



VIDYA BHARATI MAHAVIDYALAYA AMRAVATI

NAAC Re-accredited with Grade "A" (CGPA 3.23-Third Cycle) | CPE Status (Thrice) by UGC
Mentor College under Paramarsh Scheme by UGC
'Lead College' by S.G.B. Amravati University, Amravati.

6.2.2: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.



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1. UGC regulation for the appointment of teacher.
2. CAS guidelines for appointments and promotions of teachers and other academic staff.

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE



Official Publication of Sant Gadge Baba Amravati University

PART- ONE

(Extra-Ordinary)
Friday, the 13th December, 2019

Direction

No. 50/2019

Date :- 13/12/2019

Sub :- Revision of Pay Scales, Minimum Qualifications for the appointment, Terms and Conditions of Teachers and other academic staff such as Library and equivalent cadres in Degree Level Technical Education as per AICTE Scheme (7th Pay Commission) for Universities, affiliated Colleges /Institutions conducting Professional Degree Courses such as Engineering and Technology, Pharmacy, Architecture, Hotel Management and Catering Technology etc. under the purview of A.I.C.T.E., Direction -2019

Whereas, the All India Council for Technical Education (AICTE) vide Notification No. F61-1/RIFD/7th CPC/2016-17 dated, 1st March, 2019 has published its Regulation – 2019, as “The All India Council for Technical Education, Pay scales, Service Conditions and minimum qualifications for appointment of teachers & other academic staff such as library, Physical Education & training & placement personnel in Technical Institutions and measures for the maintenance of standard in Technical Education – (Degree) Regulation – 2019.”

AND

Whereas, the Government of Maharashtra, Higher & Technical Education Department, in reference to the above mentioned, AICTE Regulation – 2019, has issued the Government Resolution No. सावेआ-११११/प्र.क्र.४४/१९/तां.शि. - २ dated 11th September, 2019 has implemented the revised pay scales, minimum qualifications for appointment, terms & conditions of Teachers and other academic staff in Universities, autonomous and affiliated colleges of the Universities, for the courses under the purview of AICTE.

AND

Whereas, the University and its affiliated colleges/Institutions have to take the action as per above mentioned Government Resolution, the Vice-Chancellor u/s 12 (7) of Maharashtra Public Universities Act, 2016 has noted the said Government Resolution on behalf of the Management Council.

AND

Whereas, the matter is to be framed in the form of Statute u/s 72 of Maharashtra Public Universities Act, 2016, process of which is time-taking,

Therefore, I Dr. Murlidhar Chandekar, Vice-Chancellor, Sant Gadge Baba Amravati University, Amravati under the powers vested in me vide section – 12 (8) of Maharashtra Public Universities Act, 2016, hereby issue the following Direction;

1. This Direction may be called “ Revision of Pay Scales, Minimum Qualifications for the appointment, Terms and Conditions of Teachers and other academic staff such as Library and equivalent cadres in Degree Level Technical Education as per AICTE Scheme (7th Pay Commission) for Universities, affiliated Colleges/Institutes, conducting Professional Degree Courses such as Engineering and Technology, Pharmacy, Architecture, Hotel Management and Catering Technology etc. under the purview of A.I.C.T.E., Direction -2019 ”
2. This Direction shall come into force with effect from the date of its issuance.

3. In this Direction, unless the context otherwise requires –
- (i) “AICTE Regulation - 2019” means, “The All India Council for Technical Education Pay scales service conditions and minimum qualifications for appointment of teachers & other academic staff such as library, Physical Education & training & placement personnel in Technical Institutions and measures for the maintenance of standard in Technical Education – (Degree) Regulation – 2019,” hereinafter referred to as AICTE Regulation –2019 and enclosed herewith as ANNEXURE- A.
- (ii) “Government Resolution” means “Government Resolution No. सावेआ-११११/प्र.क्र.४४/१९/तां.शि. - २ dated 11th September, 2019, implementing the revised pay scales, minimum qualifications for appointment terms & conditions of Teachers and other academic staff in Universities, autonomous and affiliated colleges of the Universities, for the courses under the purview of AICTE.” and enclosed herewith as ANNEXURE-B
- (4) Provisions contained in Government Resolution be made applicable by taking appropriate action by all concerned.
- (5) Provisions made in the Government Resolution shall prevail and the provisions made in the earlier Statute/Directions, Ordinances and Regulations, to the extent to which they are inconsistent with the provisions of the above Government Resolution, stand invalid.

Dated : 10/12/2019

Sd/-
(Dr. Murlidhar Chandekar)
Vice- Chancellor
Sant Gadge Baba Amravati University, Amravati

REGD. NO. D. L.-33004/99


सत्यमेव जयते

भारत का राजपत्र The Gazette of India

EXTRAORDINARY
PART III—Section 4
PUBLISHED BY AUTHORITY

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

NOTIFICATION

New Delhi, the 1st March, 2019

AICTE REGULATIONS ON PAY SCALES, SERVICE CONDITIONS AND MINIMUM QUALIFICATIONS FOR THE APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF SUCH AS LIBRARY, PHYSICAL EDUCATION AND TRAINING & PLACEMENT PERSONNEL IN TECHNICAL INSTITUTIONS AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN TECHNICAL EDUCATION – (DEGREE) REGULATION, 2019.

F. No. 61-1/RIFD/7th CPC/2016-17.—In exercise of the powers conferred under sub-section (1) of Section 23 read with Section 10(g), (h) and (i) of the All India Council for Technical Education Act, 1987 (52 of 1987) and after approval of the Government of India vide No. 1 - 37 / 2016 – TS.II, Dated 18th January, 2019 followed by letters of even No. dated 29th January, 2019 and 12th February, 2019, the All India Council for Technical Education makes the following regulations; namely:

1.0 Short Title, Application and Commencement

1.1 Short Title

These regulations may be called the All India Council for Technical Education Pay Scales, Service Conditions and Minimum Qualifications for Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the Maintenance of Standards in Technical Education – (Degree) Regulation, 2019.

1.2 Categories of Institutions to whom the regulations apply

These shall apply to all degree level technical institutions and universities including deemed to be universities imparting technical education and such other courses / programs approved by AICTE and areas as notified by the council from time to time.

1.3 Date of Effect

- a) **Pay Scales and DA:** The revised pay-scales shall be effective from 1.1.2016.
- b) **Other Allowances:** Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, House Building Allowance, Travelling Allowance etc. shall be applicable from the date as notified by the Central Government / respective State and UT Government from time to time.

1.4 Effective date of application of Service Conditions

- a) All other service conditions including Qualifications, Experience, Recruitment, Promotions publications, training and course requirements etc. shall come into force with effect from the date of this Gazette Notification.
- b) The Qualifications, Experience, Recruitment and Promotions etc. during 01-01-2016 till the issue of this Gazette Notification shall be governed by All India Council for Technical Education Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulation, 2010 dated 5th March 2010 and subsequent notifications issued from time to time.
- c) Those who are eligible for promotions after the date of publication of this gazette, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.
- d) For incumbent faculty members, the date of eligibility up to 31st July, 2022 shall be allowed to be according to the 6th CPC Gazette notification published on 8th November, 2012. All the benefit of promotion to such candidates be permitted retrospectively on the date when he/she became eligible.
- e) It may be noted that, no further extension would be given beyond 31st July, 2022 and those who do not meet the essential criteria despite the above grace period, shall lose an opportunity for getting promotion retrospectively. However, they will be eligible for promotion from the date they meet these criteria thereafter.
- f) In cases, wherein interviews are already conducted either for direct recruitment or for promotions but candidates did not join, such candidates may be allowed to join. Their further up-gradation will be governed by this notification.
- g) In cases, where advertisement was published, applications invited but interviews have not been conducted till publication of this notification, the institutes / employers are required to publish corrigendum and processing of applications must be done in accordance with the provisions given in this notification.

2.0 General

2.1 Revised Designations and Mode of Appointments

There shall be only three designations in respect of teachers in degree level technical institutions as far as cadre structure is concerned, namely **Assistant Professor, Associate Professor** and **Professor** as given below in **Table 1**. Also there shall be no change in the present designations in respect of **Library, Physical Education** and **Training & Placement** Personnel at various levels.

Following mode of appointment shall henceforth be used:

Table 1: Cadre Structure and Mode of Appointment

Sr. No.	Designations of Teaching Faculty	Entry Pay	Level	Mode of Appointment
1	Assistant Professor	57700	10	Direct Recruitment
2	Assistant Professor (Senior Scale)	68900	11	Promotion
3	Assistant Professor (Selection Grade)	79800	12	Promotion
4	Associate Professor	131400	13A1	Promotion / Direct Recruitment
5	Professor	144200	14	Promotion / Direct Recruitment
6	Senior Professor	182200	15	Promotion
7	Principal / Director	144200	14	Direct Recruitment

2.2 New Pay Structure

The new pay structure shall involve a pay matrix with an ascending series of levels and ascending cells in each level. The new pay matrix shall subsume the pay band and grade pay in one simple chart as given in **Annexure - I**. The pay matrix shall comprise of two dimensions – a horizontal range of levels starting from the lowest level in the hierarchy and ascending to the highest level, with the levels being numbered from 10 to 15 covering the entire gamut of Teachers and other Academic Staff. Within each level, the salary increases as one goes down vertically, with each progression of going down represented by a "Cell". Each Cell within that level represents the steps of annual financial progression of 3%. On recruitment / promotion, an employee shall join at a particular level and progress within the level as per the vertical range. The movement shall be based on annual increments till the time of his /her next promotion. When the employee will receive a promotion, he/she will progress to the next level in the horizontal range till it exhausts.

2.3 Levels and Cells

The method followed by the 7th CPC shall be adopted in the academic pay structure also, moving from the concept of Pay Band and Academic Grade Pay to that of Levels and Cells. The changes will appear only due to the existing difference between the two streams in terms of Academic Grade Pay vis-à-vis the corresponding Grade Pay. The levels for academic pay shall be numbered as per the corresponding non-academic level. Thus, the levels are numbered as 10, 11, 12, 13A1, 14, & 15 corresponding to the present AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

2.4 Pay Matrix and Fixation of Revised Pay

For Fixation of pay of an Employee in the Pay Matrix as on 1st January 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st December, 2015 shall be multiplied by a **factor of 2.57**, rounded off to the nearest Rupee, and the figure so arrived at, will be located in that level in the Pay Matrix and if such an identical figure corresponds to any cell in the applicable level of the Pay Matrix, the same shall be the pay, and if no such cell is available in the applicable level, the pay shall be fixed at the immediate next higher cell in that applicable level of the Pay Matrix. If the figure arrived at in this manner is less than the first cell in that level, then the pay shall be fixed at the first cell of that level of Pay Matrix.

If more than two stages are bunched together, one additional increment equal to 3% may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

2.5 Pay Bands with AGP and IOR (Index of Rationalization)

Based on the above, the various levels of pay with its Academic Grade Pay (AGP) are as per **Annexure-I**.

2.6 Entry Pay

The Entry Pay for Academic Pay Structures and Levels shall be as per **Table I**.

2.7 Pay Fixation in case of Direct Recruitment / Promotion

The pay of employees appointed by direct recruitment on or after 1st day of January 2016 shall be fixed at the minimum pay or the first cell in the level, applicable to the post to which such employee is appointed. In case of promotion, candidate would be given a notional increment in his existing Level of Pay, by moving him/her to the next higher cell at that level. The pay shown in this cell would now be located in the new level corresponding to the post to which candidate has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise the next higher cell at that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level.

2.8 Date of Increment

- (i) Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. Annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- (ii) There shall be two dates of increment i.e. 1st January and 1st July of every year, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial upgradation.
- (iii) The increment in respect of an employee appointed or promoted during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

2.9 Annual Process of Promotion

Every University / College / DTE shall ensure that the selection process for direct recruitment for various positions is carried out annually so as to maintain required faculty numbers and cadre ratio as per AICTE norms so that no loss is caused to students. Interviews for the promotions of the faculty members shall be carried out at a regular span annually to avoid any stagnation in career growth of faculty members.

Candidates who do not fulfill the minimum requirement proposed in the Regulation, will have to be re-assessed after a period of one year. The date of promotion shall be the date on which he / she satisfies all the minimum requirements and successfully reassessed.

The constitution of the selection committee as applicable to these appointments / promotions of the Assistant Professor to Associate Professor and Associate Professor to Professor or Professor to Senior Professor is enumerated in **Annexure-II**. Various stages of promotions/ direct recruitment and mode of selection are given in Table 2.

A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma as evolved by the concerned University / College duly supported by all credentials to the Principal / Director of the College, within three months in advance of the due date, that he / she fulfils all requisite qualifications.

The entry level and consecutive stages of promotions are shown in **Table 2**

Table 2: Stages of Promotion/ Direct Recruitment and mode of selection

Stage	Designation
Entry Level, Stage-I	Assistant Professor
Stage-II	Assistant Professor (Senior Scale)
Stage-III	Assistant Professor (Selection Grade)

Stage-IV	Associate Professor
Stage-V	Professor
Stage-VI	Senior Professor

2.10 Research Promotion Grant

The thrust has to be given for improving quality of research and development in the Universities / Institutions, therefore, all the AICTE recognized Institutions shall create a separate budget and provide financial assistance to their faculty members for strengthening research activities.

2.11 Financial Assistance from Government of India for implementation of 7th CPC scale.

The Central Government shall provide by way of financial assistance, 50% of the additional expenditure (arrears from 01.01.2016 till 31.03.2019) on implementing the revised scales of pay for faculty and other staff such as Library, Physical Education and Training Placement Personnel in State Government/Government Aided /State Government Autonomous institutions/State University Departments.

- a) Financial assistance from the Central Government to State / UT Governments for revising pay scales of teachers and other staff such as Library, Physical Education and Training Placement Personnel under the scheme shall be limited, by way of reimbursement, to the extent of 50% (fifty percent) of the additional expenditure involved after payment of arrears to eligible faculty members in the implementation of the revision, for the Universities, colleges and other technical education institutions funded by the State / UT Government. For this, State / UT Governments shall submit the claim to the Central Government. All such claims must be submitted to the Central Government by the state / UT on or before 31.03.2020. No claim of the State / UT Government shall be considered for financial assistance after 31.03.2020.
- b) Financial assistance referred to in sub-clause (a) above shall be provided for the period from 01.01.2016 to 31.03.2019 only.
- c) The entire liability on account of revision of pay scales etc. with effect from 01.04.2019 shall be taken over by the State / UT Government opting for revision of pay scales.
- d) Financial assistance from the Central Government shall be restricted to revision of pay scales and not for any other allowances and in respect of only those posts which were in existence and had been filled up on regular basis as on 01.01.2016.
- e) State / UT Governments, taking into consideration other local conditions, may also decide at their discretion, to introduce pay higher than those mentioned in this Scheme, and shall give effect to the revised scales of pay from 01.01.2016; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay as approved by the Central Government and not to any higher pay fixed by the State / UT Government(s).
- f) Payment of Central assistance for implementing this Scheme is also subject to the condition that the entire Scheme of revision of pay scales together with all the conditions laid down by the AICTE by way of Regulations and other guidelines shall be implemented by State / UT Governments and technical institutions coming under their jurisdiction as a composite scheme.
- g) An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay or due to any other reason shall be adjusted against the future payments due or otherwise to the beneficiary in the same manner as provided in this HRD Ministry's O.M. No. F.23-7/2008-IFD dated 23.01.2008, read with Ministry of Finance (Department of Expenditure) O.M. No. F.1-1/2CQ8-IC dated 30.08.2008.
- h) The revised pay including arrears of salary and applicable allowances from the date of application as mentioned above shall be paid to all eligible beneficiaries under this scheme.

2.12 Age of Superannuation

The age of superannuation of all faculty members and Principals / Directors of institutions shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written technical books, published papers and has average 360° feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service.

2.13 Health Insurance Scheme

Wherever full health coverage for self and family is not provided for by the Government, individual institutions shall implement Contributory Group Health Insurance Scheme for faculty members and other academic staff to extend social security to them and to help attract and retain them for longer association with respective institutions. The Group Health Insurance option shall also be extended to the retired faculty members.

2.14 Pension, Gratuity, Family Pension, GPF, Leave Encashment and Other Pensionary Benefits

All pensionary benefits including leave encashment shall be extended to faculty members and other staff such as Library, Physical Education and Training & Placement Personnel as per the revised norms recommended by the 7th CPC and implemented by the Government of India / State and UT Governments.

2.15 Industrial Training

Since a requirement of industrial training has been stipulated for vertical movement of faculty members, the AICTE, State / UT Government/ DTEs, in consultation with the Confederation of Indian Industries (CII), FICCI, NASSCOM and other such industry bodies, devise a suitable mechanism for facilitating all faculty members to undergo industrial training.

2.16 Teaching Engagement

The faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in Table 3 below.

Table 3: Teaching Engagement of Faculty Members in Degree Level Institutions

Designation	(Teaching / Laboratory hours) / week
Assistant Professor	16
Associate Professor	14
Professor / Senior Professor	14
Director / Principal	6

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean.

2.17 Incentives for New Entrants

New entrants as well as existing faculty members of degree level institutions should be provided with a desktop computer / laptop / office furniture and a printer with internet connectivity in their office so as to make a faculty member computer savvy and to enable them to have access to the latest technology.

2.18 Grant for Professional Development

All teachers may be given a grant up to Rs.75,000/- per year on a reimbursement basis, which may be permitted to be accumulated up to 3 years towards acquiring the membership of Professional Societies and for participating in national / international conferences/workshops etc.

2.19 Consultancy

- (i) Consultancy work may be undertaken by members of the faculty to generate resources, either for institutions or for themselves.
- (ii) Not only the faculty members should be encouraged to undertake consultancy work, but also an appropriate environment be created by the state governments / managements of institutions to facilitate faculty members to undertake such work.
- (iii) Suitable parameters for sharing the generated resources between the institution and individual faculty member may be evolved and adopted by the universities and institutions where consultancy work is undertaken by faculty members.
- (iv) The faculty members engaged in consultancy/ industry interaction / research / start-up activities / community services may be allowed some adjustment in teaching time table without compromising their teaching engagement hours.

2.20 Sabbatical Leave for faculty

To encourage interface between technical education and industry, the faculty members shall be entitled to sabbatical leave of six months for working in industry / professional development, subject to the condition that the faculty has a teaching experience of minimum five years. Such leave, however, shall be available to a teacher only twice in his / her teaching career.

2.21 Start-up

Presently, the institutions are ranked based on academic performance and placement of students. In future, it may also be based on a number of start-ups and entrepreneurs created by the institute. Therefore, technology incubation centres shall be established and frequent interactions between entrepreneurs / industrialists / alumni and students shall be arranged for motivating students to initiate start-up.

2.22 Incentives for Ph. D. and other Higher Qualification

- (i) Five non-compounded advance increments shall be admissible at the entry level of a recruitee as an Assistant Professor possessing a Ph.D. awarded in a relevant discipline by the recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under National Doctoral Fellowship program of AICTE / Prime Minister's Research Fellowship program.
- (ii) Those possessing Post-graduate degree in M.Tech. / M. Arch. / M. Plan. / M. E./ M. Pharm. / M. Des. / M. S. etc. recognized by the relevant statutory body / council shall be entitled to two non-compounded advance increments at the entry level.
- (iii) Teachers who complete their Ph.D. degree while in service as Assistant Professor shall be entitled to three non-compounded increments fixed at increment applicable at entry level as Assistant Professor only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under Quality Improvement Program (QIP) / Teacher Research Fellowship (TRF).

2.23 Statutory Reservation

The statutory reservation policy for recruitment and promotion of SC / ST / OBC / EBC / PWD / Women candidates must be adhered to as per the central / respective state / UT government rules.

