

**GOVERNMENT OF ODISHA**  
**SKILL DEVELOPMENT AND TECHNICAL EDUCATION DEPARTMENT.**  
**NOTIFICATION**

The \_\_\_\_\_ 2017.

No \_\_\_\_\_/ In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Odisha is pleased to make the following rules regulating recruitment and conditions of service of persons appointed to the Odisha Technical Education Service, namely;

**PART-I (GENERAL)**

**1. Short title and commencement:**

- 1) These rules may be called Odisha Technical Education Service Rules, 2018.
- 2) They shall come into force on the date of their publication in the Official Gazette.

**2. Definition :**

In these rules, unless the context otherwise requires.

- a) "State" means the state of Odisha.
- b) "Service" means the Odisha Technical Education Service.
- c) "Government" means the Government of Odisha in SD&TE Department.
- d) "Appointing Authority" means the Government of Odisha.
- e) "Director" means the Director of Technical Education, Odisha.
- f) "Commission" means the Odisha Public Service Commission.
- g) "Committee" means Committees referred to in Rule 7.
- h) "AICTE" means the All India Council of Technical Education (A.I.C.T.E.) constituted under the All India Council for Technical Education Act, 1987.
- i) "Council" means State Council of Technical Education & Vocational Training.
- j) "SEC" means Screening-Cum-Evaluation Committee
- k) "DSC" means Departmental Selection Committee.
- l) "HLSC" means High Level Selection Committee.
- m) "API" means Academic Performance Indicator.
- n) "IQAC" means Internal Quality Assessment Cell.

- o) "PBAS" means Performance Based Assessment System.
- p) "Member of Service" means a person appointed to a post in the service on the basis of regular selection under the provisions of these rules or the rules or orders superseded by these rules.
- q) "Polytechnic / Engineering School" means technical institutions imparting technical education for award of Diploma by the State Council of Technical Education and Vocational Training, Odisha.
- r) "Schedule" & "Appendix" means the schedules and appendices appended to these rules.
- s) "Year" means the calendar year.
- t) "Recruitment" means the recruitment made according to the procedure prescribed in part III of these rules.
- u) "Scheduled Caste and Scheduled Tribe" means such Castes and Tribes as may be specified by the President of India from time to time under Article 341 and 342 of the Constitution of India respectively.
- v) "SEBC" means Socially and Educationally Backward Classes of citizen other than the Scheduled Caste and Scheduled Tribe as may be specified by the Govt. from time to time in the list under the Orissa State Commission for Backward Classes Act 1993.
- w) "Ex-Serviceman" refers to the persons as provided in Orissa Ex-Serviceman Rules, 1985.
- x) "Persons with Disability" means a person who would be granted a disability certificate by competent authority as per the provisions under Rule 4 of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Orissa Rules, 2003.
- y) "Sportsmen" means a person who would be issued with identity card as sportsmen by the Director, Sports as per Resolution No. 24808/ Gen., dated 18<sup>th</sup> November 1985 of General administration Department; and
- z) "Regulation" means Regulations made under the All India Council for Technical Education (AICTE) Act, 1987.
  - aa) "Clarification" means Clarifications issued by AICTE on the provisions of its Regulations.
  - bb) "CAS" means Career Advancement Scheme.

2.1 All other words and expressions which have been used but not specifically defined in these rules shall have the same meaning as respectively assigned to them in the Odisha Service Code and rules thereof.

## Part –II (CADRE)

### 3. Composition of Service, Scale of Pay, Service Strength, etc.–

- 1) The classification of service and the scale of pay attached thereto shall be in accordance with the provisions contained in **SCHEDULE I**.

There shall be two categories of posts namely; (i) Teaching posts, and (ii) Administrative posts. The posts included in each category shall be as specified hereunder.

- a) There shall be three levels with five designations in respect of teachers in Polytechnics/Engineering Schools namely, Lecturer, Workshop Superintendent, Head of the Department (HOD), Training & Placement Officer(TPO) and Principal all in Group A service. The post of Workshop Superintendent and TPO shall be at the level of Lecturer (Mechanical) and HOD respectively. In addition, the post of Lecturer shall be designated into five different nomenclatures (**SCHEDULE I**) by way of Career Advancement Scheme (CAS) via acquisition of experience and academic qualification as prescribed by AICTE.
  - b) There shall be four designations in respect of administrative posts namely, Assistant Director, Deputy Director, Joint Director, and Director in the Directorate of Technical Education. The post of Assistant Director, Deputy Director and Joint Director shall be at the level of Lecturers and Principal respectively (**SCHEDULE I**). These posts and their equivalent positions under deputation to SCTE&VT shall be suitably designated as may be decided by the Government from time to time.
- 2) The Cadre of the service shall consist of such number of posts with such scale of pay and status as may be determined by the Government in conformity to AICTE guidelines from time to time.

### 4. Constitutions of the Service: The service shall consists of the following persons, namely:-

- 1) Persons holding regular posts in the service before the commencement of these rules. Such persons shall be absorbed and re-designated in accordance with the following sub-rules.
  - a) Incumbent Lecturers, Assistant Directors, Senior Lecturers, Deputy Director and persons in position of equivalent posts shall be re-designated and absorbed to the posts and pay scales in accordance with the provisions contained in **SCHEDULE II**.
- 2) Persons recruited to the service in accordance with the provisions of these rules

### **PART-III (RECRUITMENT / SELECTION)**

#### **5. Methods of recruitment:**

- 1) Recruitment to the Service shall be made by following methods, namely.
  - a) By direct recruitment in accordance with **Rule-6**
  - b) By selection from among the internal candidates in accordance with **Rule-7**
  - c) By way of transfer posting/deputation of persons in accordance with **Rule-8**
- 2) The number of persons recruited under (a), (b), (c) of sub-rule (1) shall not at any time exceed the percentage shown in **SCHEDULE I**.
- 3) Subject to the provisions of these rules, the method or methods of recruitment to be adopted for the purpose of filling any particular vacancy or vacancies in the service, as may be required to be filled during any particular period of recruitment and the number of persons to be recruited by each method shall be determined on each occasion by the Government.
- 4) The Government shall decide in the month of January each year the number of vacancies in service in each category of post(s) to be filled in that year by direct recruitment and / or by internal selection, as the case may be.
- 5) The vacancies to be filled up by direct recruitment as in **Rule 5 (1) (a)** shall be communicated to the Commission for further action at their end.
- 6) Applications in prescribed Proforma shall be invited from the internal candidates in case of selection as in Rule 5(1) (b).

#### **6. Direct Recruitment:**

- 1) Vacancies in the entry level posts of Lecturer shall be filled up by direct recruitment by the Commission by written examination and personal interview (**SCHEDULE – IX**).
- 2) Vacancies to be filled up by direct recruitment for the posts of Head of the Department (HOD), Training & Placement Officer (TPO) and Principal shall be recruited by Commission on the basis of (i) academic background (20% weightage), (ii) research performance & quality of publications (40% weightage) (ii) assessment of domain knowledge and teaching skills (20% weightage) and (iii) interview performance (20% weightage) as per AICTE regulations / guide lines from time to time(**SCHEDULE - IX**).
- 3) **Eligibility Condition for Direct Recruitment**  
In order to be eligible for direct recruitment, a candidate -

- i. shall have Essential minimum qualification and experience as prescribed by AICTE [*AICTE notifications F.No. 37-3 / Legal / 2010 dated 5th march 2010(Pay scales service conditions and qualification for the teachers and other academic staff in technical institutions (Diploma) Regulations, 2010) and subsequent amendments*] for the posts in sub rule (1) & (2) **(SCHEDULE III)**.
- ii. shall be a citizen of India.
- iii. should be able to speak, read and write Odia and have passed a language test in Odia equivalent to that of Middle school standard ( only for the post of Lecturer).
- iv. shall not ordinarily be below 21 years and above 32 years of age for entry level posts of Lecturer. The age shall be reckoned as on 1st day of January of the year in which the applications are invited by the Commission.

The upper age limit shall be relaxed for the scheduled caste, scheduled tribe, SEBC, Women Category, In-Service candidates, People with Disability (PWD), Ex-serviceman category candidates as per prevalent government rules for entry level posts. The upper age limit for in-service departmental candidates applying for the post of Lecturer shall be relaxed for 10 years.

Provided that Government shall have power to relax the upper age limit in suitable cases.

- v. should be of good character, must be of sound mental and bodily health and physique and active habits and free from organic defects or bodily infirmity.
- vi. must not have more than one spouse living.
- vii. shall have to fulfill other conditions as may be prescribed in the advertisement.

#### 4) **Reservation –**

- i. There shall be reservation for SC, ST and SEBC category candidates in the posts of Lecturer as per Government of Odisha ST & SC development department letter No. 11124/ SSD dated 15.03.2007 and as per the provisions under prevailing ORV act and rules. Reservations shall also be made for Women, Ex- Servicemen, Sportsmen candidates and Persons with Disability (PWD) category candidates as per the provisions under prevailing Government guidelines / Rules/ Resolutions / Consolidated instructions etc.

- ii. Ten Per cent of the vacancy in the post of Lecturer in any discipline shall be reserved for non-ministerial technical support staff in a given year of recruitment. The person must have completed at least five years of continuous service in the department and must satisfy qualification requirement. In case of non-availability of suitable candidates, the posts shall be deemed to be de-reserved for that year.

## **7. Recruitment by selection from Internal candidates:**

### **1) Recruitment of HODs**

50% of Vacancies for the posts of Head of the department (HOD) shall be filled up by selection as in Rule 5(1) (b) by the Departmental Selection Committee (DSC) on the basis of (i) academic background (20% weightage), (ii) research performance & quality of publications (40% weightage) (ii) assessment of domain knowledge and teaching skills (20% weightage) and (iii) interview performance (20% weightage) as per AICTE Regulations and guidelines as amended from time to time by inviting applications in prescribed proforma (**Appendix – II**) from among the in-service departmental candidates having requisite qualification and experience. The essential minimum qualification and experience for the above post shall be as in the (**SCHEDULE - III & SCHEDULE – IX**). The requirement of minimum API shall be relaxed for initial period of three years from the date of coming into effect of this rule.

### **2) Recruitment of Training & Placement Officers**

Training & Placement Officers shall have the eligibility criteria same as that for HOD of Engineering and Technology disciplines. 50% of the vacancy for the posts shall be filled up by selection as in Rule 5(1) (b) by the Departmental Selection Committee (DSC) on the basis of (i) academic background (20% weightage), (ii) research performance & quality of publications (40% weightage) (ii) assessment of domain knowledge and teaching skills (20% weightage) and (iii) interview performance (20% weightage) as per AICTE Regulations and guidelines as amended from time to time by inviting applications in prescribed proforma from among the in-service departmental candidates having requisite qualification and experience for the post of HOD of Engineering disciplines (**SCHEDULE - III & SCHEDULE – IX**).

### **3) Composition of the Departmental Selection Committee**

The Departmental Selection Committee (DSC) shall be comprised of-

- a) Secretary to Govt. of the Administrative Department – Chairman,

- b) Representative of Odisha Public Service Commission not below the rank of Member nominated by the Chairman– Member,
- c) Additional Secretary / Joint Secretary to Government in General Administrative Department – Member,
- d) Director of Technical Education, Odisha – Member,
- e) Three technical education experts not below the rank of Professor of Govt. Degree Level Institutions / Engineering colleges – Member,
- f) An academican representing SC/ ST / SEBC / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the State Government, if any of the above members of the committee does not belong to that category – Member,
- g) Addl. Secretary / Joint Secretary of the Administrative Department dealing with Polytechnic Education – Member Convener

Provided that in case any member or chairman, as the case may be constituting the committee has not been appointed to the post concerned, the officer holding the charge of the post for the time being shall be the member or chairman, as the case may be of the committee.

The quorum for the meeting of this committee shall consist of at least **six** members including two technical education experts.

- 4) These committees in **sub-rule (3)** shall meet in the month of January and July of every year to select persons to different positions. The committee shall scrutinize the case of candidates as to eligibility for their selection and a list of candidates based on merit and suitability shall be prepared.
- 5) All the selection procedures outlined above, shall be completed on the day of committee meeting and recommendation made on the basis of merit is duly signed by all the members of the committee in the minutes.
- 6) The list of candidates prepared in accordance with the above shall be forwarded by the Administrative Department to the Commission along with other records and documents for concurrence.

