

No. F. 18-3/2018/CAS-2018/R-I
National Council of Education Research and Training
Sri Aurobindo Marg, New Delhi – 110016.
(Recruitment–I Section)

December 09, 2019

CIRCULAR

Subject:- UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education issued vide Gazette of India Notification dated 18th July, 2018.

NCERT follows the UGC guidelines issued from time to time for appointment and promotion of its Academic Staff. In supersession of earlier Regulation-2010 issued vide UGC letter No.F.3-1/2009 dated 30.06.2010 and amendments thereof issued from time to time, UGC has issued fresh guidelines on the subject cited above vide Gazette of India Notification dated 18/07/2018 which have been adopted in the Council vide Notification F.No.3-7/2016-EC/518-554 dated 23.08.2018.

A committee has been constituted for suggestive modifications/changes, to be made in the regulations according to suitability of functioning of the NCERT. On the recommendations of the Committee, Notification incorporating, suitable amendments as compared to university system, the same is being uploaded on the website of the Council for inviting comments/suggestions from faculty members through e-mail.

All the Heads of the institutions/Depts./Divisions/Cells are therefore requested to bring this to the notice of the faculty members working under their administrative control so as to reach RI section through e-mail (recruitment1ncert@gmail.com) by or before 25.12.2019.

This issues with the approval of the Competent Authority.

Asain
9/12/19.
Under Secretary
R-I section

Copy to:-

1. Joint Director, CIET
2. Joint Director, PSSCIVE, Bhopal
3. All Heads of the Departments of Council
4. Principal, Regional Institute of Education, Ajmer, Bhopal, Bhubaneswar, Mysore and NERIE, Shilling
5. Deputy Secretary, E-1 for information
6. Deputy Secretary, RIE for information
7. P.S. to Director

**Draft Adapted version of UGC Regulations-2018, on Minimum Qualifications for
Appointment of Academic Staff in NCERT**

Direct recruitment of Academic staff

1. Essential Qualifications and Short listing criteria for the Post of ASSISTANT PROFESSORS

I. Essential Qualification

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 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.

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 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 Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET shall also not be required for such Masters Programmes in disciplines for which NET is not conducted by the UGC or CSIR.

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).

II. Short listing Criteria

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			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals or NCERT 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 /	03			

	Government of India recognized National Level Bodies)	
	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 Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks

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

(C)

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

Total	-	100
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2. Essential Qualifications and Criteria for Short-listing of Candidates for the Post of ASSOCIATE PROFESSOR and PROFESSOR

I. Essential Qualifications

Associate Professor	Professor
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	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. ii) a minimum of 10 research publications in the peer-reviewed or UGC-listed journals or NCERT journals. ii) a total research score of 120 as per the criteria given in Appendix II, Table 1.

<p>equivalent to that of Assistant Professor in a University, College or Accredited Research Institution / industry.</p> <p>iv) a minimum of seven publications in the peer-reviewed or UGC-listed journals or NCERT journals.</p> <p>v) a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 1.</p>	<p>iii) 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 completed 3 research projects.</p> <p>OR An outstanding professional, having a Ph.D. degree in the relevant /allied /applied disciplines, from any academic institutions (not included in above) / industry, who has made significant contribution to the knowledge in the concerned/ allied/ relevant discipline, supported by documentary evidence provided he/she has ten years' experience.</p>
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II. Short listing Criteria for Associate Professor and Professor

S.N.	Academic Record	Score			
		1.	Graduation	80% & Above = 15	60% to less than 80% = 13
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			

6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals or NCERT 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 recognized 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 Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks

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

(C)

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

Total	-	100
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3. Essential Qualifications and Criteria for Short-listing of Candidates for the Post of SENIOR PROFESSOR

I. Essential Qualification

- i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC- listed journals or NCERT journals, significant research contribution to the discipline, and engaged in research supervision or completed research projects
- 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.

II. Selection Criteria

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.

