



മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

നമ്പർ. 48691/ACB5 SO/2021/AC B 5

തീയതി: 12.04.2021

പ്രിയദർശിനി ഹിൽസ്

സർക്കുലർ

വിഷയം:- എയ്ഡഡ് കോളേജുകൾ- പ്രൊഫസർ തസ്തികയിലേക്കുള്ള Career Advancement Promotion- അപേക്ഷയുടെ മാതൃകയും പൊതു നിർദ്ദേശങ്ങളും -സംബന്ധിച്ച്

- സൂചന :- 1 . 20.02.2021 തീയതിയിലെ G.O.(P) No.9/2021/HEDN നമ്പർ സർക്കാർ ഉത്തരവ്
- 2 . അഫിലിയേഷനും അപ്രൂവലിനും വേണ്ടിയുള്ള സിൻഡിക്കേറ്റ് ഉപസമിതിയുടെ 15.03.2021 തീയതിയിലെ യോഗത്തിന്റെ മിനിട്സ് ഇനം നമ്പർ OA -1
- 3 .08.04.2021 തീയതിയിലെ നമ്പർ 69880/ACA1-2/2021/ACA1 സർവകലാശാല പുറത്തെടുത്ത്

അഫിലിയേറ്റഡ് എയ്ഡഡ് കോളേജുകളിൽ പ്രൊഫസർ തസ്തികയിലേക്ക് കരിയർ അഡ്വാൻസ്‌മെന്റ് പ്രൊമോഷൻ അനുവദിക്കുന്നത് സംബന്ധിച്ച പരാമർശം (1) സർക്കാർ ഉത്തരവ് സർവകലാശാലയിൽ നടപ്പിലാക്കാൻ പരാമർശം (2) പ്രകാരം അഫിലിയേഷനും അപ്രൂവലിനും വേണ്ടിയുള്ള സിൻഡിക്കേറ്റ് ഉപസമിതി തീരുമാനിക്കുകയും അതിൻപ്രകാരം പരാമർശം (3) പുറത്തെടുത്ത് പുറപ്പെടുവിക്കുകയും ചെയ്തിട്ടുണ്ട്. അതനുസരിച്ചുള്ള അപേക്ഷയുടെ മാതൃകയും പൊതു നിർദ്ദേശങ്ങളും ഇതോടൊപ്പം പ്രസിദ്ധീകരിക്കുന്നു.

ഡോ.പ്രകാശ് കുമാർ .ബി  
രജിസ്ട്രാർ

സ്വീകർത്താവ്

- 1 . എല്ലാ എയ്ഡഡ് കോളേജ് പ്രിൻസിപ്പൽമാർക്കും (ഇ-മെയിൽ മുഖേന)
- 2 . സെലക്ഷൻ കമ്മിറ്റി അംഗങ്ങൾക്ക്
- 3 . വി സി/ പി വി സി യുടെ പി എസ്
- 4 . രജിസ്ട്രാറുടെ പി എ
- 5 .എ സി സി I / II
- 6 .ഐ ക്യൂ എ സി
- 7 . കണ്ടൻറ് മാനേജ്മെന്റ് സെക്ഷൻ
- 8 . റെക്കോർഡ്സ്/ സ്റ്റോക്ക് ഫയൽ/ ഫയൽ കോപ്പി

ഉള്ളടക്കം

അപേക്ഷ മാതൃകയും പൊതു നിർദ്ദേശങ്ങളും

മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം

**Mahatma Gandhi University, Kottayam**

Proforma for promotion under UGC Career Advancement scheme.

(In accordance with UGC 2018 regulation)

Read: 1) GO(P)No 18/2019/H.Edn. Dtd 29-06-2019, 2) GO(P)No 28/2019/H.Edn. Dtd 29-06-2019, 3) GO(P)No. 29/2019/H.Edn. Dtd 30-09-2019. 4) U.O. No. 5020/ACL/2019/MGU dated 19-10-2019,G.O(P) No.9/2021/HEDN dated 20/02/2021.

**Name of the College** :-.....**The college is with minority status: Yes/No****Department/ Subject** :-.....

(As per the university approval order)

**Proposal for promotion of: Dr.** .....**Promotion as:**

Associate Professor to Professor/equivalent cadres (Stage V/Acd Level 13A to 14)

(Please indicate (√) whichever is applicable)

**Period of Assessment of Promotion:****From.....To.....****PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1	Name (English Block Letters)	
	Malayalam	
2	Father's Name	
3	Date and Place of Birth	
4	Gender	
5	Nationality	
6	Religion	
7	Indicate Category: SC/ST/OBC/OEC/General category	
8	Whether differently abled? (Divyang)	
9	Current Designation & AGP/Academic Level	
10	Date of last Promotion with Post/ Grade promoted to with UO reference.(if applicable)	
11	Designation and grade pay/Academic Level to which promotion required?	
12	Date of Eligibility of Promotion	
13	Basic Pay and AGP( if any) of the Present Scale	
14	Date of Approval of Deputy Director for the last promotion (if any)*	
15	Date and Designation of Joining service*	