- 7) The final selection of the candidates for appointment by selection shall be made by the Government after obtaining the recommendation of the Commission.
- 8) If the representative of Odisha Public Service Commission is present in the Committee and if all the members of the committee including OPSC representative have signed the proceedings of the meeting, the procedures of **sub-rule (6) & (7)** are not required, and it shall be deemed to be in compliance of the requirement of the consultation with the Commission under sub-rule (b) of Clause (3) of Article 320 of the Constitution and a separate consultation with the commission shall not be necessary.
- 9) However, pending recommendation of OPSC, Govt. may temporarily appoint the candidates as recommended by DSC/ HSC in case of urgency in the interest of Technical Education.

## 8. Transfer Posting/Deputation

### 1) Posting of Assistant Directors/ Deputy Directors/Joint Directors

- a) The posts of Assistant Directors shall be filled up by transfer posting of Lecturers in Stage -2 in accordance with **SCHEDULE-I**.
- b) The posts of Deputy Directors shall be filled up by transfer posting of HODs in accordance with **SCHEDULE-I**.
- c) The posts of Joint Directors shall be filled up by transfer posting of Principals in accordance with **SCHEDULE- I**.

### 2) Posting of Training & Placement Officers

The posts of Training & Placement Officers may be filled up by transfer posting of HODs of the disciplines which **remains** under no admission status or closed, and **by the persons at the level of HODs of those disciplines having excess number of persons in position. However, such persons shall be reverted back to the post of HODs of respective disciplines as and when vacancies arise.** And in no case, posts of Training & Placement Officers shall be filled up by transfer posting of HODs of running disciplines of engineering.

- 3) In case of non-availability of suitable candidates either by direct recruitment and/or by internal selection, the vacancies may be filled up by deputation of persons from other services or organizations of Government.
9. In case of non-availability of suitable candidates for internal selection to the posts above the level of Lecturer, the vacant posts may be filled up by direct recruitment.



- 10.** Period of validity of the recommendation of the Commission / Selection Committees – The list of names recommended by the Commission / the Committees for selection / promotion shall remain in force for a period of one year from the date of such recommendation.

**Part-IV  
(PROBATION & CONFIRMATION IN SERVICES)**

**11.**

- i) Every officer shall on appointment to the service, be on probation for a period of two years in case of direct recruitment.

If the work of any officer is found unsatisfactory, then the period of probation may be extended by the appointing authority for a period up to a maximum of 01(one) year.

Provided further that, if the period of probation is not extended within a period of six months from the date of completion of probation, the officer will be deemed to have completed the probation satisfactorily.

- ii) The period of probation in each case shall count from the date on which the officer actually joins his appointment provided that the whole or any part of the period during which a person has hold continuous officiating or temporary appointment in a post included in the cadre of the service may be allowed by Government to count towards the period of probation prescribed under this rule.
- iii) Government may dispense with the service of an officer or revert him to his former post, as the case may be during or at the end of his probation if the officer is considered to be unfit for confirmation in the service on account of poor or unsatisfactory performance.
- iv) Every officer shall have to attend one month induction training in the beginning of probation.

- 12.** An officer on probation, after completion of the period of his/her probation to the satisfaction of Government shall be confirmed in the service.

**PART-V  
(MISCELLANEOUS)**

- 13.** An officer shall be eligible to draw the first increment during the period of probation, and be eligible for second increment only after completion of probation.

**14. Power to relax rules-** In exceptional cases where the Administrative Department of the Government is satisfied that operation of the rules relating to age or regarding requirement of experience for recruitment causes undue hardship in any particular case or where the Government is of the opinion that it is necessary or expedient to relax any of the provisions of these rules with respect to age or experience of any person, it may with the concurrence of the General Administration Department and/ or in consultation with the Commission, where necessary by order dispense with or relax the relevant provisions of these rules to such extent and subject to such condition as it may consider necessary for dealing with the case in a just and equitable manner.

Provided that such relaxation shall not be less favourable than the provisions already contained in these rules. Such case of relaxation shall be referred to the Commission by the Administrative Department concerned.

Provided further that relaxation in the prescribed period of service or experience under this rule shall only be granted to the extent of 1/3 period of the service or experience prescribed for direct recruitment or promotion to any post before holding the meeting of the Selection Committees (DSC / HLSC).

**15. Career Advancement Scheme (CAS):**

There shall be Career Advancement Scheme (CAS) for the teachers of the service cadre as per relevant AICTE Regulations [[F. No. 37-3 / Legal/ AICTE / 2012 dated 8<sup>th</sup> Nov. 2012 (Career Advancement Scheme for the teachers and other academic staff in technical institutions (Diploma) Regulations, 2012)] and its subsequent clarification / amendments] (in accordance with **Schedule-IV**).

**16. Counting of past service / experience for direct recruitment and promotion under CAS:**

Counting of past service/experience shall be as per **SCHEDULE V**.

**17. Incentives for higher qualification:**

Incentives for acquiring higher qualifications shall be as per **SCHEDULE VI**.

**18. Study leave** -The study leave will be granted to the teachers already in service or entering into service without M.Tech. / Ph.D. or other higher qualification as per **SCHEDULE VII**.

**19. Refresher Courses, Training Programmes and Membership of professional bodies–**

- i. The faculty members shall be deputed to attend Refresher courses, Teachers Training, Orientation Programmes, industrial training, workshops, Seminars, conferences etc. conducted/sponsored by Central/State Govt. / Semi-Govt. institutions/ organizations at the State/ national / International level pertaining to their discipline / area of specialization.

They shall also be encouraged and rendered necessary support to conduct these activities at the institutional / Directorate / Government level.

- ii. The teachers shall be reimbursed the expenses incurred for registration fee and TA & DA for presenting technical papers at one national conference every year, and one international conference every three years.
- iii. Eighty-five percentages of membership fees for one national or international professional society shall be reimbursed to the teachers.

**20. Duties and responsibilities of teachers**

The duties and responsibilities of Lecturers, Head of the Departments, Training & Placement Officers, and Principals shall be as per **SCHEDULE - VIII** and as prescribed by AICTE from time to time.

21. In the event of takeover of Private / Semi-Government Technical Institutions (running under Societies Act), the Govt. may appoint any person/ persons working in such institutions to any post in appropriate grade / level by way of absorption in consultation with the Commission having regard to the qualification, experience of such person or persons and subject to the fulfillment other criteria laid down by AICTE for respective posts. They shall be treated as direct recruits of the same year in which taken over takes place.
22. The conditions of service of the members of the service in regard to matters not covered by these rules shall be same as are or as may from time to time, be admissible to other state service officers.
23. **Repeal and savings**-The Orissa Technical Education and Training Service, 1985 and its subsequent amendments hitherto in force stands repealed effective from the date from which these rules come into force.

Provided that nothing in these rules shall adversely affect the appointments made, anything done or any action taken in accordance with the repealed rules prior to the coming into force of these rules.

24. **Interpretation** – If any question arises relating to the application, interpretation and scope of these rules, it shall be referred to the Government in the General Administration Department whose decision thereon shall be final.

By order of the Governor  
Secretary to Government

## SCHEDULE I

**(Designations in respect of teaching posts and other administrative posts of the Cadre)**

Sl. No	Type of posts	Name of the post included in the Service	Percentage of vacant posts to be filled			Classification	Scale of Pay as per 6 <sup>th</sup> CPC recommended by AICTE or its subsequent revisions	Method of Recruitment
			By Direct Recruitment [Rule 5(1) (a)]	By internal Selection [Rule 5(1) (b)]	By Transfer posting [Rule 5(1)(c)]			
A	Teaching Posts							
1		Lecturer - Stage 1	100%	-	-	Group A	15600-39100/- Grade Pay 5,400/- or 6000/- as in <b>SCHEDULE -II</b>	By direct recruitment through open advertisement through OPSC [Rule 6(1),(3)]
		Lecturer (Senior Scale) – Stage 2	-	100%	-	Group A	15600-39100/- Grade Pay 7000/-	<b>By Rule 15 [SCHEDULE - IV]</b>
		Lecturer (Selection Grade I) – Stage 3	-	100%	-	Group A	15600-39100/- Grade Pay 8000/-	<b>By Rule 15 [SCHEDULE - IV]</b>
		Lecturer (Selection Grade II) – Stage 4	-	100%	-	Group A	37,400-67000/- Grade Pay 9000/-	<b>By Rule 15 [SCHEDULE- IV]</b>
		Lecturer (Selection Grade III) – Stage 5	-	100%	-	Group A	37,400-67000/- Grade Pay 10000/-	<b>By Rule 15 [SCHEDULE - IV]</b>
2		HOD	50%	50%	-	Group A	37,400-67000/- Grade Pay 9000/-	1. By selection of internal candidates by the Departmental Selection Committee [Rule 7(1) and SCHEDULE - III] 2. By direct

								recruitment through open advertisement through OPSC [Rule 6(2),(3) and SCHEDULE III]
		Training & Placement Officer	50%	50%	-	Group A	37,400-67000/- Grade Pay 9000/-	1. By selection of internal candidates by the Departmental Selection Committee [Rule 7(2) and SCHEDULE - III] 2. By direct recruitment through open advertisement through OPSC [Rule 6(2),(3) and SCHEDULE III]
3		Principal	100%	-	-	Group A	37,400-67000/- Grade Pay 10000/- Special allowance – 2,000	By direct recruitment through open advertisement through OPSC [Rule 6(2),(3) SCHEDULE III]
B	Administrative posts							
1		Assistant Director	-	-	100%	Group A	Same as the Scale of Lecturer Stage 2	By transfer posting of Lecturer [Rule 8(1)(a)]
2		Deputy Director	-	-	100%	Group A	Same as the Scale of HODs at Stage 4	By transfer posting of HODs at stage 4 [Rule 8(1)(b)]
3		Joint Director	-	-	100%	Group A	37,400-67000/- Grade Pay 10,000/-	By transfer posting of Principals [Rule 8(1)(c)]

**SCHEDULE II**

**Absorption and Re-designation of incumbent teachers**

	Present Designation & Pay Scale ( as per 6 <sup>th</sup> Pay Commission) as on 1.1.2016	Present Minimum Qualification	Minimum years of service rendered in the present post	Absorbed into the Designation & Pay Scale( as per 6 <sup>th</sup> Pay Commission) as on 1.1.2016
	(1)	(2)	(3)	(4)
1	Lecturer or equivalent Pay Band: 9300-34800/- Grade Pay: 4600/-	1. B.E / B.Tech in appropriate branch/discipline 2. Master Degree in case of Humanities & Science/Non-engineering	Less than 9 years  Less than 9 years	Lecturer Stage I  Pay Band: 15600-39,100/- Grade Pay: Rs. 5,400/-
2	Lecturer or equivalent Pay Band: 9300-34800/- Grade Pay: 4600/-	1. Engineering /Technology a. M.E / M.Tech. appropriate branch/disciplines b. PhD in appropriate branch/disciplines 2. Humanities & Science/Non-engineering a. M. Phil in relevant field b. PhD in relevant field	Less than 5 years  Less than 4 years  Less than 5 years Less than 4 years	Lecturer Stage I    Pay Band: 15600-39,100/- Grade Pay: Rs. 6,000/-
3	Lecturer or equivalent Pay Band: 9300-34800/- Grade Pay: 4600/-	3. B.E / B.Tech in appropriate branch/discipline 4. Master Degree in case of Humanities & Science/Non-engineering	More than 9 years & Less than 14 year  More than 9 years & Less than 14 year	Lecturer Stage II  Pay Band: 15600-39,100/- Grade Pay: Rs. 7,000/-
4	Lecturer or equivalent Pay Band: 9300-34800/- Grade Pay: 4600/-	3. Engineering /Technology c. M.E / M.Tech. appropriate branch/disciplines d. PhD in appropriate branch/disciplines 4. Humanities & Science/Non-engineering c. M. Phil in relevant field d. PhD in relevant field	More than 5 years & Less than 10 year  More than 4 years & Less than 9 year  More than 5 years & Less than 10 year More than 4 years & Less than 9 year	Lecturer Stage II  Pay Band: 15600-39,100/- Grade Pay: Rs. 7,000/-
5	Lecturer or equivalent Pay Band: 9300-	1. B.E or B.Tech in Engineering for Engineering Disciplines		Lecturer (Selection Grade I) Stage 3

