

**GOVERNMENT OF HIMACHAL PRADESH
HIGHER EDUCATION DEPARTMENT
(Hr. EDUCATION –A-SECTION)**

No.EDN-A-Kha(15)13/2010

Shimla-2

17th March. 2012

NOTIFICATION

In pursuance of the recommendations of the University Grants Commission and as adopted by the Government vide this department letter of even number dated 6th June 2011 (APPENDIX-V) regarding adoption of the Academic Performance Indicator (API) based Personal Based Appraisal System (PBAS) for the promotions of Teachers and other equivalent cadres of Government Degree colleges, Government Sanskrit Colleges and Librarians (College Cadre) under Career Advancement Scheme and in supersession of this department notification No. EDN-A-Chha(7)-10/98-Loose, dated 07-05-1999 and further amended from time to time, the Governor, Himachal Pradesh is pleased to order to frame the following Regulations, namely:-

1. Short title, application and commencement:

1.1 These Regulations may be called the Himachal Pradesh Higher Education Department (Minimum Qualifications for Promotions of Teachers and other equivalent cadres and Librarians (College Cadre) of Government Degree colleges, Government Sanskrit Colleges and other measures for the Maintenance of Standards) Regulations, 2012

1.2 They shall come into force with immediate effect.

Provided that in the event, any candidate becomes eligible for promotion under Career Advancement Scheme in terms of these Regulations on or after 1st July 2010, the promotion of such a candidates shall be governed by the provisions of these Regulations.

Provided further that notwithstanding anything contained in these Regulations, in the event any candidate became eligible for promotion under Career Advancement Scheme on or prior to 30th June 2010, the promotion of such a candidate under Career Advancement Scheme shall be governed by the old guidelines issued by the Government vide Notification No. EDN-A-Chha(7)-10/98-Loose, dated 07-05-1999 as amended from time to time in this regard on the recommendation of the UGC.

2. The minimum qualifications for appointment and other service conditions of College Teachers, Librarians as a measure for maintenance of standards in the Higher Education, shall be as provided in the Annexure to these Regulations and as per the provisions of the Recruitment and Promotions Rules of the concerned posts notified by the Government and amended from time to time.

3. The Government has decided that the matters pertaining to the Professors in the Government Colleges will be intimated separately.

4. With the adoption of these Regulations the instructions regarding submission of assessment reports as per the existing ACR Forms stands withdrawn and the new Annual Performance Based Appraisal System (PBAS) as per new format enclosed as Appendix-IV with these Regulations shall be applicable.

By Order,

Secretary (Hr. Edu.) to the
Government of Himachal Pradesh.
17-3-2012

Endst. No. Dated Shimla-2

Copy to:-

1. The Accountant General (Audit), Himachal Pradesh, Shimla-3.
2. The Sr. Dy. AG (A&E), Himachal Pradesh, Shimla-3.
3. The Secretary to the Governor, Himachal Pradesh, Shimla-2.
4. The Principal Secretary (Finance) to the Government of Himachal Pradesh, Shimla.

5. The Director of Higher Education, Himachal Pradesh, Shimla-1
6. The Controller, Printing and Stationary Department, H.P. Shimla-5 for publication in the Rajpatra (Extra Ordinary).
7. All Principals (Government Colleges & Government Sanskrit Colleges) affiliated to the HP University.
8. The Registrar, HP University, Shimla-5
9. The Secretary, University Grants Commission, Bahadur Shah Zaffar Marg, New Delhi.
10. The President / General Secretary, HPGCTA.
11. Guard file.

Under Secretary (Hr. Edu.) to the
Government of Himachal Pradesh.

**GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF HIGHER EDUCATION**

REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN GOVT. COLLEGES IN HIMACHAL PRADESH AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2012.

These Regulations are issued for minimum qualifications for appointment and other service conditions of College Teachers, College Principals and College librarians (UGC Scales) for maintenance of standards in higher education and revision of pay scales.

1.0.0 COVERAGE

The scheme applies to teachers and equivalent cadres of Govt. Colleges, (excluding Technical, Medical, Agricultural and Veterinary Science Colleges and Universities,).

2.0.0 PAY SCALES, PAY FIXATION FORMULA AND AGE OF SUPERANNUATION, ETC.

2.1.0 The revised scales of pay and service conditions including age of superannuation in Govt. College of Himachal Pradesh shall be strictly in accordance with the decision of the State Government notified vide notification No.EDN-A-B(7)-2/2008, dated 15-10-09 (APPENDIX-I).

2.2.0 The pay scale shall, in the Govt. Colleges, be fixed in accordance with the pay “ fixation formula” developed by the UGC and approved by the Govt. of Himachal Pradesh, as contained in Govt. Notification dated 15-10-2009 (APPENDIX-I).

No pay and allowances other than what has already been notified vide Govt. notification dated 15.10.2009 (Appendix-I) shall be applicable to the teachers (including Principals) and equivalent cadres in Govt. Colleges unless and until adopted and notified by the Govt. of Himachal Pradesh.

2.3.0 The pay fixation formula for teachers shall apply for other positions in the library and teachers in physical education Cadres in the Govt. Colleges of Himachal Pradesh as mentioned in clause 1.0.0 & 2.2.0 above.

2.4.0 The revised scales of pay and age of superannuation as provided in Clause 2.1.0 above, is extended only to Govt. colleges coming under the purview of the State Legislature and maintained by the State Governments, subject to the implementation of the scheme as approved by the Government of Himachal Pradesh in adherence of the terms and conditions laid down in the State Government notification provided as APPENDIX-I with all conditions specified in these Regulations.

2.5.0 All other aspects which are not covered in these Regulations, on applicability, financial assistance, date of implementation of revised pay and allowances and payment of arrears, etc. shall be as laid down in the State Government Notifications provided as APPENDIX-I of these Regulations.

3.0.0 RECRUITMENT AND QUALIFICATIONS.

3.1.0 The direct recruitment to the posts of Assistant Professors, College Principals, and College Librarian (UGC Scale) in Govt. Colleges of Himachal Pradesh and Acharya and Pracharyas in Government Sanskrit Colleges of Himachal Pradesh shall be on the basis of merit through all India advertisement and selection by the HPPSC as per the provisions made and prescribed in the Recruitment and Promotion Rules for the concerned posts.

3.2.0 The minimum qualifications required for the post of Assistant Professors, College Principals, and College Librarian (UGC Scale) in Govt. Colleges of Himachal Pradesh and Acharya and Pracharyas in Government Sanskrit Colleges of Himachal Pradesh will be as prescribed under

the notified R&P Rules of the teaching cadre and equivalent cadre in colleges, as well as modified by the State Government from time to time.

4.0.0. PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS SCALE:

(To be considered for all categories of teachers as well as equivalent cadres in Govt. Colleges of Himachal Pradesh)

It is hereby clarified that where the University / College / Institution declare results in grade points which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage:

Grade	Grade Point	Percentage Equivalent
'O' - Outstanding	5.50-6.00	75-100
'A' - Very Good	4.50-5.49	65-74
'B' - Good	3.50-4.49	55-64
'C' - Average	2.50-3.49	45-54
'D' - Below Average	1.50-2.49	35-44
'E' - Poor	0.50-1.49	25-34
'F' - Fail	0-0.49	0-24

5.3.0 SELECTION COMMITTEE:

Selection Committee for Govt. Colleges in Himachal Pradesh shall be as under:-

For Direct Recruitment:-

Himachal Pradesh Public Service Commission and / or as specified in R&P Rules for all posts of Colleges teachers i.e. Assistant Professors (in all subjects including Physical Education), College Principals and College Librarians and Acharyas and Pracharyas of Government Sanskrit Colleges, and / or a selection committee constituted by the state government and / or duly constituted selection committees set up under the rules & instructions of the state government.

5.4.0 Any instructions / recommendations (on any aspect of Regulations) , issued as amendment in UGC guidelines / UGC regulations 2010, at any later date by MHRD / UGC, shall be applicable in the Higher Educational Institutions of the State (including Govt. Colleges) only after due adoption of such amendments by the Govt. of Himachal Pradesh and not otherwise.

6.0.0. SELECTION COMMITTEE AND GUIDELINES ON SELECTION (IN GOVT. COLLEGES) For all CAS promotions (under Career Advancement Scheme)

Selection Committee Specification, are mentioned under clause 7.3.4

7.0.0. SELECTION PROCEDURES:

7.0.1. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performances of the candidate in different relevant dimensions and his/ her performance on a scoring system Proforma, based on the Academic Performance Indicators (API) as provided in this Regulations in Tables I to IX of Appendix III.

In order to make the system more credible, respective selection committees may assess the ability for teaching and / or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at interview stage. These procedure can be followed for both direct recruitment and CAS promotions wherever selection committees are prescribed in these regulations.

7.0.2 The Government of Himachal Pradesh adopt these Regulations for selection committees and selection procedures through their respective statutory bodies incorporating the Academic

Performance Indicator (API) based Performance Based Appraisal System (PBAS) at the institutional level for Govt. Colleges to be followed transparently in all the selection processes. An indicative PBAS template Proforma (APPENDIX-IV) for direct recruitment (College Principal : 25% of cadre) and for Career Advancement Scheme (CAS) based on API based PBAS has been developed (as Annual Performance Based Appraisal : new ACR Proforma) by the department of higher education for teachers (all categories) equivalent cadres working in Govt. College, as self-assessment cum performance appraisal forms for teachers in strict adherence to the API criteria based PBAS prescribed in these Regulations.

7.0.3 **Similar Annual Performance Based Appraisal proforma shall be developed for teachers in Physical Education and College Librarians (UGC Scale).**

7.0.4 **Regarding representation to academicians representing Scheduled Caste/ Scheduled Tribe / OBC/ Minority/Women/Differently-abled categories in selection committees:**

- i) In case of Selection Committee for CAS promotions in Govt. Colleges, provisions shall be made as per Govt. Norms and policies of Govt. of Himachal Pradesh notified from time to time.
- ii) Such provisions in case of Selection Committee in respect of direct recruitment of Assistant Professors (100% of cadre), College Principals (25% of cadre) and College Librarian (100% of the cadre at entry stage) shall be as per provisions of Himachal Pradesh Public Service Commission.

7.0.5 (i) As per UGC Regulations, besides the indexed publications documented by various discipline-specific databases, drawn by the H.P. University Shimla-5, through committee(s) of subject experts and ISBN/ ISSN experts:

- (a) a comprehensive list of National/ Regional level journals of quality in the concerned subject(s); and
- (b) a comprehensive list of Indian language journals / periodicals/ official publication volumes of language bodies and upload them on the University website which are to be updated periodically.

The Govt. of Himachal Pradesh will consider such comprehensive lists drawn by the H.P. University (mentioned under (a) and (b) above) for necessary consideration for all Colleges.

- (ii) In respect of Indian language publications, equivalence in quality shall be prescribed for colleges located in a State by a Co-ordination Committee of experts to be constituted by the Chancellor of the H.P. University, and will be considered by the Govt. of Himachal Pradesh for all Colleges.
- (iii) At the time of assessing the quality of publications of the candidates during their appointments / promotions, the selection committees shall have to be provided with the above two lists which could be considered by the selection committees along with the other discipline-specific databases, or issue will be attended by the selection committee as per directions of the Govt. from time to time.
- (iv) The UGC shall constitute a Committee as soon as practicable, in so far as acceptability of the (list of) Indian Language journals so developed by Universities / States, to arrive at equivalence in quality of such publications with other wise accepted and recognised journals. To be adopted prospectively.

7.0.6 The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) Proforma developed by the Department of Higher Education in respect of Govt. Colleges in Himachal Pradesh, based on the API criteria provided in this Regulation and template separately provided. Without prejudice, to the requirements provided for selection of Associate Professor under this

Regulation, the prescription of research publication for promotion from the post of Assistant Professor to Associate Professor in colleges shall be as follows:

- (a) For those who possess a Ph.D degree, a minimum of one publication made during the period of service as Assistant Professor;
- (b) For those with a M.Phil Degree, a minimum of two publications made during the period of service as Assistant Professor;
- (c) For those without Ph.D or M.Phil degree, at least three publications during the period of service as Assistant Professor.

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalising the outcome of selection by the selection committee.

7.0.7. The process of selection of Principal (Colleges) shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) Proforma developed by the Department of Higher Education for teachers in all Govt. Colleges, based on the API criteria based PBAS set out in this Regulation and reprints of five major publications of the candidates. Provided that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage-II.

7.0.8 The Academic Performance Indicator (API) scoring system in the process of selection of Principal (both direct as well as promotion) in Govt. Colleges of Himachal Pradesh.

In addition, the selection committee shall assess the following dimensions with the weightages given below:

- a. Assessment of aptitude for teaching, research and administration(20%);
- b. Ability to communicate clearly and effectively(10%);
- c. Ability to plan institutional programmes, analyze, discuss curriculum development, research support and college development / administration(20%);
- d. Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture(10%); and
- e. Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) Proforma developed by the Department of Higher Education based on these Regulations (deduced to 40% of the total API score).

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage scores while finalising the outcome of selection.

7.0.9 In the selection process for posts involving different nature of responsibilities in certain disciplines / areas, such as Music, Physical education and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which shall be considered while developing the API based PBAS Proforma by the Department of Higher Education for CAS promotions.

7.0.10 The Internal Quality Assurance Cell (IQAC) shall be established in all the Govt. Colleges of Himachal Pradesh, as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Principal, as Chairperson. The IQAC shall act as the documentation and record-keeping cell for the institution. The IQAC may also introduce, wherever feasible, the

student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of students' assessment of individual teachers.

7.1.0 While the API

- (a) Tables I, II and III of Appendix III are applicable to the selection of Associate Professors/ Assistant Professors in colleges:
- (b) Table IV, V, and VI of Appendix III are applicable to Associate Professors / Assistant Professors of Physical Education; and
- (c) Tables VII, VIII and IX of Appendix III are applicable to College Librarians (UGC Scale) for both direct recruitment as well as Career Advancement Promotions.

The ratio / percentage of minimum requirement of category-wise API Score as given in these Tables of Appendix-III for each category of college teachers and equivalent cadres (Teachers in Physical Education & College Librarian) only.

7.2.0 The minimum norms of Selection Committees and Selection Procedures as well as API score requirements for the above cadres, either through direct recruitment or through Career Advancement Schemes Regulations, shall be similar. However, since teachers recruited directly can be from different backgrounds and institutions, Table II(c) of Appendix III provides norms for direct recruitment of teachers in Govt. Colleges, to different cadres, while Tables II(b), provides norms for CAS promotions of teachers and librarian in colleges, which accommodate these differences.

7.3.0. In order to remedy the difficulties of collecting retrospective information (as the Government has adopted the API and PBAS of UGC Regulations 2010 on 6th June 2011) and to facilitate the implementation of these regulations from 1st July 2010, in the CAS Promotion, the API base PBAS will be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in colleges for one year only with the minimum annual scores as depicted in Table II (b) for college teachers. For physical education teacher and College Librarian (UGC Scale) as depicted in Table V(b) and Table VIII (b) respectively. This annualised API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre.

Thus, if a teacher is considered for CAS promotion in 2011 (who is due for promotion under CAS w.e.f. 1st July 2010 to 31st December 2010), one year API scores for the academic year 2010-11 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2012 (who is due for promotion under CAS w.e.f. 1.1.2011 to 31.12-2011), two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), API scores for this category will be applied for the entire assessment period.

7.3.1 A teacher who wishes to be considered for promotion under CAS may submit in writing to the college, with three months in advance of the due date, that he/ she fulfils all qualifications under CAS and submit to the college the Performance Based Appraisal System Proforma as evolved by the Department of Higher Education dully supported by all credentials as per the API guidelines set out in these Regulations. In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the College / Department of Higher Education should immediately initiate the process of screening / selection, and shall complete the process within six to nine months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in these Regulations, as on 30th June 2010 and till the date on which this Regulation is notified, can be considered for promotion from the date, on or after 30th June 2010, on which they fulfill these eligibility conditions, provided as mentioned above.

