

<b>6.3.1</b>  <b>QM</b>	<b><i>The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff</i></b> Write description in a maximum of 500 words <b>File Description</b> <ul style="list-style-type: none"> <li>• Provide the link for additional information</li> <li>• Upload any additional information</li> </ul>	<b>4</b>
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## TEXT

1. TERI SAS invests in its employees to ensure employee satisfaction which involves taking measures to encourage staff to stay with the institution. Efforts are made to provision such services and amenities which could enhance self-esteem and create employee friendly atmosphere while facilitating comfort and improvement of employees. The TERI SAS Crèche mostly caters to the children of employees and is used by many of them ([Annexure 6.3.1.I](#)). Besides this, employees participate in institutional retreats which provide avenues to refurbish and rejoice as games and other amusement exercises in addition to team building exercises are conducted during these gatherings ([link](#)). A medical inspection room exists in the campus where physician is available on certain days of the week for consultation. It has facilities to allow provision of basic first-aid care as well as treatments such as minor cuts, scratches, bruising and minor bodily injury. The University also conducts health camps for extensive health check-up of employees. Other welfare measures include safe hygienic drinking water, facilities for sitting, clean latrines and urinals, canteen facilities so as to provide hygienic and nutritious food to the employees, proper and sufficient lights so that they can work safely during the night, changing rooms are provided for outsourced employees to change their cloth (evidence provided in Criterion 7). A flexitime policy has been introduced to provide opportunity to faculty to work with flexible working schedules ([Annexure 6.3.1.J](#)).

2. Online faculty appraisal system is available at <https://app.terisas.ac.in/>. [Annexure 6.3.1.A](#) includes some screenshots from the portal through which faculty members submit information and downloads the report to be submitted to the Registrar. The form has three sections: (a) Annual Performance Appraisal Report (APAR); (b) Additional Information (format in [Annexure 6.3.1.B](#)); (c) Self assessment and way forward (format in [Annexure 6.3.1.C](#)). The forms are evaluated by the Office of the Registrar, and then placed before the Head for comments and observations, if any. Afterwards, a committee of Deans meet each faculty and Head. Vice Chancellor meets the Deans at the end. As per the relevant UGC regulation, Head of Department/Centre, Deans and Vice Chancellor grade each faculty on a three point scale. Records are maintained by the Registrar's Office.

3. APAR follows the adoption of Policy on Direct Recruitment & Promotion of Faculty of TERI SAS by BoM in its 35th meeting ([link](#) to Minutes; item no 3; enclosure 6B). Parts (b) and (c) follows from the meetings involving the then (acting) Vice Chancellor, Deans, IQAC Coordinator and Registrar keeping in mind the requirements of internal appraisal requirements. This new system is in place from AY 2019-20. The earlier format is enclosed as [Annexure 6.3.1.D](#) for reference used since inception. Appraisal Forms submitted earlier have been considered to be equivalent to the APAR for the purposes of promotion under Career Advanced Scheme of TERI SAS 2020.

4. [Annexure 6.3.1.E](#) includes the communication from the Registrar on the implementation of the Policy on Direct Recruitment & Promotion of Faculty of TERI SAS approved by BoM in its 35th meeting held on 29 July 2020 (item no 3; [link](#) to Minutes) replacing earlier policy of redesignation approved in its ninth meeting held on 10 January 2007 ([link](#) to Minutes). [Annexure 6.3.1.F](#) includes the regulation.

5. [Annexure 6.3.1.G](#) includes the Chapter from the Compendium of Rules ([link](#)) listing the Welfare Measures. They include: House Rent Allowance, Conveyance Allowance, Provident Fund, Gratuity, Health Insurance Cover, and Extra time allowance.

(a) BoM in its approved the creation of 'TERI School of Advanced Studies Gratuity Fund ' ([link](#) to Minutes; resolution no TS/BM/29.7.1)

(b) [Annexure 6.3.1.H](#) includes some of the salient features of mediclaim and health benefits offered to employees through third party.

### 6.3.1.A

← → ↻ <https://app.terisas.ac.in/Default.aspx?refno=aHR0cHM6Ly9hcHAudGVyaXNhcY5hYy5pbi8%3d-u3lcZ8ejwPk%3d> ☆

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**Faculty Appraisal System**

Home Self Evaluation Archive Self Evaluation (2019-2020) Change Password | Logout Welcome - Dr Nandan Nawn

General Information  
Teaching  
Research  
Research Guidance  
Publication  
Professional development  
Institutional Development  
Annual Summary and Goals

VC REGISTRAR DEAN HEAD OF DEPARTMENT FACULTY

← → ↻ <https://app.terisas.ac.in/appraisalstructure.aspx?formtype=a> ☆

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### Annual Performance Assessment

Annual Performance Assessment Additional Information Self assessment and way forward 2019-2020

Note 1: The individual Annual Performance Assessment Reports proforma duly filled along with all enclosures, submitted for CAS promotions will be verified as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.

Note 2: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Paternity Leave, Study Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution

Note: 3. The report should be submitted at the end of every academic year, within the stipulated time (ordinarily July 15 of the following Academic Year). The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HoD/Centre. The submission should be through the Head of the Department (HoD)/Centre.

#### 1. Teaching Activity:


S.No.	Course code, Course Title, Semester	*Mode of teaching	Course Credit (in case of joint course portion taken by you)	Number of students	Your role (course coordinator, instructor)#	No. of classes allotted to you against the course (L+T+P)	No. of classes taken by you	% classes taken	Avg of student feedback scores
1	MPE 176.	L	4	27	na	56	56	100	
2	MPE 153,	L	4	27	na	56	56	100	
3	MPE 185	L	4	27	na	56	56	100	8.6

### 6.3.1.2

### 6.3.1.A

← → ↻ https://app.terisas.ac.in/appraisalstructure.aspx?formtype=c

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 **Faculty Appraisal System**

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### Self assessment and way forward

**Annual Performance Assessment** **Additional Information** **Self assessment and way forward** 2019-2020

1. How did you use your research in teaching? You may mention pedagogic innovations/ experiments in teaching as well.

Research in the course of the paper in PNAS that connected Biodiversity and Human Well-being was helpful in providing illustrations in course on Environment and Economic Development and also in Natural Resource Economics.

