

**Chapter-7**  
**Revised Qualifications and Criteria for Appointment and Promotion of Teachers and**  
**Equivalent Cadres in the University and Govt. Aided Colleges**

**(As per decision of the Academic Council's Reso. No. 70 dated 15.07.2023)**

**1.1 Qualifications for Assistant Professor (University and Colleges)**

- i) The National Eligibility Test (NET) 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 State. *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 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 for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two 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.
- iii) 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.

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/Backward Classes 'A' & 'B'(Non-creamy Layer) of Haryana/Differently-abled (a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

- iv) 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.
- v) 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.
  - vi) The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
  - vii) The Ph.D. Degree shall be a mandatory qualification for appointment to the post of Associate Professor in Universities but it shall be a mandatory qualification for promotion with effect from 3 years (5 years in case of college teachers) from the date of issue of this notification by the State Government.
  - viii) The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities with effect from 3 years from the date of issue of this notification by the State Government.
  - ix) The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from the date of issue of this notification by the State Government.
  - x) 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) may be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

## **1.2 Qualifications:**

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 these Regulations.

## **2.0 Direct Recruitment**

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

#### **I. Assistant Professor:**

##### **Eligibility (A or B):**

##### **A.**

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

*Provided*, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the

degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which atleast 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,likeSLET/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 (Table3A) for Universities 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. Selection of Assistant Professors in Government Colleges shall be made by HPSC and in Govt Aided Private Colleges, as per criteria determined by the State Govt. from time to time based on UGC regulations.*

## **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 upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019 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 upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019 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:**

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 upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019, 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 upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019 and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Regulations.

#### **V. College Principal:**

##### **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 upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019.
- iv) A minimum of 110 Research Score as per Appendix II, Table 2

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

### **I. Assistant Professor:**

##### **Eligibility:**

- 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 (AcademicAffair) 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).

## II. AssociateProfessor:

### Eligibility:

- i) Good academic record, with a doctoral degree.
- ii) Performing ability of a high professional standard.
- iii) Eight year's experience of teaching in a University or College and / or of research in a University / national level institution, equal to that of Assistant Professor in a University / College.
- iv) Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

## III. Professor:

### Eligibility (A or B):

#### A.

- i) An eminent scholar having a doctoral degree
- ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and/ or research at the University/National level institutions
- iii) Minimum of 6 research publications in the peer-reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019,
- iv) Has a total research score of 120, as per Appendix II,Table2.

**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.

### 2.3 Drama Discipline:

#### I. Assistant Professor

##### Eligibility

- 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.

#### II. Associate Professor:

**Eligibility:**

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

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

**A.** An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialisation, with a minimum of 6 research publications in the peer-reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019, and a total research score of 120, as per Appendix II, Table2.

**OR**

**B.** A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:

- i) Master's degree, in the relevant subject;:
- ii) Ten years of outstanding performing achievements in the field of 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.

**2.4 Yoga Discipline****I. Assistant Professor :****Eligibility (A or B):**

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

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

**OR**

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

**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 upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019 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 upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019 and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.
- ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university / National level institution / Industries, with evidence of having successfully guided doctoral candidate.

**OR**

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

**2.5 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 upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019.

**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 upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019.

**IV. Principal / Director /Dean:**

Essential: Master's Degree in Occupational Therapy (M.O.T./M.Th.O./M.O.Th./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 upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019.

**2.6 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENT 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 upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019.

**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 upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019.

**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 upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019.

## **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) 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 alibrary.
- (iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

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

### **I. Assistant Director of Physical Education and Sports in University or Assistant Professor of Physical Education and Sports in College 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:

- (i) The fulfilment of these conditions (a) to (e) 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 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.
- (iii) Passed the physical fitness test conducted in accordance with these Regulations.

OR

- B. An Asian game or common-wealth games medal winner who has a degree at least at Post-Graduation level.

## **II. Deputy Director of Physical Education and Sports in University 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/Assistant Professor of Physical Education and Sports/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. Director of Physical Education and Sports in University**

- (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:

<b>NORMS FOR MEN</b>			
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

<b>NORMS FOR WOMEN</b>			
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

**Note:**

**As a proof of experience, the candidates are required to submit Form No. 16 for the claim period in addition to the Experience Certificate**

**3.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURE:**

**3.1 Selection Committee Composition**

**1) For the University, the Selection Committee will be as prescribed in Statute-22**

**2) For Assistant Professor in Govt. Aided Private Colleges:**

In case of Govt-Aided Private colleges, the existing system for selection shall continue as per their service rules under Haryana Affiliated Colleges (Security of Service) Act 1979 and rules framed thereunder by the Haryana Government from time to time.

**3) For College Principal:**

All posts of College Principals in Govt-Aided Colleges shall be filled through direct recruitment according to the existing system for selection as per their service rules under Haryana Affiliated Colleges (Security of Service) Act 1979 and rules framed thereunder by the Haryana Government from time to time.

**4) Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians, 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.**

**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:  
As prescribed in Statute-22 B(I)**

**B. For Govt-Aided private College teachers:**

- i) Dean of Colleges of the concerned University
- ii) Nominee of the Director, Higher Education
- iii) Nominee of the Vice-Chancellor
- iv) Subject Expert
- v) Principal of the college

**Note:** The quorum for this committee shall be three which will include one subject expert / University nominee and DHE nominee as per existing practice.

**C. For University Assistant Librarian:  
As prescribed in Statute-22 B-II**

**D. For University Assistant Director, Physical Education and Sports:  
As prescribed in Statute-22-B-III**

- 3.2 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 shall recommend to the Executive Council in case of the University and Deptt of Higher Education in case of Colleges about the suitability for the promotion of the candidate(s) under CAS for implementation:
- (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.
- 3.3 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.
- 3.4 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.

