

## ORDINANCE NO – 96

### MINIMUM QUALIFICATIONS AND CONDITIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF THROUGH OPEN ADVERTISEMENT AND PROMOTION OF WORKING TEACHERS THROUGH CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY AND MEASURES FOR THE MAINTENANCE OF STANDARDS

*(Approved by Governor Office letter no.: 4077/6167/2012/रास/सू-4 dated 03.08.2012)*

#### 1.0.0 RECRUITMENT AND QUALIFICATIONS

1.1.0 The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the University shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per Statutes 11.

1.2.0 The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, and Assistant Librarians, Deputy Librarians, Librarians will be in accordance with the regulations prescribed by the UGC.

1.3.0 The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test- SLET/SET), shall remain for the appointment of Assistant Professors.

1.3.1 NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors.

Provided however, that candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.

1.3.2 NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.

1.4.0 A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians.

1.4.1 A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any

grace mark procedures.

- 1.5.0 A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
- 1.6.0 Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
- 1.7.0 The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- 1.8.0 The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.
- 1.9.0 The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions.

## **2.0.0 DIRECT RECRUITMENT**

### **2.1.0 Arts, Humanities, Education, Languages**

#### **2.1.1 PROFESSOR**

- A.
  - i. An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
  - ii. A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
  - iii. Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process.
  - iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this Ordinance in Appendix III.

**OR**

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

#### **2.1.2 ASSOCIATE PROFESSOR**

- i. 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 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 excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this Ordinance in Appendix III.

### **2.1.3 ASSISTANT PROFESSOR**

- i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause 2.1.3, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.
- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

### **2.2.0 MUSIC AND DANCE DISCIPLINE**

#### **2.2.1 ASSISTANT PROFESSOR:**

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

accredited by the UGC.

---

Notwithstanding anything contained in the sub-clauses (i) and (ii) to this Clause 2.2.1, candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.

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

**OR**

- i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:
  - a. Studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;
  - b. A high grade artist of AIR/TV; and
  - c. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

#### **2.2.2 ASSOCIATE PROFESSOR:**

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

**OR**

- i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:
  - a. 'A' grade artist of AIR/TV;
  - b. Eight years of outstanding performing achievements in the field of specialization;

- c. Experience in designing of new courses and /or curricula;
- d. Participation in Seminars/Conferences in reputed institutions; and
- e. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

**2.2.3 PROFESSOR:**

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

**OR**

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

**2.3.0 DRAMA DISCIPLINE:**

**2.3.1 ASSISTANT PROFESSOR:**

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

Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

**OR**

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

**2.3.2 ASSOCIATE PROFESSOR:**

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

**OR**

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

**2.3.3 PROFESSOR:**

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

**OR**

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

#### **2.4.0 VISUAL (FINE) ARTS DISCIPLINE**

##### **2.4.1 ASSISTANT PROFESSOR:**

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

Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause 2.4.1, candidates, who are, or have been awarded a Ph.D. Degree, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.

- iii. Without prejudice to the above, NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

**OR**

- i. A Professional artist with highly commendable professional achievement in the concerned subject, who should have:
  - a. First class Diploma in Visual (Fine) arts discipline from the recognized

Institution of India/Abroad;

- b. Five years of experience of holding regular regional/National exhibitions/Workshops with evidence; and
- c. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

**2.4.2 ASSOCIATE PROFESSOR:**

- i. Good academic record with doctoral degree, with performing ability of high professional standard.
- ii. Eight years of experience of teaching in a University/College and/or research in University/national level institutions excluding the period spent for the research degree of M.Phil./Ph. D.
- iii. Has made significant contributions to the knowledge in the subject concerned as evidenced by quality of publications.
- iv. Contributions to educational innovation such as: designing new courses and/ or curricula and/or outstanding performing achievements in the field of specializations.