7.3.2 Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Regulations as per Tables II (b) of Appendix III or those who obtain less than

50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/ she has successfully got re-assessed.

7.3.3. The Selection Committee specifications as delineated in Clauses 5.3.0, 6.0.0, & 7.3.4 are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of Assistant Professor to Associate Professor.

7.3.4. CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a "SELECTION-CUM-DEPARTMENTAL PROMOTION COMMITTEE " after due screening process undertaken by Screening-cum-Evaluation Committee, adhering to the criteria laid out in these Regulations as API score in PBAS in the Tables of Appendix-III.

Selection-cum-Departmental Promotion Committee for Govt College Teachers (including Physical Education) and College Librarians in UGC Scale shall be as mentioned below:-

- i Secretary (Education)to the Govt of Himachal Pradesh.
- ii Director of Higher Education, Himachal Pradesh.
- iii. Two members to be decided by the Secretary (Education) to the Govt. of Himachal Pradesh.
- iv Subject Experts (Three for promotions as Professors & Principals and Two for all other cadres promotions of teachers and College librarians).

The quorum for this committee shall be Five including the two subject expert.

7.3.5. The " **Screening cum Evaluation Committee**" for CAS promotion in respect of teachers in Govt. Colleges :

Assistant Professors / equivalent cadres in College Librarians (UGC Scale) / Assistant Professor (Physical Education) from one AGP to the other higher AGP shall consist of:

1. The Director of Higher Education
2. The Principal of the College
or
One Principal (Govt. Colleges) as nominee of the Director of Higher Education
or
Joint Director (Colleges) at the Directorate .
3. Two subject experts in the concerned subject nominated by the Vice Chancellor from the University panel of experts

The quorum for these committees in colleges shall be **three** including the one subject expert.

The above committee shall also be the "Screening-cum-Evaluation committee" for CAS promotions of

- i) Assistant Professor to Associate Professor.
- ii) Associate Professor to College Principal.

7.3.6. The Screening cum Evaluation Committee on verification / evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the Department of Higher Education based on these Regulations and as per the minimum requirement specified:

- (a) in Tables II and III for each of the cadre of Assistant Professor;
- (b) in Tables V and VI for each of the cadres of teachers in Physical Education
- (c) in Tables VIII and IX for each of the cadre of college Librarians shall recommend to the Govt. of Himachal Pradesh about the suitability for the promotion of the candidate(s) under CAS for implementation.

- 7.3.7. All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring Proforma and recommendation made on the basis merit and duly signed by all members of the selection committee in the minutes.
- 7.3.8. CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
- 7.3.9. The incumbent teacher must be on the roll and active service of the Govt. Colleges of Himachal Pradesh on the date of consideration by the Selection Committee for Selection / CAS promotion.
- 7.3.10. Candidates shall offer themselves for assessment for promotion / placement under CAS, if they fulfil the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS Proforma. They can do so three months before the due date if they consider themselves eligible.
The eligible candidates may send their application for CAS promotions till 31st March of every year to the Directorate of Higher Education through the Principal concerned. The Screening Committee (under clause 7.3.5) at the Directorate level will consider these applications and will send proposal in respect of all eligible candidates to the Govt. well before 31st July every year. The Govt. will consider the DPC once in a year, preferably in the month of September / October every year.
- 7.3.11. In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS Proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.
- 7.3.12. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
(b) If, however, the candidates find that he/ she fulfils the eligibility conditions at a later date and applies on that date and is successful, his / her promotion will be effected from that date of application fulfilling the criteria.
(c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/ her promotion will be deemed to be from the later date of successful assessment.
- 7.4.0. **STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS / ASSOCIATE PROFESSORS** (in respect of all subjects including Physical Education).
- 7.4.1. Entry level Assistant Professors (in all subjects including Physical Education, Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and stage 3), provided they are assessed to fulfil the eligibility and performance criteria as laid out in clause 7.3.0 of this Regulation.
- 7.4.2. An entry level Assistant Professor (in all subjects including Physical Education), possessing Ph.D Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years teaching / service as Assistant Professor.
- 7.4.3. An entry level Assistant Professor (in all subjects including Physical Education) possessing M.Phil Degree or post-graduate Degree in Professional courses, approved by the relevant statutory body, such as LL.M / M.Tech. etc. shall be eligible for the next higher grade (stage 2) after completion of five years teaching / service as Assistant Professor.
- 7.4.4. An entry level Assistant Professor (in all subjects including Physical Education) who does not have Ph.D or M.Phil, or a Master's Degree in the relevant professional course, shall be eligible

for the next higher grade (stage 2) only after completion of six years teaching / service as Assistant Professor.

7.4.5 The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors (in all subjects including Physical Education) shall be subject to their satisfying the API based PBAS conditions laid down by the UGC in this Regulation.

7.4.6. Assistant Professors (in all subjects including Physical Education) who have completed five years of teaching /service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by these Regulations, to move up next higher grade (stage 3).

7.4.7. Assistant Professors (in all subjects including Physical Education) completing three years of teaching / service in third grade (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the next higher grade (stage 4) and to be designated as Associate Professor.

7.5.0. **STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME FOR COLLEGE LIBRARIANS.**

7.5.1. College Librarian (UGC Scale) in the entry level grade, possessing Ph.D in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall be eligible for the higher grade (stage 2).

7.5.2. College Librarian (UGC Scale) in the entry level grade, not possessing Ph.D but only M.Phil in library science, after completing service of five years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall become eligible for the next higher grade (stage 2).

7.5.3 College Librarian (UGC Scale) in the entry level grade, without the relevant Ph.D or M.Phil after completing six years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall become eligible for the next higher grade (stage 2).

7.5.4 On completion of service of five years as College Librarian (Sr.Scale) shall be eligible for the next higher grade (stage 3), subject to their fulfilling other conditions of eligibility as per API scoring system based PBAS methodology laid down for CAS promotion in these Regulations. They shall be designated as College Librarian (Selection Grade).

7.5.5. After completing three years in the above grade, College Librarians (selection grade) shall move to the next higher grade (stage 4), subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down for CAS promotion in these Regulations.

7.6.0. **STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME FOR ASSISTANT PROFESSOR OF PHYSICAL EDUCATION.**

7.6.1. Stages of promotion shall be as mentioned under clause 7.4.1 to 7.4.7 of this Regulation.

7.7.0. The Schedule annexed to these Regulations (as APPENDIX-II) outlines the Pay scales, Designations and stages of promotions under CAS of incumbent and newly appointed teachers and equivalent positions (in all subjects including Physical Education) and equivalent positions in Library in Govt. Colleges whose maintenance expenditure is met by the Govt. of Himachal Pradesh under various provisions of Govt. notifications from time to time.

8.0.0 **DEPARTMENTAL EXAMINATION, ORIENTATION & REFRESHER COURSES AND PARTICIPATION IN SEMINARS / SYMPOSIUMS / WORKSHOPS / CONFERENCES etc.**

8.1.0 Every teacher as well as non teaching staff of equivalent cadres considered for appointment and posting in the Govt. Colleges of Himachal Pradesh shall have to qualify the departmental

examination as per rules, norms and policies of the notified by the Govt. of Himachal Pradesh from time to time.

Consideration of all cases of teachers and equivalent cadres in Govt. Colleges for movement into higher stage with AGP of Rs. 9000/- (i.e. from Assistant Professor to Associate Professor stage under provisions of CAS) and above by the Govt. of Himachal Pradesh shall be subject to the condition that the concerned Govt. servant has qualified the Departmental Examination on the date of such consideration.

8.2.0 Every teacher as well as non teaching staff of equivalent cadres considered for appointment and posting in the College of Himachal Pradesh shall have to attend, complete and qualify requisite number of Orientation Courses and Refresher Courses of specified duration as per the essential conditions well mentioned in these regulations as well as in accordance with the rules, norms and policies of the notified by the Govt. of Himachal Pradesh from time to time.

8.3.0 Participation of relatively new teachers and other equivalent cadres in OC programmes will be encouraged by the Government keeping in view that the academics in colleges is not affected adversely. Teachers and equivalent cadres shall avail the very first opportunity available to them, for participating in OC programmes, preferably during the lean academic period of the year i.e period w.e.f. 1st January to 30th June every year.

8.4.0 Similarly to strengthen the knowledge of the teachers and to enrich their awareness with the latest updations in the subject content and techniques, the participation of teachers and equivalent cadres in Govt. Colleges in RC programmes shall be considered favourably by the Government as and when Refresher Courses in various subjects are organized by ASC of HP University or by ASC of other Universities outside the State.

8.5.0 Interested teachers or equivalent cadres in Govt. Colleges who already completed their requisite number RC programmes for moving to next stage of higher AGP, may be allowed to participate in one additional RC programme to increase their teaching skills, after a laps of minimum period of three years from the date of last Refresher Course attended.

8.6.0 The teachers in Govt. Colleges, undertaking research work and projects, shall be encouraged for participation and presenting research papers in Seminars / Symposiums / Workshops / Conferences etc. and the permission shall be accorded by the Govt. for the following durations :-

i) Maximum 14 days in a year (for participation and presenting papers)

NOC for participation for the above duration in various academic programmes shall be given by the Government subject to the conditions :-

- a. that copy of the 'acceptance later' for the paper issued by the organising institute / organisation shall be submitted to the Government (through proper channel) by the concerned teacher or equivalent cadres for obtaining NOC.
- b. that 'certificate of participation' shall be submitted by the participant to the Principal of the college on returning back after the proposed participation.
- c. with regard to such participation(s) by teachers or equivalent cadres, 14 days in a year would be allowed as special leave to teachers and other equivalent cadres for under taking research work, projects and presentation of papers which is essential for the award of higher scales under CAS and no special leave will be granted for other purpose except in special circumstances in sports and other curricular activities of national / international meets, which are sponsored by the recognized Govt. organizations, like YSS through Government / Higher Education Department. No TA/DA or any financial assistance will be provided by the Government for this purpose.

9.0.0 Counting of the previous regular service shall be only as per norms and policies notified by the Govt. from time to time.

Counting of the previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor of equivalent in a University, College, National

Laboratories or other scientific / professional Organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, IGMR, DBT, etc. shall not be counted for direct recruitment of a teacher as Assistant Professor, Principal (25% of cadre strength) & College Librarian (UGC Scale) and for promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor, Principal (75% of cadre strength)and College Librarian (UGC Scale) or any other nomenclature these posts are described as per Appendix-III, Table No. II, merely on the basis of instructions issued by the MHRD or recommended by UGC. Counting of the previous regular service shall strictly be subject to the adoption of such instructions/ recommendations by the Govt. of Himachal Pradesh and shall be according to the norms and policies notified by the Govt. from time to time.

10.0.0 PERIOD OF PROBATION AND CONFIRMATION

10.1.0 Regarding minimum period of probation and confirmation in respect of all teachers and equivalent cadre in Govt. Colleges shall be governed as per R&P Rules or Govt. norms and policies notified by Govt. of Himachal Pradesh from time to time.

11.0.0 CREATION AND FILLING UP OF TEACHING POSTS

11.1.0 Creation and filling up of teaching posts shall be as per present statutory provisions of creation of posts with explicit prior permission of the Govt. of Himachal Pradesh to be followed.

11.2.0 The procedure for filling up of teaching posts with regard to advertisement, minimum qualifications, selection etc. shall be as prescribed under these Regulations and / or as approved / as per norms and policies.

12.0.0 APPOINTMENTS ON CONTRACT BASIS.

12.1.0 As per norms and policies notified by the Govt. of Himachal Pradesh from time to time.

13.0.0 TEACHING DAYS

13.1.0 Govt. Colleges must adopt at least 180 working days. i.e. there should be a minimum of 30 weeks of actual teaching in a 6 day week and 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc.

The vacation schedule and various public holidays shall be as per Govt. notification from time to time. The above is summarized as follows:

	Number of weeks: 6 Day a week pattern
Categorization	Colleges
Teaching and Learning Process.	30 (180 days) weeks.
Vacation period	Total Vacation = 60 days

14.0.0 WORK LOAD

14.1.0 The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year.

Apart from the teaching assignments, **extra duties** for completing **forty hours workload**, per week, shall be assigned by the Principal (in consultation with the concerned teachers) to all teachers and equivalent cadre in Govt. Colleges as per API requirements and PBAS methodology. Also as Govt. employees, all teachers and equivalent cadres in Govt. Colleges shall be covered under Govt. directions regarding workload and teaching assignments, from time to time.

15.0.0 SERVICE AGREEMENT AND FIXING OF SENIORITY

15.1.0 As per norms and policies notified / adopted by Govt. of Himachal Pradesh from time to time.

15.2.0 The self-appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement / record.

15.3.0 Inter-se seniority between the direct recruited and teachers promoted under CAS shall be as per norms and policies notified by Govt. of Himachal Pradesh from time to time.

16.0.0 CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/ her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, Caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or, professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non teaching staff.

VI. TEACHERS AND GUARDIANS:

Teachers should:

- i. Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
 - (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
 - (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
 - (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
 - (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.
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**GOVERNMENT OF HIMACHAL PRADESH
HIGHER EDUCATION DEPARTMENT
(Hr. EDUCATION –A-SECTION)**

No. EDN-A-B(7)-2/2008 Shimla-2

15th October, 2009

NOTIFICATION

In pursuance of the recommendations of the University Grants Commission, the Governor, Himachal Pradesh is pleased to revise the scales of pay of teachers and equivalent cadres in H.P. University, Government Degree colleges, Government Sanskrit Colleges and Directorate of Higher Education (Colleges) in the state with effect from 1st January, 2006, as per the details given below:—

(i) SCALE OF PAY OF TEACHERS AND EQUIVALENT CADRES IN COLLEGES:-

<u>Existing</u>			<u>Revised</u>	
Sr. No.	Category	Existing Scales of Pay Rs.	Revised Scales of Pay Rs.	Designation
1	Lecturer	8,000-275-13,500	15600-39100+AGP 6000	Assistant Professor
2	Lecturer (Sr. Scale)	10,000-325-15,200	15,600-39100+AGP 7000	Assistant Professor
3	Lecturer (Sl. Grade) (with less than 3 years of service)	12,000-420-18,300	15600-39100+AGP 8000	Assistant Professor
4	Lecturer (Sl. Grade) (with 3 years of service)	12,000-420-18,300	37400-67000+AGP 9000	Associate Professor
5.	Principals of Colleges	(i) 12000-420-18300 (ii) 16400-450-20900-500-22400	37400-67000+AGP 10000	Principal
6	College Librarian	8000-275-13500	15600-39100+AGP 6000	College Librarian
7	College Librarian(Sr. Scale)	10000-325-15200	15600-39100+AGP 7000	College Librarian(Sr. Scale)
8	College Librarian (Sl. Grade) (with less than 3 years of service)	12000-420-18300	15600-39100+AGP 8000	College Librarian (Sl. Grade) (with less than 3 years of service)
9	College Librarian (Sl. Grade) (with 3 years of service)	12000-420-18300	37400-67000+AGP 9000	College Librarian (Sl. Grade) (with 3 years of service)