2.24 Quality Improvement Programme (QIP) / Teaching Research Fellowship (TRF) Schemes

With a view to improve the quality of technical education, all DTEs and Secretaries of higher education of all the states are directed to implement QIP / TRF scheme for all the eligible teachers working in technical institutions. Managements of self-financing institutions are also directed to encourage their faculty members to participate in QIP / TRF / QIP (Foreign University).

2.25 Counting of Past Service for Direct Recruitment and Promotion

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 or state PSUs etc., should be counted for direct recruitment as an Assistant Professor / Associate Professor / Professor provided that:

- a) The qualifications for the post held are not lower than the qualifications prescribed by the AICTE 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 / Associate Professor / Reader and Professor.
- c) The candidate for direct recruitment has applied through proper channel.
- d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / concerned institutions, for such appointments.
- f) The previous appointment was not as guest faculty for any duration or ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
 - (i) The period of service was of more than one year.
 - (ii) The incumbent was appointed on the recommendation of the duly constituted Selection Committee.
 - (iii) The incumbent was selected for the permanent post in continuation to the ad-hoc or temporary service;
 - (iv) An artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on a permanent basis shall be given the benefit of the entire service rendered by him with effect from the date of initial appointment (temporary / contract / ad-hoc) notwithstanding the artificial break / breaks in service.
 - (v) The incumbent was drawing total gross emoluments not less than the monthly gross salary at the initial stage of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
 - (vi) At the time of selection, the negotiated terms and conditions clearly mention the period of experience, nature of experience and same has been consented by the employer.
- g) No distinction should be made with reference to the nature of the management (Private /Local Body/ Government) of the institution where previous services were rendered while counting past services under this clause.

2.26. Equivalence of Experience of Diploma Level Institutions and Degree Level Institutions

Experience at Diploma Level Polytechnic shall be considered equivalent to experience in the degree level institutions at appropriate level, as applicable provided, scale of pay, qualifications, experience and research contribution are same for the post under consideration as per the present notification.

3.0 Cadre Structure

3.1 Minimum Cadre Ratio

- (i) The minimum 1 : 2 : 6 of cadre ratio be maintained for Professor : Associate Professor: Assistant Professor respectively.
- (ii) Minimum number of faculty requirements for an approved institute shall be calculated on the basis of faculty : student ratio prescribed by AICTE.
- (iii) Faculty: student ratio would be applicable as per the approval process handbook published by AICTE from time to time.
- (iv) For the purposes of this cadre ratio, Assistant Professor, Assistant Professor (Senior Scale), Assistant Professor (Selection Grade) shall be grouped together and be termed as Assistant Professors.
- (v) Similarly, Professors and Senior Professors will be grouped together and be termed as Professors.
- (vi) Principal / Director shall be outside the purview of cadre ratio.

3.2 Flexible Cadre Structure

While promoting the incumbent, flexible cadre structure be followed as below:

- (i) Incumbent faculty members be upgraded to higher positions, after being eligible, through a process of promotion to be held annually, irrespective of availability of vacancy in that cadre.
- (ii) The incumbent so upgraded to a higher position shall be re-designated as Assistant Professor (Senior Scale) / Assistant Professors (Selection Grade) / Associate Professor / Professor as the case may be.
- (iii) With this cadre structure, more faculty members may become Professors / Associate Professors at some point of time as a result of which, cadre ratio as an example may become skewed such as 9:0:0 or 8:1:0 or 5:1:3 etc. but in any case it should not be 0:0:9 or 0:1:8 or 0:2:7.
- (iv) The total numbers of minimum faculty positions remain the same as calculated from faculty : student ratio, though the cadre ratio is improving with these promotions.
- (v) The lower post can be treated vacant once the incumbent moves on higher post through promotions or through direct selection by keeping total sanctioned posts of all cadres put together as fixed.
- (vi) This vacant post will be filled by suitable eligible incumbent possessing required qualifications.
- (vii) If a suitable candidate is not available, the post shall be filled by open selection.
- (viii) The open selection / promotion shall be made by a committee constituted as per norms published in this gazette.
- (ix) The candidate shall be promoted from lower cadre to higher cadre as and when they complete eligibility criteria for the higher cadre, irrespective of availability of post in that cadre.

3.3 Inter-se seniority between the directly recruited teachers and promoted

The inter-se seniority of a directly recruited teacher shall be determined with reference to the date of joining and for the teachers promoted 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/ UT Government shall apply for all other matters of seniority. Similar issues of seniority between directly selected and under CAS in the past, if any, be fixed on the same basis. The seniority list thus prepared be posted on the institute website.

3.4 Position of Principal / Director

- (i) Principal / Director of AICTE approved institution has to be a full time faculty selected in accordance with the due process of selection to be adopted by the concerned university / State Government / Public Service Commission / Respective Board of Governors / Board of

Management by taking into consideration the qualifications and other requirements as laid down by AICTE.

- (ii) In an institution where several programmes under technical education approved by AICTE are running, the Principal / Director shall be from one of the programmes preferably from a programme with maximum student strength.

4.0 Mandatory Teacher Trainings

- (i) Every teacher appointed / promoted to any position here onwards with effect from the publication of this gazette shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.
- (ii) No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The teacher training policy document may be downloaded from AICTE website.
- (iii) The requirement of completing these modules as envisioned in this gazette is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.
- (iv) Those who are eligible for promotions after the date of publication of this gazette, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.

5.0 Minimum Qualification for Recruitments

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

5.1 Minimum Qualifications for direct recruitment as an Assistant Professor (Level – 10, Entry Pay 57700/-)

(a) Engineering / Technology

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

(b) Management

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

(c) Pharmacy

B. Pharm. and M. Pharm. in the relevant specialization with First Class or equivalent in any one of the two degrees.

(d) MCA

B. E. / B. Tech. / B. S. and M.E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with First Class or equivalent in any one of the degrees.

OR

B. E., B. Tech. and MCA with First Class or equivalent in any one of the two degrees.

OR

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.

(e) **Hotel Management and Catering Technology**

Minimum 4 years Bachelor's Degree in HMCT and Master's Degree in HMCT or in relevant disciplines with First Class or equivalent in any one of the two degrees.

OR

Minimum 4 years Bachelor's Degree in HMCT with First Class or equivalent and minimum of 5 years of relevant experience at a managerial level not less than Assistant Manager in a 4 - star Hotel or in a similar position in the hospitality industry/ tourism industry.

(f) **Architecture**

B. Arch. and M. Arch. or equivalent Master's degree in an allied field with First Class in any one of the two degrees, and minimum 2 years' experience in the Architecture profession.

OR

B. Arch. with First class or equivalent and minimum of 5 years' experience in the Architecture profession.

(g) **Town Planning**

Bachelor's degree in Architecture / Planning / Civil Engineering or Master's degree in Geography / Economics / Sociology or equivalent AND Master of Planning or equivalent with First class or equivalent in either in Master of Planning or any above degrees with 2 years of relevant experience

(h) **Design**

Bachelor's Degree or minimum 4 year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First class or equivalent

AND

Master's degree or equivalent Post Graduate Diploma in relevant disciplines with First Class or equivalent in a concerned / relevant /allied subject of Industrial Design / Visual Communication / Fine Arts / Applied Arts / Architecture / Interaction Design / New Media Studies / Design Management / Ergonomics / Human Factors Engineering / Indian Craft Studies and related fields of Engineering or Design.

AND

Minimum 2 years of professional design experience in Industry / research organization / Design studios.

(i) **Fine Arts**

Bachelor's and Master's degree in the relevant branch with First Class or equivalent in any one of the two degrees and minimum 2 years of relevant professional experience.

(j) **Qualifications for Faculties in Science and Humanities:**

The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and UGC guidelines issued from time to time.

Note: Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

5.2 **Minimum Qualification Norms for Direct Recruitments / Promotions for Stage –II to Stage –VI**

(a) **Qualification for Assistant Professor (Senior Scale, Level – 11, Entry Pay 68900/-)**

For Promotion of Incumbents

- a. Qualifications prescribed for the post of Assistant Professor

AND

- b. Should have completed minimum training requirements as per Annexure - III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to < 8

- (b) **Qualifications for Assistant Professor (Selection Grade, Level – 12, Entry Pay 79800/-)**

For Promotion of Incumbents

- a. Qualifications as prescribed for the post of Assistant Professor (Senior Scale)

AND

- b. Should have completed minimum training requirements as per Annexure - III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Senior Scale)			
	Additional Qualification	Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to < 8

- (c) **Qualifications for Associate Professor (Level – 13A1, Entry Pay 131400/-)**

i. For Direct Recruitment

- a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

- b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

AND

- c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

Note: In case of HMCT, 8 years of industry experience at a managerial level not below the position of Head of Department handling a team of 20 persons or more in a 4 star hotel or above category or in a similar position in the hospitality industry / tourism industry.

ii For Promotion of Incumbents

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Should have completed minimum training requirements as per Annexure – III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade).		
	Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Avg. 360 ^o feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

(d) Qualifications for Professor (Level – 14, Entry Pay 144200/-)

(i) Direct Recruitment

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

- c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

(ii) For Promotion of the Incumbents

- a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360 ^o feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

Note: 360° Feedback

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.
 2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.
- (e) **Qualifications for Promotion to Senior Professor (Level -15, Entry Pay 182200/-)**
- a. Ph. D. degree in the relevant field
- AND**
- b. Minimum ten years of experience in the cadre of Professor
- AND**
-
- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor.
- OR**
- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.
- OR**
- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.
-
- AND**
- d. At least one patent awarded
- OR**
- d. Development of one MOOC course applicable at national platform

Notes:

1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
2. The selection shall be based on ten best publications 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 this regulation.

(f) **Qualifications for Direct Recruitment of Principal / Director**

(Level - 14, Entry Pay 144200/- with the special allowance of Rs. 6750/- per month)

- a. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch
- b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.
- c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

Notes:

1. This position shall be of contractual in nature for 5 years and can be extended for one more term depending upon the performance.

2. Performance assessment shall be carried out through a committee appointed by the affiliating university.
3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has proceeded with the designation as Professor / Senior Professor as the case may be.

6.0 Minimum Qualifications for Direct Recruitment and promotion of other staff

6.1 Workshop Superintendent

Initial recruitment of Workshop Superintendent shall be at par with Assistant Professor with the qualification as prescribed for the Assistant Professor in Mechanical/ Production Engineering.

Upward movement and designations shall be as per stage I to stage V of the present notification indicated in Table 3.

Table 3: Stages of Promotion and Designations for Workshop Superintendent

Stage	Designation
Entry Level, Stage-I	Workshop Superintendent
Stage-II	Workshop Superintendent (Senior Scale)
Stage-III	Workshop Superintendent (Selection Grade)
Stage-IV	Associate Professor (Workshop)
Stage-V	Professor (Workshop)

6.2 Qualifications for Training and Placement Officer

- a. Qualifications, service conditions and Pay scales of Training and Placement Officer shall be same as Professor in Engineering & Technology or concerned Technical Program.
- b. One of the Professors in the Institute shall be entrusted with additional responsibility of Training and Placement Officer on rotation basis.
- c. If Professor is not available, Associate Professor / Assistant Professor may be identified for this post.

6.3 Minimum Qualifications for direct recruitment of Assistant Librarian

(Level – 10, Entry Pay 57700/-)

- a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

6.4 Minimum Qualifications for direct recruitment of Assistant Director-Physical Education (Level – 10, Entry Pay 57700/-)

- a. Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute.
- b. Record of having represented the University / College at the inter-University / Inter-collegiate competitions or the state and / or national championships;
- c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.

- d. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student / event management activities during college / University studies.
- e. Record of organizing such events as student's convener or in later part of life.

6.5 Methodology of Promotion for Assistant Librarians and Assistant Director-Physical Education

The qualifications for promotions for Assistant Librarians and Assistant Director-Physical Education shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018.

7.0 Additional Requirements

7.1 Research Publications

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following.

- a) For the purpose of promotions, candidates must have published research papers in SCI journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India / Institute of Town Planners, India.
- b) In case of HMCT, 1 live case study or 1 live industry project as research / consultancy having credential of very high standing would be recognized as equivalent to 1 publication.
- c) In case of Design, Architecture and Town Planning, 1 live case study, 1 live industry project as research / consultancy or 1 exceptional design having credential of very high standing / obtained high level recognition would be recognized as equivalent to 1 publication.

7.2 Equivalence for Ph.D.

Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

7.2.1 Eligibility of direct Ph.D. after B.E./ B.Tech

The qualification of Ph.D acquired for the various level of posts directly after B.E/ B.Tech. is applicable in Technical Institutions, provided degree of Ph. D awarded is in relevant discipline by a recognised University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e. IITs/IISc/ NITs etc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering /Technology.

7.3 Class / Division

If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

Grade Point	Equivalent Percentage
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %

7.4 Nomenclature of relevant degrees

The qualifications for various faculty posts specify that the degree shall be in the appropriate / relevant branch of specialization. Many IITs, NITs, Central Universities start interdisciplinary programs of new nomenclatures. In view of the increasing importance of interdisciplinary nature of engineering, the inter-disciplinary courses for both UG and PG specializations may be considered. The selection committee may take a final decision in this regard depending on the requirement of the program of study and institution. AICTE has already clarified this issue vide Government of India Gazette F. No. 27/RIFD/Pay/01/2017-18 dated 28.04.2017. If any specialization is not available in the AICTE basket, the Board / University shall decide the equivalence based on the curriculum of the program. Hence, incumbent faculty recruited in the past based on their qualifications / specializations acquired will continue to be eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

7.5 Incumbent faculty Members with previous qualifications

Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M. Com and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

7.6 Faculty Members on deputation

Any Faculty Member on deputation to some Government Organization / Autonomous Bodies such as DTE / AICTE / UGC / MHRD / DST etc. on academic / administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training and 360° feedback. If the faculty has secured at least **Very Good** rating, it shall be considered equivalent to 8 points on a 10 point scale of 360° feedback in reference to this notification for the period of deputation.

Disclaimer: Notification Language

The notification is published in English and Hindi languages. Utmost care is taken to translate notification from English to Hindi. However, in case of any kind of discrepancy in interpretation, English version shall prevail.

Prof. M. P. POONIA, Vice Chairman
[ADVT.-III/Exty./561/18]

Annexure-I

Pay Matrix Table for Degree Level Technical Institutions

(All figures are in Rupees ())							
Pay Band in VI CPC	15600 – 39100			37400 - 67000		67000-79000	
Cadre Title	Assistant Professor			Associate Professor	Professor	Senior Professor	
Grade Pay in VI CPC	6000	7000	8000	9000	10000	0	
Entry Pay	21600	25790	29900	49200	53000	67000	
Cell No.	Level	10	11	12	13A1	14	15
1		57700	68900	79800	131400	144200	182200
2		59400	71000	82200	135300	148500	187700
3		61200	73100	84700	139400	153000	193300

4	63000	75300	87200	143600	157600	199100
5	64900	77600	89800	147900	162300	205100
6	66800	79900	92500	152300	167200	211300
7	68800	82300	95300	156900	172200	217600
8	70900	84800	98200	161600	177400	224100
9	73000	87300	101100	166400	182700	
10	75200	89900	104100	171400	188200	
11	77500	92600	107200	176500	193800	
12	79800	95400	110400	181800	199600	
13	82200	98300	113700	187300	205600	
14	84700	101200	117100	192900	211800	
15	87200	104200	120600	198700	218200	
16	89800	107300	124200	204700		
17	92500	110500	127900	210800		
18	95300	113800	131700	217100		
19	98200	117200	135700			
20	101100	120700	139800			
21	104100	124300	144000			
22	107200	128000	148300			
23	110400	131800	152700			
24	113700	135800	157300			
25	117100	139900	162000			
26	120600	144100	166900			
27	124200	148400	171900			
28	127900	152900	177100			
29	131700	157500	182400			
30	135700	162200	187900			
31	139800	167100	193500			
32	144000	172100	199300			
33	148300	177300	205300			
34	152700	182600	211500			
35	157300	188100				
36	162000	193700				
37	166900	199500				
38	171900	205500				
39	177100					
40	182400					

Note: The end-points of any column do not signify the end points of the pay received at that level. As was the case in the earlier provision of traditional pay scales, the last point does not represent the maximum pay of that level for calculation purposes. The end-points of the column should not be treated as the maximum and minimum of a pay scale to calculate the average pay for any level.

Annexure –II

Constitution of Screening cum Evaluation / Selection Committee

The AICTE has evolved following guidelines on:

- (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor for direct recruitment and for promotions.
- (b) Specified selection procedures for direct recruitment and promotions for Teachers in Universities and Colleges.

Selection Proceedings:

All the selection procedures of the selection committee shall be completed immediately after the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates / Panel of names in order of merit, duly signed by all members of the selection committee.

Selection Committee Composition for Assistant Professor, Associate Professor and Professor both for Direct Recruitment and Promotion:

I. For University Faculty Members:

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition:
 - (i) The Vice Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee.
 - (ii) Three experts in the concerned subject nominated by the Vice Chancellor or Acting Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - (iii) Dean of the concerned Faculty, wherever applicable.
 - (iv) Head / Chairperson of the Department/School
 - (v) An academician nominated by the Visitor / Chancellor, wherever applicable.
 - (vi) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five minimum members out of which at least two must be from the total three subject-experts.

II. For Faculty Members in Technical Institutions:

- (a) The Selection Committee for the post of Assistant Professor /Associate Professor and Professor in Colleges, including Private Colleges shall have the following composition:
 - (i) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
 - (ii) The Principal/ Director of the College.
 - (iii) Head of the Department of the concerned subject in the College.
 - (iv) Two nominees of the Vice-Chancellor or Acting Vice Chancellor of the affiliating university of whom one should be a subject-expert. In case of colleges notified / declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of

five names, preferably from the minority communities, recommended by the Vice-Chancellor or Acting Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.

- v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.
- (vii) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.
- (c) For all levels of teaching positions for Government / Government Aided Colleges / Government Autonomous Colleges, the State Public Services Commission / Teacher Recruitment Boards wherever applicable must invite three subject experts, for which the concerned University be involved in the selection process, by respective appointing authority. The states, where selection in autonomous institutes have been authorized to respective Board of Governors, shall continue but constitution of committee shall be same as directed by AICTE.

III. Senior Professor

- (a) The Selection Committee for the post of Senior Professor shall consist of the following persons:
 - (i) Vice Chancellor who shall be the Chairperson of the Committee.
 - (ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
 - (iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
 - (iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
 - (v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School, in case Head/ Chairperson does not fulfil the above requirement, if any.
 - (vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories as the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

IV. Technical Institution Principal / Director

- (a) The Selection Committee for the post of College Principal shall have the following composition:
 - i) Chairperson of the Governing Body as Chairperson.
 - ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
 - iii) One nominee of the Vice-Chancellor who shall be an expert in Management of Higher Education.

- iv) Three experts consisting of the Principal/ Director of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant statutory body of the affiliating University concerned.
- v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor of the affiliating University.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.

Annexure-III

Training Requirements for Promotions of Teachers from all the Disciplines

For Assistant Professor (Senior Scale): Completion of following training requirements at the level of Assistant Professor:

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE.

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

For Assistant Professor (Selection Grade): Completion of following training requirements at the level of Assistant Professor (Senior Scale)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training

For Associate Professor: Completion of following training requirements at the level of Assistant Professor (Selection Grade)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

Annexure - IV

CALCULATION OF 360th FEEDBACK SCORE

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)
- b. Students' Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

a. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

d. Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on grading.

f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.

Note: The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.