**4.0 Selection Procedure**

- (I) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3A, 3B, 4, and 5. However, In case of Govt-Aided colleges, the existing criteria for selection shall continue or as framed by the Haryana Government from time to time and in case of Govt Colleges, the selection criteria shall be determined by HPSC.  
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) In all the Selection Committees of direct recruitment of teachers and other

academic staff in universities and colleges provided herein, an academican belonging to the Scheduled Caste/Scheduled Tribe/ BC/ 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 academican, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

- (III) 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.
- (IV) In the case of selection of faculty members who are from outside the academic field and are considered under Clause 2.1 (III.B), 2.2 (III.B), 2.3 (III.B) and 2.4 (III.B) of these Regulations, the university's statutory bodies shall lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.
- (V) In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.
- (VI) The Internal Quality Assurance Cell (IQAC) shall be established 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 MOOCs, 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 (**available at Annexure – C, Pages 61 to 64**) designed on the basis of 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 in the formats as provided in table no. 6, 7, 8 & 9 available at **Annexures A & B, Pages 43 to 60.**

**Step 3:** A CAS Promotion shall be granted as mentioned in Clause 4.4 of these Regulations.

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

- (a) Tables 6 to 7 of Annexure-B are applicable to the Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges for promotion under Career Advancement Scheme;
- (b) Table 8 of Annexure-B is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and
- (c) Table 9 of Annexure-B is applicable to Assistant Directors/ College teachers of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

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

**4.3** The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations by State Government. However, if a candidate becomes eligible for promotions under CAS during the period from 01.01.2016 to the date of notification, his/her case shall be governed by the provisions of existing scheme wherever applicable.

**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 3.1 to 3.4 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 Annexure B (Pages 47-60).
- 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 as per Annexure-A (Pages 43-46) & Annexure-B (Pages 47-60). 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 Annexure-A (Pages 43-46) & Annexure-B (Pages 47-60) 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 six months. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be six months from the date of rejection.

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

- A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 4.3 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 / MOOCs course during the assessment period.

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Annexure-B, Table-6, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

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

**Eligibility:**

- 1) Assistant Professors who have completed five years of service in Academic Level11/Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning- Evaluation/ Technology Programmes/ Faculty Development 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 Annexure-B, Table 6) 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

Level12/Selection-Grade.

- 2) A Ph.D. degree in subject relevant /allied/relevant discipline shall be mandatory with effect from 5 years from the date of issue of this notification by the State Government.
- 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 Annexure-B, Table 6, and
- ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

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

**Eligibility:**

1. Associate Professors who have completed three years of service in Academic Level13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed upto 02.07.2023 and UGC CARE List journals w.e.f. 03.07.2023 out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Annexure-B, Table 7.

**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 Annexure-B, Table 6.
- ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.
- iii) Incumbent Associate Professors who have completed three years as Associate Professor on 1st January 2016 and having Ph.D. degree as on that date, shall be re-designated as Professor w.e.f. 1st January 2016 and placed at the appropriate Academic Pay Level if they fulfil all the above mentioned eligibility conditions. If they do not fulfil the above conditions of Research Publications and Research Score as on that date, they are to fulfil these conditions within three years from the date of issue of this notification by the State Government. They shall be promoted to the post of Professor w.e.f. 1st January 2016 but only after the fulfilment of these conditions.
- iv) Incumbent Associate Professors who have not completed three years as Associate Professor on 1st January 2016, shall be re-designated as Professor and placed at the appropriate Academic Pay Level after the completion of 3 years service as Associate Professor and Ph.D. degree if they fulfil all above mentioned eligibility conditions. If they do not fulfil the

conditions of Research Publications and Research Score as on that date, they are to fulfil these conditions within three years from the date of issue of this notification by the State Government. They shall be promoted to the post of Professor w.e.f. the date of completion of eligibility conditions (1) and (2) but only after the fulfilment of all eligibility conditions.

- v) After three years from the date of this notification, all the conditions for the promotion of Professor under CAS shall be mandatory and no relaxation of time shall be given to fulfil the conditions regarding research publications and research score.
- vi) Promotion to the post of Professor under CAS shall not affect the original seniority already fixed by the Department in that cadre.

### **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 / MOOCs course during the assessment period; and
- iv) Published one research publication in the peer-reviewed journals upto 02.07.2023 and UGC CARE List w.e.f. 03.07.2023 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 Annexure-B, Table 6), 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 shall be mandatory with effect from 3 years from the date of issue of this notification by the State Government.
- 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 upto 02.07.2023 and UGC CARE List w.e.f. 03.07.2023 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 Annexure - B, Table 6)
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

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

**Eligibility:**

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection grade.
- 2) A Ph.D. Degree in the subject concerned/allied/relevant discipline shall be mandatory with effect from 3 years from the date of issue of this notification by the State Government.
- 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 upto 02.07.2023 and UGC CARE List w.e.f. 03.07.2023 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 i.e. the said Assistant Professor is guiding doctoral candidates as clarified by the UGC vide Public Notice dated 23.12.2022.

**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 Annexure-B, Table-6, and has a research score of at least 70 as per Annexure-B, Table-7.
- 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 13A.
- 2) A Ph.D. degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer-reviewed upto 02.07.2023 and UGC CARE List w.e.f. 03.07.2023 out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided doctoral candidate i.e. doctoral candidate and the said Associate Professors have been awarded Ph.D. Degrees as clarified vide UGC Public Notice dated 23.12.2022.
- 5) A minimum of 110 Research Score as per Annexure-B, Table 7.

**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 Annexure-B, Table 6, and at least 110 research score, as per Annexure-B, Table-7.
- 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 upto 02.07.2023 and UGC CARE List w.e.f. 03.07.2023 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:**

- a) **The following provisions (D I to D IV) 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 4.4 (B) and 4.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.**
  - b) **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 Annexure-B, Table 8.

**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 Annexure-B, Table 8, 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 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 Annexure-B, Table 8, 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 Librarian (Academic Level 13A) to University Deputy Librarian/ College Librarians (Academic Level14) 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 Annexure-B, Table 8; 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:**

- a) The following provisions (E I to E IV) 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 4.4 (B) and 4.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- b) The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College teachers of Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level14.

