



**J.V.R GOVERNMENT COLLEGE. SATHUPALLY,
KHAMMAM Dist. TS.**

(Affiliated to Kakatiya University, Warangal)

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ADMINISTRATIVE SETUP

PRINCIPAL

Eligibility	Responsibilities
<ul style="list-style-type: none"> ✓ PG with 55% ✓ Ph.D. in relevant subject ✓ 15 years of teaching ✓ Experience ✓ Must Pass Accounts Test 	<p>The Principal is the academic and Administrative leader of the college. He will plan and supervise the execution of annual academic plans, co- curricular and extra curricular activities, in consultation with the staff of the college. He will strive for the overall development of the college.</p> <p>I.Administrative functions: Sanction Casual Leave to Teaching Staff and Non Teaching Staff. Sanction increments to the teaching and nonteaching staff. Constitutes different committees for smooth functioning of the college..</p> <p>II.Financial Functions (Powers):</p> <ol style="list-style-type: none"> 1. Temporary Advance from GPF : Sanction GPF to Teaching Staff and Non Teaching Staff. 2. Reimbursement of tuition fee. 3. To conduct Annual review of stocks and other assets of the institution as on 31st March every year. Copy Number Copy Holder Type of Copy Medical Reimbursement: To sanction medical reimbursement to Teaching, non-teaching and retired employees. Distribution of Budget allotments To. <p>Various departments of the college. Utilization of current Special fee/ PD Funds DDO – Drawing and Disbursement of Salary to the staff. Monthly reconciliation of all Plan and Non plan expenditure with Treasury figures. Preparation of UGC Plan Proposal for a plan period.</p> <p>III. Academic Functions (Powers):- Supervision over students and mintenance of discipline in the college. Issue of TC and Conduct Certificate to the outgoing students.</p>

SUPERINTENDENT	
Eligibility	Responsibilities
<ul style="list-style-type: none"> ✓ Administrative ✓ <input type="checkbox"/> Graduation ✓ <input type="checkbox"/> Accounts Test 	<p>Responsibility</p> <p>(1) He/ She should monitor the movement of files going to the Officers / Principals and coming back from them.</p> <p>(2) He / She should guide the officers / Principal with correct and latest rule position on the subject and assist them in taking correct decision.</p> <p>(3) He /She should assign current numbers to each and every paper received by him/her. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistant.</p> <p>(4) He/ She see that the assistants, working under him/her are maintained personal registers properly and strictly in accordance with the laid down procedure and also see that the currents are attended to promptly.</p> <p>(5) He/ She should know the pendency position and get the monthly abstracts and detailed arrears list, prepared assistant-wise, in the prescribed preformed and submit them to the Officers/ Principal before 5th of every month.</p> <p>(6) He/ She should offer his /her remarks on the note intimated by assistant, and submit the same to Officer /Principal.</p> <p>(7) He/ She should supervise the files maintained by assistants.</p> <p>(8) The Superintendent is accountable to the Administrative Officer and the Principal</p> <p>(9) The superintendent working in a college should also supervise the Service Registers, Leave accounts of the staff working in the college and guide the Principal in proper disposal of the issues.</p> <p>(10) He/ She will assist the Principal in the preparation of budget and also spending the budget allotted to the college strictly in accordance with the rules of vogue.</p> <p>(11) He /She will guide the Principal in the operation of the Government budget, special fee collection and the funds / grants. Received from any other agency. He/ She will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.</p>

	<p>(12) He /She will supervise the Maintenance of all records, pertaining to accounts, stocks, cash books etc.</p> <p>(13) The Superintendent will attend to the inspection parties and audit arties visiting the college and help the Principal in answering the audit objections. He/ She will also maintain Register of Audit objections and help the Principal interviewing them every month and sending the replies to the Commissioner.</p> <p>(14) The Superintendent should monitor the reconciliation of accounts from the treasury and the banks.</p>
SENIOR /JUNIOR ASSISTANTS	
	ROLE AND RESPONSIBILITY
	<p>Administrative</p> <ul style="list-style-type: none"> <input type="checkbox"/> Intermediate <input type="checkbox"/> Accounts Test <p>Responsibility</p> <p>(1) The Assistant should enter all tappals received in the inward register and submit them to Superintendent for distribution to the concerned assistants.</p> <p>(2) After receiving the tappals they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant.</p> <p>(3) While registering the current they will be sorted out in two groups, the new currents and reference received on old currents.</p> <p>(4) All details of the new currents be clearly entered in the P.R in the columns Prescribed. The reference on old currents needs only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.</p> <p>(5) The assistant should initiate the note pointing out the facts and the rule position in the note file opened on the current. The note file is continuous with page numbers and para numbers. The currents on the subject are maintained in current file. The note file and current file</p>

	<p>are always together in the file pad.</p> <p>(6) The assistant should maintain a 'Reminder Diary' in prescribed proforma. Month wise record of reminders to be sent should be maintained. It is the duty of the assistants to verify the reminders for the day and issue them promptly and enter the same in the reminder diary.</p> <p>(7) The assistant should also maintain the register of court cases and register of disciplinary cases.</p> <p>(8) The assistant should bring forward all undiposed files to the current years personal file on the 1st of April every year.</p> <p>(9) When the file is disposed of the finally the assistant should send it to the record room by rounding off the current number in P.R with red ink. The type of disposal be noted on the file before sending it to the stock.</p> <p>(10) The assistant should dispose off the file with three working days of tits receipt by him/her. The Senior and Junior Assistants are accountable to the Superintendent of the office.</p>
LECTURERS	
	ROLE AND RESPONSIBILITY
	<ul style="list-style-type: none"> <input type="checkbox"/> PG in concern subject with 55% <input type="checkbox"/> NET/SET/Ph.D compulsory <p>Responsibility</p> <p>(1) The Lecturer has the primary duty to disseminate knowledge in his /her subject to all the students.</p> <p>(2) At the beginning of the academic year, the lecturer incharge of the department should distribute syllabus to the members of the department, by convening the members of all staff members in the department.</p> <p>(3) Taking into consideration the number of working days and periods available for each subject, the month-wise annual plan should be prepared for each lecturer in the department. Provision should be made for revision of the syllabus before the end of the academic year.</p>

(4) The lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case of any dislocation in working days, either due to disturbance or due to his/her own absence in the college, the syllabus should be completed by taking extra classes.

(5) The Lecturer should inform the students regarding the schedule of coverage of syllabus.

(6) The lecturer-in-charge of the department should review the progress of coverage of syllabus at the end of every month and inform the Principal. If the schedule is not completed, he should discuss with the lecturer concerned and plan for completion of the backlog in the succeeding month.

(7) The lecturer concerned should also plan the seminars, tutorial and assignments and such other academic activities. Along with lecturer method, the lecturer should also motivate the students and Enlighten the process of learning by adopting student centered method of instruction like group discussion, question answer session etc.

(8) To achieve the best result, it is necessary for the lecturer to give regular assignments to the students preferably every fortnight. The lecturer should necessarily take the help of audio – visual methods of teaching by using projector, e-class rooms and virtual classes etc.

(9) The lecturer should necessarily take the help of audio – visual methods of teaching by using projector, e-class rooms and virtual classes etc.

(10) He/she should also organize screening of educational films wherever /whenever possible.

(11) The lecturer should maintain the teaching dairy in the given proforma. This should be submitted to the Principal, through In-charge of the department every month.

(12) The lecturer should maintain synopsis of each lesson prepared by him/her. As far as possible, a copy of the synopsis maintained by the lecturer will be checked by the Principal every month.

(13) The lecturer should conduct periodic tests in the subject and motivate the slow learners to bring them on par with other students in the class. A record of marks obtained at the monthly, quarterly and half yearly level should be maintained in the department. Incentives in the form of prizes may be provided to those who get higher rank. The progress of students should be submitted to the Principal through in-charge lecturer, so that a consolidated progress report can be sent to the parents.

(14) The Lecturer should participate in Students Counselling Programmers organized by the Principal. He/ She should give necessary counselling to 20 to 30 students allotted to him/her, Guidance should be given on opportunities. As a Counsellor, the lecturer should act as a liaison between college administration and his wards. He/ She should enlighten the wards about the facilities available in library games etc., and orient them to the traditional, rules and regulations of the college.

(16). The lecturer working in Science subject see that practical classes are conducted immediately after the theory class of a particular topic is completed. There should be perfect co-ordination of theory and practical classes. In practice classes, the lecturer should bestow personal attention on every student and verify his/her work. The practical class should continue till the end of the specific period.

(17). The lecturer should cooperate and participate in all co curricular and extracurricular activities in the college.

(18).He/She should accept the membership of the Committees to which he/she is nominated by the Principal and discharge the duties with commitment.

(19). The lecturer should attend to all examination duties without fail.

(20). The lecturer should assist the Principal in the maintenance of the discipline in the college.

21) He/she should remain in the college premises during the college working hours and even beyond the working hours, if required.