2. Are you satisfied with the research and advancement of knowledge that you are engaged in. Give reasons.

Not really, Responsibilities vis-a-vis IQAC, in particular to set many systems in place at TERI SAS took much of my time. Similarly non-submission of past AQARs on time led to spending considerable time in unearthing past data. I wish to resign from all academic responsibilities

3. What was your contribution to the student experience at the University ?

I have mentored several students, both in official and unofficial capacity. As IQAC coordinator I have engaged students to capture feedback from them on online teaching during April and May 2020.

### 6.3.1.3

### Part B: Additional Information

(Note: Enclose all relevant documents in sequence).

**1. Additional skills and knowledge acquired during the year under review through participation in Professional courses, training workshops, Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes etc.** [add participation certificate as evidence]

Details of the professional development programme (Title, organiser, etc)	Date and Duration (from – to)
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**2. Educational qualifications acquired during the year under review** [add evidence, if any]

**3. Proposal submitted for Research/ MDP/ Consultancy/Training/Capacity Building:**

Title	Sponsoring agency	Budget Amount	Duration of project	Latest status (Accepted / Rejected/ Awaited)

Note: Add latest communication as evidence.

**4. Your contribution to the research other than sponsored works** (your own research/ research but not connected with projects) **and how has it contributed to the Department/Centre and University**

#### 5. Research output

##### A. Papers (Journal)

S. No.	Title of Research Paper(s)/ Articles,	Name of Journal	Month & year of publication, volume no., page nos & DOI (if available).	ISSN	Whether UGC_CARE List (Yes/No)	* Impact Factor if any	No. of co-authors	Whether main/first/ corresponding author?

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

##### B. (a) (i) Book authored

S. No.	Book Title with page Nos. and date of publication	Name of the Publisher	Whether National/ International Publisher	ISBN	No. of co-authors	Whether you are the /first/ corresponding author?

##### B. (a) (ii) Chapters published in Books / Edited Books/ Full paper in Conference Proceedings

S. No.	Title with page Nos. and year of publication	Book/ Title editor & publisher	Whether National/ International Publisher	ISBN	No. of co-authors	Whether you are the /first/ corresponding author?

##### B. (a) (iii) Editor of Book

S. No.	Title with page No and year of publication	Name of Publisher	Whether National/ International Publisher	ISBN	No. of co-editors	Whether you are the /first/ corresponding author?

##### B. (b) Translation works in Indian and Foreign Languages by qualified faculties

S. No.	Title with page No and date of publication	Types of Translation Indian/ Foreign Languages	Publisher & ISSN/ ISBN No	Book/ Chapter/ Research Paper	No. of co-Translator	Whether you are the /first/ corresponding author?

### 6.3.1.B

#### B. (c) Other publications such as Op-Eds, working paper, discussion paper, policy brief, newspaper article, blogs, and other such

S. No.	Title with page No and date of publication	Type of publication	Publisher & ISSN/ ISBN No, if any	Link/URL	Remarks, if any

#### C. (a) Creation of (i) ICT mediated Teaching Learning pedagogy and (ii) content and development of new and innovative courses and curricula

S. No.	Title of Development of Innovative pedagogy	Short Description/ Contribution	Type of Pedagogy/Modules/ E-content/ uploaded link	Level UG/PG	No. of Quadrants	Approval of competent authority (if any)

#### C. (b) Design of new curricula and courses

S. No.	Title of curricula and course	Level UG/PG	No. of Units/ course	Approval of competent authority (if any)

#### C. (c) MOOCs

S. No.	MOOCs (Development of complete MOOCs, MOOCs module/lecture, Content writer/subject matter expert, Course Coordinator for MOOCs)	Short Description/ Contribution	Level of contribution (Content writer/ subject matter expert)	No. of Quadrants	No. of Module/ lecture

#### C. (d) E-Content

S. No.	Title of E-content	Level of contribution UG/PG	No. of Quadrants	Level of contribution (Editor of e-content for complete course/paper/e-book)	No. of Module

#### D. Patent

S. No.	Title	National / International	Date of Filing	Status: Published/ Granted as on date	Patent file No.

#### E Policy Documents

S. No.	Title	Date of Submission/ approval	Policy documents prepared for International bodies like IMF/ UNO/ UNESCO/World Bank etc. Central/State Govt. Bodies (name of the bodies)	Nature of Association	International/ National/ State

#### 6. Awards/ Fellowships

S. No.	Title of the Fellowships/Awards	Date of award	Awarding Agency	Whether International/ National

#### 7.A. Invited Lectures/ Resource Person

### 6.3.1.B

S. No.	Title of Lecture and with date	Title of Academic Session, if any,	Agency/ Organiser	Whether International (Abroad) / International (within country)/ National/ State/ University level

#### 7.B. Paper presentation in Seminars/ Conferences/Workshops

S. No.	Title of Paper with date	Title of Academic Session and name of Conference	Agency/ Organiser	Whether International (Abroad) / International (within country)/ National/ State/ University level

#### 8. Supervision of Master's Thesis, Major Research Project, LL.M. Dissertation

S. no	Title of thesis /project/ dissertation	Name of Student	Programme	Name of Co-supervisor (if any)	Name of Organization/Company of co-supervisor, if any	Publications with student if any

#### 9. Other engagements with students

##### A. PhD level (member of SRC/RAC)

Name of student	Department	Any other comment

##### B. PG level (mentorship)

Name of student	Programme and semester	Mentor since (date)	Any other comment such as engaging student in a sponsored project with stipend, scholarship, etc

**9. Roles and responsibilities outside TERI SAS** (such as Editor or Reviewer of a journal; member of Advisory Board of a Journal, Research Committees, Board of Studies, Academic Councils, Executive Councils, Board of Studies, Selection Committee and other such).