The selection shall be based on ten best publications in the Peer-reviewed or UGC -listed journals or **NCERT journals** and award of Ph.D degrees to at least two candidates under his/her supervision **or completed 3 research Projects** during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

4. Recruitment rules for the post of Principal

Pay Scale: Rs.37,400-67,000 with AGP- Rs.10, 000/- (Revised to Academic Level 14 of Pay Matrix with rationalized entry level of Rs. 1,44,200/-)

Essential Qualifications:

- (i) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.
- (ii) A Ph.D Degree in a relevant discipline(s) with evidence of published work and research guidance or completed three research projects.
- (iii) Professor with a total experience of fifteen years of teaching/research/administration in Universities in positions such as Assistant Professor, Associate Professor or Professor or equivalent in Colleges and other institutions of higher education.
- (iv) A total research score of 120 as per the criteria given in Appendix II, Table 1 for direct recruitment of Professors.

Desirable:

Degree/P.G. Diploma in the field of education/ educational administration.

Age:

The applicant should not be more than 60 years of age as on closing date of receipt of application.

5. Essential Qualification and Criteria for Short-listing of Candidates for the Post of Assistant Librarian

I. Essential Qualification

- i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
- ii) A consistently good academic record, with knowledge of computerization of a library.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET 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 the regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) 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.

Note:

- (i) *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
- (ii) NET shall also not be required for candidates in such Master's Programmes for which NET/ is not conducted by the UGC or CSIR

II. Short listing Criteria

S.N.	Academic Record	Score			
		1.	Graduation	80% & Above = 15	60% to less than 80% = 13
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			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals or NCERT Journals)	10			
7.	Experience in Teaching / Assistant Librarian/Post Doctoral (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognized National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

However, if the period of teaching/Assistant Librarian/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 Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks

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

(C)

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

Total	-	100
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6. Essential Qualification and Criteria for Short-listing of Candidates for the Post of Deputy Librarian

I. Essential Qualification

- A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.
- Eight years experience as an Assistant University Librarian/College Librarian.
- Evidence of innovative library services including integration of ICT in library.
- A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library.

II. Short listing Criteria

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			

6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals or NCERT Journals)	10
7.	Experience in Teaching / Assistant Librarian/Post Doctoral (2 marks for one year each)#	10
8.	Awards	
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognized National Level Bodies)	03
	State-Level (Awards given by State Government)	02

However, if the period of teaching/Assistant Librarian/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 Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks

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

(C)

Academic Score including awards	-	80
Research Publications	-	10
Teaching Experience	-	10
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Total	-	100

Constitution of Selection Committee and Guidelines on Selection Procedure

1. Selection Committee of Assistant Professor/Assistant Librarian

- i) Director 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 President of the Council
- iii) Three experts in the subject concerned nominated by the Director out of the panel of names approved by the relevant statutory body of the council.
- iv) Dean
- v) Head/Chairperson of the Department concerned.
- vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Director, 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.

Note: Four members, including two outside subject experts, shall constitute the quorum.

2. Selection Committee of Associate Professor/ Deputy Librarian

- i. Director 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 President of the Council, wherever applicable.
- iii. Three experts in the subject/field concerned nominated by the Director, out of the panel of names approved by the relevant statutory body of the council.
- iv. Dean
- v. Head/Chairperson of the Department.
- 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 Director, if any of the above members of the selection committee does not belong to that category.

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

3. Selection Committee of Professor/Principal/Librarian

- i). Director who shall be the Chairperson of the Committee.
- ii) An academician not below the rank of Professor to be nominated by the President of the Council, wherever applicable.
- iii) Three experts in the subject/field concerned to be nominated by the Director out of the panel of names approved by the relevant statutory body of the council.
- iv) Dean
- v) Head/Chairperson of the Department.
- 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 Director, if any of the above members of the selection committee does not belong to that category.

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

4. Selection Committee of Senior Professor

- i) Director 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 President of the Council, 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 Director out of the panel of names approved by the relevant statutory body of the council.
- iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
- v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.
- vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Director, if any of the above members of the selection committee do not belong to that category.

Note: Four members, including two outside subject experts, shall constitute the quorum.

CAREER ADVANCEMENT SCHEME (CAS) FOR FACULTY

STAGES OF PROMOTION

1. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

- II. 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:
- III. Attended one Orientation course of 21 days duration on teaching methodology;
- IV. 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
- V. Published one research publication in the peer-reviewed journals or UGC-listed journals or **NCERT journals** during assessment period.

