 125

Minimum API Score required: 75

Sr. No.	Indicators / Activities	Maximum Score
1	<p>Library resources organisation and maintenance of books, journals, reports; Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports; Provision of assistance to the departments of college with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information and for bringing out institutional Newsletters, etc.</p>	40
1.1	<p>Library resources organisation and maintenance of books, journals, reports</p> <p>Books collected / acquired (collection Building) (2 points each)</p> <ul style="list-style-type: none"> • Books (Text Books , Reference Books, Books on General Reading etc.) purchased • Journals Subscribed • E-Journals • Reports collected • Back volumes collected / Bound <p>Maintenance of collection (2 points each)</p> <ul style="list-style-type: none"> • Technical Processing • Accessioning • Classification • Cataloguing • Book Binding • Training to library staff to maintain collection <p>Book Purchase Policy (2 points each)</p> <ul style="list-style-type: none"> • Recommended by Teachers • Recommended by Students/Staff (other than teachers) • Recommended by Check list • Publisher Catalogue • Books Review, exhibition , etc • Arrangement of Collection / Stack Arrangement • Subject-wise / Classified shelving • Alphabetical shelving • Stock verification is completed regularly • Write off/ weeding out of books, reading materials, etc. • Collection Promotion .Expl.-: Display, Additions list, in house exhibition 	

1.2	<p>Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports (2 points each)</p> <ul style="list-style-type: none"> • Reference Service • Current Awareness Services • Selective Dissemination of Information Services • Bibliographic/Catalogues/ Index Services • Inter Library loan Services • On-line Public Access catalogue (OPAC) • Home lending Services • Reprographic Services • Internet Information Services • Information Extension Services • E-Journals Services • Periodical Contents Services • Information Analysis for catalogue / Index • Document Deriving Services • Audio-Visuals information Services • Indexing / Abstracting Services 	
1.3	<p>Provision of assistance to the departments of University / College with the required inputs for preparing reports, manuals and related documents (2 points each)</p> <ul style="list-style-type: none"> • Assistance by providing number of books, reports to Departments • Assistance by providing documents under documents delivery facilities to Departments • Assistance by providing Technical guidance to develop Departmental Library • Assistance by providing books to faculties of Department • Assistance by providing Indexing / Abstracting /Periodical Contents to faculties of Departments/ Sections 	
1.4	<p>Assistance towards updating website with activity related information and for bringing out institutional Newsletters etc. (2 points each)</p> <ul style="list-style-type: none"> • Information Provided about Library • Information Provided about Services rendered • Information Provided about Link of e-Resources • Information Provided about new additions • Information Provided about Transactions • Information Provided about Library members • Information Provided for University / College publication 	
2	<p>Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services such as automation of catalogue, learning resources, procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFIS, CCTV), development of library management tools (software), intranet management. (Maximum Score: 30 points)</p>	30

	<p>Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services (2 points each)</p> <ul style="list-style-type: none"> • Library Automation • Data Capturing • Provision of OPAC • Membership data creation / Readers data creation • Computerized Reports Generation • Computerized Alphabetic list of books generation • Daily / Weekly /Monthly computerized Reports generation for transaction • Computerized Acquisition • Computerized periodicals Registration • Computerized list of back volumes • Computerized list of members / readers 	
	<p>Library security (technology based methods such as RFID, CCTV). (2 points each)</p> <ul style="list-style-type: none"> • RFID Technology • CCTV Technology • 3MP Technology • Other electronic Security • Library Management Software • Internet for Library management /function 	
3	Development, Organization and management of e-resources including their accessibility over Intranet / Internet, Digitization of library resources, e-delivery of information, etc.	25
	<p>Development, Organization and management of e-resources including their accessibility over Intranet / Internet(4 points each)</p> <ul style="list-style-type: none"> • Web Resources facilities provided to readers Expl. - Consortia, Open access journals, DOAJ, J-Gate, etc. 	
	<p>Digitization of library resources & e-delivery of information</p> <ul style="list-style-type: none"> • Digital Library developed for readers (4 points) • Information collected and delivered thorough electronic devices to Institutional Departments / Sections and readers (4 points) • Digitization / Computerization of Library (4 points) • Digitization / Lamination of Rare Books, Manuscripts, etc(4 points) <p>Management of e-Recourses</p> <ul style="list-style-type: none"> • Databases Subscribed (4 points) <p>Types of Databases Management</p> <ul style="list-style-type: none"> • CDs stored (1 points) • Hard Disk stored (1 points) • Printed and stored (1 points) 	
4	User Awareness and Instruction programmes (orientation Lectures, Users training in the use of library services as e-resources, OPAC; Knowledge resources, user promotion programmes like organizing book exhibitions, other interactive latest learning resources etc.	20
	<p>User Awareness and Instruction programmes(3 points each)</p> <ul style="list-style-type: none"> • Users education activities • Training or knowledge inculcation to readers about , How to use library resources • Library talks / Lectures arranged for users • Instructions inculcation / display about OPAC 	
	<p>Information Sources promotion programmes (3 points each)</p> <ul style="list-style-type: none"> • Originating Books exhibition • Originating Journals display 	

	<ul style="list-style-type: none"> • Parading Bulletin Board Services • Originating Display of New Added books • Conducting Information literacy programmes 	
5	Additional services such as extending library facilities on holidays, Shelf Order Maintenance, Library User Manual, Building and Extending Institutional Library Facilities to outsiders through External Membership Norms.	10
	Additional services such as extending library facilities on holidays (2 points each) <ul style="list-style-type: none"> • Textbook Section services provided • Reading Room facilities provided • If required, Reading Room hours extended • Sanitary and Drinking Water services provided including holidays • Shelf Indicators / stickers maintained in stack to guide the readers • Library users manual brought out to guide the readers 	
	Institutional Library Facilities to outsiders through External Membership Norms. (2 points each) <ul style="list-style-type: none"> • Reference Service • Reprographic • Temporary memberships • Referral service • Memberships opened to institutes • Inter Library Loan Services provided to institutes 	

CATEGORY II: CO-CURRICULAR EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Maximum score allotted: 50

Minimum API Score required: 15

Sr. No.	Nature of Activity	Max. Score
(i)	Students related co-curricular, extension and field based activities (Such as Cultural Exchange and Library Service Programmes, Various level of extramural and intramural programmes, extension, library-literary work through different channels)	20
	Students related co-curricular, extension and field based activities (5 points each) <ul style="list-style-type: none"> • Cultural/ exchange programmes originated for internal Intuitions students • Cultural/ exchange programmes originated for external Intuitions students • Originating of Extension programmes arranged for awareness among students / public. • Lectures delivered for local students / Lectures delivered for university students. • Library Hours arranged for internal/ external students. 	
(ii)	Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities.	15
	Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities. (2 points each) <ul style="list-style-type: none"> • Library committee is formed • Library committee meets regularly • Senate • Management Council • Academic Council • Faulty • Board of Studies • Board of Examination 	

	<ul style="list-style-type: none"> Local University Committees Local College Committees Selection Committees / Screening Cum Evaluation Committee 	
(iii)	Professional Development Activities (such as participation in seminars, conferences, short term courses, e-library training courses, workshops and evens, talks, lectures, membership of associations, dissemination and general articles not covered in category III below).	15
	Professional Development Activities (3 points each) <ul style="list-style-type: none"> ➤ Participation in Seminars / Conferences / Workshops, Orientation course, Refresher Course, Training Course, etc. ➤ Delivered lectures for professionals at Seminars, Conferences, Workshops, Training, Orientation/ Refresher Courses. ➤ Membership of Professional Associations including position acquired in it. ➤ Professional Information Disseminated through Bulletin Board, Brochures, Pamphlets, etc. ➤ Creation of information, new methodology, new techniques to manage library / profession ➤ Editor / Sub-editor / Associate editor/ Patron etc. for publications in profession Advisor / Organizer / Convener, etc. for professional activities 	

CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Note: Please read the instructions given at the end of the Proforma for calculating API Scores in each category.