(ii) SCALE OF PAY OF TEACHERS AND EQUIVALENT CADRES IN UNIVERSITY:-

<u>Existing</u>			<u>Revised</u>	
Sr. No.	Category	Existing Scales of Pay Rs.	Revised Scales of Pay Rs.	Designation
1	Lecturer	8,000-275-13,500	15600-39100+AGP 6000	Assistant Professor
2	Lecturer (Sr. Scale)	10,000-325-15,200	15,600-39100+AGP 7000	Assistant Professor
3	Lecturer (Sl. Grade)/ Reader (with less than 3 years of service)	12,000-420-18,300	15600-39100+AGP 8000	Assistant Professor
4	Lecturer (Sl. Grade)/ Reader (with 3 years of service)	12,000-420-18,300	37400-67000+AGP 9000	Associate Professor
5	Professor	16,400-450-22400	37400-67000+AGP10000 37400-67000+AGP 12000	Professor Professor
6.	Principals of Colleges	(i) 12000-420-18300 (ii) 16400-450-20900- 500-22400	37400-67000+AGP 10000	Principal
7.	Vice-Chancellor	25000 (Fixed)	75000 (Fixed)	
8	Asstt Librarian / Asstt. Director of Physical Education	8000-275-13500	15600-39100+AGP 6000	Asstt Librarian / Asstt. Director of Physical Education
9	Asstt Librarian / Asstt. Director of Physical Education (Sr. Scale)	10000-325-15200	15600-39100+AGP 7000	Asstt Librarian / Asstt. Director of Physical Education (Sr. Scale)
10	Deputy Librarian / Asstt. Lib.(Sl. Grade) Deputy Director of Physical Education/ Asstt. Director of Physical Education (Sl. Grade) (with less than 3 years of service)	12000-420-18300	15600-39100+AGP 8000	Deputy Librarian / Asstt. Lib.(Sl. Grade) Deputy Director of Physical Education/ Asstt. Director of Physical Education (Sl. Grade) (with less than 3 years of service)
11	Deputy Librarian / Asstt. Lib.(Sl. Grade) Deputy Director of Physical Education / Asstt. Director of Physical Education (Sl. Grade) (with 3 years of service)	12000-420-18300	37400-67000+AGP 9000	Deputy Librarian / Asstt. Lib.(Sl. Grade) Deputy Director of Physical Education / Asstt. Director of Physical Education (Sl. Grade) (with 3 years of service)
12	Librarian / Director of Physical Education	16400-450-20500-500- 22400	37400-67000+AGP 10000	Librarian / Director of Physical Education

- (ii) The Fitment Tables (Table No. 1 to 6) for fixation of pay of the existing incumbents, who are in position as on 1.1.2006, in various categories of posts as indicated in the Tables, are appended to this communication as **Annexure-I**.
 - (iii) The payment will be made after taking an undertaking from the existing incumbents to the effect that the excess amount, if any, made on account of incorrect fixation of pay in the pay band or AGP, shall be adjusted against the future payments due.
 - (iv) The pay in the revised scale shall be payable in cash with effect from 1st Sept., 2009. The arrears for the period from 1st January, 2006 to 31st Aug 2009 will be paid in such manner and at such time as may be decided by the Government.
2. The revised pay scales are applicable to the teachers and equivalent cadres of the H.P. University, Government Colleges, Government Sanskrit Colleges and the Directorate of Higher Education (Colleges) only.
 3. The Revised Pay Scales, Pay Structure, Eligibility, Career Advancement Scheme and Service Conditions are appended to this communication as **Annexure 'II'**.
 4. The revised scales are not applicable in the case of Chaudhary Sarwan Kumar HP Krishi Vishwavidyalaya, Palampur and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni Distt. Solan, Medical Colleges, Veterinary Science Technical and Engineering College (s) in the Pradesh.
 5. Necessary amendment in the statues, rules and regulations, etc. will be made by the University /Government, where called for.
 6. Draft regulation regarding post of Professors in Government Colleges will be finalized later on.
 7. Other terms and conditions of service of teachers shall be the same as may be notified by the State Govt. or specified by way of Regulations incorporating the approved pay scales and other related conditions by the H.P. University / State Govt. on the lines of existing scheme(s).
 8. Regular and systematic appraisal of performance of teachers is to be an essential element in the management of education and this has been taken into account in the designing for the career development of teachers. Till the State Government formulates the guidelines for evaluation of performance of teachers, as per policy to be framed by the UGC and become operative the existing screening mechanism/selection procedure prescribed by the Universities concerned/State Government will apply to all the placements/ promotions.
 9. All teachers and equivalent cadres shall observe the code of professional ethics recommended by the UGC and as laid down by the State Govt.
 10. All other service conditions of University and College teachers and equivalent cadres will continue to be governed by the existing rules/instructions of the State Govt.
 11. The State Govt. may change any of the above conditions of its own or on the recommendations of the UGC/Government of India.
 12. The age of superannuation of the teaching personnel and other equivalent cadres shall remain unchanged.
 13. The Interim Relief already allowed to the employees covered by UGC Scales from time to time, shall be adjusted in the Revised pay and the employees shall be entitled to draw only

the additional amount on account of the Revised pay and the emoluments being drawn on the corresponding date. In case, emoluments in the Revised Pay structure becomes lower than the

emoluments being drawn on the corresponding date, due to payment of Interim Relief, the extra amount, if any, shall be adjusted against the Pay Arrears of the concerned employees.

This issues with the prior concurrence of the Finance Department vide their File No.Fin (PR)B(7)-4/2009 – 51217353 dated 15-10-2009.

By Order,
P.C. DHIMAN,
Principal Secretary.

Annexure-I

Table-1

Pre-revised scale Rs.8000-275-13500	Revised Pay Band +AGP Rs.15600-39100+AGP 6000		
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay.
8000	15600	6000	21600
8275	15600	6000	21600
8550	15910	6000	21910
8825	16420	6000	22420
9100	16930	6000	22930
9375	17440	6000	23440
9650	17950	6000	23950
9925	18470	6000	24470
10200	18980	6000	24980
10475	19400	6000	25490
10750	20000	6000	26000
11025	20510	6000	26510
11300	21020	6000	27020
11575	21530	6000	27530
11850	22050	6000	28050
12125	22560	6000	28560
12400	23070	6000	29070
12675	23580	6000	29580
12950	24090	6000	30000
13225	24600	6000	30600
13500	25110	6000	31110
13775	25630	6000	31630
14050	26140	6000	32140
14325	26650	6000	32650

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Table-2

Pre-revised scale Rs.10000-325-15200	Revised Pay Band +AGP Rs. 15600-39100+AGP 7000		
Pre-revised Basic Pay	Revised Pay.		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay.
10000	18600	7000	25600
10325	19210	7000	26210
10650	19810	7000	26810
10975	20420	7000	27420
11300	21020	7000	28220
11625	21630	7000	28630
11950	22230	7000	29230
12275	22840	7000	29840
12600	23440	7000	30440
12925	24050	7000	31050
13250	24650	7000	31650
13575	25250	7000	32250
13900	25860	7000	32860
14225	26460	7000	33460
14550	27070	7000	34070
14875	27670	7000	34670
15200	28280	7000	35280
15525	28880	7000	35880
15850	29390	7000	36490
16175	30090	7000	37090

Table-3

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Pre-revised scale Rs.12000-420-18300 3	Revised Pay Band +AGP Rs.15600-39100+AGP 8000		
Pre-revised Basic Pay	Revised Pay.		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay.
12000	22320	8000	30320
12420	23110	8000	31110
12840	23890	8000	31890
13260	24670	8000	32670
13680	25450	8000	33450
14100	26230	8000	34230
14520	27010	8000	35010
14940	27790	8000	35790
15360	28570	8000	36570
15780	29360	8000	37360
16200	30140	8000	38140
16620	30920	8000	38920
17040	31700	8000	39700
17460	32480	8000	40480
17880	33260	8000	41260
18300	34040	8000	42040
18720	34820	8000	42820
19140	35610	8000	43610
19560	36390	8000	44390

Table-4

Pre-revised scale Rs.12000-420-18300	Revised Pay Band +AGP Rs.37400-67000 +AGP 9000		
Pre-revised Basic Pay	Revised Pay.		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay.
13260	37400	9000	46400
13680	37400	9000	46400
14100	37400	9000	46400
14520	37400	9000	46400
14940	38530	9000	47530
15360	38530	9000	47530
15780	39690	9000	48690
16200	39000	9000	48690
16620	40890	9000	49890
17040	40890	9000	49890
17460	42120	9000	51120
17880	42120	9000	51120
18300	43390	9000	52390
18720	43390	9000	52390
19140	44700	9000	53700
19560	44700	9000	53700

Table-5

Pre-revised scale Rs.16400-450-20900-500- 22400	Revised Pay Band +AGP Rs.37400+67000+AGP 10000		
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay.
16400	40890	10000	50890
16850	40890	10000	50890
17300	42120	10000	52120
17750	42120	10000	52120
18200	43390	10000	53390
18650	43390	10000	53390
19100	43700	10000	54700
19550	46050	10000	54700
20000	46050	10000	56050
20450	47440	10000	57440
20900	47440	10000	57440
21400	48870	10000	58870
21900	48870	10000	58870
22400	50340	10000	60340
22400	50340	10000	60340
23900	51860	10000	61860

Table-6

Pre-revised scale Rs.12000-420-18300 (minimum to be fixed at Rs.12840)	Revised Pay Band +AGP Rs.37400-67000+AGP 10000		
Pre-revised Basic Pay	Revised Pay.		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay.
12840	37400	10000	47400
13260	37400	10000	47400
13680	37400	10000	47400
14100	37400	10000	47400
14520	37400	10000	47400
14940	38530	10000	48530
15360	38530	10000	48530
15780	39690	10000	49690
16200	39690	10000	49690
16620	40890	10000	50890
17040	40890	10000	50890
17460	42120	10000	52120
17880	42120	10000	52120
18300	43390	10000	53390
18720	43390	10000	53390
19140	44700	10000	54700
19560	44700	10000	54700

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Revised pay scale, pay structure, eligibility, career advancement scheme and service conditions.

1. General :

- (i) No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D. and satisfies other academic conditions, as laid down by the University Grants Commission (UGC) from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- (ii) The pay of teachers and equivalent positions in University and Colleges shall be fixed according to their designations in two pay bands of Rs. 15600-39100 and Rs. 37400-67000 with appropriate "Academic Grade Pay" (AGP in short). Each Pay Band shall

have different stages of Academic Grade Pay which shall ensure that teachers and other equivalent cadres covered under this Scheme, subject to other conditions of eligibility being satisfied, have multiple opportunities for upward movement during their career.

- (iii) National Eligibility Test (NET) / State Eligible Test (SET) shall be compulsory for appointment at the entry level of Assistant Professor, subject to the exemptions to the degree of Ph.D. in respect of those persons obtaining the award through a process of registration, course-work and external evaluation, as have been/ or may be laid down by the UGC through its regulations, and so adopted by the University. NET /SET shall not be required for such Masters' programmes in disciplines for which there is no NET /SET.

2. Revised Pay Scales, Service conditions and Career Advancement Scheme for teachers and equivalent positions:

The pay structure for different categories of teachers and equivalent positions shall be as indicated below:-

(a) Assistant Professor/Associate Professors in Colleges and Assistant Professor/Associate Professors / Professors in University :

- (i) Persons entering the teaching profession in University and Colleges shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6000.
- (ii) An Assistant Professor with completed service of 4 years, possessing Ph.D Degree in the relevant discipline shall be eligible, for moving up to AGP of Rs. 7000.
- (iii) Assistant Professors possessing M.Phil degree or post-graduate degree in professional courses approved by the relevant Statutory Body, such as LL.M/M.Tech etc. shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.
- (iv) Assistant Professors who do not have Ph.D or M.Phil or a Master's degree in the relevant Professional course shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.
- (v) The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by the UGC.
- (vi) The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the un-revised scale of Rs. 10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100 based on their present pay, with AGP of Rs. 7000.
- (vii) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the UGC, to move up to the AGP of Rs. 8000.

- (viii) Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- (ix) Incumbent Readers and Lecturers (Selection Grade) who have completed 3 years in the current pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP Pay of Rs. 9000 and shall be re-designated as Associate Professor.
- (x) Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of (Selection Grade)/Reader, and thereafter shall be placed in the higher Pay Band of Rs.37400-67000 and accordingly re-designated as Associate Professor.
- (xi) Readers / Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs. 37,400-67000 and re-designated as Associate Professor in the manner described in (x) above.
- (xii) Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by the UGC and the university, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.
- (xiii) Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the UGC and if any by the university. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.
- (xiv) The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.
- (xv) For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the UGC through Regulations and as may be laid down by the university.

3. Pay Scales of Pro-Vice Chancellor/Vice Chancellor of Universities:

- (i) **Pro-Vice-Chancellor.**—The posts of Pro-Vice Chancellor shall be in the Pay Band of Rs.37400-67000 with AGP of Rs. 10000 or Rs. 12000, as the case may be, subject to the condition that the sum total of pay in the Pay Band, the Academic Grade Pay.
- (ii) **Vice Chancellor.**—The posts of Vice Chancellor shall carry a fixed pay of Rs. 75000.

4. Pay Scales of Principals in Colleges:

- (i) **Principal of Government Colleges.**—Appointments to the posts of Principal in Colleges shall be based on the conditions of eligibility in respect of educational

qualifications and teaching/research experience laid down by the University Grants Commission and if any by the university from time to time. The posts of Principal in Colleges shall be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10000.

5. Pay Scales and Career Advancement Scheme for Librarians etc:

(a) Assistant Librarian/ College Librarian :

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

(b) Assistant Librarian (Sr. Scale)/ College Librarian (Sr.Scale):

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

(c) Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade):

- (i) Deputy Librarians who are directly recruited at present shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 initially at the time of recruitment.
- (ii) On completion of service of 5 years, Assistant Librarian (Sr. Scale)/ College Librarian (Senior Scale) shall be eligible for the post of Deputy Librarian/

equivalent posts in Pay Band of Rs. 15600-39100, with Academic Grade Pay of Rs.8,000, subject to their fulfilling other conditions of eligibility (such as Ph.D. degree or equivalent published work etc. for Deputy Librarian) as laid down by the UGC. They shall be designated as Deputy Librarian/ Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade), as the case may be.

- (iii) The existing process of selection by a Selection Committee shall continue in respect of promotion to the post of Deputy Librarian and their equivalent positions.
- (iv) After completing 3 years in the Pay Band of Rs. 15600-39100 with an AGP of Rs. 8000, Deputy Librarians/ equivalent positions shall move to the Pay Band of Rs. 37400-67000 and AGP of Rs. 9000, subject to fulfilling other conditions of eligibility laid down by the UGC and if any by the university.
- (v) Assistant Librarians (Senior Scale) in universities/ College Librarians (Senior Scale) in the AGP of Rs.7000 not possessing Ph.D. in Library Science or equivalent published work but who fulfill other criteria prescribed by the UGC and if any by the university, shall also be eligible for being placed in the AGP of Rs. 8000.
- (vi) Incumbents to the posts of Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be fixed at an appropriate stage in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000. They shall continue to be designated as Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade).
- (vii) Incumbents to the posts of Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have not completed the requirement of three years in the prerevised pay scale of Rs. 12000-18300, for being eligible to be placed in the higher Pay Band of Rs. 37400-67000, shall be placed at an appropriate stage with Academic Grade Pay of Rs.8000 till they complete three years of service as Deputy Librarian/ Assistant Librarian (Selection Grade)/College Librarian (Selection Grade).
- (viii) Pay in regard to the directly recruited Deputy Librarians shall be initially fixed in Pay Band Rs. 15600-39100 with AGP of Rs. 8000. They shall move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 after completing three years of service in the AGP of Rs. 8000.
- (ix) The existing conditions of eligibility and academic qualifications prescribed by the UGC shall continue to be applicable for direct recruitment to the post of Deputy Librarian.

(d) Librarian (University):

- (i) The post of Librarian shall be in the Pay Band of Rs. 37400-67000 with the Academic Grade Pay of Rs. 10000.
- (ii) The existing conditions of eligibility and academic qualifications prescribed by the UGC shall continue to be applicable for appointment to the post of Librarian (University).