**OR**

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

**2.4.3 PROFESSOR:**

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

**OR**

- i. A Professional artist with highly commendable professional achievement in the



concerned subject, who should have:

- a. Twelve years of experience of holding regular regional/national exhibition/workshops with evidence;
- b. Significant contributions in the field of specialization and ability to guide research;
- c. Participation in National/ International Seminars/ Conferences/ Workshops and/or recipient of National/International Awards/ Fellowships; and
- d. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

## **2.5.0 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVERSITY LIBRARIAN, DEPUTY LIBRARIAN AND ASSISTANT LIBRARIAN**

### **2.5.1 UNIVERSITY LIBRARIAN**

- i. A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record set out in this ordinance.
- ii. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
- iii. Evidence of innovative library service and organization of published work.
- iv. Desirable: A M.Phil./Ph. D. Degree in library science/ information science / documentation/archives and manuscript-keeping.

### **2.5.2 DEPUTY LIBRARIAN**

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

### **2.5.3 UNIVERSITY ASSISTANT LIBRARIAN**

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

record with knowledge of computerization of library.

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

### **3.0.0 SELECTION PROCEDURES:**

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

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

- 3.0.2 The University shall adopt this ordinance for selection committees and selection procedures through their respective statutory bodies incorporating the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) at the institutional level for University Departments and their Constituent colleges/ affiliated colleges (Government/Government-aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes An indicative PBAS template proforma for direct recruitment and for Career Advancement Schemes (CAS) based on API based PBAS shall also be sent separately by the UGC to the university. The university may adopt the template proforma or may devise their own self-assessment cum performance appraisal forms for teachers in strict adherence to the API criteria based PBAS prescribed in this ordinance.
- 3.0.3 In all the Selection Committees of direct recruitment of teachers and other academic staff in university provided herein, an academican representing Scheduled Caste/ Scheduled Tribe/OBC/ Minority/ Women/Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice Chancellor or Acting Vice Chancellor of the University, and in case of a college Vice Chancellor or Acting 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 Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

- 3.0.4
- i. Besides the indexed publications documented by various discipline-specific databases, the University concerned shall draw through committee(s) of subject experts and ISBN / ISSN experts: (a) a comprehensive list of National /Regional level journals of quality in the concerned subject(s); and (b) a comprehensive list of Indian language journals / periodicals / official publication volumes of language bodies and upload them on the University website which are to be updated periodically.
  - ii. In respect of Indian language publications, equivalence in quality shall be prescribed for university located in a State by a Co-ordination Committee of experts to be constituted by the Chancellor of the concerned State University.
  - iii. At the time of assessing the quality of publications of the candidates during their appointments/promotions, the selection committees shall have to be provided with the above two lists which could be considered by the selection committees along with the other discipline-specific databases.
  - iv. The UGC shall constitute a Committee as soon as practicable, in so far as acceptability of the (list of) Indian language journals so developed by University / States, to arrive at equivalence in quality of such publications with otherwise accepted and recognized journals.

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

- i. for those who possess a Ph.D. Degree, a minimum of one publication made during the period of service as Assistant Professor;
- ii. for those with a M.Phil. Degree, a minimum of two publications made during the period of service as Assistant Professor; and
- iii. for those without Ph.D. or M.Phil. degree, at least three publications during the period of service as Assistant Professor.

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

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

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

Provided that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage-II.

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

3.0.7 In the case of selection of Professors who are from outside the academic stream and are considered under clause 2.1.1 (B), the Executive Council must lay down clear and transparent criteria and procedures so that only outstanding professionals who can contribute substantially to the university knowledge system are selected in any discipline as per the requirements.

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

- i. Assessment of aptitude for teaching, research and administration (20%);
- ii. Ability to communicate clearly and effectively (10%);
- iii. Ability to plan institutional programmes, analyze and discuss development and delivery, research support and College development/ administration (20%);
- iv. Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture (10%); and
- v. Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) proforma developed by the affiliating University based on UGC Regulation (2010) (deduced to 40% of the total API score).

3.0.9 In the selection process for posts involving different nature of responsibilities in certain disciplines/areas, such as Music, Fine Arts, Visual arts, Performing arts and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in Ordinance in API based PBAS proforma for both direct recruitment and CAS promotions.

3.0.10 The Internal Quality Assurance Cell (IQAC) shall be established in all University/ Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice Chancellor, as Chairperson (in the case of university), 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 the API criteria based PBAS proforma using the indicative template separately developed by UGC. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of students' assessment of individual teachers in the PBAS.