**10. Membership of Professional Organisations and roles, if any.** (such as President of an academic society)

**11. Collaboration/network established or engaged with both within the country/outside the country** (some evidence may be cited such as joint papers, MoU, joint proposal, joint discussion, Collaborative project proposals under development/ developed/ submitted etc, Collaborative projects executed)

**12. Examiner/evaluator** of Masters, MPhil and Doctoral thesis/dissertation (outside TERI SAS).

### **Part C: Self assessment and way forward**

1. How did you use your research in teaching? You may mention pedagogic innovations/ experiments in teaching as well.
2. Are you satisfied with the research and advancement of knowledge that you are engaged in. Give reasons.
3. What was your contribution to the student experience at the University ?
4. How have you contributed in institutional development including team work and taking leadership roles?
5. Professional Goals for the Next Year
  - A. Teaching
  - B. Research
  - C. Institutional Development
  - D. Dissemination (including publications) and Engagements (including outreach)
6. Additional comments

6.3.1.D			Year
General Information			
Name		Employee Code	
Department		Date of Joining	
Present Designation		Previous Designation	
Date of Last Promotion			
Additional skills acquired during the year under review			
Educational qualifications acquired during the year under review:			
Period of absence from duty (No. of days):			
	Training:	Professional Course:	
Training programmes attended: Professional/academic courses attended			
HRD			

Assigned Courses						
Semester(July – December) and Semester(January – May)						
Course No	Course Name	Course Credit	No of Students	Contact hours taken by you	AVG of student feedback	REMARKS**(Also mention no. of hrs. taken by others/GF)
Course Coordinated						
Course No	Course Name	Semester	Course Credit	Remarks		
				6.3.1.8		



Other curriculum-related tasks: (Such as course development, infrastructure development, pedagogy tools development etc.)

6.3.1.D

Research

Research proposals

Proposal Title	Sponsor	Budget Amount	Duration of project	Acceptance(Yes/No/Awaited)

Projects Sponsored research projects you were associated with:

Project code	Project Title	Project Start Date	Project End Date	Nature of project Research /consultancy /MDP /Workshop	Name of PI	Actual Man Days	Total Budget (Net after GST) (currency)	Amount received during FY	Total expenses during FY	Value of Capital Assets budgeted for University

Details of your contribution above mentioned projects

Project Title	Project code	Name of PI	Remarks(related to the conceptualization, implementation contributions and constraints etc.)

Others(this would include your own research/ research not leading to projects):

Title	Description	Contribution to the department/University

Research Guidance

Doctoral level

Title of thesis/project	Name of Student	Year of registration	Name of Co-supervisor(if any)	Publications	Examiner Remarks (Approved)	Remarks
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[illegible]

## Master level

## Others

Guidance Level	Title of thesis/project	Name of Student	Name of Organization/Company/Institution	Remarks

Publications (List out articles published/edited)	
Peer-reviewed journals/ books: Give full reference with DOI & highlight corresponding Author	
Publication Details	
	6.3.1.10

[illegible]

Indicate administrative positions held (eg. Dean, HoD, Programme Coordinator, IQAC, CoE etc.):

Position	From Date	To Date	Achievements	Suggestion

### Short courses/ Training programmes/ Workshops / Extension activities

Name of the Programme	From Date	To Date	Programme Coordinator
6.3.1.D			

Other Work done at TERI / TERI SAS

*Institutional Development*

Committees

Advising

Outreach and Engagement, Professional, Consulting, Other

Annual Summary

How successful were you in connecting ideas and synthesizing them across discipline boundaries in imparting courses?

How did you use your research in teaching?

Are you satisfied with the research and advancement of knowledge that you are engaged in. Why ?

What was your contribution to the student experience at the University ?

How did you mentor your students?

Professional Goals for the Next Year

Teaching

Research

Institutional Development


**6.3.1.E****Career Advancement Scheme**

Kamal Sharma <kamals@terisas.ac.in>

Mon 14-12-2020 13:33

**To:** Faculty <faculty@terisas.ac.in>

**Cc:** Manipadma Datta <manipadma.datta@terisas.ac.in>; Arun Kansal <akansal@terisas.ac.in>; Shaleen Singhal <shaleen.singhal@terisas.ac.in>

 2 attachments (477 KB)

Application format.docx; Faculty Recruitment Policy ver 261020\_final.doc;

Dear All,

The Board of Management of TERI SAS in its Thirty Fifth meeting held on 29 July 2020 has approved the Policy on Direct Recruitment & Promotion of Faculty of TERI SAS. The application format as approved, is also attached for your kind perusal.

Kamal Sharma

## TERI SCHOOL OF ADVANCED STUDIES

### REGULATION ON DIRECT RECRUITMENT AND CAREER ADVANCEMENT SCHEME FOR TEACHERS -- MINIMUM QUALIFICATIONS THEREOF AND PROCESSES TO BE FOLLOWED

1. **COVERAGE:** These Regulations shall be applicable to all teachers in employment of TERI SAS and applicants to a faculty position at TERI SAS.

#### 1.0 Direct Recruitment and Qualifications

- 1.0.1. The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor shall be on the basis of merit through an advertisement, followed by selection by a duly-constituted Selection Committee.
- 1.0.2. The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, has been specified in this policy.

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

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

##### **A.**

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

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions :-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Dean (Academic) of the University.

Note: NET/SLET/SET shall also not be required for such master's Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

**B.**

The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:

- (i) Quacquarelli Symonds (QS)
- (ii) the Times Higher Education (THE) or
- (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: The Academic score as specified in **Appendix I**, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

**II. Associate Professor:**

**Eligibility:**

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the UGC CARE List journals and a total research score of Seventy five (75) as per the criteria given in **Appendix II, Table 2**.

**III. Professor:**

**Eligibility (A or B):**

**A.**

- i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the UGC CARE List journals and a total research score of 120 as per the criteria given in **Appendix II, Table 2**.
- ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

**B.**

An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made

significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

#### **IV. Senior Professor in Universities**

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

##### **Eligibility:**

- i) An eminent scholar with good track record of high-quality research publications in UGC CARE listed journals, significant research contribution to the discipline, and engaged in research supervision.
- ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years' experience.
- iv) The selection shall be based on ten best publications in the UGC CARE -listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

## **2.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURE:**

### **2.1 Selection Committee Composition**

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

- (a) The Selection Committee for the post of Assistant Professor shall consist of the following persons:
  - i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
  - ii) An academician not below the rank of Professor to be nominated by the Chancellor.
  - iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the Academic Council
  - iv) Deans
  - v) Head of the Department/Centre concerned
  - vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category(one level above the cadre level of applicant).
- (b) Four members, including two outside subject experts, shall constitute the quorum.