A) Published Papers in Journals

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	API Score to be filled by the applicant	Verified API Score (for official use)

B(i) Articles/Chapters published in Books.

S.No.	Title with page nos.	Book Title, editor & Publisher	ISSN / ISBN No.	Whether peer reviewed	No. of co-authors.	Whether you are the main author	API Score to be filled by the applicant	Verified API Score (for official use)

ii) Full Papers in Conference Proceedings

S. No.	Title with page Nos.	Details of conference publication	ISSN / ISBN No.	No. of co-authors	Whether you are the main author	API Score to be filled by the applicant	Verified API Score (for official use)

iii) Books Published as single author or as editor

Sr. No.	Title with page Nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score to be filled by the applicant	Verified API Score (for official use)

III. C) Ongoing and Completed Research Projects and Consultancies. (c) (I & II) Ongoing Projects / Consultancies

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	API Score to be filled by the applicant	Verified API Score (for official use)

III. C) (III & IV) Ongoing Projects / Consultancies

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	Whether policy document / patents as outcome	API Score to be filled by the applicant	Verified API Score (for official use)

(D) Research Guidance

Sr. No.	Number Enrolled	Thesis submitted	Degree awarded	API Score to be filled by the applicant	Verified API Score (for official use)
M.Phil. or equivalent					
Ph. D or equivalent					

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

sr. No.	Programme	Duration	Organized by	API Score to be filled by the applicant	Verified API Score (for official use)

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

Sr.No.	Title of the Paper presented	Title of Conference/ Seminar	Organized by	Whether international/ national/state/ regional college or university level	API Score to be filled by the applicant	Verified API Score (for official use)

(E) (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

Sr.No	Title of lecture/ Academic Session	Title of Conference/ Seminar etc	Organized by	Whether international/ national	API Score to be filled by the applicant	Verified API Score (for official use)

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period	Verified API Scores
I	Procurement, Organization, and Delivery of Knowledge and Information Through Library Services				
II	Co-curricular, Extension, Professional development etc.				
	Total I + II				
III	Research and Academic Contribution				

PART C: OTHER RELEVANT INFORMATION

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

S. No.	Details (Mention Year, value etc. where relevant)

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

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

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 HOD/
Chairperson/Principal

(Applicable only if the applicant has applied for the post of Associate Professor / Professor)

N.B: The individual PBAS proforma duly filled along with all the enclosures, submitted for Direct Recruitment will be duly verified by the University/College as necessary and placed before the Selection Committee for assessment / verification and consideration as part of Direct Recruitment Procedure.

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INSTRUCTIONS FOR FILLING INFORMATION IN CATEGORY III OF PART B OF THE PBAS PROFORMA:

Part B of the proforma is based on Appendix III, Table 1 of the UGC Regulations 2010.

Part 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 these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-I of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below.

N.B. 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.

REFER TO APPENDIX I TABLE VII FOR DETAILS ABOUT THE API'S BEFORE THE FORM IS FILLED.

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CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sr. No.	Parameters	Particulars	API Score allotted
III(a)	Research Publication (journals)	Refereed Journals * (Total Publications = N)	15 per publication
		➤ No. of papers published in Indexed Journals out of N = N₁	5 per publication
		➤ No. of papers published in journals with impact factor between 1 and 2 out of N = N₂	10 per publication
		➤ No. of papers published in journals with impact factor between 2 and 5 out of N = N₃	15 per publication
		➤ No. of Papers published in journals with impact factor 5 and above out of N = N₄	25 per publication
		Non-Refereed but recognized and reputed journals and periodicals, having ISBN / ISSN numbers. ➤ No. Of Papers published = N₅	10 per publication
		Conference Proceedings as full papers, etc. (Abstract not to be included) ➤ No. of Papers published = N₆	10 per publication
		Total of III (A)	
III (b)	Research Publications (Books, Chapters in Books other than refereed Journal articles)	Text or Reference Books Published by International Publishers with an established peer review system. ➤ No. of sole author book(s) = M₁ ➤ No. of chapter(s) in an edited book(s) = M₂	50/sole author 10/chapter in an edited book
		Subject Books by National / State level publishers and Central Govt. Publications with ISBN/ISSN numbers. ➤ No. of sole author book(s) = M₃ ➤ No. of chapter(s) in an edited book(s) = M₄	25/sole author 5/chapter in an edited book
		Subject Books by Other local publishers with ISBN/ISSN numbers. ➤ No. of sole author book(s) = M₅ ➤ No. of chapter(s) in an edited book(s) = M₆	15/sole author 3/chapter in an edited book
		Chapters contributed to edited knowledge based volumes published by International Publishers ➤ No. of chapter(s) = M₇	10/chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories ➤ No. of chapter(s) = M₈	5/chapter
		Total of III (B)	

III (C)			
(i)	Sponsored Projects carried out/ ongoing	Major Projects amount mobilized with grants above Rs. 5.0 Lakhs ➤ No. Of Project(S) = P₁	20 / project
		Major Projects Amount mobilized with minimum of Rs. 3.00 Lakhs up to Rs. 5.00 Lakhs ➤ No. Of Project(S) = P₂	15/project
		Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 Lakhs) ➤ No. Of Project(S) = P₃	10/project
(ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.2.00 Lakhs. Amount mobilised in multiple of Rs. 2 Lakhs. = R	10 per Rs. 2 Lakhs
(iii)	Completed projects : Quality Evaluation	Completed project report (Accepted by funding agency) ➤ No. Of completed & accepted Major Project(S) = Q₁ ➤ No. Of Completed & accepted Minor Project(s) = Q₂	20 / Major Project 10 / Minor Project
(iv)	Projects Outcome / Outputs	Major Policy document of Govt. Bodies at Central and State level: ➤ No. of State level Output = Q₁ ➤ No. of Central / National level output = Q₂ ➤ No. of International Level Output = Q₃	10/ State Level; 30 / National level; 50/International Level Output / Patent
		Total of III (C)	
III D			
(I)	M.Phil.	Degree awarded only ➤ No. of Candidates = D₁	3 per candidate
(II)	Ph.D.	Degree awarded only ➤ No. of Candidates = D₂	10 per candidate
		Thesis Submitted ➤ No. of Candidates = D₃	7 per candidate
		Total of III (D)	
III E			
(i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	Not less than two weeks duration No. of Programme(s) = P₁	20 each
		Not less than one weeks duration No. of Programme(s) = P₂	10 each
(ii)	Papers in Conference/ Seminars / workshops etc.(that are not included in III A) **	Participation and Presentation of research papers (oral/poster) in	
		International Conference No. of papers = P₁	10 Points each
		National No. of papers = P₂	7.5 Points each