**3.1.0 While the API:**

- i. Tables I and III of Appendix III are applicable to the selection of Professors/Associate Professors /Assistant Professors in university and colleges;
- ii. Tables VII, VIII and IX of Appendix III are applicable to Librarians/ Deputy Librarians and Assistant Librarians for both direct recruitment as well as Career Advancement Promotions, the ratio / percentage of minimum requirement of category-wise API Score to each of the cadres shall vary from those for university teachers and for UG/PG College Teachers, as given in these Tables of Appendix-III.

3.2.0 The minimum norms of Selection Committees and Selection Procedures as well as API score requirements for the above cadres, either through direct recruitment or through Career Advancement Schemes Regulations, shall be similar. However, since teachers recruited directly can be from different backgrounds and institutions, Table II(c) of Appendix III provides norms for direct recruitment of teachers to different cadres, while Tables II (a) and Table II(b) provide for CAS promotions of teachers in university and colleges respectively, which accommodate these differences.

3.3.0 In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of this Ordinance from 31-12-2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in university for one year only with the minimum annual scores as depicted in Table II (a) and II (b) for university teachers, or by Librarian as depicted in Tables V(a). This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), API scores for this category will be applied for the entire assessment period.

3.3.1 A teacher who wishes to be considered for promotion under CAS may submit in writing to the university/college, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the university/college the Performance Based Appraisal System proforma as evolved by the university duly supported by all credentials as per the API guidelines set out in this ordinance. In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the University should immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in UGC Regulations, as on 31 December, 2008 and till the date on which this Regulation is notified, can be considered for promotion from the date, on or after 31 December, 2008, on which they fulfill these eligibility conditions, provided as mentioned above.

3.3.2 Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Ordinance as per Tables II(a and b) of Appendix III or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only

after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.

- 3.3.3 The Selection Committee specifications as delineated in Statue no. 11 are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of Assistant Professor to Associate Professor and to that of Associate Professor to Professor
- 3.3.4 CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a "Screening cum Evaluation Committee" adhering to the criteria laid out as API score in PBAS in the Tables of Appendix-III.
- 3.3.5 The "Screening cum Evaluation Committee" for CAS promotion of Assistant Professors/equivalent cadres in Librarians from one AGP to the other higher AGP shall consist of:
  - 3.3.5.1 For University teachers:
    - a. The Vice Chancellor as the Chairperson of the Committee;
    - b. The Dean of the concerned Faculty;
    - c. The Head of the Department; and
    - d. One subject expert in the concerned subject nominated by the Vice Chancellor from the University panel of experts.
  - 3.3.5.2 The quorum for the committee mentioned above shall be three including the one subject expert/ university nominee need to be present.
- 3.3.6 The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the university based on this ordinance and as per the minimum requirement specified: (a) in Tables II and III for each of the cadre of Assistant Professor; and (b) in Tables VIII and IX for each of the cadre of Librarians shall recommend to the Syndicate/ Executive Council/Board of Management of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.
- 3.3.7 All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.
- 3.3.8 CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
- 3.3.9 The incumbent teacher must be on the role and active service of the University on the date of consideration by the Selection Committee for Selection/CAS Promotion.
- 3.3.10 Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the

required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the university concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.

- 3.3.11 In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable such candidates will be reassessed only after a minimum period of one year.
- 3.3.12
- i. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
  - ii. If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.
  - iii. If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

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

- 3.4.1 Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and Stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid out in Clause 3.3.0 of this Ordinance.
- 3.4.2 An entry level Assistant Professor, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor.
- 3.4.3 An entry level Assistant Professor possessing M.Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as LL.M. / M. Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.
- 3.4.4 An entry level Assistant Professor who does not have Ph.D. or M.Phil, or a Master's Degree in the relevant professional course. shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor.
- 3.4.5 The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down by the UGC in this Regulation.
- 3.4.6 Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by this ordinance, to move up to next higher grade (stage 3).