	<p>(22) The lecturer should also as a community service, conduct such programmes such as useful seminars, interface-discussions etc., involving local experts, and the use for the benefit of the community. The lecturer of the subject concerned can act as moderator.</p> <p>(23) The lecturers should attend to any assigned to him/her by the Principal or any other higher authority.</p> <p>(24) As per the orders of the Government and the concerned university from time to time, the lecturers have to adhere to the workload prescribed.</p> <p>(25) The lecturer is accountable to the principal of the college.</p>
LIBRARIAN	
	ROLE AND RESPONSIBILITY
	<p>(1) The Librarian shall ensure that an amount not exceeding 20% of the grant is normally utilized for purchase of reference books.</p> <p>(2) The Librarian will take necessary steps for the purpose of books as per the order of the Principal. Books can be purchased directly from the publisher and their sole distributors by taking usual discount or from reputed and outstanding firms in the book trade after calling for quotations for terms of supply and the discount they offer</p> <p>(3) The Librarian should maintain an Accession Register.</p> <p>(4) The Librarian should adopt the scientific system of classification and cataloguing of books in the Library and library shall be fully automated.</p> <p>(5) The Librarian should maintain a catalogue of the books available in the library: The library fee collected under specific fee fund funds can be utilized for the purpose. with the prior approval of thy Commissioner/ Director of Collegiate Education.</p> <p>(6) The Librarian should frame the rules and get the approval of</p>

	<p>the Principal regarding the issue of books time limit for return of books and number of books to be issued to the students and the staff.</p> <p>(8) The Librarian should full operate with the annual stock verification committee appointed by the Principal.</p> <p>(9) As per the report of the annual stock verification committee, , the librarian should prepare the list of books lost and books damaged after annual stock verification and submit the same for condemnation to the principal, who will take appropriate action as per existing rules.</p> <p>(10) The librarian is responsible for maintaining all records pertaining to the library like records relating to catalogues accession registers issue registers stock registers etc.</p> <p>(11) The Librarian should see that the annual stock verification of books in the library is done before the end of each academic year. For the purpose of the stock verification, it should be seen that all staff and students return to the all staff and students return to them, before the stock verification commences.</p> <p>(12) Fine (to be decided by the Librarian) is to be collected from the students for late return of copies.</p> <p>(13) List of journals and newspapers for library shall be prepared by the Librarian in consultation with the lecturers.</p> <p>(14) Cost of books lost by students or staff is to be recovered from them Disposal of old magazines are to be done by the Librarian in accordance with the existing rules.</p> <p>(15) The Librarian is accountable to the Principal of the college. The library shall be kept open at least one hour before and one hour after the regular College timings for the benefit of students.</p>
PHYSICAL DIRECTOR	
	<ul style="list-style-type: none"> • Master Degree in Physical education with55% of marks • NET/ SET/ Ph.D

(1). He/ she ensure the regular functioning of the department by organizing games and sports in college.

2. He/she shall be available in the college till sunset on all working days and organize the practice of all games available in the college in consultation with the games committee of the college and the Principal.

(3) He/she as the convener of the games Committee of the college organizes meetings of the committee at the beginning of year to plan the Physical Education programmes for the year. This is to be reviewed even term.

(4) He/she should coach the students, with the correct techniques of various games and sports, Top players shall be kept as captains of the team/college.

(5) Expert coaches of different games are invited to guide the students to learn superior techniques. A provision for the honorarium of the coaches maybe planned while preparing the Annual Budget.

(6) He/she has to conduct coaching camps in the college to train students in various games and sports.

(7) He/she is responsible for including general discipline among the players in particular and students of the college in general.

(8) He/she is plan and invites experts in various games and sports to enable the students to learn correct techniques of various games.

9) He/she should encourage the students to develop sportsman sprit.

10) He/she will prepare the list of games material, to be purchased every year, keeping in view the stocks available in the college and stocks required for the current year. The lists are to be placed before the games committee for approval.

(11) For making Purchases of games and sports Physical Director should follow the purchase procedures prescribed by the Government from time to time. He should verify the samples before placing the orders for the supply of material.

	<p>(12) The Physical Director should follow the prescribed procedure while fixing the conveyance charges, training allowances, refreshments to the competitor's part in games and sports competitions conducted outside the college.</p> <p>(13) The physical Director should maintain all records pertaining to the stocks and purchases of the department. The stock registers of consumable and non-consumable materials should be maintained separately and the stock registers should be submitted to the Principal for verification once in every term.</p> <p>(14) He/she should help the annual stock verification of the department conducted by the committee appointed for the purpose by the Principal.</p> <p>(16) He/She will be Head of the Department of Physical Education in the college and is responsible for maintaining the stock and accounts of the Department.</p> <p>(17) Physical director should conduct annual games and sports of the college during the 2nd half of the Academic year.</p> <p>(18) He should organize the annual games and sports day much before the commencement of annual examinations.</p> <p>(19) Physical director accountable the principles of the college.</p> <p>(20) While sending the teams to participate in tournaments the physical director has to take care of the following</p> <ul style="list-style-type: none"> o The well trained teams will be sent to participate in the Inter College tournaments. <ul style="list-style-type: none"> • The participating teams/Players should be provided with proper uniforms, playing material (sports kit) and refreshment amount and conveyance charges. • The teams are instructed to maintain dignity, decency and decorum at the venue of the tournaments. • They should participate with a 'will to win' respecting the rules and regulations. <p>21) To improve General Knowledge on Sports and Games, a Sports Quiz</p>
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	<p>may be conducted in the college and prizes be awarded at the Annual Day function.</p> <p>22) Sports persons of high calibre shall be invited for Sports Day functions to inspire the students.</p> <p>(23) Annual Stock Verification must be completed before 31st March of every Academic Year.</p>
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**GOVERNMENT OF TELANGANA
ABSTRACT**

UNIVERSITIES AND COLLEGES – Implementation of UGC Revised Pay Scales, 2016 to the Teaching staff in Universities and Colleges with effect from 01.01.2016 – Orders – Issued.

HIGHER EDUCATION (UE) DEPARTMENT

G.O.Ms.No. 15

Dated: 29-06-2019

Read the following:-

1. G.O.Ms No.14, Higher Education (UE) Deptt., dt.20.02.2010.
2. Letter from the Secretary, University Grants Commission (MHRD, GoI), New Delhi, F.No.23-4/2017(PS), dt.31.01.2018, enclosing the letter of the Director, GoI, MHRD, Deptt. of HE, New Delhi, No.1-7/2015-U-II(1), dt.27.11.2017.
3. Govt. Letter No.744/UE/2018-01, dt.14.02.2018.
4. Letter from the Secretary, TSCHE,Hyd., No.TSCHE/UM-777/UGC-7th CPC-2018, dt.05.03.2018.
5. D.O.Letter from the Joint Secretary (HE), GoI, MHRD, Deptt. of HE, New Delhi, No.9-17/2018-U.II, dt.25.5.2018.
6. Govt. Letter No.744/UE/2018-01, dt.7.7.2018, addressed to the Secretary, Deptt. of HE, MHRD, GoI, New Delhi.
7. UGC Regulation F.No.11-2/2017/CPS, dt.18.7.2018.
8. G.O.Rt No.197, H.E (UE) Deptt., dt.08.08.2018.
9. Letter from the Secretary & Convenor, TSCHE, Hyd., No.TSCHE/ UM-777/UGC-7th CPC-2018, dt.29.12.2018 & 28.01.2019.
10. Govt. Letter No.744/UE/2018, HE Deptt., dt.25.3.2019, addressed to the Secretary, Deptt. of HE, MHRD, GoI, New Delhi.
11. Letter from the Director (U.II), GoI, MHRD, Deptt. of HE, New Delhi, No.F.1-12/2019-U.II, dt.27.3.2019.
12. D.O. Letter from the Joint Secretary (HE), GoI, MHRD, Deptt. of HE, New Delhi, No.1-1/2018-U.II, dt.16.4.2019.

ORDER

In the G.O. first read above, orders have been issued extending the revised pay scales, 2006 which are analogous to the University Grants Commission Scales of pay to the Teachers, Librarians and Physical Education Personnel in the Universities and Colleges working in Government/Oriental /Private Aided Oriental and Residential Degree Colleges.

2. In the reference 2nd read above, Government of India have revised the UGC scales for University and College Teachers with effect from 01.01.2016. Further, among other things, it was stated that the Govt. of India have decided to extend the Scheme to Universities, College and other higher educational institutions coming under the purview of State Legislatures, provided State Governments wish to adopt and implement the Scheme, subject to the following terms and conditions:-

- (a) The Central Government will provide financial assistance to the State Governments for the period from 01.01.2016 to 31.3.2019, which have opted for the revised pay scales, by way of reimbursement, to the extent of 50% (fifty percent) of the additional expenditure involved in the implementation of the pay revision.
- (b) The State Government will meet the remaining 50% (fifty percent) of the additional expenditure from their own sources for the period from 01.01.2016 to 31.3.2019.

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- (c) The entire liability on account of revision of pay scales etc. of university and college teachers would be taken over by the State Government w.e.f. 01.04.2019
- (d) The proposal for reimbursement on account of pay revision in State funded universities, colleges and other higher educational institutions shall be submitted in the prescribed format by the State Governments. The state bills preferred by the State Governments for reimbursement during 2017-18 and 2018-19 would be met to the extent of 50% of additional financial impact during these two years. There would be no central assistance thereafter.
- (e) Financial assistance from the Central Government shall be restricted to revision of pay scales in respect of only those posts which were in existence and had been filled up as on 01.01.2016.
- (f) State Governments, taking into consideration other local conditions, may also decide in their discretion, to introduce pay higher than those mentioned in this Scheme, and shall give effect to the revised bands/scales of pay from 01.01.2016; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay as approved by the Central Government and not to any higher pay fixed by the State Government(s).
- (g) Payment of Central assistance for implementing this Scheme is also subject to the condition that the entire Scheme of revision of pay scales together with all the conditions to be laid down by the UGC by way of Regulations and other guidelines shall be implemented by State Governments and Universities and Colleges coming under their jurisdiction as a composite scheme without any modification except in regard to the date of implementation and pay scales mentioned herein above.

3. In the reference 7th read above, UGC issued regulation of 2018 for minimum Qualifications for appointment of teachers and other academic staff in the University & Colleges and measures for the maintenance of standards in Higher Education, 2018.

4. In the reference 8th read above, Government have constituted a Committee to study the issue in-depth related to the implementation of the UGC Pay Scales, 2016 to the teaching staff of the Universities and Colleges in the State.

5. In the reference 9th read above, the Telangana State Council of Higher Education has submitted the report of the Committee to the Government.