**I. From Assistant Director of Physical Education and Sports (Academic Level 10)/Assistant Professor of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/AcademicLevel11)/Assistant Professor of Physical Education and Sports (SeniorScale/AcademicLevel11)**

**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 Annexure-B, Table 9; and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

**II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ Assistant Professor of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / Assistant Professor 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 Annexure-B, Table 9, 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)/ Assistant Professor of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ Associate Professor 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 Annexure-B, Table 9, 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/Associate Professor of Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/Professor of 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 Annexure-B, Table 9, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

**Note for 4.4 (A to E):**

1. ***Every Assistant Professor / Associate Professor / Professor at the time of submitting any research paper for any purpose, shall submit an undertaking, indicating that the document has been prepared by him / her alongwith co-author(s) and the document is an original work with Level 0 (zero) Plagiarism i.e. similarity upto 10% as per UGC Regulations, 2018.***
2. ***UGC (Promotion of Academic Integrity & Prevention of Plagiarism in Higher Education Institutions) Regulations, 2018 shall also be followed in letter and spirit.***
3. ***In order to avoid any hardship, a window of 3 years shall be provided to the candidates who fulfil all other criteria mentioned in the regulations adopted by the state on 11-11-2022 except Research Publications and Research Score, as on and till the date on which these instructions are issued.***
4. ***The benefit of this promotion shall be given to those who fulfil eligibility conditions from the date of notification issued dated 11-11-2022 by Govt. of Haryana on actual basis (3 years' time given in notification to acquire***

*the eligibility).*

5. ***The notional benefit of this promotion shall be given to those eligible candidates who have attained eligibility between 01-01-2016 to 11-11-2022 from the date of attaining eligibility and thereafter actual benefit w.e.f 11-11-2022.***
6. ***The notional benefit of this promotion shall be given to those eligible candidates who have attained eligibility prior to 01-01-2016 w.e.f. 01-01-2016 and thereafter actual benefit w.e.f. 11-11-2022.***

**4.5** 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 LL.M 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.

#### **5.0 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, etc including Govt. Aided Private Colleges of Haryana should be counted 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 and the candidate has applied for direct recruitment through proper channel only.
- (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 and the incumbent was selected to the permanent post in continuation to the Ad-hoc or temporary or contractual service without any break;
  - (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
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

#### **6.0. Period of Probation and Confirmation**

- 6.1 The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- 6.2 The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- 6.3 Subject to Clause 5 of this Regulation, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- 6.4 The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the State Government.
- 6.5 All other State Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

#### **7.0 Creation and Filling-up of Teaching Posts**

- 7.1 Teaching posts in universities, as far as feasible, may be created 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.
- 7.2 All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

#### **8.0 Appointments on Contract Basis For Universities**

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 basic pay 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.

#### **For Colleges**

For colleges, the existing practice or as decided from time to time shall be adopted.

#### **9.0. Teaching Days**

The Universities/Colleges must have at least 180 teaching, i.e., there shall 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.

The above provision is summarised as follows:

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

## **10.0 Workload**

10.1 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 shall be necessary for the teacher to be available for at least Five and half hours daily in the University/College as per existing regulations. However, in the academic interest of the institution and students, Principal or Head of the institution/University may retain the teachers beyond the minimum stay hours and it shall be obligatory on the part of the teachers to comply with any such orders. 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:

### **For Universities:**

Assistant Professor	-	16 hours perweek
Associate Professor/Professor	-	14 hours perweek

### **For Colleges**

Direct teaching hours shall be as per existing rules irrespective of the post as Assistant Professor or Associate Professor or Professor and as prescribed by the State Government from time to time.

10.2 A relaxation of two hours per week in the workload may, however, be given to Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work.

## **11.0 Service Agreement and Fixing of Seniority**

11.1 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.

11.2 The self-appraisal methodology, as per clause 4.0 and its sub-clauses 4.1 to 4.4 and all 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.

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

**CAS****For Universities:**

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. However, rules and regulations of the State Government shall apply, for all matters of seniority.

**For Colleges:**

As per existing rules/practice or as decided by the Govt. from time to time shall apply.

**APPENDICES**

<b>Appendix I</b>	<b>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</b>
<b>Appendix II</b>	<b><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.</b>

**Pay Matrix**

**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**

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
Rationalization Entry Pay (Rs.) <sup>1</sup>	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	2,10,500		
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					

**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 upto 02.07.2023 and UGC CARE List w.e.f. 03.07.2023.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved/undertaken any of the activities  <b>Note:</b> Number of activities can be within or across the broad categories of activities
<p><b>Overall Grading:</b>  <b>Good:</b> Good in teaching and satisfactory or good in activity at Sl. No. 2  Or  <b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.  <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading  <b>Note:</b> 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

(Appendix II Contd.)

**Methodology for University and College Teachers for calculating Academic/Research Score**

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

S.N.	Academic/Research Activity	Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences	Faculty of Languages/Humanities/Arts/Social Sciences/Library/Education/Physical Education/Commerce/Management & other related disciplines
1.	<p><b>For Direct Recruitment:</b> Research Papers in Peer-reviewed / UGC Journals upto 13.06.2019 and UGC CARE Listed Journals w.e.f. 14.06.2019</p> <p><b>For Career Advancement Scheme:</b> Research Papers in Peer-reviewed / UGC Journals upto 02.07.2023 and UGC CARE Listed Journals w.e.f. 03.07.2023</p>	8	10
2.	<b>Publications (other than Research papers)</b>		
	<b>(a) Books authored which are published by ;</b>		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	03
	Book	08	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a) Development of Innovative pedagogy</b>	05	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course	02 per curricula/course

	<b>(c) MOOCs</b>		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Contentwriter/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	<b>(d) E-Content</b>		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	<b>(a) Research guidance</b>		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing :</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07

	National	05	05
6.	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

**The Research score for research papers (Peer-Reviewed upto 02.07.2023 and UGC CARE List w.e.f. 03.07.2023) would be as follows :**

- |      |   |   |           |
|------|---|---|-----------|
| i)   | Paper in refereed journals without impactfactor | - | 5 Points  |
| ii)  | Paper with impact factor less than1             | - | 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 |

**(Impact factor to be determined as per Thomson Reuters list)**

- Two authors: 70% of total value of publication for each author.
- More than two authors: 70% of total value of publication for the First/Principal/Supervisor/Co-supervisor Corresponding author and 30% of total value of publication for each of the joint authors.
- For Publications other than Research Paper, 70% of total value of Publication for each author in case of two authors and 30% of total value of publication in case of more than 2 authors. However, first/corresponding author will get 70% marks irrespective of total number of 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 atleast three categories out of six categories.