- 3.4.7 Assistant Professors completing three years of teaching in third grade (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by this ordinance, to move to the next higher grade (stage 4) and to be designated as Associate Professor.
- 3.4.8 Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to (a) satisfying the required credit points as per API based PBAS methodology provided in Table I-III of Appendix IV stipulated in this ordinance, and (b) an assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. Provided that no teacher, other than those with a Ph.D., shall be promoted or appointed as Professor.
- 3.4.9 Ten percent of the positions of Professors in a university, with a minimum of ten years of teaching and research experience as professor either in the pre-revised scale of Professor's pay or the revised scale pay will be eligible for promotion to the higher grade of Professorship (stage 6), on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in this ordinance through a duly constituted Expert committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor'. As this AGP elevation for Professor is applicable to only university departments, additional credentials are to be evidenced by:
- a. post-doctoral research outputs of high standard;
  - b. awards / honours /and recognitions;
  - c. Additional research degrees like D. Sc., D. Litt, LID, etc.; patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology.
- The selection is to be conducted by the university by receiving duly filled PBAS proformas from eligible professors based on seniority, three times in number of the available vacancies in each faculty. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted as stipulated in Table-II(A) of Appendix-III for teachers in University departments. No separate interview need to be conducted for this category.
- 3.4.10 Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution based on the recommendations of selection committee(s) while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian and to those who are entitled for grant of advance increments for having acquired Ph. D., M. Phil., M.Tech., etc. However, those entering service as Assistant Professor/Assistant Librarian with post-doctoral



teaching/research experience after Ph.D. and proven credentials may be eligible for discretionary award of advanced increments to be decided and recorded by the selection committee in its minutes.

**3.5.0 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME FOR ASSISTANT LIBRARIANS, ETC.**

3.5.1 Assistant University Librarian in the entry level grade, possessing Ph.D. in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in this ordinance, shall be eligible for the higher grade (stage 2).

3.5.2 Assistant Librarian in the entry level grade, not possessing Ph.D. but only M.Phil. in Library Science, after completing service of five years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down in this ordinance, shall become eligible for the next higher grade (stage 2)

3.5.3 Assistant Librarian in the entry level grade, without the relevant Ph.D. or M. Phil. after completing six years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down in this ordinance, shall become eligible for the next higher grade (stage 2).

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

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

**3.6.0** The Schedule annexed to this ordinance outlines the pay scales, designations and stages of promotions under CAS of incumbent and newly appointed teachers and equivalent positions in the Library in the university.

**4.0.0 COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS**

4.1.0 Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix III - Table No. II 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 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.
- iii. The candidate for direct recruitment has applied through proper channel only.
- iv. 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.
- v. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/ Central Government/ Concerned Institutions, for such appointments.
- vi. The previous appointment was not as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that:
  - a. the period of service was of more than one year duration;
  - b. the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
  - c. the incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, without any break.
- vii. No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past services under this clause.

#### **5.0.0 PERIOD OF PROBATION AND CONFIRMATION**

- 5.1.0 The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.
- 5.2.0 The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.
- 5.3.0 Subject to this Clause 11, 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 probationary period after due process of verification of satisfactory performance.
- 5.4.0 Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time by State Government.
- 5.5.0 All other State Government rules on probation and confirmation shall be applicable mutatis mutandis.

## **6.0.0 CREATION AND FILLING UP OF TEACHING POSTS**

6.1.0 Teaching posts in university, as far as feasible, may be created in a pyramidal order, that is, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professors, per department.

6.2.0 All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

## **7.0.0 APPOINTMENTS ON CONTRACT BASIS**

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

## **8.0.0 SERVICE AGREEMENT AND FIXING OF SENIORITY**

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

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

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

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

## **9.0.0 RESEARCH PROMOTION GRANT**

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

## **9.1.0 CONSULTANCY ASSIGNMENTS**

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

separately.