6. After careful consideration of the revised U.G.C. Scales and the suggestions of Government of India, and the recommendations of the Committee, the State Government of Telangana have decided for implementation of U.G.C. Revised Pay Scales, 2016 to the University and College Teachers in the State with effect from 1.1.2016 in the State, as shown in the Appendix to this order.

7. Short title:

These pay scales may be called the Telangana State Revised U.G.C. Scales of Pay, 2016.

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8. Coverage and Applicability :-

- (1) The UGC Revised Pay Scales of 2016 are applicable to the University and College Teachers, Librarians, Directors of Physical Education.
- (2) The scales shall be applicable to the faculty of all the State funded universities established through State Act and receiving Block Grants, Government Degree Colleges and Aided teaching staff in the Private Aided Degree Colleges, B.Ed and BPEd Colleges, where UGC Scales of pay of 2006 were implemented/ extended.
- (3) These orders are also applicable to such of the institutions which follow the norms/regulations prescribed by UGC/their respective National Councils, provided the qualifications and other criteria are not lower than those prescribed by the UGC Regulations.
- (4) These scales are applicable to those university and college teachers who were under the UGC scales of pay as on 1.1.2016 and recruited thereafter and fulfilled all the eligibility criteria laid down by the UGC for the purpose in the UGC Revised Pay Scales, 2016.
- (5) The UGC Revised Pay Scales, 2016 are applicable to the teachers who were in the scales other than UGC and came under the UGC Scales after 1.1.2016, by option.
- (6) Teachers who were given UGC Revised Pay Scales of 2006 with conditions to fulfil within a time frame but failed to fulfil the same will not be eligible for the UGC Revised Pay Scales 2016 until they fulfil the conditions. They may be given the new scales prospectively as and when they fulfil the conditions. Further, the UGC Revised Pay Scales 2016 shall not be extended with conditions for ineligible teachers.
- (7) The non-Teaching cadres like Registrars, Controller of Examinations and Finance Officers etc., in respect of the state funded institutions, shall continue to be governed by the existing service conditions and state pay scales as approved by the Universities. And these scales are not applicable to the teachers who are drawing the UGC Scales of Pay and occupy these posts on deputation or transfer or by appointment.

9. Date of effect:

These pay scales shall come into force with effect from 01.01.2016.

10. Pay Scales and Pay Fixation Formula :

(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 Central Pay Commission (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.

(Continue P.4)

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- c) Each cell in an academic level is at 3% higher than the previous cell in that level.
- d) The Index of Rationalisation (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 of all eligible university and college teachers in the UGC Scales of Pay as on 1.1.2016 shall be fixed at the corresponding pay in the UGC RPS 2016 as per the Pay Matrix Tables annexed with effect from 01.01.2016.
- g) The Pay Matrix based on the above propositions on Academic Levels, Cells and Entry Pay are annexed shall be implemented.
- h) 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 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.

(i) Revised pay for Teachers in Universities and Colleges

Existing pay	Revised pay
Assistant Professor (at Rs.6000 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. 7000 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. 8000 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. 9000 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. 10000 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/-)

(Continue P.5)

(ii) Revised pay for Librarians in Universities and Colleges

Existing pay	Revised pay
Assistant Librarian / College Librarian (at Rs.6000 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 (Sr. Scale)/ College Librarian (Sr. Scale) (at Rs. 7000 AGP in PB Rs. 15,600- 39,100)	Assistant Librarian (Sr. Scale)/ College Librarian (Sr. 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. 8000 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. 9000 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. 10000 AGP in PB Rs. 37,400- 67,000)	University Librarian (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)

(iii) 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.6000 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. 7000 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 (at Rs. 8000 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 (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 (at Rs. 9000 AGP in PB Rs. 37,400- 67,100)	Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports (Selection Grade) / College Director of Physical Education & Sports (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)
University Director of Physical Education & Sports (at Rs. 10000 AGP in PB Rs. 37,400- 67,000)	University Director of Physical Education & Sports (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)

(Contiune P.6)

(II) The minimum pay and maximum pay matrix of the category concerned i.e Assistant Professor, Assistant Professor-Senior Scale, Assistant Professor – Selection Grade, Associate Professor, Professor and Senior Professor, may be fixed as the pay scale of that category duly indicating the academic level of that category.

Category	Academic level	Pay scale
Asst. Professor	10	Rs. 57,700-1,82,400
Asst. Professor Sr.Scale	11	Rs. 68,900-2,05,500
Asst. Professor Sel.Gr.	12	Rs. 79,800- 2,11,500
Associate Professor	13A	Rs. 1,31,400-2,17,100
Professor	14	Rs. 1,44,200-2,18,200
Senior Professor	15	Rs. 1,82,200-2,24,100

11. Revised pay of the Vice-Chancellor of Universities

(i) 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. 5000/- per month.

12. 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. Academic Level 13A with rationalized entry pay of Rs. 1,31,400/- with the existing special allowance of Rs.2000/- per month.

(ii) Post Graduate Colleges : The pay of Principals shall be equivalent to the pay of Professor i.e. at level Academic Level 14 with rationalized entry pay of Rs.1,44,200/-, with the existing special allowance of Rs.3000/- per month.

Note:

(i) The existing pay scale of person appointed as Principal shall be protected.

(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 principals, they would go back to their academic post and draw salary due in such respective academic posts, and would not continue to have the Principals pay.

13. 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 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.

(Continue P.7)

- (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.
- (iii) The option date of increment as on 1st Jan or 1st July will have effect as and when the teacher concerned was appointed or promoted. Till such time, the existing procedure of 1st July will continue. The clarification issued by the Ministry of Finance vide No.4-21/2017-IC/E.III (A) dt.31.7.2018 in this regard is to be followed.

14. 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 (F.R. 22 a (i)) 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 then level.

15. Allowances

- (1) The percentage of HRA as clarified vide No. 2/5/2017-EII(B), Dated: 07.07.2017 of the Ministry of Finance, Govt. of India shall be followed w.e.f. 01.07.2017.

City	Cities in Telangana	HRA rates as per 2006	HRA Rates as per 2016		
			DA upto 25%	DA crosses 25%	DA crosses 50%
X	Hyderabad	30%	24%	27%	30%
Y	Warangal	20%	16%	18%	20%
Z	Remaining cities	10%	8%	9%	10%

- (2) In respect of all allowances, except DA & HRA, state rules shall be adopted. In case of DA & HRA the rates prescribed for the Scales of the Central Government Employees, from time to time, shall be implemented. In respect of other allowances, except DA & HRA, the State PRC shall be requested to include the cadres of university and college teachers who are under UGC Revised Pay Scales 2006. Further, the changes made in respect of other allowances for the State Govt. employees shall also be applied automatically to the university and college teachers who are under UGC Revised Pay Scales 2006 from time to time.

Encashment of earned leave, however, shall be allowed as applicable to the employees of the Central Government.

16. Recruitment and Qualifications, Selection procedures and other service conditions :

- (1) The Recruitment and Qualifications, Selection Procedures, general service conditions, teaching days, work load, code of professional ethics, accountability etc., shall be as indicated in the schedule to this order.

(Continue P.8)

::8::

- (2) Supplementary Rules will be issued for effective implementation of UGC Regulations 2018.
- (3) Pension, Gratuity, ex-gratia compensation etc. The State Government Orders shall apply in respect of Pension, Gratuity and other retirement related benefits for those drawing UGC Scales on par with the State Government employees from time to time.
- (4) Superannuation age - The existing State Government provision on age of superannuation of teachers in the State Universities and Colleges, shall apply from time to time.
- (5) Medical Benefits: orders shall be issued separately.

17. On account of implementation of 2016 U.G.C. scales of pay w.e.f. from 1.1.2016, the Government of Telangana shall make a claim towards central assistance to the extent of 50% of the additional expenditure involved immediately for the period from 01.01.2016 to 31.03.2019.

18. Anomalies if any in the implementation of the scheme should be brought to the notice of Government for clarification.

19. Salaries in the revised U.G.C. Pay Scales of 2016, shall be payable w.e.f. the month of July, 2019, i.e. the salary payable on 01.08.2019 and orders as regards disbursement of arrears for the period from 01.01.2016 to 30.06.2019, shall be issued separately.

20. This order issues with concurrence of Finance (EBS-IV) Department vide their Fin.U.O.No.3281-B/80/A2/EBS.IV/HE/19, dt.28.6.2019.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

Dr. B. JANARDHAN REDDY
SECRETARY TO GOVERNMENT

To

The Chairman, Telangana State Council of Higher Education, Hyderabad

The Commissioner of Collegiate Education, Telangana, Hyderabad.

The Commissioner of School Education, Telangana, Hyderabad.

The Director of Local Fund Audit, Telangana, Hyderabad.

The Director of Information and Public Relations, Telangana, Hyderabad.

The Secretary, University Grants Commission (MHRD, GoI), New Delhi.

The Director, GoI, MHRD, Deptt. of HE, New Delhi.

The Joint Secretary (HE), GoI, MHRD, Deptt. of HE, New Delhi.

The Commissioner of Printing, S.S & Purchases, Chanchalguda, Hyderabad (with a request to supply 100 copies)

The Director of Treasuries & Accounts, Telangana, Hyderabad.

The Registrars of all universities in the State.

Copy to:

The Pay & Accounts Officer, Telangana, Hyderabad.

The Accountant General, Telangana, Hyderabad.

The Secretary, Telangana State Council for Higher Education, Hyderabad.

The Secretary, Telangana State Public Service Commission, Hyderabad.

The Finance (EBS-IV)Dept.

The Law Dept.

The PS to Special Secretary to C.M

The P.S to Minister for Higher Education

The P.S to Chief Secretary

The P.S. to Secretary, Education Department.

