

# DRAFT UGC NOTIFICATION ON REVISION OF PAY SCALES, MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS IN UNIVERSITIES AND COLLEGES & OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS, 2009.

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The scheme of revision of pay scales, minimum qualifications for appointment, other service conditions of University and College Teachers, Librarians and Directors of Physical Education as a measure for the maintenance of standards in higher education.

## 1.0.0 COVERAGE

1.1.0 The scheme applies to University and College Teachers, Librarians, Directors of Physical Education and Colleges (excluding Agricultural, Medical, and Veterinary Science Colleges) admitted to the privileges of the Universities unless they specially exercise an option in writing to remain out of this scheme. The scheme will apply to the Teachers in the Faculty of Agriculture, Medicine and Veterinary Science in the Central Universities.

## 2.0.0 PAY SCALES AND PAY FIXATION FORMULA

2.1.0 The revised scales of pay, as decided by the Government of India, Ministry of Human Resource Development (Department of Education) may be seen as **Appendix-I**. The pay “fixation formula” developed by UGC based on the MHRD notification is appended as **Appendix-II (to be received from MHRD)**. This fixation formula shall be adopted for teachers and equivalent positions in the Library and Physical Education cadres in Universities and Colleges.

## 3.0.0 RECRUITMENT AND QUALIFICATIONS

3.1.0 The direct recruitment to the post of Assistant Professors, Associate Professors and Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the guidelines prescribed through this notification to be incorporated under the Statutes/Ordinances of the concerned university. The composition of such committees should be as prescribed by the UGC in this notification.

3.2.0 The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Principals, Assistant Directors of Physical Education, Deputy Directors of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by the University Grants Commission in this notification.

- 3.3.0** The minimum requirements of a good academic record, 55% of the marks at the master's level and qualifying in the National Eligibility Test, or an accredited test, shall remain for the appointment of Assistant Professors.
- 3.3.1** Holders of Ph.D. degrees as on the date of notification of these regulations, along with those candidates who are awarded a Ph.D. degree through a process of admission, registration, course work and external evaluation as have been/or may be laid down by UGC through its regulations, and so adopted by the university shall alone be exempted from NET. NET shall also not be required for such Masters Programmes in disciplines for which NET is not conducted.
- 3.3.2** Reference to Ph.Ds in this regulation shall be taken as a doctoral degree from a University following the guidelines prescribed by UGC regarding registration process, course work, and evaluation process with effect from the date of issue of such guidelines by UGC. This requirement will not be applied to Ph.D degrees obtained prior to the issue of the guideline by UGC
- 3.3.3** The 55% marks in Master's level should be insisted upon for those entering the system from outside and those at the entry point of Assistant Professors, Assistant Librarians, Assistant Director of Physical Education
- 3.4.0** A relaxation of 5% may be provided, at the graduate and master's level for the SC/ST category for the purpose of eligibility and for assessing good academic record during direct recruitment of teaching positions.
- 3.5.0** A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19<sup>th</sup> September, 1991.
- 3.6.0** Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
- 3.7.0** The Ph.D. should be a compulsory requirement for the designation of Professor, Librarians and Physical Education Directors.
- 3.8.0** Ph.D shall be a compulsory requirement for all candidates applying for direct recruitment as Associate Professor /Deputy Librarian/Deputy Directors of Physical Education,

#### **4.0.0 DIRECT RECRUITMENT.**

##### **4.1.0 PROFESSOR**

- i. An eminent scholar with Ph.D. qualification and published work of high quality, actively engaged in research with evidence of publish work with a minimum of 10 publications as books and/or research / policy papers in

indexed / ISBN/ISSN numbered journals and as ISBN/ISSN numbered books.

- ii. A minimum of 12 years of teaching experience in university/college , and/or experience in research at the University/National Level institutions, including experience of guiding candidates for research at doctoral level.
- iii. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- iv. A satisfactory score as stipulated in the Academic Performance Indicator (API) system developed by UGC in this notification.

#### **4.2.1 PRINCIPAL**

- i. A Master's Degree with at least 55% of the marks or a relevant grade regarded as equivalent to 55% wherever grading system is followed by a recognized University.
- ii. Ph.D. qualification with evidence of published work and research guidance.
- iii. Total experience of 15 years of teaching/research/administration in Universities / Colleges and other institutions of higher education.
- iv. A satisfactory score as stipulated in the Academic Performance Indicator (API) system developed by UGC in this notification.

#### **4.3.0 ASSOCIATE PROFESSOR**

- i. Good academic record with a Ph.D. degree in the concerned or allied disciplines.
- ii. 55% of the marks, or equivalent grade wherever grading system is followed at the Master's degree level.
- iii. A minimum of eight years of experience of teaching and / or of research in a regular position equivalent to that of Assistant Professor in a University / College or Accredited Research Institution with evidence of published work with a minimum of 5 publications as books and/or research/policy papers in indexed/ISBN/ISSN numbered journals and as ISBN/ISSN numbered books.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.

- v. A satisfactory score as stipulated in the Academic Performance Indicator (API) system developed by UGC in this notification.

#### 4.4.0 **ASSISTANT PROFESSOR**

##### 4.4.1 **Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication.**

- (i) Good academic record with at least 55% of the marks or equivalent grade where grading system is practised at the Master's degree level in the relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- (ii) Besides fulfilling the above qualifications, the candidate should have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC.
- (iii) Holders of Ph.D. degrees as on the date of notification of these regulations, along with those candidates who are awarded a Ph.D. degree through a process of admission, registration, course work and external evaluation as have been/or may be laid down by UGC through its regulations, and so adopted by the university shall be exempted from NET. NET shall also not be required for such Masters Programmes in disciplines for which NET is not conducted.

##### 4.4.3 **Music & Performing Arts**

- (i) Good academic record with at least 55% of the marks, or an equivalence of B where grading system is practiced at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.
- (ii) Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

OR

A traditional or a professional artist with a highly commendable professional achievement in the concerned subject as evidenced by awards, honours and recognitions.

#### **4.5.0. Minimum Qualifications for direct recruitment to the posts of Librarian, Deputy Librarian and Assistant Librarian**

##### **4.5.1 University Librarian**

- i. Master's degree in Library Science /Information Science with at least 55% of the marks or its equivalent grade for 55% where grading system is practiced.
- ii. A Ph.D. degree in the above discipline and / or allied discipline with a consistently good academic record;
- iii. A minimum of 13 years of teaching/librarian experience of which at least 5 years experience as a Deputy Librarian in a University Library or 10 years' experience as Assistant Librarian in the University or as College Librarian.
- iv. Evidence of innovative library service and organization of published work and ICT modernization of library.
- v. Evidence of published work with a minimum of 10 books and / or publications in indexed/ISBN/ISSN numbered journals and / or ISBN /ISSN numbered books.
- vi. A satisfactory score as stipulated in the Academic Performance Indicator (API) system developed by UGC in this notification.

##### **4.5.2 University Deputy Librarian**

- i. Master's degree in Library Science/Information Science / Documentation Science with at least 55% of the marks or its equivalent grade for 55%, where grading system is practiced.
- ii. A Ph.D. degree in the above discipline or allied discipline with a consistently good academic record.
- iii. A minimum of 10 years of teaching/ Library experience with at least 5 years as an Assistant University Librarian / College Librarian.
- iv. Evidence of innovative library services, organization and computerization of library.
- v. Evidence of published work with a minimum of 10 publications in indexed/ISBN journals and / or ISBN numbered books
- vi. A satisfactory score as stipulated in the Academic Performance Indicator(API) system developed by UGC in this notification.