16	Permanent Address with PINCODE	
17	Address for Communication with PINCODE	
18	Phone numbers (Off. Res. Mob) and email Id	Office- Residence- Mobile- Email-
19	University's Examiner Code	
20	Date in which University teachers portal last updated	

\* copy of the certificate is to be attached

### 21. Academic Qualifications

Qualification	University/Board	Year of Passing	% of marks obtained	Division/Class/Grade	Subjects/Specialization
SSLC/Equivalent					
Higher Secondary/Equivalent					
UG					
PG					
Others					

### 22. Research Degrees

Qualification	Title	Date of award	University
M.Phil/M.Tech			
PhD			
D.Sc/D.Lit/ Others			

### 23. Record of academic service prior to joining the current post

Institution	Designation	Essential qualification for the post at the time of appointment	Nature of appointment (Regular/fixed term/temporary/Adhoc)	Nature of duties(Teaching/Research/others)	Scale of Pay	Date of Joining and Date of leaving	Reason of Leaving

Note: Please indicate in a separate sheet attached, the following

- The essential qualification for the post held where not lower than the qualifications prescribed by the University.
- The post is / was in an equivalent grade or of the pre revised scale of pay.
- Whether applied through proper channel
- Whether possess the same minimum qualifications as prescribed by UGC for appointment of the post.
- The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of University/state government/ central Government/concerned institution, for each appointment.

f. The previous appointment was not as Guest Lecturer for any duration.

**24. Posts held after appointment at this institution**

Designation	Department	Date of joining		Grade
		From	To	

**25. Whether an Approved Research Guide- Yes/No**

If Yes, Give the details in the following table

Name of the Institution/University at which guide ship is approved	Date in which the guide ship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree

**26. Details of Leave**

Duration	Nature of Leave (other than CL)	Purpose

**Declaration**

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature of the teacher

**Countersigned by the Head of the Institution**

## Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

### Option A

*(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University Departments and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018 : Option-A)*

#### PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE

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

#### CATEGORY: 1. TEACHING

##### I a. Lectures, Seminars, Tutorials, Practicals, Contact Hours

Year	Mode of Activity *	Total class Assigned	Number of classes engaged as per documented record	Number of classes engaged <i>Total class Assigned</i> X100	Grading
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

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

**OVERALL GRADE FOR Category I : .....**

Good	:	80% and above performance.
Satisfactory	:	70 % to 80% performance.
Not satisfactory	:	less than 70% performance
For Details see Appendix II Table :01		

Name & Signature of the subject experts of Screening/Selection Committee

**CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS  
RELATED ACTIVITIES/RESEARCH ACTIVITIES**

**a. Administrative responsibilities**

Sl.No.	Type of Responsibility	Role Performed
01		
02		
03		
04		
05		
Total number of activities		

**b. Examination and evaluation duties assigned by the college/university or attending paper evaluation**

Sl.No.	Name of Duty	Role Performed
01		
02		
03		
04		
05		
06		
Total number of activities		

**c. Student related co-curricular, extension and field based activities**

Sl.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		
06		
Total number of activities		

**d. Organizing seminars/conferences/workshops and other college/university activities**

Sl.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		
Total number of activities		

**e. Evidence of actively involved in guiding Ph. D. students**

Sl.No	Name of Student	Date of Registration	U.O granting Registration
01			
02			
03			
04			
05			
Total number of students			

**f. Details of minor/major research project sponsored by national or international agencies.**

Sl.No	Name of the project	Funding Agency	Amount sanctioned/utilized
01			
02			
03			
04			
05			
Total number of projects			

**g. Details of Publication in peer-reviewed or UGC listed journals**

Sl. No.	Title with page Nos.	Journal	No in the UGC List of Journals	Whether peer reviewed or not	ISSN/ ISBN	Whether you are the main Author
01						
02						
03						
04						
05						
Total number of publications						



**OVERALL GRADE FOR Category II : .....**

- Good : Involved in at least 03 activities
- Satisfactory : Involved in 01 – 02 activities
- Not satisfactory : Not involved / undertaken any of the activities

Number of activities can be within or across the broad categories of activities  
For Details see Annexure I

**Summary of Grading**

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Category I						
Category II						
Overall Grading						

**CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**  
**(Only for placement from Academic level 13A to 14 and 14 to 15; Associate Professor to Professor/Principal)**

*(Note: The research score shall be from the minimum of three categories out of six categories)*