All Section in Higher Education Department

SF/SC

//FORWARDED::BY ORDER//

SECTION OFFICER

**Annexure to G.O.Ms.No....., Higher Education (UE) Deptt.,
dt.29.06.2019**

PART – I : RECRUITMENT AND QUALIFICATIONS

1.0 General

- 1.0.1 These Regulations may be called UGC (minimum qualifications for appointment and other service conditions of University and College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales) Regulations, 2018.
- 1.0.2 For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, interalia in the fields of Health, Medicine, Special Education, Agriculture, Veterinary and allied fields, Technical Education, Teacher Education, norms or standards laid down by authorities established by the relevant Act of Parliament under Article 246 of the Constitution for the purpose of co-ordination and determination of standard in institutions for higher education or research and scientific and technical institutions, shall prevail.
- (i) *Provided* that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.
- (ii) *Provided* further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level Eligibility Test (SLET) or the State Eligibility Test (SET), conducted by bodies accredited by the UGC for the said purpose, qualifying in NET/SLET/SET shall be an additional requirement.

1.1 Recruitment and Qualifications

- 1.1.1 The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Universities and Colleges, 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 Regulations. 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 Regulations.
- 1.1.2 The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, 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, shall be as specified by the UGC in these Regulations.
- 1.1.3
- I. The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/ Colleges/ Institutions in the respective state only:

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

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

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

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

II. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.

1.1.4 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) Loco-motor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

1.1.5 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.

- 1.1.6 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.
- 1.1.7 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 1.1.8 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 1.1.9 The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.
- 1.1.10 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.
- 1.1.11 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. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.
- 1.1.12 No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognised 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 fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of these Regulations.

1.2 Direct Recruitment

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

I. Assistant Professor:

Eligibility (A or B) :

A.

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

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

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

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

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

OR

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

Note: The Academic score as specified in Appendix II (Table- 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:

Eligibility:

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

III. Professor:

Eligibility (A or B) :

A.

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

OR

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

IV 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.

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 the UGC Regulations.

V. College Principal and Professor (Professor's Grade)

A. Eligibility:

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

(iv) A minimum of 110 Research Score as per Appendix II, Table 2

B. Tenure

- (i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these regulations.
- (ii) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

VI. Vice-Principal

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

1.2.2 Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.

I. Assistant Professor:

Eligibility (A or B):

A.

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

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

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

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

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

OR

B. A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:

- (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 : Eligibility (A or B):

A.

- (i) Good academic record, with a doctoral degree in the concerned / allied / relevant subject.
- (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.
- (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 specialisation;
- (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 :

Eligibility (A or B):

A.

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

OR

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

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

1.2.3 Drama Discipline:

I. Assistant Professor Eligibility (A or B)

A

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

M.Phil./ Ph.D. Degree) Regulations, 2009, or 2016, and their amendments from time to time as the case 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/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions, subject to the fulfillment of the following conditions:-

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

Note:

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

B. A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:

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

II. Associate Professor:

Eligibility (A or B) :

A.

- (i) A good academic record, having a Ph.D degree in a relevant / allied / concerned discipline 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.
- (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 recognised artist of Stage/ Radio/TV;
 - (ii) Eight years of outstanding performance in the field of specialisation;
 - (iii) Experience of designing new courses and /or curricula;
 - (iv) Participated in Seminars/Conferences in reputed institutions; and
 - (v) The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline

III. Professor

Eligibility (A or B) :

- A.** An eminent scholar, having a doctoral degree in a relevant / allied / concerned discipline, 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 specialisation, 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 specialisation;
 - (iii) Made significant contribution in the field of specialisation
 - (iv) Guided research;
 - (v) Participated in National/ International Seminars/ Conferences / Workshops and/or recipient of National/ International Awards/ Fellowships;
 - (vi) Ability to explain with logical reasoning the subject concerned;
 - (vii) Adequate knowledge to teach theory, with illustrations in the said discipline.

1.2.4 Yoga Discipline

I. Assistant Professor :

Eligibility (A or B) :

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

OR

- B.** Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or a similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in a relevant / allied / concerned discipline, 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.

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 Regulations

II. ASSOCIATE PROFESSOR

- (i) A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline.
- (ii) A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- (iii) A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer- reviewed or UGC listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II, Table 2.

III. PROFESSOR Eligibility (A or B) :

A.

- (i). An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10

publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.

- (ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

OR

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

1.2.5 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS

I. ASSISTANT PROFESSOR:

A Bachelor's Degree in Occupational Therapy (B.O.T./B.Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./M.Sc. O.T/M.OT.), with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from a recognised University

II. ASSOCIATE PROFESSOR:

- (i) Essential: A Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.), with eight years' experience as Assistant Professor.
- (ii) Desirable: Higher Qualification, including a Ph. D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer-reviewed or UGC- listed journals.

III. PROFESSOR:

- (i) Essential : Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Th.O./M.Sc. O.T.), with Ten years of total experience in Occupational Therapy.
- (ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer- reviewed or UGC- listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.), with fifteen years' experience, which shall include five years' experience as Professor (Occupational Therapy).

Note:

- (i) The senior-most Professor in the institution shall be designated as the Principal / Director / Dean.

- (ii) Desirable: Higher qualification, like a Ph. D. degree in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

1.2.6 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS

I. ASSISTANT PROFESSOR:

Bachelor's Degree in Physiotherapy (B.P./T./B. Th./P./B.P.Th.), Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University.

II. ASSOCIATE PROFESSOR:

- (i) Essential: A Master's Degree in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years' experience as Assistant Professor.
- (ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of Physiotherapy recognised by the U.G.C, and published work of high standard in peer-reviewed or UGC – listed journals.

III. PROFESSOR:

Essential: Master's Degree in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.), with ten years experience.

Desirable:

- (i) Higher Qualification like Ph. D. in any subject of Physiotherapy recognised by U.G.C, and
- (ii) Published work of high standard in peer -reviewed or UGC- listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Physiotherapy (M.P.T./ M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).

Note:

- (i) Senior-most Professor shall be designated as the Principal / Director / Dean.
- (ii) Desirable: Higher qualification like Ph.D. in any subject of Physiotherapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

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

I. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

- (i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
- (ii) A consistently good academic record, with knowledge of computerization of a library.
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

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

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

Note:

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

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.

- (iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/ computerization of library.

III. UNIVERSITY 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 the 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.
- (iv) A Ph.D. Degree in library science/information science/ documentation /archives and manuscript-keeping.

1.2.8 MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTORS 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.

- (i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- (ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, 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, 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. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in regular mode;

- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

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

- (iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (v) Passed the physical fitness test conducted in accordance with these Regulations.

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.
- (v) Passed the physical fitness test in accordance with these Regulations.

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 Physical Education and Sports

- (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 organising competitions and 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.

IV. Physical Fitness Test Norms

- (a) Subject to the provisions of these Regulations, 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 MEN			
12 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 metres	1500 metres	1200 metres	800 metres

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1000 metres	800 metres	600 metres	400 metres

(Continue Part-II)

PART- II : SELECTION COMMITTEE & SELECTION PROCEDURES

2.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURE:

2.1 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 his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
- (ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
- (iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
- (iv) Dean of the Faculty concerned, wherever applicable.
- (v) Head/Chairperson of the Department/School concerned.
- (vi) An academician representing SC/ST/OBC/Minority/ Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.

(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 have the following composition:

- (i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
- (ii) An academician not below the rank of Professor to be nominated by the Visitor/ Chancellor, wherever applicable.
- (iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.
- (iv) Dean of the faculty, wherever applicable.
- (v) Head/Chairperson of the Department/School.
- (vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

- (b) At least 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) Vice-Chancellor who shall be the Chairperson of the Committee.
 - (ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - (iii) Three experts in the subject/field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - (iv) Dean of the faculty, wherever applicable.
 - (v) Head/Chairperson of the Department/School.
 - (vi) An academician belonging to the 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 does not belong to that category.
- (b) At least four members, including two outside subject experts, shall constitute the quorum.

IV. Senior Professor

- (a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:
- (i) Vice Chancellor who shall be the Chairperson of the Committee.
 - (ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
 - (iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
 - (iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
 - (v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.
 - (vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled 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.

- (b) Four members, including two outside subject experts, shall constitute the quorum.

V. Assistant Professor in Colleges, including Private and Constituent Colleges:

- (a) The Selection Committee for the post of Assistant Professor in Colleges, including Private and constituent Colleges shall consist of the following persons:
- (i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
 - (ii) The Principal of the College.
 - (iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.
 - (iv) Two nominees of the Vice-Chancellor of the affiliating university, of whom one should be a subject-expert. In case of colleges notified/declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority community, recommended by the Vice-Chancellor of the affiliating 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 who shall be nominated by the Chairperson of the College governing body 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 concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from the 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-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

- (b) Five members, including two outside subject experts, shall constitute the quorum.

VI. Associate Professor in Colleges, including Private and Constituent Colleges

- (a) The Selection Committee for the post of Associate Professor in Colleges including Private and Constituent Colleges, shall consist of the following persons:
- (i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
 - (ii) The Principal of the College.
 - (iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.

- (iv) Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, 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 affiliating 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 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 concerned. In case of colleges notified/ declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body 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.
- (vi) An academician belonging to the SC/ST/OBC/ Minority/Women/ Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) The quorum for the meeting shall be five, including two subject experts.

VII. Professor in Colleges, including Private and Constituent Colleges

- (a) The Selection Committee for the post of Professor in Colleges including Private and Constituent Colleges shall consist of the following persons:
 - (i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
 - (ii) The Principal of the College.
 - (iii) The Head of the Department / Teacher-In charge of the concerned subject from the college not below the rank of Professor.
 - (iv) Two University representatives not below the rank of Professor nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority
 - (v) educational institutions, two nominees, not below the rank of Professor, 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 affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
 - (vi) 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 concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body 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.