	34800/- Grade Pay: 5400/-	2. Master Degree in case of Humanities and Science/Non-Engineering	More than 14 years	Pay Band: 15600-39,100/- Grade Pay: Rs. 8,000/-
6	Lecturer or equivalent Pay Band: 9300-34800/- Grade Pay: 5400/-	1. Engineering /Technology a. M.E / M.Tech appropriate branch/disciplines b. PhD in appropriate branch/disciplines  2. Humanities & Science/Non-engineering a. M. Phil in relevant field b. PhD in relevant field	More than 10 years  More than 9 years  More than 10 years More than 9 years	Lecturer Selection Grade I (Stage 3)  Pay Band: 15600-39,100/- Grade Pay: Rs. 8,000/-
7	Sr. Lecturer /Training Superintendent /VP/Workshop Supdt. (Gr. A Jr.)or equivalent  Pay Band: 15,600-39100/- Grade Pay: 6600/-	1. Engineering /Technology a. Without Ph.D. in appropriate disciplines b. With Ph.D. in appropriate disciplines 2. Humanities & Science /Non-engineering stream a. Without Ph.D. in relevant field b. With Ph.D. in relevant field	Any length of service  Less than 3 years  Any length of service  Less than 3 years	HOD of respective disciplines  Pay Band: 37400-67000/- Grade Pay: Rs. 9,000/-
8	Sr. Lecturer /Training Superintendent /VP/Workshop Supdt. (Gr. A Jr.)or equivalent  Pay Band: 15,600-39100/- Grade Pay: 6600/-	1. Engineering /Technology With Ph.D. in appropriate disciplines 2. Humanities & Science /Non-engineering stream With Ph.D. in relevant field	More than 3 years	HOD of respective disciplines  Pay Band: 37400-67000/- Grade Pay: Rs. 10,000/-

Note: Incumbent Senior Lecturers those who will be absorbed as HODs but do not possess M.Tech. (Engg.) / Ph.D.(Non-Engg.) of respective disciplines will have to acquire the same within a period of 5 years from such absorption provided they have at least five years of remaining service after return from study leave/ higher study.

**SCHEDULE III: FACULTY NORMS**

**(Minimum Qualification and Experience for appointment to the Teaching Posts in Polytechnics and Engineering Schools as well as Administrative Posts in Directorate of Technical Education)**

Sl No.	Post	Qualification	Experience
<b>I.</b>	<b>TEACHING POSTS</b>		
<b>A</b>	<b>Lecturer</b>		
1.	Lecturer (Engineering / Technology)in Civil, Electrical, Electronicsand Telecommunication, Automobile, Applied Electronics & Instrumentation, Mining, Chemical, Metallurgy, Computer science& Engineering, Ceramic, Drilling, Instrumentation & Control, Mine Surveying, Mechatronics, Leather Technology, Printing technology, Plastic, Mechanical Engineering	<p>a) Bachelor's degree in Engineering / Technology in the relevant branch with First Class or equivalent.</p> <p align="center">OR</p> <p>b) If the candidate has a Master's degree in Engineering / Technology, First Class or equivalent is required at Bachelor's or Masters level.</p> <p align="center">OR</p> <p>c) AMIE along with M.E./ M. Tech degree acquired through contact mode (Regular / part-time) in the relevant branch with first class at either level.</p>	
2.	Lecturer in Pharmacy	<p>a) Bachelor's degree in Pharmacy with First Class or equivalent.</p> <p align="center">OR</p> <p>b) If the candidate has a Master's degree in Pharmacy, first class or equivalent is required at Bachelor's or</p>	



		Master's level.	
3.	Lecturer in Hotel Management and Catering Technology	a) First class at Bachelors 4 year degree in HMCT or equivalent.  OR b) First class at Bachelors (3 years degree or Diploma) after 10+2 in HMCT or equivalent.	a) One year relevant experience in teaching / industry / research.  b) Two years relevant experience in teaching / industry / research.
4.	Lecturer in Architecture	a) Bachelor's degree in Architecture with First class or equivalent.  OR b) If the candidate has a Master's degree in Architecture, first class or equivalent is required at Bachelor's or Master's level.	
5.	Lecturer in Humanities and Sciences (English, Mathematics, Physics, Chemistry)	Master's degree in appropriate subject with first class or equivalent at Bachelor's or Master's level.	
6.	Lecturer in Geology	M.Sc. in Geology with first class or equivalent either at Bachelor's or Master's level	
7.	Lecturer in Modern Office Management/ Stenography and Secretarial Practice	a) M.Com. / M.A. (Economics) / MBA / MMS with first class or equivalent.  OR b) B.Com. / B.A.(Economics) and CA/CS/ICWA with first class or equivalent.	a) Two years experience in Field / Industry / Training.  -

8.	Lecturer in Beauty Culture	<p>a) M.Sc. in Cosmetology / Beauty Culture with first class or equivalent from a recognized university / Institution.</p> <p style="text-align: center;">OR</p> <p>b) MBBS degree with 55% or equivalent and diploma in Skin / MD in Skin / DNB in Skin / MS or DNB in Surgery with experience in Burn and Plastic Surgery / M. Ch. in burn and plastic surgery.</p>	
9.	Lecturer in Textile Technology / Garment Design and Fashion Technology	<p>a) Bachelor's degree in textile technology / textile chemistry / B. Des. with first class or equivalent. If the candidate has a Master's degree, first class or equivalent is required at Bachelor's or Master's level.</p> <p style="text-align: center;">OR</p> <p>b) First Class M.Sc. in Fashion Technology / Garment Technology of a recognized University / institution.</p>	
10.	Lecturer in Information Technology	<p>a) First class B. Tech in Information Technology</p> <p style="text-align: center;">OR</p> <p>b) If the candidate has M. Tech degree, First Class or equivalent is required either at B. Tech or M. Tech level.</p>	

11.	Lecturer in Food Technology	<p>a) Bachelor's degree in Food Technology with First Class or equivalent.</p> <p>OR</p> <p>b) If the candidate has a Master's degree, first class or equivalent is required at Bachelor's or Master's level.</p>	
12.	Lecturer in Biotechnology	<p>Bachelor's degree in Food Technology with First Class or equivalent</p> <p>OR</p> <p>b) If the candidate has a Master's degree , first class or equivalent is required at Bachelor's or Master's level</p>	
<b>B</b>	<b>Head of Department/Training &amp; Placement Officer(TPO)</b>		
13.	<p>Head of Department &amp; TPO (Engineering / Technology) in Civil, Electrical, Electronics and Telecommunication, Automobile, Applied Electronics &amp; Instrumentation, Mining, Chemical, Metallurgy, Computer science&amp; Engineering, Ceramic, Drilling, Instrumentation &amp; Control, Mine Surveying, Mechatronics, Leather Technology, Printing technology, Plastic, Mechanical Engineering</p>	<p>a) Bachelors and Masters degree of appropriate branch in Engineering / Technology with first class or equivalent either Bachelor's or Master's level.</p> <p>OR</p> <p>b) Bachelor's degree and Master's degree of appropriate branch in Engineering / Technology with first class or equivalent either Bachelor's or Master's level and Ph. D or equivalent, in appropriate discipline in Engineering / Technology.</p>	<p>a) Minimum of 10 years relevant experience in teaching / research/ industry.</p> <p>b) Minimum of 5 years relevant experience in teaching / research/ industry.</p>

14.	Head of Department in Humanities and Sciences (English, Mathematics, Physics, Chemistry) and Geology	Qualification same as for the post of Lecturer along with Ph.D. degree in relevant subject.	Minimum of 10 years experience in teaching / research/ industry at the level of lecturer or equivalent.
15.	Head of Department in Pharmacy	a) Bachelor's degree and Master's degree in pharmacy with first class or equivalent either at Bachelor's level or Master's level.  OR b) Bachelor's degree and Master's degree in pharmacy with first class or equivalent either at Bachelor's level or Master's level and Ph. D or equivalent in pharmacy.	a) Minimum of 10 years relevant experience in teaching / research/ industry.  b) Minimum of 5 years relevant experience in teaching / research/ industry.
16.	Head of Department in Hotel management and Catering Technology, Food technology, Biotechnology	a) Bachelor's degree and Master's degree in appropriate subject with first class or equivalent either at Bachelors or Masters level.  OR b) Bachelor's degree and Master's degree in appropriate subject with first class or equivalent either at Bachelors level or Masters level and Ph. D or equivalent in relevant subject.	a) Minimum of 10 years relevant experience in teaching / research/ industry.  b) Minimum of 5 years relevant experience in teaching / research/ industry.
17.	Head of Department	a) Bachelor's degree and	a) Minimum of 10

	in Architecture	<p>Master's degree in Architecture with first class or equivalent either at Bachelors or Masters level.</p> <p style="text-align: center;">OR</p> <p>b) Bachelor's degree and Master's degree in Architecture with first class or equivalent either at Bachelors level or Masters level and Ph. D or equivalent, in Architecture.</p>	<p>years relevant experience in teaching / research/ industry.</p> <p style="text-align: center;">or</p> <p>Professional practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p> <p style="text-align: center;">OR</p> <p>b) Minimum of 5 years relevant experience in teaching / research/ industry or Professional practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>
18.	Head of Department in Computer Application/ Information Technology	<p>Qualification same as for the post of Lecturer and M. Technrelevant subject.</p> <p style="text-align: center;">OR</p> <p>Qualification same as for the post of Lecturer and PhD in relevant field.</p>	<p>Minimum of 10 years experience in teaching / research/ industry at the level of lecturer or equivalent.</p> <p>b) Minimum of 5 years relevant experience in teaching / research/ industry.</p>

19.	Head of Department in Modern Office Management/ Stenography and Secretarial Practice/ Textile Technology / Garment Design and Fashion Technology	Qualification same as for the post of Lecturer along with Ph.D. or equivalent in appropriate discipline / subject.	Minimum of 8 years experience in Teaching / Research/ Industry / Training at the level of lecturer or equivalent.
20.	Head of Department in Beauty Culture	a) Qualification same as for the post of Lecturer along with Ph.D. or equivalent degree in appropriate subject.  OR b) MBBS qualification with 55% marks and possesses MD/MS/DNB in appropriate subject. Ph.D. qualification is desirable.	a) Minimum of 8 years experience in Teaching / Research/ Industry / Training at the level of lecturer or equivalent.  b) Minimum of 8 years experience in Teaching / Research/ Industry / Training at the level of lecturer or equivalent.
C	<b>Principal</b>		
21.	Principal	Bachelor's degree and Master's degree of appropriate branch in Engineering / Technology/ Architecture with first class or equivalent either Bachelor's or Master's level and Ph. D or equivalent, in appropriate discipline in Engineering / Technology/ Architecture.	Minimum of 10 years relevant experience in teaching / research/ industry out of which at least (i) 3 years shall be at the level of head of department or equivalent or (ii) 3 years at the level of Lecturer Selection Grade-II with experience in educational

			administration. In case of Architecture, professional practice of 10 years as certified by the Council of Architecture shall also be considered valid.
II.	<b>ADMINISTRATIVE POSTS</b>		
A	Assistant Director	Same as Lecturer Stage-2	Same as Lecturer Stage-2
B	Deputy Director	Same as HOD at stage- 4	Same as HOD at stage- 4
C	Joint Director	Same as Principal	Same as Principal
D	Director	As decided by Government.	As decided by Government.

**Note A:**

1. Essential qualifications shall be from the institutions recognized by AICTE or UGC or by an act of Central legislation, and acquired through contact mode (i.e., Regular/Part-time) for appointment as a faculty in technical institution.
2. Persons joining the service after 5<sup>th</sup> March 2010 shall have to earn Ph.D. degree to move to stage-4 or HOD level irrespective of discipline.
3. There shall not be any separate recruitment for the post of Workshop Superintendent and any Lecturer (Mechanical) will be designated as such at the institute level.

**Note B:**

1. Equivalence for Ph. D is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0 with incumbent as the main author and all 5 publications being in the authors' area of specialization.
2. Ph. D shall be from a recognized university/ institute.
3. In case of research experience, good academic record and books / research publication / IPR / patents record shall be required as deemed fit by the expert members of the selection committee.
4. If experience in industry is considered, the same shall be at managerial level equivalent to head of the department with active participation record in designing, planning, executing, analyzing,

quality control, innovating, training, technical books / research paper publications / IPR / patents etc. as deemed fit by the expert members of the Selection committee.