**Table 3A**

(Appendix II Contd.)

**1. Criteria for shortlisting and selection of candidates for appointment to the post of Assistant Professor in the University:**

**A. Criteria for shortlisting the candidates for appointment to the post of Assistant Professor in the University**

S. No.	Academic Record	Score			
		1.	<b>Graduation</b>	80% & Above = 15	60% to less than 80% = 13
2.	<b>Post-Graduation</b>	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60%=20	
3.	<b>M. Phil.</b>	60% & above=07	55% to less than 60% =05	<b>Maximum - 30 marks</b>	
4.	<b>Ph.D.</b>	30			
5.	<b>NET with JRF</b>	07			
	<b>NET</b>	05		<b>Maximum – 07 marks</b>	
	<b>SLET/SET</b>	03			
6.	<b>*Research Publications</b>	<b>10 (Max.)</b>			
	a. SCOPUS/Web of Science	03 marks / publication			
	b. UGC CARE list w.e.f. 14 <sup>th</sup> June 2019/ Publications prior to 14 <sup>th</sup> June, 2019 in peer reviewed or UGC old listed journals	02 marks / publication			
7.	<b>Teaching / Post Doctoral Experience (2 marks for one year each)#</b>	10			
8.	<b>Awards</b>	<b>Maximum – 03 marks</b>			
	International / National level (Awards given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

**# If the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately. The candidates are required to submit Form No. 16 for claimed period in addition to the experience certificate.**

The candidates who will be awarded at least 50% marks as per 'A' on pre-page shall form list of shortlisted candidates.

If the number of shortlisted candidates is more than 12+3n for n (n=1,2,3,...) posts, for example, if it is more than 15 for single post and more than 18,21,24,... for 2,3,4,... posts, respectively, then further shortlisting will be done in the manner as given in 'B' below.

However, in case of number of candidates is less than equal to 12+3n (for n=1,2,3... posts), no further shortlisting will be done. The process shall not be carried forward, if the number of eligible candidates is less than three.

The process of shortlisting / selection will be carried out for filling up only that many advertised posts which satisfy atleast 1:3 ratio for advertised number of posts to the number of eligible candidates e.g. If there are 7 applicants for three advertised posts, then selection shall be made only against two posts.

**Note:**

**\*Criteria for Calculation of Marks for Joint Publication(s)(Research Papers/Books):** Of the total score for the relevant category of publications by the concerned applicant the First/Principal author/ Corresponding author would share 70% of the total value of publication and remaining 30% of the total value of publication for each of other

authors. For example, if the total score for a publication is 02(say), then the first/principal author/corresponding author would get 1.4 marks each and the other authors would get 0.6 marks each. However, the marks for research paper(s) published will be considered only if the candidate will submit authentic proof for the same up to the last day of the receipt of the applications.

**B. Criteria for further shortlisting:**

The candidates, shortlisted on the basis of marks as per 1(A) and for whom further shortlisting is to be done, shall appear in a test for assessing their domain knowledge and Research Aptitude. The test shall comprise 100 Multiple Choice Questions of one mark each ( $\frac{1}{4}$  marks shall be deducted for each wrong answer) and shall be of 90 minutes duration.

For n (n=1,2,3,...) posts, top 12+3n candidates based upon the performance in test will be shortlisted for appearing before the Selection Committee. In case of tie of score with the lowest qualified candidates, all such candidates having same score shall also be included in the second list of short listed candidates.

**2. Selection of shortlisted candidates for UTDs/ MDU-CPAS/Centre for Distance and Online Education (CDOE):**

The shortlisted candidates shall appear before the selection committee having composition as per Statute – 22 of M. D. University Act.

The selections shall be based on the performance in the interview by assessing the following:

<b>Sr. No.</b>	<b>Component</b>	<b>Weightage</b>
(i)	Subject Knowledge & Research Aptitude	50%
(ii)	Presentation, Communication Skills & ICT Knowledge	30%
(iii)	Overall Personality	20%

**Note:** If the committee does not find any candidate suitable for the post(s), it may declare 'none of the candidates found suitable'.

Table 3B

(Appendix II Contd.)

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

S.N.	Academic Record	Score			
		1.	<b>Graduation</b>	80% & Above = 21	60% to less than 80% =19
2.	<b>Post-Graduation</b>	80% & Above = 25	60% to less than 80% =23	55% (50% in case of SC/ST/OBC (non- creamy layer)/PWD) to less than 60% =20	
3.	<b>M.Phil.</b>	60% & above = 07	55% to less than 60% = 05		
4.	<b>Ph.D.</b>	25			
5.	<b>NET with JRF</b>	10			
	<b>NET</b>	08			
	<b>SLET/SET</b>	05			
6.	<b>Research Publications (2 marks for each research publications published in Peer-Reviewed prior to 14<sup>th</sup> June, 2019 and UGC CARE List Journals w.e.f. 14<sup>th</sup> June, 2019)</b>	06			
7.	<b>Teaching / Post Doctoral Experience (2 marks for one yeareach)#</b>	10			
8.	<b>Awards</b>				
	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. The candidates are required to submit Form No. 16 for claimed period in addition to the experience certificate.**

Note : (A)

- |       |                   |         |   |          |
|-------|-------------------|---------|---|----------|
| (i)   | M.Phil. +Ph.D.    | Maximum | - | 25 Marks |
| (ii)  | JRF/NET/SET       | Maximum | - | 10 Marks |
| (iii) | In awardscategory | Maximum | - | 03 Marks |

(B) Number of candidates to be called for interview shall be decided by thecollege.

(C) AcademicScore - 84

ResearchPublications - 06

TeachingExperience - 10

TOTAL - 100

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

Table 4

(Appendix II Contd.)

