

SERVICE, CONDUCT AND LEAVE RULES 2014

St. JOSEPH'S COLLEGE OF ENGINEERING

OMR Road, Chennai - 600119

(Approved vide Resolution No.10 of Governing Body Meeting dt01/06/2014)

I. Preamble :

1. These rules shall be called the St. Joseph's College of Engineering, Chennai "Service and Conduct Rules" 2014 (Governing the conditions of service of Teaching and Non Teaching staff)
2. The rules shall come into force from 01/06/2014

II. DEFINITION

2.1. College

College refers to St. Joseph's College of Engineering, Chennai established and managed by Jeppiaar Educational Trust.

2.2. Management

Management refers to the Jeppiaar Educational Trust represented by the Chairman.

2.3. Governing Body

Governing Body refers to the Governing Body of St. Joseph's College of Engineering Chennai which has been constituted in accordance to the provisions laid down in this respect by All India Council of Technical Education.

2.4. University

University refers to the Anna University, Chennai -600025

2.5. Principal

Principal of the college is the head of the institution, who is authorized by the Management to discharge the duties and responsibilities of the Principal.

2.6. Employee

Employee of the college includes all employees, without exception performing whatsoever function assigned to him/her and is in the whole or part time employment of the College, whether such employment is probationary, temporary, permanent or contractual.

2.7. Teaching staff: The teaching staff are designated according to the following categories.

- i) Principal
- ii) Professor
- iii) Associate Professor
- iv) Assistant Professor
- v) Any other category of post declared so by the Executive Body.

2.8. Non-teaching staff

Non - Teaching staff are those categories of staff who are not categorized under the teaching staff shall be deemed to be non-teaching staff.

2.9. Competent authority: (a) Chairman/Director of the Executive Body in case of Principal (b) Principal in case of other employees.

2.10. Duty: To Avail the service benefits, an employee is expected to be on 'Duty'.

An employee is said to be on duty,

- i) When the employee is discharging the duties of the post to which he/she is appointed or is undergoing training prescribed for the post.
- ii) When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.
- iii) When the employee is attending conferences/seminars/summer schools duly permitted by the competent authority.
- iv) When the employee is attending to the work assigned to him/her by the competent authority, in the interest of the Institution.

2.11. Leave

Leave means the leave, granted by the appropriate authority to an employee, to which he/she is eligible.

2.12. Pay

Pay means the Basic Pay in the time scale or Basic Pay with Dearness Allowance and HRA as the case may be.

2.13. Year

Year means the Calendar Year/Financial Year/Academic Year as the case may be.

III. Administrative Structure

3.1 Governing Council:

The governing council is formed by the management and is made responsible to monitor the overall performance of the institution. The committee meets once in a year to review the performance of the institution and provide suggestions aiming the betterment of our college.

Sl. No.	Name	Designation	Position
	Dr.B.Babu Manoharan	Chairman	Chairman
	Mrs.B.Jessie Priya	Managing Director	Member
	Mr.B.Shashi Sekar	Director	Member
	The Director SRC	M.E., Regional officer, Southern Regional Office, AICTE, Chennai	Nominee of All India Council For Technical Education
	The Commissioner	I.A.S,Commissioner of Technical Education, DOTE, Chennai-25	Nominee of the State Government

	Dr. B. Parvathavarthini	Professor	Member
	Dr. S. Arivazhagan	Professor	Member
	Mr.R. Prabhakaran	Vice-President Malladi Drugs & Pharmaceuticals Limited	Member
	Dr. Vaddi Seshagiri Rao	Principal	Member Secretary

3.2 Academic Council:

The academic council is formed by the management and is responsible to monitor the academic schedule, maintaining the standard of teaching, research and the assessment tools and procedures. It reviews and appraises all the functions of the sub committees on a periodic basis.

Members of the Academic Council

S.No	Member	Position
1	Dr. VaddiSeshagiriRao	Principal
2	Dr. S. Arivazhagan	Professor& HOD
3	Dr. B. ParvathaVarthini	Dean (Research)
4	Dr. V. Vallinayagam	Professor& HOD
5	Dr. S. Annadurai	Professor&COE
6	Dr. Jayasree Krishnan	Professor& HOD
7	Mrs. G. Lathaselvi	Associate Professor

3.3 Advisory Committee

This committee plans and monitors all the activities (including Academic & Non – Academic Activities) at institutional level. It reviews the quality of course delivery process and attainment of outcomes. It also reviews the process of providing skill and knowledge beyond the syllabus in attaining PO's, PSO's through CO's. The committee guides Professional society activities, Industry Institute interaction activities, functions of estate office, Placement and Training activities. The committee meets once in two months to ensure all these activities.

➤ **Advisory Committee Members**

Principal : **Dr. Vaddi Seshagiri Rao**

Dean -Research : **Dr. B.Parvathavarthini**

BRANCH	TEACHING STAFF AFFAIRS HODs	LAB / WORKSHOP, NON-TEACHING STAFF AFFAIRS HODs	STUDENTS' AFFAIRS HODs
CSE	Dr. A. Chandrasekar	Dr. R. Pugalenth	Dr. G .Maria Kalavathi
ECE	Dr. B. Victoria Jancee	Dr. P. Ezhilarasi	Dr. S. Aghalya
EEE	Dr. JayaramaPradeep	Dr. T. V.Narmadha	Dr. C. Baskaran
MECH	Dr. S. Arivazhagan	Dr. S. Arivazhagan	Dr. N. Arunkumar
EIE	Dr. K. Sundaravadivu	Dr. P. Deepa	Dr. R. Siva Kumar
CHEM	Dr. R. Baskaran	Dr. R. Baskaran	Dr. N. Venkatesh
BIO TECH	Dr. G. Sree Kumar	Dr. RenukaViswanathan	Dr. G. Sree Kumar
IT	Mrs. G. LathaSelvi	Dr. V. Muthulakshmi	Dr. Lilly Raamesh
MBA	Dr. Jayasree Krishnan		
Science & Humanities	Dr.V. Vallinayagam (Maths&English)	Dr. V. N. Nandini Devi (Physics&Chemistry)	

3.4 Roles of Administrators & Decision Makers:

Chairman:

- Responsible for formulating and promulgating the Policy and objectives of the Institution, covering the quality of product and/or service provided to the customers.
- Overall control of the financial function of the Institution.
- Overall responsibility for recruitment/inducting potential personnel for administrative positions, including Principal.
- Overall responsibility for providing resources viz. Human, Infrastructure, other facilities and suitable environment for the successful functioning of the institution.

Principal:

Overall responsibility of planning and implementing all academic activities.