- (iii) Deputy Librarian completing service of three years in the AGP of Rs. 9000 and otherwise eligible as per conditions prescribed by the UGC and if any by the university, shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.
- (iv) Incumbent Librarian (University) shall be placed at the appropriate stage as per the 'fixation formula' of the Government in the Pay Band of Rs. 3740-67000 with AGP of Rs. 10000.

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

(a) Assistant Director of Physical Education(Assistant DPE) Director of Physical Education (HP University):

- (i) The Assistant Director of Physical Education in the pre-revised pays scale of Rs. 8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.
- (ii) Pay of incumbent Assistant Directors of Physical Education shall be fixed at an appropriate stage in the Pay Band of Rs. 15600-39100 with an AGP of Rs. 6000, in accordance with the 'fixation formula' of the Government.
- (iii) All existing conditions of eligibility and academic qualifications laid down by the UGC shall continue to be applicable for direct recruitment of Assistant Director of Physical Education.

(b) Assistant Director of Physical Education (Senior Scale):

- (i) Assistant Directors of Physical Education (Senior Scale) in the pre-revised pay scale of Rs. 10000-15200 shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 7000.
- (ii) Assistant Directors of Physical Education (Senior Scale) possessing Ph.D. in Physical Education at the entry level of Assistant DPE in the AGP of Rs. 6000 shall, after completing service of four years in the AGP of Rs.6000, and if otherwise eligible as per guidelines prescribed by the UGC and if any by the university, move to higher AGP of Rs. 7000 in the Pay Band of Rs. 15600-39100.
- (iii) Assistant Directors of Physical Education (Senior Scale) possessing M.Phil in Physical Education at the entry level of Assistant DPE in the AGP of Rs. 6000 shall, after completing service of five years in the AGP of Rs. 6000, be eligible for the higher AGP of Rs. 7000.
- (iv) Assistant Directors of Physical Education without the relevant Ph.D. and M.Phil shall, after completing service of six years as Assistant Director of Physical Education in the AGP of Rs. 6000, and if otherwise eligible as per guidelines prescribed by the UGC and if any by the university, be eligible for being placed in the AGP of Rs. 7000.
- (v) Pay of incumbent Assistant Directors of Physical Education (Senior Scale) shall be fixed in Pay Band of Rs. 15600-39100 at an appropriate stage in the AGP of Rs. 7000, as per the 'fixation formula' of the Government.

(c) Deputy Director of Physical Education/ Assistant Director of Physical Education (Selection Grade)/ Director of Physical Education (HPU) (Selection Grade):

- (i) After completing service of five years in the Pay Band of Rs. 15600-39100 with the AGP of Rs. 7000 and subject to satisfying other eligibility conditions laid down by the UGC and if any by the university, Assistant Director of Physical Education (Senior Scale) / Director of PE (HPU) (Senior Scale) shall move to AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100.
- (ii) After completing service of three years in the Pay Band of Rs. 15600-39100 and the AGP of Rs. 8000 and subject to eligibility laid down by the UGC and if any by the university, Deputy DPE/Assistant DPE (Selection Grade)/ D P E (Selection Grade) shall move to the Pay Band of Rs. 37400-67000 with the AGP of Rs. 9000.
- (iii) All Incumbents to the post of Deputy DPE / Assistant DPE (Selection Grade)/ DPE (Selection Grade) who have completed service of at least three years in the un-revised Pay Scale of Rs. 12000-18300 as on 1.1.2006 shall be eligible to be fixed in the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000.
- (iv) All incumbents to the post of Deputy DPE/ Assistant DPE (Selection Grade) / DPE (Selection Grade) whose services in the un-revised Pay Scale of Rs. 12000-18300 fall short of three years which would have made them eligible to move to the higher Pay Band, shall be placed at an appropriate stage at the AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100 till they complete the required service of three years as Deputy DPE/ ADPE (Selection Grade) / Director PE in HPU (Selection Grade) in the un-revised Pay Scale.
- (v) Pay of the directly recruited Deputy DPE shall be initially fixed with the AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100, and after completing 3 years of service directly recruited Deputy DPE and equivalents shall move to Pay Band Rs. 37400-67000 with AGP of Rs. 9000.

(d) Director of Physical Education (University):

- (i) Post of Director Physical Education in universities shall be in the Pay Band of Rs. 37400-67000 with AGP of Rs. 10000.
- (ii) Post of Director Physical Education (University) shall continue to be filled through direct recruitment and the existing conditions of eligibility i.e. the minimum qualification, number of years of relevant experience and other conditions prescribed by the UGC shall continue to be the eligibility for recruitment.
- (iii) Pay of the incumbents shall be fixed at the appropriate stage in the Pay Band of Rs. 37400-67000 as per 'fixation formula' of the Government.

7. Incentives for Ph. D./M.Phil and other higher qualification:

- (i) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in the relevant discipline by a university following the process of registration, coursework and external evaluation as prescribed by the UGC.

- (ii) M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- (iii) Those possessing Post Graduate degree in a professional course such as LL.M/M.Tech etc., recognized by the relevant Statutory Body/Council, shall also be entitled to 2 non-compounded advance increments at the entry level.
- (iv) Teachers who complete their Ph.D. degree while in service shall be entitled to three noncompounded increments if such Ph.D. is in the relevant discipline and has been awarded by a university complying with the process prescribed by the UGC for enrolment, course-work and evaluation etc.
- (v) However, teachers in service who have been awarded Ph . D. at the time of coming into force of this Scheme or having been enrolled for Ph.D. have already undergone course-work , if any, as well as evaluation , and only notification in regard to the award of Ph.D. is awaited , shall also be entitled to the award of three non – compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- (vi) In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D, in respect of either course-work or evaluation or both, as the case may be.
- (vii) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D, while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- (viii) Teachers who acquire M.Phil, degree or a post graduate degree in a professional course recognized by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment . If post graduate qualification in a particular subjects not a mandatory requirement at the entry level of recruitment, acquisition of such a qualification for in service candidates shall also entitle them to one advance increment.
- (ix) Five non - compounded advance increments shall be admissible to Assistant Librarian/ College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in library science.
- (x) Assistant Librarian/ College Librarian and other Library personnel acquiring the degree of Ph.D, at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments.
- (xi) However, persons in posts of Assistant Librarian/College Librarian or higher positions who have been awarded Ph.D. in library science at the time of coming into

force of this Scheme or having been enrolled for Ph.D. in library science have already undergone course-work , if any, as well as evaluation , and only notification in regard to the award of Ph.D . is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

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

- (xix) Assistant Director of Physical Education and others in higher Physical Education positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three noncompounded increments on award of Ph.D, while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- (xx) Two non-compounded advance increments shall be admissible for Assistant Director of Physical Education with M.Phil degree in Physical Education at the entry level. Assistant Director of Physical Education and those in higher positions acquiring MPhil degree in Physical Education at any time during the course of their service, shall be entitled to one advance increment.
- (xxi) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D./ M.Phil. at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this Scheme.
- (xxii) For posts at the entry level where no such advance increments were admissible for possessing Ph.D/ M.Phil. under the earlier scheme, the benefit of five advance increments for possessing Ph.D./ M.Phil. shall be available to only those appointments which have been made on or after the coming into force of this Scheme.
- (xxiii) Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per existing policy for acquiring Ph.D./M.Phil while in service, would not be entitled to benefits under this Scheme.

8. Other terms and conditions:

(a) Increments:

- (i) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band.
- (ii) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.
- (iii) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000.

(b) Pay fixation formula:

The pay 'fixation formula' of the State Government shall be adopted for teachers and equivalent positions in the Library and Physical Education Cadres.

**GOVERNMENT OF HIMACHAL PRADESH
HIGHER EDUCATION DEPARTMENT
(Hr. EDUCATION –A-SECTION)**

No. EDN-A-B(7)-2/2008 dated Shimla-2, 23rd October 2009

ADDENDUM

Please add clause (iv) between clause (iii) and (v) below Sr. No. 2 of Annexure-II appearing in this department notification of even no. dated 15th Oct. 2009 regarding revision of Pay Scales of teachers and equivalent cadres in H.P. University, Government Degree colleges, Government Sanskrit Colleges and Directorate of Higher Education (Colleges) in the state with effect from 1st January, 2006, as under :-

“(iv) Assistant Professors who do not have Ph.D or M.Phil or a Master’s degree in the relevant Professional course shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years’ service as Assistant Professor”.

By order,

P.C. DHIMAN,
Principal Secretary.

GOVERNMENT OF HIMACHAL PRADESH
HIGHER EDUCATION DEPARTMENT
Education-A Section

No.EDN-A-B((7)-2/2008

Shimla-2,

12th August, 2010

CORRIGENDUM

The Governor, Himachal Pradesh is pleased to order to replace the Table – 5 of Notification of even no. dated 15-10-2009 issued by this department as under:—

Table-5

Pre-revised scale Rs.16400-450- 20900-500-22400	Revised Pay Band +AGP Rs.37400+67000+AGP 10000		
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay.
16400	40890	10000	50890
16850	40890	10000	50890
17300	42120	10000	52120
17750	42120	10000	52120
18200	43390	10000	53390
18650	43390	10000	53390
19100	44700	10000	54700
19550	44700	10000	54700
20000	46050	10000	56050
20450	46050	10000	56050
20900	47440	10000	57440
21400	47440	10000	57440
21900	48870	10000	58870
22400	48870	10000	58870
22900	50340	10000	60340
23400	50340	10000	60340
23900	51860	10000	61860

By order,
SHRIKANT BALDI,
Principal Secretary (Hr. Edu.).

Government of Himachal Pradesh
Higher Education Department

No. EDN-A-(B)7-2/08-Loose Dated Shimla-2

22nd March, 2011

NOTIFICATION

In continuation to this department notification No.EDN-A-(B)7-2/08 dated 15th Oct. 2009 regarding revision of pay of teachers and equivalent cadres in H.P. University, Government Degree Colleges, Government Sanskrit Colleges and Directorate of Higher Education (Colleges) the Governor, Himachal Pradesh is pleased to order the following clarification:-

1. Allow Rs.43,000/- as entry level pay Band Rs.37400-67000/-(PB-4) plus an academic grade pay of Rs.10,000/- to directly recruited Principals of Government Degree Colleges appointed on or after 1.1.2006.
2. Entry pay of Readers, appointed on or after 1.1.2006 till issue of the University Grants Commission regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 i.e. 30-6-2010 be fixed at Rs.23890 in PB-3 with an academic grade pay of Rs.8000/-. This will also apply to lecturers (Selection Grade) promoted during the above period. Such Readers /Lecturers (Selection Grade) after 3 years will move to minimum of PB-4 with academic grade pay of Rs.9000/-.
3. Similarly, entry pay of Rs.23890 in PB-3 with academic grade pay of Rs.8000/- will also apply to directly recruited Deputy Librarians and Deputy Directors of Physical Education, who will move to PB-4 with academic grade pay of Rs.9000/- after completion of 3 years, in that grade.

This issues with the prior concurrence of the FD vide their file No.Fin(PR)B(7)-4/2009-51638977 dated 7-12-2010.

By Order,

Pr. Secretary (Hr. Edu.) to the
Government of Himachal Pradesh.

SCHEDULE FOR CLAUSE 7.7.0

(FOR PAY SCALES, DESIGNATIONS AND STAGES FOF PROMOTION UNDER CAS OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS (IN ALL SUBJECTS INCLUDING PHYSICAL EDUCATION) / ASSOCIATE PROFESSORS(IN ALL SUBJECTS INCLUDING PHYSICAL EDUCATION) / COLLEGE PRINCIPAL AND COLLEGE LIBRARIAN (UGC SCALE) IN COLLEGES (BOTH PRIVATE AND GOVT.) WHOSE MAINTENANCE OF EXPENDITURE IS MET BY THE GOVT. OF HIMACHAL PRADESH UNDER VARIOUS PROVISIONS OF GOVT. NOTIFICATIONS FROM TIME TO TIME).

- 1.0. Person entering the teaching profession in Colleges shall be designated as Assistant Professors and shall be placed in the Pay Band-III of Rs. 15600-39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs 8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs.6000. Their CAS promotions would be subject to the API criteria based PBAS system norms laid out in these regulations.
- 1.1. An Assistant Professor with completed service of four years, possessing Ph.D Degree in the relevant discipline shall be eligible for moving up to AGP of Rs.7000.
- 1.2 Assistant Professors possessing M.Phil degree or post graduate degree in professional courses approved by the relevant statutory body, such as LLM/ M.Tech. etc. shall be eligible for the AGP of Rs.7000 after completion of 5 years service as Assistant Professor.
- 1.3 Assistant Professors who do not have Ph.D or M.Phil or a Master's degree in the relevant Professional course shall be eligible for the AGP of Rs.7000 only after completion of 6 years' service as Assistant Professor.
- 1.4 The upward movement from AGP of Rs.6000 to AGP of Rs.7000 for all Assistant Professors shall be subject to their satisfying the API criteria based PBAS conditions as laid down in these Regulations.
- 2.0 The pay of the incumbents to the posts of Lecturer(Senior scale) (i.e. the un-revised scale of Rs.10000-15200) shall be re-designated as Assistant Professor and shall be fixed at the appropriate stage in Pay Band-III of Rs. 15600-39100 based on their present pay, with AGP of Rs.7000.
- 2.1 Assistant Professors with completed service of 5 years at the AGP of Rs 7000 shall be eligible, subject to other API requirements laid down by these Regulations, to move up to the AGP of Rs.8000.
- 3.0 Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000.

- 3.1 Incumbent Lecturers (Selection Grade) who have completed three years in the pay scale of Rs. 12000-18300 on 01-01-06 shall be placed in Pay Band-IV of Rs.37400-67000 with AGP of Rs.9000 and shall be re-designated as Associate Professor.
- 3.2 Incumbent Lecturers (Selection Grade) who had not completed 3 years in the current pay scale of Rs 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs 15600-39100 with AGP of Rs.8000 till they complete 3 years of service in the grade of Lecturer(Selection Grade), and thereafter shall be placed in the higher Pay Band-IV of Rs.37400-67000 and accordingly re-designated as Associate Professor.
- 3.3 Lecturer (Selection Grade) in service at present shall continue to be designated as Lecturer (selection Grade), as the case may be, until they are placed in the Pay Band of Rs.37,400-Rs.67,000 and re-designated as Associate Professor in the manner described in 3.1 and 3.2 above.
- 3.4 Assistant Professors completing 3 years of teaching in the AGP of Rs.8000 shall be eligible, subject to the qualifying conditions, prescribed in these Regulations, to move to the Pay Band-IV of Rs 37400-67000 with AGP of Rs.9000 and to be designated as Associate Professor.

4.0 **PAY SCALES OF PRINCIPALS IN COLLEGES and Pracharyas in Sanskrit Colleges:**

4.1 **PRINCIPAL OF GOVT. COLLEGES AND PRACHARYAS IN SANSKRIT COLLEGES OF HIMACHAL PRADESH:**

For Directly Recruited Principals in Govt. Colleges and Pracharyas in Sanskrit Colleges:-

The posts of Principal in Govt. Colleges and Pracharyas in Sanskrit Colleges shall be in the Pay Band of Rs. 37400-67000 with AGP of Rs.10000, and shall also be fixed at a stage not below Rs. 43000/-.

All directly recruited Principals and Pracharyas in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10000.

For Promoted Principals in Govt. Colleges and Pracharyas in Sanskrit Colleges:-

The posts of Principal in Govt. Colleges and Pracharyas in Sanskrit Colleges shall be in the Pay Band of Rs. 37400-67000 with AGP of Rs.10000, and shall be fixed at appropriate stage as per pay fixation norms approved by the Government from time to time.