#### **II. Associate Professor**

- (a) The Selection Committee for the post of Associate Professor shall have the following composition:
  - i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
  - ii) An academician not below the rank of Professor to be nominated by the Chancellor.
  - iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the Academic Council.



- iv) Deans
  - v) Head of the Department/Centre concerned
  - vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category(one level above the cadre level of applicant).
- (b) At least four members, including two outside subject experts, shall constitute the quorum.

### **III. Professor**

- (a) The Selection Committee for the post of Professor in the University shall consist of the following persons:
- i) Vice-Chancellor who shall be the Chairperson of the Committee.
  - ii) An academician not below the rank of Professor to be nominated by the /Chancellor, wherever applicable.
  - iii) Three experts in the subject/field concerned to be nominated by the Vice- Chancellor out of the panel of names approved by the Academic Council.
  - iv) Deans
  - v) Head of the Department/Centre concerned
  - vi) An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice- Chancellor, if any of the above members of the selection committee does not belong to that category(one level above the cadre level of applicant).
- (b) At least four members, including two outside subject experts, shall constitute the quorum.

### **IV. Senior Professor**

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

## **3.0 THE “SCREENING-CUM-EVALUATION COMMITTEE” FOR CAS PROMOTION OF ASSISTANT PROFESSORS FROM ONE LEVEL TO THE OTHER HIGHER LEVEL**

3.1.The Committee shall consist of the following members:

- i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii) The Deans
- iii) The Head of the Department/Centre concerned and
- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts approved by the Academic Council.

Note: The quorum for these committees in all categories shall be three which will include one subject expert/ university nominee.

3.2. The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma in Appendix II Table 2 of this Regulation, and as per the minimum requirement specified shall recommend to the Board of Management about the suitability for the promotion of the candidate(s) under CAS for implementation.

3.3. The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

3.4. For all Selection Committees specified in these Regulations, Head of Department/Centre should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

#### **4.0. SELECTION PROCEDURE:**

I. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1 and 2.

In order to make the system more credible, Selection Committee may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage.

II. The process of selection of a Professor be based on the Assessment Criteria and Methodology guidelines set out in these Regulations in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

*Provided* that the publications submitted by the candidate shall have been published during the qualifying period.

*Provided* further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

A. The Assessment of the performance of teachers for the CAS promotion is based on the following criteria:

- i. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to

support the university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule announced by the institution at the beginning of each Academic Session and returning and discussing the answers to the class.

ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

iii. **Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.**

#### **B. Assessment Process**

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

**Step 1:** The teachers shall submit to university an annual self-appraisal report in the prescribed Proforma (based on Table 1, Appendix II). The report should be submitted at the end of every academic year, by 31st July of every year. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/C (for other teachers in the department), Deans (for all HoD and Centres) and Vice Chancellor (for Deans) as the case be.

**Step: 2:** After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS (based on Table 3, Appendix I).

**Step 3:** A CAS Promotion shall be granted as mentioned in the relevant clauses of these Regulations.

### **5.0. ASSESSMENT CRITERIA AND METHODOLOGY:**

5.1. The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations.

I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the Dean(Academic), within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit Assessment Criteria and Methodology Proforma supported by all credentials. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the Dean (Academic) will forward the applications to Registrar Office requesting to shall initiate the process of screening/selection, and complete the process within six months from the date of receipt of application.

II. The Selection Committee specifications as contained in Clause 2 above shall be applicable to (a) all direct recruitments of faculty positions and equivalent cadres and (b) Career

Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor and for equivalent cadres.

III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a “Screening-cum-Evaluation Committee”, following the criteria laid down in clause 6 of this regulation.

IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University on the date of consideration by the Selection Committee.

VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

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

ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1 and 2 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.

iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

VII. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31<sup>st</sup> December, 2020.

VIII. Till implementation of new annual performance assessment report process, the performance in the existing assessment process shall be considered. Where required the past assessments will be interpreted by a committee consisting of all the Deans to assign a ‘grade’ (for eg. satisfactory, good, excellent etc.).

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

A. The entry-level Assistant Professors (Level 1) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 2 and Level 3), provided they are assessed to fulfill the eligibility and performance criteria as laid down in relevant clauses of these Regulations.

## **B. Career Advancement Scheme (CAS) for teachers**

### **I. Assistant Professor (Level 1) to Assistant Professor (Level 2) Eligibility:**

- i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./PG Degree in a Professional course and satisfies the following conditions:
- ii) Attended one Orientation course of 21 days duration on teaching methodology;
- iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e- certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- iv) Published one research publication in the UGC CARE List journals during assessment period.

### **CAS Promotion Criteria :**

#### **A teacher shall be promoted if;**

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
- ii) The promotion is recommended by the screening-cum evaluation committee.

### **II. Assistant Professor (Level 2) to Assistant Professor (Level 3)**

#### **Eligibility:**

#### **A or B**

#### **A.**

- i) Assistant Professors who has completed five years of service in Level 2.
- ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii) Has done any two of the following in the last five years of Level 2: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- iv) Published three research papers in the UGC CARE List journals during assessment period

OR

#### **B**

- v) Assistant Professors who has completed nine years of service at any level
- vi) A Ph.D. Degree in the subject relevant/allied/relevant discipline
- vii) Has done any three of the following: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-

gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

viii) Published four research papers in the UGC CARE List journals during assessment period.

### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

### **III. Assistant Professor (Level 3) to Associate Professor**

#### **A or B**

#### **A**

- 1) Assistant Professor who has completed three years of service in Level 3.
- 2) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- 4) A minimum of seven publications in the UGC CARE List journals out of which three research papers should have been published during the assessment period.
- 5) Evidence of having guided at least one Ph.D. candidate.

OR

#### **B**

- 6) Assistant Professors who has completed twelve years of service at any level.
- 7) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- 8) Has done any four of the following: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a



MOOCs course during the period of assessment.

9) A minimum of seven publications in the UGC CARE List journals.

10) Evidence of having guided at least one Ph.D. candidate.

#### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

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

##### **Eligibility:**

- 1) A teacher who has completed three years of service as an Associate Professor.
- 2) A Ph.D. degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the UGC CARE List journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided at least one doctoral candidate.
- 5) A minimum of 110 Research Score as per Appendix II, Table 2.

#### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

#### **V. Professor to Senior Professor**

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject - experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

##### **Eligibility:**

- i) Ten years' experience as a Professor.
- ii) A minimum of ten publications in the UGC CARE List journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

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

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other

scientific/ professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
  - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
  - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
  - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

## **8.0 PERIOD OF PROBATION AND CONFIRMATION**

1. The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
2. The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
3. it is obligatory on the part of the university to intimate the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
4. The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time.



**APPENDIX I****Table 1: Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities**

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07		55% to less than 60% = 05	
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

**#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.**

Note:

(A)

- (i) M.Phil + Ph.D                      Maximum - 30 Marks
- (ii) JRF/NET/SET                      Maximum - 07 Marks
- (iii) In awards category              Maximum - 03 Marks

(B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C)

- Academic Score                      - 80
- Research Publications              - 10
- Teaching Experience                - 10

**6.3.1.F**

- (D)  $\text{Total} - \underline{100}$   
Score shall be valid for appointment in respective State SLET/SET  
Universities/Colleges/Institutions only

**Appendix II****Table: 1. ANNUAL PERFORMANCE ASSESSMENT REPORT**

To be filled for each year during assessment period

Annual period: 1 July ..... (year).to 30 June ..... (year)

[Note: the starting date is by default 1 July of the relevant academic year, except in the case of joining after this date]

Name :	
Department/Centre :	
Designation (&Level, if applicable) :	
Employee ID :	

**1. 1. Teaching Activity:**

S. No	Course code, Course Title, Semester	*Mode of teaching	Course Credit (in case of joint course portion taken by you)	Number of students	Your role (course coordinator, t instructor)#	No. of classes allotted to you against the course (L+T+P)	No. of classes taken by you	% classes taken	Avg of student feedback scores
1.									
2									
Total									
	Grading by:	Grade							
	HoD/C								
	Dean								
	Vice Chancellor								

Grading Criteria on the basis of Number of classes taught/total classes assigned) x 100%:

Good : 80 % &amp; above,

Satisfactory : Below 80 % but 70 % &amp; above,

Not Satisfactory: Less than 70 %

Note 1: \* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Field (F), Contact Hours (C), Lab (LB); also mention if it was taught jointly (only).

Note 2: Enclose all relevant documents in sequence, including (mid-semester and end-semester) feedback from students, attendance records and marksheet, all self attested. This is applicable for individually or jointly taught courses.

Note 3: # This is applicable for courses involving guest faculty, and those without classroom based teaching such as Minor Project, Major Project, Master's Thesis, Dissertation, etc.

Note 4: ^ This is applicable in case the faculty concerned was teaching in more than one programme.

Note 5: Not applicable for course where you were coordinator

2. Involvement in the administrative, examination related, students related and research related activities:

S. No	Nature of Activity	Duration		Nature of evidence (Office Order, Minutes of Meetings, Reports, Communication, Poster, etc.)	Serial no of evidence
		From (date)	To (date)		
a.	Administrative responsibilities such as Head/ Chairperson/ Dean/ Director/ Co-ordinator Convenor/ Warden/ Member of Administrative Committees (@) etc. (list activities below)				
b.	Examination, invigilation and evaluation duties assigned by the university. (list activities below)				
c.	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (list activities below)				
d.	Organising seminars/ conferences/ workshops/ audits/ extension/ outreach activities, and other such university activities. (list activities below)				
	Name of the Programme	noitaruD	elor ruoY		
e.	Evidence of active involvement with Ph. D. students, as a supervisor (list activities below)				
	Title of thesis	Name of Student	Year of registration	Name of Co-supervisor (if any)	Publications with student if any
f.	Conducting research projects sponsored by national or international agencies indicating				

### 6.3.1.F

	your role (PI, co-PI, researcher, and other such) and works carried out.(list your role and activities below, including your role as PI, Co-PI, team members)							
	Project code, title and your role	tcejorP noitarud	Nature of project/ Research /consulta ncy /MDP /Worksho p	Time spent (hrs in AY)	Amount received during AY (provided by A/c)			
G	No. of single or joint publication in journals listed by UGC_CARE (or Scopus or Web of Science).							
	Grading by:	Grade						
	HoD/C							
	Dean							
	Vice Chancellor							
	<u>Grading Criteria:</u> Good : Involved in at least 3 activities. Satisfactory : 1-2 activities. Not-Satisfactory : Not involved/undertaken any of the activities. Note: Number of activities can be within or across the broad categories of activities.							
Note 1: @ This will include all committees, cells, and other such, be it statutory or otherwise; permanent or temporary. Note 2: Enclose all relevant documents in sequence, all self certified) Note 3: At least one publication in the UGC_CARE list of journals ((plus Scopus and Web of Science).								

3. Orientation course/Refresher Courses/Research Methodology/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme.

S. No.	Programme name and type	Duration with date	Organized by

Note: this includes all professional and academic courses. Self attested evidence is to be provided

I certify that the information provided above is correct as per records available with the university and/or documents enclosed along with the duly filled in the annual performance assessment report proforma.

Date:  
member

Signature of faculty

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Signature of HoD/ Centre

Date:

Note 1: The individual Annual Performance Assessment Reports proforma duly filled along with all enclosures, submitted for CAS promotions will be verified as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.

Note:2. For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Paternity Leave, Study Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution

Note: 3. The report should be submitted at the end of every academic year, within the stipulated time (July 15 of the following Academic Year). The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HoD/Centre. The submission should be through the Head of the Department (HoD)/Centre.

**Table: 2. ACADEMIC/RESEARCH SCORE**

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

Name :	
Department/Centre :	
Designation (&Level, if applicable) :	
Employee ID :	

### 1. Research Papers (Journal)

S. No.	Title of Research Paper(s)/ Articles,	Name of Journal	Month & year of publication, volume, no.& page nos.	IS SN	Whether UGC_CARE List	* Impact Factor or if any	No. of co-authors	Whether main Author?	Journal listed in UGC list or not?	Research Score
UGC_CARE List Journals (* Impact factor to be determined as per Thomson Reuters list). (Note: Enclose all relevant documents in sequence).										