- Overall responsibility for planning of Academic calendar.
- Budget finalization for academic activities.
- Finalisation of resource acquiring.
- Communicating with AICTE, NBA, DOTE, Anna University and other Statutory bodies and implementing / executing the instructions / guidelines provided by them.
- Responsible for evaluating and monitoring the performance of various departments of the Institution and reporting to the Chairman, Managing Director & Director.
- Responsible for organizing and conducting staff meetings.
- To ensure that students develop their interpersonal skills apart from regular curriculum.
- To motivate and encourage students to excel in various academic, co-curricular & extracurricular activities.
- Responsible for planning and conducting teaching learning process successfully & ensure discipline among students and faculty members.

Dean - Research

- Responsible for the process of faculty members applying for their higher studies - Ph.D., monitoring of availing OD during the period of Ph.D. course and conducting the periodic reviews to monitor their progress.
- Responsible for the process of faculty for applying to attend training , FDP, workshop and conference in India and abroad
- Responsible for motivating the faculty members to do research work and publish their work in highly reputed journals
- Responsible for project proposals and funded projects applied by faculty members.

Head of Departments:

- Responsible for organizing and conducting staff meetings.
- Ensure that they get all the academic facilities for human & physical resources & ensure that their departments and laboratories are well maintained.
- Ensure that Industrial visits, Guest lecturers, Seminars, Association functions, etc are arranged for the benefit of students.
- Responsible for reporting periodically about the status of various activities being performed in the department to the Principal.
- Analyze the feedbacks from both students and parents and to take appropriate corrective/preventive actions for improvement if necessary in consultation with Principal.
- Responsible for work load allocation in the beginning of each semester with the approval from Principal.
- Budget Request submission to Principal after discussing with various in charges, like symposium, student chapters, club in-charges, lab in-charges etc.

IV. General Guidelines for the Employees

4.1 Employees

1. Every employee shall at all times, maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
2. An employee should at all times, be courteous in his / her dealings with other members of the staff, students and members of the public.
3. Unless and otherwise stated specifically in terms of appointment, every employee is a full-time employee of the College, and may be called upon to perform such duties as may be assigned to him/her by the Principal or his/her higher officer, beyond the scheduled working hours and on closed holidays and Sundays. These duties *inter alia* shall include attendance at meetings of committees to which he/she may be appointed by the College.
4. An employee shall be required to observe the scheduled hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty.

5. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.
6. Whenever leaving the station, an employee shall get prior permission and inform the Principal and in his/her absence, the Head of the Department to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.
7. All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners committed to their care.
8. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.
9. Every employee shall strive to instill in the students under his/her care with high sense of values, social conscientiousness, and pride in their College and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all students.
10. Any association, active or passive by any employee with any unlawful organization is strictly forbidden.
11. Consumption or distribution of alcohol, drugs or any other intoxicants including smoking by whatsoever name called, by an employee within the College premises, is strictly prohibited.
12. All correspondence addressed to an employee or by him/her or by the College and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the College, circulars and all other papers and document of any nature whatsoever, relating to the affairs of the College which shall come into his/her possession in the course of his/her employment, shall be the absolute

property of the College and he/she shall, at anytime, during service or termination thereof or upon his/her leaving the services of the College for any reason whatsoever deliver up the same to the College on demand and without claiming any lieu thereon.

13. An employee shall receive all correspondence sent to him/her by St. Joseph's College of Engineering, and not refuse to receive it. Any such correspondence shall be deemed to have been served to him in the event of refusal or non-availability. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the Staff incharge by suitably informing the office.
14. Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfillment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc have been evaluated and submitted to the appropriate office.
15. No employee shall make any statement of fact or opinion, in any broadcast or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance which has the effect of an adverse criticism of any current or recent policy or action of the Institution

4.2. Guidelines for Faculty Members

No Faculty Member (Teaching) shall:

1. Knowingly or willfully neglect his/her duties.
2. Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
3. Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.
4. Indulge in or encourage any form of malpractice connected with the examination or any other activity of the College.
5. Show negligence in correcting assessments or examination work of the students.

6. While being present at the College, shall be absent himself/herself, except with the prior permission from the Principal/HOD, from class which he/she is required to attend provided that such absence without leave or without the prior permission of the Principal/HOD is due to reasons beyond the control of teacher.

7. Accept or give private tuition to any student of the College or any other person.

8. Enter into any monetary transactions with any student or parent.

9. Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift or receive advantage from any student, parent or any person(s) with whom he/she has come into contact by virtue of his/her being in the employment of the College.

10. All the faculty members shall provide individual attentions to a student(s), if required. Besides academic problems, teachers are encouraged to solve personal and behavioral problems of student(s) as well. If in any event student(s) does not show any improvement despite counseling and, if the teacher is convinced that the student(s) needs special help, he/she must immediately bring this fact to the notice of the Principal/Head of the Department.

11. Publications in journals and periodicals

- Members of the staff are at liberty to publish their original scientific works in journals of repute in India and abroad.
- Such articles must be strictly confined to purely scientific subjects and should not touch upon administrative matters related to the College.

12. Representation

Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

13. Identification

It shall be mandatory for every employee of the College to carry on his/her person, at all times, when at the College, an identity card.

An employee shall on resigning and/or termination from the services at the College, immediately hand over such identity card to the Principal of the College or any other official designated for the purpose, failing which, full and final settlement of his/her account shall be withheld.

The use of such identity card shall be governed by the terms and conditions of the College from time to time.

14. Disciplinary Action Suspension

The Principal may place a member of the staff appointed at the College under suspension:

- a. where a disciplinary proceeding against him is contemplated or is pending or;
- b. where a case against him in respect of criminal offence is under investigation/trial.
- c. An employee against whom disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her, and a date shall be fixed for the inquiry.
- d. Sufficient time of not less than one week shall be given to him/her to prepare and given his/her explanation, as also to produce any evidence that he/she may wish to tender in his/her defense. He/she shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defense.
- e. At the conclusion of inquiry, the inquiry officer who shall be appointed by the Principal in consultation with the Secretary and Correspondent shall prepare a report of the inquiry regarding the findings of each charge.
- f. The Secretary and Correspondent shall consider the findings of the inquiry and propose to the Chairman of GB to impose a major, minor or no-penalty at all. The action taken shall necessarily be ratified by the Chairman of GB.
- g. The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any member of the staff:

- censure;
- withholding of increments or promotion;
- recovery from the whole or part of any pecuniary loss caused to the College by negligence or breach of orders;
- transfer to lower grade or post or to a lower stage in a time-scale;
- compulsory retirement;
- removal from service which shall not be a disqualification for future employment in the College;
- dismissal from service which shall ordinarily be a disqualification for future employment in the College;

V. Appointment Selection and Probation

5.1. Appointments:

The Management/ Director is the competent authority to appoint any employee based on the recommendations of the selection board. The appointment orders shall be issued by the Management.

5.2. Qualifications:

The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching and non teaching staff.

5.3. General Procedure of Recruitment (Appointment Rules)

5.3.1. All posts at the Institution shall normally and, as far as possible, be filled by advertisement; but, the Governing Body shall have the exclusive power to decide, either on its own or on recommendation by the Principal, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the College.