##### **4.5.3 University Assistant Librarian / College Librarian**

- i. Master's degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% of the marks or its equivalence in a grade of 55% where grading system is practiced and a consistently good academic record with knowledge on computerization of library.

- ii. Qualifying in the national-level test (NET) in Library Science conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. Holders of Ph.D. degrees as on the date of notification of these regulations, along with those candidates who are awarded a Ph.D. degree through a process of admission, registration, course work and external evaluation as have been/or may be laid down by UGC through its regulations, and so adopted by the university shall be exempted from NET.

**4.6.0 Minimum Qualifications for the posts of Director of Physical Education, Deputy Director of Physical Education and Assistant Director of Physical Education:**

**4.6.1 University Assistant Director of Physical Education / College Director of Physical Education**

- (i) Master's degree in Physical Education (two years course) or Master's degree in Sports Science with at least 55% of the marks or its equivalence in a grade point scale with a consistently good academic record.
- (ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
- (iii) Passed the physical fitness test.
- (iv) Qualifying in the National Eligibility Test (NET) in Physical Education conducted for the purpose by the UGC or any other agency approved by the UGC.
- (v) Holders of Ph.D. degrees as on the date of notification of these regulations, along with those candidates who are awarded a Ph.D. degree through a process of admission, registration, course work and external evaluation as have been/or may be laid down by UGC through its regulations, and so adopted by the university shall be exempted from NET.

**4.6.2 University Deputy Director of Physical Education / College Director of Physical Education**

- (i) Ph.D. in Physical Education. In addition, shall also possess at least 55% of the marks or an equivalent grade at the Master's Degree level wherever grading system is followed.
- (ii) A total of 10 years' teaching/ Physical education/sports experience of which 5 years as University Assistant DPE/College Deputy DPE.

- (iii) Evidence of having organized competitions and conducted a minimum of FIVE coaching camps of at least two weeks' duration.
- (iv) Evidence of having produced good performance teams/athletes for competitions like state / national / inter-university / combined university, etc.
- (v) Passed the physical fitness test.
- (vi) Evidence of published work with a minimum of 5 books and publications in indexed / ISBN/ISSN numbered journals and /or ISBN/ISSN numbered books.
- (vii) satisfactory score as stipulated in the Academic Performance Indicator(API) system developed by UGC in this notification.

**4.6.5. University Director of Physical Education**

- (i) Ph.D in physical education.
- (ii) A total of 13 years of Physical education/ Sports experience of at least 5 years as University Deputy Director of Physical Education or ten years as University Assistant DPE/ College DPE.
- (iii) Evidence of organizing competitions and conducting a minimum of ten coaching camps.
- (iv) Evidence of having produced good performance teams/athletes at inter university/combined university and at higher level etc and of having guided Ph.D./M.Phil. candidates for research.
- (v) Evidence of Published work with a minimum of 15 books and / or publications in indexed / ISBN/ISSN numbered journals and / or ISBN/ISSN numbered books.
- (vi) satisfactory score as stipulated in the Academic Performance Indicator (API) system developed by UGC in this notification.

**4.6.6. Physical Fitness Test Norms:**

<b>NORMS FOR MEN</b>			
12 MINUTES RUN/WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 mtrs.	1500 mtrs.	1200 mtrs.	800 mtrs.

<b>NORMS FOR WOMEN</b>			
8 MINUTES RUN / WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 Mtrs.	800 mtrs.	600 mtrs.	400 mtrs.

### **5.0.0 SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURES:**

The University Grants Commission has evolved the following guidelines on (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education, Deputy Director of Physical Education and Director of Physical Education and (b) specified selection procedures for direct recruitment and Career Advancement Scheme for teachers in universities and colleges.

#### **5.1.0 Selection Committee Specifications:**

##### **5.1.1 Assistant Professor in the University:**

At the University level, all selections must be done with the Vice Chancellor as the Chairperson of the Selection Committee.

1. The Vice Chancellor to be the Chairperson of the Selection Committee.
2. Three experts in the concerned subject out of the panel of names recommended by the Vice Chancellor and approved by the Executive Council/ Syndicate or drawn from the panel of subject experts developed by UGC and hosted in its web-site
3. Dean of the concerned Faculty, wherever applicable
4. Head/Chairperson of the Department/School.
5. An academician nominated by the Visitor/Chancellor, wherever applicable.
6. An Academician representing SC/ST/Minority/Women to be nominated by the Vice Chancellor, if any of the candidate representing these categories is the applicant.

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

### **5.1.2 Associate Professor in the University**

The Selection Committee should have the following composition:

1. Vice Chancellor to be the Chairperson of the Selection Committee.
2. An academician who is the nominee of the Visitor/Chancellor, wherever applicable.
3. Three experts in the concerned subject/field out of the panel of names recommended by the Vice Chancellor or drawn from the panel of subject experts developed by UGC and hosted in its web-site and approved by the executive Council/Syndicate.
4. Dean of the faculty, wherever applicable.
5. Head/Chairperson of the Department/School
6. An Academician representing SC/ST/Minority/Women if any of candidates representing these categories is the applicant to be nominated by the VC.

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

The process of selection should involve inviting the bio-data with the Performance Appraisal System format developed by the respective universities based on the guidelines developed in this notification and reprints of three major publications of the candidates. They need to be provided to the subject experts for assessment before the interview. The evaluation score of the publications provided by the experts shall be collated with the API weightage scores while finalizing the outcome of selection.

### **5.1.3 Professor in the University**

The composition of the Selection Committee for the post of Professor shall be similar in composition as that for the post of Associate Professor.

The process of selection should involve inviting the bio-data with the Performance Appraisal System format developed by the respective universities based on the guidelines developed in this notification and reprints of five major publications of the candidates. They need to be provided to the subject experts for assessment before the interview. The evaluation score of the publications provided by the experts shall be collated with the API weightage scores while finalizing the outcome of selection.

**5.1.4 Assistant Professor in a College: (Government /Government-Aided /Private Colleges)**

1. 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.
2. The Principal of the concerned College.
3. Head of the Department of the subject.
4. Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert.
5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice Chancellor.

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

For Government colleges, the State Public Services Commissions / Teacher Recruitment Boards must invite three subject experts for which involving the concerned University in the selection by the State PSC is desirable.

**5.1.5** In the case of posts of Associate Professor and Professors in Colleges, the Committee shall consist of

- (1) The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee;
- (2) The Principal of the College,
- (3) The Head of the Department,
- (4) Two University representatives nominated by the vice chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject;
- (5) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice Chancellor.

### **5.1.6 College Principal**

1. Chairperson of the Governing Body as Chairperson.
2. One member of the Governing Body to be nominated by the Chairperson.
3. Two Vice Chancellor's nominees, out of whom one should be a Higher Education expert.
4. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body) out of a panel of experts approved by the Vice Chancellor.

At least four members, including two experts, should constitute the quorum.