**I. Published Research Papers in Peer-reviewed or UGC listed Journals**

Sl. No.	Title with page Nos.	Journal	UGC/ISSN/ISBN No	Whether peer reviewed, Impact Factor, if any	No. of Co-authors	Whether you are the main Author	Score
01							
02							
03							
04							
05							
Total Research Score							
<p>08 Points per publication for Faculty of Science and 10 Points per publication for Faculty of Languages/Humanities/Arts/Social Sciences/Commerce/Management and other related disciplines.</p> <p>The Research score for research papers would be augmented as follows:            (Impact factor to be determined as per Thomson Reuters List)            Papers without impact factor by 5points            Papers with impact factor less than 1 by 10 points            Papers with impact factor between 1 and 2 by 15 points            Papers with impact factor between 2 and 5 by 20 points;            Papers with impact factor between 5 and 10 by 25 points.            Papers with impact factor above 10 by 30 points</p> <p>Two authors : 70% of total value of publication for each author            More than two authors : 70% of total value of publication for the first/Principal/Corresponding author and the remaining 30% of total value of publication for each of the joint authors.</p>							

## II. Publications other than Research Papers

### II(a). Articles/Chapters published in Books.

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	Score
01						
02						
03						
04						
05						
Total Research Score						
International Publishers: 12 Points National Publishers : 10 Points Chapter in edited book : 05 Points Editor of book by International Publisher : 10 Points Editor of book by National Publisher : 08 Points						

### II (b). Translation works in Indian and Foreign Languages by faculty

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	No. of Co-authors	Whether you are the main Author	Score	
01						
02						
03						
04						
05						
Total Research Score						
Chapter or Research Paper : 03 Points/Chapter or Paper Book : 08 Points						

## III. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

### III(a). Development of Innovative Pedagogy

Sl.No.	Type of Pedagogy	Level (UG/PG)	Class and Semester	Topic Covered	Score	
01						
02						
03						
04						
05						
Total Research Score						
05 Points per Pedagogy or Method						

Name & Signature of the subject experts of Screening/Selection Committee

**III(b). Design of New Curricula and Courses**

Sl. No.	Name of Course	Level (UG/PG)	Class and Semester	University	Score
01					
02					
03					
04					
05					
Total Research Score					
02 Points per curricula or course					

**III(c). MOOCs**

Sl. No.	Name of MOOC	Level (UG/PG)	University	Score
01				
02				
03				
04				
05				
Total Research Score				
Development of complete MOOC with 04 quadrants (04 credits) : 20 Points (In case of MOOCs of lesser Credits 5 marks/credit)				
MOOCs (developed in 04 quadrants) per module or lecture : 05 points per module or lecture MOOCs				
Content writer/subject matter(at least 01 quadrant) per module : 02 points per module Course				
Coordinator for MOOCs (04 credit course) : 08 Points (In case of MOOCs of lesser Credits 2 marks/credit)				

**III(d). E-content****Development of e-learning delivery process/material**

Sl. No.	Title of Module/Material	Score
01		
02		
03		
04		
05		
Total Research Score		
Development of e-content in 04 quadrants for a complete course or e-book : 12 Points		
e-content(Developed in 4 quadrants) : 05 Points per module		
Contribution to development of e-content (at least 01 quadrant) : 02 Points per module		
Editor of e-content for complete course/paper/e-book : 10 Points		

Name &amp; Signature of the subject experts of Screening/Selection Committee

#### IV. Research Guidance, Projects and Consultancy

##### IV(a). Research Guidance

Category	Number Enrolled	Thesis Submitted	Degree Awarded	Score
i. Ph.D or equivalent				
ii.M.Phil or equivalent		NA		
iii. PG Dissertation		NA		
Total Research Score				
Ph. D (Degree Awarded) : 10 Points Ph. D (Thesis Submitted) : 05 Points M. Phil : 02 Points PG : 02 Points				

*\*For Joint supervision of research students, the formula shall be 70% of the total score for supervisor and co-supervisor. Supervisor and Co-Supervisor, both shall get 7 marks each.*

##### IV(b). Completed Research Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
Total Research Score					
More than 10 lakhs : 10 Points Less than 10 lakhs : 05 Points					

*\*Joint Projects: Principal Investigator and Co-Investigator would get 50% each*

##### IV(c). Ongoing Research Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
Total Research Score					
More than 10 lakhs : 05 Points Less than 10 lakhs : 02 Points					

*\*Joint Projects: Principal Investigator and Co-Investigator would get 50% each*

Name & Signature of the subject experts of Screening/Selection Committee

**IV(d). Consultancy**

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
Total Research Score					
3 points each					

**IV. Patents, Policy Documents and Awards/Fellowships****V(a). Patents**

Sl. No.	Description/Patent	International/National	Score
01			
02			
03			
04			
Total Research Score			
International : 10 Points/Patent National : 07 Points /Patent			

**V(b). Major Policy document submitted to an International Body/organization or Central or State Government\***

Sl. No.	Description/Patent	International Bodies/ Central/State Government/	Score
01			
02			
03			
04			
Total Research Score			
International : 10 Points/Document National : 07 Points / Document State Govt. : 04 Points / Document			

Name &amp; Signature of the subject experts of Screening/Selection Committee

**V(c). Fellowships/Awards**

Sl. No	Award/Fellowship	International/National	Awarded by	Score
01				
02				
03				
04				
Total Research Score				
International : 07/Award or Fellowship National : 05/Award or Fellowship				