CAS Promotion Criteria:

An individual 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 I, Table 1**), and;
- II. The promotion is recommended by the screening-cum evaluation committee.

2. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.

- ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.

Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

- iii) Published three research papers in the peer-reviewed journals or UGC-listed journals or **NCERT journals** during assessment period.

CAS Promotion Criteria:

An individual 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 I, Table 1**) and;
- II. The promotion is recommended by the Screening-cum-evaluation committee.

3. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

- I. Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- II. A Ph.D Degree in the subject concerned/allied/relevant discipline.
- III. 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.

- IV. A minimum of seven publications in the peer-reviewed or UGC-listed journals or **NCERT journals** out of which three research papers should have been published during the assessment period.
- V. Evidence of having guided at least one Ph.D. candidate **or Completed 2 research Projects.**

CAS Promotion Criteria:

An individual 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 I, Table 1**, and has a research score of at least 70 as per **Appendix II, Table 1.**
- II. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

4. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- i. An Associate Professor who has completed three years of service in Academic Level 13 A.
- ii. A Ph.D degree in the subject concerned/allied/relevant discipline.
- iii. A minimum of ten research publications in the peer-reviewed or UGC-listed journals or **NCERT journals** out of which three research papers should have been published during the assessment period.
- iv. Evidence of having successfully guided doctoral candidate **or Completed 3 Research Projects.**
- v. A minimum of 110 Research Score as per **Appendix II, Table 1.**

CAS Promotion Criteria:

An individual 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 I, Table 1**, and at least 110 research score, as per **Appendix II, Table 1.**
- II. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

5. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

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 peer-reviewed or UGC-listed journals or **NCERT journals** and Ph.D. degree has been successfully awarded to two candidates under his/her supervision **or Completed 3 Research Projects** during the assessment period.

Career Advancement Scheme (CAS) for Librarians

1. From Assistant Librarian (Academic level 10) Assistant Librarian (Senior Scale/Academic level 11):

Eligibility:

- i) An Assistant Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil or a Ph.D. degree.
- ii) He/she has attended at least one Orientation course of 21 days' duration; and
- iii) Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Appendix I, Table 2.

CAS Promotion Criteria:

An Assistant Librarian may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix I, Table 2, and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

2. From Assistant Librarian (Senior Scale/Academic level 11) to Assistant Librarian (Selection Grade/ Academic level 12)

Eligibility:

- I. He/she has completed five years of service in that grade.
- II. He/she has done any two of the following in the last five years:
(i) Training/Seminar/Workshop/Course on automation and digitalisation,

(ii) Maintenance and other activities as per **Appendix I, Table 2** 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), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix I, Table 2, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

3. From Assistant Librarian (Selection Grade/Academic level 12) to Deputy Librarian (Academic Level 13A)

- I. He/she has completed three years of service in that grade.
- II. He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per **Appendix I, Table 2** of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- I. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in **Appendix I, Table 2**; and
- II. The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

4. From Deputy Librarian (Academic Level 13A) to Deputy Librarian (Academic Level 14):

- I. He/she has completed three years of service in that grade.
- II. He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization (ii) Maintenance and related activities as per **Appendix I, Table 2** of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one

- MOOCs course in the relevant subject (with e-certification), and **(v)** Library up-gradation course.
- III. Evidence of innovative library services, including the integration of ICT in a library.
 - IV. A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript-Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

- I. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in **Appendix I, Table 2**; and
- II. The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance

Date of Eligibility for promotion under CAS

Candidates who consider themselves eligible for assessment for promotion may apply within six months of becoming eligible for promotion under CAS. The assessment/selection process for considering the cases of the eligible faculty members will be undertaken twice in a year for the application received upto 30th June and 31st December respectively, for which NCERT shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates. Date of eligibility for promotion is as under:-

The candidates who apply within six months of becoming eligible for promotion under CAS, the date of their eligibility for granting benefits under CAS will be the date on which the candidates becomes eligible for promotion under CAS.

In cases where the candidate applies after six months from the date of his/her eligibility, the date of applicability of CAS will be from the date of receipt of his/her application.