- (vii) An academician not below the rank of Professor belonging to the SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) The quorum for the meeting shall be five, including two subject experts.

Note : The Government will examine and issue separate orders on the issues relating to the implementation of regulations on the appointment of Professor / Principal under CAS in the Colleges including Private and Constituent Colleges.

VIII. College Principal and Professor

A. Selection Committee

- (a) The Selection Committee for the post of College Principal and Professor shall have the following composition:
 - (i) Chairperson of the Governing Body to be the Chairperson.
 - (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) Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, 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 affiliating university of whom one should be a subject expert.
 - (iv) Three Higher Education 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 concerned).
 - (v) An academician representing SC/ST/OBC/Minority/Women/ Differently-abled 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 does not belong to that category.
 - (vi) 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 concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body 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.
- (b) Five members, including two experts, shall constitute the quorum.

- (c) All the selection procedures of the selection committee shall be completed on the day/last 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.
- (d) The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University as per the composition given in sub-clause (B) of 5.1 (VIII).
- (e) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organisation with the designation as Professor and in the grade of the Professor..

B. Committee for Assessment of College Principal and Professor for Second Term

The Committee for assessment to the post of College Principal for second term shall have the following composition:

- (i) Nominee of the Vice-Chancellor of the affiliating University.
- (ii) Nominee of the Chairman, University Grants Commission.

The nominees shall be nominated from the Principals of the Colleges with Excellence/College with Potential of Excellence/Autonomous College/NAAC Grade 'A' accredited colleges.

Note : The Government will examine and issue separate orders on the issues relating to the implementation of regulations on the appointment of Professor / Principal under CAS in the Colleges including Private and Constituent Colleges.

IX. 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 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.

X. The "Screening-cum-Evaluation Committee" for CAS promotion 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; and
- (iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

B. For College teachers:

- (i) The Principal of the college;
- (ii) Head /Teacher-Incharge 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;

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; and
- (iv) One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.

D. For College Assistant Librarian:

- (i) The Principal shall be the Chairperson of the Committee;
- (ii) The Librarian, University Library; and
- (iii) Two experts who are working Librarians nominated by the Vice-Chancellor from the University panel of experts.

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; and
- (iv) One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

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; and
- (iii) Two experts in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

Note: The quorum for these committees in all categories shall be three which will include one subject expert/ university nominee.

2.2 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 Regulations 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.

2.3 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.

2.4 For all Selection Committees specified in these Regulations, Head of Department / Teacher-Incharge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

2.5 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 in these Regulations.

II. The universities shall adopt these Regulations 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/ 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 specified in these Regulations.

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 Central Government or concerned 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 these Regulations 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 4.1 (III.B), 4.2 (I.B, II.B, III.B), 4.3 (I.B, II.B, III.B) and 4.4 (III.B) of these Regulations, 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, as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.
 - 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 Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.
- A.** The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:
- (i) Teaching-Learning and Evaluation: The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/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, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
 - (iii) Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.

B. Assessment Process

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

Step 1: The college/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 fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

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

2.6 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.

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

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

- 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 fulfil all other criteria mentioned in these Regulations, as on and till the date on which

these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

- II.** The Selection Committee specifications as contained in Clauses 5.1 to 5.4 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 Table 1 of Appendix II.
- IV.** The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V.** For the promotion under the CAS, the applicant teacher must be on the role and in active service of the 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 fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
 - (iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
- 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 these Regulations.

OR
 - b. The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance

Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations.

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

- (i) Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (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 below.

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

TABLE-A

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

S. No.		Assistant Prof. (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/AGP Rs. 8000/) to Associate Professor(Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs. 9000/- to Professor (Stage5/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))

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

Table-C
(Minimum API requirement for the promotion of Library staff under CAS in Universities)

S.N		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage4/AGP Rs.9000/-)	Deputy Librarian (Stage 4/AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per 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 (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ 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 (Stage 1/ 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 (Stage 3/ GP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)	Deputy Director (Stage 4/AGP Rs. 9000/-) to Deputy Director (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120per 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 (Stage 1/AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director(Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/ Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade) / Deputy Director (Stage 3/ 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

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

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

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

B. Career Advancement Scheme (CAS) for Colleges teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses,

such as LLM, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- (i) Attended one Orientation course of 21 days' duration on teaching methodology; and
- (ii) Any one of the following: Completed one Refresher / Research Methodology Course
OR
Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

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

CAS Promotion Criteria:

A teacher shall be promoted if;

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

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

Eligibility:

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

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

Eligibility:

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

CAS Promotion Criteria:

A teacher may be promoted if;

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

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

Eligibility:

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

Note : The Government will examine and issue separate orders on the issues relating to the implementation of regulations on the appointment of Professor / Principal under CAS in the Colleges including Private and Constituent Colleges.

C. Career Advancement Scheme (CAS) for University teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

- (i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- (ii) Attended one Orientation course of 21 days duration on teaching methodology;
- (iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- (iv) 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:

- (i). Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- (ii). A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- (iii). Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- (iv). 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.

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

- 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 Regulations.

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 Regulations.

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 Regulations.

Eligibility:

- (i) Ten years' experience as a Professor.
- (ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

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 6.4 (B) and 6.4 (C), of these Regulations 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:

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

- (i) He/she has attended at least one Orientation course of 21 days' duration; and
- (ii) Training, Seminar or Workshop on automation and digitalisation, 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 that grade.
- 2) He/she has done any two of the following in the last five years:
(i) Training/Seminar/Workshop/Course on automation and digitalisation,
(ii) Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

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

III. From 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)

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

CAS Promotion Criteria:

An individual shall be promoted if:

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

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

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

CAS Promotion Criteria:

An individual shall be promoted if:

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

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 6.4 (B) and 6.4 (C), of these Regulations 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:

- (i) 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.
- (ii) He/she has attended one Orientation course of 21 days' duration; and

- (iii) He/she has done any one of the following: (a)Completed Refresher / Research Methodology Course/ workshop, (b)Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

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 Level11)/ 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)

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years: (i)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)

- 1) He/she has completed three years of service.
- 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 Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions 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) shall be the following:

- 1) He/she has completed three years of service.
- 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 organising 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 Regulations on the basis of the interview performance.

2.10 Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of 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 and to those who are entitled for grant of advance increments for having acquired a Ph. D., M. Phil. or M.Tech. and LLM degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

(Continue Table-3)

PART- III : GENERAL CONDITIONS OF SERVICE

3.0 Pay Scales, Fixation, Allowances, Superannuation age etc.

3.1 Pay Scales, Fixation and Allowances

3.1.1 The UGC Revised Pay Scales, 2016 may be implemented w.e.f. 1.1.2016.

3.1.2 The pay may be fixed in the pay matrix as on 1.1.2016. The existing pay (pay in band plus academic grade pay) in pre-revised structure as on 31.12.2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the academic level corresponding to employees pay band and academic grade pay in the new pay matrix. If a cell identical to the figure so arrived is available in a 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.

3.1.3 The minimum pay and maximum pay matrix of the post concerned ie Assistant Professor, Assistant Professor-Senior Scale, Assistant Professor – Selection Grade, Associate Professor, Professor, may be fixed as pay scale of that post duly indicating the academic level of the category of that post.

Category	Academic level	Pay scale
Asst. Professor	10	Rs. 57,700-1,82,400
Asst. Professor Sr. Scale	11	Rs. 68,900-2,05,500
Asst. Professor Sel. Grade	12	Rs. 79,800- 2,11,500
Associate Professor	13A	Rs. 1,31,400-2,17,100
Professor	14	Rs.1,44,200-2,18,200
Senior Professor	15	Rs.1,82,200-2,24,100

3.1.4 The option date of the increment as on 1st Jan. or 1st July, as clarified vide Ministry of Finance clarification vide No. 4-21/2017-IC/E.III (A) dt. 31.7.2018 may be followed.

3.1.5 The per centage of HRA as clarified vide No. 2/5/2017-EII(B) dt. 7.7..2017 of the Ministry of Finance, Govt. of India may be followed.

3.2 LEAVE RULES:

The committee has recommended that the existing leave rules may be followed by the universities and colleges for its teachers from time to time.

The leave rules, as laid down by the University Grants Commission, may be followed for the University and College teachers as indicated below:-

1. Leave admissible to permanent teachers:

"The following kinds of leave would be admissible to permanent teachers;

- (i) Leave treated as duty, viz; Casual leave; Special casual leave; and Duty leave
- (ii) Leave earned by duty, viz; Earned leave; Half pay leave; and Commuted leave.
- (iii) Leave not earned by duty, viz; Extraordinary leave; and Leave not due;
- (iv) Leave not debited to leave account

(a) Leave for academic pursuits, viz; Study leave; and Sabbatical leave/Academic leave.

(b) Leave on grounds of health, viz; Maternity Leave.

QUARANTINE LEAVE

The Executive Council/Syndicate may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose,

CASUAL LEAVE

(i) The total casual leave granted to a teacher shall not exceed eight days in an academic year.

(ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

SPECIALCASUAL LEAVE

(i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:

(a) To conduct examination of a university/Public Service Commission/ Board of Examination or any other similar body/institution; and

(b) To inspect academic institutions attached to a statutory board.

(ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

(iii) In addition, special casual leave to the extent mentioned below, may also be granted;

(a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and

(b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.

(iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

DUTY LEAVE

(i) Duty leave may be granted for:

(a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college ;

(b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice- Chancellor/Principal of the College;

- (c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
 - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
 - (e) For performing any other duty assigned to him/her by the university/college.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
 - iii. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
 - iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO

EARNED LEAVE

(i) Earned leave admissible to a teacher shall be:

- (a) 1/30th of the actual service, including vacation; *plus*
- (b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

NOTE:-

- (i) For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.
- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note-1

When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note-2

In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.