5.0 **PAY SCALES AND CAREER ADVANCEMENT SCHEMES REGULATIONS FOR COLLEGE LIBRARIANS.**

5.1 COLLEGE LIBRARIAN (UGC Scale):

- (i) College Librarian in the pre-revised scale of pay of Rs.8000-13500, shall be placed in the Pay Band of Rs. 15600-39100, with AGP of Rs. 6000.
- (ii) All existing conditions of eligibility and academic qualification laid down as per these Regulations and R&P Rules of the cadre notified by the Govt. of Himachal Pradesh shall be applicable for direct recruitment of college librarian (UGC Scale).

5.2 COLLEGE LIBRARIAN SR. SCALE):

- (i) College librarian (Sr.Scale) in the pre- revised scale of pay of Rs.10000-15200, shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.7000.
- (ii) College Librarian possessing Ph.D in Library Science at entry level, after completing service of four years in the AGP of Rs.6000, and if otherwise eligible as per API scoring system, and PBAS methodology laid down in these Regulations, shall be eligible for the higher AGP of Rs. 7000, with the Pay Band of Rs. 15600-39100.
- (iii) College Librarian not possessing Ph.D, but only M.Phil. in Library Science at the entry level after completing service of five years in the AGP of Rs.6000, if otherwise eligible as per API scoring system and PBAS methodology laid down in these Regulations, shall become eligible for the higher AGP of Rs.7000.
- (iv) After completing service of six years in the AGP of Rs.6000/- College Librarian without the relevant Ph.D and M.Phil. shall, if otherwise eligible as per API scoring system and PBAS methodology laid down in these Regulations, move to the higher AGP of Rs.7000.
- (v) The pay of the existing College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10000-15200 shall be fixed in the Pay Band of Rs 15600-39100 with AGP of Rs 7000 at an appropriate stage based on their present pay.

5.3 COLLEGE LIBRARIAN (SELECTION GRADE):

- i. On completion of service of five years, College Librarian (Sr .Scale) shall be eligible for the Pay Band of Rs.15600-39100, with AGP of Rs.8000, subject to their fulfilling other conditions of eligibility (for College Librarian (Selection Grade)) and as per API scoring system based PBAS methodology laid down for CAS promotion in these Regulations. They shall be designated as College Librarian(Selection Grade).

- ii. After completing three years in the Pay Band of Rs.15600-39100, with an AGP of Rs.8000, college librarian shall move to the Pay Band of Rs.37400-67000 and AGP of Rs. 9000, subject to fulfilling other conditions of eligibility and as per API scoring system and PBAS methodology laid down for CAS promotion in these Regulations.
- iii. College Librarians (Sr.Scale) in the AGP of Rs.7000 not possessing Ph.D in Library Science but who fulfil other criteria prescribed by the UGC for CAS promotion in these Regulations, shall also be eligible for being placed in the AGP of Rs.8000.
- iv. College Librarian(Selection Grade) who have completed three years in the pre-revised pay scale of Rs.12000-18300, on 1st January, 2006 shall be fixed at an appropriate stage in the Pay Band of Rs 37400-67000, with an AGP of Rs.9000/-. They shall continue to be designated as college Librarian(Selection Grade)
- v. College Librarian(Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs.12000-18300, for being eligible to be placed in the higher Pay Band of Rs.37400-67000, shall be placed at an appropriate stage with Academic Grade Pay of Rs. 8000/- till they complete three years of service as College Librarian(Selection Grade).

6.0 PAY SCALES AND CAREER ADVANCEMENT SCHEMES REGULATIONS FOR PHYSICAL EDUCATION AND SPORTS CADRES.

6.1 ASSISTANT PROFESSOR OF PHYSICAL EDUCATION:-

- (i) The Assistant Professor of Physical Education in the pre-revised pay scale of Rs.8000-13500, shall be placed in the Pay Band of Rs.15600-39100, with AGP of Rs.6000/-.
- (ii) Pay of incumbent Assistant Professors Physical Education shall be fixed at an appropriate stage in the Pay Band of Rs.15600-39100 with an AGP of Rs.6000/- in accordance with the "fixation formula" provided in APPENDIX-I.
- (iii) All conditions of eligibility and academic qualifications laid down in these Regulations and as mentioned in R&P Rules notified by the Govt. from time to time, shall be applicable for direct recruitment of Assistant Professor of Physical Education in Govt. colleges of Himachal Pradesh.

6.2 ASSISTANT PROFESSOR OF PHYSICAL EDUCATION (SENIOR SCALE) IN GOVT. COLLEGES OF HIMACHAL PRADESH:

- (i) Assistant Professors of Physical Education and Sports (senior scale) in the pre-revised pay scale of Rs.10000-15200, shall be placed in the Pay Band 6 of Rs.15600-39100, with AGP of Rs.7000/-.
- (ii) Assistant Professors of Physical Education possessing Ph.D. in Physical Education at the entry level of Assistant Professor (Physical Education) in the AGP of Rs.6000 shall, after completing service of four years in the AGP of Rs.6000/- and if otherwise eligible as per API scoring system and PBAS methodology prescribed for CAS promotion in these Regulations, shall move to higher AGP of Rs.7000/- in the Pay Band of Rs.15600-39100.
- (iv) Assistant Professors (Physical Education) possessing M.Phil. in Physical Education at the entry level in the AGP of Rs.6000, shall after completing service of the five years in the AGP of Rs.6000, be eligible for the higher AGP of Rs.7000/- on satisfying the API scoring system and PBAS methodology prescribed for CAS promotion in these Regulations.
- (iv) Assistant Professors of Physical Education without the relevant Ph.D. and M.Phil. shall after completing service of six years in the AGP of Rs.6000/- and if otherwise eligible as per API scoring system and PBAS methodology prescribed for CAS promotion in these Regulations shall be placed in the AGP of Rs.7000/-.
- (v) Pay of incumbent Assistant Professors (Physical Education) shall be fixed in Pay Band of Rs.15600-39100 at an appropriate stage in the AGP of Rs. 7000/-, as per the "fixation formula" provided in **APPENDIX-I**.

6.3 ASSISTANT PROFESSOR OF PHYSICAL EDUCATION (SELECTION GRADE) IN GOVT. COLLEGES OF HIMACHAL PRADESH:

- (i) After completing service of five years in the Pay Band of Rs.15600-39100, with the AGP of Rs. 7000/- and subject to satisfying API scoring system and PBAS methodology prescribed in these Regulations, Assistant Professor of Physical Education (Senior Scale) shall move to AGP of Rs. 8000/- in the Pay Band of Rs. 15600-39100. They shall be designated as Assistant Professor (Selection Grade).
- (ii) After completing service of three years in the Pay Band of Rs.15600-39100 and the AGP of Rs.8000 and subject to satisfying API/ Scoring System and PBAS methodology prescribed in these Regulations, Assistant Professor of Physical Education (Selection Grade) shall move to the Pay Band of Rs.37400-67000 with the AGP of Rs. 9000. They shall continue to be designated as Associate Professor of Physical Education.

- (iii) All incumbents to the post of Associate Professor (Physical Education), who have completed service of at least three years in the un-revised pay scale of Rs.12000-18300 as on 01-01-06 shall be eligible to be fixed in the Pay Band of Rs.37400-67000, with AGP of Rs.9000/-.
- (v) All incumbents to the post of Assistant Professor of Physical Education (Selection Grade) whose services in the un-revised pay scale of Rs.12000-183000 fall short of three years which would have made them eligible to move to the higher pay band, shall be placed at an appropriate stage at the AGP of Rs. 8000/- in the pay band of Rs.15600-39100 till they complete the required service of three years as Assistant Professor of Physical Education (Selection Grade) in the un-revised pay scale.

7.0 **INCENTIVES FOR Ph.D/M.Phil AND OTHER HIGHER QUALIFICATION TO TAKE EFFECT FROM 01-09-2008.**

This has already been covered in the Govt. Notification dated 15-10-2009 (APPENDIX-I)

8.0 **OTHER TERMS AND CONDITIONS**

This has already been covered in the Govt. Notification dated 15-10-2009 (APPENDIX-I).

9.0 **ALLOWANCES:**

10.0 Allowances to teachers and other equivalent cadres in Govt. Colleges of Himachal Pradesh shall be as per Govt. norms and policies notified by the Govt. of Himachal Pradesh from time to time.

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF GOVT. COLLEGE TEACHERS.

CATEGORY - I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation : Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities ; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self- assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening / selection committee.

Colleges will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

Sr. No.	Nature of Activity	Maximum Score
01	Lectures, seminars, tutorials, practical's, contact hours undertaken as percentage of lectures allocated*.	50
02	Lectures or other teaching duties in excess of the UGC norms.	10
03	Preparation and imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students.	20
04	Use of participatory and innovative teaching- learning methodologies; updating of subject content, course improvement etc.	20
05	Examination duties (Invigilation; question paper setting, evaluation / assessment of answer scripts) as per allotment.	25
	Total Score	125
	Minimum API Score Required	75

Note: * Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. College may prescribe minimum cut-off (net of due leave), say 80% for 1 and 5 above, below which no scores may be assigned in these sub-categories.

CATEGORY-II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teachers self-assessment, category-II API scores are proposed for co-curricular and extension activities, and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is board enough for the minimum API score required (15) in this category to

accrue to all teachers. As above, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening / selection committee.

The model table below gives groups of activities and API scores. Colleges may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

Sr. No.	Nature of Activity	Maximum Score
01	Student related co-curricular, extension and field based activities (such as extension work through NSS/ Scouting / NCC and other channels, cultural activities, subject related events, advisement and counselling).	20
02	Contribution to Corporate life and management of the institution through participation in academic and administrative committees and responsibilities.	15
03	Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category-III).	15
Total Score		50
Minimum API Score Required		15

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion in Govt. Colleges of HP. The self-assessment score will be based on verifiable criteria and will be finalized by the screening / selection committee.

Sr. No.	APIs	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical education / Management. and Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences.	Max. points for College teacher position
III-A	Research Papers published in	Refereed journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN /ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included).	10 / Publication.
III-B	Research Publications (books, chapters in books, other than refereed journal articles).	Text of Reference Books Published by International Publishers with an established peer review system.	50 / sole author, 10 / chapter in an edited book.
		Subject Books by / National level publishers / State and	25 / sole author, and 5 / chapter in edited

		Central Govt. publications with ISBN / ISSN numbers.	books.
		Subject Books by other local publishers with ISBN / ISSN number.	15 / sole author, and 3 / chapter in edited books.
		Chapters contributed to edited knowledge based volumes published by International Publishers.	10 / Chapter.
		Chapters in knowledge based volumes in Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories	5 / Chapter.
III (c)	RESEARCH PROJECTS		
III (c) (i)	Sponsored Projects carried out / ongoing	(a) Major Projects amount mobilized with grants above 5.0 lakhs. For Science / Sciences Major Projects amount mobilized with grants above 30.0 lakhs.	20 / each Project.
		(b) Major Projects amount mobilized with minimum of Rs. 3.0 lakhs up to 5.0 lakhs. For Science / Sciences Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs.	15 / each Project.
		(c) Minor Projects (amount mobilized with grants above Rs. 25000 up to Rs. 3.0 lakhs) . For Science / Sciences Minor Projects (amount mobilized with grants above Rs.50,000/- up to Rs.5.0lakhs).	10 / each Project.
III (c) (ii)	Consultancy Projects carried out / ongoing.	Amount mobilized with minimum of Rs. 2.0 lakhs For Science / Sciences Amount mobilized with	10 per every Rs. 2.0 lakhs.

		minimum of Rs.10.0 lakhs.	
III (c) (iii)	Completed projects Quality Evaluation	Completed project report (Accepted by funding agency). For Science / Sciences Completed Project report (Acceptance from funding agency)	20 / each major project and 10 / each minor project.
III (c) (iv)	Project Outcome / Outputs	Major Policy document of Govt. Bodies at Central and State level. For Science / Sciences Patent / Technology transfer / Product / Process.	30 / each national level output or patent / 50 / each for International level.
III (d)	RESEARCH GUIDANCE		
III (d) (i)	M. Phil	Degree awarded only.	3 / each candidate.
III (d) (ii)	Ph.D	Degree awarded	10 / each candidate.
		Thesis submitted.	7 / each candidate.
III(E)	TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS.		
III (E) (i)	Refresher courses, Methodology, workshops. Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points).	(a) Not less than two weeks duration.	20 / each.
		(b) One week duration .	10 / each.
III (E) (ii)	Papers in Conferences / Seminars / workshops etc. **	Participation and Presentation of research papers (oral / poster) in.	
		(a) International conference.	10 each.
		(b) National.	7.5 / each
		(c) Regional / State Level	5 / each.
		(d) Local – University / College level.	3 / each.
III (E) (iii)	Invited lectures or presentations for conferences // symposia.	(a) International.	10 / each.
		(b) National level.	5 / each.

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals- by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference / Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Notes-

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subjects-wise lists of journals, periodicals and publishers under categories III A and B. Till such time, screening / selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first / Principal author and the corresponding author / supervisor / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

APPENDIX-III, TABLE-II (B)

MINIMUM POINT NORMS OF THE APIs AS PROVIDED IN TABLE I, AND WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN COLLEGES, UNDER CAREER ADVANCEMENT SCHEME (CAS).

		Assistant Professor / equivalent cadres, Stage 1 to Stage 2:	Assistant Professor / equivalent cadres: Stage 2 to Stage 3	Assistant Professor (Stage 3) to Associate Professor / equivalent cadre (Stage 4)	Associate Professor to Principal College cadre (Stage 5) as per assigned posts.
I	Teaching-learning, Evaluation Related Activities (Category-I)	75 / year	75 / year	75 / year	75 / year
II	Co-curricular, Extension and Profession related activities (Category-II).	15 / year	15 / year	15 / year	15 / year
III	Minimum total average annual Score under Categories I and II*	100 / year	100 / year	100 / year	100 / year
IV	Research and Academic Contribution (Category III)	5 / year (20 / assessment period).	10 / year (50 / assessment period).	15 / year (45 / assessment period).	20 / year (60 / assessment period).
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores.	No separate points. Screening committee to verify API scores.	20%- Contribution to Research 60%- Assessment of domain knowledge and teaching practices. 20%- Interview performance.	30%- Contribution to Research 50%- Assessment of domain knowledge and teaching practices. 20%- Interview performance.

*** Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.**

Note: For Colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1,2,3,4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10,000 respectively.

Explanatory note for Table II (b)

1. All colleges will set up verifiable systems for the API related information required in these tables within Three months of notification of these regulations. They will have to be documented and collated annually by the Internal Quality Assessment Cells (IQACs) of the colleges for follow up by the college authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Regulation from 30-06-10 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in colleges for one year only with the minimum average scores as depicted in Table II (b) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2011, one year API scores for 2010-11 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2012, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings.
5. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together.
6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Table I and II, by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible, can also apply at a later date.
7. If however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Table II (b) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
8. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
(b) If however, the candidate finds that she / he fulfils the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application.
(c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.

APPENDIX-III TABLE- II(c)

Minimum Scores for APIs for direct recruitment of teachers in Colleges (including Physical Education) and Librarian (College Cadre), and weightages in Selection Committees to be considered alongwith other specified eligibility qualifications stipulated in the Regulation.

	Assistant Professor (including Physical Education) and Librarian College Cadre	Principal College Cadre (Stage 5)
Minimum API Scores	Minimum qualification as stipulated in these regulations.	Consolidated API score requirement of 400 points from category III of APIs
Selection Committee criteria / weightages (Total weightages 100)	(a) Academic Record and Research Performance (50%). (b) Assessment of Domain knowledge and Teaching Skills (30%). (c) Interview performance (20%)	(a) Academic Background (20%). (b) Research performance based on API score and quality of publications (40%). (c) Assessment of Domain knowledge and Teaching skills (20%). (d) Interview performance (20%).