Calculation of Credit Points
(Sample Calculations Page-1)

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure No.
1	1/ 2018-19	CET-100	42	39		
2	1/ 2018-19	CET-200	39	38		
3	2/ 2018-19	MED-100	41	39		
4	2/ 2018-19	BSE-100	42	41		
		Total	164	157	23.93	

B. Students' feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
	1/ 2018-19	CET-100	22.3	
	1/ 2018-19	CET-200	21.8	
	2/ 2018-19	MED-100	19.6	
	2/ 2018-19	BSE-100	22.8	
		Total	86.5	

C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	Lab I/C	3	3 Point/ semester	
2	1/ 2018-19	Consultancy	3	3 Point/ semester	
3	1/ 2018-19	Timetable I/C	3	3 Point/ semester	
4	2/ 2018-19	Timetable I/C	3	3 Point/ semester	
5	2/ 2018-19	NBA work	3	3 Point/ event	
6	2/ 2018-19	Lab I/C	3	3 Point/ event	
7	2/ 2018-19	Consultancy	3	3 Point/ semester	
		Total	21		

Calculation of Credit Points

(Sample Calculations Page-2)

D. Institute Activities (Max Credit 10)

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	HoD /Dean	4	4 Point/semester	
2	2/ 2018-19	Coordinator appointed by Head of Institute	2	2 Point/semester	
3	2/ 2018-19	Organized Conference	2	2 Point/event	
4	2/ 2018-19	FDP/Conference	2	1 point /event, to be divided between all co-coordinators	

E. ACR maintained at institute level (Max Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

S.No.	Year	Activity	Credit Point	Criteria	Enclosure No.
1	2018-19	ACR	10	Extraordinary	
2		ACR	8	Very Good	
3		ACR	9	Excellent	
4		ACR	10	Extraordinary	
Average			37/4=9.25		

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

Calculation of Credit Points

(Blank Format)

Name	
Present Position	
Academic Year	
Teaching- Process	

11/9/19
8/11/19-21 9-21

A. Teaching Process (Max Points 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Point	Enclosure no.
1						
2						

B. Students' feedback (Max Points 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure no.
1				
2				

C. Departmental Activities (Max Points 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

D. Institute Activities (Max Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

E. ACR maintained at institute level (Maximum Points 10)

S. No.	Year	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

F. Contribution to Society (Maximum Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

Summary

Summary	Academic Year	Academic Year	Academic Year
	1	2	3
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			

E. ACR (Max Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

STUDENT'S FEEDBACK FORM

(To be used by institutions)

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

For getting filled in through student

S. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	Total					

Annexure - B

Revision of Pay Scales, Minimum Qualifications for the appointment, Terms and Conditions of Teachers and other academic staff such as Library and equivalent cadre in Degree Level Technical Education as per AICTE Scheme (7th Pay Commission) to Dr. Babasaheb Ambedkar Technological University, Lonere/Institute of Chemical Technology, Government Deemed University, Matunga, Mumbai, All Government and Non-Government Aided Institutes, University affiliated and Autonomous institutes conducting Professional Degree Courses such as Engineering and Technology, Pharmacy, Architecture, Hotel Management and Catering Technology etc. ...

GOVERNMENT OF MAHARASHTRA

Higher & Technical Education Department

Government Resolution No. **सावेआ-११११/प्र.क्र.४४/१९/तां.शि.२**

Madam Kama Road, Hutatma Rajguru Chowk,

Mantralaya Annex, Mumbai – 400 032

Dated : 11th September, 2019

- Read :**
1. Government of Maharashtra, Higher and Technical Education Department, G.R.No. SPC-2010 / (34/10) / TE-2, dated 20th August 2010
 2. Government of Maharashtra, Higher and Technical Education Department, G.R.No No. CAS- 2013/(32/13)/TE-2 dated 17th October 2015
 3. Government of Maharashtra, Higher and Technical Education Department, corrigendum No. CAS-2013/(32/13)/TE-2 dated 13th October 2016
 4. Government of Maharashtra, Higher and Technical Education Department, G.R.No. SePrNi-2010/(264/10)/Tanshi-2 dated 10th September 2012 and Notification dated 10th September 2012 (Annexure- A)
 5. Government of India MHRD Letter No-1-37/2016/TS II Dated 18th January,2019
 6. All India Council for Technical Education Notification F. No. 61-1 / RIFD /7th CPC/2016-17, dated 1st March 2019
 7. All India Council of Technical Education, letter No-F.No 61-1/RFD/7thCPC/2016-17 dated 8th March, 2019
 8. Letter No. 5(1)/ASTHA/7th Pay/FACULTY/2019/230 dated 5th July,2019 of Directorate of Technical Education, M.S., Mumbai

Preamble:

The 6th Pay Commission pay scales in accordance with the recommendations of All India Council for Technical Education for teachers and other academic staff in degree level technical Institutions were implemented in the State vide Government Resolution mentioned in Reference No.1, 2, 3 above and Recruitment Rules published vide Government Resolution mentioned in reference No. 4 above.

Ministry of Human Resource Development, Government of India, has communicated the decision of Government of India to All India Council for Technical Education Vide its Letter No-1-37/2016/TS II Dated 18th January, 2019, regarding revision of pay scales of Engineering and Technical Institution under preview of AICTE. After the approval received from Government of India, All India Council for Technical Education revised the pay structure of teachers and other academic staff in degree level technical Institutions as per the 7th pay commission recommendation vide its notification mentioned in Reference No.6 above. AICTE also communicated to State Government vide its letter mentioned in Reference No. 7 to take appropriate action to implement the recommendations contained

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in the notification dated 1st march 2019 issued by AICTE.

The scheme announced by the All India Council for Technical Education is applicable to all degree level technical institutions and Universities, including deemed to be Universities imparting technical education and such other courses/programs approved by AICTE and areas as notified by AICTE from time to time.

The scheme announced by All India Council for Technical Education for the Revision of Pay Scales, Minimum Qualifications for the appointment, Career Advancement Schemes, Terms and Conditions of Teachers and other academic staff such as Library and equivalent cadre in Degree Level Technical Education as per AICTE Scheme (7th Pay Commission) to Dr. Babasaheb Ambedkar Technological University, Lonere, Institute of Chemical Technology, Government Deemed be University, All Government and Non-Government Aided Institutes, University affiliated and Autonomous institutes conducting Professional Degree Courses such as Engineering and Technology, Pharmacy, Architecture, Hotel Management and Catering Technology etc. was under consideration of Government.

Resolution –

The question of implementing scheme of revisions of pay scales as per Notification F. No. 61-1 / RIFD /7th CPC/2016-17, dated 1st March 2019 of AICTE to all teachers and equivalent cadres working in Dr. Babasaheb Ambedkar Technological University, Lonere, Institute of Chemical Technology, Government Deemed be University, All Government and Non-Government Aided institutes, University affiliated and Autonomous institutes conducting Professional Degree Courses was under consideration of State Government. After considering all the aspects of the scheme and approval of State Cabinet, the State Government has decided to implement and revise Pay Scales, Minimum Qualifications for the appointment, Terms and Conditions of Teachers and other academic staff are as follows: -

1.0 Applicability –

1.1 The revised pay scales together with conditions mentioned in this Government Resolution shall apply to teachers and other academic staff in Dr. Babasaheb Ambedkar Technological University, Lonere, Institute of Chemical Technology, Government Deemed University, Matunga Mumbai, All Government and Non-Government Aided Institutes, University affiliated and Autonomous institutes conducting Professional Degree Courses such as Engineering and Technology, Pharmacy, Architecture and such other courses/programs under the preview of AICTE.

1.2 Date of Effect

a) Pay Scales and DA: The revised pay-scales shall be effective from 01.01.2016.

b) Other Allowances : The rate of other allowances shall be at par with the State Government Employees.

1.3 Effective date of application of Service Conditions

a) All other service conditions including Qualifications, Experience, Recruitment, Promotions, publications, training and course requirements etc. shall come into force with effect from the date of this Government Resolution.

b) The Qualifications, Experience, Recruitment and Promotions etc. during the period from 17.10.2015 to till the date of this Government Resolution shall be as per sixth pay commission and short term training programs as per the guideline issued by state government as per AICTE. As the state government didn't issue the guideline of API/PBAS, it shall be exempted.

However, the Average ACR during the reporting period shall be as per the guideline issued vide G. R. dated 17-10-2015.

c) Those who are eligible for promotions after the date of publication of this Government Resolution shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022, or within 3 years from the date of this Government Resolution, whichever is later, so as to enable faculty members in equipping them for requisite mandatory requirements of this Government Resolution to avail the benefit of

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- promotion retrospectively from the date of eligibility.
- d) For incumbent faculty members, the date of eligibility up to 31st July, 2022 (or minimum 3 years from the date of publication of this Government Resolution, whichever is later) shall be allowed to be according to the 6th CPC Gazette notification published on 8th November, 2012. All the benefit of promotion to such candidates is permitted retrospectively on the date when he/she became eligible.
 - e) It may be noted that, no further extension would be given beyond 31st July, 2022 or 3 years from the date of publication of this Government Resolution, whichever is later, and those who do not meet the essential criteria despite the above grace period, shall lose an opportunity for getting promotion retrospectively. However, they will be eligible for promotion from the date they meet these criteria thereafter.
 - f) In cases, wherein interviews are already conducted either for direct recruitment or for promotions but candidates did not join, such candidates are to be allowed to join. Their further up-gradation will be governed by this Government Resolution.
 - g) In cases, where advertisement was published, applications invited but interviews have not been conducted till publication of this Government Resolution, the institutes / employers are required to publish corrigendum and processing of applications must be done in accordance with the provisions given in this Government Resolution.

2.0 General

2.1 Revised Designations and Mode of Appointments

There shall be only three designations in respect of teachers in degree level technical institutions as far as cadre structure is concerned, namely Assistant Professor, Associate Professor and Professor as given below in Table 1. Also there shall be no change in the present designations in respect of Library, Physical Education and Training & Placement Personnel at various levels.

Following mode of appointment shall henceforth be used:

Table 1: Cadre Structure and Mode of Appointment

Sr. No.	Designations of Teaching Faculty	Entry pay	Level	Mode of Appointment
1	Assistant Professor	57700	10	Direct Recruitment
2	Assistant Professor (Senior Scale)	68900	11	Promotion
3	Assistant Professor (Selection Grade)	79800	12	Promotion
4	Associate Professor	131400	13A1	Promotion / Direct Recruitment
5	Professor	144200	14	Promotion / Direct Recruitment
6	Senior Professor	182200	15	Promotion
7	Principal / Director	144200	14	Direct Recruitment

2.2 New Pay Structure

The new pay structure shall involve a pay matrix with an ascending series of levels and ascending cells in each level. The new pay matrix shall subsume the pay band and grade pay in one simple chart as given in **Annexure - I**. The pay matrix shall comprise of two dimensions- a horizontal range of levels starting from the lowest level in the hierarchy and ascending to the highest level, with the levels being numbered from 10 to 15 covering the entire gamut of Teachers and other Academic Staff. Within each level, the salary increases as one goes down vertically, with each progression of going down represented by a "Cell". Each Cell within that level represents the steps of annual financial progression of 3%. On recruitment / promotion, an employee shall join at a particular level and progress within the level as per the vertical range. The movement shall be based on annual increments till the time of his /her next promotion. When the employee will receive a promotion, he/she will progress to the next level in the horizontal range till it exhausts.

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2.3 Levels and Cells

The method followed by the 7th CPC shall be adopted in the academic pay structure also, moving from the concept of Pay Band and Academic Grade Pay to that of Levels and Cells. The changes will appear only due to the existing difference between the two streams in terms of Academic Grade Pay vis-à-vis the corresponding Grade Pay. The levels for academic pay shall be numbered as per the corresponding non-academic level. Thus, the levels are numbered as 10, 11, 12, 13A1, 14 & 15 corresponding to the present AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

2.4 Pay Matrix and Fixation of Revised Pay

For Fixation of pay of an Employee in the Pay Matrix as on 1st January 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st December, 2015 shall be multiplied by a **factor of 2.57**, rounded off to the nearest Rupee, and the figure so arrived at, will be located in that level in the Pay Matrix and if such an identical figure corresponds to any cell in the applicable level of the Pay Matrix, the same shall be the pay, and if no such cell is available in the applicable level, the pay shall be fixed at the immediate next higher cell in that applicable level of the Pay Matrix. If the figure arrived at in this manner is less than the first cell in that level, then the pay shall be fixed at the first cell of that level of Pay Matrix. If more than two stages are bunched together, one additional increment equal to 3% may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

2.5 Pay Bands with AGP and IOR (Index of Rationalization)

Based on the above, the various levels of pay with its Academic Grade Pay (AGP) are as per **Annexure-I**.

2.6 Entry Pay

The Entry Pay for Academic Pay Structures and Levels shall be as per **Table 1 Mentioned in Para 2.1**

2.7 Pay Fixation in case of Direct Recruitment / Promotion

The pay of employees appointed by direct recruitment on or after 1st day of January 2016 shall be fixed at the minimum pay or the first cell in the level, applicable to the post to which such employee is appointed. In case of promotion, candidate would be given a notional increment in his existing Level of Pay, by moving him/her to the next higher cell at that level. The pay shown in this cell would now be located in the new level corresponding to the post to which candidate has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise the next higher cell at that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level.

2.8 Date of Increment

- (i) Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. Annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- (ii) There shall be two dates of increment i.e. 1st January and 1st July of every year, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up-gradation.
- (iii) The increment in respect of an employee appointed or promoted during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

2.9 Annual Process of Promotion

Every University/College/Directorate of Technical Education *shall ensure that the selection process for direct recruitment for various positions is carried out annually so as to maintain*

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required faculty numbers and cadre ratio as per AICTE norms so that no loss is caused to students. Interviews for the promotions of the faculty members shall be carried out at a regular span annually to avoid any stagnation in career growth of faculty members.

Candidates, who do not fulfill the minimum requirement stipulated in this Government Resolution, will have to be re-assessed after a period of one year. The date of promotion shall be the date on which he/she satisfies all the minimum requirements and successfully reassessed.

The constitution of the Selection Committee as applicable to these appointments/promotions of the Assistant Professor to Associate Professor and Associate Professor to Professor or Professor to Senior Professor is enumerated in **Annexure-II**. Various stages of promotions/direct recruitment and mode of selection are given in Table 2.

A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma duly supported by all credentials to the Principal / Director of the College, within three months in advance of the due date, that he / she fulfills all requisite qualifications.

The entry level and consecutive stages of promotions are shown in **Table 2**

Table 2: Stages of Promotion/ Direct Recruitment and mode of selection

Stage	Designation
Entry Level, Stage-I	Assistant Professor
Stage-II	Assistant Professor (Senior Scale)
Stage-III	Assistant Professor (Selection Grade)
Stage-IV	Associate Professor
Stage-V	Professor
Stage-VI	Senior Professor

2.10 Age of Superannuation

The existing provisions about superannuation and reemployment of teachers shall continue. (As per State Govt. policy evident from State Govt. GR dated 8th March 2019 about UGC pay scales)

2.11 Health Insurance Scheme

Existing provisions of Health Insurance Scheme as applicable to State Government employees shall continue. (As per Present Medical reimbursement scheme and विमाछत्र योजना)

2.12 Pension, Gratuity, Family Pension, GPF, Leave Encashment and Other Pensionary Benefits

All pensionary benefits including leave encashment shall be extended to faculty members and other staff such as Library, Physical Education and Training & Placement Personnel as per the revised norms recommended by the 7th CPC and implemented as per the norms of the State Government.

2.13 Industrial Training/Professional Training

Since a requirement of industrial training/professional training (as the case may be) has been stipulated for vertical movement of faculty members, the AICTE, the Directorate of Technical Education, Maharashtra, State Government shall devise a suitable mechanism for facilitating all faculty members to undergo industrial training/professional training in consultation with AICTE, Confederation of Indian Industries (CII), FICCI, NASSCOM, CFTI, CSIR laboratories, IISER, CIEFL ISI, ISRO, DAE, DRDO and other such industry/professional bodies with approval of State Government.

2.14 Teaching Engagement

The faculty members shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in **Table 3** below.

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Table 3: Teaching Engagement of Faculty Members in Degree Level Institutions

Designation	(Teaching / Laboratory hours) / week
Assistant Professor	16
Associate Professor	14
Professor / Senior Professor	14
Director / Principal	6

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean. Regarding work hour State Government seeks clarification from AICTE.

2.15 Consultancy

- (i) Consultancy work may be undertaken by members of the faculty to generate resources, either for institutions or for themselves.
- (ii) Not only the faculty members should be encouraged to undertake consultancy work, but also an appropriate environment be created by the managements of institutions to facilitate faculty members to undertake such work.
- (iii) Suitable parameters for sharing the generated resources between the institution Existing guidelines for sharing the revenue generated out of consultancy work between the Government, institution and individual faculty member shall continue.
- (iv) The faculty members engaged in consultancy/ industry interaction / research / start-up activities / community services may be allowed some adjustment in teaching time table without compromising their teaching engagement hours.

2.16 Start-up

Presently, the institutions are ranked based on academic performance and placement of students. In future, it may also be based on a number of start-ups and entrepreneurs created by the institute. Therefore, technology incubation centers shall be established and frequent interactions between entrepreneurs / industrialists / alumni and students shall be arranged for motivating students to initiate start-up. Director, Directorate of Technical Education shall issue necessary direction with the concourance of State Government.

2.17 Statutory Reservation

The statutory reservation policy for recruitment and promotion applicable as per state government issued time to time.

2.18 Quality Improvement Programme (QIP) / Teaching Research Fellowship (TRF) Schemes

With a view to improve the quality of technical education, Directorate of Technical Education, Maharashtra State, to implement QIP/TRF schemes for all the eligible teachers working in Technical institutions.

2.19 Counting of Past Service for Direct Recruitment and Promotion

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 or state PSUs etc., should be counted for direct recruitment as an Assistant Professor / Associate Professor / Professor provided that:

- a) The qualifications for the post held are not lower than the qualifications prescribed by the AICTE 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 / Associate Professor / Reader and Professor.
- c) The candidate for direct recruitment has applied through proper channel.
- d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.

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- e) 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.
- f) The previous appointment was not as guest faculty for any duration or ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
- (i) The period of service was of more than one year.
 - (ii) The incumbent was appointed on the recommendation of the duly constituted Selection Committee.
 - (iii) The incumbent was selected for the permanent post in continuation to the ad-hoc or temporary service;
 - (iv) An artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on a permanent basis shall be given the benefit of the entire service rendered by him with effect from the date of initial appointment (temporary / contract / ad-hoc) notwithstanding the artificial break / breaks in service.
 - (v) The incumbent was drawing total gross emoluments not less than the monthly gross salary at the initial stage of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
 - (vi) At the time of selection, the negotiated terms and conditions clearly mention the period of experience, nature of experience and same has been consented by the employer.
- g) No distinction should be made with reference to the nature of the management (Private /Local Body/Government) of the institution where previous services were rendered while counting past services under this clause.

2.20 Equivalence of Experience of Diploma Level Institutions and Degree Level Institutions

Experience at Diploma Level Polytechnic shall be considered equivalent to experience in the degree level institutions at appropriate level, as applicable provided, scale of pay, qualifications, experience and research contribution are same for the post under consideration as per the present Government Resolution.

3.0 Cadre Structure

3.1 Minimum Cadre Ratio

- (i) The minimum 1:2:6 of cadre ratio be maintained for Professor: Associate Professor: Assistant Professor respectively.
- (ii) Minimum number of faculty requirements for an approved institute shall be calculated on the basis of faculty: student ratio prescribed by AICTE.
- (iii) Faculty: student ratio would be applicable as per the Approval Process Handbook published by AICTE from time to time.
- (iv) For the purposes of this cadre ratio, Assistant Professor, Assistant Professor (Senior Scale), Assistant Professor (Selection Grade) shall be grouped together and be termed as Assistant Professors.
- (v) Similarly, Professors and Senior Professors will be grouped together and be termed as Professors.
- (vi) Principal / Director shall be outside the purview of cadre ratio.