		Regional/State level No. of papers = P₃ Local –University/College level No. of papers = P₄	5 Points each 3 Points each
(iii)	Invited to deliver lecture or make presentations for conferences / symposia	International ➤ No. of Lectures and/or Presentations = L₁	10 Points each
		National level ➤ No. of Lectures and/or Presentations = L₂	5 Points each
		Total of III (E)	

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Notes:

1. It is incumbent on the Coordination Committee proposed in this circular and the University to prepare and publicize within six months subject-wise list of journals, periodicals and publishers under categories IIIA and B, Till such time, Screening / Selection Committee will assess and verify the categorization and scores of publications.
 2. The API for Joint Publications will have to be calculated in the following manner: Of the Total Score for the relevant category of publication by the concerned teacher, the first / Principal author and the corresponding authors / supervisors / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by the other authors.
- * The API score for paper in refereed journal will be **augmented** as follows:
- i. Indexed journals – by 5 points
 - ii. papers with impact factor between 1 and 2 – by 10 points
 - iii. papers with impact factor between 2 and 5 – by 15 points
 - iv. papers with impact factor of 5 and above – by 25 points
- ** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).

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PROFORMA FOR COLLEGE LIBRARIAN BASED ON ACADEMIC PERFORMANCE INDICATORS DEVELOPED BY THE UGC.

SECTION I: GENERAL

Sr. No.	Particulars	
1	Name (in BLOCK letters)	
2.	Father's Name /Mother's Name	
3.	University Department / College	
4.	Current Designation, Pay Band & Grade Pay	Designation:- Pay Band :- Grade Pay:-
5.	Date of Promotion	
6.	Which position and grade pay are you an applicant under CAS?	Position:- Grade Pay:-
7.	Date of Eligibility for Promotion	
8.	Date and Place of Birth	
9.	Sex	
10.	Marital Status	
11.	Nationality	
12.	Indicate whether belongs in SC/ST/OBC category	
13.	Address for correspondence (with pin code)	
14.	Permanent Address (with pin code)	
15.	Telephone No.	Land Line:- Mobile No:-
16	Email	

SECTION B:

CATEGORY I. PROCUREMENT, ORGANISATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

Sr. No.	Nature of Activity	Maximum Score		
		API Score	Score marked by the applicant	Verified API Score
1.1	Library resources organisation and maintenance of books, journals, reports; Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports; Provision of assistance to the University department/college with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information and for bringing out institutional Newsletters, etc. (Maximum Score 40 points)	40		
1.2	Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services such as automation of catalogue, learning resources, procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFIS, CCTV), development of library management tools (software), intranet management. (Maximum Score: 30 points)	30		
1.3	Development, Organization and management of e-resources including their accessibility over Intranet / Internet, Digitization of library resources, e-delivery of information, etc. (maximum Score: 25 points)	25		
1.4	User Awareness and Instruction programmes (orientation Lectures, Users training in the use of library services as e-resources, OPAC; Knowledge resources, user promotion programmes like organizing book exhibitions, other interactive latest learning resources etc. (Maximum score: 20 points)	20		
1.5	Additional services such as extending library facilities on holidays, Shelf Order Maintenance, Library User Manual, Building and Extending Institutional Library Facilities to outsiders through External Membership Norms. (Maximum Score: 10 points)	10		
	Maximum Score	125		
	Minimum API Required	75		
	Total Score			

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum Score		
		API Score	Score marked by the applicant	Verified API Score
1	Students related co-curricular, extension and field based activities (Such as Cultural Exchange and Library Service Programmes, Various level of extramural and intramural programmes, extension, library-literary work through different channels) (Maximum score: 20 points)	20		
2	Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities. (Maximum score: 15 points)	15		
3	Professional Development Activities (such as participation in seminars, conferences, short term courses, e-library training courses, workshops and evens, talks, lectures, membership of associations, dissemination and general articles not covered in category III below). (Maximum score: 15 points)	15		
	Maximum Score	50		
	Minimum API Required	15		
	Total Score			

CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sr. No.	Nature of Activity	Maximum Score		
		API Score	Score marked by the applicant	Verified API Score
A	RESEARCH PUBLICATION (JOURNALS)			
B	RESEARCH PUBLICATIONS (BOOKS, CHAPTERS IN BOOKS OTHER THAN REFEREED JOURNAL ARTICLES)			
C	RESEARCH PROJECT			
D	RESEARCH GUIDANCE			
E	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS			
	Total Score			
	Minimum API Required			
	Total Score			

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.

Place & Date

Signature of the Applicant with Designation.

Observations and remarks of the Head / Senior most staff of the Department.

Date

**Signature of HOD / Senior most teacher of the
Department**

Observation and remark of the Principal.

Date:

Signature of Principal

Observation and remark of the Chairperson of the Selection Committee.

Date:

**Signature of the Chairperson of the Screening cum Evaluation Committee
or Selection Committee and also members of the committee**

**V.K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS
AND
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE**

[AFFILIATED TO UNIVERSITY OF MUMBAI & ACCREDITED BY NAAC]
(MANAGED BY BHANDUP EDUCATIONAL SOCIETY)
BHANDUP (E), MUMBAI - 400 042.

Phone: 2566 8541 • Telefax : 022 - 2566 1897 • E-mail: vkkmenoncollege@gmail.com

Date _____

Metric : 6.3.5

Institution has Performance Appraisal System for teaching and non-teaching staff.

Sr. No.	Description
2	GOVERNMENT OF MAHARASHTRA Higher & Technical Education Department Government Resolution No. Misc-2018/C.R.56/18/UNI-1.

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, 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 12th August, 2009.
2. Government of India MHRD letter No. 1-7/2015-U.II (1), dated 2nd November, 2017.
3. Government of India MHRD letter No. Corrigendum F.No.1-7/2015-U.II (1), dated 8th November, 2017.
4. Government of India MHRD letter No. 1-4/2017-U.II, dated 28th January, 2019.
5. UGC letter No. F.No.23-4/2017 (PS), dated 31st January, 2018.
6. The Gazette of India: Extraordinary, Part III-Section 4, dated 18th July, 2018.
7. The Maharashtra Public University Act, 2016

Preamble:-

University Grants Commission vide its letter dated 31st January, 2018 mentioned that the Government of India MHRD, Department of Higher Education, New Delhi vide its letter dated 2nd November 2017 regarding revision of 7th 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 7th 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 2nd November, 2017 and regulation issued by UGC dated 18th 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 31st 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 1st 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.

4.0. Recruitment and Qualifications

4.1. 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.

4.2. 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.

4.3. 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.

4.4. 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.

4.5. 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.

4.6. 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.

- 4.7. The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 4.8. The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 4.9. The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.
- 4.10. 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.
- 4.11. 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.

4.12. 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.

5.0. Direct Recruitment

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

I. Assistant Professor in Colleges and Universities

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 a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

- 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:

- 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.

5.2. For the Disciplines of Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms 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.

5.3. 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.

5.4. 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.

5.5. 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.

5.6. 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:

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

6. Constitution of Selection Committees and Guidelines on Selection Procedure

6.1. 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.