## 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, interalia, following items of work:</p> <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>• Assistance towards updating institutional website</li> </ul>	<p>90% and above – Good</p> <p>Below 90% but 80% and above – Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	<p>Good – 1 National level seminar/workshop +1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/workshop or 1 State level seminar/workshop + 1 institution level seminar/workshop or 4 institution seminar /workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then</p> <p>OR</p> <p>If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>

4.	Checking inventory and extent of missing books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory – Did not check inventory OR Checked inventory and missing books 1% or more.</p>
5.	<p>(i) Digitisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extra curricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p>	<p>Good - Involved in any two activities</p> <p>Satisfactory - At least one activity</p> <p>Not Satisfactory - Not involved/undertaken any of the activities.</p>
Overall Grading	<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 : If neither good nor satisfactory in overall grading.</p>	
<p>Note :</p> <ol style="list-style-type: none"> <li>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</li> <li>(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</li> <li>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</li> </ol>		



Table 5

(Appendix II Contd.)

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

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory- Neither good nor satisfactory.
3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines <b>OR</b> 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 extra curricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/ undertaken any of the activities.

Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.
<p><b>Note:</b></p> <p>i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</p> <p>ii)The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.</p> <p>iii)The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</p>	

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**  
**Application Form for Promotion of Teachers under Career**  
**Advancement Scheme**  
**(Assessment Period \_\_\_\_\_)**

Paste a latest  
Passport size  
photograph

**Important Note** - The candidate is required to fill in this form along with  
Annual Performance Assessment Reports as applicable (Annexure-B)

1. For Promotion /upgradation to \_\_\_\_\_  
Department \_\_\_\_\_
2. Name of the Candidate (in Capital Letters) \_\_\_\_\_
3. Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_
4. Gender \_\_\_\_\_ Marital Status \_\_\_\_\_ Nationality \_\_\_\_\_
5. Are you a Person with Disability (Yes/No)  
\_\_\_\_\_
6. Category (Gen/SC/DSC/BC-A/BC-B/ESM/etc.)  
\_\_\_\_\_
7. Date and Place of Birth  
\_\_\_\_\_
8. Date of Joining in the University \_\_\_\_\_
9. Present Designation \_\_\_\_\_
10. Date of Placement in Stage –II \_\_\_\_\_ Stage-III \_\_\_\_\_  
Associate Professor \_\_\_\_\_ Professor \_\_\_\_\_
11. Grading and Academic / Research Score (for promotion upto level of Professor ) **[Not applicable for promotion to Senior Professor]**  
i) Grading as per Table 6 (Annexure-B) \_\_\_\_\_

Sr.	Year	Academic Year	Grading			Period & kind of Leave, if any	Period spent on paid leave
			Activity at Sr. No. 1	Activity at Sr. No. 2	Overall Grading		
1	I Year						
2	II Year						
3	III Year						
4	IV Year						
5	V Year						
6	VI Year						

For promotion from Assistant Professor (Academic Level 10)/ Assistant Professor (AL 11) / Assistant Professor (AL 12) / Associate Professor to Assistant Professor (AL 11) / Assistant Professor (AL 12) / Associate Professor / Professor, 'Satisfactory' or 'Good' grade in at least 'n-1' of the last 'n' years of the assessment period is required for consideration of promotion.

ii) Academic/ Research Score as per Table -7 (Annexure-B)

[Note: 1. For Librarians assessment criteria and methodology will be as per Table 8 of Annexure B.

2. For ADPE / Deputy Director Physical Education who are not involved in teaching,  
Assessment Criteria and Methodology will be as per Table 9 of Annexure B]

12. Mention the education qualification(s) if acquired after joining the University –

Exam. Passed	University/Board	Year of Passing	% of Marks	Division	Subject studied including options	Awards/ Medals/ Prize/ Merit if any

13. Teaching Experience (full time) in College/University:

Undergraduate \_\_\_\_\_ Post Graduate \_\_\_\_\_ Total \_\_\_\_\_

14. Total Research Experience

\_\_\_\_\_

15. Field(s) of Specialization

\_\_\_\_\_

16. Employment Details (in Chronological Order):

Sr. No.	Name of Institution	Designation	From	To
(i)				
(ii)				
(iii)				
(iv)				

17. Guidance/Supervision of Ph.D. Theses :

a. Number of Candidates registered at present \_\_\_\_\_

b. Number of Candidates who have submitted theses \_\_\_\_\_

c. Number of candidates who have been successfully awarded Ph.D. \_\_\_\_\_

d. Number of candidates awarded Ph.D. during assessment period \_\_\_\_\_

18.

Language(s) known	Read (Y/N)	Write (Y/N)	Speak (Y/N)

19. Present Basic Pay \_\_\_\_\_ in the Academic Level \_\_\_\_\_

20. Orientation / Refresher or any other course / workshop to be considered for promotion

Name of the Course	Period		Ograniser
	From	To	

21. Detail of Development of MOOCs / e-contents in 4 quadrants

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22. Publications :

Publications		Total (Attach the list of publication with details)	During the period under consideration for promotion (Attach 8 copies of first page of the publications with details)	Major Publications as per requirement (Attach 8 copies of the reprints)
Papers in Journals	(i) Web of Science / SCOPUS			
	(ii) UGC Care Listed			
	(iii) Other peer reviewed journals upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023			
Books	Authored			

	Edited			
<b>Chapters in Edited Books</b>				
<b>Papers in Proceedings of the Conference</b>				
<b>Research Projects</b>	Completed			
	On Going			
<b>Patents</b>	Granted			
	Published			
<b>Consultancy</b>				

23. Awards / Recognition:

\_\_\_\_\_

24. Additional Information if Any

\_\_\_\_\_

25. List of Enclosures (Give supportive documents of the claims made in the application):

- |            |           |
|------------|-----------|
| i) _____   | ii) _____ |
| iii) _____ | iv) _____ |
| v) _____   | vi) _____ |

I certify that the foregoing information given by me is correct, complete to be best of my knowledge and belief and no material information has been concealed.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Permanent Address (in capital letters)

Signature of the Candidate  
Correspondence address (in capital letters)

\_\_\_\_\_  
\_\_\_\_\_  
Pin \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Pin \_\_\_\_\_

Forwarded by  
Head/Dean

Email : \_\_\_\_\_  
Mobile No. \_\_\_\_\_

Note:-

1. Printing should be preferably on both sides.
2. Only first page of the publication should be attached along with proof of Peer Reviewed / UGC Listed/Scopus/Web of Science/ Journal impact factor. However, for promotion to the post of Associate Professor / Professor / Senior Professors, copies (all pages) of requisite numbers of publications (only major / best) are required to be attached.