**VI. Invited Lectures/Resource Persons and Papers at International /National/State or University Level\***

Sl. No.	*Title of the Lecture/ Paper/ Academic Session	Title	Organized by	Whether International/ National/State or University Level	Score
01					
02					
03					
04					
Total Research Score					
International (Abroad) : 07/Lecture or Paper presented International (within country) : 05/Lecture or Paper presented National : 03/Lecture or Paper presented State/University : 02/Lecture or Paper presented					
*Paper presented, if part of an edited book or proceedings, then it can be claimed only once					

*Note :For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b) (Policy Document) and 6 (Invited lectures/Resource Person/Paper presentation) shall have an upper capping of thirty percent of the total research score of the teacher concerned.*

**Total Research Score for Category III :**

Name & Signature of the subject experts of Screening/Selection Committee

#### IV. SUMMAY OF ASSESSMENT

**Session/Year :**

<b>Category</b>	<b>Criteria</b>	<b>Grade/Score</b>
I	Teaching and Learning related activities	
II	Involvement in the University/College students related activities/ Research activities	
III	Research and Academic Contribution	

*Note: Score in the Category III is to be calculated in the following manner:*

- a) *Category III is cumulative, Hence the total period of service is to be taken as a single unit.*
- b) *Yearwise preparation of the Category III is not necessary.*
- c) *Category I & II are not mandatory for Principal Appointment.*

Name & Signature of the subject experts of Screening/Selection Committee



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

01.	
02.	
03.	
04.	
05.	
06.	
07..	
08.	
09.	

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

Place & Date

Name and Signature of the Teacher

**Signature of HOD/ /Principal**

Name & Signature of the subject experts of Screening/Selection Committee

**APPLICANT SUMMARY SHEET – PROFESSOR (CAS)**  
**Stage 4 to 5 [Academic Level 13A-14] (Colleges)**

College:

Subject

Applicant	Date of Entry in Service	Date of Placement in Stage 4	Proposed date of Placement in Stage 5	SC/ST/OBC	Phys./Visual./differently abled

**SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)**

Requirement / Qualification	YES/NO	Remarks
Completed 03 years of service in Stage 4 [Academic Level 13A]		
Ph.D Degree in Subject relevant/allied/relevant discipline		
A minimum of 10 research Publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period		
The applicant secured Research Score from minimum of three categories out of six categories specified in Appendix II, Table 2 of UGC Regulations 2018.		
Submitted the copy of Publications in advance to the Subject Experts of the Selection Committee/University as instructed in UGC Regulations 6.0 (IV).		
A minimum of 110 research score as per Appendix II, Table 2 of UGC Regulations 2018.		

**ASSESSMENT TALLY**

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			
III	<b>Total Research Score Required</b>	<b>Verified Research Score</b>	
	110		

**\*Good or Satisfactory grade in annual performance assessment for at least 02 Years of the assessment**

**SELECTION COMMITTEE OBSERVATIONS /  
RECOMMENDATIONS**

**ELIGIBLE TO BE PLACED TO STAGE 5 / NOT ELIGIBLE TO BE PLACED TO STAGE 5**

Reason if not Eligible:

Name &amp; Signature of the subject experts of Screening/Selection Committee

## Minutes of the Screening/Selection Committee

1. Name of the candidate -
2. Name of the College -
3. Present Designation -
4. Designation and AGP to which promotion is sought -

### Recommendation

We have carefully verified the service details, certificates, PBAS proforma and other mandatory requirements. The Candidate is recommended / not recommended for promotion as .....(Designation) from.....(date) under career advancement scheme of UGC regulation 2018 and Mahatma Gandhi University, U.O. No. 5020/ACL/2019/MGU dated 19-10-2019.

### Selection Committee Members Present

Sl. No	Name of the Member	Official Address	Signature with Date
1			
2			
3			
4			
5			
6			
7			

**Instruction to the Principal/Head of the Institution**

1. Send proposal for each candidate separately, for easy verification.
2. Promotion order in form No 6 from the manager has to be attached along with each proposal.
3. Pay fixation Statement, option and declaration statement of the incumbent.
4. Documents to be attached along with the proposal for promotion are
  - a. Service book of the teacher
  - b. PhD/M.Phil/M.Tech/LLM certificate with attested copies.
  - c. Copy of the Research Publications and Books
  - d. Copy of other relevant documents in Appendix II Table 2 of UGC regulations 2018.
5. After getting the application from the teacher, Principal/Chairman of the governing body shall request the University for the subject experts for the selection committee clearly indicating the subject and the stage of promotion.

## Appendix I

### General Instructions

Category I and Category II are to be prepared separately for each academic year  
Academic Year means- 1<sup>st</sup> June of the present year to 31<sup>st</sup> May of the next year.  
For all the previous years' record, Certification of the present Principal/Head of the Department will be sufficient.