6.2. 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.

6.3. 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.

- 6.4.** 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.

7.0. Selection Procedure:

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

7.1. 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.
- 7.2.** The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these 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.
- 7.3.** 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.
- I.** 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.
 - II.** 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.
 - III.** The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a “Screening-cum-Evaluation Committee”, following the criteria laid

down in Table1 of Appendix II.

- IV.** The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V.** For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- VI.** The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The 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 fulfils 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.
- VII.** Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:
- 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.

VIII. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory up to 31st December, 2018.

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

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

9.0. 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 7th 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 1st January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st 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

Existing pay	Revised pay
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/-)

10.0. 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.

11.0. 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.

13.0. 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, 1st January and 1st July of every year, instead of existing date of 1st 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.

19.0 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.

21.0 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.

22.0. Code of Professional Ethics

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable 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;
- ix. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the

conduct of university and college examinations, including supervision, invigilation and evaluation; and

- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- i. Respect the rights and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, 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.

23.0. Maintenance of Standards in Higher Education Institutions

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective 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.

24.0. 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 form 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 1st January 2016 and those who were not in service after 1st 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 1st 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 29th July, 2016. (Appendix IV)

25.0. 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 1st January, 2016 shall be shared for the period from 1st January, 2016 to 31st 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 1st January 2016 will be treated as post existing as on 1st 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.

27.0. 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. 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
aeb9a9f05783d44cfe7a7d8e,
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Sable
Date: 2019.03.08 19:18:08 +05'30'

(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 (aaudit), 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

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalized Entry Pay (Rs.)						
1	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,500	1,10,500	1,27,900	2,10,800		
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			

21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

**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

S. No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden, etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) 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. Note: 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.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by:		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05

	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(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.	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05

6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper n 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: 3 A**Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities**

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2.	Post Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% and above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SET	03			
6.	Research Publications (2 marks for each research publication published in Peer- Reviewed or UGC- listed Journals)	10			
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	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
TOTAL	-	100

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.	Graduation	80% & Above = 21	60% to less than 80% = 19
2.	Post Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% and above = 07	55% to less than 60% = 05		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SET	05			
6.	Research Publications (2 marks for each research publication published in Peer- Reviewed or UGC- listed Journals)	06			
7.	Teaching/Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International/ National Level (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/>		
TOTAL	-	100
<hr/>		

Table 4

Assessment Criteria and Methodology for Librarians

Sr. No.	Activity	Grading Criteria
1.	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website. 	<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**

Sr. No.	Activity	Grading Criteria
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>Note:</p> <ol style="list-style-type: none"> 1) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. 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. 3) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion 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 III

TABLE – A

(Minimum API requirement for the promotion of teachers under CAS in university departments)

S.No.		Assistant Professor (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Professor (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Professor (Stage3/ AGP Rs. 8000) to Associate Professor (Stage 4/ AGP Rs. 9000)	Associate Professor (Stage4/ AGP Rs. 9000) to Professor (Stage 5/ AGP Rs. 10000)
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.		Assistant Professor (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Professor (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Professor (Stage3/ AGP Rs. 8000) to Associate Professor (Stage 4/ AGP Rs. 9000)	Associate Professor (Stage4/ AGP Rs. 9000) to Professor (Stage 5/ AGP Rs. 10000)
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period	60/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee

TABLE – C**(Minimum API requirement for the promotion of Library staff under CAS in Universities)**

S.No.		Assistant Librarian (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Librarian (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage3/ AGP Rs. 8000) to Deputy Librarian (Stage 4/ AGP Rs. 9000)	Deputy Librarian (Stage4/ AGP Rs. 9000) to Deputy Librarian (Stage 5/ AGP Rs. 10000)
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)**

S.No.		Assistant Librarian (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Librarian (Stage2/ AGP Rs. 7000 to Stage 3/ AGP Rs. 8000)	Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage3/ AGP Rs. 8000) to Deputy Librarian (Stage 4/ AGP Rs. 9000)
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee

TABLE – E

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

S.No.		Assistant Director (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Director (Stage2/ AGP Rs. 7000) to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/ AGP Rs. 8000)	Assistant Director (Selection Grade/ Deputy Director) (Stage3/ AGP Rs. 8000) to Deputy Director (Stage 4/ AGP Rs. 9000)	Deputy Director (Stage4/ AGP Rs. 9000) to Deputy Director (Stage 5/ AGP Rs. 10000)
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.		Assistant Director (Stage1/ AGP Rs. 6000 to Stage 2/ AGP Rs. 7000)	Assistant Director (Stage2/ AGP Rs. 7000 to Assistant Director (Selection Grade/ Deputy Director) (Stage 3/ AGP Rs. 8000)	Assistant Director (Selection Grade/ Deputy Director) (Stage3/ AGP Rs. 8000) to Deputy Director (Stage 4/ AGP Rs. 9000)
1.	Research and Academic Contribution (Category III)	20/ assessment period	50/ assessment period	45/ assessment period
2.	Expert assessment System	Screening Committee	Screening Committee	Selection Committee

**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 29th 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 1st 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 1st 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 1st 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 1st 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 1st 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 1st 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 1st 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 1st 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 1st 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 1st 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/-.

**V.K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS
AND
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE**

[AFFILIATED TO UNIVERSITY OF MUMBAI & ACCREDITED BY NAAC]
(MANAGED BY BHANDUP EDUCATIONAL SOCIETY)
BHANDUP (E), MUMBAI - 400 042.

Phone: 2566 8541 • Telefax : 022 - 2566 1897 • E-mail: vkkmenoncollege@gmail.com

Date _____

Metric : 6.3.5

Institution has Performance Appraisal System for teaching and non-teaching staff.

Sr. No.	Description
3	Sample - Feedback and Appraisal Forms.

V.K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
&
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE
&
B.E.S JUNIOR COLLEGE OF COMMERCE AND SCIENCE
BLANDUP EAST, MUMBAI-400 042

TEACHER APPRAISAL BY STUDENTS

NAME OF THE TEACHER:

CLASS:

Instructions:-

1. Please go through the form carefully before responding.
 2. Please feel free to express our frank opinion.
 3. The contents of the form will be kept confidential.
 4. Teachers have to be evaluated on the basis of the following scale.
5 - Excellent, 4 - Very Good, 3 - Good, 2 - Average, 1 - Below Average
-
1. Regularity and Punctuality in engaging lectures.
 2. Subject Knowledge.
 3. Presentation (Use of black boards, examples, maps, charts, diagrams etc)
 4. Audibility
 5. Class Control
 6. Communication Skill (Explanation of the topics).
 7. Availability for Personal / Academic Counseling.
 8. Your overall rating of the faculty.
 9. Do you have specific suggestion for bringing about improvement in him / her as a teacher?
If yes, mention the same.



Date:-

V.K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
&
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE
&
B.E.S JUNIOR COLLEGE OF COMMERCE AND SCIENCE
BHANDUP EAST, MUMBAI-400 042

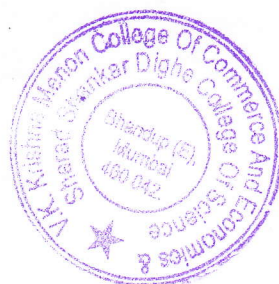
STUDENTS APPRAISAL TO PRINCIPAL

Instructions:-

1. Please read the form before filling.
2. Please feel free to express your views.
3. The contents of the form will be kept confidential.