Note-3

Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government.

HALF-PAY LEAVE

Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

Note:

1. A "completed year of service" means the continuous service of a specified duration under the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

2. Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India/State Government.

COMMUTED LEAVE

Commutated leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;

Provided that no commuted leave shall be granted under these Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

EXTRAORDINARY LEAVE

- (i) A permanent teacher may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

LEAVE NOT DUE

- (i) 'Leave not due', may, at the discretion of the Vice-Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted, unless the Vice-Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the Executive Council/College Governing Body.

Provided that the Executive Council/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

STUDY LEAVE

- (i) Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education.
- (ii) The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- (iii) The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/ College/ Institution.
- (iv) The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (v) The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- (vi) The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.

- (vii) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short-fall as Extra-Ordinary leave has been obtained.
- (viii) Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- (ix) The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- (x) The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- (xi) A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- (xii)
A teacher –
 - (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
 - (b) who fails to rejoin the services of the University on the expiry of his/her study leave or
 - (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
 - (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

- (xiii) Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.
- (xiv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (x) to (xiii) above.
- (xv) The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/ College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (xvi) The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.
- (xvii) With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

Sabbatical Leave:

- i) The permanent, whole-time teachers of the university and colleges who have completed seven years' of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

- iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.

During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

MATERNITY LEAVE

(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Paternity Leave:

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

Adoption Leave:

Adoption leave may be provided as per the rules of the Central Government

Duty Leave: Duty leave should be given also for attending meetings in the UOC, DST etc. Where a teacher invited to share expertise with academic bodies, government or NGO.

3.3 Research Promotion Grant

The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointment.

3.4 Consultancy Assignments

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant-teachers shall be as per the UGC Consultancy Rules to be provided separately.

3.5 Counting of Past Services for Direct Recruitment and Promotion under CAS

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 organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as

Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC 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 concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
 - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
 - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and

Note: The State Government will examine and issue separate orders on counting of past service in the Universities and Colleges for recruitment and CAS for implementation of the above Regulation.

3.6 Period of Probation and Confirmation

The period of probation and confirmation may be as per the State Government rules in force.

3.7 Creation and Filling-up of Teaching Posts

Teaching posts in universities, as far as feasible, may be created, with the concurrence of the Government and on sufficient work load justification, in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.

Engaging teaching personnel for temporary teaching arrangement, in order to meet contingent teaching requirement can be resorted to for a limited and specified time period during an academic year by the Executive Council of the University on sufficient workload justification.

3.8 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 a College/University. 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 him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

3.9 Teaching Days

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

The above provision is summarised as follows:

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

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

3.9.3 Workload

3.9.3.1 The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for

Community Development/Extra- Curricular Activities/library consultation/ research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

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

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

3.10 Service Agreement and Fixing of Seniority

3.10.1 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.

3.10.2 The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub-clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

3.10.3 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 the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates.

3.11 Other Terms and Conditions

3.11.1 Incentives for Ph.D./M.Phil. and other Higher Qualification

- (i) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees 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.
- (ii) M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- (iii) Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./ M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.
- (iv) (a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only 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.

(b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations 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 awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, 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 Commission.

- (v) In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level 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, as the case may be.
- (vi) Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only 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.
- (vii) Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.
- (viii) Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are 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.
- (ix) (a) 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 three non-compounded advance increments fixed at increment applicable at entry level only.

(b) However, persons in posts of Assistant Librarian/College Librarian on 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 three non-compounded increments fixed at increment applicable at entry level only.
- (x) In respect of every other case of persons in the post of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level 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 as the case may be.

- (xi) 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 three non-compounded increments fixed at increment applicable at entry level only 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.
- (xii) Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M.Phil. degree in Library Science at the entry level. 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 fixed at increment applicable at entry level only.
- (xiii) Five non-compounded advance increments shall be admissible to 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/Physical Education and Sports / Sports 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 Physical Education/Physical Education and Sports / Sports Science.
- (xiv) Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil at the entry level or in service once either under this regulation or under the earlier schemes/regulations shall not be entitled to the benefit of advance increments under these Regulations.
- (xv) Teachers, library and Physical Education and Sports 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 under these Regulations.
- (xvi) 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 of 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 these Regulations.

3.12 Promotion

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. 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 the new Level.

3.13 Allowances and Benefits

3.13.1 In respect of all allowances, except DA & HRA, state rules may be adopted. In case of DA & HRA the rates prescribed for the Scales of the Central Government Employees, from time to time, shall be implemented. In respect of other allowances, except DA & HRA, the

State PRC shall be requested to include the cadres of university and college teachers who are under UGC Revised Pay Scales 2006. Further, the changes made in respect of other allowances for the State Govt. employees shall also be applied automatically to the university and college teachers who are under UGC Revised Pay Scales 2006 from time to time.

- 3.13.2 Pension, Gratuity, ex-gratia compensation etc. The State Government Orders shall apply in respect of Pension, Gratuity and other retirement related benefits for those drawing UGC Scales on par with the State Government employees from time to time.
- 3.13.3 Superannuation age - The existing age of superannuation of teachers in the State Universities and Colleges, shall apply from time to time.
- 3.14.4 Medical Benefits: All medical benefits for teachers and Library and Physical Education Cadres, shall be as applicable to the State Government employees. Further, the Teachers and Library and Physical Education Cadres may be placed under Health Scheme of respective State Government, as the case may be, for State Universities/Colleges respectively.

(Continue Part- IV)

PART- IV : OTHER MEASURES

4.0 SELECTION OF PRO-VICE CHANCELLOR/ VICE-CHANCELLOR OF UNIVERSITIES:

4.1 PRO-VICE-CHANCELLOR:

The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice- Chancellor.

4.2 It shall be the prerogative of the Vice-Chancellor to recommend a person to be the Pro-Vice-Chancellor to the Executive Council. The Pro-Vice-Chancellor shall hold office for a period, which is co-terminus with that of the Vice-Chancellor.

4.3 VICE CHANCELLOR:

- (i) A person possessing the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice-Chancellor. The person to be appointed as a Vice-Chancellor should be a distinguished academician, with a minimum of ten years' of experience as Professor in a University or ten years' of experience in a reputed research and / or academic administrative organisation with proof of having demonstrated academic leadership.
- (ii) The selection for the post of Vice-Chancellor should be through proper identification by a Panel of 3-5 persons by a Search-cum-Selection-Committee, through a public notification or nomination or a talent search process or a combination thereof. The members of such Search-cum-Selection Committee shall be persons' of eminence in the sphere of higher education and shall not be connected of the University concerned or its colleges. One member of the Search cum- Selection Committee shall be nominated by the Chairman, University Grants Commission, for selection of Vice Chancellors of State, Private and Deemed to be Universities.
- (iii) The Visitor/Chancellor shall appoint the Vice Chancellor out of the Panel of names recommended by the Search-cum-Selection Committee.
- (iv) The term of office of the Vice-Chancellor shall form part of the service period of the incumbent making him/her eligible for all service related benefits.

4.4 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 organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

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

- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

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

V. Teachers and Non-Teaching Staff :

Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a 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:

- (i) Try to see through teachers' bodies and organisations, 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) Recognise 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.

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, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the 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 considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

College Principal should;

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

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 behaviour in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

4.5 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 Regulations 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 regulations.
- (v) The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- (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 utilisation 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 Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMNTT) scheme shall also organize such induction programmes as per their mandate.
- (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 centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

(Continue Part-V)

PART -V : SCHEDULE

APPENDICES

Appendix I	Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.1-7/2015-U.II(1) dated 08.11.2017
Appendix II	<u>Assessment Criteria and Methodology</u> Table 1 to 3 - For University and College Teachers Table 4 - For Assistant Librarian, Deputy Librarian, Librarian etc. Table 5 - For Assistant Director/Deputy Director/Director Physical Education and Sports etc.

Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F.No.1-7/2015-U.II(I)
Government of India
Ministry of Human Resource Development
Department of Higher Education
University Section

ShastriBhavan, New Delhi
Dated : 2nd November, 2017

Corrigendum

Subject: Scheme of revision of pay of teachers and equivalent cadres in university and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission (CPC)

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) on 1-7/2015-U.II(I) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mention in

Cell Academic level 12, row 8 may be read as "84,700" instead of "84,100"
Cell Academic level 13A, row 16 may be read as "2,04,700" instead of "2,04,100"
Cell Academic level 14, row 8 may be read as "1,82,700" instead of "1,82,100"

2. The rest of the content of the above order remains the same

Annexure-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
Rationalised \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					

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
<p>Overall Grading: Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.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.</p>		

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.No	Academic/Research Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/ Veterinary Sciences	Faculty of Languages/ Humanities/ Arts/Social/ Sciences/ Library/ Education/ Commerce/ Management/ & other related discipline
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

-65-			
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 in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows

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

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

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

Table: 3 A
Criteria for Short listing of candidates for Interview for the Post of Assistant Professors in Universities

S. No.	Academic Record	Score			
		80% & Above = 15	60% to less than 80% =13	55% to less than 60%=10	45% to less than 55%=05
1	Gradation				
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		60% & above = 07	55% to less than 60% = 05		
4	Ph.D	30			
5	NET with JRE	07			
	NET	05			
	SLET/SET	03			
6	Research Publications (2 marks for each research 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 (Awards given by International Organisations/ Government of India/ Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

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

Note:

- (A) (i) M.Phil + Ph.D Maximum - 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 |
- (D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges / Institutions only

Table:3B

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

SI.N	Academic Record	Score			
1.	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
2.	Post-Graduation	80% & Above = 25	60% to less than *0% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05)		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SLET/SET	05			
6.	Research Publications (2 marks for each research publications published in Peer- Reviewed or UGC- listed Journals)	06			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India/ Government of India recognised National Level Bodies)	03			
	State Level (Awards given by State Government)	02			

However, if 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

TOTAL - 100

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

Table -4

Assessment Criteria and Methodology for Librarians

S. 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 Below 90% but 80% and above – Satisfactory 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 Satisfactory – 1 National level seminar/ workshop or 1 state level seminar/ workshop +1 institution level seminar/ workshop or 4 institution seminar/ workshop Unsatisfactory – Not falling in above two categories</p>
3	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date Satisfactory-90% catalogue database made up to date Unsatisfactory – Catalogue database not up to mark. (To be verifies in random by the CAS Promotion Committee)</p>
4	<p>Checking inventory and extent missing books</p>	<p>Good : Checked inventory and mission book less than 0.5% Satisfactory – Checked inventory and missing books less than 1% Unsatisfactory – Did not check inventory OR Checked inventory and mission books 1% or more.</p>
5	<p>(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work extracurricular activities. (v) Design and offer short-term courses for users. (vi)Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory: Not involved/ undertaken any of the activities.</p>

Overall Grading	<p>Good: Good in Item 1 and satisfactory/ good in any two other items including Item 4.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory/ good in any other two items including Item 4.</p> <p>Not satisfactory: It neither good nor satisfactory in overall grading.</p>
<p>Note:</p> <ol style="list-style-type: none"> 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

S. No	Activity	Granting 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 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.
Note: i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. ii) The institution must obtain student feedback. The feed-backs must be shared with concerned Director of Physical and Education and Sports and also the CAS Promotion committee. iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.	