All appointments on the staff of the College shall be made only by the Governing Body of the College, through its Chairman or authorized by the Governing Body.

The manpower requirement shall be ascertained on the basis of the desirable norms prescribed by AICTE/University or the appropriate authority from time to time. Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.

5.3.2 The Selection Committee shall include:-

(a) In the case of recruitment of the Head of the college : -

- (i) The Chairman
- (ii) The Director,
- (iii) An educationist, nominated by the Governing Council, and
- (iv) A person having experience of administration of college, nominated by the Governing Body.

(b) In the case of recruitment of teaching faculty: -

- (i) The Chairman
- (ii) The Director
- (iii) The Principal
- (iv) The Head of the Departments of the college,
- (v) A subject expert/industrial expert.

(c) In the case of recruitment of clerical staff/lab assistants : -

- (i) The Director
- (ii) The Principal
- (iii) The Head of the Departments of the college.

(d) In case of recruitment of maintenance staff :-

- (i) The Director of the college
- (ii) The Principal

5.3.3 The following procedure is followed in the selection of faculty members in various departments

- HODs forward the staff requirement details to the Principal, taking into consideration the additional work load or staff leaving the institution.
- After consolidation of the requirements from various departments, the Principal with the concurrence of Director arranges for publishing advertisements in the newspapers, specifying the qualification, experience and other skills required for the post concerned.
- The applications received from the candidates are scrutinized by the Heads of Departments. The applicants who fulfil the requirements with regard to qualification and experience are called for interview.
- The selection process consists of four stages (i) a screening test (ii) test for competency in teaching (iii) personal interview on technical and general aspects by a panel of experts drawn from related disciplines of engineering (iv) final interview by the Principal and Director
- Appointment Orders are issued to the selected candidates by the management and joining letter is received from them.

5.4. Probation

- (i) Every employee shall on initial appointment be on probation for a period of two years from the date of his/her joining the duties. The period of probation may be extended by a further period not exceeding one year. Services of an employee during probation may be terminated without assigning any reason by giving three months notice in writing or three month's salary including all allowances.
- (ii) If an employee desires to be relieved during the period of probation, it will be necessary for him/her to give three months notice in writing or three month's salary including all allowances unless and otherwise the Trust permits relaxation under special circumstances

5.5. Confirmation

- (i) If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation on the expiry of the period of

probation or the extended period of probation as the case may be, with effect from the date of expiry of the said period provided he/she fulfils other requisite conditions.

- (ii) The employee shall be informed of his/her confirmation after the completion of probation period.

5.6 Salary and Promotion

- (i) Salary is paid to all the staff according to the AICTE norms with DA and HRA announced by State/Central governments from time to time.
- (ii) Promotion to the higher posts is made as per the AICTE norms.

5.7 Termination of Service

- (a) If an employee at any time after confirmation intends to resign, he/she shall give three/two months' notice in writing or three months' salary including all allowances.
- (b) The Trust shall have the power to relax the period of notice or payment of salary in special circumstances.

5.8 Retirement

Every employee of the College shall retire on attaining an age of super annuation as provided for by regulatory bodies like the AICTE and in force from time to time. Extension or re-employment may also be given according to such provisions, at the discretion of the GB only, on such terms and conditions it deems fit.

IV. Promotion Policy for Faculty Members

6.1 Experience

Experience, means the teaching experience in AICTE approved engineering institutes/institutions. The experience gained by working in Companies/Industries may also be considered partially/fully by the Management Committee, in exceptional cases, depending upon the quality and relevance (to teaching) of the experience, nature of the job, designation/post held and the reputation of the company/industry at National/International level. Experience gained in sick/poor companies/industries shall not be considered for any kind of equivalence.

6.2 Promotion

- Every person with eligibility for promotion is being considered for promotion based on the requirement in the department as per the AICTE Norms.
- The committee consisting of the Director, Principal, HOD of various departments and expert members review their profile for the promotion.

6.3 Promotion Policies

Assistant Professor

1. Minimum qualification:

For Engineering:

BE/BTech and ME/MTech in relevant branch with First Class or equivalent either in BE/BTech or ME/MTech (or) first class masters degree in the appropriate branch of Engineering/Technology (or) Bachelor's Degree with first class and having minimum of five years of teaching experience.

For MCA:

BE / BTech and ME / M.Tech in relevant branch with First Class or equivalent either in BE/BTech (or) ME/MTech (or) BE/ BTech and MCA with First class or equivalent in either BE / BTech or MCA (or) MCA with first class or equivalent with two years relevant experience.

For MBA

First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable

Associate Professor

1. Minimum Qualification :

a. Ph.D with a first class in Bachelor and Masters level in appropriate branch of Engineering /Technology

or

b. Masters degree with first class having minimum 10 years of teaching experience out of which 5 years must be in the level of Assistant Professor

Professor:

- Qualifications as stated above that is for the post of Associate Professor, applicable Post PhD publications and guiding PhD students is highly desirable.
- Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor.(or)
- Minimum of 13 years experience in teaching and/ or Research and/or Industry.
- In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.
- If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / 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.
- In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.
- Medical Claim – for Staffs (Teaching & Non – Teaching)

VII. Provident Fund and other Benefits**7.1 Provident Fund:**

An employee becomes eligible for enrolment into the provident fund after the completion of this probation period as per the provident fund Act.

7.2 Other Benefits

Educational allowances for the children of all non-teaching staff (Rs.5000/child for a maximum of two children) will be provided.

A special gift of Rs.10,000 is given on the occasion of the marriage of all the employees along with a special leave for one week. A gift of Rs.5000 is given on the occasion of marriage of children of the employees.

A special gift of Rs.5,000 is given on the occasion of house warming to all the employees.

All the teachers are provided a gift on Teachers Day every year.

The teaching/non-teaching staff who render extra contribution towards the development of the college are rewarded with special gifts on the occasion of Teachers' Day every year.

All the non-teaching staff are provided with a gift voucher worth Rs.2000 during Diwali time every year.

Free Education is offered in the college to the children of supporting staff

An allowance of Rs.5000 is provided towards funeral expenses.

Free boarding and transportation facility is provided to all the staff members.

VIII. Leave Rules

8.1. General Rules

- Every employee shall be entitled to 11 days Casual Leave.
- Accumulation of leave is not allowed.
- Leave is a privilege and not a right: It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.
- Leave Application: The Application shall be submitted on prescribed form well in advance and shall get sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged.
- No leave can commence unless it has been sanctioned. Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable for disciplinary action besides penal deductions.
- Acceptance of alternate employment/engaging in trade/business etc. causing him/her the monetary/personal gain is an offence and the employees shall refrain from the same.

- No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularised immediately on joining the duty in writing.
- Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable for disciplinary action including termination of services besides penal deduction.