5. For the post of Head of the Department and Principal, flair for Management and Leadership is essential as deemed fit by the expert members of the selection committee.
6. If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below:

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

**Note C:** General Guidelines for fixing qualifications for teachers of Diploma level courses (3 years diploma programme):

1. The qualification prescribed above shall be applied for the purpose of CAS, promotion and direct recruitment.
2. The revised qualification and experience will be required only for fresh appointees to the designated posts and will not be applicable for existing incumbents working on those positions. However, for further upward movement of the faculty member under CAS / promotion/ appointment they have to acquire higher qualification, if any prescribed for the post.
3. For upward movement of Lecturer to Lecturer (Sr. Scale) or corresponding stage as prescribed in AICTE Regulations, 2012 dated 8<sup>th</sup> Nov. 2012 under CAS, minimum qualification shall be same as for the post of Lecturer in relevant discipline.
4. For upward movement of Lecturer (Sr. scale) to Lecturer (Selection Grade) or corresponding stage 4 & 5, minimum qualification shall be same as prescribed for the post of HOD in relevant discipline. Other guidelines are applicable as laid down in AICTE Regulations, 2012 dated 8<sup>th</sup> Nov. 2012 or in any subsequent clarification thereof.
5. For the AICTE approved non-Engineering diploma programmes, which are not covered in these Regulations, State Government may frame guidelines for the requirement of minimum eligibility criteria in line with qualifications prescribed as above with the approval of AICTE, keeping in view that there shall be no dilution of qualification at any level of the post(s).



**SCHEDULE IV: CAREER ADVANCEMENT SCHEME (CAS): (RULE 15)**

**1. The promotion of a candidate becoming eligible under Career Advancement Scheme (CAS) shall be governed by the following sub-rules:**

- 1) A teachers who wishes to be considered for promotion under CAS may offer himself/herself for assessment by submitting an application to the State Government [the Performance Based Appraisal System (PBAS)] in a proforma as evolved by the concerned administrative department within three months in advance of the due date, that he / she fulfils all the requirements [ minimum API scores indicated in Tables I and II of Appendix-1 & qualifications] under CAS duly supported by all credentials as per the Academic Performance Indicator (API) guidelines (Appendix-I) set out in the AICTE Regulation, 2012 and subsequent clarification / amendment. Candidates, who do not consider themselves eligible, can also apply at a later date.
- 2) The process of screening / selection is to be initiated immediately to avoid delay in Departmental Selection Committee meetings in various positions under CAS and the process shall be completed within six months from the date of application.
- 3) In the final assessment, the candidates who do not fulfill the minimum criteria under Rows III and IV of Table II (A) and Table II (B) of Appendix-1 or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a period of one year. The date of CAS promotion shall be the date on which he / she is successfully re-assessed.
- 4) CAS promotion from a lower grade to a higher grade of Lecturer i.e. from Lecturer(entry grade) to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade-I) shall be conducted by a “Screening-cum-Evaluation Committee” adhering to the criteria laid out as API score in Performance Based Appraisal System (PBAS) in the tables of Appendix-1.
- 5) The “Screening-cum-Evaluation Committee (SEC)” for CAS promotion of Lecturers to Lecturer (Senior Scale) (stage-1 to Stage-2) / Lecturer (Senior Scale) to Lecturer Selection Grade-I (stage-2 to Stage-3) shall consist of
  - a) Secretary to Government, SD&TE Deptt. – Chairman.
  - b) Director of Technical Education, Odisha – Member.
  - c) A person at the level of Principal/ Joint Director - Member
  - d) An academician representing SC/ ST / SEBC / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the State Government, if any of the above members of the committee does not belong to that category - Member

- e) Two subject experts each in the concerned subjects nominated by the State Government from the panel of experts not below the rank of HOD / Associate Professor - Members
  - f) Joint Secy. / Deputy Secy. to SD&TE Deptt. dealing with Polytechnic Education- Convener
- 6) To constitute quorum for the meeting of this committee for any discipline at least **four** members including one subject expert need to be present.
  - 7) The “Screening-cum-Evaluation Committee” on verification / evaluation of API score by the candidate through the “PBAS” methodology in a proforma designed by the Administrative department based on AICTE regulations and as per the minimum requirement specified in Tables II and III of Appendix-1 for each cadre of Lecturer, shall recommend to the State Government about the suitability for the promotion of the candidate(s) under CAS for implementation.
  - 8) The career advancement promotions of the teachers to Lecturer (Selection Grade-II) / Lecturer (Selection Grade-III) (from stage-3 to Stage-4 and from stage-4 to stage-5) shall be made by the “Departmental Selection Committee” the composition of which shall be same as in sub-rule (3) of rule(7).

The committee shall meet to select persons for promotion to different stages through CAS. They shall scrutinize the claims of the candidates as to their eligibility for promotion through CAS based on API score as well as interview of the candidates. A list of candidates based on merit and suitability shall be prepared.

- 9) All the selection procedures outlined above, shall be completed on the day of the screening/selection committee meeting, where in the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit duly signed by all member of the Screening-cum- Evaluation/ Departmental Selection Committee.
- 10) The Govt. may temporarily appoint the CAS promoted candidates as recommended by the Screening-cum- Evaluation / Departmental Selection Committee.
- 11) However, the incumbent teacher must be on the roll and in active service on the date of consideration by the committee for CAS promotion.
- 12) The Director of Technical Education shall send general circular twice a year calling for applications for CAS promotion from eligible candidates.

- 13) If a candidate applies for CAS promotion immediately on completion of the minimum eligibility period and is successful, the date of such promotion will be deemed to be from the date of completion of the minimum period of eligibility.
- 14) If however, a candidate finds that he / she fulfills the eligibility conditions at a later date and applies on that date and is successful, his / her promotion will be effected from the date of application.
- 15) If a candidate does not succeed in the first assessment but succeeds in the subsequent assessment, his / her promotion will be deemed to be from the later date of successful assessment.
- 16) CAS promotion, being a personal promotion of the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert to the original cadre.

*Note:- The effective date of implementation of CAS is from the date of acquiring essential qualification for the post subject to the fulfillment of other eligibility conditions as laid down in the AICTE Regulations / notification issued from time to time.*

## **2. Stages of Promotion of Career Advancement Scheme of incumbent and newly appointed teachers:-**

- 1) Entry level Lecturer (Stage-1) would be eligible for promotion under the Career Advanced Scheme (CAS) through four successive stages (stage2, stage3, stage 4, Stage 5) provided they are assessed to fulfill the eligibility and performance criteria as laid down here under.
- 2) Where there is difficulty in collecting retrospective information, to facilitate the implementation of AICTE Regulation in CAS promotion, the API based PBAS may be progressively and prospectively rolled out. Accordingly, PBAS based on API scores of categories I & II as mentioned in the tables of Appendix-I is to be implemented for one year, initially based on the existing system for one year only with the minimum annual scores as depicted in Table-II (A) & Table-II(B). This annualized API score may then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre / stage.
- 3) Incumbent and newly recruited lecturer, possessing Ph.D. degree in the relevant discipline shall be placed in PB-III with AGP of Rs. 6000/- as per AICTE pay scale based on 6<sup>th</sup> CPC or its equivalent level after 7<sup>th</sup> CPC (Stage-1) and be eligible for moving to the next higher grade with AGP of Rs. 7000/- or its equivalent level after 7<sup>th</sup> CPC (Stage-2) as Lecturer (Senior Scale) after completion of (04) four years of service as lecturer.

- 4) Incumbent and newly recruited lecturer possessing M. Phil. / M. Tech. or Post Graduate degree in professional courses approved by the relevant statutory body shall be placed in PB-III with AGP of Rs. 6000/- as per AICTE pay scale based on 6<sup>th</sup> CPC or its equivalent level after 7<sup>th</sup> CPC (Stage-1) and be eligible for moving to the next higher grade with AGP Rs. 7000/- or its equivalent level after 7<sup>th</sup> CPC (Stage-2) as Lecturer (Senior Scale) after completion of (05) five years service as Lecturer.
- 5) Incumbent and newly recruited Lecturer with B.E. / B. Tech. in appropriate branch or similar entry level qualifications shall be placed in PB-III with AGP of Rs. 5400/- as per AICTE pay scale prescribed in AICTE Regulation, 2010 based on 6<sup>th</sup> CPC or its equivalent level after 7<sup>th</sup> CPC and will move to AGP of Rs. 6000/- or its equivalent level after 7<sup>th</sup> CPC on completion of M. Phil. / M. Tech. etc. Post Graduate degree in Professional courses in appropriate branch or discipline.

However, incumbent or newly recruited Lecturers who do not have Ph.D. or M. Tech. or M. Phil. etc. in the relevant branch / discipline shall be eligible for the AGP of Rs. 7000/- as per AICTE pay scale prescribed in AICTE Regulation, 2010 based on the 6<sup>th</sup> CPC or its equivalent level after 7<sup>th</sup> CPC (Stage- 2) as Lecture (Senior Scale) only after completion of (09) nine years of service as Lecturer.

- 6) The upward movement from the entry level grade (Stage-1) to the next higher grade (Stage-2) as Lecturer (Senior Scale) for all Lecturers shall be subject to their satisfying the API based PBAS conditions laid down by the AICTE Regulation, 2012 and subsequent clarification / amendments.
- 7) Lecturer (Senior Scale) who has completed (05) five years of service at Stage-2 with AGP Rs.7000/- in BP-III as per AICTE pay scale recommended in AICTE Regulation 2010 based on 6<sup>th</sup> CPC or its equivalent level after 7<sup>th</sup> CPC shall be eligible subject to meeting the API based PBAS requirements laid down in AICTE Regulation,2012 to move up to next higher grade of AGP Rs. 8000/- as per AICTE pay scale based on 6<sup>th</sup> CPC or its equivalent level after 7<sup>th</sup> CPC (Stage-3) as Lecturer (Selection Grade-I).
- 8) Lecturer (Selection Grade-I) completing (03) three years of teaching in the grade of AGP Rs. 8000/- in PB-III as per AICTE pay scale recommended in AICTE Regulation 2010 based on 6<sup>th</sup> CPC or its equivalent level after 7<sup>th</sup> CPC (Stage-3) shall be eligible subject to the qualifying conditions and the API based PBAS requirements prescribed by AICTE Regulation,2012 and subsequent clarification / amendments to move to PB-4 with grade pay of Rs. 9000/- as per AICTE pay scale recommended in AICTE Regulation,2010 or its equivalent level after 7<sup>th</sup> CPC (Stage-4) and be re-designated as Lecturer (Selection Grade-II).

However, those joining the service after 5<sup>th</sup> March 2010 shall have to earn Ph. D. degree in addition to above mentioned requirements to move to the Stage-4 subject to the following:

- a) Satisfying the required credit points as per API based and PBAS requirements as provided in tables of appendix-II and
  - b) An assessment by a duly constituted Selection Committee as suggested for the direct recruitment of Head of the Department.
- 9) Further, M. Phil. and Ph. D. are essential qualifications for upward movement to Lecturer (Selection Grade-I) and Lecturer (Selection Grade-II) respectively in humanities and Science stream.
- 10) Head of Department (HOD) / Lecturer (Selection Grade-II) completing (03) three years of service in PB-4 with AGP of 9000/- as per AICTE pay scale recommended in AICTE Regulation,2010 based on the 6<sup>th</sup> CPC or its equivalent level after 7<sup>th</sup> CPC and possessing a Ph.D. degree in relevant discipline shall be eligible subject to other conditions of academic performance as laid down by the AICTE Regulation,2012 shall be placed at AGP of Rs. 10000/- in PB-4 as per AICTE pay scale based on 6<sup>th</sup> CPC or its equivalent level after 7<sup>th</sup> CPC(Stage-5).
- 11) A faculty member shall be eligible for one additional increment at the time of up-gradation though CAS at each higher stage of AGP within PB- 3 and PB-4 as per 6<sup>th</sup> CPC or its equivalent level in 7<sup>th</sup> CPC irrespective of the existing scheme of increment on promotion from lower pay scale to higher pay scale. However, there shall be no additional increment on movement from PB-3 to PB-4 as per 6<sup>th</sup> CPC or its equivalent level in 7<sup>th</sup> CPC.