Dr. B. JANARDHAN REDDY
SECRETARY TO GOVERNMENT

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
TELANGANA STATE :: HYDERABAD**

PRESENT: Navin Mittal, I.A.S.,

Sub: Collegiate Education – Award of Career Advancement Scheme to the eligible Assistant Professors/Librarians/Physical Directors to move from Academic Level 10 to 11 and Academic Level 11 to 12 in the UGC RPS 2016 Scales in Government Degree Colleges – Fresh Notification – Issued.

**Read: 1. G.O.Ms.No. 15, HE (UE) Dept., dated: 29.06.2019
2. CCE's Proc.File No. CCE-SER1/POLY/1/2021-SER1, Dated: 22.08.2021.
3. Minutes of the Meeting dated.02.09.2021.**

The attention of the Principals of Government Degree Colleges in the State are informed that in supersession of the orders issued in the CCE's proceedings in the reference 2nd read above, a Fresh notification is hereby issued for the award of Career Advancement Scheme to the Eligible Assistant Professors / Librarians / Physical directors to move from Academic Level 10 to 11 and Academic Level 11 to 12 in the UGC RPS 2016.

The Promotion Criteria and Eligibility conditions for award of CAS to the Assistant Professors / Librarians / Physical Directors, Application Form, Annual Performance Indicators proforma (Annexure I, II & III) are enclosed with the notification herewith.

The Principals are requested to complete the above process as per time schedule in the notification.

The receipt of these proceedings should be acknowledged.

Encl: As above.

Signed by Navin Mittal

Date: 04-09-2021 11:19:28

Reason: Approved

Commissioner Collegiate Education

To

All the Principals of Government Degree Colleges in the State for necessary action and with request to duly communicate to all faculty members immediately.

Copy to RJDCE, Warangal at Hyderabad

Copy to ICT Officer of this office with a request to post in official website.

SEPTEMBER 2021 NOTIFICATION FOR AWARD OF CAREER ADVANCEMENT SCHEME TO THE ELIGIBLE ASSISTANT PROFESSORS / LIBRARIANS / PHYSICAL DIRECTORS WITH ACADEMIC LEVEL 10 & 11 IN GOVERNMENT DEGREE COLLEGES OF TELANGANA STATE, UNDER UGC REVISED PAY SCALES 2016.

(For the Eligible Faculty and Staff working under the administrative control of Commissioner of Collegiate Education.)

Applications are invited from the Eligible Assistant Professors / Librarians / Physical Directors with Academic Level 10 & 11 in Government Degree Colleges of Telangana State for Award of Career Advancement Scheme under UGC Revised Pay Scales 2016 issued vide G.O. Ms. No. 15 Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019.

Eligibility and Promotion Criteria as per 2.9 (B) of Part II and Academic Performance Indicators for various Promotion levels of Asst. Professors, Librarians and Physical Directors as per Appendix – II Table-1, Table – 4 and table – 5 of G.O.Ms.No. 15, Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019 are attached here with as Annexure I, II and III separately. The status of the Applicants in all respects as on the **30th September 2021** only be considered for the CAS Purpose.

The Applicants should utilize the Application Format enclosed herewith. Applicants should submit applications in duplicate, to the Principal of the College. The Principal should consolidate all the applications of applicants under their administrative control and only those with minimum academic performance and service requirements for promotions to teachers & equivalent cadres in colleges as per G.O.Ms.No. 15, Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019 are to be submitted along with the original S.R and relevant documents to the Principal, ID College of erstwhile District after due verification and certification as per profarma in the Application for award of Career Advancement Scheme.

The Career Advancement Scheme Promotions of Assistant Professors and Equivalent Cadres from Academic Level 10 to 11 and Academic Level 11 to 12 shall be conducted by a Screening Cum Evaluation Committee as Prescribed at Para 2.1.X.B, 2.1.X.D and 2.1.X.F of G.O.Ms.No. 15, Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019. The Screening Cum Evaluation Committee meetings will be held at the ID Colleges of the erstwhile districts and the ID College Principals will coordinate and supervise the entire process. The following

points may be noted while conducting the Screening Cum Evaluation Committee meetings.

1. Where the Applicant himself is the Principal (FAC) of the College the ID College Principal will be the member of Screening Cum Evaluation Committee.
2. If the Applicant himself is Head of the Department, the HOD of the Same Department from ID College will be the member of Screening Cum Evaluation Committee.

After Evaluation of each application by the Screening Cum Evaluation Committee, the Evaluation Committee reports along with Eligible Candidates List must be sent to the Commissioner Collegiate Education by the ID College Principal for award of CAS promotion in the given Proforma. The Schedule for the award of CAS is also appended to this notification.

Time Schedule for the Award of CAS to the Eligible Assistant Professors and Equivalent Cadres:

S.No	EVENT	CUT OFF DATE
01	Submission of Applications for CAS by the Eligible Assistant Professors and Equivalent Cadres to the respective college Principals.	30.09.2021
02	Scrutiny and Submission of Eligible Assistant Professors and Equivalent Cadres CAS Applications to the ID College Principals by the College Principals	07.10.2021
03	Screening Cum Evaluation Committee Meetings	08.10.2021 to 29.10.2021
04	Submission of Screening Cum Evaluation Committee Reports along with Eligible Candidates Lists for Award of CAS by the ID College Principals to the Commissionerate of Collegiate Education.	30.10.2021

Signed by Navin Mittal

Date: 04-09-2021 11:20:34

Reason: Approved

Commissioner of Collegiate Education

**COMMISSIONERATE OF COLLEGIATE EDUCATION
TELANGANA STATE - HYDERABAD**

**APPLICATION FORM FOR PROMOTION UNDER
CAREER ADVANCEMENT SCHEME
FOR ASSISTANT PROFESSORS AND EQUIVALENT CADRES
(TO BE SUBMITTED IN DUPLICATE)**

- i) **From Academic Level 10/AGP 6000 to Academic Level 11/AGP 7000 ()**
ii) **From Academic Level 11/AGP 7000 to Academic Level 12/AGP 8000 ()**
(Tick whichever is applicable)

1. Name (in Block Letters) :
2. Father's Name :
3. Place of work :
4. Subject :
5. Date of appointment as Lecturer
(Page No. of S.R. & Volume) :
6. Category (tick the category) : OC / SC / ST / BC
(A,B,C,D,E)
7. Date of UGC Scale (Page No. of S.R. & Volume) :
8. Current Designation with Academic Level/AGP :
9. Academic Level / Grade Pay applied for
under CAS :
10. EOL Particulars if any
(Page No. of S.R. & Volume) :
11. Relaxation / Exemption
Claimed/Applicable (Mention Rule position also) :
12. Calculation of Qualifying Service :
13. Date of Eligibility for promotion :
14. Date of Retirement :
15. Address for correspondence (with Pin code) :
16. Permanent Address (with Pin code) :

17. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University
M.Phil.			
Ph.D.			

18. Details of Orientation / Refresher Courses / Summer Institute / Workshop / Training Programmes.: (Enclose copies of the courses attended)

a. Orientation Courses (For the Assessment Period).

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No. & Volume

b. Refresher Courses (For the Assessment Period).

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No. & Volume

c. Workshop / Training / Technology Programme / Faculty Development Programme of atleast One Week Duration (For the Assessment Period).

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No. & Volume

d. MOOCs Completed with e-certification

S.No	Details of MOOC	Subject	Certification providing Agency	Date of Certificate	Level UG/PG/Other	E-Certification No.

19. Any other information which is not covered in the above proforma or any matter relevant to your CAS Promotion :

20. Performance Appraisal Report
Enclose API Scores (As Annexure I or Annexure II) :

Date:

Signature of the Applicant

Certified, that all the Particulars mentioned by the applicant in the application are found correct and the application of above candidate has been verified with the entries in the service book of the individual and noted the Page number against each column above and found correct. He is eligible for _____ (CAS as applied in the application) from date: _____ as per Service Qualifications and eligibility conditions in accordance with the rules in force. One identical copy of the application is kept in this institution for record.