8.2 Kinds of Leave:

Provision exists for the following kinds of leave:

- (a) Casual Leave (CL)
- (b) Restricted Holidays (RH)
- (c) Medical Leave (ML)
- (d) Duty Leave / On Duty (OD)
- (e) Study Leave
- (f) Maternity Leave ((ML)
- (g) Semester Vacation for Staff

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the GB in its sole discretion. The decision of the GB in this regard shall be final and binding.

8.2.1 Casual Leave (CL)

- a) Every employee held on the roster of the institute is entitled to (one) 01 day casual leave for each month of duty performed by him/her subject to a maximum of eleven (11) days of casual leave in one calendar year.
- b) CL will not be carried forward to next academic year and will lapse at the end of the ensuing academic year.

8.2.2 Restricted Holidays (RH)

- The Institute shall declare a list of Restricted Holidays. Out of the total number of RH declared, an employee may avail of any one day in a full academic year. Restricted holidays cannot be accumulated and lapse at the expiry of the year.

8.2.3 Medical Leave (ML)

- Medical leave may be granted in case of sickness of the employee and not his/her dependants. Medical certificate from a Doctor would be required in case of absence for three days or more.

8.2.4 Leave with-out Pay

- a) No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if any employee has to avail leave in excess of authorization, he/she may be granted, Leave without pay at the discretion of the Director subject to exigencies of service.
- b) Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.
- c) Leave without pay shall also be got sanctioned in advance as any other leave.

8.2.5. Duty Leave /Outdoor Duty (OD) Leave

An activity of an employee which can bring recognition to the College, or which has to be performed for work of the affiliating University may be considered for grant of this leave.

OD cannot be availed of unless previously sanctioned/approved by the Principal. There is no provision for post facto approval of OD.

The Duty leave will normally be restricted to a maximum of four days during an academic year but may be extended subject to the approval of competent authority.

Leave is subject to the following conditions: -

- a) A written request from the competent authority.
- b) The paper has been accepted for presentation and communication to this effect received in writing.

Duty leave may be granted for one or more of the following purposes:

- a) To deliver academic lecture in highly reputed / ranked organization.
- b) To attend meetings of the BOS, examination committees etc. of the affiliating University.

- c) To present a research paper in a Conference /Symposium of National / International Level or to attend a Quality Improvement Programs (QIPs) when duly authorised by the Principal.
- d) To attend selection committee or other such committee meetings provided they are convened by a Statutory body / University recognized by the Government.
- e) To inspect academic institutions attached to a statutory body or a university recognized by the government.
- f) Any other special case on merit as approved by Management on the basis of recommendation of the Principal.

18.2.6. Study Leave

The faculty members become eligible for study leave as per the following provisions:

- Ph.D. (part time):

The faculty member may be granted On Duty leave with full pay for 30 days maximum in a year (for four years maximum i.e. 120 days) subject to the conditions that (1) the faculty member gives an undertaking to serve the College for three years after completion of Ph.D. and (2) the faculty member submits a certificate from the supervisor to the effect that he/she has utilized the period for research work to the satisfaction of the supervisor.

8.2.7. Maternity Leave

Eligibility:

The permanent women employees having more than one year service at the College are eligible for avail maternity leave. A suitable medical certificate from a competent doctor must be attached with the leave application.

Maternity leave can be granted for a period of 90 days (up to a maximum of one child).

- Salary for the leave period shall be paid after the employee joins the duty (on completion of leave period).

2	क्या शिक्षक ने विषयवस्तु के अतिरिक्त प्रासंगिक शीर्षकों को भी शामिल किया है					
3	निम्न के संदर्भ में शिक्षक की प्रभावशीलता : (क) तकनीकी अन्तर्वस्तु/पाठ्यक्रम अन्तर्वस्तु (ख) सम्प्रेषण कौशल (ग) शिक्षण सहायक सामग्रियों का प्रयोग					
4	जिस गति से अन्तर्वस्तु पूरी की जाती है					
5	विद्यार्थियों के लिए सीखने की प्रेरणा एवं अभिप्रेरणा					
6	विद्यार्थियों के कौशलों को विकसित करने के लिए सहायता (i) प्रायोगिक प्रदर्शन (ii) मौके पर प्रदर्शन					
7	विद्यार्थियों की अपेक्षाओं की स्पष्टता					
8	विद्यार्थियों की प्रगति पर उपलब्ध करवाई गई प्रतिपुष्टि					
9	विद्यार्थियों को सहायता एवं परामर्श देने की तत्परता					
	कुल					

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

NOTIFICATION

New Delhi, the 1st March, 2019

AICTE REGULATIONS ON PAY SCALES, SERVICE CONDITIONS AND MINIMUM QUALIFICATIONS FOR THE APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF SUCH AS LIBRARY, PHYSICAL EDUCATION AND TRAINING & PLACEMENT PERSONNEL IN TECHNICAL INSTITUTIONS AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN TECHNICAL EDUCATION – (DEGREE) REGULATION, 2019.

F. No. 61-1/RIFD/7th CPC/2016-17.—In exercise of the powers conferred under sub-section (1) of Section 23 read with Section 10(g), (h) and (i) of the All India Council for Technical Education Act, 1987 (52 of 1987) and after approval of the Government of India vide No. 1 - 37 / 2016 – TS.II, Dated 18th January, 2019 followed by letters of even No. dated 29th January, 2019 and 12th February, 2019, the All India Council for Technical Education makes the following regulations; namely:

1.0 Short Title, Application and Commencement

1.1 Short Title

These regulations may be called the All India Council for Technical Education Pay Scales, Service Conditions and Minimum Qualifications for Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the Maintenance of Standards in Technical Education – (Degree) Regulation, 2019.

1.2 Categories of Institutions to whom the regulations apply

These shall apply to all degree level technical institutions and universities including deemed to be universities imparting technical education and such other courses / programs approved by AICTE and areas as notified by the council from time to time.

1.3 Date of Effect

- a) **Pay Scales and DA:** The revised pay-scales shall be effective from 1.1.2016.
- b) **Other Allowances:** Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, House Building Allowance, Travelling Allowance etc. shall be applicable from the date as notified by the Central Government / respective State and UT Government from time to time.

1.4 Effective date of application of Service Conditions

- a) All other service conditions including Qualifications, Experience, Recruitment, Promotions publications, training and course requirements etc. shall come into force with effect from the date of this Gazette Notification.
- b) The Qualifications, Experience, Recruitment and Promotions etc. during 01-01-2016 till the issue of this Gazette Notification shall be governed by All India Council for Technical Education Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulation, 2010 dated 5th March 2010 and subsequent notifications issued from time to time.
- c) Those who are eligible for promotions after the date of publication of this gazette, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.
- d) For incumbent faculty members, the date of eligibility up to 31st July, 2022 shall be allowed to be according to the 6th CPC Gazette notification published on 8th November, 2012. All the benefit of promotion to such candidates be permitted retrospectively on the date when he/she became eligible.
- e) It may be noted that, no further extension would be given beyond 31st July, 2022 and those who do not meet the essential criteria despite the above grace period, shall lose an opportunity for getting promotion retrospectively. However, they will be eligible for promotion from the date they meet these criteria thereafter.
- f) In cases, wherein interviews are already conducted either for direct recruitment or for promotions but candidates did not join, such candidates may be allowed to join. Their further up-gradation will be governed by this notification.
- g) In cases, where advertisement was published, applications invited but interviews have not been conducted till publication of this notification, the institutes / employers are required to publish corrigendum and processing of applications must be done in accordance with the provisions given in this notification.