### 2. (a) (i) Book authored

S. No.	Book Title with page Nos. and date of publication	Name of the Publisher	Whether National/ International Publisher	ISBN	No. of co-authors	Whether you are the main author	Research Score
(Note: Enclose all relevant documents in sequence)							

### 2. (a) (ii) Chapters published in Books / Edited Books

S. No.	Title with page Nos. and year of publication	Book/ Title editor & publisher	Whether National/ International Publisher	ISBN	No. of co-authors	Whether you are the main author	Research Score

### 6.3.1.F

(Note: Enclose all relevant documents in sequence)							

#### 2. (a) (iii) Editor of Book

S. No.	Title with page No and year of publication	Name of Publisher	Whether National / International Publisher	ISBN	No. of co-editors	Whether you are the main editor	Research Score
(Note: Enclose all relevant documents in sequence)							

#### 2. (b) (i) Translation works in Indian and Foreign Languages by qualified faculties

S. No.	Title with page No and date of publication	Types of Translation Indian/Foreign Languages	Publisher & ISSN/ ISBN No	Chapter/ Research Paper	No. of co-Translator	Whether you are the main Translator?	Research Score
(Note : Enclose all relevant documents in sequence)							

#### 2. (b) (ii) Translation works in Indian and Foreign Languages by qualified faculties

S. No.	Title with page No and date of publication	Types of Translation Indian/Foreign Languages	Publisher & ISSN/ ISBN No	Book	No. of co-Translator	Whether you are the main Translator?	Research Score
(Note : Enclose all relevant documents in sequence)							

#### 3. (a) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula: Development of Innovative pedagogy

S. No.	Title of Development of Innovative pedagogy	Short Description/ Contribution	Type of Pedagogy/Module s/ E-content/ uploaded link	Level UG/PG	No. of Quadrants	CEC approval if any	Research Score
(Note: Enclose all relevant documents in sequence)							

#### 3. (b) Design of new curricula and courses

S. No	Title of curricula and course	Level UG/PG	No. of Units/ course	Approval of competent	Research



### 6.3.1.F

.				authority (if any)	Score

(Note: Enclose all relevant documents in sequence)

#### 3. (c) MOOCs

S. No.	MOOCs (Development of complete MOOCs, MOOCs module/lecture, Content writer/subject matter expert, Course Coordinator for MOOCs)	Short Description/ Contribution	Level of contribution (Content writer/ subject matter expert)	No. of Quadrants	No. of Module/ lecture	Research Score

(Note: Enclose all relevant documents in sequence)

#### 3. (d) E-Content

S. No.	Title of E-content	Level of contribution UG/PG	No. of Quadrants	Level of contribution (Editor of e-content for complete course/paper/e-book)	No. of Module	Research Score

(Note: Enclose all relevant documents in sequence)

#### 4. (a) Research Guidance

S. No.	Degree	Name of the Students	Thesis Submitted (with date)	Degree awarded (with date)	Research Score
1	*M. Phil./ *P.G dissertation		N/A		
2	Ph. D.				

\*Note: Only awarded will be considered. (Note: Enclose all relevant documents in sequence)

#### 4. (b), (c) & (d) Ongoing and Completed Research Projects/ Consultancy Projects.

S. No.	Title of Research Project	Funding Agency	Date of Sanction	Grant/Amount Mobilized (Rs. Lakhs)	Whether you are the PI/Co-PI/Consultant	Status Ongoing/ Completed	Research Score

Note 1: Principal Investigator and Co-investigator would be 50% each.  
(Note 2: Enclose all relevant documents in sequence)

### 6.3.1.F

#### 5. (a) Patent

S. No.	Title	National / International	Date of Filing	Status: Published/ Granted as on date	Patent file No.	Research Score

(Note: Enclose all relevant documents in sequence)

#### 5. (b) \*Policy Documents

S. No.	Title	Funding Agency	Date of Submission/ approval	*Policy documents prepare for International bodies like IMF/UNO/UNESCO/World Bank etc. Central/State Govt. Bodies (name of the bodies)	International/ National/ State	Research Score

(Note: Enclose all relevant documents in sequence)

#### 5. (c) Awards/ Fellowships

S. No.	Title of the Fellowships/Awards	Date of award	Awarding Agency	Whether level International/ National	Research Score

(Note: Enclose all relevant documents in sequence)

#### 6. \*Invited Lectures/ Resource Person/Paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once).

S. No.	Title / Academic Session with date	Lecture/Resource Person/Paper presentation/full paper in Conference Proceedings	Agency	Whether International (Abroad) / International (within country)/ National/State/ University level	Research Score

\*Note: \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned. (As per UGC Regulation-2018, page no. 107, published in the Gazette of India dated 18.07.2018)

(Note: Enclose all relevant documents in sequence)

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *The research score shall be from the minimum of three categories out of six categories.*

#### SUMMARY OF RESEARCH SCORE

S. No	Academic/ Research Activity	Total Research Score claimed by the candidate	<i>For Office use only</i>
1.	Research Papers in Peer-Reviewed or UGC listed Journals		
2.	Publications other than journal, (a). Books authored (b). Translation works		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula a. Development of Innovative pedagogy. (b) Design of new curricula and courses. (c) MOOCs. (d) E-Content		
4.	(a) Research Guidance (b) Research Projects Completed (c) Research Projects Ongoing (d) Consultancy		
5. (a&c)	(a) Patents (c) Awards/Fellowships		
5.(b)	*Policy Documents		
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
(*Note: *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.)			
Total			

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

1.		4.	
2.		5.	
3.		6.	

I certify that the information provided above is correct as per records available with the university and/or documents enclosed along with the duly filled in the annual performance assessment report proforma.