## Annual Performance Assessment Report for Promotion under Career Advancement Scheme (CAS)

### Table 6

Name:  
Subject

Designation:  
Academic Session/Period:

Sr. No.	Name of the Activity	Activities Actually undertaken	Verification as per record by HOD/ Director/ Incharge	Grading	Page No.
1.	<p><b>Teaching:</b> (Classes taught include sessions on tutorials, lab and other teaching-related activities)</p> <p><b>Grading Criteria</b></p> <ul style="list-style-type: none"> <li>• 80% &amp; above=Good</li> <li>• Below 80% &amp; but 70% &amp; above=Satisfactory</li> <li>• Less than 70%=Not satisfactory</li> </ul>	<p>[Number of classes taught/total classes assigned) x 100 %]</p> <p>=</p>			
2.	<p><b>Involvement in the students related activities and research activities:</b></p> <p>a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden or any other Administrative responsibility assigned by the Vice-Chancellor / Executive Council for a period of not less than 6 months in assessment year under consideration</p> <p>b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation.</p> <p>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, YRC and other community services/outreach activities.</p> <p>d) Organising seminars/ conferences/ workshops, other academic activities.</p> <p>e) Evidence of actively involved in guiding Ph.D. students of MDU</p>				

	<p>f) Conducting minor or major research project sponsored by national or international agencies.</p> <p>g) At least one single or joint publication in Peer-reviewed upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023.</p> <p><b>Grading Criteria</b></p> <ul style="list-style-type: none"> <li>• <b>'Good'</b> if Involved in at least 3 activities</li> <li>• <b>'Satisfactory'</b> if 1-2 activities</li> <li>• <b>'Not-satisfactory'</b> if not involved/ undertaken any of the activities</li> </ul>			
	<p><b>Overall Grading:</b>  <b>Criteria:</b>  <b>Good:</b> Good in teaching and satisfactory or good in activity at Sr.No.2  <b>Satisfactory:</b> Satisfactory in teaching and satisfactory or good in activity at Sr.No.2  <b>Not Satisfactory:</b> If neither good or satisfactory in overall grading</p>			

**Note:**

- Number of activities can be within or across the broad categories of activities.
- At the time of Internal Screening Committee, all the records related to claims/verification by the concerned HOD must be produced before the convener of the committee.
- If a candidate claims score for an item not covered in the above, the claims for the same shall be settled by a committee constituted for purpose.
- 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.



**Assessment of Academic/Research Score**  
**Table 7**  
**(Assessment Period \_\_\_\_\_)**

Name:

Designation:

Subject:

Faculty:

Sr.No.	Academic/Research Activity	Academic Research score as prescribed	Total (in Number)	Self-Appraisal Score	Verified Score	Page No.
1	<b>Research papers in Peer-reviewed upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023 (Annexure-1)</b>	Paper in refereed journals without impact factor				
		Paper with impact factor less than 1				
		Paper with impact factor between 1 and 2				
		Paper with impact factor between 2 and 5				
		Paper with impact factor between 5 and 10				
		Paper with impact factor >10				
2	<b>Publications (other than Research papers) (Annexure-2)</b>					
	<b>(a) Books authored which are published by;</b>					
	International Publishers	12/book				
	National Publishers	10/book				
	Chapters in an Edited Book	05/chapter				
	Editor of a book by International Publisher	10/book				
	Editor of a book by National Publisher	08/book				
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculty possessing Diploma / Certificate in Translation</b>					
	Chapters or Research papers	03/chapter or paper				
	Book	08/book				
3	<b>Creation of ICT-mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula (Annexure-3)</b>					
	<b>(a) Development of Innovative Pedagogy</b>	05				
	<b>(b) Design of new curricula and courses</b>	02 (per course)				

	<b>(c) MOOCs</b>				
	Development of complete MOOCs in 4 quadrants (4 credits course) (In case of MOOCs of lesser credits 05 marks per credit)	20			
	MOOCs (developed in 4 quadrants) per module/lecture	05			
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02			
	Course coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks per credit)	08			
	<b>(d) E-content</b>				
	Development of e-Content in 4 quadrants for complete course/e-book	12			
	e-Content (developed in 4 quadrants) per module	05			
	Contribution to the development of e-content module in complete course/paper/e-book (at least one quadrant)	02			
	Editor of e-content for complete course/paper/e-book	10			
4	<b>(a) Research guidance (Annexure-4)</b>				
	Ph.D. (10 per degree awarded and 05 per thesis submitted)				
	M.Phil/P.G. dissertation (02 per degree awarded)				
	<b>(b) Research Project Completed</b>				
	More than 10 lakhs	10			
	Less than or equal to 10 lakhs (Extramural/External Funding)	05			
	<b>(c) Research Project Ongoing</b>				
	More than 10 lakhs	05			
	Less than or equal to 10 lakhs (Extramural/External Funding)	02			
	<b>(d) Consultancy</b>	03			

5.	<b>(a) Patent (Annexure-5) (Only those patents for which MDU is the applicant)</b>				
	International	10			
	National	07			
	<b>*(b) Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central or State Government)</b>				
	International	10			
	National	07			
	State	04			
	<b>(c) Awards/Fellowship</b>				
	International	07			
	National	05			
6	<b>*Invited lectures/Resource Person/paper presentation in Seminars/ Conferences/full paper in Conference proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference proceedings will be counted only once) (Annexure-6)</b>				
	International (Abroad)	07			
	International (within country)	05			
	National	03			
	State/University	02			