2.0 General

2.1 Revised Designations and Mode of Appointments

There shall be only three designations in respect of teachers in degree level technical institutions as far as cadre structure is concerned, namely **Assistant Professor**, **Associate Professor** and **Professor** as given below in **Table 1**. Also there shall be no change in the present designations in respect of **Library, Physical Education and Training & Placement Personnel** at various levels.

Following mode of appointment shall henceforth be used:

Table 1: Cadre Structure and Mode of Appointment

Sr. No.	Designations of Teaching Faculty	Entry Pay	Level	Mode of Appointment
1	Assistant Professor	57700	10	Direct Recruitment
2	Assistant Professor (Senior Scale)	68900	11	Promotion
3	Assistant Professor (Selection Grade)	79800	12	Promotion
4	Associate Professor	131400	13A1	Promotion / Direct Recruitment
5	Professor	144200	14	Promotion / Direct Recruitment
6	Senior Professor	182200	15	Promotion
7	Principal / Director	144200	14	Direct Recruitment

2.2 New Pay Structure

The new pay structure shall involve a pay matrix with an ascending series of levels and ascending cells in each level. The new pay matrix shall subsume the pay band and grade pay in one simple chart as given in **Annexure - I**. The pay matrix shall comprise of two dimensions – a horizontal range of levels starting from the lowest level in the hierarchy and ascending to the highest level, with the levels being numbered from 10 to 15 covering the entire gamut of Teachers and other Academic Staff. Within each level, the salary increases as one goes down vertically, with each progression of going down represented by a "Cell". Each Cell within that level represents the steps of annual financial progression of 3%. On recruitment / promotion, an employee shall join at a particular level and progress within the level as per the vertical range. The movement shall be based on annual increments till the time of his /her next promotion. When the employee will receive a promotion, he/she will progress to the next level in the horizontal range till it exhausts.

2.3 Levels and Cells

The method followed by the 7th CPC shall be adopted in the academic pay structure also, moving from the concept of Pay Band and Academic Grade Pay to that of Levels and Cells. The changes will appear only due to the existing difference between the two streams in terms of Academic Grade Pay vis-à-vis the corresponding Grade Pay. The levels for academic pay shall be numbered as per the corresponding non-academic level. Thus, the levels are numbered as 10, 11, 12, 13A1, 14, & 15 corresponding to the present AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

2.4 Pay Matrix and Fixation of Revised Pay

For Fixation of pay of an Employee in the Pay Matrix as on 1st January 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st December, 2015 shall be multiplied by a **factor of 2.57**, rounded off to the nearest Rupee, and the figure so arrived at, will be located in that level in the Pay Matrix and if such an identical figure corresponds to any cell in the applicable level of the Pay Matrix, the same shall be the pay, and if no such cell is available in the applicable level, the pay shall be fixed at the immediate next higher cell in that applicable level of the Pay Matrix. If the figure arrived at in this manner is less than the first cell in that level, then the pay shall be fixed at the first cell of that level of Pay Matrix.

If more than two stages are bunched together, one additional increment equal to 3% may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

2.5 Pay Bands with AGP and IOR (Index of Rationalization)

Based on the above, the various levels of pay with its Academic Grade Pay (AGP) are as per **Annexure-I**.

2.6 Entry Pay

The Entry Pay for Academic Pay Structures and Levels shall be as per **Table 1**.

2.7 Pay Fixation in case of Direct Recruitment / Promotion

The pay of employees appointed by direct recruitment on or after 1st day of January 2016 shall be fixed at the minimum pay or the first cell in the level, applicable to the post to which such employee is appointed. In case of promotion, candidate would be given a notional increment in his existing Level of Pay, by moving him/her to the next higher cell at that level. The pay shown in this cell would now be located in the new level corresponding to the post to which candidate has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise the next higher cell at that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level.

2.8 Date of Increment

- (i) Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. Annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- (ii) There shall be two dates of increment i.e. 1st January and 1st July of every year, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial upgradation.
- (iii) The increment in respect of an employee appointed or promoted during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

2.9 Annual Process of Promotion

Every University / College / DTE shall ensure that the selection process for direct recruitment for various positions is carried out annually so as to maintain required faculty numbers and cadre ratio as per AICTE norms so that no loss is caused to students. Interviews for the promotions of the faculty members shall be carried out at a regular span annually to avoid any stagnation in career growth of faculty members.

Candidates who do not fulfill the minimum requirement proposed in the Regulation, will have to be re-assessed after a period of one year. The date of promotion shall be the date on which he / she satisfies all the minimum requirements and successfully reassessed.

The constitution of the selection committee as applicable to these appointments / promotions of the Assistant Professor to Associate Professor and Associate Professor to Professor or Professor to Senior Professor is enumerated in **Annexure-II**. Various stages of promotions/ direct recruitment and mode of selection are given in Table 2.

A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma as evolved by the concerned University / College duly supported by all credentials to the Principal / Director of the College, within three months in advance of the due date, that he / she fulfils all requisite qualifications.

The entry level and consecutive stages of promotions are shown in **Table 2**

Table 2: Stages of Promotion/ Direct Recruitment and mode of selection

Stage	Designation
Entry Level, Stage-I	Assistant Professor
Stage-II	Assistant Professor (Senior Scale)
Stage-III	Assistant Professor (Selection Grade)

Stage-IV	Associate Professor
Stage-V	Professor
Stage-VI	Senior Professor

2.10 Research Promotion Grant

The thrust has to be given for improving quality of research and development in the Universities / Institutions, therefore, all the AICTE recognized Institutions shall create a separate budget and provide financial assistance to their faculty members for strengthening research activities.

2.11 Financial Assistance from Government of India for implementation of 7th CPC scale.

The Central Government shall provide by way of financial assistance, 50% of the additional expenditure (arrears from 01.01.2016 till 31.03.2019) on implementing the revised scales of pay for faculty and other staff such as Library, Physical Education and Training Placement Personnel in State Government/Government Aided /State Government Autonomous institutions/State University Departments.