#### **SCHEDULE FOR CLAUSE 3.6.0**

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

- 1.0 Persons entering the teaching profession in university and colleges shall be designated as Assistant Professors and shall be placed in the Pay Band III of Rs. 15,600 - Rs. 39,100 with AGP of Rs. 6,000. Lecturers already in service in the pre-revised scale of Rs. 8,000 - Rs.13,500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6,000. Their CAS promotions would be subject to the API criteria based PBAS system norms laid out in this ordinance.
- 1.1 An Assistant Professor with completed service of four years, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to AGP of Rs.7,000.
- 1.2 An Assistant Professors possessing M.Phil. Degree or post-graduate degree in professional courses approved by the relevant statutory Body, such as LL.M. / M.Tech., etc. shall be eligible for the AGP of Rs. 7,000 after completion of five years service as Assistant Professor.
- 1.3 An Assistant Professors who do not have Ph.D. or M.Phil. or a Master degree in the relevant Professional course shall be eligible for the AGP of Rs. 7,000 only after completion of six years' service as Assistant Professor.
- 1.4 The upward movement from AGP of Rs. 6,000 to AGP of Rs. 7,000 for all Assistant Professors shall be subject to their satisfying the API criteria based PBAS conditions as laid down by the UGC in this ordinance.
- 2.0 The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the unrevised scale of Rs. 10,000 - Rs.15,200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band III of Rs.15,600- Rs. 39,100 based on their present pay, with AGP of Rs. 7,000.
- 2.1 Assistant Professors with completed service of five years at the AGP of Rs. 7,000 shall be eligible, subject to other API requirements laid down by this ordinance, to move up to the AGP of Rs. 8,000.
- 3.0 Posts of Associate Professor shall be in the Pay Band IV of Rs. 37,400- Rs. 67,000, with AGP of Rs. 9,000. Directly recruited Associate Professors under this ordinance shall be placed in the Pay Band IV of Rs. 37,400 - Rs. 67,000 with an AGP of Rs. 9,000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- 3.1 Incumbent Readers and Lecturers (Selection Grade) who have completed three years in the current pay scale of Rs. 12,000- Rs. 18,300 on 1 January, 2006 shall be placed in Pay Band IV of Rs. 37,400 - Rs. 67,000 with AGP of Rs. 9,000 and shall be re-designated as Associate Professor.

- 3.2 Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs.12,000 - Rs.18,300 on or after 1 January, 2006 shall be placed at the appropriate stage in the Pay Band of Rs.15,600- Rs. 39,100 with AGP of Rs. 8,000 till they complete three years of service in the grade of Lecturer (Selection Grade) / Reader, and thereafter shall be placed in the higher Pay Band IV of Rs. 37,400 - Rs. 67,000 and accordingly re-designated as Associate Professor.
- 3.3 Readers/Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs. 37,400- Rs. 67,000 and re-designated as Associate Professor in the manner described in 3.1 and 3.2. above.
- 3.4 Assistant Professors completing three years of teaching in the AGP of Rs. 8,000 shall be eligible, subject to the qualifying conditions prescribed by this ordinance, to move to the Pay Band IV of Rs. 37,400 - Rs. 67,000 with AGP of Rs. 9,000 and to be designated as Associate Professor.
- 3.5 Associate Professor completing three years of service in the AGP of Rs. 9,000 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to satisfying the required credit points as per API based on PBAS methodology provided in Appendix IV, Table 1-111 stipulated in this ordinance and assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. No teacher other than those with a Ph.D. shall be promoted or appointed as Professor. The Pay Band IV for the post of Professors shall be Rs. 37,400- Rs. 67,000 with AGP of Rs. 10,000.
- 4.0 The pay of a directly recruited Professor shall be fixed at a stage not below Rs.43,000 in the Pay Band IV of Rs. 37,400- Rs. 67,000, with the applicable AGP of Rs.10,000.
- 4.1 Ten percent of the positions of Professors in a university shall be eligible to be placed in the higher AGP of Rs.12,000. However, teachers promoted to the posts with higher AGP of Rs. 12,000, shall continue to be designated as Professor. Eligibility for elevation as a Professor in the higher Academic Grade Pay of Rs.12,000, shall be a minimum of ten years of teaching and research experience as Professor either in the pre-revised scale of Professor's Pay of Rs.16,400 - Rs. 22,400 or the revised scale of Pay Band IV of Professor with AGP of Rs.10,000 on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in this ordinance through a duly constituted Expert committee;
- 5.0 PAY SCALES AND CAREER ADVANCEMENT SCHEMES FOR UNIVERSITY LIBRARIANS:**
- 5.1 ASSISTANT LIBRARIAN:**
- i. Assistant Librarian in the pre-revised scale of pay of Rs. 8,000 - Rs. 13,500 shall be placed in the Pay Band of Rs.15,600 - Rs. 39,100 with AGP of Rs. 6,000.
  - ii. All conditions of eligibility and academic qualifications laid down by the UGC, as per this ordinance, shall be applicable for direct recruitment of Assistant Librarian.
- 5.2 ASSISTANT LIBRARIAN (SR. SCALE):**