### **5.1.7. The Academic Performance Indicator (API) system in the process of selection should involve the following:**

- a) Assessment of aptitude for teaching, research and administration
- b) Ability to communicate clearly and effectively.
- c) Ability to plan, analyse and discuss curriculum development, research problems and college development/administration;
- d) Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture.
- e) Analysis of the merits and credentials of the candidates on the basis of the Performance Appraisal Scoring System guidelines developed by the affiliating University based on this notification.

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

### **6.0.0 SELECTION PROCEDURES:**

The overall selection procedure shall incorporate transparent and credible methodology of analysis of the merits and credentials of the applicants on a scoring system proforma, based on the Academic Performance Indicators (API) and

Weightage Points (WP) tables provided in this guideline as **Appendix III with tables I-III**. The credit points accrued need to be collated with (b) performance of the candidate in giving a seminar or lecture in a class room situation or group discussion (a) Aptitude and ability for teaching & research and to plan, analyse and discuss a research problem and (c) capacity to technology orientation as applicable to teaching and research.

- 6.0.1. The University Grants Commission shall draw up, in consultation with renowned subject experts, exhaustive list of experts in each subject and put them up on its website which may be updated periodically. It should be incumbent on the Universities/Colleges to include at least one of the subject experts on the selection committees for both direct recruitment and Career advancement scheme. The expert from the UGC website in the CAS promotion committees shall act both as a subject expert as well as UGC nominee/observer of the CAS promotion process. He/She shall submit his/her report to UGC with a copy handed over to the chairperson of the selection committee, which also be placed before the executive council/Syndicate along with the recommendations of the selection committee .The UGC shall monitor adherence through compliance reports from universities on yearly basis.
- 6.0.2. The selection process in addition to the process outlined on 6.0.0. can generally include making the candidates to give a seminar or a demonstration lecture on a given subject before the selection committee in both direct recruitment and CAS promotions wherever selection committees are prescribed in this notification.
- 6.0.3. The selection process for College teachers, while adhering the guidelines outlined in 6.0.0, greater emphasis may be laid on actual class room teaching, holding tutorials, conducting examinations and evaluating answer scripts while considering them for promotion under CAS.
- 6.0.4. The selection process for posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Physical education and Library, greater emphasis may be laid for the nature of deliverables indicated against each of these posts in this guidelines which need to be taken up by the concerned institution while developing API/WP based PASS methodology for both direct recruitment and CAS promotions.
- 6.0.5. The Internal Quality Assurance Cell (IQAC) established/to be established in all Universities/Colleges as per UGC/NAAC guidelines shall act as the documentation and record-keeping Cell for the institution including assistance in the development of the API/WP based PASS methodology outlined in this notification.
- 6.0.4. In order to avoid delays in holding Selection committees in various positions under CAS, the University/College should start the process at least three months before a teacher becomes eligible for promotion under CAS. The concerned faculty may also initiate the process by submitting the Performance Appraisal form duly supported

by all credentials as per the API and WP guidelines developed in this notification as provided in 6.0.0.

**6.1.0** The norms of Selection Committees and Selection procedures as well as API weightage points requirements for the above cadres either through direct recruitment or through Career Advancement Scheme shall be the same. However, the Career Advancement of Assistant Professors from one AGP level to the other AGP until they become eligible for promotion to Associate Professor is given separately in **Table-II of Appendix-III**.

**6.2.0** While the API and WP Tables I and II shall also be applicable to the selection of Assistant Professors/Associate Professors / Professors; Directors/ Deputy Directors/ Assistant Directors of Physical Education; Librarians/ Deputy Librarians and Assistant Librarians for both direct recruitment as well as Career Advancement Promotions, the ratio / percentage of minimum requirement of category-wise credit points to each of the cadres shall vary from those for university teachers and for College Teachers, as given in **Table-III of Appendix-III**.

**6.3.0** The Universities shall adopt these guidelines for selection committees and selection procedures through their respective statutory bodies and develop a 'Performance Appraisal Scoring System (PASS)' at the institutional level for University Departments and their affiliated colleges to be followed transparently in all the selection processes.

**6.4.0** The Selection Committee specifications as delineated in Sections 5.1.0 to 5.1.7 are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of Assistant Professor with AGP of Rs 8000 to Associate Professor and to that of Associate Professor to Professor. However, CAS promotions of Assistant Professors from one AGP to the higher AGP shall be conducted by a " Screening cum Evaluation Committee" adhering to the norms laid out as API/WP and PASS in Table I to III of Appendix-III.

**6.4.1** The " Screening cum Evaluation Committee" for CAS promotion of assistant professors/equivalent cadres in Librarians/Physical education from one AGP to the other higher AGP shall consist of -

1. The Vice Chancellor as the Chairperson of the Selection Committee
2. The Dean of the concerned Faculty
3. The Head of the Department /Chairperson of the School
4. Two subject experts in the concerned subject from outside the University.

The quorum for the committee shall be four of which atleast one subject expert need to be present.

The Screening cum Evaluation Committee on verification/evaluation of AGP score secured by the candidate through the 'PASS' methodology designed by the respective university based on this notification and as per the minimum requirement specified in Tables II & III for each of the cadre of Assistant Professor, shall recommend to the Executive Council /Syndicate of the University about the suitability of the promotion of the candidate(s) under CAS.

- 6.4.2. Posts of Associate Professor shall be in the Pay Band of Rs. 37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band of Rs.37400-67000 with an AGP of Rs.9000, at the appropriate stage in the Pay band in terms of the conditions of appointment.
- 6.4.2. Incumbent Readers and Lecturers (Selection Grade) who have completed 3 years in the current pay scale of Rs.12000-18300 on 1-01-2006 shall be placed in Pay Band of Rs.37400-67000 with AGP Pay of Rs.9000 and shall be re-designated as Associate Professor on satisfying the API/WP as per Tables I & II through the PASS methodology stipulated in this guideline through a duly constituted selection committee as suggested for the direct recruitment of Associate Professor.
- 6.4.3. Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs.12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs.15600-39100 with AGP of Rs.8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade) / Reader, and thereafter shall be placed in the higher Pay Band of Rs.37400-67000 and accordingly re-designated as Associate Professor on satisfying the required credit points in API/WP as per Tables-I and II through the PASS methodology stipulated in this guideline through a duly constituted selection committee as suggested for the direct recruitment of Associate Professor.
- 6.4.4. Readers/Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs.37400-67000 and re-designated as Associate Professor on satisfying the required credit points in API/WP as per in Tables I and II through the PASS methodology stipulated in this guideline through a duly constituted selection committee as suggested for the direct recruitment of Associate Professor.
- 6.4.5. Ten percent of the posts of Professors in a university shall be in the higher AGP of Rs.12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be on satisfying the required credit points in API/WP as per Tables I and II through the PASS methodology stipulated in this guidelines through a duly constituted selection committee as suggested for the direct recruitment of Professor. The eligibility conditions shall, *inter alia*, include publications in peer reviewed / referred Research Journals, awards/ honours/

recognitions and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard.