**SCHEDULE V (RULE 16)**

**Counting of past service**

- 1) Previous regular service, whether central or state level as Lecturer / Workshop superintendent / Head of Department in an Institution, National / State laboratories or other scientific / professional organizations such as the CSIR, ICAR, DRDO, UGC, ICMR etc. will be counted for direct recruitment and promotion under CAS of a teacher as Lecturer (Senior scale) , Lecturer (selection grade) or any other nomenclature these posts are described as per Appendix-1, Table No-II, provided that :
- a) The essential qualifications of the post held were not lower than the qualifications prescribed by the AICTE for Lecturer / Workshop Superintendent / Head of Department as the case may be.
  - b) The post is / was in an equivalent grade or of the pre-revised scale of pay as the post of Lecturer / Workshop Superintendent / Head of Department.
  - c) The candidate for direct recruitment must have applied through proper channel.
  - d) The concerned Lecturer, Workshop Superintendent, Head of Department possesses the same minimum qualification as prescribed by the AICTE for appointment to the post of Lecturer, Workshop Superintendent, and Head of Department as the case may be.
  - e) The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of the State Government / Central Government / concerned institution, for such appointments.
  - f) The previous appointment was not a guest lecturer for any duration or on ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service can be counted provided that:
    - i) The period of service was of more than one year duration.
    - ii) The incumbent was appointed on the recommendation of a duly constituted selection committee.
    - iii) The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service; and
    - iv) Artificial break in service shall not be used to the prejudice of the employee, appointed on permanent basis. A person appointed on permanent basis shall be given the benefit of entire service rendered by him with effect from the date of

initial appointment (temporary / contract / ad-hoc) notwithstanding the artificial break / breaks in service.

- g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private / local body / government) was considered for counting past services under this clause.
- 2) Procedure to verify past service records for counting the service under CAS- Past Service may be counted for CAS subject to the endorsement of the complete service record by the appropriate approving authority (State Department of Technical Education) in accordance with the rules.
- 3) Guidelines for industrial experience (other than academic) for appointment of faculty.
- a) While working experience in public sector undertaking is preferred, private sector can also be considered provided the industry has a successful continuous standing of at least 10 years.
  - b) The experience can be considered only after production of the experience certificate issued by the competent authority.
  - c) The area of operation of the industry should be related to the relevant field of discipline.
  - d) The experience certificate should indicate work profile, designation and duration of service.
  - e) 50% of the total service rendered in the industries shall be considered as equivalent to teaching experience provided the total experience is at least 10 years and above.
  - f) Qualification should be as prescribed in the AICTE Regulation,2010 and subsequent clarifications / amendments.

**SCHEDULE VI (RULE 17)**

**Incentives for higher qualifications**

- 1) Five non-compounded advance increments shall be admissible at the entry level of recruitment to persons possessing the degree of Ph.D. awarded in the relevant discipline by a university or institute following the process of registration, course work and external evaluation as prescribed by UGC. However, if Ph.D. is prescribed as an essential qualification for the post, no incentive increment shall be given. Further, incentive increments shall be given only for one Ph.D. Additional Ph.D.s would not entitle a person for additional incentive increments.
- 2) M. Phil degree holders at the time of recruitment to the post of Lecturer shall be entitled to two non-compounded advance increments, subject to the condition that the M.Phil. awarded is in the relevant discipline and is an additional qualification. If M.Phil. is prescribed as an essential qualification for the post, no incentive increment shall be given. Again, if any person is also a Ph.D. degree holder for which he is eligible for incentive increments as in (i) above, then he would not be eligible for incentive increment for possessing M.Phil. Further, incentive increment would be restricted for one M.Phil. only. Additional M.Phil.s would not entitle a person to claim additional incentive increments.
- 3) Those possessing Post Graduate degree in a professional course such as M.E. / M.Tech. in relevant branch / discipline recognized by a statutory university / institute shall also be entitled to two non-compounded advance increments at the entry level, subject to the condition that the professional course awarded is in the relevant discipline and is an additional qualification. However, where the professional course is prescribed as an essential qualification for the post, no incentive increments shall be given. Further, for claiming incentive for the professional course, the person should not have claimed any incentive increment due to possessing a Ph.D. or M.Phil.
- 4) Teachers who complete their Ph.D. degree in service shall be entitled to three non-compounded increments if such Ph.D. is in the relevant branch / discipline and has been awarded by a university / institute complying with the process prescribed by the UGC for enrollment, course work and evaluation etc. However, if Ph.D. is prescribed as essential qualification for the post, no incentive increment shall be given. This would not be admissible if a person has got incentive increments for Ph.D. in any other relevant discipline.



- 5) However, teachers in service who have already been awarded Ph.D. at the time of coming into force of this scheme [AICTE Regulation 2010 for technical institution (Diploma) 2010] shall be entitled to the award of three non-compounded increments only if the Ph.D. has been awarded by an university notified by UGC or Institutes of National Importance like IIT, NIT, BIT, IIM etc. recognized by the MHRD though neither approved nor recognized by UGC / AICTE.

However, the effective date (i.e. retrospective / prospective) of applicability of incentive increment for acquiring Ph. D. / M. Tech. and other higher qualifications in relevant branch / discipline shall be the date of publication of said AICTE regulation 2010 in the Official Gazette.

- 6) Teachers in service who have not yet been enrolled for Ph.D. shall therefore derive the benefit of three non compounded increments only on award of Ph. D. by a university recognized by UGC / Institutes of National importance which are recognized by MHRD.
- 7) Teachers who acquire M. Phil. Degree or M. Tech. degree in a relevant branch / discipline recognized by a statutory University/ Institutes of National Importance while in service, shall be entitled to one advance increment. If Post Graduate qualification in a particular subject is not a mandatory requirement at the entry level of recruitment, acquisition of such qualification for in service candidates shall also entitle them to one advance increment. Further incentive increment would be admissible only once and multiple incentive increments for different M.Tech. / M. Phil. / Professional degrees in relevant discipline are not permitted.
- 8) Notwithstanding anything in the foregoing clauses, those who have already availed the benefit of advance increments for possessing Ph. D / M. Phil / M. Tech. etc. at the entry level or in service earlier, shall not be entitled to the benefit of advance increments under this scheme. [AICTE Regulation 2010 for technical institution (Diploma)].
- 9) For posts at the entry level where no such advance increments were admissible for possessing Ph. D. / M. Tech. / M. Phil. Under the earlier scheme / rule, the benefit of advance increments for possessing Ph. D. / M. Tech. / M. Phil. Shall be available to only those appointments which have been made on or after the coming into force of this scheme. [AICTE regulation 2010 for technical institution (Diploma)].
- 10) Non-admissibility of incentive increments.
- a) There shall be no increment on completion of PDF / D. Sc. Fellowship programmes.

- b) There shall be no advance increments for acquiring M. Tech./ M. Phil. Or Ph. D. degree to these who are already working as a regular faculty with lower qualification and where such higher basic qualifications are / were essential for the post.
- c) Non-compounded advance increments on acquiring Ph.D./ M. Phil. / M. Tech. and other equivalent qualifications while in service, wherever applicable in AICTE Regulation, 2010 shall be granted in the pay scale up to Stage-3 of CAS or its equivalent only. The advance increments for these who acquired Ph. D./ M. Phil. / M. Tech. and other equivalent qualifications, while in service, are not allowed in the pay scale above Stage-3 of CAS or its equivalent.
- d) No advance increments are admissible to those who acquired M.E. / M. Tech. qualification prior to 01.01.2006, while in service.

**SCHEDULE VII (RULE 18)**

**Provisions for study leave**

- 1) Study leave may be granted with pay to the teachers to pursue higher study (M.E./ M.Tech. / Ph.D.) or research in the discipline directly related to his/her stream.
- 2) The number of years to be put in after entry should be a minimum of 03 years (continuous without any break) in regular service including the probation period.  
Not more than 10% of total faculty strength in each discipline may be granted study leave each year under QIP or sponsored scheme, so that they can acquire higher qualifications at the earliest rather than at a later stage of their career.
- 3) The paid period of study leave shall be two/ three years for Master / Doctorial level respectively. Two years may be given in the first instance, extendable by one more year for Ph.D. programme, provided there is satisfactory progress report by the Research Guide.
- 4) Study leave shall be granted by the Govt. on the recommendation of the Director of Technical Education based on the scrutiny of a screening committee, constituted by the later for the purpose, taking into consideration the length of service of applicants in each discipline.
- 5) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty.
- 6) Study leave may be granted not more than twice during one's career. The maximum study leave admissible during the entire service should not exceed five years.
- 7) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the State Technical Education Department. Any extension beyond the stipulated period shall be treated as leave without pay.
- 8) The amount of scholarship, fellowship or other financial assistance that a teacher is granted during the study leave by any other agency, shall not preclude his/her being granted study leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship / fellowship would be set off against Pay only if the fellowship is above a specified amount, which shall be determined according to Government of India rules, from time to time applicable and based on the cost of living for a family in the country in which the

study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

- 9) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- 10) A teacher granted study leave shall on his / her return and re-joining the service of the institute be eligible to the benefit(s) of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- 11) Study leave shall count as service for pension / contributory provident fund purposes, provided the teacher joins back in the institute on the expiry of his/her study leave.
- 12) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- 13) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the govt. for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- 14) If a person cannot complete the course / leaves the course at any time during the study leave, has to refund the entire amount of salary paid to him during the study leave. Also, if a person after successful completion of the course does not render his service to the department fully or partially as above or wants to leave the service for employment elsewhere, he or she has to refund the proportionate amount of salary for the period less than the due period he/she actually serves after the study leave.
- 15) After the leave has been sanctioned, the teacher shall execute a bond in favour of the government, binding himself / herself for the due fulfillment of the conditions laid down in sub-clause above and given security of immovable property to the satisfaction of the authority or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the institute in accordance with sub-clause (xiii) and (xiv) above.

- 16) The teacher shall submit to the Head of the Institution, the progress report at an interval of 6 months in his/her studies through his/her supervisor. This report shall reach the Head of the Institution of within one month of the expiry of every six months term of the study leave. If the report does not reach within the specified time, the payment of leave salary may be deferred till the receipt of such report.

**SCHEDULE -VIII (RULE 20)**

**Duties and responsibilities of teachers**

<b>A. Workload of teachers:</b>			
Workload of teacher should not be less than forty hours a week, of which teaching contact hours shall be as follows. Lecturers: 18 hours / week Lecturers Senior Scale: 16 hours / week HOD/Lecturer Selection Grades: 14 hours / week Training & Placement Officer: 4 hours / week Principal: 6 hours / week			
<b>B. Job responsibilities of teachers:</b>			
<b>Academic</b>	<b>Research &amp; Consultancy</b>	<b>Administration</b>	<b>Extension</b>
Teaching Diploma and Post-Diploma courses including lectures, laboratory and tutorials	R&D work on industrial problems and projects	Assisting in institution/department administration, planning and its implementation	Assisting in extension services to the industries
Students assessment and evaluation including examination work of the SCTE&VT	Publication of technical papers	Organizing R&D work in industrial problems and projects	Contributing to community activities
Planning & implementation of instruction in laboratory	Promotion of industry institute collaboration & industry oriented R&D	Academic & administrative management of institution	Public relation & interaction with community
Developing resource material & curricula	Organizing & coordinating consultancy services, internal revenue generation	Preparation of project proposal for funding	Providing non-formal /distance mode of education for benefit of community

Design & developing of laboratory instructions	Providing testing/repair services	Development, administration and management of institutional facilities	Promotion of entrepreneurship and job creation
Participation in the co-curricular and extra-curricular activities		Providing academic & administrative leadership	Dissemination of knowledge
Student guidance & counseling and helping their character development		Monitoring & evaluation of academic activities in the institution	Technical support to social relevant projects
Innovation in technician education and evaluation		Participation in policy and system planning at State, Regional & National level for development of technical education	
Providing leadership in teaching Diploma & Post Graduate Diploma courses		Assisting in resource mobilization for the institution	
Promoting & coordinating continuing education activities		Maintaining Accountability, Developing, updating & maintaining MIS (Management Information System)	
Self development through up-gradation of knowledge and skills		To conduct performance appraisal	
Any other relevant work assigned by the Head of the institution			

**C. Duties & responsibilities of Training & Placement Officer:**

1. The post shall be treated as non-vacational post.
2. TPO should maintain good liaison with industry in and around the place of the campus.
3. He/she should conduct an annual survey of job requirements in the industries, research or service organizations.
4. He/she should arrange for campus interview/job-mela, etc., in-plant training and also arrange to get industries sponsored projects for both staff and final year students.
5. He/she should create data bank of experts in respective fields from industries/research/service sectors, and invite them to the institute to deliver lectures for the benefit of students and staff members.
6. He/she should arrange training/field visits of students and staff members in industries/research/service sectors.
7. He/she should also assist the students in getting apprenticeship training and suitable placement in industries/research/service sectors.
8. He/she shall be responsible for preparing the students in facing group discussions, personal interviews and personality development, etc.
9. TPO should create a data bank of all the alumni who are placed in reputed industries/research/service organizations.
10. Any other related duty assigned by the Head of the institute from time to time.