Note : For colleges for which sixth PRC Awards (vide Appendix 2 of UGC Regulations) are applicable, Stages 1, and Stage 5 correspond to scales with 6000 and 10000 respectively.

APPENDIX-III TABLE:III

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN COLLEGES.

Sr. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening / Selection Criteria.
01	Assistant Professor / equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, or six years of service who are without Ph.D / M.Phil / PG Degree in Professional Courses.	(i) Minimum API scores using PBAS scoring proforma developed by the Department of Higher Education as per the norms provided in Table II (b) of Appendix III. (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
02	Assistant Professor / equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by the Department of Higher Education as per the norms provided in Table II (b) of Appendix III. (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
03	Assistant Professor from (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by the Department of Higher Education as per the norms provided in Table II (b) of Appendix III. (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M.Phil Degree holders and an exemption of two publication will be given to Ph.D Degree holders. (iii) One course / programme from among the categories of methodology workshops,

			<p>Training, Teaching- Learning- Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>(iv) A selection committee process as stipulated in this regulation and in Table II (b) of Appendix III.</p>
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* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all others who are enter Stage 2 subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

Note: For colleges for which sixth PRC Awards (vide Appendix 2) are applicable, Stages 1,2,3 and 4 correspond to scales with AGP of Rs. 6000, 7000, 8000 and 9000 respectively.

APPENDIX-III TABLE-IV

ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES DEVELOPED BY THE UGC FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF ASSISTANT PROFESSOR / ASSOCIATE PROFESSOR OF PHYSICAL EDUCATION

CATEGORY I : TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

Sr. No.	Nature of Activity	Maximum Score
01	Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports). (20 points) Lecture cum practice based athlete / sports classes, seminars, undertaken as percentage of allotted hours. (20 points)	40
02	Extending services, sports facilities and training on holidays to the institutions and organisations	10
03	Organizing and conducting sports and games competitions at the International / National / State / Inter University / Inter Zonal Levels (25 points) Organizing and conducting coaching camps / sports person development / training programmes (15 points)	40
04	Up gradation of scientific and technological knowledge in Physical Education and sports (5 points) Identifying sports talents and Mentoring sports excellence among students. (10 points)	20
05	Development and maintenance of play fields, purchase and maintenance of the other sports facilities	15
	Total Score	125
	Minimum API Score Required	75

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Sr. No.	Nature of Activity	Maximum Score
01	Student related co-curricular, extension and field based activities (such Cultural exchange and Sports Programmes (Various level of extra murals and intramural programmes); extension work through NSS/Scouting /NCC and other channels).	20

02	Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities.	15
03	Professional Development activities (such as participation in seminars, conferences, short term training courses, camps and events, talks, lectures, articles, not covered in Category III below)	15
	Minimum API Score Required	15

CATEGORY -III RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	APIs	Faculties of Physical Education.	Max. points for College teacher position
III-A	Research Papers published in	Refereed journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN /ISSN numbers.	10 / Publication
		Full papers in Conference proceedings etc.* (Abstracts not to be included).	10 / Publication.
III-B	Research Publications (books, chapters in books, other than refereed journal articles).	Text of Reference Books Published by International Publishers**	50 / sole author, 10 / chapter in an edited book.
		Text of Reference Books published by / National / Central / State Govt./ Societies**	25 / sole author, and 5 / chapter in edited books.
		Subject Books by other local publishers with ISBN / ISSN number**.	15 / sole author, and 3 / chapter in edited books.
		Chapters in knowledge based volumes in Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories**	5 / Chapter.

* For Joint Research papers, the First / Principal author will share 60%, while the rest joint authors will share the 40% of API score.

**Scores (50 / 25 / 10 / 03 whatever the case may be) to be shared by all authors.

III (c)	RESEARCH PROJECTS		
III (c) (i)	Sponsored Projects carried out / ongoing	(a) Major Projects / Events amount mobilized with grants above 5.0 lakhs.	20 / each Project.
		(b) Major Projects Events amount mobilized with minimum of Rs. 4.0 lakhs up to 5.0 lakhs.	15 / each major Project.
		(c) Minor Projects from Central / State funding agencies with grants below Rs. 4.0 lakhs.	10 / each minor Project.
III (c) (ii)	Consultancy Projects carried out / ongoing.	Amount mobilized with minimum of Rs. 1.0 lakhs	10 per every Rs. 5.0 lakhs. 2 per every Rs. 1.0 lakh
III (c) (iii)	Completed projects: Quality Evaluation	Completed project report (Accepted by funding agency).	20 / each major project and 10 / each minor project.
III (c) (iv)	Project Outcome / Outputs	Policy document of Govt. Bodies at Central and State level.	30 / each output or outcome for National patents etc. / 50 / each for International patents.
III (d)	RESEARCH GUIDANCE		
III (d) (i)	M. Phil	Degree awarded only.	3 / each candidate.
III (d) (ii)	Ph.D	Degree awarded	10 / each candidate.
		Thesis submitted.	7 / each candidate.
III(E)	TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS.		
III (E) (i)	Research Methodology / Training / Coaching.	Research methodology / Training / Coaching programme (not less than three weeks) / workshops of not less than one week.	20 / each.
Workshops			
III (E) (ii)	Papers in Conferences / Seminars / workshops etc.	Participation and Presentation of research papers (oral / poster) in:	
		(a) International conference.	10 each.
		(b) National.	7.5 / each
		(c) Regional / State Level	5 / each.
		(d) Local – University / College level.	3 / each.
III (E) (iii)	Invitations for conferences / seminars / workshops/ symposia to deliver lectures / chair sessions.	(a) International.	10 / each.
		(b) National level.	7.5 / each.
		(c) State level / Regional	5 / each
		(d) University / College level Endowment lectures	5 / each

APPENDIX-III, TABLE-V (B)

MINIMUM APIs AS PROVIDED IN APPENDIX-III TABLE IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT PROFESSOR and ASSOCIATE PROFESSOR OF PHYSICAL EDUCATION IN COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES.

Sr. No.	Categories of Criteria	Minimum Average, yearly or cumulative, API score required during the assessment period of each level as evaluated under the Performance based Appraisal System (PBAS) with weightages for Expert Assessment.		
		Assistant Professor of Physical Education, Stage 1 to Stage 2:	Assistant Professor of Physical Education: Stage 2 to Stage 3	Assistant Professor (Stage 3) to Associate Professor of Physical Education (Stage 4)
I	Teaching-learning, Evaluation Related Activities (Category-I)	75 / year	75 / year	75 / year
II	Co-curricular, Extension and Profession related activities (Category-II).	15 / year	15 / year	15 / year
III	Minimum total average annual Score under Categories I and II*	100 / year	100 / year	100 / year
IV	Research and Academic Contribution (Category III)- Minimum Annual Score Required to assessed cumulatively	5 / year (20 / assessment period).	10 / year (50 / assessment period).	15 / year (45 / assessment period).
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores.	No separate points. Screening committee to verify API scores.	20%- Contribution to Research 60%- Assessment of domain knowledge and teaching practices. 20%- Interview performance.

*** Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.**

Note: For Colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1,2,3 and 4 correspond to scales with AGP of Rs. 6000, 7000, 8000 and 9000 respectively.

APPENDIX-III TABLE- V(c)

**Minimum APIs and other norms for direct recruitment of teachers of Physical Education in Colleges.
(To be considered alongwith other specified qualifications stipulated in this UGC Regulation.**

	Assistant Professor (Physical Education)
Minimum API Scores	Minimum qualification as stipulated in these regulations.
Selection Committee criteria / weightages (Total weightages 100)	(a) Track Record of championship won (30%). (b) Sports and athletic skills (40%). (c) Interview performance (30%)

Note : For colleges in which sixth PRC Awards (vide Appendix 2) are applicable, Stage 1, correspond to scales with 6000 AGP.

APPENDIX-III, TABLE: VI

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL EDUCATION CADRES IN Govt. COLLEGES of HP.

Sr. No.	Promotion of Physical Education Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement.	Minimum Academic Performance Requirements and Screening / Selection Criteria
01	Assistant Professor of Physical Education (Stage 1 to Stage 2)	Assistant Professor of Physical Education completed four years of service in Stage 1 with Ph.D or five years of service who are M.Phil or six years of service who are without Ph.D / M.Phil.	(i) Minimum API scores using PBAS scoring proforma developed by the Department of Higher Education as per the norms provided in Table V(b) of Appendix III (ii) One orientation and one Refresher course of 3 / 4 weeks duration. (iii) No separate interview points for the Screening cum Evaluation process of recommending promotion.
02	Assistant Professor of Physical Education (Stage 2 to Stage 3)	Assistant Professor of Physical Education with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by the Department of Higher Education as per the norms provided in Table V (b) of Appendix III. (ii) Additionally, two refresher courses of 3 / 4 weeks duration to have been undergone during the assessment period. (iii) No separate interview points for the Screening cum Evaluation process of recommending promotion.
03	Assistant Professor of Physical Education (Stage 3 to Stage 4)	Assistant Professor of Physical Education with three years of	(i) minimum API scores using the PBAS scoring proforma developed by the Department

		completed service in Stage 3	<p>of Higher Education as per the norms provided in Table V (b) of Appendix III.</p> <p>(ii) Minimum three publications over twelve years. For promotion in Colleges an exemption of one publications for M.Phil Degree holder and exemption of two publications for Ph.D Degree holders.</p> <p>(iii) Evidence of having produced teams / athletes.</p> <p>(iv) A selection committee process as stipulated in this regulation and in Table V (b) of Appendix III</p>
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Note: The explanatory note provided for Table II (b) for CAS for teachers is also applicable for the teachers of Physical Education as per the API score specified for this cadre.

Note: For colleges for which sixth PRC Awards (vide Appendix I) are applicable, Stages 1,2,3 and 4 correspond to scales with AGP of Rs. 6000, 7000, 8000 and 9000 respectively.

APPENDIX –III: TABLE- VII

ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES DEVELOPED BY UGC FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR DIRECT APPOINTMENT / CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS APPLICABLE TO COLLEGE LIBRARIAN(UGC SCALE).

CATEGORY: I, Procurement, Organisation and delivery of knowledge and information through Library services.

Sr. No.	Nature of Activity	Maximum Score
01	Library resources organisation and maintenance of books, journals, reports, Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional News letters, etc.	40
02	ICT and other new technologies' application for up-gradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Internet management.	30
03	Development, Organisation and management of e-resources including their accessibility over Intranet / Internet, digitisation of library resources, e-delivery of information etc.	25
04	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organising book exhibitions, other interactive latest learning resources, etc.	20
05	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms.	10
	Total Score	125
	Minimum API Score Required.	75

CATEGORY:II.
CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

S.No.	Nature of Activity	Maximum Score
01	Student related co-curricular, extension and field based activities, (such Cultural exchange and Library service Programmes (Various level of extra murals and intramurals programmes) ; extension, library- literary work through different channels.	20
02	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15
03	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

CATEGORY : III. RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	APIs	Activity	Max. Points
III (a)	Research Papers Published in :	Refereed Journals	15 / Publication
		Non- referred but recognised and reputable journals and periodicals, having ISBN / ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication
III (b)	Research, Publications (books, chapters in books, other than refereed, Journal article)	Text of Reference Books Published by International Publishers. With an established peer review system.	50 / sole author 10 / chapter in an edited book.
		Subjects Books by National level publishers / State and Central Govt. Publications with ISBN / ISSN numbers.	25 / sole author, 5 / chapter in an edited books.
		Subject Books by other local publishers with ISBN / ISSN numbers.	15 / sole author, 3 / chapter in edited books.
		Chapters contributed to edited knowledge based volumes published by International Publishers.	10 / Chapter.
		Chapters in knowledge based volumes by Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories.	5 / Chapter
III (C)	RESEARCH PROJECT		
III (C) (i)	Sponsored Projects carried out / ongoing	(d) Major Projects amount mobilized with grants above 30.0 lakhs.	20 / each Project.
		(e) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs.	15 / each project
		(f) Minor Projects amount mobilized with grants above Rs.50,000 up to Rs. 5.0 lakhs.	10 / each Project.
III (C) (ii)	Consultancy Projects carried out	Amount mobilized with minimum of Rs. 10.0 lakhs.	10 / every Rs 10.0 lakhs and 2 / every

	/ ongoing.		Rs 2.0 lakhs.
III (C) (iii)	Completed Projects : Quality Evaluation	Completed Project report (Acceptance from funding agency)	20 / each major project and 10 / each minor project.
III (C) (iv)	Projects Outcome / Outputs.	Patent / Technology transfer / Product / Process	30 / each national level output or patent 50 / each for International level.

III (D) RESEARCH GUIDANCE.

III(D)(i)	M.Phil	Degree awarded only	3 / each candidate.
III(D)(ii)	Ph.D	Degree awarded.	10 / each candidate
		Thesis submitted	7 / each candidate.

III (E)

III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty development Programmes (Max. 30 points)	Not less than two weeks duration.	20 / each
		One week duration	10 / each
III (E) (ii)	Papers in Conferences / Seminars / workshops etc.*	Participation and Presentation of research papers (Oral / Poster) in :	
		a) International conference	10 / each
		b) National	7.5 / each
		c) Regional / State level	5 / each.
III (E) (iii)	Invitations for conferences / seminars / workshops / symposia to deliver lectures / chair sessions.	d) Local- University / College level	3 / each
		a) International	10 / each
		b) National	5 / each

* If a paper presented in conference / Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).

Notes : The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher, the first / Principal author and the corresponding author / supervisor / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

APPENDIX-III TABLE-VIII(b)

Minimum Weightage Points (WP) norms of the APIs as provided in Appendix III Table VII to be applied for the Promotion of Library staff of Colleges and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS).

		College Librarian (Stage 1) to College	College Librarian (Senior Scale) (Stage 2)	College Librarian (Selection Grade)
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		Librarian (Senior Scale) (Stage 2)	to College Librarian (Selection Grade) (Stage 3)	(Stage 3) to College Librarian (Selection Grade) (Stage 4)
I	Procurement, organisation and delivery of knowledge and information thro' library services (category I)	75 / year	75 / year	75 / year
II	Extension and Profession related activities (Category II)	15 / year	15 / year	15 / year
III	Minimum total average annual Score under Categories I and II*	100 / year	100 / year	100 / year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required –to be assessed cumulatively.	5 / year (40 / assessment period)	10 / year (100 / assessment period)	15 / year (90 / assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage of Distribution of Weightage Points in the Expert Assessment (Total weightage =100 Minimum required 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Library related research papers evaluation. 50%- Assessment of domain knowledge on Library automation and Organisational skills . 20%- Interview performance.

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I+II.

Note: For colleges for which sixth PRC Awards (vide Appendix II) are applicable, Stages 1,2,3 and 4 correspond to scales as provided with AGP of Rs. 6000, 7000, 8000 and 9000 respectively.

APPENDIX-III TABLE-VIII(c)

MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF LIBRARIAN POSITIONS IN GOVT. COLLEGES OF HP.

(TO BE CONSIDEREDE ALONGWITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS UGC REGULATION)

Sr. No. of Category	Minimum Norm / Criteria	College Librarian Stage 1
I	API score (Research and Academic Contribution- Category III)	-----

II	Selection Committee criteria / weightage = 100	(a) Teaching / compute and communication skills by a lecture demonstration (30%) (b) Record of Library management skills (20%) (c) Interview performance (50%)
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Note: For Govt. Colleges of HP for which sixth PRC Awards (vide Appendix II) are applicable, Stage 1 correspond to scales as given and AGP of Rs. 6000.