- 6.4.6. Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education

#### **6.5.0. Professors in Under Graduate and Post Graduate Colleges:**

- 6.5.1 Ten percent of the number of sanctioned posts of Associate Professor in an Under Graduate College shall be that of Professors and shall be subject to the same criterion for selection / appointment as that of Professors in Universities provided that there shall not be more than one post of Professor in each Department. and provided further that One-fourth (25%) of the posts of Professor in UG Colleges shall be directly recruited or filled on deputation by eligible teachers and the remaining three-fourths (75%) of posts of Professors shall be filled by merit promotion from among eligible Associate Professors of the relevant department of the Under Graduate College. Identification of posts of Professor in an Under Graduate College for being filled through direct recruitment / deputation shall be carried out by the affiliating/concerned University acting in consultation with the College. Where the number of posts of Professor worked out as a percentage of the number of posts of Associate Professor for merit promotion or direct recruitment / deputation is not an integer, the same shall be rounded off to the next higher integer. The selection shall be conducted through the API/WP scoring system with PASS methodology stipulated in this notification;
- 6.5.2. There shall be one post of Professor in each Department of a Post-Graduate College and shall be subject to the same criterion for selection / appointment as that of Professors in Universities, provided that one-fourth (25%) of the posts of Professor shall be filled on deputation/direct recruitment from among eligible teachers and the remaining three-fourths (75%) of posts shall be filled through merit promotion from among the eligible Associate Professors in the relevant department of the Post-Graduate college. Identification of posts of Professor in a Post-Graduate College for being filled through direct recruitment/deputation shall be carried out by the affiliating/concerned University acting in consultation with the College. Where the number of posts of professor for merit promotion or direct recruitment/deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of professor for merit promotion or direct recruitment / deputation worked out as a percentage

of the total number of posts in a Post Graduate College is not an integer, the same shall be rounded off to the next higher integer. The selection shall be conducted through the API/WP scoring system with PASS methodology stipulated in this notification;

#### **6.6.0. Pay Scales of Principals in Colleges:**

##### **6.6.1. Principal of Under Graduate Colleges**

Appointments to the posts of Principal in Under Graduate Colleges shall be based on the conditions of eligibility in respect of educational qualifications and teaching / research experience laid down by the University Grants Commission in this notification using the API/WP scoring system and PASS methodology developed.. The posts of Principal in Under Graduate Colleges shall be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000, plus a Special Allowance of Rs.2000 per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs.10000

##### **6.6.2. Principal of Post Graduate Colleges:**

Appointments to the posts of Principal in Post Graduate Colleges shall be based on the conditions of eligibility in respect of educational qualifications and teaching / research experience laid down by the University Grants Commission in this notification using the API/WP scoring system and PASS methodology developed.. Posts of Principal in Post Graduate Colleges shall also be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000, plus a Special Allowance of Rs.3000 per month and shall also be fixed at a stage not below Rs. 43000 as in the case of directly recruited Professors. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs.10000.

#### **6.7.0. Pay Scales and Career Advancement Scheme for Librarians etc:**

##### **6.7.1. Assistant Librarian / College Librarian:**

- (i) Assistant Librarian / College Librarian in the pre-revised scale of pay of Rs.8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.6000.
- (ii) All conditions of eligibility and academic qualifications laid down by the UGC as per this notification shall continue to be applicable for direct recruitment of Assistant Librarian / College Librarian.

##### **6.7.2. Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale)**

- (i) The post of Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10000-15200 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.7000.

- (ii) Assistant Librarian / College Librarian possessing Ph.D in Library Science at the entry level, after completing service of 4 years in the AGP of Rs.6000, and if otherwise eligible as per API/WP scoring system guidelines and PASS methodology laid down by the UGC in this notification, shall be eligible for the higher AGP of Rs.7000 with the Pay Band of Rs.15600-39100.
- (iii) Assistant Librarian / College Librarian not possessing Ph.D. but only M.Phil. in Library Science at the entry level after completing service of 5 years in the AGP of Rs.6000, if otherwise eligible as per API/WP scoring system guidelines and PASS methodology laid down by the UGC in this notification, shall become eligible for the higher AGP of Rs.7000.
- (iv) After completing service of 6 years in the AGP of Rs.6000 Assistant Librarian / College Librarian without the relevant Ph.D. and M.Phil shall, if otherwise eligible as per API/WP scoring system guidelines and PASS methodology lay down by the UGC in this notification, move to the higher AGP of Rs.7000.
- (v) The pay of the existing Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10000-15200 shall be fixed in the Pay Band of Rs.15600-39100 with AGP of Rs.7000 at an appropriate stage based on their present pay.

**6.7.3. Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade)**

- (i) Deputy Librarians who are directly recruited at present shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.8000 initially at the time of recruitment.
- (ii) On completion of service of 5 years, Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian/ equivalent posts in Pay Band of Rs.15600–39100, with Academic Grade Pay of Rs.8,000, subject to their fulfilling other conditions of eligibility (such as Ph.D. degree etc. for Deputy Librarian) as as per API/WP scoring system guidelines and PASS methodology laid down by the UGC in this notification. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade), as the case may be.
- (iii) The composition of Selection Committee and the Selection procedure developed in this guideline by API/WP scoring system with PASS methodology shall be adopted for of promotion to the post of Deputy Librarian.
- (iv) After completing 3 years in the Pay Band of Rs.15600-39100 with an AGP of Rs.8000, Deputy Librarians /equivalent positions shall move to the Pay Band of Rs.37400-67000 and AGP of Rs.9000, subject to fulfilling other conditions of

eligibility as per API/WP scoring system guidelines and PASS methodology laid down by the UGC in this notification .

- (v) Assistant Librarians (Sr. Scale) in universities/ College Librarians (Sr. Scale) in the AGP of Rs.7000 not possessing Ph.D. in Library Science but who fulfill other criteria prescribed by the UGC in this notification as per API/WP Scoring system and PASS methodology, shall also be eligible for being placed in the AGP of Rs.8000.
- (vi) Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs.12000-18300 on 01.01.2006 shall be fixed at an appropriate stage in the Pay Band of Rs.37400-67000 with an AGP of Rs.9000. They shall continue to be designated as Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)
- (vii) Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade) /College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs.12000-18300, for being eligible to be placed in the higher Pay Band of Rs.37400-67000, shall be placed at an appropriate stage with Academic Grade Pay of Rs.8000 till they complete three years of service as Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)
- (viii) Pay in regard to the directly recruited Deputy Librarians shall be initially fixed in Pay Band Rs.15600-39100 with AGP of Rs.8000. They shall move to the Pay Band of Rs.37400-67000 with AGP of Rs.9000 after completing three years of service in the AGP of Rs.8000.
- (ix) The conditions of eligibility and academic qualifications prescribed by the UGC in this notification shall be adopted for direct recruitment to the post of Deputy Librarian.

#### **6.7.4. Librarian (University)**

- (i) The post of Librarian shall be in the Pay Band of Rs.37400-67000 with the Academic Grade Pay of Rs.10000.
- (ii) The conditions of eligibility and academic qualifications prescribed by the UGC in this notification shall be adopted for appointment to the post of Librarian (University)
- (iii) Deputy Librarian completing service of three years in the AGP of Rs.9000 and otherwise eligible as per the API/WP scoring system guidelines and PASS methodology developed in this notification shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.

- (iv) Incumbent Librarian (University) shall be placed at the appropriate stage as per the 'fixation formula' provided as Appendix-II in the Pay Band of Rs.37400-67000 with AGP of Rs.10000

**6.8.0. Pay Scales and Career Advancement Scheme for Physical Education Personnel:**

**6.8.1. Assistant Director of Physical Education (Assistant DPE) / College Director of Physical Education (College DPE)**

- (i) The Assistant Director of Physical Education / College DPE in the pre-revised pays scale of Rs.8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.6000.
- (ii) Pay of Incumbent Assistant Directors of Physical Education / College DPE shall be fixed at an appropriate stage in the Pay Band of Rs.15600-39100 with an AGP of Rs.6000, in accordance with the 'fixation formula' provided in Appendix-II
- (iii) All conditions of eligibility and academic qualifications laid down by the UGC in this notification through shall be applicable for direct recruitment of Assistant Director of Physical Education / College DPE.