## Appendix II

**Table 01**  
**Assessment of Criteria and various activities**

Category	Activity
I	<b>Teaching</b> <b><u>Grading Criteria</u></b> 80% and above – Good Between 80% and 70% – Satisfactory Less than 70%– Not Satisfactory  *(Classes taught includes sessions on tutorials, lab and other teaching related activities)
II	<b>Involvement in the University/College students related activities/Research activities</b> <b><u>Grading Criteria</u></b> Good – Involved in at least 3 activities Satisfactory – 1 to 2 activities Not satisfactory - Not involved / undertaken any of the activities  *(Number of activities can be within or across the broad categories of activities)
	<b>Administrative responsibilities</b>

<b>a</b>	<ul style="list-style-type: none"> <li>➤ Vice Principal/HOD/Hostel Warden/Resident Tutor/Chairman/Chief Superintendent/Addl. Chief Superintendent in charge of University Exams in Colleges; IQAC Coordinator/NAAC Coordinator/RUSA Coordinator/PTA Secretary/College Council Secretary/ State Public Information Officer – RTI/ Nodal Officers– UGC, AISHE, Scholarships etc.</li> <li>➤ Members of IQAC/NAAC/AICTE Affiliation/RUSA/KIIFB.</li> <li>➤ College Council Member (<i>Elected member only</i>)</li> <li>➤ Class Tutors or Mentors</li> <li>➤ Faculty holding positions of various Committees (Discipline/ Admission/ Purchase/ Planning Board/ Research/ Ethics/ ICC/ Library/ Other bodies under UGC plan etc.)</li> <li>➤ Faculty involved in various Centers in the college EDUSAT/Language lab/ Digital Resources/ Data Repository/Website/Centralized Computing Facility (CCF)/ Fitness Centre/ Experimentation Centre/ Instrumentation Centre/ Start-up units/Technology Business Incubator (TBI)/ INFLIBNET etc.</li> <li>➤ Staff in Charge of Department Alumni Association</li> <li>➤ Faculty holding position as Secretary in College Cooperative Society for an entire term.</li> <li>➤ Faculty involved in College Union Election Returning Officer</li> </ul>
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	<p><b>b Examination and evaluation duties assigned by the college/university or attending paper evaluation</b></p> <ul style="list-style-type: none"> <li>➤ Valuation of University answer scripts as per allotment– Chairman / Chief / Addl. Examiner</li> <li>➤ University Exam Invigilation as per allotment.</li> <li>➤ Evaluation of Dissertation (Project Viva) – External Examiner /Chairman</li> <li>➤ University Practical Exam–External Examiner/Chairman/University Practical Exam–Internal/Skill</li> <li>➤ University Examination Squad duties–External</li> <li>➤ Internal Exam – Question paper setting/Valuation of Answer scripts</li> <li>➤ University –Question Paper setting/Question Bank.</li> </ul>
	<p><b>c Student related co-curricular, extension and field based activities</b></p> <ul style="list-style-type: none"> <li>➤ NSS District Coordinator/NSS Programme Officer/NCC Officer/NCC care taker</li> <li>➤ Coordinators of New initiatives programmes of DCE (FLAIR, WWS, SSP, ASAPetc.)</li> <li>➤ Faculty involved in various Cells/Clubs</li> <li>➤ Staff Advisor of College Union, Arts Club Advisor of College Union</li> <li>➤ Staff accompanying students for Study Tour/arts/ sports events</li> <li>➤ Stage Managers of University Youth Festival</li> <li>➤ Editor and editorial board members – College Magazine, College or Department News Letter/Campus Publications; Convenor/Editor/Sub-editor of College Souvenirs</li> <li>➤ Faculty in charge of Extension and Outreach programmes</li> <li>➤ Faculty in Charge of Documentation of Annual Reports, Administrative Reports etc of the college</li> <li>➤ Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students</li> <li>➤ Faculty involved in preparing Participatory Learning modules/Interactive course/Case Studies</li> <li>➤ Faculty involved in Developing and imparting soft skills/ communication skills/ personality development courses/psychological counseling modules;</li> <li>➤ Faculty involved in N-LIST/ INFLIBNET/EDUSAT/ORICE/NPTEL Usage/preparation of digital library with seminar papers, uploading of seminar</li> </ul>