APPENDIX-III : TABLE-IX

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN COLLEGE CADRE.

Sr. No.	Promotion of Librarian cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening / Selection Criteria.
I	College Librarian(Stage 1) to College Librarian (Senior Scale) (Stage 2)	College Librarian (Stage 1) completed four years of service with Ph.D or five years of service who are with M.Phil or six years of service who are without Ph.D / M.Phil	<p>(i) Minimum API scores using PBAS scoring proforma developed by the Department of Higher Education as per the norms provided in Table VIII (b) of Appendix III for college Librarian.</p> <p>(ii) One Orientation and one Refresher Course of 3 / 4 weeks duration.</p> <p>(iii) No separate interview points for the Screening cum Verification process of recommending promotion.</p>
II	College Librarian (Senior Scale) (Stage 2) to College Librarian (Selection Grade) (Stage 3)	College Librarian (Senior Scale) with completed service of five years in Stage 2	<p>(i) Minimum API scores using the PBAS scoring proforma developed by Department of Higher Education as per the norms provided in Table VIII (b) of Appendix III for college librarian.</p> <p>(ii) Additionally two refresher courses, for a minimum period of 3 / 4 weeks duration to have been undergone during the assessment period.</p> <p>(iii) No separate interview points for the Screening cum Verification process of recommending promotion.</p>
III	College Librarian (Selection Grade) (Stage 3) to College Librarian (Selection Grade) (Stage 4)	College Librarian (Selection Grade) with three years of completed service in Stage 3	<p>(i) Minimum API scores using the PBAS scoring proforma developed by Department of Higher Education as per the norms provided in Table VIII (b) of Appendix III for Librarian College cadre.</p> <p>(ii) Three publications over twelve years. In colleges, an exemption of one publication will be given to M.Phil Degree holders and two publications to Ph.D Degree holders.</p>

			<p>(iii) Additionally one course / training under the categories of library automation / Analytical tool Development for academic documentation.</p> <p>(iv) A selection committee process as stipulated in the Regulation and in Table VIII(b) of Appendix III for Librarian college cadre.</p>
--	--	--	--

Note: The explanatory note provided for Table II(B) for CAS for teachers is also applicable for the Librarian College cadres as per the API score specified for this cadre.

Note: For teachers / other equivalent cadre for which sixth PRC Awards (vide Appendix 2) are applicable, Stages 1,2,3 and 4 correspond to scales as provided and AGP of Rs. 6000, 7000, 8000 and 9000 respectively.

**HIMACHAL PRADESH GOVERNMENT
EDUCATION DEPARTMENT**

ANNUAL PERFORMANCE BASED APPRAISAL

(with API scores bases on PBAS as per UGC Regulations 2010)

(FOR ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS IN COLLEGE CADRE)

Name of the College through which ACR is submitted

Appraisal of work and conduct of Dr./Shri/Smt/Kumari

Submitted for the year/session

PART-I

PERSONAL DATA

(To be filled up by the Assistant Professor/ Associate Professor)

1. **Full Name (in Capital letter)**
2. Father/Husband name
3. Employee Code
4. **Subject for which Appointed**
5. Date of appointment(in College Cadre)
6. Current Designation
7. Present Pay Band with Grade Pay
8. Date of Promotion (if any, during past one year)
9. Qualification:
 - (a) Academic Division
 - (b) Professional
 - (c) Research Degree
10. Date of Birth D D M M Y Y Y Y In words

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11. Permanent/Quasi-permanent/ Temporary/ Contract
12. College/Colleges in which served during the year with specific duration.
- 13 a). Roll no (with session) & Date of passing of Departmental Exam.
- b) Hindi subject : Cleared / exempted (mention details)
14. Any other major assignment in addition to Teaching. (e.g. Offi. Principal, etc.)
15. Permanent Address(With Pin code)
16. Land line telephone No. Mobile No..
- Email:

**PART-II : SECTION-I
(SELF APPRAISAL)**

(Brief resume should bring out any significant achievement during the period under report)

17. What do you think has been your most important contribution this year any way ?

--

18. Have you made any contribution in the area of work not assigned to you ?

--

19. (a) Weekly time table (whole Academic year):-

Sr. No.	Class	Name of the College	Number of Lectures allocated (per week)	Total Lectures actually delivered during session	State % age of syllabus completed for each class / course
Total periods per week					

(b) Any special effort made to improve class room instructions.

--

(c) How many assignments and class tests did you give this year.

Sr. No	Class	Number of assignments given to students	Number of class tests given to students	Refer the verifiable record available in the College Office

(d) Give details of Academic Activities organised in the college.

Title of the activity	Brief Detail of activity

(f) Which new books relating to your subject did you read during the year?
..... **(Must attach a brief extract of about 50 words on the value content of the book.)**

(g) What are the vital problems of teaching before you, in order of importance.

--

20 **DETAIL OF LAST YEAR ANNUAL EXAMINATION RESULTS :**

Class	Duration for which taught	Total No. of students appeared	Passed	College pass %age	University pass %age	Variation (+ / -) (col. 5-6)	Details of pass students				Reasons for Low %age, if any
							Div.I	Div.II	Div.III	Failed	
1	2	3	4	5	6	7	8	9	10	11	12

21. i) Whether acquired any degrees or fresh academic / professional qualifications during the year ? If “ **YES** ” mention the name of the degree, year of passing, institution from which passed etc.

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- ii) Academic Staff College Orientation/ Refresher Course / Summer School attended during the year:

Name of the Summer School / Refresher / Orientation Course with sponsoring Agency	Place of summer school / ASC where the course was attended	Duration of school / course	RC / OC No. with title.

22. Are you doing any Research work ? If “ **YES** ” provide following details.

Topic title of Research Project	Name of the Univ./ Institution Registered with	Nature of Project Minor/ Major/ Doctoral/ Post Doctoral	Present status of Research work / Project

23. Did you receive any honour, prize or award during the year ? If “ **YES** ” give details.

--

24. Are you satisfied with your present position / pay ?
If not, do you want to change the profession ? Give reasons.

--

25. Any other significant point which is not covered above

--

PART-II : SECTION-II

ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM

(PBAS) FOR THE SESSION/ YEAR

(To be completed and submitted at the end of each academic year)

Part-A: Academic Performance Indicators

(Please see detailed instructions of this PBAS Proforma before filling out this section)

26. CATEGORY: I, TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lecturers, Seminars, Tutorials, Practicals, Contact Hours(give semester-wise details, where necessary)

S.No	Course/ Paper	Level	Mode of Teaching	No. of Classes per Week allotted	No. of classes conducted	% of classes/ practicals taken as per documented record.

Lecture (L), Seminar(S), Tutorial(T), Practical(P), Contact Hours(C)

		API Score
(a)	Classes Taken (max. 50 for 100% performance & proportionate score up to 80% performance, below which no score may be	

	given)	
(b)	Teaching load in excess of UGC norm (max. score:10)	

(ii) Reading / instructional material consulted and additional knowledge resources provided to students.

Sr.No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided
API score based on preparation and imparting of knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max.score:20)				API Score

(iii) Use of Participatory and innovative Teaching-learning Methodologies, Updating of Subject content, Course Improvement etc.

S.No.	Short Description	API Score
	Total Score (Max: 20)	

(iv) Examination Duties Assigned and Performed

S.No.	Type of Examination Duties.	Duties Assigned	Extent to which carried out(%)	API Score
	Total Score (Max. 25)			

27. CATEGORY:II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:-

S.No.	Type of Activity	Average Hours/week	API Score
	(i) Extension, Co-curricular & field based Activities.		
	Total (Max.20)		
	(ii) Contribution to Corporate life and Management of the Institution	Yearly/ Semester wise responsibilities.	API Score
	Total (Max.15)		
	(iii) Professional Development Activities		
	Total (Max.15)		
	Total Score (I+II+III) (Max. 25)		

28. CATEGORY : III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Note 1:- This is to be filled as per Appendix-III Table-I, Category-III of the Regulations 2010

Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table-I.

Note 2 :- The minimum API Score required by teacher from this category is different for different levels of promotion. The self-assessment score will be based on verifiable criteria and will be finalised by the screening / selection committee.

Note 3 :- The minimum point norms of the APIS as provided in **Appendix -III Table - II (B)**

A Published Papers in Journals

S.No.	Title with Page nos.	Journal	ISSN/ ISBN No.	Whether peer	No. of Co-	Whether you are the main	API Score
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				reviewed. Impact Factor, if any	authors	author	

B (i) Articles / Chapters published in Books

S.No	Title with Page nos.	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed.	No. of Co-authors	Whether you are the main author	API Score

(ii) Full Papers in Conference Proceedings

S.No	Title with Page Nos.	Details of Conference Publication	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API Score

(iii) Books Published as single / co-author or as editor

S.No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

C. Ongoing and Completed Research Projects and Consultancies

(c) (i & ii) Ongoing Projects/ Consultancies

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score

(c) (iii&iv) Completed Projects/ Consultancies

S.No	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakh)	Whether policy document/ patent as outcome	API Score

D Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or equivalent				
Ph.D or equivalent				

E (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes(Not less than one week duration)

S.No	Programme	Duration	Organised by	API Score

E (ii) Papers presented in Conferences, Seminars, Workshops, symposia

S.No.	Title of the Paper presented	Title of Conference/ Seminar	Organised by	Whether international/ National/ State/ Regional/ College or University level	API Score

E (iii) Invited Lectures and Chairmanships at national or international conference/ seminar etc.

S.No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc.	Organised by	Whether international/ National	API Score

29. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total- API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities. Total Max. Score = 125 ; Min. Score required= 75		
II	Co-curricular, Extension, Professional development etc. Total Max. Score = 25 ; Min. Score required= 15		
	Total I+II Min. Total Annual Score under categories I & II= 100		
III	Research and Academic Contribution For stage 1 to stage 2 : min.5 / year , For stage 2 to stage 3 : min. 10 / year , For stage 3 to stage 4 : min.15 / year , For stage 4 to stage 5 : min.20 / year (where stages 1,2,3,4 & 5 correspond to scales with AGP of Rs. 6000,7000,8000,9000 & 10000 respect).		

30. PART B: OTHER RELEVANT INFORMATION

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

S.No.	

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

- | | |
|---|----|
| 1 | 6 |
| 2 | 7 |
| 3 | 8 |
| 4 | 9 |
| 5 | 10 |

I certify that the information provided is correct as per records available with the college and documents enclosed along with the duly filled PBAS Proforma.

Place: _____ Signature of the reported on officer
 Date: _____ Designation,

I certify that the information mentioned by the teacher in the self appraisal (Section I & II) above is correct and all the relevant records, documents are available and maintained properly in the office of the Principal. It is specifically mentioned that I have personally verified the information recorded at serial number 19 (a) to 19 (d) and 20 of Part-II (Section-I), is complete and correct as per office record. I am fully satisfied with the reporting of the teacher.

 Date: _____ Signature (with stamp) of Principal
 Place: _____ Govt. Degree College.
 Name of the Principal.....

<p>In case the Principal is not satisfied with the reporting by the teacher in the self appraisal and thus not willing to certify (as mentioned above), then Principal must record below the reasons in writing for not certifying the reported self appraisal information as mentioned in Part-II (serial number 17 to serial number 30).</p>	
<p>Place: _____ Date: _____</p>	<p>----- Signature (with stamp) of Principal Govt. Degree College. Name of the Principal.....</p>

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

**PART- III
 (Section-I)**

ASSESSMENT OF REPORTING OFFICER

With the reporting made by the teacher in self appraisal (Part-I & II) as well as the record maintained in the college office as well as API scores based on PBAS system of (Reporting Officer must acquaint him / her self fully UGC regulations 2010 as adopted by the Government of Himachal Pradesh.)

Note:- Assessment in this part should not be indicated by tick marking but should be clearly expressed in suitable words.

31.

Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any mentioned by the officer. If not indicate briefly the reasons for disagreeing with it and the extent of your disagreement.

32. **STAGE OF HEALTH:**

(a) **Physical:**

(i) Energetic

(ii) Major Ailment, if any

(b) **Mental:**

(i) Alert

(ii) Ailment, if any

(c) **Emotional balance:**

(i) Is he claim and retains poise ?

(ii) Does he get provoked easily ?

(iii) Is he able to tolerate difference of Opinion ?

33. **INTELLIGENCE AND UNDERSTANDING:**

(a) Exceptional, has clear grasp of any matter

(b) Intelligent and grasps a point correctly

(c) Just good enough.

34. **QUALITY OF WORK:**

(i) **ATTENTION TO DETAILS:**

---Accuracy in presentation

---Thoroughness in analysis

(a) Most reliable and comprehensive

(b) Considers all relevant details.

(c) Just good enough.

(ii) **ABILITY IN DISCUSSION AND CONVERSATION:**

- (a) Very effective and convincing
- (b) Good and puts across his points clearly.
- (c) Just good enough.

35. ZEAL, DILIGENCE AND SENSE OF RESPONSIBILITY:

- (a) Shows exceptional zeal and devotion with excellent initiative.
- (b) Hard working and conscientious
- (c) Reasonably diligent with average initiative

36. ABILITY TO INSPIRE CONFIDENCE AND TO GET BEST OUT OF HIS STUDENTS:

- (a) Very Good
- (b) Good.
- (c) Average.

37. (a) PUNCTUALITY AND ATTENDANCE:

(b) Period of absence from duty of the teacher :

- i) Period of EOL (if any) during the year (with dates)
- ii) Period of all other leave except casual leave (excluding EOL)(with dates)
- iii) Period of wilful absence (if any) (with dates)

38. OTHER OBSERVATIONS:

(This space may be utilised for remarks which completes, corroborates, or supplements that has been indicated above. This should not, however be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishment during the period under report and any other aspects not covered in the Proforma given above which the Reporting Officer considers worth mentioning may also be indicated here)

39. INTEGRITY:

- (a) Nothing has come to my knowledge Which casts any reflection on his integrity. His general reputation for honest is good

and I certify his integrity.

(b) His reputation is of doubtful nature.

(c) He has yet to establish his reputation.

.....

40. **Does he/she take interest in use of Hindi language in official work ?**

41. **His/her attitude towards the members of S.C. and S.T. community.**

.....

Signature of Reporting Officer

Name in block letter.....

Designation.....

Date.....