3.2 Flexible Cadre Structure

While promoting the incumbent, flexible cadre structure is followed as below:

- (i) Incumbent faculty members be upgraded to higher positions, after being eligible, through a process of promotion to be held annually, irrespective of availability of vacancy in that cadre.
- (ii) The incumbent so upgraded to a higher position shall be re-designated as Assistant Professor (Senior Scale)/Assistant Professors (Selection Grade)/Associate Professor/Professor as the case may be.

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- (iii) With this cadre structure, more faculty members may become Professors/Associate Professors at some point of time as a result of which, cadre ratio as an example may become skewed such as 9:0:0 or 8:1:0 or 5:1:3 etc. but in any case it should not be 0:0:9 or 0:1:8 or 0:2:7.
- (iv) The total numbers of minimum faculty positions remain the same as calculated from faculty: student ratio, though the cadre ratio is improving with these promotions.
- (v) The lower post can be treated vacant once the incumbent moves on higher post through promotions or through direct selection by keeping total sanctioned posts of all cadres put together as fixed.
- (vi) This vacant post will be filled by suitable eligible incumbent possessing required qualifications.
- (vii) If a suitable candidate is not available, the post shall be filled by open selection.
- (viii) The open selection / promotion shall be made by a committee constituted as per norms published in this Government Resolution.
- (ix) The candidate shall be promoted from lower cadre to higher cadre as and when they complete eligibility criteria for the higher cadre, irrespective of availability of post in that cadre.

3.3 Inter-se seniority between the directly recruited teachers and promoted

The Inter-se seniority of a directly recruited teacher shall be determined with the reference to the date of joining and for the teachers promoted 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 /UT Government shall apply for all the matters of seniority.

3.4 Position of Principal / Director

- (i) Principal/Director of AICTE approved institution has to be a full time faculty selected in accordance with the due process of selection to be adopted by the concerned university/State Government/Public Service Commission/Respective Board of Governors/Board of Management by taking into consideration the qualifications and other requirements as laid down by AICTE.
- (ii) In an institution where several programmes under technical education approved by AICTE are running, the Principal / Director shall be from one of the programmes preferably from a programme with maximum student strength.

a. 4.0 Mandatory Teacher Trainings

1. Every teacher appointed / promoted to any position here onwards with effect from the publication of this Government Resolution shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.
2. No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The teacher training policy document may be downloaded from AICTE website.
3. The requirement of completing these modules as mentioned in this Government Resolution is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.
4. Those who are eligible for promotions after the date of publication of this Government Resolution shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 or within 3 years from the date of publication of this Government Resolution, whichever is later, so as to enable faculty members in equipping them for requisite mandatory requirements mentioned in this Government Resolution to avail the benefit of promotion retrospectively from the date of eligibility.

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5.0 Minimum Qualification for Recruitments

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

**5.1 Minimum Qualifications for direct recruitment as an Assistant Professor
(Level – 10, Entry Pay 57700/-)**

(a) Engineering / Technology

B.E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

(b) Management

Bachelor's Degree in any discipline and Master's Degree in Business Administration/PGDM/C.A./ICWA/M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

(c) Pharmacy

B. Pharm. and M. Pharm / Pharm. D. in the relevant specialization with First Class or equivalent in any one of the two degrees.

(d) MCA

B. E. / B. Tech. / B. S. and M.E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with First Class or equivalent in any one of the degrees.

OR

B. E., B. Tech. and MCA with First Class or equivalent in any one of the two degrees.

OR

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.

(e) Hotel Management and Catering Technology

Minimum 4 years Bachelor's Degree in HMCT and Master's Degree in HMCT or in relevant disciplines with First Class or equivalent in any one of the two degrees.

OR

Minimum 4 years Bachelor's Degree in HMCT with First Class or equivalent and minimum of 5 years of relevant experience at a managerial level not less than Assistant Manager in a 4 - star Hotel or in a similar position in the hospitality industry/ tourism industry.

(f) Architecture

B. Arch. and M. Arch. or equivalent Master's degree in an allied field with First Class in any one of the two degrees, and minimum 2 years' experience in the Architecture profession.

OR

B. Arch. with First class or equivalent and minimum of 5 years' experience in the Architecture profession.

(g) Town Planning

Bachelor's degree in Architecture/Planning/Civil Engineering or Master's degree in Geography / Economics/Sociology or equivalent AND Master of Planning or equivalent with First class or equivalent in either in Master of Planning or any above degrees with 2 years of relevant experience

(h) Design

Bachelor's Degree or minimum 4 year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First class or equivalent

AND

Master's degree or equivalent Post Graduate Diploma in relevant disciplines with First Class or equivalent in a concerned / relevant /allied subject of Industrial Design / Visual Communication / Fine Arts / Applied Arts / Architecture / Interaction Design / New Media Studies / Design

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Management / Ergonomics / Human Factors Engineering / Indian Craft Studies and related fields of Engineering or Design.

AND

Minimum 2 years of professional design experience in Industry / research organization / Design studios.

(i) Fine Arts

Bachelor's and Master's degree in the relevant branch with First Class or equivalent in any one of the two degrees and minimum 2 years of relevant professional experience.

(j) Qualifications for Faculties in Science and Humanities:

The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and UGC guidelines issued from time to time.

Note: Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

5.2 Minimum Qualification Norms for Direct Recruitments / Promotions for Stage –II to Stage –VI

(a) Qualification for Assistant Professor (Senior Scale, Level – 11, Entry Pay 68900/-)

For Promotion of Incumbents

a. Qualifications prescribed for the post of Assistant Professor

AND

b. Should have completed minimum training requirements as per Annexure - III.

AND

c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to <8

(b) Qualifications for Assistant Professor (Selection Grade, Level – 12, Entry Pay 79800/-)

For Promotion of Incumbents

a. Qualifications as prescribed for the post of Assistant Professor (Senior Scale)

AND

b. Should have completed minimum training requirements as per Annexure - III.

AND

c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Senior Scale)			
	Additional Qualification	Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to < 8

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(c) Qualifications for Associate Professor (Level – 13A1, Entry Pay 131400/-)

i) For Direct Recruitment

- a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch
AND
- b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.
AND
- c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

Note: In case of HMCT, 8 years of industry experience at a managerial level not below the position of Head of Department handling a team of 20 persons or more in a 4 star hotel or above category or in a similar position in the hospitality industry / tourism industry.

ii) For Promotion of Incumbents

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.
AND
- b. Should have completed minimum training requirements as per Annexure – III.
AND
- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade).		
	Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

(D) Qualifications for Professor (Level – 14, Entry Pay 144200/-)

i) Direct Recruitment

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.
AND
- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
AND
- c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC /AICTE approved list of journals till the date of eligibility of promotion.

ii) For Promotion of the Incumbents

- a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

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AND

b. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

Note: 360° Feedback

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions
2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.

(E) Qualifications for Promotion to Senior Professor (Level –15. Entry Pay 182200/-)

a. Ph. D. degree in the relevant field

AND

b. Minimum ten years of experience in the cadre of Professor

AND

c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor.

OR

c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

OR

c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.

AND

d. At least one patent awarded

OR

d. Development of one MOOC course applicable at national platform

Notes:

1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
2. The selection shall be based on ten best publications 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 this regulation.

(F) Qualifications for Direct Recruitment of Principal / Director

(Level – 14. Entry Pay 144200/- with the special allowance of Rs. 6750/- per month)

a. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch

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- b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.
- c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

Notes:

1. This position shall be of contractual in nature for 5 years and can be extended for one more term depending upon the performance.
2. Performance assessment shall be carried out through a committee appointed by the affiliating university.
3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has proceeded with the designation as Professor / Senior Professor as the case may be.

6.0 Minimum Qualifications for Direct Recruitment and promotion of other staff

6.1 Workshop Superintendent

Initial recruitment of Workshop Superintendent shall be at par with Assistant Professor with the qualification as prescribed for the Assistant Professor in Mechanical/ Production Engineering. Upward movement and designations shall be as per stage I to stage V as per provisions of this Government Resolution indicated in Table 3.

Table 3: Stages of Promotion and Designations for Workshop Superintendent

Stage	Designation
Entry Level, Stage-I	Workshop Superintendent
Stage-II	Workshop Superintendent (Senior Scale)
Stage-III	Workshop Superintendent (Selection Grade)
Stage-IV	Associate Professor (Workshop)
Stage-V	Professor (Workshop)

6.2 Qualifications for Training and Placement Officer

- a. Qualifications, service conditions and Pay scales of Training and Placement Officer shall be same as Professor in Engineering & Technology or concerned Technical Program.
- b. One of the Professors in the Institute shall be entrusted with additional responsibility of Training and Placement Officer on rotation basis.
- c. If Professor is not available, Associate Professor / Assistant Professor may be identified for this post.

6.3 Minimum Qualifications for direct recruitment of Assistant Librarian

(Level – 10, Entry Pay 57700/-)

- a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

6.4 Minimum Qualifications for direct recruitment of Assistant Director-Physical Education

(Level-10, Entry Pay 57700/-)

- a. Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute.
- b. Record of having represented the University / College at the inter-University / Inter-collegiate competitions or the state and / or national championships;

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- c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.
- d. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student / event management activities during college / University studies.
- e. Record of organizing such events as student's convener or in later part of life.

6.5 Methodology of Promotion for Assistant Librarians and Assistant Director-Physical Education

The qualifications for promotions Assistant Librarians and Assistant Director-Physical Education shall be as per UGC notification No. F.1-2/2017(EC/PS) dated 18 July 2018

7.0 Additional Requirements

7.1 Research Publications

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following.

- a) For the purpose of promotions, candidates must have published research papers in SCI journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India / Institute of Town Planners, India.
- b) In case of HMCT, 1 live case study or 1 live industry project as research / consultancy having credential of very high standing would be recognized as equivalent to 1 publication.
- c) In case of Design, Architecture and Town Planning, 1 live case study, 1 live industry project as research / consultancy or 1 exceptional design having credential of very high standing / obtained high level recognition would be recognized as equivalent to 1 publication.

7.2 Equivalence for Ph.D.

Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

7.2.1 Eligibility of direct Ph.D. after B.E. / B.Tech

The qualification of Ph.D. acquired for the various level of posts directly after B.E/ B.Tech. is applicable in Technical Institutions, provided degree of Ph. D awarded is in relevant discipline by a recognized University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e. IITs/IISc/NITs etc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering /Technology.

7.3 Class / Division

If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

Grade Point	Equivalent Percentage
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %

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7.4 Nomenclature of relevant degrees

The qualifications for various faculty posts specify that the degree shall be in the appropriate / relevant branch of specialization. Many IITs, NITs, Central Universities start interdisciplinary programs of new nomenclatures. In view of the increasing importance of interdisciplinary nature of engineering, the inter-disciplinary courses for both UG and PG specializations may be considered. The selection committee may take a final decision in this regard depending on the requirement of the program of study and institution. AICTE has already clarified this issue vide Government of India Gazette F. No. 27/RIFD/Pay/01/2017-18 dated 28.04.2017. If any specialization is not available in the AICTE basket, the Board / University shall decide the equivalence based on the curriculum of the program. Hence, incumbent faculty recruited in the past based on their qualifications / specializations acquired will continue to be eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfillment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

7.5 Incumbent faculty Members with previous qualifications

Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M. Com / M.A. and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfillment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

7.6 Faculty Members on deputation

Any Faculty Member on deputation to some Government Organization / Autonomous Bodies such as DTE / MSBTE / AICTE / UGC / MHRD / DST etc. on academic/administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training and 360° feedback. If the faculty has secured at least **Very Good** rating, it shall be considered equivalent to 8 points on a 10 point scale of 360° feedback in reference to this notification for the period of deputation.

8.0 Option for the revised scales of pay:

- (i) Within a period of one month from the date of issue of this Government Resolution, the teachers/Librarians and other personnel will have to option in the prescribed form (**Annexure V**) for the revised pay scales.
- (ii) The option once exercised shall be final. Those who do not exercise the option within a period of one month from the date of issue of this Government Resolution shall be deemed to have opted for revised pay scales.
- (iii) The teachers /Librarians /other personnel who were in service on 1st January 2016 and those who were not in service after 1st January, 2016 on account of termination, death, discharge on the expiry of the sanction posts, resignation, dismissal or discharge on disciplinary ground and could not exercise the option within the time limit will be deemed to have opted for revised scale of pay with effect from 1st January 2016 and should be held entitled to the benefit of these rules.
- (iv) An undertaking (**Annexure –VI**) shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised pay scales or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary in the same manner as provided in HRD Ministry's O.M. No. F.237/2008IFD dated 23.10.2008., read with Ministry of Finance (Department of Expenditure) O.M.No.F.11/2008- IC, dated 30.08.2008.

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9.0 Procedure to be followed for fixation of pay and for the disbursement of salary grants-

Following procedure shall be followed for fixation of pay and disbursement of salary grants:

- i) Regional Offices of Technical Education shall fix the revised pay of all the teachers, librarians and equivalent cadres under their jurisdiction as per this scheme in the Proforma as prescribed in **Annexure-VII** and further certify that:
“all the teachers/ librarians have been lawfully appointed,
“the pay of each teacher has been properly fixed as per this scheme and
“in case it is found that any excess payment has been made on account of incorrect fixation and unlawful appointees the same shall be recovered by the Government from the grants (including salary grants) payable to the institutes.”
Some possible illustrations for pay fixation are given in **Annexure-VIII**.
- ii) Regional Offices shall submit these certificates along with the fixation forms etc. to the Director, Technical Education who shall thereafter release the necessary grants after broadly satisfying themselves and making necessary entries of pay fixation in the service books of the employees. Director, Technical Education may authorize the officer for approving necessary entries in the service book.
- iii) All Career Advancements with improvement in designations shall have to be approved by the Government.
- iv) The Director of Technical Education, Maharashtra State, Mumbai, should send a quarterly statement to the Accountant General, Maharashtra-1, Mumbai, and the Accountant General, Maharashtra-2, Nagpur, and claim the admissible grants from the Government of India, for the implementation of revised pay scales to the teachers and librarians in degree level institutions, before 31-03-2020. The Accountant General, Maharashtra – 1/2, Mumbai/ Nagpur should be requested to credit the Government of India’s share under receipt head “1601 Grant-in-aid from Central Government, (01) (07) Technical Education (1601 0243)”
- v) The additional expenditure on pay proper, on account of revision of scales of pay of teachers in Dr. Babasaheb Ambedkar Technology University, Lonere, Institute of Chemical Technology, Matunga, Mumbai, Government deemed University Government and Non-Government aided degree level institutions as on 1st January 2016 shall be shared for the period from 1st January 2016 to 31st March 2019 between the Government of India and the State Government in the ratio of 50:50. Thereafter, the entire liability on account of this additional expenditure will be borne by the State Government. Posts which were not lying vacant for more than six months as on 1st January 2016 in these institutes will be treated as post existing as on 1st January 2016, for this purpose. The additional expenditure on pay proper, on account of application of revised pay scales to all posts of teachers created after 1st January 2016 shall be borne entirely by the State Government. The Universities and non-Government aided colleges should be informed that any additional expenditure on new posts of teachers created hereafter shall be disallowed, if proper sanction of the Director of Technical Education, Maharashtra State, Mumbai, has not been obtained by them.

10.0 Budget Heads:

The expenditure on this account should be debited to the following sub- heads and detailed heads of accounts under the budget head - **Demand No. W-3 “2203 - Technical Education”** as under:

001, Direction and Administration-

(01), Direction and Administration,

(01)(01) Director of Technical Education (Committed) (2203 0013) (2203 0022)

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102 – Assistance to Universities for Technical Education

(01) (01) Maintenance Grants to Mumbai University for Technical College of Architecture (Committed) (2203 0069)

(01)(02) Maintenance Grants to Dr. Babasaheb Ambedkar Technical University, Lonere, District Raigad (Committed) (2203 0523)

104 – Assistance to Non-Government Technical Colleges and Degree Institutes-

(01)(03) Engineering Colleges (Committed) (2203 0167)

(03)(04) Establishment of Institute of Chemical Technology and its sub-centers (Scheme)

31- Grant-in-aid (non-salary)

36- Grant-in-aid (Salary)

108 – Examinations -

(01)(01) Board of Technical Examination (Committed) (2203 0283)

112 – Engineering/Technical Colleges and Degree Institutes-

(01) Government Engineering and Architectural Colleges (including hostels) (2203 0327)

(00) (10) Establishment of New Engineering Colleges (2203 2671)

Government orders in respect of the measures required for enhancing and improving the quality of education shall be issued separately. All advancements to higher grade pays in various cadres will be effected subject to the minimum excellent (A) level of average confidential report, very good performance appraisal report through 360⁰ feedback score and Career Advancement Schemes terms and conditions mentioned in this Government Resolution for various posts are being prescribed by the Government.

This Government Resolution is subject to the decision taken by the State Government on the scheme forwarded by All India Council of Technical Education by its Notification dated 01st March 2019, therefore anomalies if any brought to the notice of the Department of Higher and Technical Education, Government of Maharashtra through proper channel.

These orders are issued with the concurrence of the Finance Department vide their unofficial reference No. 347/2019/Seva-9 dated 05/09/2019 and with concurrence of State Cabinet held on 09/09/2019.

This Government Resolution is available on website www.maharashtra.gov.in and its unique code no. is 201909112012522408

By order and in the name of Governor of Maharashtra.