Fill in "YES or No"

1. Do you feel free to talk to her?
2. Does she listen to your problems?
3. Does she try to solve your problems?
4. Is she available for you when you need her?
5. Does she encourage extra - curricular activities?
6. Do you feel she has control over the student?



Academic Year: -

Date:-

V.K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
&
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE
&
B.E.S JUNIOR COLLEGE OF COMMERCE AND SCIENCE
BHANDUP EAST, MUMBAI-400 042

DEPARTMENT OF LIBRARY

APPRAISAL OF THE LIBRARY BY THE STUDENTS OF THE COLLEGE

Instructions:-

1. Please read the form completely before responding.
2. Please feel free to express your views.

QUESTIONNAIRE

1. How regularly do you visit library?

1. Every day 2. 3-4 times a week 3. Once in a week
4. 3-4 times a month 5. Once a month 6. Rarely

2. You visit library to read.....

1. Novels 2. Text Books 3. Reference Books
4. Additional Readings 5. Any others Please Specify

3. How do you rate your library in terms of Books & Periodicals Collection?

1. Excellent 2. Good 3. Average 4. Below Average

4. How do you rate your library in terms of Services offered?

1. Excellent 2. Good 3. Average 4. Below Average

5. Did you find the Library working hours suitable for you?

- Yes No

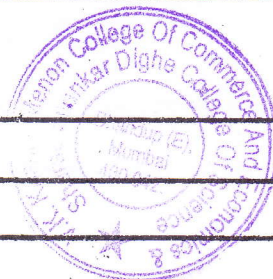
If No, State the reason

6. How did you find the staff in the Library, while communicating?

1. Very Co-operative 2. Co-operative 3. Non Co-operative

If any Library Staff is Non Co-operative, State his / her name(s)

7. Give your suggestions to improve the Library services.



Academic Year: -

Date:-

V.K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS

&

SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

&

B.E.S JUNIOR COLLEGE OF COMMERCE AND SCIENCE

BHANDUP EAST, MUMBAI-400 042

COLLEGE OFFICE

QUESTIONNAIRE

APPRAISAL OF THE COLLEGE OFFICE BY THE STUDENTS

Instructions:-

1. Please read the form before filling.
2. Please feel free to express your views.
3. The contents of the form will be kept confidential.
4. Your views will help us to improve our administration.

1. How do you find the College Office?

1. Excellent 2. Very Good 3. Good 4. Average 5. Below Average

2. Do you feel free to visit the Office for your work?

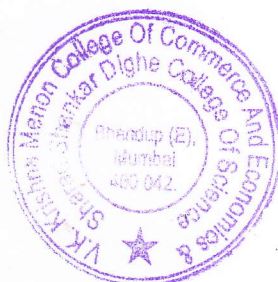
Yes No

3. Do you find any difficulty in getting your work done?

Yes No

4. Do you have any problem with the staff? If yes, mention the nature of the problem?

5. Do you have any suggestion regarding the functioning of the Office?



Academic Year: -

Date:-

1
635

V. K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

BHANDUP (E), MUMBAI - 400 042.

APPENDIX 'D-2'

(See Statute 422)

Form for Assessment of work of College Lecturers

Year of assessment _____

Date on which the teacher reached the stage of

Rs. _____

I. Basic Information

- i. Name of the college (in full) : **V. K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS AND S.S. DIGHE COLLEGE OF SCIENCE**
- ii. Region in which situated (Urban / Rural) : Urban
- iii. Name of the Lecturer (in full) Mr/Mrs. (Beginning with surname)
- iii. Date of birth
- iv. Qualification of Lecturers :-

Degree and Post-graduate Degree Examination	Special / Principal Subject offered	Allied Additional / Subordinate subjects Offered	Class obtained	Year of passing	University

vi. Subject taught and faculty

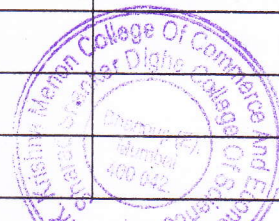
vii. Designation

viii. (a) Date of joining the present college

(b) Date of approval of appointment by the University

ix. Teaching experience at the college level _____ years, _____ months.

Names of the institution Where employed Previously	Period of Service With dates	Designation	Classes Taught	Subject Taught	Scale of pay



II Courses taught and work-load Number of periods per week

	Lecturers	Tutorials	Practical	Subject and papers taught
(i) Under – graduate				
(ii) Post-graduate				
(iii) M.Phil.				

III. Teaching Methods applied :

Name and describe new teaching methods used, if any, besides lecture method, i.e.

- (i) Distributing lecture synopsis and bibliography
- (ii) Encouraging questions in class
- (iii) Announcing topics for discussion in advance
- (iv) Holding Seminars
- (v) Use of audiovisual aids (wherever facilities exist)
- (vi) Holding of moot courts, arranging for court visits etc. in case of the law students

IV. Contribution to COSIP & COHSSIP Schemes in the college or through ULP (wherever such scheme exists)

V. Any other contribution in :-

- (i) Teaching Methods
- (ii) Evaluation Techniques
- (iv) Course Developments etc.

VI. Academic and Professional Growth (During the preceding three years):-

- (i) Research qualifications acquired
- (ii) Research projects undertaken
- (iii) Research papers published indicating titles and names of journals in which published.
- (iv) Guidelines rendered to Research Scholars
- *(v) Participation in Seminars.
Workshops and conferences.
- *(vi) Participation in orientation programmes, refresher courses etc.
- *(vii) Faculty improvement programme.
- *(viii) Any other type of training.



II Participation in Extra-mural Activities –

- (i) Extra – Curricular activities – debates, cultural activities, counseling to students, planning. Forums, Union, NSS NCC, Scouting etc.
 - (ii) Service to community – Adult Education, Extension Service etc.
-
-

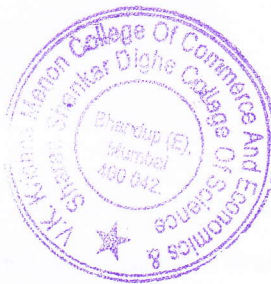
*(Wherever such facilities exist).

VIII. Help rendered in college, administration by membership of various committees such as Discipline Committee, Admission Committee, Students' Welfare Committee, etc.

IX. Any other information about contribution (not conveyed above) relevant to a proper assessment of activities

X. General observations :

- i) Attendance
 - (a) Regularity
 - (b) Punctuality
- (ii) Student – teacher relationship
- (iii) Colleague relationship
- (iv) Class control
- (v) Reading Habits and other matters



Place :

Date :

Signature of the Lecturer

*Evaluation by the Head of the Department or the Senior most Lecturer in the Department or Principal

Item	Factual Verification		Evaluation				
	Correct	Exaggerated	Excellent	Very Good	Good	Average	Poor
**I							
**II							
III							
IV							
V							
VI							
VII							
VIII							
IX							
X							

Date :

Signature of the Head of the Department or the Senior most Lecturer in the Department Principal.

Observations of the Principal.....

.....