	<p>papers/ resource materials to the college website, scholar portal etc./ Use of online course management system.</p> <ul style="list-style-type: none"> <li>➤ Faculty involved in Mentoring – Internal and external (e.g. WWS, SSP etc.); Industrial/Institute visits</li> <li>➤ Community work such as values of National Integration, Environment democracy, socialism, Human Rights, Peace, scientific temper; flood or, drought relief, small family norms etc., Census work, waste management etc.</li> </ul>
<b>d</b>	<p><b>Organizing seminars/conferences/workshops and other college/university Activities</b></p> <ul style="list-style-type: none"> <li>➤ Organizing seminars/conferences/workshops</li> <li>➤ Subject Expert in Curriculum Preparation/Question paper Setting/Physical Efficiency Test for Govt. Bodies like KPSC, SSC, UPSC, HSE, SCERT, Open School, Saksharatha Mission, Pareeksha Bhavan, Distance education etc; Subject Expert in PSC Interview Board/FIP Interview/Guest Lecturer Interview.</li> <li>➤ Member–Faculty/Board of Studies/Academic Council/Pass Board/Scrutiny Board/Curriculum Committee of the University,</li> <li>➤ Senate Member/Syndicate member</li> <li>➤ Faculty involved in programmes initiated by DCE (e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/Higher education State Level.</li> <li>➤ Recipients of Internships (e.g. FLAIR) -International/National</li> <li>➤ Membership/Participation/Subject Expert in State/Central Bodies/Committees on Education, Research, Sports and National Development</li> <li>➤ Organizing Programmes on PEECS, FLAIR, WWS, SSP, e-Governance</li> <li>➤ Lectures delivered in refresher/orientation/faculty development courses/ New initiative programmes (e.g. FLAIR, WWS, SSP, ASAP etc)</li> <li>➤ Editors of Research Journals.</li> <li>➤ Reviewer in Research Journals.</li> <li>➤ Membership in Renowned Professional Associations (per current membership)</li> <li>➤ Interaction with Industry, Industrial Experience for students</li> <li>➤ Conducting Bridge Courses, Finishing school (in Polytechnics), Gifted Children programme.</li> </ul>
<b>e</b>	<p><b>Evidence of actively involved in guiding Ph. D. students</b></p> <ul style="list-style-type: none"> <li>➤ Each Ph.D/M.Phil produced/year by the faculty as guide or co-guide is to be treated as an activity</li> <li>➤ Guiding each ongoing Ph.D/M.Phil by the faculty as guide or co-guide is to be treated as an activity.</li> </ul>



<b>f</b>	<b>Evidence for Conducting Minor/Major Research Projects</b>
	<ul style="list-style-type: none"> <li>➤ Each ongoing project (Major/Minor/Consultancy) by the faculty as Principal Investigator or Co-investigator is to be treated as an activity.</li> <li>➤ Each submitted project (Major/Minor/Consultancy) in an year by the faculty as Principal Investigator or Co-investigator is to be treated as an activity</li> </ul>
<b>g</b>	<b>Details of at least one Publication in peer-reviewed or UGC or University listed Journals</b>
	<ul style="list-style-type: none"> <li>➤ Each publication by the faculty as principal/corresponding/co-author is to be treated as an activity</li> <li>➤ Publication can be in the form of journals, books, patents, policy documents etc.</li> </ul>

**Table :2**

SN	Academic/Research Activity	Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences	Faculty of Languages/Arts/Social Science/Library/Education/Physical Education/Commerce/Management & Other related disciplines.
1	Research Papers in Peer reviewed or UGC listed Journals	8 per paper	10 per paper
2.	Publications (Other than Research Papers)		
	<b>a. Books authored which are published by</b>		
	International Publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	<b>b. Translation works in Indian and Foreign Languages by qualified Faculty</b>		
	Chapter or Research paper	03	03
	Book	08	08
3	<b>Creation of ICT mediated teaching learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>a. Development of Innovative pedagogy</b>	05	05
	<b>b. Design of new curricula and courses</b>	02 per curricula/course	02 per curricula/course
	<b>c. MOOCs</b>		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits Marks/credit)	20	20
	MOOCs (developed in 4 quadrant)per module/lecture	05	05
	Content Writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	<b>d. E-Content</b>		
	Development of e-content in 4 quadrants for a complete course/e-book	12	12
	e content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper/e-book	10	10
4	<b>a. Research Guidance</b>		
	PhD	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil/PG Dissertation	02 per degree awarded	02 per degree awarded

	<b>b. Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>c. Research Projects Ongoing</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>d. Consultancy (Govt. approved)</b>	03	03
5	<b>a. Patents</b>		
	International	10	10
	National	07	07
	*Policy Document (Submitted to an International body/Organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	<b>c. Award /Fellowship</b>		
	International	07	07
	National	05	05
6	<b>*Invited lectures/Resource Person/Paper presentation in Seminars/Conferences/full paper in conference proceedings (Paper Presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>		
	International (Abroad)	07	07
	International (Within Country)	05	05
	National	03	03
	State/University	02	02

**The Research score for research papers would be augmented as follows:**

Peer reviewed or UGC-listed Journals (Impact Factor to be determined as per Thomson Reuters list)

- i) Paper in refereed journals without impact factor - 5 points
  - ii) Paper with impact factor less than 1 - 10 points
  - iii) Paper with impact factor between 1 and 2 - 15 points
  - iv) Paper with impact factor between 2 and 5 - 20 points
  - v) Paper with impact factor between 5 and 10 - 25 points
  - vi) Paper with impact factor > 10 - 30 points
- a. Two authors: 70% of total value of publication for each author
  - b. More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% total value of publication for each of the joint authors.
- Joint Projects: Principal Investigator and Co-Investigator would get 50% each.