**6.8.2. Assistant Director of Physical Education (Senior Scale) / College DPE (Senior Scale)**

- (i) Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) in the pre-revised pay scale of Rs.10000 – 15200 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.7000.
- (ii) Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) possessing Ph.D. in Physical Education at the entry level of Assistant DPE / College DPE in the AGP of Rs.6000 shall, after completing service of four years in the AGP of Rs.6000, and if otherwise eligible as per API/WP scoring system guidelines and PASS methodology prescribed by the UGC in this notification , shall move to higher AGP of Rs.7000 in the Pay Band of Rs.15600-39100.
- (iii) Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) possessing M.Phil in Physical Education at the entry level of Assistant DPE / College DPE in the AGP of Rs.6000 shall, after completing service of the five years in the AGP of Rs.6000, be eligible for the higher AGP of Rs.7000 on satisfying the API/WP scoring system guidelines and PASS methodology prescribed by the UGC in this notification.

- (iv) Assistant Directors of Physical Education / College DPEs without the relevant Ph.D. and M.Phil shall, after completing service of six years as Assistant Director of Physical Education / College DPE in the AGP of Rs.6000, and if otherwise eligible as per API/WP scoring system guidelines and PASS methodology prescribed by the UGC in this notification shall be placed in the AGP of Rs.7000.
- (v) Pay of incumbent Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) shall be fixed in Pay Band of Rs.15600-39100 at an appropriate stage in the AGP of Rs.7000, as per the 'fixation formula' provided in Appendix-II

**6.8.3. Deputy Director of Physical Education / Assistant Director of Physical Education (Selection Grade) / College Director of Physical Education (Selection Grade)**

- (i) After completing service of five years in the Pay Band of Rs.15600-39100 with the AGP of Rs.7000 and subject to satisfying API/WP scoring system guidelines and PASS methodology prescribed by the UGC in this notification , Assistant Director of Physical Education (Senior Scale) / College DPE (Senior scale) shall move to AGP of Rs.8000 in the Pay band of Rs.15600-39100. They shall be designated as Deputy Director of Physical Education / Assistant DPE (Selection Grade) / College DPE (Selection Grade), as the case may be.
- (ii) After completing service of three years in the Pay Band of Rs.15600-39100 and the AGP of Rs.8000 and subject to satisfying API/WP scoring system guidelines and PASS methodology prescribed by the UGC in this notification , Deputy DPE/Assistant DPE (Selection Grade) College DPE (Selection Grade) shall move to the Pay Band of Rs.37400-67000 with the AGP of Rs.9000. They shall continue to be designated as Deputy DPE/Assistant DPE (Selection Grade) / College DPE (Selection Grade)
- (iii) All incumbents to the post of Deputy DPE/Assistant DPE (Selection Grade)/ College DPE (Selection Grade) who have completed service of at least 3 years in the unrevised pay scale of Rs.12000-18300 as on 01-01-2006 shall be eligible to be fixed in the Pay Band of Rs.37400-67000 with AGP of Rs.9000.
- (iv) All incumbents to the post of Deputy DPE /Assistant DPE (Selection Grade)/ College DPE (Selection Grade) whose services in the unrevised pay scale of Rs.12000-18300 fall short of three years which would have made them eligible to move to the higher pay than, shall be placed at an appropriate stage at the AGP of Rs.8000 in the pay band of Rs.15600-39000 till they complete the required service of 3 years as Deputy DPE / ADPE (Selection Grade) / College DPE (Selection Grade) in the unrevised pay scale.

- (v) Pay of the directly recruited Deputy DPE shall be initially fixed with the AGP of Rs.8000 in the Pay Band of Rs.15600-39100, and after completing three years of service directly recruited Deputy DPE and equivalence shall move to Pay Band Rs.37400-67000 with AGP of Rs.9000.

#### **6.8.4. Director of Physical Education (University):**

- (i) Post of Director, Physical Education in Universities shall be in the Pay Band of Rs.37400-67000 with AGP of Rs.10,000.
- (ii) Post of Director, Physical Education (University) shall continue to be filled through direct recruitment and the existing conditions of eligibility, i.e., the minimum qualification, number of years of relevant experience and other conditions prescribed by the UGC in this notification shall be the eligibility for recruitment.
- (iii) Pay of the incumbent shall be fixed at the appropriate stage in the Pay Band of Rs.37400-67000 as per 'fixation formula' provided in appendix-II

#### **7.0.0. Selection and Pay Scales of Pro-Vice Chancellor / Vice Chancellor of Universities:**

##### **7.1.0. Pro-Vice-Chancellor:**

The selection of Pro- Vice- Chancellor shall be as per the guidelines developed by the UGC and as adopted by the concerned University through their Act/Statute. The posts of Pro-Vice Chancellor shall be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000 or Rs.12000 as the case may be, along with a Special Allowance of Rs.4000 per month, subject to the condition that the sum total of pay in the Pay Band, the Academic Grade Pay and the Special Allowance shall not exceed Rs.80000.

##### **7.2.0. Vice Chancellor**

The selection of the Vice-Chancellor shall be as per the guidelines developed by the UGC and as adopted by the concerned University through their Act/Statute. The posts of Vice-Chancellor shall carry a fixed pay of Rs.75000 along with a Special Allowance of Rs.5000 per month totaling to Rs. 80,000. All other eligibilities and facilities for the Vice chancellor as provided in the Act/Statute of the concerned university shall continue.

## **8.0.0. INCENTIVES FOR PH.D / M.PHIL. AND OTHER HIGHER QUALIFICATION**

### **8.1.0 Incentives for Ph.D./M.Phil. and other higher qualifications:**

Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in the relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.

- 8.1.1. M.Phil. degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to 2 non-compounded advance increments.
- 8.1.2. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.V.Sc/M.D., etc. recognized by the relevant statutory body / council, shall also be entitled to 2 non-compounded advance increments at the entry level.
- 8.1.3. (i) Teachers who complete their Ph.D. Degree while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in the relevant discipline and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work and evaluation, etc.  
  
(ii) However, teachers in service who have been awarded Ph.D. at the time of coming into force of this Scheme or having been enrolled for Ph.D. have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- 8.1.4. In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- 8.1.5. Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- 8.1.6. Teachers who acquire M.Phil. Degree or a post graduate degree in a professional course recognized by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment.

- 8.1.7. Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- 8.1.8. (i) Assistant Librarian / College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments.
- (ii) However, persons in posts of Assistant Librarian / College Librarian or higher positions who have been awarded Ph.D. in library science at the time of coming into force of this Scheme or having already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- 8.1.9. In respect of every other case of persons in the posts of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- 8.2.0.** Assistant Librarian / College Librarian and others in higher Library positions in service who have not yet enrolled for Ph. D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- 8.2.1. Two non-compounded advance increments shall be admissible for Assistant Librarian / College Librarian with M.Phil. degree in Library Science at the entry level, Assistant Librarian / College Librarian and those in higher positions acquiring M.Phil. degree in Library Science at any time during the course of their service shall be entitled to one advance increment.
- 8.2.2. Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education / College Director of Physical Education who are recruited at entry level with Ph.D. degree in the discipline of Physical Education from a university complying with the process prescribed by the UGC in respect of enrolment, course work and evaluation process for the award of Ph.D. in Physical Education.