Date :

Signature of the Principal

(Seal of the College)

*The Head of the Department or in his absence the Senior most Lecturer in the Department or Principal where he happens to be Head of the Department shall verify that all the columns in the form are filled in before he gives his ratings of evaluation and forwards the assessment report to the Principal /the University.

**Evaluation is not expected in respect of columns No.I and No. II.



KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

BHANDUP (E), MUMBAI - 400 042.

PERFORMANCE APPRAISAL FOR LECTURER

Name of the Teacher : _____

Designation : _____

Name of Institute : V. K. Krishna Menon College

Duration of Appraisal : 01-04-200__ to 31-3-200__

Note : *Indicates multiplication sign

1. Performance of Engaging Lectures/Practicals :

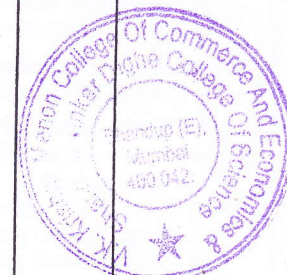
Sr. No.	Class / Course	Subjects taught	No. of Lectures target	Lectures Actually Engaged	Percentage Target Achieved	Average of Col. (6)	Performance and Multiplyig factors	Max. Weight	Weight Achieved (8) * (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
(1)							Excellent - 1.0 (100-91) Good - 0.7 (90-81)	05	
(2)									
(3)									
(4)									
(5)									
(6)									

2. Performance of Attendance of Students :

Sr. No.	Class / Course	Subjects taught	Sum of Students present	Lectures Actually Engaged	Students on Roll	Average attendance = (4) * 100 (5) * (6)	Average of Col. (7)	Performance and Multiplyig factors	Max. Weight	Weight Achieved (9) * (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
(1)							Excellent - 1.0 (100-81) Good - 0.7 (80-61) Average - 0.5 (60-41) Poor - 0.2 (40-001)	05		
(2)										
(3)										
(4)										
(5)										
(6)										

3. Performance of Results : (Theory Subjects)

Sr. No.	Class / Course	Subjects taught	Average result of same subject for last 3 years in institute	% of students securing marks above 3 years average	Average of Col. (5)	Performance and Multiplyig factors	Max. Weight	Weight Achieved (7) * (8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
(1)						Excellent - 1.0 (100-81) Good - 0.7 (80-61) Average - 0.5 (60-41) Poor - 0.2 (40-001)	05	
(2)								
(3)								
(4)								



Total Weight Achieved in Tables 1, 2 & 3

4. Other Performance :

No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
1.	<p>Class Room Planning and Control :</p> <p>a) Planning of lessons throughout the academic year. b) Effective communication of subject matter and clarity of speech. c) Management of lecture and class control. d) Involvement of students in learning process. e) Use of media such as charts, models, transparencies, OHP, VCR, TV.</p>				
2.	<p>For Teachers Concerned with Laboratory Work :</p> <p>a) Planned laboratory instructions including management of practicals. b) Uniform coverage of term work and guidance for writing journals. c) Checking of journals and making continuous assessment of term work. d) Preparation and display of instructional material, charts, models etc. e) Planning and procurement of consumable required for practicals.</p> <p style="text-align: center;">OR</p> <p>For Teachers Not Concerned with Laboratory Work :</p> <p>a) Arranging special lectures of eminent persons. b) Conducting special classes for low profile students. c) Attitude towards maintaining cleanliness and aesthetics. d) Interaction with teachers teaching subjects other than his own discipline. e) Preparation and display of instructional material.</p>				
3.	<p>Students Guidance and Counseling :</p> <p>a) Guidance to students about books and literature. b) Guidance about higher education / career planning. c) Guidance about job opportunities / entrepreneurship. d) Guidance for preparing for interviews / personality development. e) Guidance for independent study technique.</p>				
4.	<p>Assignments / Evaluation :</p> <p>a) Giving assignments regularly and assessing promptly. b) Maintaining quality and standard of questions / evaluation. c) Providing feed back to the students about shortcomings. d) Innovations in paper setting / evaluation. e) Record keeping of students' profile.</p>				
5.	<p>Curriculum / Learning Resources Development :</p> <p>a) Interest shown in curriculum development or preparation of syllabus. b) Preparing question banks. c) Motivating students for use of computers. d) Giving handouts / upkeep of laboratory manuals / writing books. e) Preparation of computer software as a teaching aid.</p>				
6.	<p>Seminars / Training :</p> <p>a) Use of library books, periodicals, journals etc. b) Attendance in seminars / conferences / work shops. c) Writing articles in state or national level periodicals d) Delivering speech in other institutions. e) Memberships of professional bodies, awards and honours.</p>				
7.	<p>Co-curricular Activities :</p> <p>a) Consultancy and testing in the appropriate of work area or Organising continuing education programme for revenue generation. b) Organising cultural programmes /sports / extra-curricular activities etc. c) Organising industrial visits / study tours for students or Taking interest in NCC/NSS/Blood Donation/Plantation/Medical Camps. d) Contribution to maintaining student discipline in general. e) Ability to work as a resource person.</p>				
8.	<p>Administrative Functions :</p> <p>a) Contribution to conduct of gymkhana activities / procurement of equipment. b) Worked as Examination / gathering / admission in-charge. c) Maintenance of buildings / electrical installations / water supply / computers / equipment etc. or Worked as rector / assistant rector / warden. d) Worked as in-charge for house-keeping / Environment Hygiene / Cleanness of Classrooms / premises / gardens / security. e) Interest taken in activities related to canteen, Co-operative stores etc. or Willingness to take up higher responsibility or any responsibility.</p>				



ASSESSMENT :

7

Particulars			Weight achieved
a)	Total Weight achieved in TABLES other than other performance		
	Weight for Other Performance	No. of tick marks	Multiplying factor
b)	Excellent		2.0
c)	Good		1.4
d)	Average		1.0
e)	Poor		0.4
f)	Special weight given by Reporting Officer (Max. 5)		
Total Weight achieved out of 100			
In words :			

Note : The special weight maximum of 5 may be awarded by reporting officer for the extra ordinary contribution beyond institution. (Please mentioned activities for which special weight is given).

टीप : खाली दर्शविल्याप्रमाणे श्रेणी द्यावी

100-81 - आत्यकृष्ट, 81-71 - उत्कृष्ट,
71-61 - निश्चित चांगला, 60-51 - चांगला,
50-35 - साधारण, 34-00 - साधारणहून कमी

सर्वसाधारण मूल्यमापन व श्रेणी :

श्रेणी :

ठिकाण :

दिनांक :

प्रतिवेदन आधिकार्याची सही व शिक्का

पुनर्विलोकन आधिकार्याचा अभिप्राय :

मी प्रतिवेदन आधिकार्याने केलेल्या मूल्यमापनाशी सहमत आहे.

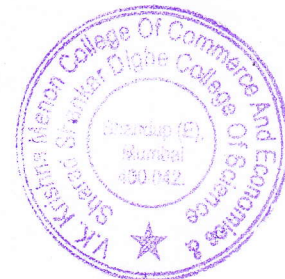
मी खालील कारणावरून प्रतिवेदन आधिकार्याने दिलेली श्रेणी खालील प्रमाणे बदलू इच्छितो.