Remarks if any:

Station:

Signature of the Principal

(Academic Year _____)

ANNEXURE – I**ACADEMIC PERFORMANCE INDICATORS (API) FOR ASSISTANT
PROFESSORS
FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES****APPENDIX II TABLE 1**

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]

ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS**S.No. 1: TEACHING** (includes Lectures, Practicals, Tutorials and other teaching related Activities)

S.No .	Subject / Paper Taught	No. of Classes Assigned	No. of Classes Taught	Grading Criteria in % (Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	
				Self-Evaluation	Principal Evaluation
	Total				
Grading Obtained (Good/Satisfactory/Not Satisfactory)					

Grading Criteria: (a) *Good*: 80% & Above, (b) *Satisfactory*: Below 80% but 70% & Above and (c) *Not satisfactory*: Less than 70%

S.No. 2: ACTIVITIES**(Involvement in the College Students related Activities/Research Activities)**

S.No.	Name of the Activity / Contribution (all activities/ contributions shall be considered in the one academic year only)	Name of the Activity	Self Assessment (Yes / No)	Principal Assessment (Yes / No)
A	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Dean/ Director/ Co-ordinator/ Warden etc.			
B	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.			
C	Professional Development; (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses/RC/OC/ARPIT, dissemination and general articles and any other contribution)			
D	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.			
E	Organising Seminars/ Conferences/ Workshops/ other College Activities.			
F	Evidence of actively involved in guiding Ph.D. students.			
G	Conducting Minor or Major Research Project sponsored by National or International Agencies.			
H	At least one single or joint Publication in peer- reviewed or UGC list of Journals.			
Total No. of Activities / Contributions involved in (No. of Yes)				
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)				

Grading Criteria:

- (a) **Good:** Involved in at least 3 Activities
(b) **Satisfactory:** 1-2 Activities
(c) **Not-satisfactory:** Not involved/Undertaken any of the activities.

List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

1. A
2. B
3. C
4. D
5. E
6. F
7. G
8. H

Undertaking:

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date:

**Signature of the Teacher
Designation**

Counter signed by:

Head of the Department

**Signature of the Principal
with College seal**

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES

Para 2.9 (B) of Part-II of the Annexure to the G.O.Ms. No. 15, Higher Education (UE-II) Department, dated 29.06.2019.

Sl. No.	Stages of Promotion	Eligibility	Promotion Criteria
I	Assistant Professor Academic Level 10 to Assistant Professor (Senior Grade) Academic Level 11	<p>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 LLM, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.</p> <p>2).Attended one Orientation course of 21 days' duration on teaching methodology; and</p> <p>Any one of the following: Completed one Refresher / Research Methodology Course</p> <p align="center">OR</p> <p>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,</p> <p align="center">OR</p> <p>Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.</p>	<p>(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;</p> <p>(ii) The promotion is recommended by the screening-cum-evaluation committee.</p>
II	Assistant Professor (Senior Scale) Academic Level 11 to Assistant Professor (Selection Grade) Academic Level 12	<p>1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.</p> <p>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.</p>	<p>(i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II,Table 1) and</p> <p>(ii) The promotion is recommended by the Screening-cum-evaluation committee.</p>

**OVERALL GRADING FOR THE ASSISTANT PROFESSORS IN THE
ASSESSMENT PERIOD**

S.No .	Academic Year	Category	Grading Obtained Category wise (Good / Satisfactory / Not satisfactory)	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)
1		I – Teaching		
		II – Activities		
2		I – Teaching		
		II – Activities		
3		I – Teaching		
		II – Activities		
4		I – Teaching		
		II – Activities		
5		I – Teaching		
		II – Activities		
6		I – Teaching		
		II – Activities		
Whether the Teacher is Eligible or Not Eligible for CAS Promotion				

(Note: If the individual 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 is eligible for CAS promotion)

Academic Year_____.

ANNEXURE –IIACADEMIC PERFORMANCE INDICATORS (API)
FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALESAPPENDIX II, TABLE - 4

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]

Assessment Criteria and Methodology for Librarians

S.No	Activity	Details (or) %	Grading	
			Self- Assessment	Principal Assessment
1	<p>Regularity of attending library (Specify in percentage)</p> <p>(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. <p>Assistance towards updating institutional website</p> <p>Good - 90% and above</p> <p>Satisfactory -- Below 90% but 80% and above</p> <p>Not satisfactory –Less than 80%</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 Physical books and journals in computerized database (Specify in Percentage)</p> <p>Good – 100% of physical books and</p>			

	<p><i>journals in computerized database.</i> Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory OR If library does not have a computerized database Catalogue database made up to date (Specify in Percentage) Good – 100% Catalogue database made up to date Satisfactory-90% catalogue database made up to date Unsatisfactory – Catalogue database not up to mark]</p>			
4	<p>Checking inventory and extent missing books Good : Checked inventory and missing book less than 0.5% Satisfactory – Checked inventory and missing books less than 1% Unsatisfactory – Did not check inventory OR Checked inventory and missing books 1% or more</p>			
5	<p>(i) Digitalisation of books database in institution having no computerized database. (ii)Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals. Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory: Not involved/undertaken any of the activities.</p>			
6	OVERALL GRADING			
<p>Overall Grading Criteria: 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: It neither good nor satisfactory in overall grading.</p>				

List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

1. A
2. B
3. C
4. D
5. E
6. F
7. G
8. H

Undertaking:

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date:

**Signature of the Teacher
with Designation**

Counter signed by:

**Signature of the Principal
with College seal**

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIANS IN COLLEGES UNDER CAS

(Para 2.9 (B) of Part-II of the Annexure to the G.O.Ms. No. 15, Higher Education (UE-II) Department, dated 29.06.2019)

S.No	Stages of Promotion	Eligibility	Promotion Criteria
I	From College Librarian (Academic level 10) to College Librarian (Senior Scale/Academic level 11):	<p>An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil or a Ph.D. degree.</p> <p>(i) He/she has attended at least one Orientation course of 21 days' duration; and</p> <p>(ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.</p>	<p>A Assistant Librarian/College Librarian may be promoted if:</p> <p>(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and</p> <p>(ii)The promotion is recommended by a screening-cum-evaluation committee.</p>
II	From College Librarian (Senior Scale/ Academic level 11) to College Librarian Selection Grade/ Academic level 12)	<p>1) He/she has completed five years of service in that grade.</p> <p>2) He/she has done any two of the following in the last five years:</p> <p>(i) Training/Seminar/Workshop/Co course on automation and digitalisation,</p> <p>(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),</p> <p>(iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or</p> <p>(iv) Library up-gradation course.</p>	<p>An individual shall be promoted if:</p> <p>(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;</p> <p>(ii) The promotion is recommended by a screening-cum-evaluation committee.</p>

OVERALL GRADING FOR THE ASSESSMENT PERIOD FOR LIBRARIANS

S.No.	Academic Year	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)
1		
2		
3		
4		
5		
6		
7	Whether the applicant is Eligible or Not Eligible for CAS Promotion	

(Note: If the individual 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 is eligible for CAS promotion)

Signature of the Principal

Academic Year_____.

ANNEXURE - III
ACADEMIC PERFORMANCE INDICATORS (API)
FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES

APPENDIX II TABLE 5

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated
 29.06.2019]

**Assessment Criteria and Methodology for Directors of Physical
 Education and Sports**

S. No	Activity	Details or %	Grading	
			Self-Assessment	Principal Assessment
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend. (Specify in Percentage) Good - 90 and above. Satisfactory - Above 80 but below 90. Not satisfactory - Less than 80			
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. <i>Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee</i>			
5.	(i) At least one student of the			

	<p>institution participating in national/ state/ university/ (for college levels only) teams. Organizing state/national/ inter university/ inter college level competition.</p> <p>(ii) Being invited for coaching at state/national level.</p> <p>(iii)Organizing at least three workshops in a year.</p> <p>(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.</p> <p>Good: <i>Involved in any two activities.</i></p> <p>Satisfactory: <i>One activity</i></p> <p>Not Satisfactory: <i>Not involved/ undertaken any of the activities</i></p>			
6	OVERALL GRADING			

OVERALL GRADING Criteria:

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

Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not

Satisfactory: If neither good nor satisfactory in overall grading.

List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

- 1. A**
- 2. B**
- 3. C**
- 4. D**
- 5. E**
- 6. F**
- 7. G**
- 8. H**

Undertaking:

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date:

Signature of the Teacher

Designation

Counter signed by:

Signature of the Principal

with College seal

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL DIRECTORS IN COLLEGES UNDER CAS

(Para 2.9 (B) of Part-II of the Annexure to the G.O.Ms. No. 15, Higher Education (UE-II) Department, dated 29.06.2019)

S.No	Sages of Promotion	Eligibility	Promotion Criteria
I	From College Director of Physical Education and Sports (Academic Level 10) to College Director of Physical Education and Sports (Senior Scale/Academic Level 11)	<p>(i) 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.</p> <p>(ii) He/she has attended one Orientation course of 21 days' duration; and</p> <p>(iii) He/she has done any one of the following:</p> <p>(a)Completed Refresher / Research Methodology Course/workshop, (b)Training Teaching-Learning-Evaluation Technology Programme/Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).</p>	<p>An individual may be promoted if:</p> <p>(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5; and</p> <p>(ii) The promotion is recommended by a screening-cum-evaluation committee.</p>
II	From College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to College Director of Physical Education and Sports (Selection Grade/Academic Level 12)	<p>1) He/she has completed five years of service in that grade.</p> <p>2) He/she has done any two of the following in the last five years:</p> <p>(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,</p> <p>(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</p> <p>(iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).</p>	<p>An individual may be promoted if;</p> <p>(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II,Table 5, and;</p> <p>(ii). The promotion is recommended by a screening-cum-evaluation committee .</p>

OVERALL GRADING FOR THE ASSESSMENT PERIOD FOR PHYSICAL DIRECTORS

S.No.	Academic Year	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)
1		
2		
3		
4		
5		
6		
7	Whether the applicant is Eligible or Not Eligible for CAS Promotion	

(Note: If the individual 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 is eligible for CAS promotion)

Signature of the Principal