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

<b>Sr. No.</b>	<b>Paper in Peer-Reviewed upto 02.07.2023 and in UGC CARE List w.e.f. 03.07.2023</b>	<b>Faculty of Sciences / Engineering / Agriculture/ Medical / Veterinary Sciences</b>	<b>Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education / Commerce / Management &amp; other related disciplines</b>
	Paper in refereed journals without impact factor	<b>13</b>	<b>15</b>
	Paper with impact factor less than 1	<b>18</b>	<b>20</b>
	Paper with impact factor between 1 and 2	<b>23</b>	<b>25</b>
	Paper with impact factor between 2 and 5	<b>28</b>	<b>30</b>
	Paper with impact factor between 5 and 10	<b>33</b>	<b>35</b>
	Paper with impact factor >10	<b>38</b>	<b>40</b>

Note 1: Impact factor to be determined as per Thomson Reuters list

2. a) For two authors: 70% of total value of publication for each author.
  - b) For more than two authors: 70% of total value of publication for the First / Principal / Supervisor / Co-Supervisor / Corresponding author and 30% of total value of publication for each of the joint authors.
  - c) For Publications other than Research Paper, 70% of total value of Publication for each author in case of two authors and 30% of total value of publication in case of more than 2 authors. However, first/corresponding author will get 70% marks irrespective of total number of authors.
3. For Joint Projects: Principal Investigator and Co-investigator would get 50% each.
  4. (i) Paper presented if part of edited book or proceeding then it can be claimed only once.
  - (ii) 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
  5. The research score shall be from atleast three categories out of six categories.

\*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.

For example: Suppose, the total score obtained is 400 which includes the score from the category 5(b) and 6 as 140 i.e. the score from other categories is 260. Find 30% of the total score, which in this case is  $30\% \times 400 = 120$ . Due to upper capping of 30% of the total research score, 120 score will be counted and not 140. The effective total score will be  $260 + 120 = 380$ .

\* Score to be filled by the Candidate / Teacher in following manner:

**Summary of Academic/ Research Score**

<b>Category</b>	<b>Particulars</b>	<b>Academic/ Research Score</b>	<b>Remarks</b>
1.	Research papers Web of Science / SCOPUS / UGC listed / Peer- reviewed Journals		
2.	Publications (other than Research papers) a) Books authored b) Translation works		
3.	Creation of ICT-mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula a) Development of innovative pedagogy b) Design of new Curricula and Courses c) MOOCs d) e-content		
4.	(a) Research guidance (b) Research Project(s) completed (c) Research Project(s) ongoing (d) Consultancy		
5.	(a) Patent		
	(b) Policy Document		
	(c) Awards/Fellowship		
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)		
7.	<b>Total Research Score</b>		

\*Combined score of 5(b) and 6 shall have upper capping of 30% of total research score



**ANNEXURE-2****2. Publications (other than research papers)****(a) Books authored which are published by National Publisher**

Sr. No.	Title of the Book	Name and category of Publisher	Edited Book/Chapter	Authors	Score	Page No. for relevant proof / detail

**(b) Translation work in Indian and Foreign languages by qualified faculty**

Sr. No.	Title of the Book/Chapter/ Research paper	Publisher	Authors	Score	Page No. for relevant proof / detail

**ANNEXURE-3****3. Creation of ICT-mediated Teaching Learning Pedagogy and Content and development of new and innovative courses and curricula**

Sr.No.	Particulars	Authors	Score	Page No. for relevant proof / detail

**ANNEXURE-4****4. (a) Research Guidance**

Sr. No.	Programme	Name of University	Number of students supervised		Score	Page No. for relevant proof / detail
			Thesis submitted	Degree Awarded		

**(b) Research Projects Completed**

Sr. No.	Title	Name of funding agency with the amount	No. of Investigators	Score	Page No. for relevant proof / detail





**Assessment Criteria and Methodology for Librarians  
Table 8**

S.No.	Activity	Activities Actually undertaken	Verification as per record by HOD / Director / Incharge	Grading	Page No.
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, interalia, following items of work:</p> <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>• Assistance towards updating institutional website</li> </ul> <p><b>Grading Criteria: 90% and above – Good</b></p> <p><b>Below 90% but 80% and above - Satisfactory</b></p> <p><b>Less than 80% - Not satisfactory</b></p>				
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p> <p><b>Grading Criteria: Good – 1 National level seminar/ workshop +1 State/institution levelworkshop/Seminar</b></p> <p><b>Satisfactory - 1 National level seminar/ workshop or 1 State level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar /workshop</b></p> <p><b>Unsatisfactory – Not falling in above two categories</b></p>				
3.	<p>If library has a computerized database then</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 in above two categories</p> <p align="center">OR</p> <p>If Library does not have a computerised database then</p> <p>Good – 100% Catagolue database made up to date</p>				

	<p>Satisfactory – 90% Catalogue database made up to date  Unsatisfactory – Catalogue database not upto mark.  (To be verified in random by the CAS Promotion Committee)</p> <p><b>Grading Criteria :</b>  <b>i) Good: Checked inventory and missing book less than 0.5%</b>  <b>ii) Satisfactory – Checked inventory and missing book less than 1%</b>  <b>iii) Unsatisfactory – Did not check inventory OR Checked inventory and missing books 1% or more.</b></p>				
4.	<p>Checking inventory and extent of missing books  <b>i) Good: Checked inventory and missing books then 0.5%</b>  <b>ii) Satisfactory: Checked inventory and missing book less than 1%</b>  <b>iii) Unsatisfactory: Did not check inventory OR Checked inventory and missing books 1% or more.</b></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 done during admissions, examinations and extracurricular activities.  (v) Design and offer short-term courses for users.  (vi) Publications of at least one research paper in UGC approved journals.</p> <p><b>Grading Criteria : Good: Involved in any two activities</b>  <b>Satisfactory : At least one activity</b>  <b>Not Satisfactory : Not involved / undertaken any of the activities.</b></p>				
Overall Grading	<p>Good : Good in Item 1 and satisfactory/good in any two other items including Item 4.  Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.  Not satisfactory : If neither good nor satisfactory in overall grading.</p>				
	<p>Note:</p> <ol style="list-style-type: none"> <li>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</li> <li>(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</li> <li>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</li> </ol>				