**Note:**

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

**പൊതു നിർദ്ദേശങ്ങൾ**

1. പ്രൊഫസർ തസ്തികയിലേക്കുള്ള പ്രമോഷൻ രൂപീകരിക്കേണ്ട സെലക്ഷൻ കമ്മിറ്റിയുടെ ഘടന യു.ജി.സി റെഗുലേഷൻ 2018 സെക്ഷൻ 5.0 VII പ്രകാരം ആയിരിക്കും.
2. വിഷയ വിദഗ്ധരുടെ പാനൽ ലഭിക്കുന്നതിന് കോളേജ് മാനേജർ/പ്രിൻസിപ്പൽ താഴെ പറയുന്ന കാര്യങ്ങൾ ചൂണ്ടിക്കാണിച്ചുകൊണ്ട് സർവ്വകലാശാല രജിസ്ട്രാർക്ക് അപേക്ഷ സമർപ്പിക്കേണ്ടതാണ്.
  - a) വിഷയം
  - b) അപേക്ഷിക്കുന്ന ആൾ സ്ത്രീയോ പുരുഷനോ
  - c) അപേക്ഷകൻ ഭിന്നശേഷിയുള്ള ആളാണോ
  - d) അപേക്ഷകൻ ഏത് വിഭാഗത്തിൽ പെടുന്നു. (SC/ST/OBC/OEC/Other Minority/General etc.).
3. ന്യൂനപക്ഷ പദവിയുള്ള കോളേജുകൾ ആയത് തെളിയിക്കുന്ന കേന്ദ്ര ന്യൂനപക്ഷ കമ്മീഷന്റെ സർട്ടിഫിക്കറ്റിന്റെ പകർപ്പ് ഹാജരാക്കേണ്ടതാണ്. ന്യൂനപക്ഷ പദവിയുള്ള കോളേജുകൾ ചുരുങ്ങിയത് 7 പേർ വീതമുള്ള വിഷയ വിദഗ്ധരുടെ രണ്ട് പാനലുകൾ സമർപ്പിക്കേണ്ടതാണ്. ഇതിൽ ഒരു പാനലിൽ സർവ്വകലാശാലയുമായി ബന്ധമില്ലാത്ത ആളുകൾ മാത്രമേ ഉണ്ടാവൂ. പാടുള്ളു.
4. പ്രൊഫസർ റാങ്കിൽ കുറയാത്ത യോഗ്യതയുള്ള ആളുകളെ മാത്രമേ ഇരു പാനലിലും ഉൾപ്പെടുത്താവൂ,
5. പ്രൊഫസർ തസ്തിക സർക്കാർ അനുമതിയുള്ളത് G.O.(p)No.9/2021/HEDN dated 20.02.2021 അനുസരിച്ചാണ്. ആയതിനാൽ 18.07.2018 തീയതി മുതൽ യു.ജി.സി റെഗുലേഷൻ 2018 Option A പ്രകാരം മാത്രമേ പ്രമോഷൻ അനുവദിക്കാൻ സാധിക്കൂ.
6. 18.07.2018-നോ അതിനു ശേഷമോ സർവ്വീസിൽ നിന്ന് വിരമിച്ചവർക്കും മതിയായ യോഗ്യത ഉള്ള പക്ഷം അപേക്ഷിക്കാവുന്നതാണ്.
7. അസോസിയേറ്റ് പ്രൊഫസർ തസ്തികയിൽ മൂന്ന് വർഷം പൂർത്തിയാക്കിയ അധ്യാപകർക്ക് യു .ജി.സി റെഗുലേഷൻ 2018 clause-6.4-IV പ്രകാരം മതിയായ യോഗ്യത ഉള്ള പക്ഷം പ്രൊഫസർ തസ്തികയിലേക്ക് അപേക്ഷിക്കാവുന്നതാണ്. എന്നാൽ പ്രസ്തുത യോഗ്യത 18.07.2018 തീയതിക്ക് മുൻപ് നേടിയതും G.O. (p)No.9/2021/HEDN dated 20.02.2021 അനുസരിച്ച് 18.07.2018 തീയതി മുതൽ മാത്രമേ പ്രൊമോഷൻ അർഹത ഉണ്ടാവൂ.
8. പ്രൊഫസർ തസ്തികയിലേക്ക് യോഗ്യത നേടിയ അധ്യാപകൻ/അധ്യാപിക യോഗ്യത കരസ്ഥമാക്കുന്ന തീയതിയിൽ സർവ്വകലാശാലയിൽ അഫിലിയേറ്റ് ചെയ്തിട്ടുള്ള ഏത് കോളേജിൽ ആണോ ജോലിയിൽ ഉള്ളത് പ്രസ്തുത കോളേജ് അധികാരി മുഖാന്തിരം ആണ് അപേക്ഷ സമർപ്പിക്കേണ്ടത്. എന്നാൽ പ്രസ്തുത യോഗ്യത 18.07.2018 തീയതിക്ക് മുൻപ് നേടിയതും 18.07.2018 തീയതിയിൽ സർവ്വകലാശാലയിൽ അഫിലിയേറ്റ് ചെയ്തിട്ടുള്ള ഏത് കോളേജിൽ ആണോ ജോലിയിൽ ഉള്ളത് പ്രസ്തുത കോളേജ് അധികാരി മുഖാന്തിരം ആണ് അപേക്ഷ സമർപ്പിക്കേണ്ടത്. (Refer: 6.03 (V) of UGC Regulations 2018).
9. യു.ജി.സി റെഗുലേഷൻ 2018 സെക്ഷൻ 6.0 IV അനുശാസിക്കുന്നത് പ്രകാരം അപേക്ഷകൻ സമർപ്പിക്കുന്ന ഗവേഷണ ലേഖനങ്ങൾ (Publications) റഗുലർ സർവ്വീസ് കാലയളവിൽ (Qualifying Period) നേടിയതാവണം.
10. അപേക്ഷകൻ സമർപ്പിക്കുന്ന ഗവേഷണ ലേഖനങ്ങളുടെ പകർപ്പ് സെലക്ഷൻ കമ്മിറ്റിയിലെ വിഷയ വിദഗ്ധർക്ക് സെലക്ഷൻ കമ്മിറ്റി മീറ്റിംഗ് കൂടുന്നതിന് മുൻപായി പരിശോധന നടത്താൻ സാധിക്കും വിധം അയച്ചു കൊടുക്കേണ്ടതാണ്. സെലക്ഷൻ കമ്മിറ്റിയിൽ സർവ്വകലാശാല നേരിട്ട് നിയമിക്കുന്ന പ്രതിനിധി (ഉദാ. SC/ST/Differently abled/Woman etc.) ഉള്ള പക്ഷം അത്തരം ആളുകൾക്ക് ഗവേഷണ ലേഖനങ്ങൾ അയച്ചു നൽകുന്നതിനായി സെലക്ഷൻ കമ്മിറ്റി മീറ്റിംഗ് കൂടുന്നതിന് മുൻപായി ലേഖനങ്ങളുടെ ഒരു പകർപ്പ് സർവ്വകലാശാലയ്ക്കും സമർപ്പിക്കേണ്ടതാണ്.
11. യു.ജി.സി-യോ കേരളത്തിലെ ഏതെങ്കിലും സർവ്വകലാശാലയോ അതത് കാലങ്ങളിൽ അംഗീകരിച്ച ജേർണലുകളിൽ ആയിരിക്കണം പ്രസിദ്ധീകരണങ്ങൾ. ജേർണലുകളുടെ Website/Address പ്രസിദ്ധീകരണങ്ങളോടൊപ്പം സമർപ്പിക്കേണ്ടതാണ്.