**Satish Jagdeorao
Tidke**

Digitally signed by Satish Jagdeorao Tidke
DN: c=IN, o=Government of Maharashtra, ou=Higher And
Technical Education Department, postalCode=400032,
st=Maharashtra,
2.5.4.20=abbed596652773468508d937a99472988ebdda28db8
c543b79abe527c996466, cn=Satish Jagdeorao Tidke
Date: 2019.09.16 10:37:37 +05'30'

(Satish J. Tidke)

Deputy Secretary, Government of Maharashtra

To,

1. The Secretary to the Hon'ble Governor, Raj Bhuvan, Malabar Hill, Mumbai. (by Letter)
2. The Principle Secretary to the Chief Minister.
3. The Private Secretary to the Hon'ble Minister / State Minister, Higher & Technical Education Department,
4. The Personal Assistant to Chief Secretary.
5. Vice Chancellors of all Universities and Institute of Chemical Technology, Matunga, Mumbai.
6. Vice Chancellor, Dr. Babasaheb Ambedkar Technological University, Lonere

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7. The Secretary to the government of India, MHRD, Department of Higher Education, New Delhi.
8. Member Secretary, All India Council of Technical Education, New Delhi.
9. The Secretary, University Grants Commission, New Delhi.
10. The Director, Directorate of Technical Education, Maharashtra State, Mumbai.
11. The Director, Maharashtra State Board of Technical Education, Mumbai.
12. All Regional Directors of Technical Education.(Through DTE)
13. Principals/Directors of all Government and Non- Government aided degree/Diploma institutes
(Directorate of Technical Education Should circulate the copies)
14. The Account General (Accounts) Maharashtra I and II, Mumbai and Nagpur
15. The Account General (Audit) Maharashtra I and II, Mumbai and Nagpur
16. The Pay and Accounts Officer, Mumbai,
17. All District Treasury Officers.
18. The Finance Department.
19. All Desks in Higher and Technical Education Department, Mumbai.
20. The Director General of Information & Publicity, Mumbai(With request to issue a suitable press note and send 25 copies to the department)
21. The Under Secretary, Vidhan Mandal Sachivalaya, Vidhan Bhuvan, Mumbai.
22. Select File TE-2

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Accompaniment to Government Resolution No.सावेआ-११११/प्र.क्र.४४/१९/तां.शि.२, dated 11.09.2019

Annexure-I

Pay Matrix Table for Degree Level Technical Institutions

(All figures are in Rupees (D))							
Pay Band in VI CPC		15600 - 39100			37400 - 67000		67000-79000
Cadre Title		Assistant Professor			Associate Professor	Professor	Senior Professor
Grade Pay in VI CPC		6000	7000	8000	9000	10000	0
Entry Pay		21600	25790	29900	49200	53000	67000
Cell No.	Level	10	11	12	13A1	14	15
1		57700	68900	79800	131400	144200	182200
2		59400	71000	82200	135300	148500	187700
3		61200	73100	84700	139400	153000	193300
4		63000	75300	87200	143600	157600	199100
5		64900	77600	89800	147900	162300	205100
6		66800	79900	92500	152300	167200	211300
7		68800	82300	95300	156900	172200	217600
8		70900	84800	98200	161600	177400	224100
9		73000	87300	101100	166400	182700	
10		75200	89900	104100	171400	188200	
11		77500	92600	107200	176500	193800	
12		79800	95400	110400	181800	199600	
13		82200	98300	113700	187300	205600	
14		84700	101200	117100	192900	211800	
15		87200	104200	120600	198700	218200	
16		89800	107300	124200	204700		
17		92500	110500	127900	210800		
18		95300	113800	131700	217100		
19		98200	117200	135700			
20		101100	120700	139800			
21		104100	124300	144000			
22		107200	128000	148300			
23		110400	131800	152700			
24		113700	135800	157300			
25		117100	139900	162000			
26		120600	144100	166900			
27		124200	148400	171900			
28		127900	152900	177100			
29		131700	157500	182400			
30		135700	162200	187900			

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31	139800	167100	193500			
32	144000	172100	199300			
33	148300	177300	205300			
34	152700	182600	211500			
35	157300	188100				
36	162000	193700				
37	166900	199500				
38	171900	205500				
39	177100					
40	182400					

Note: The end-points of any column do not signify the end points of the pay received at that level. As was the case in the earlier provision of traditional pay scales, the last point does not represent the maximum pay of that level for calculation purposes. The end-points of the column should not be treated as the maximum and minimum of a pay scale to calculate the average pay for any level.

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Annexure –II

Constitution of Screening cum Evaluation / Selection Committee

The AICTE has evolved following guidelines on:

- (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor for direct recruitment and for promotions.
- (b) Specified selection procedures for direct recruitment and promotions for Teachers in Universities and Colleges.

Selection Proceedings:

All the selection procedures of the selection committee shall be completed immediately after the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates / Panel of names in order of merit, duly signed by all members of the selection committee.

Selection Committee Composition for Assistant Professor, Associate Professor and Professor both for Direct Recruitment and Promotion:

I. For University Faculty Members:

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition:
 - (i) The Vice Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee.
 - (ii) Three experts in the concerned subject nominated by the Vice Chancellor or Acting Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - (iii) Dean of the concerned Faculty, wherever applicable.
 - (iv) Head / Chairperson of the Department/School
 - (v) An academician nominated by the Visitor / Chancellor, wherever applicable.
 - (vi) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five minimum members out of which at least two must be from the total three subject-experts.

II. For Faculty Members in Technical Institutions:

- (a) The Selection Committee for the post of Assistant Professor /Associate Professor and Professor in Colleges, including Private Colleges shall have the following composition:
 - (i) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
 - (ii) The Principal/ Director of the College.
 - (iii) Head of the Department of the concerned subject in the College.
 - (iv) Two nominees of the Vice-Chancellor or Acting Vice Chancellor of the affiliating university of whom one should be a subject-expert. In case of colleges notified / declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor or Acting Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.
 - (v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.

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- (vii) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.
- (c) For all levels of teaching positions for Government / Government Aided Colleges / Government Autonomous Colleges, the State Public Services Commission / Teacher Recruitment Boards wherever applicable must invite three subject experts, for which the concerned University be involved in the selection process, by respective appointing authority. The states, where selections in autonomous institutes have been authorized to respective Board of Governors, shall continue but constitution of committee shall be same as directed by AICTE.

III. Senior Professor

- (a) The Selection Committee for the post of Senior Professor shall consist of the following persons:
- (i) Vice Chancellor who shall be the Chairperson of the Committee.
- (ii) An academician not below the rank of Senior Professor/Professor with minimum ten years' experience who is the nominee of the Visitor/Chancellor, wherever applicable.
- (iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
- (iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years' experience) of the faculty, wherever applicable.
- (v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years' experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten year su experience) of the Department/School, in case Head/ Chairperson does not fulfil the above requirement, if any.
- (vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years' experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories as the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

IV. Technical Institution Principal / Director

- (a) The Selection Committee for the post of College Principal shall have the following composition:
- i) Chairperson of the Governing Body as Chairperson.
- ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- iii) One nominee of the Vice-Chancellor who shall be an expert in Management of Higher Education.
- iv) Three experts consisting of the Principal/ Director of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved b0y the relevant statutory body of the affiliating University concerned.
- v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor of the affiliating University.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.
-

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Annexure-III

Training Requirements for Promotions of Teachers from all the Disciplines

For Assistant Professor (Senior Scale): Completion of following training requirements at the level of Assistant Professor

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

For Faculty of Science and humanities where industrial training may not be feasible, professional training will be required, whereas for all other faculty members, industrial training will be required. State Government shall frame these guide lines with the concouracnce of AICTE and issues the same.

For Assistant Professor (Selection Grade): Completion of following training requirements at the level of Assistant Professor (Senior Scale)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training

For Faculty of Science and humanities where industrial training may not be feasible, professional training will be required, whereas for all other faculty members, industrial training will be required.

For Associate Professor: Completion of following training requirements at the level of Assistant Professor (Selection Grade)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE/UGC/

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TEQIP/NITTTR/PMMMNMNTT/IISc/IIT/University/Government/DTE/Board of Technical Education/
CoA/IIA/SPA/ITPI/NRCs/ARPIT/research organization/other institute of National Importance/Design
Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with
E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

For Faculty of Science and humanities where industrial training may not be feasible in these regard necessary
instruction will be issued, professional training will be required, whereas for all other faculty members,
industrial training will be required.

**_*_*_*_*

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**Annexure - IV CALCULATION OF 360⁰ FEEDBACK
SCORE**

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)
- b. Students' Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

a. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20. (Please refer Annexure IV A for details)

d. Institute Activities (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10. (Please refer Annexure IV B for details)

e. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on grading.

f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute. (Please refer Annexure IV C for details)

The grand total of points for all academic years shall be converted to a 10 points scale.

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Note: The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading

(Suggestions have been incorporated at Annexure IV A, B and C)

Calculation of Credit Points
(Sample Calculations Page-1)

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

Sr. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure No.
1	1/ 2018-19	CET-100	42	39		
2	1/ 2018-19	CET-200	39	38		
3	2/ 2018-19	MED-100	41	39		
4	2/ 2018-19	BSE-100	42	41		
		Total	164	157	23.93	

B. Students' feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
	1/ 2018-19	CET-100	22.3	
	1/ 2018-19	CET-200	21.8	
	2/ 2018-19	MED-100	19.6	
	2/ 2018-19	BSE-100	22.8	
		Total	86.5	

C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	Lab I/C	3	3 Point/ semester	
2	1/ 2018-19	Consultancy	3	3 Point/ semester	
3	1/ 2018-19	Timetable I/C	3	3 Point/ semester	
4	2/ 2018-19	Timetable I/C	3	3 Point/ semester	
5	2/ 2018-19	NBA work	3	3 Point/ event	
6	2/ 2018-19	Lab I/C	3	3 Point/ event	
7	2/ 2018-19	Consultancy	3	3 Point/ semester	
		Total	21		

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Calculation of Credit Points
(Sample Calculations Page-2)

D. Institute Activities (Max Credit 10)

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	HoD /Dean	4	4 point/semester	
2	2/ 2018-19	Coordinator appointed by Head of Institute	2	2 Point/semester	
3	2/ 2018-19	Organized Conference	2	2 Point/event	
4	2/ 2018-19	FDP/Conference	2	1 point /event, to be divided between all co-coordinators	

E. ACR maintained at institute level (Max Credit 10)

Grade A+ (8 and above, out of 10)	Grade A (6 and above, but less than 8, out of 10)	Grade B (4 and above, but less than 6, out of 10)	Grade C (Less than 4, out of 10)
10	8	6	4

S.No.	Year	Activity	Credit Point	Grade	Enclosure No.
1	2018-19	ACR	10	A+	
2		ACR	8	A	
3		ACR	6	B	
4		ACR	4	C	
Average			28/4=7		

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

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**Calculation of Credit Points
(Blank Format)**

Name	
Present Position	
Academic Year	
Teaching- Process	

A. Teaching Process (Max Points 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Point	Enclosure no.
1						
2						

B. Students' feedback (Max Points 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure no.
1				
2				

C. Departmental Activities (Max Points 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

D. Institute Activities (Max Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

E. ACR maintained at institute level (Maximum Points 10)

S. No.	Year	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

F. Contribution to Society (Maximum Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

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Summary

Summary	Academic Year	Academic Year	Academic Year
	1	2	3
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

STUDENT'S FEEDBACK FORM

(To be used by institutions)

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

For getting filled in through student

S. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	Total					

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Annexure IV A (Departmental Activities)

Sr. No.	Activity	Criteria (Min - Max)	Credits claimed by incumbents	Credits assessed by reporting officer
01	Lab In charge	0 - 3 Points		
02	Consultancy	0 - 3 Points		
03	Time table In charge	0 - 3 Points		
04	NBA coordinator	0 - 3 Points		
05	Class Teacher	0 - 3 Points		
06	Student registration	0 - 3 Points		
07	Student detention In charge	0 - 3 Points		
08	Final Year Student Project Guide	0 - 3 Points		
09	Guest Lecture Organization	0 - 3 Points		
10	Industrial visit in charge	0 - 3 Points		
11	Project/ Seminar Coordinator	0 - 3 Points		
12	Departmental Library In charge	0 - 3 Points		
13	Student Association/ Chapter Co-coordinator	0 - 3 Points		
14	Cleanliness in charge	0 - 3 Points		
15	Practical/ Exam Time table in charge	0 - 3 Points		
16	Departmental store/Purchase in-charge	0 - 3 Points		
17	Internal/External Academic Monitoring Co-coordinator	0 - 3 Points		
18	Department Level CSR Activities Co-coordinator	0 - 3 Points		
19	Project Mentoring for project Competition	0 - 3 Points		
20	Student Feedback In charge	0 - 3 Points		
21	Student Counseling	0 - 3 Points		
22	Initiative for CEP/ STTP / Testing Consultancy	0 - 3 Points		
23	Organization of MOOCS/ NPTEL/ Spoken Tutorials/ IUCEE webinars, etc	0 - 3 Points		
24	Any other Activity (Specify)	0 - 3 Points		

Annexure IV A (Institute Activities)

Sr. No.	Activity	Criteria (Min - Max)	Credits claimed by incumbents	Credits assessed by reporting officer
01	In charge Internship	0 - 4 points		
02	Institute Web site Management	0 - 4 points		
03	Institute level networking and maintenance	0 - 4 points		
04	Building/ Electrical Maintenance	0 - 4 points		
05	EPBX Activity	0 - 4 points		

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06	Hardware and Software installation and maintenance	0 - 4 points		
07	Institute MIS In charge	0 - 4 points		
08	DTE MIS In charge	0 - 4 points		
09	Organization of FDP/Conference/Training/ Workshop	0 - 4 points		
10	Exam Activities/Duties	0 - 4 points		
11	RO/RBTE/Administrative Activity/Duties	0 - 4 points		
12	Sports in charge and co-ordinator	0 - 4 points		
13	In-charge/ Member of AICTE/ State Govt./ University Statutory committee	0 - 4 points		
14	NBA/ NACC coordinator	0 - 4 points		
15	Garden Maintenance, Tree Plantation	0 - 4 points		
16	AICTE/ University/DTE/AISHE/ NIRF/ ARIIA/ CII/ RUSA/ TEQIP/ PCI/ COA/ etc Activity in-charge	0 - 4 points		
17	PRO/ Gymkhana/ Gathering/ Publicity/ student club activity	0 - 4 points		
18	HoD/ Dean/ Associate Dean/ Library In-charge	0 - 4 points		
19	Rector/ Warden/ Canteen	0 - 4 points		
20	Earn and Learn Scheme/ Scholarship In-charge	0 - 4 points		
21	Any other Activity (Specify)	0 - 4 points		

Annexure IV C (Contribution to society)

Sr. No.	Activity	Criteria (Min - Max)	Credits claimed by incumbents	Credits assessed by reporting officer
01	Blood Donation Activity organization	0-5 Point/Event		
02	Yoga Classes	0-5 Point/Event		
03	Induction Program In charge	0-5 Point/Event		
04	Medical Camp/ Health Camp Organization	0-5 Point/Event		
05	Literacy Camp Organization	0-5 Point/Event		
06	Tree Plantation and garden maintenance	0-5 Point/Event		
07	Environmental awareness camp	0-5 Point/Event		
08	Swatch Bharat Mission, Unnat Bharat Abhiyan/ Unnat Maharashtra Abhiyan/ NCC/ NSS/ Mahatma Gandhi Swachhata Abhiyan/	0-5 Point/Event		
09	Any other Activity (Specify)	0 - 5 Points		

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Annexure V
Form of Option

1. (A) Name of the Government servant *Mr./Mrs./Kum.
- (B) Post held.....*Substantive/Officiating
- (C) Existing pay structure Pay Band: PB - ** Rs. Grade Pay Rs.
- (D) Revised pay structure – Level S -*** Rs.
- (E) Name of the office in which employed.....
- 2 I * Mr./ Mrs./ Kum.....hereby :-
 - * (I) elect the revised pay structure of the post with effect from the 1st day of January 2016;
 - * (II) elect to retain the existing scale of the post until -
 - * the date of my next increment.
 - * the date of my subsequent increment rising my pay to Rs.....
 - * I vacate the post or cease to draw pay in the existing scale.
- 3 The option hereby exercised is final and will not be modified at any subsequent date.

Place :
Date :

Signature :
Name :

(To be filled by office only)

This is to certify that, Mr./Mrs./Kum
holder of the post ofin *substantive/officiating capacity, has submitted
this option form duly signed and within prescribed date, to me.

Place:
Date:

Signature
Name.....

Head of the Office.....

- * To be scored out if not applicable.
- ** Mention Pay Band Number.
- *** Mention Pay Level Number.

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ANNEXURE - VI

Undertaking

I,..... hereby undertake that any excess payment as a result of pay fixation in a manner contrary to the provisions contained in the Maharashtra Civil Services (Revised Pay) Rules, 2019, or any other excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Place:

Date:-

Signature

Name:

Designation:

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Annexure VII
PROFORMA FOR FIXATION OF PAY

Name of the College/Institution: _____

Name of the teacher: Shri/Smt. _____

Sr. No.	Description	Relevant Information
1.	Designation of the post in which pay is to be fixed as on January 1, 2016 or on _____ (latter date)	
2.	Status (Substantive/officiating)	
3.	Pre-revised Pay Band and Academic Grade Pay or Scale	
4.	Existing Emoluments as on 01.01.2016 (as per pre-revised scale)	
	a. Basic Pay (Pay in applicable Pay Band plus applicable Academic Grade Pay or Basic Pay)	
	b. Dearness Allowance	
	c. Existing emoluments (a + b)	
5.	Basic Pay (Pay in applicable Pay Band plus applicable Academic Grade Pay or Basic Pay) in the pre-revised structure as on January 1, 2016	
6.	Applicable Level in Pay Matrix corresponding to Pay Band and Grade Pay or Scale shown at Sr. No. 3	
7.	Amount arrived at by multiplying basic pay as at Sr. No. 5 by 2.57	
8.	Applicable Cell in the Level either equal to or just above the Amount at Sr. No. 7	
9.	Revised Basic Pay (as per Sr. No. 8)	
10.	Stepped up pay with reference to the revised pay of Junior, if applicable. Name and pay of the junior also to be indicated distinctly.	
11.	Revised pay with reference to the Substantive Pay in case where the pay fixed in the officiating post is lower than the pay fixed in the substantive post, if applicable.	
12.	Personal Pay, if any	
13.	Date of next increment and pay after grant of increment	

Date of Increment

Pay after increment in applicable Level of Pay Matrix

14. Any other relevant information:

Date:

Signature & Designation of Head of institution

Place:

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Annexure VIII

Fixation of Pay in the Revised Pay Structure: Illustrations

Illustration -1

An Assistant Professor drawing a Basic Pay of Rs. 22,250/- as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,100, AGP Rs. 6,000. His date of appointment is 02.10.2014. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1. Existing Basic Pay (Pay in PB + AGP)	=	Rs. 22, 250
2. 2.57 × Basic Pay	=	Rs. 57,182.50
3. Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 57,200
4. Level corresponding to AGP Rs. 6,000	:	Level 10
5. Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.57,200)	=	Rs. 57,700

He shall be fixed at Basic Pay of Rs. 57,700/- The next date of annual increment shall be 1st July, 2016 and pay after increment is Rs. 59, 400/-

Illustration -2

An Assistant Professor drawing a Basic Pay of Rs. 23,610/- as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,100, AGP Rs. 6,000. His date of appointment is 05.02.2012. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1. Existing Basic Pay (Pay in PB + AGP)	=	Rs. 23,610
2. 2.57 × Basic Pay	=	Rs. 60,677.70
3. Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 60,700
4. Level corresponding to AGP Rs. 6,000	:	Level 10
5. Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.60,700)	=	Rs. 61,200

He shall be fixed at Basic Pay of Rs. 61,200/- . His successive dates of increment and the basic pay shall be as under:

Date of Increment	Basic Pay (Rs.)
1.7.2016	63,000
1.7.2017	64,900

He is eligible for promotion under CAS (AGP Rs. 6,000 to AGP Rs. 7,000/ Level 10 to Level 11) on 05.02.2018. On promotion, he shall be given a notional increment in Level 10 and his basic pay would be Rs. 66,800/-. Locating this figure Rs. 66,800 in Academic level 11, a cell identical to Rs. 66,800 or next higher cell in level 11 is cell no.1 with entry Rs. 68,900/-. His revised basic pay as on 05.02.2018 shall be Rs. 68,900/- and date of increment shall be 1st January, 2019, and pay after increment is Rs. 71,000/-

Government Resolution No.: **सावेआ-1111/प्र.क्र.44/19/तां.शि.2**

Illustration -3

An Assistant Professor drawing a Basic Pay of Rs. 28,480/- as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,10, AGP Rs. 7,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1. Existing Basic Pay (Pay in PB + AGP)	=	Rs. 28,480
2. 2.57 × Basic Pay	=	Rs. 73,193.60
3. Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 73,200
4. Level corresponding to AGP Rs. 7,000	:	Level 11
5. Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.73,200)	=	Rs. 75,300

He shall be fixed at Basic Pay of Rs. 75,300/- . His successive dates of increment and the basic pay shall be as under:

Date of Increment	Basic Pay (Rs.)
1.7.2016	77,600
1.7.2017	79,900

He is eligible for promotion under CAS (AGP Rs. 7,000 to AGP Rs. 8,000/ Level 11 to Level 12) on 12.08.2017. On promotion, he shall be given a notional increment in Level 11 and his basic pay would be Rs. 82,300/-. Locating this figure Rs. 82,300 in Academic level 12, a cell identical to Rs. 82,300 or next higher cell in level 12 is cell no.3 with entry Rs. 84,700/-.