In the case of candidates who are not recommended by the designated Selection Committee for promotion under CAS in their first attempt, the date of eligibility for availing benefit under CAS will be on the date on which their candidature is recommended by the Selection Committee for Promotion under CAS (the 02nd time). In case there is a delay in convening the meeting of the Selection Committee, the date of applicability of CAS will be one year after the date on which the candidature was rejected for the first time, Similarly if the person is rejected a second time and so on, the date of eligibility for again being considered for promotion under CAS will be one year from the date of last rejection and so on.

Application Performa for promotion under CAS as per New UGC Regulations – 2018

OPTION FOR UGC REGULATION-2010

The criteria for promotions under Career Advancement Scheme laid down under New Regulations (2018) shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of the UGC Regulations, 2018. The draft format of option is given here under.

The candidates willing to be considered for promotion under CAS has been allowed by the UGC upto 18.07.2018 to opt for UGC regulation 2010. The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of UGC Regulations, 2018 for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions

Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

TABLE-A**(Minimum API requirement for the promotion of teachers under CAS in NCERT)**

S.No		Assistant Professor (Stage 1/AGP Rs. 6000/- to Stage 2/AGP Rs. 7000/-	Assistant Professor (Stage 2/ AGP Rs. 7000/- to Stage 3/AGP Rs. 8000/-)	Assistant Professor (Stage 3/ AGP Rs. 8000/-) to Associate Professor (Stage 4/AGP Rs. 9000/-)	Associate Professor (Stage 4/ AGP Rs. 9000/-) to Professor (Stage 5/AGP Rs. 10000/-)
1	Research and academic Contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-B**(Minimum API requirement for the promotion of Library staff under CAS in NCERT)**

S.No		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/ AGP Rs. 7000/-)	Assistant Librarian (Stage 2/AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)	Deputy Librarian (Stage 4/AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Form of Option to be considered under UGC Regulation, 2010 is given as follows:-

FORM OF OPTION TO BE SUBMITTED FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (As per clause 6.3 of UGC Regulation -2018)

I _____ hereby opt to be considered myself for promotion under Career Advancement Scheme in accordance with the UGC Regulation-2018 OR as per UGC Regulation-2010 up to the date of notification of UGC Regulation-2018. *(Please strike off completely whichever is not applicable)*

I also understand the option exercise by me is final as per guidelines of UGC Regulation-2018.

Date:-

Signature_____

Designation_____

Place of posting_____

Note:- This option can be exercised only within three year from the date of notification of UGC Regulations-2018. i.e. up to 18.07.2021.

Appendix -I

Table 1

Assessment Criteria and Methodology Faculty Members of NCERT

<u>S.No.</u>	<u>Activity</u>			<u>Grading Criteria</u>
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)			80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
	OR			
	At least any two of the programme from Development, Research, Training or Extension as a Coordinator or Team Member			OR
	Sl No	Title of the Programme	Role (Coordinator / Team Member)	Any two of the programmes completed – Good At least one completed – Satisfactory None of the activity completed- Not Satisfactory

<p>2.</p>	<p>Involvement in the University/College students related activities/Institution related activities / research activities:</p> <ul style="list-style-type: none"> i) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. ii) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. iii) 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. iv) Organising seminars/ conferences/ workshops, other college/university/institution activities. v) Evidence of actively involved in guiding Ph.D students. vi) Conducting minor or major research project sponsored by national or international agencies/ERIC. vii) At least one single or joint publication in peer-reviewed, NCERT journals or UGC list of Journals. viii) Participation in PAC/PAB programmes as a resource person ix) Resource person in national/state/district level Programmes x) Contribution in the Institution/Department activities 	<p>Good - Involved in at least 3 activities</p> <p>Satisfactory - 1-2 activities</p> <p>Not-satisfactory - Not involved / undertaken any of the activities</p> <p>Note: Number of activities can be within or across the broad categories of activities</p>
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Note: 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, Child Care Leave, Study Leave, Medical 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.