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12. അപേക്ഷയോടൊപ്പം സമർപ്പിക്കേണ്ടത്:

1. പ്രിൻസിപ്പാളിന്റെ ആമുഖ കത്ത്.
2. മാനേജർ ഒപ്പ് വച്ച സ്ഥാനക്കയറ്റ ഉത്തരവ് (ഫോം 6)
3. ഓഫ്ഷൻ ഫോം. (പ്രിൻസിപ്പാൾ സാക്ഷ്യപ്പെടുത്തിയത്)
4. പേ ഫിക്സേഷൻ സ്റ്റേറ്റ്‌മെന്റ് (പ്രിൻസിപ്പാൾ സാക്ഷ്യപ്പെടുത്തിയത്)
5. അണ്ടർടേക്കിങ്ങ്.
6. പി.ബി.എ.എസ് പ്രൊഫോർമ.
7. സ്കോർ ഷീറ്റ് (കോളേജ് സീൽ പതിച്ചത്)
8. സെലക്ഷൻ കമ്മിറ്റി മിനിറ്റ്സ് (കോളേജ് സീൽ പതിച്ചത്)
9. Class X സർട്ടിഫിക്കറ്റിന്റെ പകർപ്പ് (SSLC അല്ലെങ്കിൽ മലയാളത്തിൽ പേര് രേഖപ്പെടുത്തിയിട്ടുള്ള ഏതെങ്കിലും രേഖയുടെ പകർപ്പ് കൂടി സമർപ്പിക്കണം) (Aadhar card/Election ID card etc.)
10. പിജി/നെറ്റ് സർട്ടിഫിക്കറ്റുകളുടെ പകർപ്പ്.
11. സർവ്വകലാശാലയിൽ നിന്നും ലഭിച്ച നിയമന അംഗീകാര ഉത്തരവിന്റെ പകർപ്പ്.
12. സെലക്ഷൻ കമ്മിറ്റിയിലേക്ക് സർവ്വകലാശാല നാമനിർദ്ദേശം ചെയ്ത വിഷയ വിദഗ്ധരുടെ പട്ടികയുടെ പകർപ്പ്.
13. സേവന പുസ്തകം.
14. Ph.D അസൽ സർട്ടിഫിക്കറ്റ്.
15. അസോസിയേറ്റ് പ്രൊഫസറായുള്ള നിയമനം അംഗീകരിച്ച കോളേജ് വിദ്യാഭ്യാസ ഉപമേധാവിയുടെ കത്തിന്റെ/ഉത്തരവിന്റെ പകർപ്പ്.