- 8.2.3. Persons in posts of Assistant Director of Physical Education / College DPE or higher positions acquiring the degree of Ph.D. in the discipline of physical Education, at any time while in service from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments.
- 8.2.4. However, persons in posts of Assistant Director of Physical Education / College DPE or higher positions who have been awarded Ph.D. in Physical Education at the time of coming into force of this Scheme or having been enrolled for Ph.D. in Physical Education have already undergone course –work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having compiled with the process prescribed by the Commission.
- 8.2.5. In respect of every other case of persons in the posts of Assistant Director of Physical Education / College DPE or higher positions who are already enrolled for Ph.D. in Physical Education shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have compiled with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- 8.2.6. Assistant Director of Physical Education / College DPE and others in higher Physical Education positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university which compiles with the entire process, including that of enrolment as prescribed by the UGC.
- 8.2.7. Two non-compounded advance increments shall be admissible for Assistant Director of Physical Education / College DPE with M.Phil degree in Physical Education at the entry level. Assistant Director of Physical Education / College DPE and those in higher positions acquiring M.Phil degree in Physical Education at any time during the course of their service, shall be entitled to one advance increment.
- 8.2.8. Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for processing Ph.D. / M.Phil. at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this Scheme.

**8.2.9.** Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per existing policy for acquiring Ph.D. / M. Phil while in service, shall not be entitled to advance increments under this Scheme.

## **9.0.0 OTHER TERMS AND CONDITIONS**

### **9.1.0. Increments**

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

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

9.1.3 The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs.15600-39100 to the Pay Band of Rs.37400-67000.

9.1.4 All issues relating to grant of advance increments to teachers engaged in engineering / technical courses in the university system shall be subject to recommendations of the Committee separately constituted by the Central Government for pay review of teachers in technical education.

### **9.2.0. Allowances:**

9.2.1 Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, area based Special Compensatory Allowance etc. as applicable to teachers and Library and Physical Education Cadres, shall be at par with those accepted by the Central Government for Central Government employees on the recommendations of 6<sup>th</sup> Central Pay Commission and shall be applicable from 1.09.2008.

**9.2.2** For Teachers and equivalent positions in Library and Physical Education cadres in UGC maintained universities / colleges and institutions deemed to be universities, the rates of allowances as applicable to Central Group 'A' employees shall be adopted.

**9.2.3** Teachers and equivalent positions in Library and Physical Education cadres, in UGC maintained universities / colleges and institutions deemed to be universities,

with visual, orthopedic hearing or other disabilities under the provisions of 'Persons with Disabilities (Protection of Rights, Equal Opportunities and Full Participation) Act, 1995' shall be entitled to twice the normal rate of transport allowance as accepted by the Central Government on the recommendations of 6<sup>th</sup> CPC for Central Government Employees with disabilities.

- 9.2.4 If the number of years required in a feeder cadre are less than those stipulated in this notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

## **10.0 COUNTING OF PAST SERVICES**

- 10.1.1 Previous service, whether national or international, without any break as Asst. Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific Organizations such as CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, etc., should be counted for placement of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Table No. II, provided that:
- 10.1.2 The essential qualifications of the post held were not lower than the qualifications prescribed by UGC for Asst. Professor, Associate Professor and Professor as the case may be.
- 10.1.3 The post is/was in an equivalent grade or the pre-revised scale of pay as the post of Asst. Professor, Associate Professor, and Professor.
- 10.1.4 The candidate for direct recruitment has applied through proper channel only.
- 10.1.5 The concerned Asst. Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by UGC for appointment to the post of Asst. Professor, Associate Professor and Professor, as the case may be.
- 10.1.6 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.
- 10.1.7 The appointment was not an ad hoc or in a leave vacancy of less than one year duration. The ad hoc service of more than one year duration can be counted provided that
- 10.1.8 The incumbent was appointed on the recommendation of a selection committee constituted for the purpose and

10.1.9 The incumbent was appointed against a substantive vacancy, and

10.1.10 The incumbent was selected subsequently to the same post in continuation of the ad hoc service without break, ignoring notional breaks.

## **11.0 PERIOD OF PROBATION AND CONFIRMATION**

11.1.1 The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.

11.1.2 The confirmation at the end of one year shall be automatic unless extended for another year by a specific order, before expiry of first year. The incumbent need not wait for an order of confirmation.

11.1.3 Probation and confirmation rules are applicable only at the initial stage of recruitment.

11.1.4 All other Central Government rules on probation and conformation shall be applicable in appropriate cases

## **12.0 CREATION & FILLING UP OF TEACHING POST**

12.1.1 Teaching posts in universities shall be created in some pyramidal order; that is, for instance, for 01 post of Professor, there shall be 02 posts of Associate Professors and 4 posts of Assistant Professors, per department.

12.1.2 All the sanctioned/approved posts shall be filled up on an urgent basis.

## **13.0 APPOINTMENTS ON CONTRACT BASIS**

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

## 14.0 TEACHING DAYS

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

The above is summarized as follows :

<b>Number of weeks</b>		
	<b>University</b>	<b>College</b>
Teaching	30 (180 days)	30 (180 days)
Admissions/Examinations preparation for Examination	12	10
Vacation	8	10
Public Holidays (to increase & adjust teaching days accordingly)	2	2
Total	52	52

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

## 15.0 WORKLOAD

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

Assistant Professor	16 hours
Associate Professor & Professor	14 hours

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

## **16.0 LEAVE RULES**

- 16.1.1 The leave rules of equivalent cadres/grades in the Central Government shall be applicable to the Assistant Professor, Associate Professor and Professor as the case may be, until UGC lays down its own Regulations.

## **17.0 SERVICE AGREEMENT**

- 17.1.1 At the time of recruitment in Universities and Colleges, a service agreement should be signed between the University/College and the teacher concerned and a copy of the same should be deposited with the Registrar/Principal.
- 17.1.2 The self-appraisal or any other performance report shall form a part of the service record.

## **18.0 CODE OF PROFESSIONAL ETHICS**

- 18.1.1 Each University should evolve its own professional ethics after full discussion in the academic bodies and associations and incorporate the same in its Acts, Ordinances and/or Statute, as the case may be, for strict observance by the academic faculty.

## **19.0 APPLICABILITY OF THE SCHEME**

- 19.1.1 This Scheme shall be applicable to teachers and other equivalent cadres of Library and Physical Education in all the Central Universities and Colleges there-under and the Institutions Deemed to be Universities whose maintenance expenditure is met by the UGC. The implementation of the revised scales shall be subject to the acceptance of all the conditions mentioned in this letter as well as Regulations to be framed by the UGC in this behalf. Universities implementing this Scheme shall be advised by the UGC to amend their relevant statutes and ordinances in line with the UGC Regulations within three months from the date of issue of this notification.
- 19.1.2 This scheme may be extended to universities, colleges and other higher educational institutions coming under the purview of State legislature, provided State Governments wish to adopt and implement the Scheme subject to adherence of the terms and conditions laid down in the MHRD notification provided as Appendix-I of this notification under section (P).
- 19.1.3 All other guidelines which are not covered in this notification on age of superannuation, family pension, other applicability etc. shall be as laid down in the MHRD notification provided as Appendix-I of this notification.