Date:

Signature of the applicant

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Signature of HoD/ Centre

Signature of Dean (Academic)

Date:

Note:

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

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Learning Teaching pedagogy and content new and and development of innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		

### 6.3.1.F

	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of in 4 quadrants for a e-Content complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content in module complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10

4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
.	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		

### 6.3.1.F

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

The Research score for research papers would be augmented as follows :  
Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

i) Paper in refereed journals without impact factor - 5 Points

ii) Paper with impact factor less than 1 - 10 Points

iii) Paper with impact factor between 1 and 2 - 15 Points

iv) Paper with impact factor between 2 and 5 - 20 Points

v) Paper with impact factor between 5 and 10 - 25 Points

vi) Paper with impact factor >10 - 30 Points

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

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

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

**Table 3: APPLICATION FORM FOR PROMOTION UNDER CAS**General Information

1.	Name (in Block Letters):	
2.	Father's Name:	
3.	Department/ Centre:	
4.	Present Designation & Annual Grade Pay/Academic Level:	
5.	Date of last promotion ( <i>attach proof</i> ):	
6.	Which position and grade pay/ Academic Level are you an applicant under CAS?	
7.	Date of Eligibility for Promotion:	
8.	Gender:	
9.	Address for correspondence :	
10.	Telephone/Mobile No:	
11.	E-mail:	
12.	Employee ID:	

## 13. Academic Qualifications :-

Degrees	Name of University	Year of Passing/ Date of award	Percentage of marks	Division Class / Grade	Subject/ Title of thesis
M.A/ M.Sc./ M.Com. or equivalent					
M.Phil.					
Ph.D./D.Phil.					

## 14. Appointments held prior to joining this institution:-

Designation	Name of Employer	Date of Joining		Pay Band with AGP/Academic level
		Joining	Leaving	

## 15. Posts held since joining TERI SAS :-

S. No.	Designation	Department/ Centre	Date of actual Joining		Pay Band with AGP/ Academic Level
			From	To	
(a)	Appointment of Asst. Professor				
(b)	Date of Promotion at Stage-2/ Level-11				
(c)	Date of Promotion at Stage-3/ Level-12				
(d)	Date of Promotion at Stage-4/ Level-13A				

## 16. Fields of Specialisation under the Subject/Discipline:-

- (a) ..  
(b) ..

Date:

Signature of faculty member



## Chapter VI - Welfare Measures

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### 6.1 List of Measures

#### 6.1.1 House Rent Allowance

Contractual employees are eligible for HRA (40% of the basic)

In the case where a house owner insists on TERI University lease, help is extended by TERI-University by entering into lease agreement with the house owner.

#### 6.1.2 Conveyance Allowance

Employees receiving salary under UGC scale are eligible for Conveyance Allowance as per UGC/GoI rules (promulgated from time to time), which will be paid along with the salary.

#### 6.1.3 Lease Agreements

TERI-University may enter into lease agreements with house owners to help its employees hire residential accommodation within a 5 km radius of the University. The rent applicable shall be governed by provisions of HRA rules of TERI-University as may be existing and changed from time to time by the Vice Chancellor. Wherever TERI University enters into lease agreement with any house owner, the concerned employee shall also execute a parallel agreement with TERI-University undertaking to comply with all the conditions that bind TERI-University consequent upon execution of the lease agreement and/or any other conditions that may be felt necessary.

In case where security deposit is paid to the house owner, it shall be the responsibility of the concerned employee to get such security deposit adjusted against rents towards the end of tenancy or gets refund of the deposit failing which the same shall be recovered from the concerned employee. Such adjustments shall be done with due intimation to and full knowledge of Accounts and Personnel Sections.

#### 6.1.4 Provident Fund (PF)

Provident Fund as per PF Act/Rules would be applicable.

#### 6.1.5 Gratuity

An employee with a minimum of 5 years of reckonable service in the University is entitled to gratuity benefits @ 1/2 month salary (drawn at the time of leaving the service) for each completed year of service. For the purpose of calculating the gratuity amount, 26 days service is reckoned as a month. Gratuity, however, may be forfeited under certain circumstances as applicable under the Gratuity Act.

#### 6.1.6 Health Insurance Cover

Presently there are three health insurance schemes prevailing at TERI University. The details are given below:

### 1. Health Insurance Policy

Eligibility	Benefits
# All regular employees and their families # Short-term employees (employed for over six months) and their families NOTE: When the staff member gets married or blessed with son/ daughter, the name of the new dependent should be submitted within one month from the date of marriage/ delivery. Names of dependents parents are to be declared at the beginning of the policy year (i.e, in the month of July). No addition of dependent parents would be allowed during the policy year.	# Domiciliary (non-hospitalization) Rs.3000 per person per annum # Dental Rs 600 per person per annum

### 2. Mediclaim policy

Eligibility	Benefits
# All regular employees and their families # short-term employees (employed for over six months) and their families	# Rs.2 Lakh per family with hospitalisation/ maternity benefit of Rs 50,000/- maximum (No prenatal/ postnatal claims will be entertained)

Cashless service is available for hospitalization in the panel hospitals. For using this facility the staff member should provide information regarding expected hospitalization/ maternity in advance. However, in case of emergency, information may be provided within 24 hours. In case of hospitalization, other than in the panel hospitals, normal procedure is to be followed. Please see below.

### 3. Medical Expenses Reimbursement at TERI University (MERT)

Eligibility	Benefits
# All regular employees	# Amount equivalent to one month basic* [OR] # Rs 15000* whichever is less <hr/> * per financial year

Premium sharing formula for both health insurance and Medi shield policy

Relationship with the staff member	Premium cost to be borne by TERI University	Premium cost to be borne by the staff member
Self	100%	NIL
Spouse	100%	NIL
First child	100%	NIL
Second child	100%	NIL
Third child onwards	50%	50%
Dependent father	25%	75%
Dependent mother	25%	75%

Documents required to be attached with the claim under the above three schemes are detailed below:

#### 1. Health Insurance Policy

- Original prescription clearly indicating the diagnosis
- Chemist bills corresponding to the prescription
- Test reports and bills
- Consultation fee receipt
- Timeframe: claims are to be submitted within one month from the date of prescription

#### 2. Mediclaim policy

- Bill, receipt and discharge certificate/ card for the hospital
- Cash memos from the hospital chemist(s) supported by the proper prescription
- Certificate from the hospital indicating the registration number of the hospital and number of beds in the hospital
- Receipt and pathological test reports from a pathologist supported by the note from the attending medical practitioner/surgeon demanding such pathological tests
- Surgeon's certificate stating nature of operation performed and surgeon's bill and receipt
- Attending doctor's/consultant's/anesthetist's bill and receipt and certificate regarding diagnosis
- Claim procedure and requirements.