श्रेणी :

ठिकाण :

दिनांक :

पुनर्विलोकन आधिकार्याचा सही व शिक्का



V. K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

BHANDUP (E), MUMBAI - 400 042.

Performance Appraisal for Head of Department

Name of the Head of Department :

Designation :

Name of Institute : **V. K. KRISHNA MENON COLLEGE**

Duration of Appraisal : 01-04-20 _____ to 31-03-20 _____

Note *Indicates multiplication sign.

1. Performance of Engaging Lectures : (As a teacher)

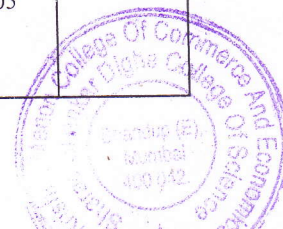
Sr. No. (1)	Class / Course (2)	Subjects taught (3)	No. of Lectures Target (4)	Lectures Actually Engaged (5)	Percentage Target Achieved (6)	Average of Col.(6) (7)	Performance and Multiplying factors (8)	Max. Weight (9)	Weight Achieved (8) * (9) (10)
1.							Excellent - 1.0 (100-91) Good - 0.7 (90-81)	05	
2.									
3.									

2. Performance of Attendance of Students : (As a teacher)

Sr. No. (1)	Class / Course (2)	Subjects taught (3)	Sum of Students Present (4)	Lectures Actually Engaged (5)	Students on Roll (6)	Average attendance (4)* 100 (5)* (6) (7)	Average of Col.(7) (8)	Performance and Multiplying Factors (9)	Max. Weight (10)	Weight Achieved (9)* (10) (11)
1.								Excellent - 1.0 (100-81) Good - 0.7 (80-61) Average - 0.5 (60-41) Poor - 0.2 (40-0)	05	
2.										
3.										

3. Performance of Results : (As a teacher)

Sr. No. (1)	Class / Course (2)	Subjects taught (3)	Average result of same subjects for last 3 years in institute (4)	% of students securing marks above 3 years average (5)	Average of Col. (5) (6)	Performance and Multiplying Factors (7)	Max. Weight (8)	Weight Achieved (7) * (8) (9)
1.						Excellent - 1.0 (100-81) Good - 0.7 (80-61) Average - 0.5 (60-41) Poor - 0.2 (40-0)	05	
2.								
3.								



4. Performance of Attendance : (Department as a whole)

Sr. No.	Name of the teacher in the department	Average of attendance from 2 column (8) of teacher in the department	Average of Col.(3)	Performance and Multiplying factors	Max. Weight	Weight Achieved (5) * (6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.				Excellent - 1.0 (100-81) Good - 0.7 (80-61) Average - 0.5 (60-41) Poor - 0.2 (40-0)	10	
2.						
3.						
4.						
5.						
6.						
7.						

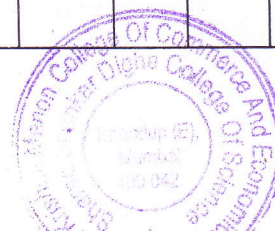
5. Performance of Results : (Department as a whole)

Sr. No.	Name of the teacher	Average performance from table 3 Col. (6) of the teacher in the department	Average of Col.(3)	Performance and Multiplying factors	Max. Weight	Weight Achieved (5) * (6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.				Excellent - 1.0 (100-81) Good - 0.7 (80-61) Average - 0.5 (60-41) Poor - 0.2 (40-0)	10	
2.						
3.						
4.						
5.						
6.						
7.						

Total weight achieved in TABLES 1,2,3,4,5 =

6. Other Performance :

Sr. No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
1.	Supervision on Staff Performance : a) Supervision of classes and laboratory sessions of teaching staff. b) Implementing academic calendar. c) Uniform course coverage and synchronising practicals with theory classes. d) Taking a review of use of charts, models, teaching aids. e) Control on attendance of students in the subjects of the department.				



3

Sr. No.	Performance indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
2.	Personal Academic Achievement : a) Use of library books, periodicals or participation in seminars / workshops b) Updates knowledge or delivers speeches in other institutions. c) Participation in Curriculum or Learning resource development. d) Membership of professional bodies or Awards or honours. e) Innovations in Education, Evaluation, Examination reforms.				
3.	Managerial Skill : a) Efficiency in conducting examinations / admissions / gymkhana activities. b) Projecting image of institution. c) Resolving conflicts in the institutions. d) Maintaining student discipline and creating congenial atmosphere. d) Leadership of action in crisis.				
4.	Administrative Skill : a) Maintains good record keeping / handles audit objections effectively. b) Prepares proposals for institutional development / reports of inspections. c) Conducts departmental meetings regularly. d) Maintains equipment in the laboratories e) Willing to assure higher responsibility or any responsibilities assigned.				
5.	Co-curricular Activities and Staff Development : a) Organising cultural programmes / gathering / sports / competitions b) Interest in activities related to hostel. c) Provides extension services to the rural / urban community. d) Deputing / Relieving staff for training programmes. e) Organising Continuing Education Training Programmes / Summer schools / Winter schools / Distance learning programmes.				
6.	Interaction with External Environment : a) Interaction with Industry / UGC / AICTE / TTTI / ISTE / Higher Office. b) Interest in Placement of students c) Participation in Resource generation, Testing, Consultancy etc. d) Liaison with parents, society e) Activities of Alumni association.				
Total Number of Tick Marks					



FINAL ASSESSMENT :

Particulars			Weight achieved
a)	Total weight achieved in TABLES other than Other performance..		
	Weight for Other performance	No. of tick marks	Multiplying factor
b)	Excellent		2.0
c)	Good		1.4
d)	Average		1.0
e)	Poor		0.4
f)	Special wight given by Reporting Officer [Max. 5]		
g)	Total weight achieved out of 100		

Note : The special weight maximum of 5 may be awarded by reporting officer for the extra ordinary contributions beyond institution : (Please mention activities for which special weight is given.)

टिप : खाली दर्शविल्याप्रमाणे श्रेणी द्यावी.

१००-८१ - अत्युत्कृष्ट, ८१-७१ - उत्कृष्ट,

७१-६१ - निश्चित चांगला, ६०-५१ - चांगला,

५०-३५ - साधारण, ३४-०० - साधारणहून कमी

सर्वसाधारण मूल्यमापन व श्रेणी

श्रेणी :

ठिकाण :

दिनांक :

प्रतिवेदन अधिकाऱ्यांची सही व पदनाम

पुनर्विलोकन अधिकाऱ्याचा अभिप्राय :

मी प्रतिवेदन अधिकाऱ्याने केलेल्या मूल्यमापनाशी सहमत आहे.

मी खालील कारणांवरून प्रतिवेदन दिलेली श्रेणी खालील प्रमाणे बदलू इच्छितो.

श्रेणी :

ठिकाण :

दिनांक :

पुनर्विलोकन अधिकाऱ्याची सही व पदनाम



**V.K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS
AND
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE**

[AFFILIATED TO UNIVERSITY OF MUMBAI & ACCREDITED BY NAAC]
(MANAGED BY BHANDUP EDUCATIONAL SOCIETY)
BHANDUP (E), MUMBAI - 400 042.