His revised basic pay as on 12.08.2017 shall be Rs. 84,700/- and date of increment shall be 1st July, 2018, and pay after increment is Rs. 87, 200/-

Illustration -4

An Assistant Professor drawing a Basic Pay of Rs. 31,250 as on 01.07.2015 in the existing Pay Band Rs. 15,600-39,100, AGP Rs. 8,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1. Existing Basic Pay (Pay in PB + AGP)	=	Rs. 31,250
2. 2.57 × Basic Pay	=	Rs. 80,312.50
3. Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 80,300
4. Level corresponding to AGP Rs. 8,000	:	Level 12
5. Revised pay in Pay Matrix (Either equal to or next cell higher to Rs.80,300)	=	Rs. 82,200

He shall be fixed at Basic Pay of Rs. 82,200/- The next date of annual increment shall be 1st July, 2016 and pay after increment is Rs. 84,700/-

He is eligible for promotion under CAS (AGP Rs. 8,000/- to AGP Rs. 9,000/- Level 12 to Level

Government Resolution No.: सावेआ-1111/प्र.क्र.44/19/तां.शि.2

13A) on 12.03.2018. On promotion, he shall be re-designated as Associate Professor, he shall be given a notional increment in Level 12 and his basic pay would be Rs. 87,200/-. Locating this figure Rs. 87,200 in Academic level 13A, a cell identical to Rs. 87,200 or next higher cell in level 13A is cell no.1 with entry Rs. 1,31,400/-.

His revised basic pay as on 12.03.2018 shall be Rs. 1, 31,400/- and date of increment shall be 1st January, 2019, and pay after increment is Rs. 1, 35,300/-

Illustration -5

An Associate Professor drawing a Basic Pay of Rs. 53,820/- as on 01.07.2015 in the existing Pay Band Rs.37,400-67,000, AGP Rs. 9,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1. Existing Basic Pay (Pay in PB + AGP)	=	Rs. 53,820/-
2. $2.57 \times$ Basic Pay	=	Rs. 1,38,317.40
3. Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,38,300
4. Level corresponding to AGP Rs. 9,000	:	Level 13A1
5. Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,38,300)	=	Rs. 1,39,400

He shall be fixed at Basic Pay of Rs. 1, 39,400/-. The next date of annual increment shall be 1st July, 2016 and pay after increment is Rs. 1, 43,600/-

Illustration -6

College Principal drawing a Basic Pay of Rs. 61,890/- as on 01.07.2015 in the existing Pay Band Rs.37,400-67,000, AGP Rs. 10,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1. Existing Basic Pay (Pay in PB + AGP)	=	Rs. 61,890/-
2. $2.57 \times$ Basic Pay	=	Rs. 1,59,057.30
3. Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,59,000
4. Level corresponding to AGP Rs. 10,000	:	Level 14
5. Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,59,000)	=	Rs. 1,62,300

He shall be fixed at Basic Pay of Rs. 1, 62,300. The next date of annual increment shall be 1st July, 2016 and pay after increment is Rs. 1, 67,200/-.

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Illustration -7

A Senior Professor drawing a Basic Pay of Rs. 75,420/- as on 01.07.2015 in the HAG Scale of Rs.67, 000-79,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1. Existing Basic Pay (Pay in PB+AGP)	=	Rs. 75,420
2. $2.57 \times$ Basic Pay	=	Rs. 1,93,829.40
3. Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,93,800
4. Level corresponding to AGP Rs. 10,000	:	Level 15
5. Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,93,800)	=	Rs. 1,99,100

He shall be fixed at Basic Pay of Rs. 1, 99,100. The next date of annual increment shall be 1st July, 2016 and pay after increment is Rs. 2, 05,100/-.

Illustration -8

An Associate Professor drawing a Basic Pay of Rs. 58,660/- as on 01.07.2015 in the existing Pay Band Rs.37,400-67,000, AGP Rs. 9,000. His pay in the revised pay matrix as on 01.01.2016 shall be fixed as follows:

1. Existing Basic Pay (Pay in PB + AGP)	=	Rs. 58,660
2. $2.57 \times$ Basic Pay	=	Rs. 1, 50,756.20
3. Rounding off the resultant figure to the nearest Rs. 100	=	Rs. 1,50,800
4. Level corresponding to AGP Rs. 9,000	=	Level 13A1
5. Revised pay in Pay Matrix (Either equal to or next cell higher to Rs. 1,50,800)	=	Rs. 1,52,300

He shall be fixed at Basic Pay of Rs. 1, 52, 300/-. The next date of annual increment shall be 1st July, 2016 and pay after increment is Rs. 1, 56, 900/-

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE



Official Publication of Sant Gadge Baba Amravati University

PART- ONE

(Extra-Ordinary)

Monday, the 15th July, 2019

Direction

No. : 17/2019

Date : 15/7/2019

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

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

AND

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

AND

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

AND

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

AND

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

AND

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

AND

Whereas, making of ordinance is time consuming process.

AND

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

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

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

Summary of these Sections is as under :-

Summary of Sections :-

(A)

Section-I

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

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

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

Section-II

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

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

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

Section-III

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

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

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

Section- IV

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

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

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

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

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

Place : Amravati
Date : 15 /07/2019

Sd/-
(Murlidhar Chandekar)
Vice-Chancellor

Section I

Appendix-I

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

Instructions for Filling up Part B of the PBAS Proforma

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

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

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

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

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

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

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

Direct Teaching:

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

Note: For the purpose of assessing the grading of Activity at Criterion I all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. Teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

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

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

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

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

Or

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

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

Note: For the purpose of assessing the grading of Activity at Criterion I and Criteria II, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. Teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

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

1	III (A) Research Paper Publication	Research Papers published in: Peer- Reviewed or UGC listed Journals #	8 per paper	10 Per paper		
2	III (B) Publications (other than Research Papers)	a) Books authored which are published by				
		International Publisher	12	12		
		National Publisher	10	10		
		Chapter in Edited Book	05	05		
		Editor of Book by International Publisher	10	10		
		Editor of Book by National Publisher	08	08		
		b) Translation work in Indian and Foreign Languages by qualified faculties				
		Chapter or Research Paper	03	03		
3	III (C) Creation of ICT mediated teaching learning pedagogy and content development of new and innovative courses and curricula	a) Development of innovative pedagogy	05	05		
		b) Design of new curricula and courses	02/ curricula / course	02/ curricula / course		
		c) MOOCs				
		Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs lesser credit 5 marks/ credit)	20	20		
		MOOCs (Develop in 4 quadrant) Per module/ lecture	05	05		
		Content writer/ subject matter expert for each module of MOOCs (at least one quadrant)	02	02		
		Course coordinator for MOOCs (4 Credit Course) (In case of MOOCs of lesser credits 02 marks/ credit)	08	08		
		d) E-Content				
		Development of e -Content in 4 quadrants for a complete course/e-book	12	12		
		e-Content (developed in 4 quadrants) per module	05	05		
		Contribution to development of e- content module in complete course/paper/e- book (at least one quadrant)	02	02		
		Editor of e-content for complete course/ paper e-book	10	10		
		4	III (D) Research	a) Research Guidance		
				Ph.D	10/ Degree Award 05/ Thesis Submitted	10/ Degree Award 05/ Thesis Submitted
M.Phil / PG Dissertation	02/ Degree Award			02/ Degree Award		
b) Research Project Completed						
More than 10 lakhs	10			10		
Less than 10 lakhs	05			05		
c) Research Projects Ongoing :						
More than 10 lakhs	05			05		
Less than 10 lakhs	02			02		
d) Consultancy	03			03		

5	III (E) Patents and Policy Documents	a) Patents		
		International	10	10
		National	07	07
		b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
		International	10	10
		National	07	07
		State	04	04
		c) Awards/Fellowship		
		International	07	07
		National	05	05
6	III (F) Invited Talks/ Paper Presentation	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
		International (Abroad)	07	07
		International (within country)	05	05
		National	03	03
		State/University	02	02

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

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

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

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

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

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

Note:

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

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

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4 / Academic Level 12 to 13A)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5/ Academic Level 13 A to 14)	Professor (Stage 5) to Professor (Stage 6/ Academic Level 14 to 15)
I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading				Qualification and Grading as per GR No. Misc-2018/C.R5 6/18/UNI-1.
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.					
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	40 / Assessment period	100 / Assessment period	90 / Assessment period	120 / Assessment period	
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee

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

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

TABLE - C

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

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor	<p>A.</p> <p>1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SET :Provided the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions subject to the fulfillment of the following conditions:</p> <p>a) The Ph.D. degree of the candidate has been awarded in regular mode only;</p> <p>b) The Ph.D. thesis has been evaluated by at least two examiners;</p> <p>c) An open Ph.D. viva voce of the candidate has been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and</p> <p>e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.</p> <p>Note:</p> <p>1) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.</p> <p>2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the</p>	<p><i>The Academic score as specified by GR No. Misc-2018/C.R56/18/UNI-1. in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.</i></p>

		<p>minimum eligibility for appointment of Assistant Professor in such disciplines.</p> <p style="text-align: center;">OR</p> <p>B. The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) ; (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).</p>	
2	Associate Professor	<p>i. A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines;</p> <p>ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and</p> <p>iii. A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals.</p>	A total research score of Seventy five (75) as per the criteria given in Category III of the Direction (8/2019).
3	Professor	<p>A.</p> <p>i. An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals.</p> <p>ii. A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.</p> <p style="text-align: center;">OR</p> <p>B. An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years experience.</p>	A total research score of One hundred twenty (120) as per the criteria given in Category III of the Direction (8/2019)..
4	Senior Professor	<p>i. An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.</p> <p>ii. A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of</p>	Note: Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.

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

TABLE – D

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

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

	Stage 2 to 3).	<p>Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.</p> <p>iv. Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.</p>	<p>iii. The promotion is recommended by the Screening-cum-evaluation committee.</p>
3	Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A) Equivalent cadres from Stage 3 to 4).	<p>i. Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.</p> <p>ii. A Ph.D. degree in subject concerned /allied/relevant discipline.</p> <p>iii. Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4 quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.</p> <p>iv. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.</p> <p>v. Evidence of having guided at least one Ph.D. candidate.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets a -satisfactoryø or -goodø grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Table A of the Direction.</p> <p>ii. A total research score of Ninety (90) for Assessment period as per the criteria given in Category III of this Direction.</p> <p>iii. The promotion is recommended by a selection committee constituted in accordance with these Rules.</p>
4	Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Equivalent cadres from Stage 4 to 5).	<p>i. Associate Professors who have completed three years of service in Academic Level 13A.</p> <p>ii. A Ph.D. degree in subject concerned/ allied/relevant discipline.</p> <p>iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.</p> <p>iv. Evidence of having successfully guided doctoral candidate.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets -satisfactoryø or -goodø grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Table A of this Direction.</p> <p>ii. A total research score of One Hundred Ten (110) for Assessment period as per the criteria given in Category III of the Direction .</p>

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

TABLE – E

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

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

	Academic Level 12) Equivalent cadres from Stage 2 to 3).	Gradation Workshop/ Teaching-Learning -Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching- Learning- Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/contribution towards conducting of a MOOCs course during the period of assessment..	criteria given in Category III of the Direction. iii. The promotion is recommended by the Screening-cum-evaluation committee.
3	Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A) Equivalent cadres from Stage 3 to 4).	<ul style="list-style-type: none"> i. Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade. ii. A Ph.D. degree in subject concerned /allied/relevant discipline. iii. Any one of the following during the last three years: <ul style="list-style-type: none"> completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/ Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment. 	<p>A teacher shall be promoted if;</p> <ul style="list-style-type: none"> i. He/she gets a -satisfactory or -good grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Table B of this Direction. ii. A total research score of Forty Five (45) for Assessment period as per the criteria given in Category III of the Direction. iii. The promotion is recommended by a selection committee.
4	Associate Professor (Academic Level 13A) to Professor	<ul style="list-style-type: none"> i. Associate Professors who have completed three years of service in Academic Level 13A. ii. A Ph.D. degree in subject concerned/allied/ relevant 	<p>A teacher shall be promoted if;</p> <ul style="list-style-type: none"> i. He/she gets a -satisfactory or -good grade in the annual performance assessment reports of at least two of the last three years

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

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

(PART A, PART B & PART C)

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

PART A : GENERAL INFORMATION

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

Telephone No. :

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

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

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

Date :

Signature of teacher

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

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

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

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

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

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

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

Verified and found correct : _____
Signature of Teacher

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

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

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS
CATEGORY : II

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

II i. Administrative Responsibility.

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

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

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

II iii. Examination Work:

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

II iv. Discipline related co-curricular activities:

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

II v. Other co-curricular activities:

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

II vi. Extension and dissemination activities:

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

II vii. Institutional governance:

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

II viii. Conduct of Lectures:

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

II ix. Participatory and Innovative Learning:

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

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

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

II xi. Conduct of Research Projects:

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

II xii. Research paper Published:

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

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

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

Overall Grading (Category : II) :-	
---	--

Signature of Teacher

Verified and found correct:

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

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

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Signature of Chairman
Screening / Selection Committee

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

III A. Research Papers publication:

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

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

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

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

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

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

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

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

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

III D.a RESEARCH GUIDANCE:

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

III D.b RESEARCH PROJECTS COMPLETED:

III D. b (i). Sponsored Projects:

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

III D.b (ii). Consultancy Projects:

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

III D.c ONGOING RESEARCH PROJECTS:

III D.c (i). Sponsored Projects:

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

III D. c (ii). Consultancy Projects:

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

III E.a Patents Awards:

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

III E. b Policy Document:

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

III E. c. Fellowships and Awards:

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

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

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

Note:

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

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

Total Score (Category : III) :-	
--	--

Signature of Teacher

Verified and found correct :

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

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

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF GRADES/ API SCORES

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

Signature of Teacher

Verified and found correct :

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

Signature of Chairman
Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

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

*Annexure-IV

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

- 1.
- 2.
- 3.

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

Signature of the faculty with
Designation, Place & Date

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

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

Name :

Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

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

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

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

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

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

Appendix-III

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

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

Even Semester							
10							
11							
12							
13							
14							
15							
16							
17							
18							

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

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

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

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

 Signature of Teacher
 Verified and found correct :

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

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

 Signature of Chairman
 Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS
CATEGORY : II

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

II i. Administrative Responsibility.

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

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

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

II iii. Examination Work:

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

II iv. Discipline related co-curricular activities:

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

II v. Other co-curricular activities:

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

II vi. Extension and dissemination activities:

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

II vii. Institutional governance:

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

II viii. Conduct of Lectures:

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

II ix. Participatory and Innovative Learning:

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

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

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

II xi. Conduct of Research Projects:

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

II xii. Research paper Published:

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

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

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

Overall Grading (Category : II) :-	
---	--

Signature of Teacher

Verified and found correct:

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

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

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III A. Research Papers publication:

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

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

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

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

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

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

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

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

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

III D.a RESEARCH GUIDANCE:

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

III D.b RESEARCH PROJECTS COMPLETED:

III D. b (i). Sponsored Projects:

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

III D.b (ii). Consultancy Projects:

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

III D.c ONGOING RESEARCH PROJECTS:

III D.c (i). Sponsored Projects:

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

III D. c (ii). Consultancy Projects:

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

III E.a Patents Awards:

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

III E. b Policy Document:

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

III E. c. Fellowships and Awards:

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

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

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

Note:

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

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

Total Score (Category : III) :-	
--	--

Signature of Teacher

Verified and found correct :

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

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

--

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF GRADES/ API SCORES

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

Signature of Teacher

Verified and found correct :

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

Signature of Chairman
Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

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

*Annexure-IV

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

- 1.
- 2.
- 3.

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

Signature of the faculty with
Designation, Place & Date

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

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

Name :

Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

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

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

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

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

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

Annexure I (A)

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

Annexure II (A)

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

Annexure III (A)

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

Section II

Appendix-IV

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

Instructions for Filling up Part B of the PBAS Proforma

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

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

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

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

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

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

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

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

Direct Teaching:

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

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

II.a. Organizing Intra-college competitions.:

Indicator/ Activity	Post Held	Grading Criteria
Organizing and conducting sports and games competitions at the Intra-college Levels	Assistant Director / College Director/ Deputy Director/ Director	Good – Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3- 5 disciplines. Unsatisfactory óNeither Good nor satisfactory

II.b. Institution Participating in external competitions.:

Indicator/ Activity	Post Held	Grading Criteria
Organizing and conducting sports and games competitions at the International / National /State/ District /Inter University/Inter Zonal.	Assistant Director / College Director/ Deputy Director/ Director	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 ó neither good nor satisfactory

II.c. Up gradation of Sports fields.:

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

II.d. Student Participation, Coaching, Organization of Workshops, Research publications.:

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

Note: For the purpose of assessing the grading of Activity at Criteria I and Criterion II, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. Teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

Sr. No.	Category	Academic/ Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library/ Education / Physical education/ Management
1	III (A) Research Paper Publication	Research Papers published in: Peer-Reviewed or UGC listed Journals #	8 per paper	10 Per paper
2	III (B) Publications (other than Research Papers)	a) Books authored which are published by		
		International Publisher	12	12
		National Publisher	10	10
		Chapter in Edited Book	05	05
		Editor of Book by International Publisher	10	10
		Editor of Book by National Publisher	08	08
		b) Translation work in Indian and Foreign Languages by qualified faculties		
		Chapter or Research Paper	03	03
		Book	08	08
3	III (C) Creation of ICT mediated pedagogy and content and development of new and innovative courses and curricula	a) Development of innovative pedagogy	05	05
		b) Design of new curricula and courses	02/ curricula / course	02/ curricula / course
		c) MOOCs		
		Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs lesser credit 5 marks/ credit)	20	20
		MOOCs (Develop in 4 quadrant) Per module/ lecture	05	05
		Content writer/ subject matter expert for each module of MOOCs (at least one quadrant)	02	02
		Course coordinator for MOOCs (4 Credit Course) (In case of MOOCs of lesser credits 02 marks/ credit)	08	08
		d) E-Content		
		Development of e -Content in 4 quadrants for a complete course/e-book	12	12
		e-Content (developed in 4 quadrants) per module	05	05
		Contribution to development of e-content module in complete course/paper/e- book (at least one quadrant)	02	02
		Editor of e-content for complete course/ paper e-book	10	10

4	III (D) Research	a) Research Guidance		
		Ph.D	10/ Degree Award 05/ Thesis Submitted	10/ Degree Award 05/ Thesis Submitted
		M.Phil / PG Dissertation	02/ Degree Award	02/ Degree Award
		b) Research Project Completed		
		More than 10 lakhs	10	10
		Less than 10 lakhs	05	05
		c) Research Projects Ongoing :		
		More than 10 lakhs	05	05
		Less than 10 lakhs	02	02
5	III (E) Patents and Policy Documents	d) Consultancy	03	03
		a) Patents		
		International	10	10
		National	07	07
		b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
		International	10	10
		National	07	07
		State	04	04
		c) Awards/Fellowship		
International	07	07		
National	05	05		
6	III (F) Invited Talks/ Paper Presentation	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
		International (Abroad)	07	07
		International (within country)	05	05
		National	03	03
		State/University	02	02

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

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

- i) Paper in refereed journals without impact factor 5 Points
 - ii) Paper with impact factor less than 1 10 Points
 - iii) Paper with impact factor between 1 and 2 15 Points
 - iv) Paper with impact factor between 2 and 5 20 Points
 - v) Paper with impact factor between 5 and 10 25 Points
 - vi) Paper with impact factor >10 30 Points
- a) Two authors: 70% of total value of publication for each author.
b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors .

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

Note:

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

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

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

TABLE B

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

Category	Activity	Assistant Director / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Director to Assistant Director (Selection Grade) / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12)	Assistant Director (Selection Grade/ Deputy Director) (Stage 3) to Deputy Director /equivalent cadres (Stage 4 / Academic Level 12 to 13A)
----------	----------	---	--	---

I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading		
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.			
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	45 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee

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

TABLE C

S. No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	University Assistant Director of Physical Education and Sports/ College Director of Physical Education and Sports	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 having represented the University/ College at the inter-university/intercollegiate competitions or the State and /or National championships.	Physical Fitness Test Norms a) Subject to the provisions of these Rules, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.

	<p>iii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be. Provided that, the candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:</p> <ol style="list-style-type: none"> a) The Ph.D. degree of the candidate has been awarded in regular mode only; b) The Ph.D. thesis has been evaluated by at least two examiners; c) An open Ph.D. viva voce of the candidate has been conducted; d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/ supported by the UGC/CSIR/ICSSR or any similar agency. <p>Note: The fulfillment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.</p> <ol style="list-style-type: none"> 1) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for the appointment in such disciplines. 2) Passed the physical fitness test conducted in accordance with these Rules. <p style="text-align: center;">OR</p> <p>B. An Asian game or commonwealth games medal winner who has a degree at least at Post- Graduation level.</p>	<p>b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms as in table D.</p>
--	--	---

2	University Deputy Director of Physical Education and Sports	<p>A.</p> <p>i. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned;</p> <p>ii. Eight years experience as University Assistant DPES/College DPES;</p> <p>iii. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration;</p> <p>iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc; and Passed the physical fitness test in accordance with these Rules.</p> <p style="text-align: center;">OR</p> <p>B.</p> <p>An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.</p>	
3	University Director of Sports and Physical Education	<p>i. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science;</p> <p>ii. Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor;</p> <p>iii. Evidence of organizing competitions and coaching camps of at least two weeks duration; and</p> <p>iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.</p>	

TABLE D

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

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

TABLE E

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

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

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

Note:

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

Appendix-V

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

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

PART A : GENERAL INFORMATION

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

Telephone No. :

Email :

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

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

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

Date :

Signature of teacher

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : I

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

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

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

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

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

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

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

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

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

Verified and found correct :

Signature of Teacher

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

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

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : II

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

II.a. Organizing Intra-college competitions.:

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

II.b. Institution Participating in external competitions.:

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

II.c. Up gradation of Sports fields.:

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

II.d.i. Student Participation:

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

II d ii. Coaching at State/National level:

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

II d.iii. Organization of Workshop:

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

II d.iv. Research paper Published:

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

II d. v. Institutional governance:

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

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

Note:-

Overall Grading Criteria

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

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

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

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

Overall Grading (Category : II) :-	
---	--

Signature of Teacher

Verified and found correct:

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

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

**Signature of Chairman
Screening / Selection Committee**

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

III A. Research Papers publication:

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

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

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

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

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

III D.a RESEARCH GUIDANCE:

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

III D.b RESEARCH PROJECTS COMPLETED:

III D. b (i). Sponsored Projects:

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

III D.b (ii). Consultancy Projects:

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

III D.c ONGOING RESEARCH PROJECTS:

III D.c (i). Sponsored Projects:

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

III D. c (ii). Consultancy Projects:

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

III E.a Patents Awards:

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

III E. b Policy Document:

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

III E. c. Fellowships and Awards:

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

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

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

Note:

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

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

Total Score (Category : III) :-	
--	--

Verified and found correct : _____
Signature of Teacher

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

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

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF GRADES/ API SCORES

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

Signature of Teacher

Verified and found correct :

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

Signature of Chairman
Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

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

***Annexure-IV**

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

- 1.
- 2.
- 3.

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

Signature of the faculty with
Designation, Place & Date

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

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

Name :

Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

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

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

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

II) A) General Intelligence : _____

B) Capacity to get work in
Respect of research & teaching

C) Technical Ability : _____

D) Administrative ability including
Judgment initiative and drive
(if applicable) : _____

E) Integrity and Character : _____

F) Whether powers delegated are
Fully utilized. : _____

G) General Assessment ___ * A+ = Outstanding, A = Very Good, B+ = Positively Good,
B = Good, C+ = Satisfactory, C = Not Satisfactory
(* Strike out which is not applicable.)

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

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

PART A : GENERAL INFORMATION

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

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

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

Date :

Signature of teacher

PART B : ACADEMIC PERFORMANCE INDICATORS
CATEGORY : I

ASSESSMENT CRITERION FOR TEACHING, TRAINING, COACHING, SPORTS PERSON

DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

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

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

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

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

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

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

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

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

Signature of Teacher

Verified and found correct :

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

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

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS
CATEGORY : II

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

II.a. Organizing Intra-college competitions.:

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

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

II.b. Institution Participating in external competitions.:

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

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

Or

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

II.c. Up gradation of Sports fields.:

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

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

II.d.i. Student Participation:

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

II d ii. Coaching at State/National level:

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

II d.iii. Organization of Workshop:

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

II d.iv. Research paper Published:

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

II d. v. Institutional governance:

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

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

Note:-

Overall Grading Criteria

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

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

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

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

Overall Grading (Category : II) :-	
---	--

Signature of Teacher

Verified and found correct:

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

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

--

**Signature of Chairman
Screening / Selection Committee**

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

III A. Research Papers publication:

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

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

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

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

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

III D.a RESEARCH GUIDANCE:

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

III D.b RESEARCH PROJECTS COMPLETED:

III D. b (i). Sponsored Projects:

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

III D.b (ii). Consultancy Projects:

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

III D.c ONGOING RESEARCH PROJECTS:

III D.c (i). Sponsored Projects:

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

III D. c (ii). Consultancy Projects:

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

III E.a Patents Awards:

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

III E. b Policy Document:

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

III E. c. Fellowships and Awards:

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

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

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

Note:

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

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

Total Score (Category : III) :-	
--	--

Signature of Teacher

Verified and found correct :

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

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

--

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF GRADES/ API SCORES

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

Signature of Teacher

Verified and found correct :

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

Signature of Chairman
Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

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

*Annexure-IV

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

- 1.
- 2.
- 3.

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

Signature of the faculty with
Designation, Place & Date

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

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

Name :

Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

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

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

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

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

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

Annexure I (A)

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

Annexure II (A)

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

Annexure III (A)

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

Section III

Appendix-VII

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

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

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

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

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

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

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

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

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

Indicator/ Activity	Post Held	Grading Criteria
i. Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) ❖ While attending in the library, the individual is expected to undertake, inter alia, following items of work: <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports . • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website 	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	Good- 90% and above Satisfactory- Below 90 % but 80 % and above Not satisfactory- Less than 80%

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

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

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

II.b. Library Automation.:

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

II.c. Checking inventory.:

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

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

Indicator/ Activity	Post Held	Grading Criteria
i. Digitization of books database in institution having no computerized database. ii. Promotion of library network. iii. Systems in place for dissemination of information relating to books and other resources . iv. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. v. Design and offer short-term courses for users. vi. Publications of at least one research paper in UGC approved journals.	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading (Category-I and Category-II)		Good: Good in Category-I and satisfactory/good in any other items under Category II. Satisfactory: Satisfactory in Category-I and satisfactory/ good in any other two items under Category II. Not Satisfactory: If neither good nor satisfactory in overall grading.

Note:	<ol style="list-style-type: none"> 1. It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. 2. The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. 3. The system of tracking user grievances and the extent of grievances redress details may also be made available to the CAS promotion committee.
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Note: For the purpose of assessing the grading of Activity at Criterion I and Criteria II, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. Teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

Sr. No.	Category	Academic/ Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library/ Education / Physical education/ Management
1	III (A) Research Paper Publication	Research Papers published in: Peer-Reviewed or UGC listed Journals #	8 per paper	10 Per paper
2	III (B) Publications (other than Research Papers)	a) Books authored which are published by		
		International Publisher	12	12
		National Publisher	10	10
		Chapter in Edited Book	05	05
		Editor of Book by International Publisher	10	10
		Editor of Book by National Publisher	08	08
		b) Translation work in Indian and Foreign Languages by qualified faculties		
		Chapter or Research Paper	03	03
Book	08	08		

3	III (C) Creation of ICT mediated pedagogy and content development of new and innovative courses and curricula	a) Development of innovative pedagogy	05	05
		b) Design of new curricula and courses	02/ curricula / course	02/ curricula / course
		c) MOOCs		
		Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs lesser credit 5 marks/ credit)	20	20
		MOOCs (Develop in 4 quadrant) Per module/ lecture	05	05
		Content writer/ subject matter expert for each module of MOOCs (at least one quadrant)	02	02
		Course coordinator for MOOCs (4 Credit Course) (In case of MOOCs of lesser credits 02 marks/ credit)	08	08
		d) E-Content		
		Development of e -Content in 4 quadrants for a complete course/e-book	12	12
		e-Content (developed in 4 quadrants) per module	05	05
		Contribution to development of e-content module in complete course/paper/e- book (at least one quadrant)	02	02
		Editor of e-content for complete course/ paper e-book	10	10
		4	III (D) Research	a) Research Guidance
Ph.D	10/ Degree Award 05/ Thesis Submitted			10/ Degree Award 05/ Thesis Submitted
M.Phil / PG Dissertation	02/ Degree Award			02/ Degree Award
b) Research Project Completed				
More than 10 lakhs	10			10
Less than 10 lakhs	05			05
c) Research Projects Ongoing :				
More than 10 lakhs	05			05
Less than 10 lakhs	02	02		
5	III (E) Patents and Policy Documents	d) Consultancy	03	03
		a) Patents		
		International	10	10
		National	07	07
		b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
		International	10	10
		National	07	07
State	04	04		

		c) Awards/Fellowship		
		International	07	07
		National	05	05
6	III (F) Invited Talks	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
		International (Abroad)	07	07
		International (within country)	05	05
		National	03	03
		State/University	02	02

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

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

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

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

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

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

Note:

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

TABLE A

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

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

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

TABLE B

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

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

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

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

TABLE C

S.No.	Post	Eligibility
1	University Assistant Librarian/ College Librarian	<p>i. A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).</p> <p>ii. A consistently good academic record, with knowledge of computerization of a library.</p> <p>iii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.</p> <p><i>Provided that, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:</i></p> <p>a. The Ph.D. degree of the candidate has been awarded in regular mode only;</p> <p>b. The Ph.D. thesis has been evaluated by at least two examiners;</p> <p>c. An open Ph.D. viva voce of the candidate has been conducted;</p> <p>d. The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and</p> <p>e. The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/CSIR/ICSSR or any similar agency.</p>
2	University Deputy Librarian	<p>i. A Master's Degree in Library Science/Information Science/Documentation Science, with at least 55% marks or an equivalent grade in a point scale, wherever grading system is followed; Eight years experience as an Assistant University Librarian/College Librarian;</p> <p>ii. Evidence of innovative library services including integration of ICT in library; and</p> <p>iii. A Ph.D. Degree in Library Science/ Information Science / Documentation Science/Archives and manuscript keeping/computerization of library.</p>

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

TABLE-D

S.No	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11) (Stage 1 to 2)	<p>i. An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years of experience, having at least a M.Phil. Degree, or six years of service for those without a M. Phil or a Ph.D. degree.</p> <p>ii. He/she has attended at least one Orientation course of 21 days of duration; and</p> <p>iii. Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Table A for University and B for College/ Institutes under the Direction (8/2019).</p>	<p>An Assistant Librarian/College Librarian may be promoted if:</p> <p>i. He/she gets a "satisfactory" or "good" grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Table A for University and B for College/ Institutes under the Direction (8/2019). And</p> <p>ii. The promotion is recommended by a screening-cum-evaluation committee.</p>
2	Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12) (Stage 2 to 3)	<p>i. He/she has completed five years of service in Academic Level 11/Senior Scale.</p> <p>ii. He / she has done any two of the following in the last five years:</p> <p>a. Training/Seminar/Workshop/Course on automation and digitalization,</p> <p>b. Maintenance and other activities as per Table A for University and B for College/ Institutes under this Direction, of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),</p> <p>c. Taken/developed one MOOCs course in the relevant subject (with e-certification), or</p> <p>d. Library up-gradation course.</p>	<p>An individual shall be promoted if:</p> <p>i. He/she gets a "satisfactory" or "good" grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Table A for University and B for College/ Institutes under the Direction (8/2019), and</p> <p>ii. The promotion is recommended by a screening-cum-evaluation committee.</p>

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

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

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

PART A : GENERAL INFORMATION

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

Telephone No. :

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

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

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

Date :

Signature of teacher

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : I

(LIBRARIAN)

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

Regularity of attending library:

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

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

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

Overall Grading (Category : I) :-

Signature of Teacher

Verified and found correct :

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

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

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : II

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

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

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

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

II.b. Library Automation.:

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

Grading Criteria: Good ó 100% of physical books and journals in computerized database.
Satisfactoryó At least 99% of physical books and journals in computerized database.
Unsatisfactoryó Not falling under good or satisfactory.

OR

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

II.c. Checking inventory:

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

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

Note:-

Overall Grading Criteria for category I and II

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

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

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

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

Overall Grading (Category : II) :-	
---	--

Signature of Teacher

Verified and found correct:

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

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

--

**Signature of Chairman
Screening / Selection Committee**

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III A. Research Papers publication:

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

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

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

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

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

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

III D.a RESEARCH GUIDANCE:

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

III D.b RESEARCH PROJECTS COMPLETED:

III D. b (i). Sponsored Projects:

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

III D.b (ii). Consultancy Projects:

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

III D.c ONGOING RESEARCH PROJECTS:

III D.c (i). Sponsored Projects:

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

III D. c (ii). Consultancy Projects:

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

III E.a Patents Awards:

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

III E. b Policy Document:

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

III E. c. Fellowships and Awards:

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

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

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

Note:

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

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

Total Score (Category : III) :-	
--	--

Signature of Teacher

Verified and found correct :

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

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

**Signature of Chairman
Screening / Selection Committee**

IV. SUMMARY OF GRADES/ API SCORES

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

Signature of Teacher

Verified and found correct :

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

**Signature of Chairman
Screening / Selection Committee**

PART C : OTHER RELEVANT INFORMATION

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

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

*Annexure-IV

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

- 1.
- 2.
- 3.

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

Signature of the faculty with
Designation, Place & Date

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

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

Name :

Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

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

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

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

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

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

Appendix-IX

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

PART A : GENERAL INFORMATION

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

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

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

Date :

 Signature of teacher

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : I

(LIBRARIAN)

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

Regularity of attending library:

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

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

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

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

Signature of Teacher

Verified and found correct :

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

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

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : II

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

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

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

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

II.b. Library Automation.:

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

Grading Criteria: Good ó 100% of physical books and journals in computerized database .
Satisfactoryó At least 99% of physical books and journals in computerized database.
Unsatisfactoryó Not falling under good or satisfactory.

OR

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

II.c. Checking inventory.:

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

II.d. i. Digitization Work:

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

II.d. ii. Promotion of Library Networks:

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

II.d. iii. Dissemination of information:

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

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

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

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

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

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

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

III D.a RESEARCH GUIDANCE:

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

III D.b RESEARCH PROJECTS COMPLETED:

III D. b (i). Sponsored Projects:

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

III D.b (ii). Consultancy Projects:

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

III D.c ONGOING RESEARCH PROJECTS:

III D.c (i). Sponsored Projects:

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

III D. c (ii). Consultancy Projects:

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

III E.a Patents Awards:

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

III E. b Policy Document:

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

III E. c. Fellowships and Awards:

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

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

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

Note:

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

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

Total Score (Category : III) :-	
--	--

Signature of Teacher

Verified and found correct :

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

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

--

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF GRADES/ API SCORES

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

Signature of Teacher

Verified and found correct :

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

Signature of Chairman
Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

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

*Annexure-IV

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

- 1.
- 2.
- 3.

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

Signature of the faculty with
Designation, Place & Date

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

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

Name :

Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

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

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

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

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

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

Annexure I (A)

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

Annexure II (A)

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

Annexure III (A)

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

Section IV

Appendix-X

Sant Gadge Baba Amravati University, Amravati.

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

(For Teachers in music and performing arts)

Instructions for Filling up Part B of the PBAS Proforma

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

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

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

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

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

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

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

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

Direct Teaching:

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

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

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

Indicator/ Activity	Post Held	Grading Criteria
<p>i. Administrative responsibility (including as Dean / Principal / Head of the Department/ Coordinator of centers Chairperson / Convener / Teacher-in-charge/ IQAC/ statutory bodies/ similar other duties that require regular office hrs for its discharge)/ other aspect of departmental or institutional management such as admission committee, campus development, library committee etc./ Organization of Conference /Training as Chairman/Organizing Secretary / Treasurer. Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline/ College magazine etc./ Contribution to Corporate life in Universities/colleges through meetings, popular. / lectures, subject related events, other college/university Activities related to performing art and music etc.</p> <p>ii. Participation in Board of Studies, Academic and Administrative Committees and all other committee (s)/ Duties specified by the University/ Government/ Statutory bodies.</p> <p>iii. Question paper setting, Invigilation, evaluation of answer scripts including term end examination / Department examinations/ College Examinations/ Internal Assessment and other examinations specified by the University.</p> <p>iv. Examination work such as coordination, Co-officer, Subject Exam Committee etc. or flying squad duties etc.</p> <p>v. Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</p> <p>vi. Other co-curricular activities. Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity. Students related Socio Cultural and Sports Programmes, Stage programs, campus publications etc.</p> <p>vii. Extension and dissemination activities (public /popular lectures/talks/seminars etc.). Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper, flood or drought relief, small family norms, cleanliness.</p> <p>viii. Professional Development activities such as participation in short term training courses/ long term training courses authorized by statutory bodies, industrial experience, talks, refresher / orientation/ faculty development courses, dissemination and general articles and any other contribution,</p>	<p>Assistant Professor/ Associate Professor/ Professor</p>	<p>Good - Involved in at least 3 Activities.</p> <p>Satisfactory- 1-2 activities</p> <p>Not-satisfactory - Not involved/undertaken any of the activities.</p>

<p>subject Associations, Conferences, Seminars without paper Presentation. Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, etc.</p> <p>ix. Institutional governance. Participation in State/Central Bodies/Committees on Education, Research and National Development. Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes.</p> <p>x. Lectures in Refresher/ Orientation/ Short Term Programmes and any other professional development activities authorized by statutory bodies.</p> <p>xi. learning methodologies, updating of subject contents/courses, mentoring etc.</p> <p>xii. Participatory and Innovative T /L Process with materials for problem based learning, case studies, Group discussions etc.,</p> <p>xiii. Interactive Courses, Participatory Learning modules, Case studies.</p> <p>xiv. Use of ICT in T/L process with computer-aided methods like power point / Multimedia/ Simulation/Softwares etc.</p> <p>xv. Developing and imparting Remedial/Bridge Courses.</p> <p>xvi. Developing and imparting soft skills/communication skills/personality development courses/ modules.</p> <p>xvii. Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas.</p> <p>xviii. Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning and e-library skills to students.</p> <p>xix. Evidence of actively involved in guiding Ph.D. students .</p> <p>xx. Conducting minor or major research project sponsored by national or international agencies.</p> <p>xxi. At least one single or joint publication in peer- reviewed or UGC list of Journals.</p>		
--	--	--

Note: Good: Good in teaching and satisfactory or good in activity at Category II.