N. B. :- Overall Assessment of Part-III: Section-I is to be reported after assessment of Part-III: Section-II

PART-III

(Section-II : API Score Evaluation)

ASSESSMENT OF REPORTING OFFICER

42. CATEGORY-I (of PART-II SECTION-II, Part – A)

Criteria Serial Number	Criteria Heading	Max. Score	API Score reported in self appraisal by the teacher.	REMARKS		
				Principal will clearly “agree” or “dis-agree” with the API Score reported in the self appraisal by the teacher in PART-II (Section-II), also mentioned in the previous column.		
				If Agreed	If Dis-agreed	
				Principal must reproduce the score reported by the teacher in the previous column as self assessment / appraisal.	Mention Reasons	Also Mention API Score of the teacher as assessed by the Principal after due verification of documentary record.
(i) a	Classes Taken(max. 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	50				
(i) b	Teaching load in excess of UGC norm(max. score:10)	10				
(ii)	Imparting of knowledge / instructions as per co-curriculum and syllabus enrichment by providing additional resources to students.	20				
(iii)	Use of participatory and innovative teaching learning methodologies, Updating of Subject content, course improvement etc. .	20				
(iv)	Examination duties assigned and preformed.	25				
	Total Score (Minimum API Score required is 75)	125				

43. CATEGORY-II (of PART-II SECTION-II, Part – A)

Criteria Serial Number	Criteria Heading	Max. Score	API Score reported in self appraisal	REMARKS		
				Principal will clearly “agree” or “dis-agree” with the API Score reported in the self appraisal by the teacher in PART-II (Section-II), also mentioned in the previous column.		
				Agree	Dis-agree	
			No API score to be assessed by the Principal. (Simply write agree)	Mention Reasons	Also Mention API Score of the teacher as assessed by the Principal after due verification of documentary record.	
(i)	Extension, Co-curricular & field based Activities	20				
(ii)	Contribution to Corporate life and Management of the Institution.	15				
(iii)	Professional Development Activities	15				
	Total Score (I + ii + iii)= (Max. 25) (Minimum API Score required is 15)	25				

44. CATEGORY-III (of PART-II SECTION-II, Part – A)

Criteria Serial Number	Criteria Head	Criteria Head details	Max. Score	API Score reported in self appraisal.	REMARKS		
					Principal will clearly “agree” or “dis-agree” with the API Score reported in the self appraisal by the teacher in PART-II (Section-II), also mentioned in the previous column.		
					Agree	Dis-agree	
					No API score to be assessed by the Principal. (Simply write agree)	Mention Reasons	Also Mention API Score of the teacher as assessed by the Principal after due verification of documentary record.
A	Research Papers published in	Refereed Journals (*)	15 / publication				
		Non-refereed but recognised and reputed journals and periodicals having ISBN / ISSN numbers	10 / publication				
B (i)	Articles / Chapters published in Books	Chapters contributed to edited knowledge based volumes published by International publishers.	10 / chapter				

		Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5 / chapter				
--	--	--	-------------	--	--	--	--

ii)	Full papers in conference proceedings	Conference proceedings as full papers etc. (Abstracts not to be included)	10 / publication				
B (iii)	Books published as single / co-author or as editor	Text or Reference Books published by international publishers with established peer review system.	50 / sole author, 10 / chapter in an edited book.				
		Subject books by National level publishers / State and Central Govt. Publications with ISBN / ISSN numbers.	25 / sole author, and 5 / chapter in edited books				
		Subject books by other local publishers with ISBN / ISSN numbers	15 / sole author and 3 / chapter in edited books				
C (i)	Sponsored projects carried out / ongoing	Major Projects amount mobilised with grants above 30 lakhs for science and above 5 lakhs for arts / humanities / social sciences.	20 / each project				
		Major Projects amount mobilised with grants above 5 lakhs upto 30 lakhs for science and Rs. 3 lakhs upto 5 lakhs for arts / humanities / social sciences.	15 / each project				
		Minor Projects (Amount mobilised with grants above Rs. 50,000 up to 5 lakh for science and Rs 25000 up to 3 lakh for arts /humanities / social sciences.	10 / each project				

C (ii)	Consultancy Projects carried out / ongoing	Amount mobilised with minimum of Rs 10 lakh for	10 / every Rs.10 lakhs and Rs. 2 lakhs respectively.				
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		science and Rs 2 lakh for arts / humanities / social sciences.					
C (iii)	Completed Projects quality evaluation	Completed Project Report (Acceptance from funding agency)	20 / each major project and 10 / each minor project.				
C (iv)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	30 / each national level output or patent / 50 / each for international level.				
D (i)	Research Guidance M.Phil	Degree awarded only	3 / each candidate				
D (ii)	Research Guidance Ph.D	Degree awarded	10 / each candidate				
		Thesis Submitted	7 / each candidate				
E (i)	TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS, Refresher courses, Methodology, workshops, Training, Teacher Learning, Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max. 30 points)	(a) Not less than two weeks	20 / each				
		(b) One week duration	10 / each				

E (ii)	TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS, Papers in Conferences / Seminars / Workshops etc. (**) Participation and presentation of research papers (oral / posters)	(a) International conference	10 / each				
		(b) National	7.5 / each				
		(c) Regional / State Level	5 / each				
		(d) Local-University / College level	3 / each				
E (iii)	TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS, Invited lectures or presentations for conferences / symposia	International	10 / each				
		National level	5 / each				
Total						*****	

NOTE:- (*), ().. Please refer to clarification mentioned on page7950 of UGC Regulations (THE GAZETTEE OF INDIA , September 18, 2010).**

45. SUMMARY OF API SCORES BY PRINCIPAL

	Criteria	Last Academic Year	Total- API Score for Assessment Period reported in self appraisal	Total- API Score reported by Principal (total of agreed score + total score assessed by Principal after disagreeing)
I	Teaching, Learning and Evaluation related activities. Total Max. Score = 125 ; Min. Score required= 75			
II	Co-curricular, Extension, Professional development etc. Total Max. Score = 25 ; Min. Score required= 15			
	Total I+II Min. Total Annual Score under categories I &II= 100			
III	Research and Academic Contribution For stage 1 to stage 2 : min.5 / year , For stage 2 to stage 3 : min. 10 / year , For stage 3 to stage 4 : min.15 / year , For stage 4 to stage 5 : min.20 / year (where stages 1,2,3,4 & 5 correspond to scales with AGP of Rs. 6000,7000,8000,9000 & 10000 respect).			

N.B. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self- assessment score will be based on verifiable criteria and will be finalised by the screening / selection committee.

46 OVERALL ASSESSMENT OF PART-III

Name of Employee / Teacher

Designation

Subject for which approved

Employee Code

The remarks are being made on the basis of self appraisal reported by the teacher in PART-III: Section-I and subsequent assessment recorded by me in PART-III: Section-II of the ACR. I especially certify that I am fully aware of the reporting made by the teacher in self appraisal as well as the certifications made by me in PART-B (of PART-II: Section-II) of this ACR, and have genuinely assessed it with full attention on every aspect that has been reported.

In my assessment the overall grading of the teacher is
(Below Average / Average / Good / Very Good / Excellent)

Signature of Reporting Officer
Name in block letter.....
Designation.....
Date.....

PART IV – SEC. I

47. REVIEWING REMARKS OF THE SCREENING CUM EVALUATION COMMITTEE

On API score of the Teacher after **Screening and Evaluation** of the Self Appraisal (under PART-II Sec.-I & Sec.-II) as well as Assessment of Principal (under PART-III Sec.-I & Sec.-II).

Teacher NameDesig.....
Employee Code.....Subject for which appointed:..... Present Basic Pay..... Present AGP..... Date from which the present AGP has been awarded

FINAL SUMMARY OF API SCORE AFTER SCREENING AND EVALUATION

	Criteria	Last Academic year	Total-API score for Assessment period Reported in self appraisal	Total- API Score Reported by the Principal	Total API Score for Assessment period by Screening cum Evaluation Committee
I	Teaching, Learning and Evaluation related activities. Total Max. Score = 125 ; Min. Score required= 75				
II	Co-curricular, Extension, Professional development etc. Total Max. Score = 25 ; Min. Score required= 15				
	Total I+II Min. Total Annual Score under categories I & II= 100				
III	Research and Academic Contribution For stage 1 to stage 2 : min.5 / year , For stage 2 to stage 3 : min. 10 / year , For stage 3 to stage 4 : min.15 / year , For stage 4 to stage 5 : min.20 / year (where stages 1,2,3,4 & 5 correspond to scales with AGP of Rs. 6000,7000,8000,9000 & 10000 respect).				

Overall performance in percentage

Note:-

1. Any performance of the teacher in category I + II with API score as **150** (the Maximum allowed) and the score in category III is **at least 20 more** than the minimum required (at the stage of Grade Pay, the concerned teacher is getting) shall be considered as **PERFORMANCE more than 100%**
2. Any performance of the teacher in category I + II with API score as **150** (the Maximum allowed) and the score in category III is **at least 10 to 19 more** than the minimum required (at the stage of

Grade Pay, the concerned teacher is getting) shall be considered as **PERFORMANCE 100%**

3. Any performance of the teacher in category I + II with API score as **100** (the Minimum required) and score in category III is **also the minimum** as required to be achieved (at the stage of Grade Pay the teacher concerned is getting) shall be considered as **PERFORMANCE 60%**
4. Any performance of the teacher with API score which is **more than** what is mentioned in **Note 3** above but **less than** what is mentioned in **Note 2** above shall be considered as **PERFORMANCE more than 60%**
5. Any performance of the teacher with API score **less than** what is mentioned in Note 3 above shall be considered as **PERFORMANCE less than 60%**

6. The performance % will be recorded as mentioned below:

- | | |
|--|---|
| i) PERFORMANCE is less than 60% | iv) PERFORMANCE is 100% |
| ii) PERFORMANCE is 60% | v) PERFORMANCE is more than 100% |
| iii) PERFORMANCE is more than 60% | |

The overall performance of the teacher is percent

Report of Screening-cum-Evaluation Committee:

REMARKS

- 1) The API score of the teacher in category I, II & III**QUALIFIES / FAILS TO QUALIFY**
the minimum standard of UGC regulation 2010

- 2) The Committee **AGREE / PARTIALLY AGREE/ DO NOT AGREE**
With the Self Assessment Report (If “do not agree” reasons may be recorded below)
(in PART-II Sec.-II) by the Teacher
.....
.....
.....
.....
.....
.....

- 3) The Assessment Report mentioned in
(in PART-III Sec.-II) by the Principal, has been
considered and the Committee **AGREE / PARTIALLY AGREE/ DO NOT AGREE**
with the remarks of the Principal
(If “do not agree” reasons may be recorded below)
.....
.....
.....
.....

4) The overall performance of the teacher: **The overall performance of the teacher is**
percent (As per performance criteria on previous page)

The Screening cum Evaluation Committee with remarks mentioned above, holds the opinion that as per this screening and assessment report for the academic year.....,the teacher is ELIGIBLE / NOT ELIGIBLE for promotion to the post of / placement in next higher grade of pay....., subject to the fulfilment of all eligibility conditions mentioned in UGC regulations (THE GAZETTE OF INDIA, SEPTEMBER 18, 2010) as well as all other Govt. norms and conditions.

Name and Designation of the Committee Member	Signature of the Committee Member
1.	
2.	
3.	
4.	
5.	
6.	

.....
**Signature of the Chairperson of the Committee
 (with Stamp)**

Name :
Designation :.....
Date :

PART-IV : Section-II

REMARKS OF THE REVIEWING OFFICER

48. Length of service under the Reviewing Officer.....

49 Do you agree with the Reporting Officer in regard
 to his remarks in the resume of the work done by
 the Officer as contained in Part-II of the report ? If
 not indicate briefly the reasons for disagreeing with
 the Reporting Officer and the extent of your disagreement.

50 OVER ALL PERFORMANCE AND QUALITIES
(Excellent / Very Good / Good / Average / Below Average)

On the basis of :

(i) Performance on the basis of PART-II (Sec.-I)
 and PART-III (Sec.-I)

(ii) Performance on PBAS System (with API score)
 as per Review Report of screening-

cum-evaluation committee.

51

Has the Officer special characteristics and / or any outstanding merits or abilities which would Justify his advancement and special selection for higher appointment out of turn ? If so, mention these characteristics briefly.

--

Signature of Reviewing Officer

Name in block letter.....

Designation.....

Date.....

52. Countersignature by the next higher officer with remarks, if any.

Signature of Countersigning Officer

Name in block letter.....

Designation.....

Date.....

Instructions for filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix III, Table 1 of the UGC Regulations 2010. It is to be filled out for the recently completed academic year.

The Proforma is to be filled as per these tables and self assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self assessment scores are further to be based on the indicators/ activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table-I.

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

1. **Teaching and Evaluation Related Performances**

(i) a

Lectures/ Practicals/ Tutorials/ Contract classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80% assigned teaching Universities may give allowance for periods of leave where alternative Maximum score if there is 100% achievement.	Max. Score: 50
---	----------------

b

If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes.	Max. Score: 10
--	----------------

(ii)

Imparting of knowledge/ instruction vis a vis with the prescribed material (Text book/ Manual etc) and methodology of the curriculum(100% compliance=20 points)	Max. Score:20
---	---------------

(iii) **Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.**

Indicators/ Activities	Maximum Score
Updating of courses, design of curriculum, (5-single course)	10
Preparation of resource material, fresh reading materials, Laboratory manuals etc.	10
Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement. a. ICT Based Teaching material: 10 points/each. b. Interactive Course: 5 points/ each. c. Participatory Learning modules: 5 points/ each	10

Developing and imparting Remedial/ Bridge Courses and Counselling modules (Each activity: 5 points)	10
Developing and imparting soft skills/ communication skills/ personality development courses/ modules(Each activity: 5 points)	10
Developing and imparting specialised teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas(Each activity: 5 points)	10
Organising and conduction of popularisation programmes/ training courses in computer assisted teaching/ web-based learning and e-library skills to students. (h) Workshop/ Training course: 10 points each (i) Popularisation program: 5 points each.	10
Maximum Aggregate Limit	20

(iv) **Examination Related Work.**

Indicators	Maximum Score
College/ University end semester/ Annual Examination work as per duties allotted. (Invigilation- 10 points, Evaluation of answer scripts- 5 points; Question paper setting- 5 points). (100% compliance= 20 points)	20
College/ University examination/ Evaluation responsibilities for internal / continuous assessment work as allotted (100% compliance= 10 points)	10
Examination work such as coordination, or flying squad etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance= 10 points)	10
Maximum Aggregate Limit B (iv)	25

II: **Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the Institution.**

(i) **Extension and Co-curricular Related Activities**

Institutional co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity (5 point each)	10
Positions held/ Leadership role played in organisation linked with Extension Work	10

and National service Scheme (NSS), NCCC or any other similar activity (Each activity 10 points).	
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points).	10
Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate limit	20

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities/ Colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each)	10
Institutional Governance responsibilities like, Vice Principal, Warden, Bursar, IQAC coordinator(10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee(5 points each).	10
Responsibility for ,or participation in committees for Students Welfare, Counselling and Discipline (5 points each)	10
Organisation of Conference/ Training: International (10 points); National/regional (5 points).	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities.

Indicators/ Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level: 3 points each b. At site level: 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity: 2 points)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, institutional governance (Each activity: 5 points)	10
Membership/ participation in Bodies/ Committees on Education and National Development (5 points each)	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc. (1 point each)	10
Maximum Aggregate Limit	15

CATEGORY: III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table-1, Category III of the UGC Regulations 2010 as adopted by the Government of Himachal Pradesh.

Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table-1.

III. Summary of API Scores

No. EDN-A-Kha(15)13/2010
Government of Himachal Pradesh
“Higher Education Department”

From

The Pr. Secretary (Hr. Education) to the
Government of Himachal Pradesh.

To

The Director of Higher Education,
Himachal Pradesh, Shimla-1

Dated, Shimla-2, the

6th June 2011

Subject: Regarding adoption of Academic Performance Indicator (API) and Performance Based Appraisal System (PBAS) proforma as notified by the UGC in its Regulation dated 30th June 2010 and holding of meeting of Departmental Promotion Committee.

Sir,

I am directed to refer to the subject cited above and to say that the UGC has notified the Regulations 2010 on 30th June 2010 vide which the stages of promotion under CAS of incumbent and newly appointed Assistant Professors / Associate Professors has also been notified. Now, the Government has decided to adopt the Academic Performance Indicator (API) and Performance Based Appraisal System (PBAS) for holding the meeting of DPC for the grant of scales under CAS. It is, therefore, requested to send the proposal to the Government to hold the DPC of the incumbents who are becoming eligible on or after 1-1-2009 to be placed in Pay Band-IV. In addition to this it has also been decided that the action in the letter No. EDN-H(8)B(7)34-2/2009 (Sr. Sel.) dated 18th May 2011 be deferred till further order.

You are therefore, requested to send the proposal to the Government after collecting the API and PBAS proforma from the eligible incumbents to hold the meeting of DPC so that the eligible lecturer be placed in Pay Band –IV.

Yours faithfully,

**Additional Secretary(Hr.Edu.) to the
Government of Himachal Pradesh.**