**Assessment Criteria and Methodology for Assistant Director / Deputy Director of Physical Education and Sports (for those who are not involved in teaching Physical Education and Sports)**

**Table 9**

S. No.	Activity	Activities Actually undertaken	Verification as per record by HOD/Director / Incharge	Grading	Page No.
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend. <b>Grading Criteria: 90 and above – Good Above 80 but below 90 – Satisfactory Less than 80 – Not Satisfactory</b>				
2.	Organizing intra college competition  <b>Grading Criteria: Good – Intra College competition in more than 5 disciplines Satisfactory – Intra college competition in 3-5 disciplines. Unsatisfactory – Neither good nor satisfactory</b>				
3.	Institution participating in external competitions  <b>Grading Criteria : 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</b>				
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. <b>Grading Criteria: Good / Satisfactory / Not-Satisfactory to be assessed by the Promotion Committee</b>				

5.	<p>(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.</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 extra curricular college activities.</p> <p><b>Grading Criteria : Good: Involved in any two activities.</b></p> <p><b>Satisfactory : 1 activity</b></p> <p><b>Not Satisfactory: Not involved / undertaken any of the activities</b></p>				
Overall Grading	<p>Good: Good in item 1 and satisfactory / good in any two other items.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory / good in any other two items.</p> <p>Not satisfactory : If neither good nor satisfactory in overall grading.</p>				
Note:	<ol style="list-style-type: none"> <li>(1) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</li> <li>(2) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical Education and Sports and also the CAS Promotion committee.</li> <li>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</li> </ol>				

# MAHARISHI DAYANAND UNIVERSITY ROHTAK

## PROFORMA FOR ANNUAL SELF APPRAISAL REPORT FOR THE ACADEMIC YEAR \_\_\_\_\_

### 1. General Information

- a) Name : \_\_\_\_\_
- b) Designation : \_\_\_\_\_
- c) Department: \_\_\_\_\_
- d) Faculty: \_\_\_\_\_
- e) Mobile No. \_\_\_\_\_
- f) Email ID \_\_\_\_\_
- g) Residential Address \_\_\_\_\_

### 2. Teaching

#### a) Class Taught

Sr.	Name of Class	Workload assigned in the Year (Both Semesters)				Workload taken in the Year				Percentage of workload undertaken	Steps taken for the deficit teaching workload, if any due to leave etc.
		L	T	P	Total	L	T	P	Total		
1											
2											
3											
4											
5											
										Average % - ___	

\*Lecture (L), Tutorial (T), Practical (P)

#### b) Details of examination related duties / responsibilities / assignment in MDU, Rohtak–

i. Evaluation of answer script

ii. Internal Evaluation

iii. Paper Setting

iv. Assessment of Assignments

v. Conduct of Examinations

vi. Evaluation of dissertations/project reports/summer training reports etc.

**3. Professional Competences**

a) Details regarding Refresher Course/Orientation Programme or other courses / workshops attended

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b) Administrative assignment(s)

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c) Membership / Participation in bodies / committees on education and national development

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d) Any other

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**4. Research Contributions :**

a) Research Supervision :-

	At the beginning of the Academic year	Registered during the Academic year	Completed During the year
PG (Dissertation, Project Report etc.)			
Ph.D.			

b) Publications:

i. Research Articles published

Sr. No.	Title	Journals in which published	No./Vol./Date of Publication	Co-authors, if any	Web of Science / SCOPUS / UGC CARE Listed	Thomson Reuter Impact Factor

ii. Books:

Sr. No.	Title	Publisher	Author	National / International	Year of Publication

iii. Chapter in Edited Books:

Sr. No.	Title	Publisher	Author	National / International	Year of Publication

iv. Books Edited

Sr. No.	Title	Publisher	Author	National / International	Year of Publication

v. Translation work in Indian and Foreign languages by qualified faculty

Sr. No.	Title	Publisher	Authors

vi. Research Projects

Sr. No.	Title	Funding Agency	Month of Commencement	Whether completed during the year	If not completed, expected date of completion

vii. Consultancy: \_\_\_\_\_

viii. Patents:

Sr. No.	Name of Patent	Details of registration	Level

ix. Policy Document

Sr. No.	Name of Policy Document	Name of Agency to whom submitted	Level

x. Details of Seminars, Conferences and Symposia organized

\_\_\_\_\_

xi. Membership of Professional/Academic bodies, editor-ship of journals etc.

\_\_\_\_\_

**5. Creation of ICT - mediated Teaching Learning Pedagogy, Content Development of Innovative courses and curricula**

Sr. No.	Particulars	Author(s)

**6. MOOCs / e-contents development** \_\_\_\_\_

**7. a) Awards / Fellowship** \_\_\_\_\_

**b) Other Achievements** \_\_\_\_\_

**8. Invited Lectures/Resource Person/Paper presentation in Seminars / Conferences / full papers in Conference Proceedings**

Sr. No.	Title of the Paper/lecture	Organized by (with dates)	Level

**9. Extension work/Social/Community outreach activities:-**

Please give a short account of your contribution to:

a. Co-Curricular Activities

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b. Enrichment of campus life (Hostels, Sports, and Cultural activities)

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c. Student welfare and discipline

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**10. Brief assessment of performance**

a. Contribution to University/Department activities / Corporate governance

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b. Any other

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**11. Any other information** about contribution not covered above and which is relevant to a proper assessment of activities.

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**12.** How do you rate yourself on the basis of above Self Appraisal Report on a 10 points scale:

Note: Please attach separate sheet wherever necessary.

I certify that the information given above is correct and factual to the best of my knowledge and belief.

Date \_\_\_/\_\_\_/\_\_\_\_\_

Signature of the Faculty Member

Forwarded with observations, if any

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Date \_\_\_/\_\_\_/\_\_\_\_\_

Signature of the Head of the Department

**Registrar**