## SCHEDULE-IX

### Scheme of Weightage Distribution for recruitment to different levels of teaching and administrative posts

#### A. LECTURER(stage-1):

##### 1. Evaluation of Domain knowledge (90% weightage)

The candidates have to appear a written examination conducted by the commission, the syllabus of which shall be that of prevailing GATE syllabus for that year for the engineering subjects. And for the subjects not covered in GATE, the syllabus for CSIR-UGC for NET examination for the prevailing year shall be adopted. The test shall be of two hours duration comprising of 120 objective type questions of one mark each. There shall be negative mark of 0.5 for each wrong answer. Irrespective of category, a candidate has to secure at least 40 % of marks in the written examination to qualify for appearing the interview test. The disciplines for which GATE or NET are not conducted; the commission may design a suitable syllabus.

##### 2. Interview performance (10 % weightage)

The depth of understanding of the subject knowledge and personality trait of the candidate shall be put to test by the expert members of selection board.

#### B. HOD/TPO/PRINCIPAL (STAGE-4 &STAGE-5)

##### 1. Academic Background (Total 20 marks)

- i) 2.5% of the percentage of marks secured at HSC/Secondary level – **Max. 2.5 Marks**
- ii) 2.5% of the percentage of marks secured at +2/Diploma level – **Max. 2.5 Marks**
- iii) 2.5% of the percentage of marks secured at BE/B. Tech. /MA /M.Sc. level – **Max. 2.5 Marks**
- iv) 2.5% of the percentage of marks secured at ME / M. Tech. / M. Phil. level – **Max. 2.5 Marks**
- v) Ph.D. in relevant field - 5 Marks
- vi) Work experience – **Max. 5 Marks** (1 mark for each 5 years of teaching or industrial experience at the level of lecturer or above)

##### 2. Research Performance and Quality of Publications (Total 40 Marks)

- i) Research guidance: **Max. 5 Marks**
  - a) Ph.D. – 2.5
  - b) ME/ M.Tech. / M.phil. – 1
- ii) Research / Book Publication: **Max. 10 Marks**
  - a) Publication in International Referred Journals with ISSN No – 2 / publication.

- b) Publication in non-referred but recognized and reputable journals and periodicals with ISBN / ISSN numbers – 1/ publication.
- c) Text or reference books published by International publishers with an established peer review system:
  - By sole author – 2 / Publication
  - In edited books – 0.5/ Chapter
- d) Subject books published by National/State level publishers with ISBN / ISSN numbers:
  - By sole author – 1 / Publication
  - In edited books – 0.25/ Chapter
- e) Subject books by local publishers with ISBN / ISSN numbers:
  - By sole author – 0.5 / Publication
- f) Chapters contribution to edited knowledge based volumes published by international publishers – 1 / chapter
- g) Chapters in knowledge based volumes published by Indian/National level publishers with ISBN / ISSN numbers and with numbers of National/ International directories – 0.5 / chapter
- iii) Projects: **Max. 5 Marks**
  - a) Major projects (amount mobilized with grants above 30 lakhs ) – 5/project
  - b) Major projects (amount mobilized with grants above 5 lakhs and upto 30 lakhs ) – 4/project
  - c) Minor projects (amount mobilized with grants above 50 thousand and upto 5 lakhs ) – 2/project
- iv) Patents and Policy documents: **Max. 5 Marks**
  - a) Policy documents of government bodies at central/state level – 2.5/each
  - b) Technology transfer/ Product Process / Patent of National level – 2.5/ each
- v) Consultancy/ IRG : **Max. 5 Marks**
  - a) Major consultancy (for payment received above 30 lakhs ) – 5/project
  - b) Major consultancy (for payment received above 5 lakhs and upto 30 lakhs ) – 4/project
  - c) Minor consultancy (for payment received above 50 thousand and upto 5 lakhs ) – 2/project
- vi) Invited keynote address in conference/ seminar/ symposia: **Max. 5 Marks**
  - a) International – 2.5/ each
  - b) National – 1/ each
  - c) State level – 0.5/ each
- vii) Awards/ fellowships/ Distinctions/ Appreciation received: **Max. 3 Marks**

- a) International level – 2/ each
  - b) National/ State level – 1/ each
- viii) Membership of Professional bodies: **Max. 2 Marks**
- a) International bodies – 1/ each
  - b) National bodies – 0.5/ each

### 3. Assessment of Domain knowledge & Teaching Skills ( Total 20 Marks)

- i) Participation in Refresher Courses/ STTP/ Workshops for faculties: **Max. 3 Marks**
  - a) For two weeks programme – 1 / each
  - b) For one weeks programme – 0.5 / each
  - c) For two days programme – 0.25 / each
- ii) Organization of Refresher Courses/ STTP/ Workshops etc.for faculties: **Max. 3 Marks**
  - a) For two weeks programme – 2 / each
  - b) For one weeks programme – 1 / each
  - c) For two days programme – 0.5 / each
- iii) Paper presentation in conferences/ seminars etc.: **Max. 3 Marks**
  - a) International conference with full paper publication – 2 each
  - b) National level conference with full paper publication – 1 each
  - c) State level conference with full paper publication – 0.5 each
- iv) Digital content development: Max. 3 Marks
  - Video lecturers/ PDF lecture materials/ e-modules/ e-lab manuals available in
    - a) You tube/ SCTE&VT or DTE web site/ NPTL or similar platform- 1/subject
    - b) Institution or college server – 0.5/ subject
- v) Qualifying All India level tests like GATE/ NET/SLET/SET accredited by UGC– **Max. 2 marks**
  - a) Percentile score more than 90% or Percentage more than 60% - 2 marks
  - b) Percentile score more than 75% or Percentage more than 40% - 1.5 marks
  - c) Percentile score more than 40% or Percentage more than 25% - 1 marks
- vi) Membership of board of studies (in house)/ Coordinator of continuing education programmes : **Max. 2 Marks**
  - a) University or State board level – 1/ each
  - b) College/ Institution level – 0.5 / each
- vii)Membership of board of studies (out side)/ other organizations/ policy formulating bodies: **Max. 2 Marks**
  - a) Other boards or State level bodies – 1/ each
  - b) Institutional/ Local level – 0.5 / each
- viii)Membership of Editorial/Reviewer panel of journals and conference proceedings: **2 Marks**
  - a) International journals- 1/each
  - b) National level journals- 0.5/each

### 4. Interview performance (Total 20 Marks)

The flair for management and leadership quality shall be given due weightage by the expert members of selection board.

**APPENDIX-1 (Schedule-IV)**

<b>TABLE-I</b>		
<b>Proposed Scores For Academic Performance Indicators (APIs) In Recruitment And Career Advancement Scheme (CAS) Promotions Of Polytechnic Teachers</b>		
<b>CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES</b>		
<p><b>Brief Explanation:</b> 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-cum-Evaluation Committee (SEC) / Departmental Selection Committee (DSC).</p>		
<b>Sl. No.</b>	<b>Nature of Activity</b>	<b>Maximum Score</b>
1.	Lectures, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated. <sup>a</sup>	50
2.	Lectures or other teaching duties in excess of the AICTE norms	10
3.	Preparation and imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4.	Use of participatory and innovative teaching-learning methodology; updating of subject content, course improvement etc.	20
5.	Examination duties (Invigilation; flying squad, centre supdt., question paper setting, evaluation / assessment of answer scripts) as per allotment.	25
<b>Total Score</b>		125
<b>Minimum API Score Required</b>		75
<p>Administrative department may detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.</p>		
<p>Note<sup>a</sup>: Lectures and tutorials allocation to add up to the AICTE norm for particular category of teacher. State Government may prescribe minimum cut-off (net of due leave), say 80% for 1 above, below which no scores may be assigned in these sub-categories.</p>		
<b>CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES</b>		
<p>Brief Explanation: Based on the teacher's 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 broad enough for the minimum API score required (15) in this category to accrue to all teachers. As</p>		

before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the SEC/ DSC.

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

Sl. No.	Nature of Activity	Maximum Score
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS / NCC and other channels, cultural activities, subject related events, advisement and counseling).	20
2.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3.	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 below).	15
<b>Total Score</b>		50
<b>Minimum API Score Required</b>		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. The self-assessment score will be based on verifiable criteria will be finalized by the SEC/ DSC.

Sl. No.	APIs	Engineering	Faculties of languages humanities / Social Sciences / Management	Max. points for teacher position
<b>III( A)</b>	<b>Research Papers</b>	<b>Referred Journals*</b>	<b>Referred journals*</b>	<b>15/ publication</b>
	Published in:			
		Non-referred but recognized and reputable journals and periodicals, having ISBN / ISSN number.	Non-referred but recognized and reputable journals and periodicals, having ISBN / ISSN number.	10/ publication
		Seminar / conference proceedings as full papers,	Conference proceedings as full papers etc. (Abstracts	International 10/ publication

		etc. (Abstracts not to be included)	not to be included)	National 5/ publication
<b>III(B)</b>	<b>RESEARCH PUBLICATION</b>			
(i)	Research publications (book, chapters in books, other than referred journal articles)	Text or reference books published by international publishers with an established peer review system	Text or reference books published by international publishers with an established peer review system	50 / sole author; and 10/ chapter in edited book
		Subject books by National level publishers / State and Central Govt. publications with ISBN / ISSN numbers.	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.	Subject books by other local publishers with ISBN / ISSN numbers.	15 / sole author; and 3/ chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International publishers	Chapters contributed to edited knowledge based volumes published by international publishers	10 / chapter
		Chapters contributed to edited knowledge based volumes published by international publishers chapters in knowledge based volumes by Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories.	5 / chapters
<b>III (C)</b>	<b>RESEARCH PROJECTS</b>			
III (C)(i)	Sponsored projects carried out / ongoing	Major projects amount mobilized with grants	Major projects amount mobilized with grants	20 / each project

		above Rs. 30.0 lakh	above Rs. 5.0 lakh	
		Major projects amount mobilized with grants above Rs. 5.0 lakh upto 30.0 lakh	Major projects amount mobilized with minimum of Rs. 3.00 lakh upto Rs. 5.0 lakh	15 / each project
		Minor projects (Amount mobilized with grants above Rs. 50,000 upto 5.0 lakh)	Minor projects (Amount mobilized with grants above Rs. 25,000 upto 3.0 lakh)	10 / each project
III(C)(ii)	IRG activities/ Consultancy projects carried out / ongoing	Amount mobilized with minimum of Rs. 3.00 lakh	Amount mobilized with minimum of Rs. 1.00 lakh	10 per every Rs. 3.00 lakh and Rs. 1.0 lakh respectively
III(C)(iii)	Completed projects quality evaluation	Completed project report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 / each major project
				10 / each major project
III(C)(iv)	Projects outcome/ outputs	Major policy document of Govt. Bodies at Central and State level Patent / Technology transfer / Product / Process	Major policy document of Govt. Bodies at Central and State level Patent / Technology transfer / Product / Process	30/ each national level output or patent
				50/ each for international level
<b>III (D)</b>	<b>RESEARCH GUIDANCE</b>			
III (D)(i)	M. Phil. / ME/ M. Tech.	Degree awarded only	Degree awarded only	3 / each candidate
III (D)(ii)	Ph. D	Degree awarded	Degree awarded	10 / each candidate
		Thesis submitted	Thesis submitted	7 / each candidate
<b>III (E)</b>	<b>TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS</b>			
III (E)(i)	Refresher courses, Methodology Workshops, Training, Teaching Learning Evaluation	Not less than two weeks duration	Not less than two weeks duration	20/ each
		One weeks duration	One weeks duration	10/ each

	Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Attended) (Max: 30 points)			
III(E)(ii)	Papers in Conferences / Seminars / Workshops etc.**	Participation and Presentation of research papers (oral / poster) in	Participation and presentation of research papers (oral / poster) in	
		a) International conference	a) International conference	15 / each
		b) National	b) National	10 / each
		c) Regional / State level	c) Regional / State level	5 / each
		d) Local- College level	d) Local- College level	3 / each
III (E) (iii)	Invited lecturers or presentations for conferences / symposia	a) International	a) International	10 / each
		b) National level	b) National level	5 / each

\* Wherever relevant to any specific discipline, the API score for paper in referred 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).