- i. Assistant Librarian (Sr. Scale) in the pre revised scale of pay of Rs.1 0,000 - Rs. 15,200 shall be placed in the Pay Band of Rs.15,600 - Rs. 39,100 with AGP of Rs. 7 ,000.
- ii. Assistant Librarian possessing Ph.D. in Library Science, after completing service of four years in the AGP of Rs. 6,000, and if otherwise eligible as per API scoring system, and PBAS methodology laid down in this ordinance, shall be eligible for the higher AGP of Rs. 7,000 with the Pay Band of Rs.15,600 - Rs. 39,100.
- iii. Assistant Librarian not possessing Ph.D. but only M.Phil. in Library Science at the entry level after completing service of five years in the AGP of Rs. 6,000, if otherwise eligible as per API scoring system and PBAS methodology laid down in this ordinance, shall become eligible for the higher AGP of Rs. 7,000.
- iv. After completing service of six years in the AGP of Rs. 6,000 Assistant Librarian without the relevant Ph.D. and M.Phil. shall, if otherwise eligible as per API scoring system and PBAS methodology laid down in this ordinance, move to the higher AGP of Rs. 7,000.
- v. The pay of the existing Assistant Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.1 0,000- Rs.15,200 shall be fixed in the Pay Band of Rs.15,600 - Rs. 39,100 with AGP of Rs. 7,000 at an appropriate stage based on their present pay.

### **5.3 DEPUTY LIBRARIAN/ASSISTANT LIBRARIAN (SELECTION GRADE):**

- i. Deputy Librarians who are directly recruited shall be placed in the Pay Band of Rs. 15,600 - Rs. 39,100 with AGP of Rs. 8,000
- ii. On completion of service of five years, Assistant Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian/ equivalent posts in Pay Band of Rs.15,600- Rs. 39,100, with Academic Grade Pay of Rs. 8,000, subject to their fulfilling other conditions of eligibility (such as Ph.D. degree, etc. for Deputy Librarian) as per API scoring system based PBAS methodology laid down by the UGC for CAS promotion in this ordinance. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade), as the case may be.
- iii. After completing three years in the Pay Band of Rs.15,600 - Rs. 39,100 with an AGP of Rs. 8,000, Deputy Librarians /equivalent positions shall move to the Pay Band of Rs. 37,400.- Rs. 67,000 and AGP of Rs. 9,000, subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down in this ordinance.
- iv. Assistant Librarians (Sr. Scale) in university in the AGP of Rs. 7,000 not possessing Ph.D. in Library Science but who fulfil other criteria prescribed by the UGC for CAS promotion in the ordinance, shall also be eligible for being placed in the AGP of Rs. 8,000.
- v. Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade) who has completed three years in the pre-revised pay scale of Rs. 12,000- Rs. 18,300 on 1 January, 2006 shall be fixed at an appropriate stage in the Pay Band of Rs. 37,400 - Rs. 67,000 with an AGP of Rs. 9,000. They shall continue to be designated as Deputy

Librarian / Assistant Librarian (Selection Grade).

- vi. Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs.12,000 - Rs. 18,300, for being eligible to be placed in the higher Pay Band of Rs. 37,400- Rs. 67,000, shall be placed at an appropriate stage with Academic Grade Pay of Rs. 8,000 till they complete three years of service as Deputy Librarian/Assistant Librarian (Selection Grade).
- vii. Pay in regard to the directly recruited Deputy Librarians shall be initially fixed in Pay Band Rs.15,600 - Rs. 39,100 with AGP of Rs. 8,000. They shall move to the Pay Band of Rs. 37,400 - Rs. 67,000 with AGP of Rs.9000 after completing three years of service in the AGP of Rs. 8,000.
- viii. The conditions of eligibility and academic qualifications prescribed by the UGC in this ordinance, shall be adopted for direct recruitment to the post of Deputy Librarian.

