ANNEXURE – I

REGULATIONS GOVERNING PROMOTION OF TEACHERS IN THE UNIVERSITY

Ref: UGC No. F.3-1/2009 dated 30 June, 2010, endorsed by ICAR vide F.No. 1 (01)/2009-Per-IV dated 02 August, 2010.

1. PROMOTIONS UNDER CAREER ADVANCEMENT SCHEME, 2006

1.1.1 Minimum requirements for promotions of teachers under Career Advancement Scheme, 2006

Sl. No.	Particulars	For promotions to			
		Assistant Professor (Pay band of ₹15600-39100 and AGP of ₹ 7000)	Assistant Professor (Pay band of ₹15600-39100 and AGP of ₹8000)	Associate Professor (Pay band of ₹37400-67000 and AGP of ₹9000)	Professor (Pay band of ₹37400-67000 and AGP of ₹10000)
1.	Service requirements	*Assistant Professor (Pay Band of ₹ 15600-39100 and AGP of ₹ 6000) completing Four years with Ph.D or Five years with M.Phil or Post Graduate Degree in professional courses or Six years without M.Phil or Ph.D or Master's Degree in the relevant professional courses	Assistant Professor (Pay band of ₹15600-39100 and AGP of ₹7000) completing Five years	Assistant Professor (Pay band of ₹15600-39100 and AGP of ₹8000) completing Three years	Associate Professor (Pay band of ₹37400-67000 and AGP of ₹9000) completing Three years
2.	Summer / Winter / refresher courses during assessment period	One of 10 days and above duration	One of 10 days and above duration	One of minimum one week duration	-

** - Amended vide Notification No. R/Rectt-IV/BOM-40/419/2017-18 dated 07.07.2017.*

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Sl. No.	Particulars	For promotions to			
		Assistant Professor (Pay band of ₹15600-39100 and AGP of ₹ 7000)	Assistant Professor (Pay band of ₹15600-39100 and AGP of ₹8000)	Associate Professor (Pay band of ₹37400-67000 and AGP of ₹9000)	Professor (Pay band of ₹37400-67000 and AGP of ₹10000)
3.	Publications in **NAAS** rated/ refereed journals	-	-	At least five publications in the entire service	A minimum of three publications after being placed in AGP of ₹9000. However, the publications after being placed in the Pay band of ₹15600-39100 and AGP of ₹8000 shall be considered for assessment.
4.	Committee for evaluation	Screening-cum-Evaluation Committee		Selection Committee	
5.	Minimum scores during the assessment period	60	65	70 (Inclusive of Interview marks)	70 (Inclusive of Interview marks)

1.1.2 Minimum requirements for promotion of Library Cadres under Career Advancement Scheme, 2006

SN	Particulars	For promotions to			
		Assistant Librarian (Pay band of ₹15600-39100 and AGP of ₹7000)	Assistant Librarian (Pay band of ₹15600-39100 and AGP of ₹8000)	Deputy Librarian (Pay band of ₹37400-67000 and AGP of ₹9000)	Librarian (Pay band of ₹37400-67000 and AGP of ₹10000)

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SN	Particulars	For promotions to			
		Assistant Librarian (Pay band of ₹15600-39100 and AGP of ₹7000)	Assistant Librarian (Pay band of ₹15600-39100 and AGP of ₹8000)	Deputy Librarian (Pay band of ₹37400-67000 and AGP of ₹9000)	Librarian (Pay band of ₹37400-67000 and AGP of ₹10000)
1.	Service requirements	Assistant Librarian (Pay band of ₹15600-39100 and AGP of ₹ 6000) completing Four years with Ph.D. or Five years with M.Phil or Six years without M.Phil. or Ph.D.	Assistant Librarian (Pay band of ₹15600-39100 and AGP of ₹ 7000) completing Five years	Assistant Librarian/ Deputy Librarian (Pay band of ₹15600-39100 and AGP of ₹ 8000) completing Three years	Deputy Librarian (Pay band of ₹37400- to 67000 and AGP of ₹9000) completing Three years
2.	Summer/ Winter / refresher courses during assessment period	One of 10 days and above duration	One of 10 days and above duration	One course of minimum one week duration.	-
3.	Publications in refereed journals	-	-	At least five publications in the entire service.	A minimum of three publications after being placed in AGP of ₹9000. However, the publications after being placed in the Pay band of ₹15600-39100 and AGP of ₹8000 shall be considered for assessment.
4.	Committee for evaluation	Screening-cum-Evaluation Committee		Selection Committee	
5.	Minimum scores during the assessment period	60	65	70 (Inclusive of Interview marks)	70 (Inclusive of Interview marks)

1.2.1 The overall promotion procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants

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based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, in prescribed score card.