- a) Financial assistance from the Central Government to State / UT Governments for revising pay scales of teachers and other staff such as Library, Physical Education and Training Placement Personnel under the scheme shall be limited, by way of reimbursement, to the extent of 50% (fifty percent) of the additional expenditure involved after payment of arrears to eligible faculty members in the implementation of the revision, for the Universities, colleges and other technical education institutions funded by the State / UT Government. For this, State / UT Governments shall submit the claim to the Central Government. All such claims must be submitted to the Central Government by the state / UT on or before 31.03.2020. No claim of the State / UT Government shall be considered for financial assistance after 31.03.2020.
- b) Financial assistance referred to in sub-clause (a) above shall be provided for the period from 01.01.2016 to 31.03.2019 only.
- c) The entire liability on account of revision of pay scales etc. with effect from 01.04.2019 shall be taken over by the State / UT Government opting for revision of pay scales.
- d) Financial assistance from the Central Government shall be restricted to revision of pay scales and not for any other allowances and in respect of only those posts which were in existence and had been filled up on regular basis as on 01.01.2016.
- e) State / UT Governments, taking into consideration other local conditions, may also decide at their discretion, to introduce pay higher than those mentioned in this Scheme, and shall give effect to the revised scales of pay from 01.01.2016; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay as approved by the Central Government and not to any higher pay fixed by the State / UT Government(s).
- f) Payment of Central assistance for implementing this Scheme is also subject to the condition that the entire Scheme of revision of pay scales together with all the conditions laid down by the AICTE by way of Regulations and other guidelines shall be implemented by State / UT Governments and technical institutions coming under their jurisdiction as a composite scheme.
- g) An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay or due to any other reason shall be adjusted against the future payments due or otherwise to the beneficiary in the same manner as provided in this HRD Ministry's O.M. No. F.23-7/2008-IFD dated 23.01.2008, read with Ministry of Finance (Department of Expenditure) O.M. No. F.1-1/2CQ8-IC dated 30.08.2008.
- h) The revised pay including arrears of salary and applicable allowances from the date of application as mentioned above shall be paid to all eligible beneficiaries under this scheme.

2.12 Age of Superannuation

The age of superannuation of all faculty members and Principals / Directors of institutions shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written technical books, published papers and has average 360° feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service.

2.13 Health Insurance Scheme

Wherever full health coverage for self and family is not provided for by the Government, individual institutions shall implement Contributory Group Health Insurance Scheme for faculty members and other academic staff to extend social security to them and to help attract and retain them for longer association with respective institutions. The Group Health Insurance option shall also be extended to the retired faculty members.

2.14 Pension, Gratuity, Family Pension, GPF, Leave Encashment and Other Pensionary Benefits

All pensionary benefits including leave encashment shall be extended to faculty members and other staff such as Library, Physical Education and Training & Placement Personnel as per the revised norms recommended by the 7th CPC and implemented by the Government of India / State and UT Governments.

2.15 Industrial Training

Since a requirement of industrial training has been stipulated for vertical movement of faculty members, the AICTE, State / UT Government/ DTEs, in consultation with the Confederation of Indian Industries (CII), FICCI, NASSCOM and other such industry bodies, devise a suitable mechanism for facilitating all faculty members to undergo industrial training.

2.16 Teaching Engagement

The faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in Table 3 below.

Table 3: Teaching Engagement of Faculty Members in Degree Level Institutions

Designation	(Teaching / Laboratory hours) / week
Assistant Professor	16
Associate Professor	14
Professor / Senior Professor	14
Director / Principal	6

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean.

2.17 Incentives for New Entrants

New entrants as well as existing faculty members of degree level institutions should be provided with a desktop computer / laptop / office furniture and a printer with internet connectivity in their office so as to make a faculty member computer savvy and to enable them to have access to the latest technology.

2.18 Grant for Professional Development

All teachers may be given a grant up to Rs.75,000/- per year on a reimbursement basis, which may be permitted to be accumulated up to 3 years towards acquiring the membership of Professional Societies and for participating in national / international conferences/workshops etc.

2.19 Consultancy

- (i) Consultancy work may be undertaken by members of the faculty to generate resources, either for institutions or for themselves.
- (ii) Not only the faculty members should be encouraged to undertake consultancy work, but also an appropriate environment be created by the state governments / managements of institutions to facilitate faculty members to undertake such work.
- (iii) Suitable parameters for sharing the generated resources between the institution and individual faculty member may be evolved and adopted by the universities and institutions where consultancy work is undertaken by faculty members.
- (iv) The faculty members engaged in consultancy/ industry interaction / research / start-up activities / community services may be allowed some adjustment in teaching time table without compromising their teaching engagement hours.

2.20 Sabbatical Leave for faculty

To encourage interface between technical education and industry, the faculty members shall be entitled to sabbatical leave of six months for working in industry / professional development, subject to the condition that the faculty has a teaching experience of minimum five years. Such leave, however, shall be available to a teacher only twice in his / her teaching career.

2.21 Start-up

Presently, the institutions are ranked based on academic performance and placement of students. In future, it may also be based on a number of start-ups and entrepreneurs created by the institute. Therefore, technology incubation centres shall be established and frequent interactions between entrepreneurs / industrialists / alumni and students shall be arranged for motivating students to initiate start-up.

2.22 Incentives for Ph. D. and other Higher Qualification

- (i) Five non-compounded advance increments shall be admissible at the entry level of a recruit as an Assistant Professor possessing a Ph.D. awarded in a relevant discipline by the recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under National Doctoral Fellowship program of AICTE / Prime Minister's Research Fellowship program.
- (ii) Those possessing Post-graduate degree in M.Tech. / M. Arch. / M. Plan. / M. E./ M. Pharm. / M. Des. / M. S. etc. recognized by the relevant statutory body / council shall be entitled to two non-compounded advance increments at the entry level.
- (iii) Teachers who complete their Ph.D. degree while in service as Assistant Professor shall be entitled to three non-compounded increments fixed at increment applicable at entry level as Assistant Professor only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under Quality Improvement Program (QIP) / Teacher Research Fellowship (TRF).

2.23 Statutory Reservation

The statutory reservation policy for recruitment and promotion of SC / ST / OBC / EBC / PWD / Women candidates must be adhered to as per the central / respective state / UT government rules.

2.24 Quality Improvement Programme (QIP) / Teaching Research Fellowship (TRF) Schemes

With a view to improve the quality of technical education, all DTEs and Secretaries of higher education of all the states are directed to implement QIP / TRF scheme for all the eligible teachers working in technical institutions. Managements of self-financing institutions are also directed to encourage their faculty members to participate in QIP / TRF / QIP (Foreign University).