**APPENDIX-III.**

**Table I : Academic Performance Indicators (API) & Weightage Points(WP) required to develop Performance Appraisal Scoring System(PASS)**

S.No.	Quality Indicator	Faculties of Science/ Engineering/ Agriculture/Veterinary Science	Faculties of Arts/Humanities/ Social Sciences/Library/Physical education	Max. points for Univer- sity / college teacher position
<b>I</b>	<b>TEACHING&amp; CONTRIBUTION TO PROFESSIONAL RELATED ACTIVITIES</b>			
I(A)	TEACHING	Assessment of Teaching Performance by: <ul style="list-style-type: none"> <li>• Allocation of teaching classes and actual number of classes taught.</li> <li>• Allocation of contact hours for tutorials/seminars and actual time spent in them.</li> <li>• Familiarity with up to date teaching material.</li> <li>• Developing Innovative Teaching Methods /CDs/ ICT materials/Teaching-Learning modules for participatory process.</li> <li>• Developing new curricula and teaching new Courses.</li> <li>• Production of relevant teaching material including prescribable text books.</li> <li>• Examination/ evaluation methods, development and participation in external/internal examination work of the College/ University.</li> <li>• All the above to be assessed based on faculty attendance, self and Performance Appraisal Scoring System to be designed and conducted by the University/ College/Institution annually.</li> </ul>	Assessment of Teaching Performance by: <ul style="list-style-type: none"> <li>• Allocation of teaching classes and actual number of classes taught;</li> <li>• Allocation of contact hours for tutorials/ seminars and actual time spent in them.</li> <li>• Familiarity with up to date teaching material.</li> <li>• Developing Innovative Teaching Methods /CDs/ ICT materials/ Teaching-Learning modules for participatory process.</li> <li>• Developing new curricula and teaching new course.</li> <li>• Production of relevant teaching material including prescribable text books.</li> <li>• Examination/ evaluation methods, development and participation in external/internal examination work of the College/ University.</li> <li>• All the above to be assessed based on faculty attendance and Performance Appraisal Scoring System to be designed and conducted by the University/ College/Institution annually.</li> </ul>	150 points

I(B)	PROFESSION RELATED ACTIVITIES	Contribution to professional activity through: <ul style="list-style-type: none"> <li>• Institutional governance responsibilities;</li> <li>• Membership in Boards of Studies;</li> <li>• Nomination to Higher Education related committees;</li> <li>• Contribution to profession related activities in other higher education institutions;</li> <li>• All to be assessed as per evidences submitted to the Performance appraisal as in 1(a)</li> </ul>	Contribution to professional activity through: <ul style="list-style-type: none"> <li>• Institutional governance responsibilities;</li> <li>• Membership in Boards of Studies;</li> <li>• Nomination to Higher Education related committees;</li> <li>• Contribution to profession related activities in other higher education institutions;</li> <li>• All to be assessed as per evidences submitted to the Performance appraisal as in 1(a)</li> </ul>	50 points
<b>II</b>	<b>RESEARCH AND DEVELOPMENT RELATED ACTIVITIES:</b>			
II(a)	Research Publication (Journals)	<b>Refereed Journals</b> with impact factor 1.0 or above	<b>Refereed Journals</b> which are indexed as international publications	<b>10 points/ publication</b>
		<b>Refereed Journals</b> with impact factor less than one indexed	<b>Refereed Journals</b> which are not indexed	5 points / publication
		(a) National level research papers in <b>non-refereed journals but having ISBN/ISSN numbers.</b>  (b) Full papers in conference proceedings, etc. (Abstracts not to be included)	(a) National level research papers in <b>non-refereed Journals but having ISBN /ISSN numbers.</b>  (b) Full papers in Conference proceedings etc. (Abstracts not to be included)	(a) 3 points/ publication  (b) 2 points / publication
II(b)	Research Publications (books, chapters in books, other than refereed journal articles)	<b>Books Published by International Publishers</b>	<b>Books Published by International Publishers</b>	<b>20 points/sole author, and 10 points / edited chapter books.</b>
		Indian/National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Indian / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	10 points/sole author, and 5/ edited chapter books
		Other local publishers with ISBN/ISSN numbers	Other local publishers with ISBN/ISSN numbers	5 points/ sole author, and 2 points/edited chapter books
		Chapters contributed to edited volumes published by International Publishers	Chapters contributed to edited volumes published by International Publishers	5 points /Chapter
		Chapters in Indian/National level reputed publisher with ISBN/ISSN numbers	Chapters in Indian/National level reputed publisher with ISBN /ISSN numbers	3 points / Chapter

<b>II (C)</b>	<b>RESEARCH PROJECTS</b>			
<b>II (C) (i)</b>	Sponsored Projects carried out/ongoing through the institution	(a) Major Projects Amount mobilized with minimum of Rs.5 lac (b) Minor Projects	(a) Major Projects Amount (Rs.) mobilized with minimum of Rs.1 lac (b) Minor Projects	10 Points / each major project / 5 points for each minor project
<b>II (C)(ii)</b>	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.5.00 lac	Amount. mobilized with minimum of Rs.1 lac	10 points per every Rs.5.0 lac and Rs.1.0 lac, respectively
<b>II (C)(iii)</b>	Completed projects : Quality Evaluation	Completed project Report (Acceptance report “satisfactory” from funding agencies to be produced)	Completed project report (Acceptance report “satisfactory” from funding agencies to be produced)	20 points/each major project and 10 points / each minor project
<b>II (C)(iv)</b>	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Policy document of Govt. Bodies at Central and State level	25 points / each output or outcome
<b>II (D)</b>	<b>RESEARCH GUIDANCE</b>			
<b>II (D)(i)</b>	M.Phil.	Degree awarded only	Degree awarded only	3 points /each candidate
<b>II (D)(ii)</b>	Ph.D	Degree awarded /thesis submitted	Degree awarded /thesis submitted	10 points /each candidate
<b>II(E)</b>	<b>REFRESHER COURSE/CONFERENCE /SEMINAR/WORKSHOP PARTICIPATION &amp; ORGANIZATION</b>			
<b>II(E)(i)</b>	Orientation /Refresher Course /Research Methodology/ Workshops	Orientation / Refresher Courses organized by the Academic Staff College /Research Methodology course as Coordinator (not less than 21 days)/Workshops of not less than one week duration as Organizing Secretary.	Orientation/Refresher Courses organized by the Academic Staff College / Research methodology course as Coordinator (not less than 21 days)/Workshops of not less than one week duration as Organizing Secretary.	20 points
<b>II(E)(ii)</b>	Faculty participation in Conferences/ Seminars/Workshops etc.	Participation and Presentation of research papers in :	Participation and Presentation of research papers in :	Points /
		(a) International / foreign conference	(a) International / foreign conference	10 points/each
		(b) Indian/National Level Conference	(b) Indian/National Level Conference	5 points / each