Note:1. It is incumbent on the coordination committee constituted under Internal Quality Assessment Cell (IQAC) at Directorate level to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories III-A and III-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 / supervisors / mentor of the teacher would share equally total score. If the number of authors are more, than the first two authors would share equally 60% of the total points and the remaining authors would share equally 40% of the points.



<b>TABLE-II (A)</b>						
<b>Minimum APIs as provided in Table 1</b>						
<b>To be applied for the promotion of teachers under career advancement scheme (CAS) in polytechnics and weightages for expert assessment</b>						
		Lecturer(Sr. Scale): (Stage-1 to Stage 2)	Lecturer(Sel. Grade-I): (Stage- 2 to Stage- 3)	Lecturer(Sel. Grade-II) /HOD: : (Stage-3 to Stage-4)	Lecturer(Sel. Grade-III)/Principal: (Stage-4 to Stage-5)	
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)	10/ year (40/ assessment period)	20/ year (100/ assessment period)	30/ year (90/ assessment period)	40/ year (120/ assessment period)	
V	Expert assessment system	Screening committee	Screening committee	Selection committee	Selection committee	
	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	30% contribution to Research, 50% Assessment of domain knowledge and teaching practices, 20% Interview performance	50% contribution to Research, 30% assessment of domain knowledge and teaching practices, 20% Interview performance	

<b>TABLE-II (B)</b>			
<b>Minimum scores for APIs for direct recruitment of teachers in Polytechnics and weightages in selection committees to be considered along with other specified eligibility qualifications stipulated in the Regulations.</b>			
	Lecturer / equivalent cadres (stage 2 & stage 3)	Head of the Department /Principal/ equivalent cadres (stage 4& stage 5)	
Minimum API scores	Minimum qualification as stipulated in these regulations	Consolidated API scores requirement of 300 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 score and quality of publications (books/journals) (40%) c) Assessment of domain knowledge and teaching skills (20%) d) Interview performance (20%)	

**Explanatory note for Tables II (A) and II (B)**

1. The Administrative Department will set up verifiable systems for the API related information required in these tables. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) at Director of Technical education level. 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. As shown in Table II, the aggregate minimum API score required 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 thorough any of the components given in categories I and II, also for the differing nature of contributions possible in different institutional settings.
3. 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, 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.

**TABLE: III**

<b>Minimum Academic Performance And Service Requirement For Promotion Of Teachers In Polytechnics</b>			
Sl. No.	Promotion of teachers through CAS	Service requirement	Minimum academic performance requirement and screening / selection criteria
1.	Lecturer from stage 1 to stage 2	Lecturer in stage I 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 nine years of service who are without Ph. D / M. Phil / PG Degree in professional courses	<p>i) Minimum API scores using PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table II (A) /II(B) of Appendix I.</p> <p>ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration approved or conducted by AICTE / Central Govt. / State Govt. / TEQIP / CIILP/ ISTE/ NITTTR/IIT/ DTE/SBTE / University etc.</p> <p>iii) Screening-cum-Verification process for recommending promotion.</p>
2.	Lecturer from stage 2 to stage 3	Lecturer with completed service of five years in stage 2.	<p>i) Minimum API scores using the PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table II (A) / II(B) of Appendix 1.</p> <p>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 approved or conducted by by AICTE / Central Govt. / State Govt. / TEQIP / CIILP/ ISTE/ NITTTR/IIT/ DTE/SBTE / University etc.</p> <p>iii) Screening-cum-Verification process for recommending promotion.</p>

3.	Lecturer from stage 3 to stage 4	Lecturer with three years of completed service in stage 3.	<p>i) Minimum API scores using the PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table II (A) / II(B) of Appendix 1.</p> <p>ii) At least three publications(journals /books) in the entire period as lecturer (twelve years). However, an exemption of one publication will be given to M. Phil holders and an exemption of two publications will be given to Ph. D holders.</p> <p>iii) One course / programmes from among the categories of methodology workshops, Training, Teaching – Learning-Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration approved or conducted by AICTE / Central Govt. / State Govt. / TEQIP / CIILP/ ISTE/ NITTTR/IIT/ DTE/SBTE / University etc.</p> <p>iv) A selection committee process as stipulated in the AICTE Regulation,2012 and in Tables II (A) and II (B) of Appendix 1.</p>
4.	Lecturer from stage 4 to stage 5	Lecturer with three years of completed service in stage 4.	<p>i) Minimum yearly / cumulative API scores using the PBAS scoring profoma developed by the concerned State Government as per the norms provided in Table II (A) / II (B) of Appendix 1. Teachers may combine two assessment periods (in stage 2 and 3) to achieve minimum API scores, if required.</p>

			ii) A minimum of 03 publications (journals/books) since the period that the teacher is placed in Stage-4. iii) A selection committee process as stipulated in these regulation and in tables II (A) and II (B) of Appendix 1.
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Note:

1. *Two courses / programs of one week duration each approved or conducted by AICTE / UGC / MHRD / DST/ Central/ State Govt. Universities/ Institutes / Organisations may also be considered as alternative to TEQUIP sponsored programs for CAS.*
2. *The ACR/ self appraisal performance report(PAR) of the faculties deputed to/ posted at State/Central Govt. organizations shall be taken as equivalent to API, provide the candidate has scored at least "Very good" and above rating in the ACR/(PAR).*

**PROFORMA FOR PERFORMANCE BASED APPRAISAL SYSTEM**

State Government of _____						
<b>Annual Self-Assessment for the Performance Based Appraisal System (PBAS)</b>						
Session / Year _____						
<b>(To be completed and submitted at the end of each academic year)</b>						
<b>PART-A</b>						
<b>(GENERAL INFORMATION)</b>						
1.	NAME (IN Block Letters)	:				
2.	Father's Name / Mother's Name / Husband's Name	:				
3.	Department	:				
4.	Current Designation & Grade Pay/Pay Level	:				
5.	Date of last promotion/selection	:				
6.	Address for correspondence (with pincode)	:				
7.	Permanent address (with Pin code, Telephone No. & E-mail)	:				
8.	Whether acquired any degree or fresh academic qualifications during the year	:				
9.	Academic Staff College Orientation / Refresher Course attended during the year	:				
	<b>Name of the course / summer school</b>		<b>Place</b>	<b>Duration</b>	<b>Sponsoring Agency</b>	
<b>PART-B</b>						
<b>(ACADEMIC PERFORMANCE INDICATORS)</b>						
(Please see detailed instructions of this PBAS proforma before filling this section)						
<b>CATEGORY-I</b>						
<b>(TEACHING , LEARNING AND EVALUATION RELATED ACITIVITES)</b>						
(i)	Lecturers, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise-details, where necessary)					
<b>Sl. No.</b>	<b>Course / paper</b>	<b>Level</b>	<b>Mode of teaching*</b>	<b>No. of classes per week</b>	<b>No. of classes conducted</b>	<b>% of classes / practicals taken as per documented</b>

				<b>allotted</b>		<b>record</b>
* Lecturer (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)						
						API score
a)	Classes taken (max. 50 for 100% performance & proportionate score upto 80% performance, below which no score may be given)					
b)	Teaching load in excess of AICTE norm (max. score:10)					
ii)	Reading / instructional material consulted and additional knowledge resources provided to students					
<b>Sl. No.</b>	<b>Course / paper</b>	<b>Consulted</b>	<b>Prescribed</b>	<b>Additional resource provided</b>		
API scores 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 methodology, updating of subject content, course improvement, etc.					
<b>Sl. No.</b>	<b>Short description</b>				<b>API score</b>	
	<b>Total Score (max. score: 20)</b>					
iv)	Examination duties assigned and performed					
<b>Sl. No.</b>	<b>Type of examination duties</b>	<b>Duties assigned</b>	<b>Extent to which carried out (%)</b>		<b>API score</b>	

	<b>Total score (max :25)</b>			

<b>CATEGORY-II</b>			
<b>CO-CURRICULAR, EXTENSION PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES</b>			
<b>Please mention your contribution to any of the following:</b>			
<b>Sl. No.</b>	<b>Type of activity</b>	<b>Average Hrs/ Week</b>	<b>API score</b>
	i) Extension, Co-curricular & field based activities		
	<b>Total score (max :20)</b>		
	ii) Contribution to corporate life and management of the institution	Yearly / Semester wise responsibilities	API score
	<b>Total score (max :15)</b>		
	iii) Professional development activities		
	<b>Total score (max :15)</b>		
	<b>Total score (I + ii+ iii) (max :25)</b>		

<b>CATEGORY-III</b>							
<b>(RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS)</b>							
<b>A) Published papers in journals</b>							
<b>Sl.</b>	<b>Title with</b>	<b>Journal</b>	<b>ISSN /</b>	<b>Whether peer</b>	<b>No. of co-</b>	<b>Whether</b>	<b>API scores</b>



No.	page nos.		ISBN No.	reviewed, impact factor, if any	authors	you are the main author	

**B(i) Articles / Chapters published in books**

Sl. 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 scores

**(ii) Full papers in conference proceedings**

Sl. No.	Title with page nos.	Details of conference publication	ISSN / ISBN No.	No. of co-authors	Whether you are the main author	API scores

**(iii) Books published as single author or as editor**

Sl. 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 scores

**(C) Ongoing and completed research projects and consultancies / IRG activities**

**(i & ii) Ongoing projects / consultancies / IRG activities**

Sl. No.	Title	Agency	Period	Grant / amount mobilized (Rs. Lakh)	API scores

<b>(iii&amp; iv) Completed projects / consultancies /IRG activities</b>						
Sl. No.	Title	Agency	Period	Grant / amount mobilized (Rs. Lakh)	Whether policy document / patent as outcome	API scores
<b>(D) Research Guidance (In case of joint supervision, the points are to be shared in 50:50 ratio)</b>						
Sl. No.	Name of the degree	Number Enrolled	Thesis submitted	Degree awarded	API scores	
(i)	M.E. / M.Tech / Master in appropriate field					
(ii)	Ph. D or equivalent					
<b>(E) (i) Training course, Teaching-Learning-Evaluation, Technology Programees, Faculty Development Programmes (not less than one week duration) (Attended/ Conducted)</b>						
Sl. No.	Programme	Attended/ Conducted	Duration	Organized by/ Sponsored by	API score	
<b>(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia (Participated/ Conducted)</b>						
Sl. No.	Title of the paper presented	Title of Conference/ Seminars	Participated /Conducted	Organized by/Sponsored by	Whether international / national/ state/ regional / institutional Level	API Score
<b>E(iii) Invited Lecturers and Chairmanships at National or International conference/seminar etc.</b>						
Sl. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc.	Organized by	Whether International / National	API Score	

<b>IV. SUMMARY OF API SCORES</b>				
Sl. No.	Criteria	Last Academic Year	Total-API Score for assessment period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension Professional development etc.			
	Total (I +II)			
III	Research and Academic Contribution			

<b>PART C : OTHER RELEVANT INFORMATION</b>			
Please give details of any other credential, significant contributions, awards, received etc, not mentioned earlier.			
Sl. No.	Details (Mention year, Value etc where relevant)		
<b>LIST OF ENCLOSURES:</b> (Please attach copies of certificates, sanction orders, Papers etc wherever necessary)			
Sl. No.		Sl. No.	
1		6	
2		7	
3		8	
4		9	
5		10	
I certify that the information provided is correct as per records available with the state Government and/or documents enclosed along with the duly filled PBAS proforma.			
			Signature of the faculty with Designation, Place & Date

			Signature of HOD / Principal
N:B: The Annual self-assessment proforma duly filled along with all enclosures, submitted for selection/CAS promotions will be verified by the State Government/Directorate Of Technical Education / Institution and information filed with the IQAC.			