Appendix -I

Table 2

Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> ▪ Library Resource and Organization and maintenance of books, journals and reports. ▪ Provision of Library reader services such as literature retrieval services to researchers and analysis of report. ▪ Assistance towards updating institutional website 	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>

2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	<p>Good – 1 National level seminar/workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/workshop or 1 state level seminar/workshop + 1 institution level seminar/workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then</p> <p>OR</p> <p>If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>
4.	Checking inventory and extent of missing books.	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or more.</p>

5.	<p>(i) Digitisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals/NCERT Journal.</p>	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory : Not involved/undertaken any of the activities.</p>
Overall Grading	<p>Good : Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p>Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.</p> <p>Not satisfactory : If neither good nor satisfactory in overall grading.</p>	
<p>NOTE :</p> <p>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</p> <p>(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department project completion.</p> <p>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</p>		

Table 1

Methodology for calculating 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.,.)

S.N.	Academic/Research Activity	Faculty of Science/ Engineering/ Agriculture/ Medical/ Veterinary Science	Faculty of Languages/ Humanities/Arts/ Social Science/ Library (Education/ Physical Education/ Commerce/ Management & other related disciplines
1	Research Papers in Peer-Reviewed or UGC listed journals or NCERT 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	5	5
	Editor of Book by International Publisher	10	10
	Editor of Book/Journal by National Publisher	8	8
	(a) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	3	3
	Book	8	8
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	5	5
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	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	5	5
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	2	2

	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	8	8
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	5	5
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	2	2
	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		
	10 lakhs and more	10	10
	Less than 10 lakhs	5	5
	(c) Research Projects Ongoing		
	10 lakhs and more	10	10
	Less than 10 lakhs	2	2
	(d) Consultancy	3	3
5	(a) Patents		
	International	10	10
	National	7	7
	(b) *Involvement in preparation of International/ National/ State 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	7	7
	State	4	4
	(c) Awards/Fellowship		
	International	7	7
	National	5	5
	*Invited lectures / Resource Person/ 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)		
6	International (Abroad)	7	7

International (within country)	5	5
National	3	3
State/University	2	2

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

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

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

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

Note:

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

National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi – 110016

Application for Promotion Under CAS

PART - A: CONTENT INDEX

Sl. No.	Particulars /Description	Page No.

PART - B: GENERAL INFORMATION AND ACADEMIC BACKGROUND

ACADEMIC LEVEL Applied For :
 Subject Area :
 Name (in Block Letters) :
 Department :

 Date of appointment (Direct Recruitment) :
 in NCERT with designation and Subject area
 (copy of order to be enclosed)

 Date of present Level/Designation with :
 Academic Level (copy of order to be
 enclosed)

 Date of eligibility for promotion :
 Last rejection in the current AGP/ Academic :

 Level, if any (Date of ScEC or Selection
 Committee to be mentioned, as the case may be)

 Date of Retirement :
 Gender :
 Whether belongs to SC/ST/OBC/ Category :
 Address for correspondence (with Pin code) :
 Contact Details (Mobile No.) :
 Office Telephone No (with STD code) :
 Extn. No. :
 Email ID :

Academic Qualifications (Metric till post graduation) :

Examinations	Name of Board/ University	Year of passing	Percentage of marks obtained	Division/class / grade	Subject (S)
High School/Matric					
Intermediate					
B.A/B.Sc./B.Com ./ B.Mus					
M.A/M.Sc/M.Com/M.Mus					
Other examination, if any					

(Tick the appropriate Examinations)

Research Degree(s) (Post Graduate onwards) :

Degrees	Title	Date of award	Name of University
M.Phil.			
Ph.D/D.Phil.			
D.Sc/D.Litt.			

Post held in NCERT :

Designation	Department	Date of actual joining		Grade Pay
		From	To	

Period of teaching experience :

P.G. Classes (in years) : U.G classes in

Research Experience excluding years spent in M.Phil/Ph.D (in year)

Fields of Specialization under the Subject/Discipline :

—
—

ACADEMIC STAFF COLLEGE/NCERT Orientation/Refresher Course(s) attended :

Name of the Course/ Summer School	Place	Duration		Sponsoring Agency
		From	To	

Period of absence on leave etc. during the Assessment Period :

Nature of leave	Period		Remarks
	From	To	

PART - C: Assessment Criteria and Methodology

TOTAL ASSESSMENT PERIOD : from ----- to -----

(Applicable for Academic Level 10 to Academic Level 14)