Or

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

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

Note: For the purpose of assessing the grading of Activity at Criterion I and Criteria II, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. Teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

Sr. No.	Category	Academic/ Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education/ Management
1	III (A) Research Paper Publication	Research Papers published in: Peer-Revived or UGC listed Journals #	8 per paper	10 Per paper
2	III (B) Publications other than journal articles (books, chapters in books, Cassettes/ CDs, DVDs, Tracks)	<p>a) Books authored which are published by</p> <p>International Publisher</p> <p>National Publisher</p> <p>Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies. List of companies approved by the University and intimated to UGC.</p> <p>Chapter in Edited Book</p> <p>Individual track in Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies. Published or broadcasted solo/ group performance at AIR, TV, festivals and album etc. List of companies approved by the University and intimated to UGC.</p> <p>Publish self competitions- classical, semi classical and light songs.</p> <p>Editor of Book by International Publisher</p> <p>Editor of Book by National Publisher</p> <p>b) Translation work in Indian and Foreign Languages by qualified faculties</p> <p>Chapter or Research Paper</p> <p>Book</p>	<p>12</p> <p>10</p> <p>10</p> <p>05</p> <p>05</p> <p>05</p> <p>10</p> <p>08</p> <p>03</p> <p>08</p>	<p>12</p> <p>10</p> <p>10</p> <p>05</p> <p>05</p> <p>05</p> <p>10</p> <p>08</p> <p>03</p> <p>08</p>

3	III (C) Creation of ICT mediated pedagogy and content and development of new and innovative courses and curricula	a) Development of innovative pedagogy	05	05
		b) Design of new curricula and courses	02/ curricula / course	02/ curricula / course
		c) MOOCs		
		Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs lesser credit 5 marks/ credit)	20	20
		MOOCs (Develop in 4 quadrant) Per module/ lecture	05	05
		Content writer/ subject matter expert for each module of MOOCs (at least one quadrant)	02	02
		Course coordinator for MOOCs (4 Credit Course) (In case of MOOCs of lesser credits 02 marks/ credit)	08	08
		d) E-Content		
		Development of e -Content in 4 quadrants for a complete course/e-book	12	12
		e-Content (developed in 4 quadrants) per module	05	05
		Contribution to development of e-content module in complete course/paper/e- book (at least one quadrant)	02	02
		Editor of e-content for complete course/ paper e-book	10	10
		4	III (D) Research	a) Research Guidance
Ph.D	10/ Degree Award 05/ Thesis Submitted			10/ Degree Award 05/ Thesis Submitted
M.Phil / PG Dissertation	02/ Degree Award			02/ Degree Award
b) Research Project Completed				
More than 10 lakhs	10			10
Less than 10 lakhs	05			05
c) Research Projects Ongoing :				
More than 10 lakhs	05			05
Less than 10 lakhs	02			02
5	III (E) Patents and Policy Documents	d) Consultancy	03	03
		a) Patents		
		International	10	10
		National	07	07
		b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
		International	10	10
		National	07	07
State	04	04		

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		c) Awards/Fellowship including top A grade, A grade, B high grade , B grade in music and performing arts etc.		
		International	07	07
		National	05	05
6	III (F) Invited Talks/ Paper Presentation	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
		International (Abroad)	07	07
		International (within country)	05	05
		National	03	03
		State/University	02	02

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

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

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

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

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

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

Note:

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

TABLE A

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

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2/ Academic Level 10 to 11)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3/ Academic Level 11 to 12)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4 / Academic Level 12 to 13A)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5/ Academic Level 13 A to 14)	Professor (Stage 5) to Professor (Stage 6/ Academic Level 14 to 15)

I	Assessment Criterion for Teaching, Learning and Evaluation Related	Good or Satisfactory Grading				Qualification and Grading as per GR No. Misc-2018/C.R56/18/UNI-1.
II	Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities.					
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	40 / Assessment period	100 / Assessment period	90 / Assessment period	120 / Assessment period	
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee

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

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

TABLE - C

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR DIRECT SELECTION OF TEACHERS IN UNIVERSITIES / COLLEGES/ INSTITUTIONS. FOR THE DISCIPLINES OF MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE, etc.

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor	<p>A.</p> <p>1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SET :Provided the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions subject to the fulfillment of the following conditions:</p> <p>a) The Ph.D. degree of the candidate has been awarded in regular mode only;</p> <p>b) The Ph.D. thesis has been evaluated by at least two examiners;</p> <p>c) An open Ph.D. viva voce of the candidate has been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and</p> <p>e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.</p>	<p><i>The Academic score as specified by GR No. Misc-2018/C.R56/18/UNI-1. in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.</i></p>

		<p>Note:</p> <ol style="list-style-type: none"> 1) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned. 2) NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines. <p style="text-align: center;">OR</p> <p>B. A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:</p> <ol style="list-style-type: none"> i. Studied under a noted/reputed traditional Master(s)/Artist(s); ii. Has been 'A' grade artist of AIR/Doordarshan; iii. Has the ability to explain, with logical reasoning the subject concerned; and v. Has adequate knowledge to teach theory with illustrations in the discipline concerned. 	
2	Associate Professor In University	<p>A.</p> <ol style="list-style-type: none"> i. Good academic record, with a doctoral degree; ii. Performing ability of a high professional standard; iii. Eight year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College; and v. Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications. <p style="text-align: center;">OR</p> <p>B. A traditional or a professional artist with highly-commendable professional achievement having Master's degree in the subject concerned, who has:</p> <ol style="list-style-type: none"> i. been 'A' grade artist of AIR/Doordarshan; ii. eight years' experience of outstanding performing achievement in the field of specialization; iii. experience in designing of new courses and /or curricula; v. participated in National level Seminars/Conferences/Concerts in reputed institutions; and v. ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline. 	A total research score of Seventy five (75) as per the criteria given in Category III of the Direction (8/2019).

3	Professor In University	<p>A.</p> <ol style="list-style-type: none"> 1) An eminent scholar having a doctoral degree; 2) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions; 3) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals. <p style="text-align: center;">OR</p> <p>B.</p> <p>A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,</p> <ol style="list-style-type: none"> 1) Having Master's degree, in the relevant subject; 2) Has been A-grade artist of AIR/Doordarshan; 3) Has Ten years of outstanding performing achievements in the field of specialization; 4) Has made significant contributions in the field of specializations and ability to guide research; 5) Has participated in National/International Seminars/Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/ Fellowships; 6) Has the ability to explain with logical reasoning the subject concerned; and 7) Has adequate knowledge to teach theory with illustrations in the said discipline. 	<p>A total research score of One hundred twenty (120) as per the criteria given in Category III of the Direction (8/2019).</p>
4	Senior Professor In University	<ol style="list-style-type: none"> i. An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision. ii. A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level. iii. The selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience. iv. The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules. 	<p>Note: Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.</p>

Note: As there is no provisions for the Direct selection for the post of Associate Professor and Professors in Colleges/ affiliated institutions in GR No. Misc-2018/C.R56/18/UNI-1; the above conditions may considered for direct selections in the colleges/affiliated institutes wherever applicable.

TABLE - D

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

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor	<p>A)</p> <p>1) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SET :Provided the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions subject to the fulfillment of the following conditions:</p> <p>3) The Ph.D. degree of the candidate has been awarded in regular mode only;</p> <p>4) The Ph.D. thesis has been evaluated by at least two examiners;</p> <p>5) An open Ph.D. viva voce of the candidate has been conducted;</p> <p>6) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and</p> <p>7) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.</p> <p>Note:</p> <p>i. The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.</p> <p>ii. NET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.</p>	<p><i>The Academic score as specified by GR No. Misc-2018/C.R56/18/UNI-1. in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.</i></p>

		OR	
		<p>B.</p> <p>A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:</p> <ol style="list-style-type: none"> i. been a professional artist with three years Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad; ii. five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and iii. the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned. 	
2	Associate Professor In University	<p>A.</p> <ol style="list-style-type: none"> i. Good academic record, with a doctoral degree; ii. Performing ability of a high professional standard; iii. Eight years experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College; and iv. A significant contribution to knowledge in the subject concerned, as evidenced by quality publications. <p style="text-align: center;">OR</p> <p>B.</p> <p>A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master degree, who has:</p> <ol style="list-style-type: none"> i. Been recognized artist of Stage/ Radio/TV; ii. Eight years of outstanding performance in the field of specialization; iii. Experience of designing new courses and /or curricula; iv. Participated in Seminars/Conferences in reputed institutions; and v. The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline. 	A total research score of Seventy five (75) as per the criteria given in Category III of the Direction (8/2019).

3	Professor In University	<p>A. An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialization, with a minimum of 6 research publications in the peer-reviewed or UGC listed journals,</p> <p>B. A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:</p> <ol style="list-style-type: none"> i. Masterø degree, in the relevant subject;: ii. Ten years of outstanding performing achievements in the field of specialization; iii. Made significant contribution in the field of specialization; iv. Guided research; v. Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships; vi. Ability to explain with logical reasoning the subject concerned; and vii. Adequate knowledge to teach theory, with illustrations in the said discipline. 	A total research score of One hundred twenty (120) as per the criteria given in Category III of the Direction (8/2019).
4	Senior Professor In University	<ol style="list-style-type: none"> i. An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision. ii. A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level. iii. The selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience. iv. The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules. 	Note: Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.
<p>Note: As there is no provisions for the Direct selection for the post of Associate Professor and Professors in Colleges/ affiliated institutions in GR No. Misc-2018/C.R56/18/UNI-1; the above conditions may considered for direct selections in the colleges/affiliated institutes wherever applicable.</p>			

TABLE - E

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

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor	<p>A</p> <p>1) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/foreign University.</p> <p>2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.</p> <p style="text-align: center;">OR</p> <p>B.</p> <p>A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. degree in Yoga* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.</p> <p>*Note: Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of GR No. Misc-2018/C.R56/18/UNI-1.</p>	<p><i>The Academic score as specified by GR No. Misc-2018/C.R56/18/UNI-1. in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.</i></p>
2	Associate Professor In University	<p>i. A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline;</p> <p>ii. A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and</p> <p>iii. A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer-reviewed or UGC listed journals.</p>	<p>A total research score of Seventy five (75) as per the criteria given in Category III of the Direction (8/2019).</p>

3	Professor In University	<p>A.</p> <p>i. An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals.</p> <p>ii. A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.</p> <p style="text-align: center;">OR</p> <p>B. An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.</p>	A total research score of One hundred twenty (120) as per the criteria given in Category III of the Direction (8/2019).
4	Senior Professor In University	<p>i. An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.</p> <p>ii. A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.</p> <p>iii. The selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.</p> <p>iv. The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules.</p>	Note: Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.
<p>Note: As there is no provisions for the Direct selection for the post of Associate Professor and Professors in Colleges/ affiliated institutions in GR No. Misc-2018/C.R56/18/UNI-1; the above conditions may considered for direct selections in the colleges/affiliated institutes wherever applicable.</p>			

TABLE – F

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

(FOR THE DISCIPLINES OF MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE; DRAMA; YOGA, etc.)

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11) Equivalent cadres from Stage 1 to 2).	<p>i. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. or six years of service in case of those without a Ph.D./M.Phil and satisfies the following conditions:</p> <p>ii. Attended one Orientation course of 21 days duration on teaching methodology;</p> <p>iii. Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching- Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOCs course during the assessment period; and</p> <p>iv. Published one research publication in the peer-reviewed journals or UGC listed journals during assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Table A of the Direction).</p> <p>ii. A total research score of Forty (40) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the screening-cum evaluation committee.</p>
2	Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12) Equivalent cadres from Stage 2 to 3).	<p>i. Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.</p> <p>ii. A Ph.D. Degree in the subject concerned/ allied /relevant discipline.</p> <p>iii. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/Workshops/ Syllabus Up gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.</p> <p>iv. Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as provided in Table A of the Direction).</p> <p>ii. A total research score of Hundred (100) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the Screening-cum-evaluation committee.</p>

3	Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A) Equivalent cadres from Stage 3 to 4).	<ul style="list-style-type: none"> i. Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade. ii. A Ph.D. degree in subject concerned /allied/relevant discipline. iii. Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/ Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4 quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment. iv. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period. v. Evidence of having guided at least one Ph.D. candidate. 	<p>A teacher shall be promoted if;</p> <ul style="list-style-type: none"> i. He/she gets a -satisfactoryø or -goodø grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Table A of the Direction. ii. A total research score of Ninety (90) for Assessment period as per the criteria given in Category III of this Direction. iii. The promotion is recommended by a selection committee constituted in accordance with these Rules.
4	Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Equivalent cadres from Stage 4 to 5).	<ul style="list-style-type: none"> i. Associate Professors who have completed three years of service in Academic Level 13A. ii. A Ph.D. degree in subject concerned/ allied/relevant discipline. iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period. iv. Evidence of having successfully guided doctoral candidate. 	<p>A teacher shall be promoted if;</p> <ul style="list-style-type: none"> i. He/she gets -satisfactoryø or -goodø grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Table A of this Direction. ii. A total research score of One Hundred Ten (110) for Assessment period as per the criteria given in Category III of the Direction . iii. The promotion is recommended by a selection committee .
5	Professor (Academic Level 14) to Senior Professor (Academic Level 15 (Stage 5 to 6)	<ul style="list-style-type: none"> i. Ten yearsø experience as a Professor. ii. A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period. 	<p>A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favorable review from three eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten yearsø of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee .</p>

TABLE – G

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION
OF
TEACHERS IN COLLEGES/ AFFILIATED INSTITUTIONS UNDER CAS
(FOR THE DISCIPLINES OF MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL
INDIAN ART FORMS LIKE SCULPTURE; DRAMA; YOGA, etc.)**

S.No.	Post	Eligibility	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11) Equivalent cadres from Stage 1 to 2).	<p>i. Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil/ PG Degree in Professional Courses, such as L.L.M, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./PG degree in Professional Courses.</p> <p>ii. Attended one Orientation Course of 21 days duration on teaching methodology; and</p> <p>iii. Any one of the following: Completed one Refresher / Research Methodology Course</p> <p align="center">OR</p> <p>Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching- Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration.</p> <p align="center">OR</p> <p>Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrant/ MOOCs course during the assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets a -satisfactory or -good grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Table B of this Direction).</p> <p>ii. A total research score of Twenty (20) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the screening-cum evaluation committee.</p>
2	Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12) Equivalent cadres from Stage 2 to 3).	<p>i. Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.</p> <p>ii. Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning - Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment..</p>	<p>A teacher shall be promoted if;</p> <p>i. The teacher gets a -satisfactory or -good grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as provided in Table B of the Direction).</p> <p>ii. A total research score of Fifty (50) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by the Screening-cum-evaluation committee.</p>

3	Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A) Equivalent cadres from Stage 3 to 4).	<p>iv. Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.</p> <p>v. A Ph.D. degree in subject concerned /allied/relevant discipline.</p> <p>vi. Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/ Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Table B of this Direction.</p> <p>ii. A total research score of Forty Five (45) for Assessment period as per the criteria given in Category III of the Direction.</p> <p>iii. The promotion is recommended by a selection committee.</p>
4	Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Equivalent cadres from Stage 4 to 5).	<p>i. Associate Professors who have completed three years of service in Academic Level 13A.</p> <p>ii. A Ph.D. degree in subject concerned/allied/ relevant discipline.</p> <p>iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.</p> <p>iv. A minimum of 110 Research Score as per Category III in aggregate out of which at least score of 60 for assessment period.</p>	<p>A teacher shall be promoted if;</p> <p>i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Table B of this Direction.</p> <p>ii. A total research score of Sixty (60) for Assessment period as per the criteria given in Category III of this Direction .</p> <p>iii. The promotion is recommended by a selection committee constituted in accordance with these Rules.</p>

Appendix-XI

Sant Gadge Baba Amravati University, Amravati.
PBAS Proforma
Session-
(PART A, PART B & PART C)
(For Teachers in music and performing arts)
PART A : GENERAL INFORMATION

1. Name (in Block Letters) :
 2. Father's/Husband's Name :
 3. Department :
 4. Current Designation & Grade Pay :
 5. Date of last Promotion :
 6. Address for correspondence (with Pin code) :
 7. Permanent Address (with Pin code) :
- Telephone No. :
- Email :

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

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

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

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

Verified and found correct :

Signature of Teacher

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

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

--

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : II

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

II i. Administrative Responsibility.

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

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

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

II iii. Examination Work:

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

II iv. Discipline related co-curricular activities:

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

II v. Other co-curricular activities:

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

II vi. Extension and dissemination activities:

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

II vii. Institutional governance:

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

II viii. Conduct of Lectures:

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

II ix. Participatory and Innovative Learning:

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

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

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

II xi. Conduct of Research Projects:

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

II xii. Research paper Published:

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

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

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

Overall Grading (Category : II) :-	
---	--

Signature of Teacher

Verified and found correct:

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

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

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III A. Research Papers publication:

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

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

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

III B.b. Cassettes/ CDs, DVDs, Tracks published/ recorded:

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

III B.c. Individual track in Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies:

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

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

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

III D. RESEARCH GUIDANCE:

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

III E. ONGOING RESEARCH PROJECTS:

III E. (i). Sponsored Projects:

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

III E. (ii). Consultancy Projects:

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

III F. i. Fellowships and Awards:

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

III F. ii Patents Awards:

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

III F. iii Policy Document:

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

III E. Invited lectures / Paper delivered in conferences / seminars:

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

Note:

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

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

Total Score (Category : III) :-	
--	--

Signature of Teacher

Verified and found correct :

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

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

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF GRADES/ API SCORES

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

Signature of Teacher

Verified and found correct :

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

Signature of Chairman
Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

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

*Annexure-IV

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

- 1.
- 2.
- 3.

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

Signature of the faculty with
Designation, Place & Date

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

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

Name :

Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

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

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

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

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

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

Appendix-XII

Sant Gadge Baba Amravati University, Amravati.
 PBAS Proforma for promotion under CAS
 Assessment Period -
 (PART A, PART B & PART C)
 (For Teachers in music and performing arts)
PART A : GENERAL INFORMATION

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

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

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

Date :

 Signature of teacher

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : I

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

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

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

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

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

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

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

Signature of Teacher

Verified and found correct :

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

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

--

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : II

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

II i. Administrative Responsibility.

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

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

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

II iii. Examination Work:

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

II iv. Discipline related co-curricular activities:

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

II v. Other co-curricular activities:

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

II vi. Extension and dissemination activities:

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

II vii. Institutional governance:

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

II viii. Conduct of Lectures:

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

II ix. Participatory and Innovative Learning:

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

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

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

II xi. Conduct of Research Projects:

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

II xii. Research paper Published:

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

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

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

Overall Grading (Category : II) :-	
---	--

Verified and found correct:

Signature of Teacher

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

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

Signature of Chairman
Screening / Selection Committee

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

III A. Research Papers publication:

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

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

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

III B.b. Cassettes/ CDs, DVDs, Tracks published/ recorded:

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

III B.c. Individual track in Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies:

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

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

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

III D. RESEARCH GUIDANCE:

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

III E. ONGOING RESEARCH PROJECTS:

III E. (i). Sponsored Projects:

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

III E. (ii). Consultancy Projects:

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

III F. i. Fellowships and Awards:

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

III F. ii Patents Awards:

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

III F. iii Policy Document:

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

III E. Invited lectures / Paper delivered in conferences / seminars:

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

Note:

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

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

Total Score (Category : III) :-	
--	--

Signature of Teacher

Verified and found correct :

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

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

--

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF GRADES/ API SCORES

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

Signature of Teacher

Verified and found correct :

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

Signature of Chairman
Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

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

*Annexure-IV

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

- 1.
- 2.
- 3.

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

Signature of the faculty with
Designation, Place & Date

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

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

Name :

Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

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

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

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

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

Date : / /

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

Annexure I (A)

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

Annexure II (A)

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

Annexure III (A)

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