An event which might become a claim under the policy must be reported to us as soon as possible, but not later than 7 days from the date of hospitalization/delivery. Thereafter the claim is to be submitted within 30 days from the date of discharge from the hospital.

### **3. Medical Expenses Reimbursement at TERI University (MERT)**

- Medical bills
- Prescription (if consultation fee is to be reimbursed)
- The unclaimed balances as on 31st March of each financial year would get lapsed.

## **6.2 Extra Time Allowance**

The extra time allowance for secretarial staff and drivers / attendants are as under :

Rate per hour

Secretarial Staff Rs. 60/-

Drivers/ Attendants Rs. 45/-

The extra time allowance is admissible to those whose basic salary is not more than Rs 15000/- per month.

Note:- For others, working on holidays/week ends and on working days 2hrs before from the opening of office and 2hr after the closing time, conveyance charge on actual basis may be claimed.

## **6.3 Miscellaneous Claims**

In the discharge of official duties, during official tours, staff members will also be entitled to claim actual expenses incurred on official telephone calls etc.

Reimbursement claims should be supported by vouchers in respect of boarding, lodging, meals, conveyance and counterfoils or stubs of air tickets or railway receipts/tickets etc. in respect of travel, transport and other miscellaneous expenses, except in unusual circumstances. The limits of expenses for each level shall be promulgated by the Pro VC/VC.

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### 6.3.1.H

#### Salient features of present mediclaim and health coverage for employees

Company: Oriental Insurance

TPA: Unison Insurance Solutions

Family Definition: Employee + Spouse + 3 dependent Children + Dependent Parents

Floater Sum Insured: Rs.2,00,000/- per family + OPD ( Rs. 3000 per person) + Dental ( Rs. 600 per person)

Screenshot of the portal

The screenshot displays the STAR Health Insurance portal. The header features the STAR logo with the tagline 'The Health Insurance Specialist' and navigation links for 'About Us' and 'Contact Us'. The main content area is titled 'Policy Details' and contains a form with the following fields:

Policy Details	
Policy Number	P/161142/01/2022/000166
Employee ID	S-146
Date of Birth	<input type="text"/>

Below the form are 'Search' and 'Reset' buttons. The footer includes copyright information: '© 2012. All Rights Reserved. 3i Infotech Ltd' and a note: 'Site best viewed with IE v6/7/8, Firefox v4.0.1, Safari v4.0.4, Opera v11.11 in 1024 x 768 resolution.'

In addition to this, TERI SAS has taken another COVID 19 special Policy for its faculty and staff for Sum Insured of Rs. 2,00,000/- per family from M/s Religare Health Insurance and the TPA is KEN Insurance.



## Chapter II - Working Hours & Holidays

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- 2.1 The TERI University observes a 5-day week for work at its administrative offices, with Saturdays and Sundays as weekly holidays. The normal hours of work are from 0830 hours to 17 00 hours with a lunch break of an hour from 1245 hours to 13 45 hours. This arrangement may be changed for academic work, depending upon exigencies related to the academic calendar and teaching requirements in the University.
- 2.2 Staff of the University may wish to have some flexibility in their work schedules. Within the guidelines described below, all full-time staff members can request the hours of work that *consistently* suit their individual needs. However, it is recognized that it will not be possible to accommodate all such requests for alternative schedules. It is expected that all offices will be open during regular university hours.
  - Under flexible working hours, daily hours totalling 7.5 per day, 5 days per week, may be selected during the time 7:30 a.m. through 6:30 p.m.
  - The University may be unable to offer flexible hours for some positions and/or during certain times of the year.
  - A fixed schedule should be selected for a period of time at least six months in duration.
  - Lunch time must be scheduled for a minimum of 1/2 hour.
  - A request for an alternative schedule (i.e., other than 8:30 a.m. through 5:00 p.m. with one hour lunch) must be discussed and confirmed in writing with an individual's supervisor and/or the faculty member(s) and others who are directly affected by the individual's work.
  - The individual selecting an alternative schedule must see that at least one other person is available to handle issues that arise during his or her absence.
  - Hours actually worked must be recorded.
  - During the probation period, staff members can expect to be asked to work the standard 8:30 a.m. to 5:00 p.m.
- 2.3 In case a staff member, due to official engagements, has to report late or leave early and is unable to record the appropriate entry/exit time, she/he may send a communication to her/his supervisor with a copy to the Registrar's office for records.
- 2.4 Faculty members would have greater flexibility to plan their work, in consultation with the concerned Heads of Departments/Dean (academic), and without disrupting the academic schedule/timetable, but will be expected to meet their minimum obligations (as given in section 1.2.1). It is also expected that faculty members would be available for all scheduled and statutory meetings. The concerned Head of Department may require a faculty member to adhere to specific timings if she/he deems it necessary for specified reasons. The University may withdraw this flexibility at any time if it is found detrimental to the efficient functioning of the University or it leads to mis-use.

### 6.3.1.J

- 2.5 All faculty members and staff who are full time employees of the University can be called for duty, when required. No full time employee can take up *any* assignment/work outside the University during the period of employment with the University, unless under intimation and/or explicit approval of the Dean (Academic)/Registrar.
- 2.6 Needless to say, faculty members are expected to maintain their integrity in recognising that they have been contracted to work for a minimum of 37.5 hours in a week. The flexibility that is being provided is merely in terms of timings and not in terms of the level of effort.
- 2.7 Notwithstanding any of the above, the length of a recognised working day will not exceed 10 hours,
- 2.8 Any grievances related to these rules may be brought to the attention of the Vice Chancellor
- 2.9 The list of holidays will be notified by the University at the beginning of the calendar year. Holidays declared by the Government/Local Administration in addition to this list, will be observed only if confirmed by the University. Alternative arrangements will be made by the concerned faculty to hold classes scheduled on that day under intimation to the Head of the Department/Section in charge (as applicable).

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