2.25 Counting of Past Service for Direct Recruitment and Promotion

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific / professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT or state PSUs etc., should be counted for direct recruitment as an Assistant Professor / Associate Professor / Professor provided that:

- a) The qualifications for the post held are not lower than the qualifications prescribed by the AICTE for Assistant Professor, Associate Professor and Professor as the case may be.
- b) The post is / was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor / Associate Professor / Reader and Professor.
- c) The candidate for direct recruitment has applied through proper channel.
- d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / concerned institutions, for such appointments.
- f) The previous appointment was not as guest faculty for any duration or ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
 - (i) The period of service was of more than one year.
 - (ii) The incumbent was appointed on the recommendation of the duly constituted Selection Committee.
 - (iii) The incumbent was selected for the permanent post in continuation to the ad-hoc or temporary service;
 - (iv) An artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on a permanent basis shall be given the benefit of the entire service rendered by him with effect from the date of initial appointment (temporary / contract / ad-hoc) notwithstanding the artificial break / breaks in service.
 - (v) The incumbent was drawing total gross emoluments not less than the monthly gross salary at the initial stage of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
 - (vi) At the time of selection, the negotiated terms and conditions clearly mention the period of experience, nature of experience and same has been consented by the employer.
- g) No distinction should be made with reference to the nature of the management (Private /Local Body/ Government) of the institution where previous services were rendered while counting past services under this clause.

2.26. Equivalence of Experience of Diploma Level Institutions and Degree Level Institutions

Experience at Diploma Level Polytechnic shall be considered equivalent to experience in the degree level institutions at appropriate level, as applicable provided, scale of pay, qualifications, experience and research contribution are same for the post under consideration as per the present notification.

3.0 Cadre Structure**3.1 Minimum Cadre Ratio**

- (i) The minimum 1 : 2 : 6 of cadre ratio be maintained for Professor : Associate Professor: Assistant Professor respectively.
- (ii) Minimum number of faculty requirements for an approved institute shall be calculated on the basis of faculty : student ratio prescribed by AICTE.
- (iii) Faculty: student ratio would be applicable as per the approval process handbook published by AICTE from time to time.
- (iv) For the purposes of this cadre ratio, Assistant Professor, Assistant Professor (Senior Scale), Assistant Professor (Selection Grade) shall be grouped together and be termed as Assistant Professors.
- (v) Similarly, Professors and Senior Professors will be grouped together and be termed as Professors.
- (vi) Principal / Director shall be outside the purview of cadre ratio.

3.2 Flexible Cadre Structure

While promoting the incumbent, flexible cadre structure be followed as below:

- (i) Incumbent faculty members be upgraded to higher positions, after being eligible, through a process of promotion to be held annually, irrespective of availability of vacancy in that cadre.
- (ii) The incumbent so upgraded to a higher position shall be re-designated as Assistant Professor (Senior Scale) / Assistant Professors (Selection Grade) / Associate Professor / Professor as the case may be.
- (iii) With this cadre structure, more faculty members may become Professors / Associate Professors at some point of time as a result of which, cadre ratio as an example may become skewed such as 9:0:0 or 8:1:0 or 5:1:3 etc. but in any case it should not be 0:0:9 or 0:1:8 or 0:2:7.
- (iv) The total numbers of minimum faculty positions remain the same as calculated from faculty : student ratio, though the cadre ratio is improving with these promotions.
- (v) The lower post can be treated vacant once the incumbent moves on higher post through promotions or through direct selection by keeping total sanctioned posts of all cadres put together as fixed.
- (vi) This vacant post will be filled by suitable eligible incumbent possessing required qualifications.
- (vii) If a suitable candidate is not available, the post shall be filled by open selection.
- (viii) The open selection / promotion shall be made by a committee constituted as per norms published in this gazette.
- (ix) The candidate shall be promoted from lower cadre to higher cadre as and when they complete eligibility criteria for the higher cadre, irrespective of availability of post in that cadre.

3.3 Inter-se seniority between the directly recruited teachers and promoted

The inter-se seniority of a directly recruited teacher shall be determined with reference to the date of joining and for the teachers promoted with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central / State Government/ UT Government shall apply for all other matters of seniority. Similar issues of seniority between directly selected and under CAS in the past, if any, be fixed on the same basis. The seniority list thus prepared be posted on the institute website.

3.4 Position of Principal / Director

- (i) Principal / Director of AICTE approved institution has to be a full time faculty selected in accordance with the due process of selection to be adopted by the concerned university / State Government / Public Service Commission / Respective Board of Governors / Board of

Management by taking into consideration the qualifications and other requirements as laid down by AICTE.

- (ii) In an institution where several programmes under technical education approved by AICTE are running, the Principal / Director shall be from one of the programmes preferably from a programme with maximum student strength.

4.0 Mandatory Teacher Trainings

- (i) Every teacher appointed / promoted to any position here onwards with effect from the publication of this gazette shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.
- (ii) No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The teacher training policy document may be downloaded from AICTE website.
- (iii) The requirement of completing these modules as envisioned in this gazette is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.
- (iv) Those who are eligible for promotions after the date of publication of this gazette, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.

5.0 Minimum Qualification for Recruitments

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

5.1 Minimum Qualifications for direct recruitment as an Assistant Professor (Level – 10, Entry Pay 57700/-)

(a) Engineering / Technology

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

(b) Management

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

(c) Pharmacy

B. Pharm. and M. Pharm. in the relevant specialization with First Class or equivalent in any one of the two degrees.

(d) MCA

B. E. / B. Tech. / B. S. and M.E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with First Class or equivalent in any one of the degrees.

OR

B. E., B. Tech. and MCA with First Class or equivalent in any one of the two degrees.

OR

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.

(e) Hotel Management and Catering Technology

Minimum 4 years Bachelor's Degree in HMCT and Master's Degree in HMCT or in relevant disciplines with First Class or equivalent in any one of the two degrees.

OR

Minimum 4 years Bachelor's Degree in HMCT with First Class or equivalent and minimum of 5 years of relevant experience at a managerial level not less than Assistant Manager in a 4 - star Hotel or in a similar position in the hospitality industry/ tourism industry.

(f) Architecture

B. Arch. and M. Arch. or equivalent Master's degree in an allied field with First Class in any one of the two degrees, and minimum 2 years' experience in the Architecture profession.

OR

B. Arch. with First class or equivalent and minimum of 5 years' experience in the Architecture profession.

(g) Town Planning

Bachelor's degree in Architecture / Planning / Civil Engineering or Master's degree in Geography / Economics / Sociology or equivalent AND Master of Planning or equivalent with First class or equivalent in either in Master of Planning or any above degrees with 2 years of relevant experience

(h) Design

Bachelor's Degree or minimum 4 year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First class or equivalent

AND

Master's degree or equivalent Post Graduate Diploma in relevant disciplines with First Class or equivalent in a concerned / relevant / allied subject of Industrial Design / Visual Communication / Fine Arts / Applied Arts / Architecture / Interaction Design / New Media Studies / Design Management / Ergonomics / Human Factors Engineering / Indian Craft Studies and related fields of Engineering or Design.

AND

Minimum 2 years of professional design experience in Industry / research organization / Design studios.