1.2.2 (i) Evaluation of research publications shall be as per prescribed Score Card. Popular articles, if any, published by the candidates shall be considered only in the concerned discipline/assigned work. Appropriate weightage for such publications shall be given as per the score card.

(ii) At the time of assessing the quality of publications of the candidates during their promotions, the committee shall have to be provided with the publications, which could be considered by the committee constituted for the purpose.

1.2.3 The process of promotions should involve inviting the biodata with duly filled score card based template and reprints of requisite number of publications of candidates, wherever necessary.

The publications submitted by the candidate shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of promotion by the committee.

1.2.4 A teacher who wishes to be considered for promotion under CAS may submit in writing to the university on or after the date of eligibility, that he/she fulfils all qualifications under CAS and submit to the university the Score card based work done report, duly supported by all credentials. In order to avoid delays in holding Committee meetings in various positions under CAS, the University should immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. If a teacher submits the bio-data for assessment for promotion after the date of eligibility due to any reason, the date of eligibility for promotion will be the date of submission of bio-data for promotion. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in these Regulations, as on 24 March, 2010 and till the date on which this Regulation is notified, can be considered for promotion from the date, on or after 24 March 2010, on which they fulfill these eligibility conditions, provided as mentioned above.

1.2.5 A teacher shall have earned annual increments regularly during the assessment period for CAS promotions.

1.2.6 Candidates who do not fulfill the minimum score requirement under the Score card based system will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.

1.2.7 CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a "Screening cum Evaluation Committee" adhering to the Score Card system.

1.2.8 The "Screening cum Evaluation Committee" for CAS promotion of Assistant Professors from AGP of ` 6000 to ` 7000 and from ` 7000 to ` 8000 shall consist of:

a. The Vice Chancellor as the Chairperson;
b. One of the Directors / Deans;
c. The concerned University Head of the Department; and

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d. One subject expert in the concerned subject nominated by the Vice-Chancellor.

The quorum for the committee meeting shall be three including the subject expert and the Chairperson.

1.2.9 The Screening cum Evaluation Committee on verification / evaluation of score secured by the candidate through Score card system shall recommend to the Board of Management about the suitability for the promotion of the candidate(s) under CAS for implementation.

1.2.10 The composition of the Selection Committee for promotion from AGP of ` 8000 to `9000 and from ` 9000 to `10000 shall be similar to that for direct recruitments (as in 2.2 above).

1.2.11 All the procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with scores obtained and recommendation made on the basis of merit and duly signed by all members of the committee in the minutes.

1.2.12 CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.

1.2.13 The incumbent teacher must be on roll and active service of the University on the date of consideration by the Committee for CAS Promotion.

1.2.14 (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.

(b) If, however, the candidate finds that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.

(c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

1.3 Ten percent of the sanctioned positions of Professors in the university may be upgraded to the new HAG scale of `67,000 (annual increment @ 3%) - `79,000/- with no grade pay and persons with a minimum of ten years of teaching/research/ extension experience as Professor either in the pre-revised scale of Professor's pay or the revised scale pay will be eligible for promotion to the higher grade of Professorship on satisfying the required minimum scores, assessed by a duly constituted Expert committee, and such teachers promoted to the higher grade shall continue to be designated as Professor (HAG). As this elevation to HAG scale for Professor is applicable to only university departments, additional credentials are to be evidenced by:

(a) Post-doctoral research outputs of high standard;

(b) Awards / honours /and recognitions;

(c) Additional research degrees like D.Sc., D.Litt., LID, etc.; patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology.

The selection is to be conducted by the university by receiving duly filled-in proforma from eligible professors based on seniority, three times in number of the available

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vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert Committee evaluation of all credentials submitted. The Expert Committee shall comprise three persons of eminence in the concerned subjects who either are serving or retired and of the rank not below Deans/Directors/Vice-Chancellors or equivalent cadres. All the Experts of the Committee shall explicitly mention in their recommendation whether the candidate is eligible for placing in the new HAG scale (₹67000-79000 without any AGP). The names of all the recommended candidates will be pooled at the University level and based on seniority and the availability of the number of posts, the University shall place the candidates in the new HAG scale (₹67000-79000 without any AGP). The candidates whose names have been recommended for placement in the new HAG scale (₹67000-79000 without any AGP), but not considered for want of vacancies, shall be kept in reserve for a further period of three years and shall be placed in the new HAG scale (₹67000-7900 without any AGP) as and when vacancies arise. If any candidate is not recommended by the Committee for placement in the new HAG scale (₹67000-7 0 without any AGP), he/she may apply once again after a gap of three years. No separate interview need to be conducted for this category.

1.4 The PPMC shall act as Internal Quality Assurance Cell (IQAC) in the University with Vice Chancellor as chairperson. The IQAC shall act as the documentation and record-keeping Cell for the university.

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