		(c) Regional Conferences & others	(c) Regional Conferences & others	2 points / each
<b>II(E)(iii)</b>	Conferences /Seminars/Workshops /Symposia Organized	(a) International (b) National (c) Regional/Local (d) Endowment Lectures/Invited Lectures	(a) International (b) National (c) Regional/Local (d) Endowment Lectures/Invited Lectures	(a) 15 Points /each (b) 10 Points /each (c) 5 Points /each (d) 2 Points /each
<b>II (F)</b>	<b>AWARDS /HONOURS /RECOGNITIONS</b>			
		(a) International (b) National (c) State Level (d) Local	(a) International (b) National (c) State Level (d) Local	(a) 50 points /each (b) 25 points/each (c) 10 points/each (d) 5 points/each
<b>III</b>	<b>EXTENSION, CO-CURRICULAR WORK &amp; STUDENT MENTORING ACTIVITIES :</b>			
		i. Organization /active participation in students/ Staff related socio-cultural programs. ii. Community service and social orientation programs thro' NSS/ NCC/NGO/NSO etc. iii. Sports activities/ camps/tournaments/competitions. etc. iv. Library orientation /ICT usage promotion activities in libraries among students v. Institutional co-curricular/extra curricular activities. All to be supported by evidences for International /National/Regional/State Level Organization / Participation. To be assessed by Institutional Performance Appraisal Scheme as specified in I(a)	i. Organization /active participation in students/ staff related socio-cultural programs. ii. Community service and Social orientation programs thro' NSS /NCC/NGO/NSO etc. iii. Sports activities /camps/tournaments/competitions.etc. iv. Library orientation/ICT usage promotion activities in libraries among students v. Institutional co-curricular /extra curricular activities. All to be supported by evidences for International /National/Regional/State Level Organization / Participation. To be assessed by Institutional Performance Appraisal Scheme as specified in I(a)	200 points

- Note :
- (i) Performance appraisal scheme is to be developed by the Universities based on the criteria laid out in the guidelines in Table I of Appendix-III.
  - (ii) Universities should develop weightage formula to evaluate teaching/academic performance based on the weightages mentioned through their performance appraisal scheme in the form of a scoring system convertible into percentages out of the total credit points accrued for each cadre of teachers in University departments and colleges as per guidelines in Table II of Appendix-III.

- (iii) The points for joint publications except the first author must be equally divided among co-authors irrespective of the order in which the author names appear.
- (iv) Points for joint organization of conference/seminar/workshop except as organizing secretary must be equally divided among the organizing committee members.

**APPENDIX-III.Table: II**

**Minimum Academic Performance and Service Requirements for Direct Recruitment and CAS Promotion in Universities & Colleges.**

S.No.	Promotion of Teachers through CAS	Service (as prescribed by the MHRD Notification)	Academic Performance Requirements
			Universities & Colleges
1	Assistant Professor from AGP Rs.6000 to AGP Rs.7,000/equivalent cadres	Assistant Professor completed 4 years of service with Ph.D, 5 years of service who are with M.Phil/PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., and 6 years of service who are without Ph.D/M.Phil/ PG Degree in Professional Courses	(i) Minimum of 100 points in the Performance Appraisal Scoring System(PASS) of the concerned University developed on the basis of Table I of these guidelines on Academic Performance Indicators (API)and Weightage points (WP)  (ii) One orientation and one Refresher/ Research Methodology course of 2-3 weeks duration /workshops or training of one week duration for Ph.D degree holders
2	Assistant Professor from AGP Rs.7000 to AGP Rs.8000 /equivalent cadres	Assistant Professor with completed service of 5 years at AGP of Rs.7000	(i) A total minimum of 200 points during the service period in the Performance Appraisal Scoring System(PASS) of the concerned university based on the Table-I of these guidelines on Academic Performance Indicators (API)& weightage points(WP) of which 100 points should have been achieved during the assessment period  (ii) Additionally, two refresher courses /research methodology courses/ workshops or training of one week duration applicable to all candidates during the assessment period
3	Associate professor with AGP of Rs. 9,000 /equivalent cadres	Assistant Professors with 3 years of completed service in the AGP of Rs.8,000/- and having been awarded Ph.D. on the date of completion of 3 years service.	(i) A total minimum of 300 points during the service period in the Performance Appraisal Scoring System(PASS) of the concerned university based on the Table-I of these guideline on Academic Performance Indicators (API)& weightage points (WP)of which 100 points should have been achieved during the assessment period

			(ii) Additionally, two workshops/ training /Professional Development Programmes /Teaching-Learning – Evaluation Technology Programmes of 3 to 7 days duration during the assessment period and is applicable to all candidates
4	Professor with AGP of Rs. 10,000/ equivalent cadres.	Associate Professor with 3 years of completed service in the AGP of Rs. 9,000/-	(i) A total minimum of 400 points during the service period in the Performance Appraisal Scoring System (PASS) of the concerned university based on the Table-I of these guidelines on Academic Performance Indicators (API) & weightage points (WP) of which 100 points should have been achieved during the assessment period  (ii) Additionally, two curriculum Development Boards/Policy Planning committees/Professional Development Programmes/Teaching-Learning-Evaluation Technology Programmes during the assessment period and is applicable to all candidates
5	Professor with AGP of Rs. 12,000/-	Professor with 10 years of completed service	A total minimum of 600 points during the service period in the Performance Appraisal Scoring System (PASS) of the concerned university based on the Table-I of these guidelines on Academic Performance Indicators (API) & weightage points (WP) of which 100 points from publications out of an aggregate of 200 points should have been earned during the tenure of Professor. Additional credentials to be designed by the concerned universities based on Awards, Honors, Recognitions, etc. as are applicable to university departments only

Note: The academic performance criteria indicated above are the minimum requirements. Universities and Colleges under the Potential for Excellence category etc., can prescribe levels of these indicators over and above the minimum requirements to maintain high standard of teaching and research.

### APPENDIX-III .Table: III

**CRITERIA BASED ACADEMIC PERFORMANCE PERCENTAGE (%) WEIGHTAGE TABLE FOR DIRECT REQUIREMENT & CAS PROMOTIONS OF TEACHERS IN UNIVERSITY DEPARTMENTS AND COLLEGES TO BE WORKED OUT BASED ON “PASS METHODOLOGY” SPECIFIED IN TABLES I AND II. ENTRY LEVEL ASSISTANT PROFESSORS/EQUIVALENT CADRES IN UNIVERSITIES AND COLLEGES ARE EXCLUDED FOR WHICH SEPARATE QUALIFICATIONS ARE GIVEN IN THIS NOTIFICATION.**

Categories of Academic Performance Indicators	Minimum Percentage of Academic Performance Weightage (%) Requirement of the Academic Performance indicators*					
	University			College Teachers		
	Asstt. Prof.	Asso. Prof.	Prof.	Asstt. Prof.	Asso. Prof.	Prof.
Teaching and contribution to profession related activities (Category I of Table-I)	50	40	30	60	50	50
Research Publications, Research Projects, Research Guidance, conference/ Seminars/Training , Academic Honours / Awards (Categories II of Table -I)	30	45	60	15	25	30
Extension, Co-curricular & Student Mentoring activities (Category III of Table-I)	20	15	10	25	25	20

\* While the minimum percentage weightage requirement of Academic performance for each cadre of teaching positions in universities and colleges is given above, the overall criteria points to be secured by candidates in each cadre of posts as specified in Table II of the guidelines can be commuted from any category of Academic Performance Indicators given in Table-I .