Assessment Year- _____

S.No.	Activity			Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)			80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
	OR			OR
	At least any two of the programme from Development, Research, Training or Extension as a Coordinator or Team Member			Any two of the programmes completed – Good At least one completed – Satisfactory None of the activity completed- Not Satisfactory
	Sl No	Title of the Programme	Role (Coordinator / Team Member)	
2.	Involvement in the University/College students related activities/Institution related activities / research activities: <ul style="list-style-type: none"> i) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. ii) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. iii) 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. iv) Organising seminars/ conferences/workshops, other college/university/institution activities. 			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

	<ul style="list-style-type: none"> v) Evidence of actively involved in guiding Ph.D students. vi) Conducting minor or major research project sponsored by national or international agencies/ERIC. vii) At least one single or joint publication in peer-reviewed, NCERT journals or UGC list of Journals. viii) Participation in PAC/PAB programmes as a resource person ix) Resource person in national/state/district level Programmes x) Contribution in the Institution/Department activities 	
--	--	--

Note: 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, Child Care Leave, Study Leave, Medical 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.

TOTAL ASSESSMENT PERIOD : from ----- to -----

(Applicable for Academic Level 12 to 13A and Academic level 13A to 14)

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

Assessment Year _____

(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.,)

S.N.	Academic/Research Activity	Faculty of Science/ Engineering/ Agriculture/ Medical/ Veterinary Science	Faculty of Languages/ Humanities/Arts/ Social Science/ Library (Education/ Physical Education/ Commerce/ Management & other related disciplines
1	Research Papers in Peer-Reviewed or UGC listed journals or NCERT 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	5	5
	Editor of Book by International Publisher	10	10
	Editor of Book/ Journal by National Publisher	8	8
	(a) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	3	3
	Book	8	8
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	5	5
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	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	5	5
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	2	2
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	8	8
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	5	5
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	2	2

	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		
	10 lakhs and more	10	10
	Less than 10 lakhs	5	5
	(c) Research Projects Ongoing		
	10 lakhs and more	10	10
	Less than 10 lakhs	2	2
	(d) Consultancy	3	3
5	(a) Patents		
	International	10	10
	National	7	7
	(b) *Involvement in preparation of International/ National/ State 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	7	7
	State	4	4
	(c) Awards/Fellowship		
	International	7	7
	National	5	5
6	*Invited lectures / Resource Person/ 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)	7	7
	International (within country)	5	5
	National	3	3
	State/University	2	2

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

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

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

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

Note:

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

TOTAL ASSESSMENT PERIOD : from ----- to -----

(Applicable for Librarians Academic Level 10 to 14)

Assessment Criteria and Methodology for Librarians

Assessment Year _____

S.No.	Activity	Grading Criteria
1.	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> ▪ Library Resource and Organization and maintenance of books, journals and reports. ▪ Provision of Library reader services such as literature retrieval services to researchers and analysis of report. ▪ Assistance towards updating institutional website 	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/workshop + 1State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/workshop or 1 state level seminar/workshop + 1 institution level seminar/workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>

3.	<p>If library has a computerized database then</p> <p>OR</p> <p>If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>
4.	Checking inventory and extent of missing books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or more.</p>
5.	<p>(i) Digitisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one</p>	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory : Not involved/ undertaken any of the activities.</p>

	research paper in UGC approved journals.	
Overall Grading	<p>Good : Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p>Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.</p> <p>Not satisfactory : If neither good nor satisfactory in overall grading.</p>	
<p>NOTE :</p> <ol style="list-style-type: none"> (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department project completion. (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee. 		

PART – D: OTHER RELEVANT INFORMATIONS

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

S.N o.	Details (mention year, value etc. where relevant)

Any disciplinary action/adverse administrative communication/warning issued during the assessment period to fill date :

I hereby declare that the information given by me in the application is true, complete and up-to-date to the best of my knowledge and nothing has been left out.

Place:

Date:

Signature of the faculty with Designation

I certify that the information provided in this application form along with all enclosures submitted by the faculty concerned have been verified and found correct in all respects. He/she is also found eligible for promotion under CAS and his/her application is forwarded for further assessment/evaluation by the Screening-cum-Evaluation Committee or Selection Committee, as the case may be. It is also certified that there is no vigilance case is pending/contemplated against him/her as on date.

Place:

Date:

Signature of the Head of
the Institution/Department