Phone: 2566 8541 • Telefax : 022 - 2566 1897 • E-mail: vkkmenoncollege@gmail.com

Date _____

Metric : 6.3.5

Institution has Performance Appraisal System for teaching and non-teaching staff.

Sr. No.	Description
4	Sample – Academic Diary.



V. K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

V. K KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE
BHANDUP EAST, MUMBAI

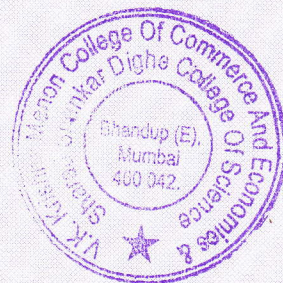
Website:-www.menoncollege.edu.in

Tel No. 02225668541

ACADEMIC DIARY

Name of the Faculty:- _____

Academic Year:- _____



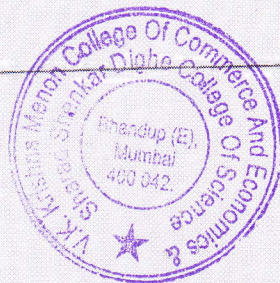


**V. K KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
& SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE**

PERSONAL INFORMATION

Name of the Teacher	
Designation	
Residential Address	
Mobile No.	
E-Mail ID.	
Aadhar No.	
PAN No.	
Date of Joining VKKMC	
Date of Approval & Approval Letter No.	
Convenor / Member of Committees/Associations	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

Signature of Teacher



Signature of Principal



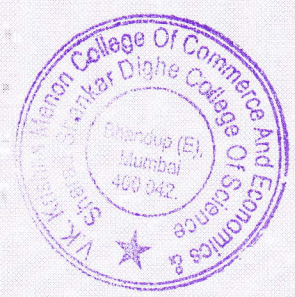
V. K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
 & SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

Details of Orientation / Refresher / Short Term Courses
 (Current Year and Previous Years)

Sr No	Orientation / Refresher / Short Term Course	Organizing Institution	Duration
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Details of Paper Presentations / Publications (Current Year)

Sr No	Title of the Paper / Book / Chapter	Name of the Journal / Conference	Published / Organized by	Date	ISSN / ISBN No	Impact Factor
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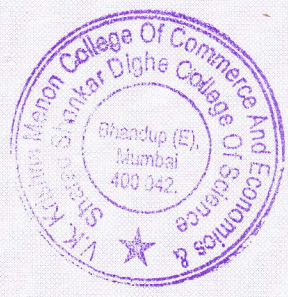


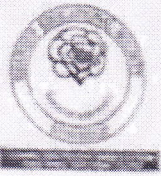


V. K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
& SHANKAR DIGHE COLLEGE OF SCIENCES

LEAVE DETAILS

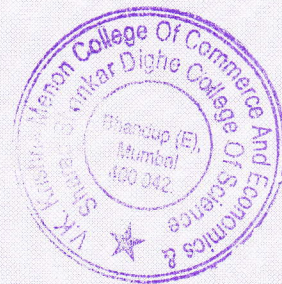
Sl. No.	Nature of Leave (Duty / Casual / Medical / Any Other (Specify))	Date	From	To	Remarks
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V. K KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
& SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

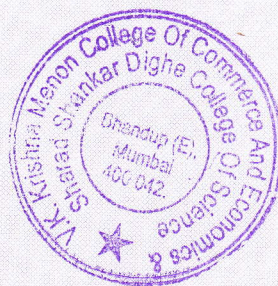
TERM - I





V. K KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
& SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

TERM - II





**V. K KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
& SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE**

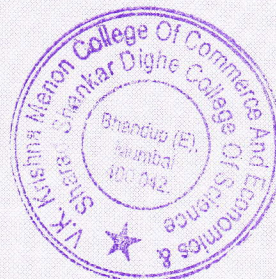
PERSONAL TIMETABLE - TERM I

DAY/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

PERSONAL TIMETABLE - TERM II

DAY/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Academic Calendar for 2019-20





V. K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

V. K KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE
BHANDUP EAST, MUMBAI

Website:- www.menoncollege.edu.in

Tel No. 02225668541

ACADEMIC DIARY

Name of the Faculty:- Dr. Sheeba Nair

Academic Year:- 2019-20



V. K. KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

V. K KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE
BHANDUP EAST, MUMBAI

Website:- www.menoncollege.edu.in

Tel No. 02225668541

ACADEMIC DIARY

Name of the Faculty:- DR. ANURADHA KUMAR IYER

Academic Year:- 2019 - 20



V. K KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS
& SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

DPC → $\frac{42}{45}$ Subanur 27

DATE: 24/12/19 DAILY WORK DETAILS DAY TUE

Sr No.	Class/ Div	Subject/ Course	Topic	Time	No. of Lectures	
					Taken	Not Taken
1)	FYBCom A	B.C	Sales Letter	8AM		
2)	C	u	Sales Letter Contd.	8:45		
3)	B	u	Sales letter Contd.	10:44	[in place of A-1 tut]	
			$\frac{3}{3}$			
	<u>02/01/20</u>				THURS.	
1)	FYBCom B	B.C		7:15AM		
2)	C	u	$\frac{2}{3}$	8am	(In place of A-2)	
3)	A	u	—	Cancelled due to M-Com Exam.		
4)	A-2	u	—	cancelled due to M-Com Exam		

$\frac{03}{03}$

$\frac{02}{01}$

Other Activities / Meetings / Student Guidance etc.:

* Core Committee Meeting at 11:30am in Seminar Room.
M-Com Exam begins - 10:30am - 12:30pm - Rooms (02/01/20 - 15/01/20) 402, 403.
Room chart for shifting classes is displayed.

verified and found correct
(In media)

Agumal
Signature

**V.K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS
AND
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE**

[AFFILIATED TO UNIVERSITY OF MUMBAI & ACCREDITED BY NAAC]
(MANAGED BY BHANDUP EDUCATIONAL SOCIETY)
BHANDUP (E), MUMBAI - 400 042.

Phone: 2566 8541 • Telefax : 022 - 2566 1897 • E-mail: vkkmenoncollege@gmail.com

Date _____

Metric : 6.3.5

Institution has Performance Appraisal System for teaching and non-teaching staff.

Sr. No.	Description
5	List of staff promoted as per statute.

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Date_ 07-05-2021

**List of Staff promoted as per statute
During the AY 2015-16 to 2019-20**

Sr. No.	Name of the Staff	Teaching / Non-Teaching
1	Dr. Valsamma Wilson	Teaching
2	Dr. Sebastian K. Antony	Teaching
3	Mr. Ashish Chakravarty	Teaching
4	Dr. Kakali Lahiri	Teaching
5	Dr. Ruchi Tandon	Teaching
6	Dr. Sunitha K. K.	Teaching
7	Dr. Sheeba Nair	Teaching
8	Mr. Waghode Rajesh Shankar	Non-Teaching
9	Mr. Sawant Rajendra Vishram	Non-Teaching
10	Mr. Ramesan P	Non-Teaching
11	Mr. Vasanthkumar K	Non-Teaching
12	Mr. Preman V	Non-Teaching
13	Mr. Vasudevan M	Non-Teaching
14	Mr. Rajan T V	Non-Teaching



Prin. (Mrs.) S. V. Phadnis
PRINCIPAL