#### **5.4 LIBRARIAN:**

- i. The post of Librarian shall be in the Pay Band of Rs. 37,400- Rs. 67,000 with the Academic Grade Pay of Rs.1 0,000.
- ii. The conditions of eligibility and academic qualifications prescribed by the UGC in this ordinance, shall be adopted for appointment to the post of Librarian (University).
- iii. Deputy Librarian completing service of three years in the AGP of Rs.9,000 and otherwise eligible as per the API scoring system and PBAS methodology developed in this ordinance, with a Ph.D. qualification shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.
- iv. Incumbent Librarian (University) shall be placed at the appropriate stage as per the 'fixation formula' provided as Appendix-11 in the Pay Band of .Rs. 37,400- Rs. 67,000 with AGP of Rs.1 0,000.

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

- 6.1 Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- 6.2 M.Phil. Degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to 2 non-compounded advance increments.
- 6.3
  - i. Teachers who complete their Ph.D. Degree while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process

prescribed by the UGC for enrolment, course work, evaluation, etc.

- ii. However, teachers in service who have already been awarded Ph.D. by the time of coming into force of this ordinance or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of 3 non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- 6.4 In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of 3 non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either coursework or evaluation or both, as the case may be.
- 6.5 Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process; including that of enrolment as prescribed by the UGC.
- 6.6 Teachers who acquire M.Phil. Degree or a post graduate degree in a professional course recognized by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment.
- 6.7 Five non-compounded advance increments shall be admissible to Assistant Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
  - 6.7.1 i. Assistant Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to 3 non-compounded advance increments.
  - ii. However, persons in posts of Assistant librarian or higher positions who have already been awarded Ph.D. in library science at the time of coming into force of this ordinance or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of 3 non-compounded increments, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- 6.7.2 In respect of every other case of persons in the posts of Assistant Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of 3 non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either coursework or evaluation or both, as the case may be.



- 6.7.3 Assistant Librarian and others in higher Library positions in service who have not yet enrolled for Ph. D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- 6.7.4 Two non-compounded advance increments shall be admissible for Assistant Librarian with M.Phil. degree in Library Science at the entry level, Assistant Librarian and those in higher positions acquiring M. Phil. degree in Library Science at any time during the course of their service shall be entitled to one advance increment.
- 6.8.0 Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports/College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education from a university complying with the process prescribed by the UGC in respect of enrolment, course work and evaluation process for the award of Ph.D. in Physical Education.
- 6.9.0 Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D./M.Phil. at the entry level under the earlier Schemes/Regulations shall not be entitled to the benefit of advance increments under this ordinance.
- 6.10.0 Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M. Phil while in service, shall not be entitled to advance- increments under this ordinance.
- 6.11.0 For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M. Phil under the earlier Schemes/Regulations, the benefit of advance increments for possessing Ph.D./M. Phil shall be available to only those appointments which have been made on or after the coming into force of this ordinance.

## **7.0.0 OTHER TERMS AND CONDITIONS**

### **7.1.0 INCREMENTS**

- 7.2.0 Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the respective stage in the Pay Band.
- 7.3.0 Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non compoundable.
- 7.4.0 The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing Schemes/Regulations of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs.15,600- Rs. 39,100 to the Pay Band of Rs. 37,400- Rs. 67,000.
- 7.5.0 All issues relating to grant of advance increments to teachers engaged in engineering/technical courses in the university system shall be subject to recommendations of the Committee separately constituted by the Central Government for pay review of teachers in technical

education.

**8.0.0 ALLOWANCES:**

8.1.0 Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, area based Special Compensatory Allowance etc. as applicable to teachers and Library and Physical Education Cadres, shall be at par with that of State Government employees.

**9.0 REMARKS:**

9.1 In case this Ordinance is silent on any issues relating to MINIMUM QUALIFICATIONS AND CONDITIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF THROUGH OPEN ADVERTISEMENT AND PROMOTION OF WORKING TEACHERS THROUGH CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY AND MEASURES FOR THE MAINTENANCE OF STANDARDS the UGC Regulations (2010) shall be referred.

9.2 Any amendments made by the UGC in respect of MINIMUM QUALIFICATIONS AND CONDITIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF THROUGH OPEN ADVERTISEMENT AND PROMOTION OF WORKING TEACHERS THROUGH CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY AND MEASURES FOR THE MAINTENANCE OF STANDARDS will be adopted immediately.