<b>Instructions for filling up Part B of the PBAS Proforma</b>				
Part B of the Proforma is based on the AICTE 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. State Govt. / Directorate of Technical education 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				
N.B: <i>The Self-assessment scores are subject to verification by the State Government / Directorate of technical Education, and by the Screening-cum-Verification Committee or selection committee as the case may be.</i>				
<b>I</b>	<b>Teaching and evaluation related performance :</b>			
			<b>Indicators / Activities</b>	<b>Max. Score</b>
	(i)	(a)	Lecturers / Practical / Tutorials / Contact classes taken should be based on verifiable records No score should be assigned if a teacher has taken less than (say) 80% assigned classes. Institute may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievements.	50
		(b)	If teacher has taken classes exceeding AICTE norm, then two points to be assigned for each extra hour of classes.	10
	(ii)		Imparting of knowledge/instruction vis-à-vis with the prescribed material (Text book / Manual, etc) and methodology of the curriculum (100% compliance = 20 points)	20
	(iii)		Use of Participatory and Innovative Teaching- Learning Methodologies updating of Subject Content, Course Improvement etc.	
			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.	10
		a.	ICT based teaching material : 10 points / each	
		b.	Interactive Courses : 5 Points / each	
		c.	Participatory Learning modules : 5 points / each	
			Developing and imparting Remedial / Bridge Courses and Counseling	10

		modules (Each activity : 5 points)	
		Developing and imparting soft skills / communication skills/ personality development courses / modules (Each activity : 5 points)	10
		Developing and imparting specialized 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
	a.	Workshop / Training course : 10 points each	
	b.	Popularization programme : 5 points each	
		Maximum aggregate limit (iii)	20
	(iv)	Examination related work	
		Institution / State Government and 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
		Institution / State Government examination / Examination responsibilities for internal / continuous assessment work as allotted (100% compliance =10 points)	10
		Examination work such as coordination/centre supdt., or flying squad duties, etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
		Maximum Aggregate Limit (iv)	25
II	<b>Co-curricular, Extension and Profession related activities and Participation in the Corporate Life of the institution.</b>		
	(i)	Extension and Co-curricular Related Activities	
		Institutional co-curricular activities for students such as field studies / educational tours, industry-imparting training and placement activity (5 point each)	10
		Positions held/ Leadership role played in organization linked with Extension work and National Service Scheme(NSS), NCC or any other Similar activity (Each activity 10 points)	10
		Students and Staff related Socio-Cultural and Sports programmes, campus publications (department 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 draught relief, small family norms, etc. (5 points each)	10
		Maximum Aggregate Limit	20
	(ii)	Contribution to Corporate Life and Management of Institution	
		Contribution to corporate life in Institutions / Directorate Level through meetings, popular lectures, subject related events, articles in Institution Magazine and State Government volumes (2 point each)	10
		Institutional / Directorate Level Governance responsibilities like, Vice principal / DDO , Academic Coordinator, OIC Exam, OIC Training & Placement, Warden/ Hostel Superintendant, OIC Games & Sports, OIC Cultural, OIC Library, IQAC coordinator (10 points each)	10

		Participation in committees concerned with any aspect of departmental or institutional management such as Hostel/ admission committee, campus development/maintenance, IRG, library committee (5 point each)	10
		Responsibility for or participation in committees for students Welfare, Counseling and Discipline (5 each)	10
		Organization of conference / Training : International (10 points); national / regional (5 points)	10
		Maximum Aggregate Limit	15
	(iii)	Professional Development Related Activities	
		Membership in profession related committees at state and national level	10
	a.	At National Level : 3 points each	
	b.	At State Level : 2 points each	
		Participation in subject associations, conferences, seminars without paper presentation. (Each activity : 2 point)	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 each)	10
		Publication of articles in newspapers, magazine or other publications (not covered in category 3): radio/TV talks etc. (1 point each)	10
		Maximum Aggregate Limit	15
III		<b>RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS</b>	
		This is to be filled in as per the AICTE 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 1.	
	iii.	Summary of API scores taking into account the maximum score limits for each set of indicators.	

**APPENDIX - II**

**PROFORMA OF APPLICATION FOR SELECTION OR CAS PROMOTION OF INTERNAL CANDIDATES**

**Recruitment Details**

1. Post / Position applied for \_\_\_\_\_
2. Category(Selection/CAS promotion) \_\_\_\_\_

**Personal Details**

3. Name of the applicant \_\_\_\_\_
4. a) Date of Birth(As per HSC/ 10<sup>th</sup> Std. certificate) (Figures) \_\_\_\_\_  
(Words) \_\_\_\_\_  
b) Age (as on 1<sup>st</sup> January of the year of recruitment) Years \_\_\_\_ Months \_\_\_\_ Days \_\_\_\_
5. Address
  - a) Permanent \_\_\_\_\_  
\_\_\_\_\_
  - b) For correspondence \_\_\_\_\_  
\_\_\_\_\_Mob: \_\_\_\_\_ Email \_\_\_\_\_
6. Proof of Personal Identification (PAN/AADHAR/Voter ID) \_\_\_\_\_
7. Gender (Male/Female/Others) \_\_\_\_\_

**Qualification, Experience & Employment Details**

8. Educational Qualification

Level	Board/University/Institution	Recognized by	Mode of Education Part-time/ Full-time	Year of passing	% of marks / grade point	Grade/ Class	Certificate No.

\*Essential educational qualifications for the post or position should be from an institution or university recognized by AICTE/UGC/ institutes of national importance by an act of central legislation.

9. Experience ((Education / Research / Industry)

Name of the institution / organization	Name of the post held	From	To	Period/ Duration	Name of the Department

10. Employment Details (proof to be attached including bank details for salary)

Name of the Post	Nature of the Post	Date of Appointment	Date of Resignation	Scale of pay & Total pay excluding allowances	Name of the employer

\*Nature of the post (temporary/permanent/ad-hoc/contractual/deputation/part-time)

**Other Details**

11. If you have acquired any higher qualification while in service (Enclose details if yes)

- a) In case of full time course, have you availed study leave \_\_\_\_\_
- b) In case of part-time course, have you taken permission of the authority \_\_\_\_\_

12. Have you ever been debarred by any board / institute/ organization \_\_\_\_ (Enclose details if yes)

13. Is any departmental disciplinary proceedings pending against you \_\_\_\_ (Enclose details if yes)

14. Details of Fees remitted, if any

- a) Amount \_\_\_\_\_ b) Mode of Payment \_\_\_\_\_ c) Bank/ Treasury \_\_\_\_\_

15. Have you filled in and attached PBAS proforma \_\_\_\_\_

16. Assessment of Academic back ground

- i) Percentage of marks secured at HSC/secondary or matriculation level \_\_\_\_\_
- ii) Percentage of marks secured at +2/ higher secondary or Diploma level \_\_\_\_\_
- iii) Percentage of marks secured at BE /B.Tech. /MA /M.Sc. or equivalent level \_\_\_\_\_
- iv) Percentage of marks secured at ME / M.Tech. / M.phil. level or equivalent \_\_\_\_\_
- v) Whether you have acquired Ph.D. in the relevant field \_\_\_\_\_(Yes/ No)



vi) No of years of work experience (Teaching / Industry) \_\_\_\_\_

17. Assessment of Research performance and Quality of publication

i) Research guidance

a) No of Ph.D. candidates guided \_\_\_\_\_ & No of co-guides, if any \_\_\_\_\_

b) No of M.Tech/ M.phil. candidates guided \_\_\_\_\_ & No of co-guides, if any \_\_\_\_\_

ii) Research / Book publications

a) Publication in International Referred Journals with ISSN No.

Number of publications as sole author \_\_\_\_\_

No. of pub. with multiple authors \_\_\_\_\_ & Number of coauthors, if any \_\_\_\_\_

b) Publication in non-referred but recognized and reputable journals and periodicals with ISBN / ISSN numbers

Number of publications as sole author \_\_\_\_\_

No. of pub. with multiple authors \_\_\_\_\_ & Number of coauthors, if any \_\_\_\_\_

c) Text or reference books published by International publishers with an established peer review system:

1) Number of publications as sole author \_\_\_\_\_

No. of pub. with multiple authors \_\_\_\_\_ & Number of coauthors, if any \_\_\_\_\_

2) Number of chapters as sole author in edited books \_\_\_\_\_

No. of chap. with multiple authors \_\_\_\_\_ & Number of coauthors, if any \_\_\_\_\_

d) Subject books published by National/ State level publishers with ISBN / ISSN numbers:

1) Number of publications as sole author \_\_\_\_\_

No. of pub. with multiple authors \_\_\_\_\_ & Number of coauthors, if any \_\_\_\_\_

2) Number of chapters as sole author in edited books \_\_\_\_\_

No. of chap. with multiple authors \_\_\_\_\_ & Number of coauthors, if any \_\_\_\_\_

e) Subject books by local publishers with ISBN / ISSN numbers:

Number of publications as sole author \_\_\_\_\_

No. of pub. with multiple authors \_\_\_\_\_ & Number of coauthors, if any \_\_\_\_\_

f) Chapters contribution to edited knowledge based volumes published by international publishers:

Number of chapters as sole author \_\_\_\_\_

No. of chap. with multiple authors \_\_\_\_\_ & Number of coauthors, if any \_\_\_\_\_

g) Chapters in knowledge based volumes published by Indian/National level publishers with ISBN / ISSN numbers and with numbers of National/ International directories:

Number of chapters as sole author \_\_\_\_\_

No. of chap. with multiple authors \_\_\_\_\_ & Number of coauthors, if any \_\_\_\_\_

iii) Projects:

a) No. of major projects (amount mobilized with grants above 30 lakhs ) \_\_\_\_\_

b) No. of major projects (amount mobilized with grants above 5 lakhs and upto 30 lakhs ) \_\_\_\_\_

c) No. of minor projects (amount mobilized with grants above 50 thousand and upto 5 lakhs ) \_\_\_\_\_

iv) Patents and Policy documents:

c) No. of policy documents of government bodies at central/state level \_\_\_\_\_

d) No. of Technology transfer/ Product Process / Patent of National level \_\_\_\_\_

v) Consultancy/ IRG :

a) No of major consultancy / IRG projects (for payment received above 30 lakhs ) \_\_\_\_\_

b) No of major consultancy / IRG projects (for payment received above 5 lakhs and upto 30 lakhs ) \_\_\_\_\_

vi) Invited keynote address in conference/ seminar/ symposia:

a) No. at International level \_\_\_\_\_

b) No. at National level \_\_\_\_\_

c) No. at State level \_\_\_\_\_

vii) Awards/ fellowships/ Distinctions/ Appreciation received:

a) No. at International level \_\_\_\_\_

b) No. at National/ State level \_\_\_\_\_

viii) Membership of Professional bodies: Max. 2 Marks

a) No. of International bodies \_\_\_\_\_

b) No. of National bodies \_\_\_\_\_

18. Assessment of Domain knowledge & Teaching Skills

i) Participation in Refresher Courses/ STTP/ Workshops for faculties:

a) No of two weeks programme \_\_\_\_\_

b) No of one weeks programme \_\_\_\_\_

c) No of two days programme \_\_\_\_\_

ii) Organization of Refresher Courses/ STTP/ Workshops etc.for faculties: Max. 3 Marks

a) No of two weeks programme \_\_\_\_\_

b) No of one weeks programme \_\_\_\_\_

c) No of two days programme \_\_\_\_\_

iii) Paper presentation in conferences/ seminars etc.:

a) No of International conference with full paper publication \_\_\_\_\_

b) No of National level conference with full paper publication \_\_\_\_\_

c) No of State level conference with full paper publication \_\_\_\_\_

iv) Digital content development:

(Video lecturers/ PDF lecture materials/ e-modules/ e-lab manuals available in)

- a) No. in You tube/ SCTE&VT or DTE web site/ NPTL or similar platform \_\_\_\_\_
- b) No. in Institution or college server \_\_\_\_\_
- v) Qualifying All India level tests like GATE/ NET/SLET/SET accredited by UGC:
  - a) Percentile score more than 90% or Percentage more than 60% \_\_\_\_\_
  - b) Percentile score more than 75% or Percentage more than 40% \_\_\_\_\_
  - c) Percentile score more than 40% or Percentage more than 25% \_\_\_\_\_
- vi) Membership of board of studies (in house)/ Coordinator of continuing education programmes :
  - a) No at University or State board level \_\_\_\_\_
  - b) No at College/ Institution level \_\_\_\_\_
- vii) Membership of board of studies (outside)/ other organizations/ policy formulating bodies:
  - a) No of Other boards or State level bodies \_\_\_\_\_
  - b) No of Institutional/ Local level \_\_\_\_\_
- viii) Membership of Editorial/ Reviewer panel of journals/conference proceedings:
  - a) No of International journals \_\_\_\_\_
  - b) No of National level journals \_\_\_\_\_

**Declaration**

I hereby declare that the above information is true to the best of my knowledge and belief. If any of the above information is found to be false or incorrect my candidature shall stand cancelled.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature of the candidate