9.3 Appendix I, II and III is enclosed as prescribed by UGC except category I and III of Appendix III of table I which is modified by the university as per UGC norms.

**APPENDIX – III TABLE – I**

**PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS  
AND  
CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY TEACHERS.**

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee. **The university** has detailed the activities and where institutional specificities require, has adjusted the weightages, as per UGC instruction without changing the minimum total API scores required under this category.

<b>S. No.</b>	<b>Nature of Activity</b>	<b>APIs</b>	<b>Maximum Score</b>
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	Regular Teaching 50, Others 15	65
2	Lectures or other teaching duties in excess of the UGC norms	-----	15
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	-----	10
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	-----	10
5	Examination duties (Supervision; Invigilation; question paper setting and moderation, evaluation/assessment_of answer scripts) as per allotment.	-----	25
	<b>Total Score</b>		<b>125</b>
	<b>Minimum API Score Required</b>		<b>75</b>

Note: <sup>a:</sup> Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University has prescribe minimum cut-off (net of due leave), 75 %, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

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

**Brief Explanation:** Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee. The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category. **Indira Kala Sangit Vishwavidyalaya has accepted this category as per UGC norm.**

<b>S. No.</b>	<b>Nature of Activity</b>	<b>Maximum Score</b>
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	<b>Minimum API Score Required</b>	<b>15</b>

### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

**Brief Explanation:** Based on the teachers self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee. The university has detailed the activities and where institutional specificities require, has adjusted the weightages, as per UGC instruction without changing the minimum total API scores required under this category.

S No.	APIs	Faculties of Languages Arts/ Humanities/ Social Sciences/ Library/ Physical Education/ Management	Max. points for University and college teacher position
<b>III A</b>	Research Papers	Refereed Journals*	15 / publication
	published in:	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication
<b>III (B)</b>	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	5 / Chapter
<b>III (C)</b>	<b>RESEARCH PROJECTS</b>		
<b>III (C) (i)</b>	Sponsored Projects carried out/ ongoing	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project
		Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project
		Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project
<b>III (C) (ii)</b>	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
<b>III (C) (iii)</b>	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	20 /each major project and 10 / each minor project

<b>III (C) (iv)</b>	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	30 / each national level output or patent /50 /each for International level,
<b>III (D)</b>	<b>RESEARCH GUIDANCE</b>		
<b>III (D) (i)</b>	M.Phil.	Degree awarded only	3 /each candidate
<b>III (D) (ii)</b>	Ph.D	Degree awarded	10 /each candidate
		Thesis submitted	7 /each candidate
<b>III(E)</b>	<b>TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS</b>		
	Refresher courses, Methodology	(a) Not less than two weeks duration	20/each
<b>III(E) (i)</b>	workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(b) One week duration	10/each
<b>III(E) (ii)</b>	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	10 each
		b) National	7.5 / each
		c) Regional/State level	5 /each
		d) Local . University/College level	3 / each
<b>III(E) (iv)</b>	Invited lectures or presentations for conferences/ / symposia	(a) International	10 /each
		(b) National level	5
<b>III(F)</b>	Coordinator of music, dance, theatre and art exhibition in a festival/programme	International National State Local	
	Award/honour and fellowships to the teacher	International National State Local	
	Scholarships to the student under the guidance of the teacher	National State	
	Judge/subject expert in competition/committees and member/chair person in a organization	National State	
	Solo performance at AIR, TV, festivals etc. /exhibition at recognized, govt. prestigious art galleries and albums	International National State Local	
	Group performance at AIR, TV, festivals etc. /exhibition at recognized, govt.	International National State	

	prestigious art galleries and albums		
	Participation in festivals as a director/actor/set/light/costume/designer etc.(For theatre only)	International National State Local	
	Music/dance direction, choreography etc. for festivals and albums	International National State Local	
	Preservation and propagation of folk music and dance	National State	
	Rural development project (Handicraft/pottery/wood/stone/carving/serigraphy/painting)	National State	

\*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals . by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points. \*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

**Notes.**

1 It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.

2 The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.