(i) Fine Arts

Bachelor's and Master's degree in the relevant branch with First Class or equivalent in any one of the two degrees and minimum 2 years of relevant professional experience.

(j) Qualifications for Faculties in Science and Humanities:

The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and UGC guidelines issued from time to time.

Note: Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

5.2 Minimum Qualification Norms for Direct Recruitments / Promotions for Stage –II to Stage –VI**(a) Qualification for Assistant Professor (Senior Scale, Level – 11, Entry Pay 68900/-)****For Promotion of Incumbents**

a. Qualifications prescribed for the post of Assistant Professor

AND

- b. Should have completed minimum training requirements as per Annexure - III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to < 8

**(b) Qualifications for Assistant Professor (Selection Grade, Level – 12, Entry Pay 79800/-)
For Promotion of Incumbents**

- a. Qualifications as prescribed for the post of Assistant Professor (Senior Scale)

AND

- b. Should have completed minimum training requirements as per Annexure - III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Senior Scale)			
	Additional Qualification	Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to < 8

(c) Qualifications for Associate Professor (Level – 13A1, Entry Pay 131400/-)

i. For Direct Recruitment

- a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

- b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

AND

- c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

Note: In case of HMCT, 8 years of industry experience at a managerial level not below the position of Head of Department handling a team of 20 persons or more in a 4 star hotel or above category or in a similar position in the hospitality industry / tourism industry.

ii For Promotion of Incumbents

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Should have completed minimum training requirements as per Annexure – III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade).		
	Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

(d) Qualifications for Professor (Level – 14, Entry Pay 144200/-)**(i) Direct Recruitment**

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

- c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

(ii) For Promotion of the Incumbents

- a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

Note: 360° Feedback

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.
2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.

(e) Qualifications for Promotion to Senior Professor (Level -15, Entry Pay 182200/-)

- a. Ph. D. degree in the relevant field

AND

- b. Minimum ten years of experience in the cadre of Professor

AND

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor.

OR

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

OR

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.

AND

- d. At least one patent awarded

OR

- d. Development of one MOOC course applicable at national platform

Notes:

1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
2. The selection shall be based on ten best publications and award of Ph. D. degrees to at least two candidates under his / her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation.

(f) Qualifications for Direct Recruitment of Principal / Director**(Level - 14, Entry Pay 144200/- with the special allowance of Rs. 6750/- per month)**

- a. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch
- b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.
- c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

Notes:

1. This position shall be of contractual in nature for 5 years and can be extended for one more term depending upon the performance.

2. Performance assessment shall be carried out through a committee appointed by the affiliating university.
3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has proceeded with the designation as Professor / Senior Professor as the case may be.

6.0 Minimum Qualifications for Direct Recruitment and promotion of other staff

6.1 Workshop Superintendent

Initial recruitment of Workshop Superintendent shall be at par with Assistant Professor with the qualification as prescribed for the Assistant Professor in Mechanical/ Production Engineering.

Upward movement and designations shall be as per stage I to stage V of the present notification indicated in Table 3.

Table 3: Stages of Promotion and Designations for Workshop Superintendent

Stage	Designation
Entry Level, Stage-I	Workshop Superintendent
Stage-II	Workshop Superintendent (Senior Scale)
Stage-III	Workshop Superintendent (Selection Grade)
Stage-IV	Associate Professor (Workshop)
Stage-V	Professor (Workshop)

6.2 Qualifications for Training and Placement Officer

- a. Qualifications, service conditions and Pay scales of Training and Placement Officer shall be same as Professor in Engineering & Technology or concerned Technical Program.
- b. One of the Professors in the Institute shall be entrusted with additional responsibility of Training and Placement Officer on rotation basis.
- c. If Professor is not available, Associate Professor / Assistant Professor may be identified for this post.

6.3 Minimum Qualifications for direct recruitment of Assistant Librarian

(Level - 10, Entry Pay 57700/-)

- a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

6.4 Minimum Qualifications for direct recruitment of Assistant Director-Physical Education

(Level - 10, Entry Pay 57700/-)

- a. Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute.
- b. Record of having represented the University / College at the inter-University / Inter-collegiate competitions or the state and / or national championships;
- c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.

- d. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student / event management activities during college / University studies.
- e. Record of organizing such events as student's convener or in later part of life.

6.5 Methodology of Promotion for Assistant Librarians and Assistant Director-Physical Education

The qualifications for promotions for Assistant Librarians and Assistant Director-Physical Education shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018.

7.0 Additional Requirements

7.1 Research Publications

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following.

- a) For the purpose of promotions, candidates must have published research papers in SCI journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India / Institute of Town Planners, India.
- b) In case of HMCT, 1 live case study or 1 live industry project as research / consultancy having credential of very high standing would be recognized as equivalent to 1 publication.
- c) In case of Design, Architecture and Town Planning, 1 live case study, 1 live industry project as research / consultancy or 1 exceptional design having credential of very high standing / obtained high level recognition would be recognized as equivalent to 1 publication.

7.2 Equivalence for Ph.D.

Equivalence for PhD 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. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

7.2.1 Eligibility of direct Ph.D. after B.E./ B.Tech

The qualification of Ph.D acquired for the various level of posts directly after B.E/ B.Tech. is applicable in Technical Institutions, provided degree of Ph. D awarded is in relevant discipline by a recognised University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e. IITs/IISc/ NITs etc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering /Technology.

7.3 Class / Division

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 %

7.4 Nomenclature of relevant degrees

The qualifications for various faculty posts specify that the degree shall be in the appropriate / relevant branch of specialization. Many IITs, NITs, Central Universities start interdisciplinary programs of new nomenclatures. In view of the increasing importance of interdisciplinary nature of engineering, the inter-disciplinary courses for both UG and PG specializations may be considered. The selection committee may take a final decision in this regard depending on the requirement of the program of study and institution. AICTE has already clarified this issue vide Government of India Gazette F. No. 27/RIFD/Pay/01/2017-18 dated 28.04.2017. If any specialization is not available in the AICTE basket, the Board / University shall decide the equivalence based on the curriculum of the program. Hence, incumbent faculty recruited in the past based on their qualifications / specializations acquired will continue to be eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

7.5 Incumbent faculty Members with previous qualifications

Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M. Com and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

7.6 Faculty Members on deputation

Any Faculty Member on deputation to some Government Organization / Autonomous Bodies such as DTE / AICTE / UGC / MHRD / DST etc. on academic / administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training and 360° feedback. If the faculty has secured at least **Very Good** rating, it shall be considered equivalent to 8 points on a 10 point scale of 360° feedback in reference to this notification for the period of deputation.

Disclaimer: Notification Language

The notification is published in English and Hindi languages. Utmost care is taken to translate notification from English to Hindi. However, in case of any kind of discrepancy in interpretation, English version shall prevail.

Prof. M. P. POONIA, Vice Chairman
[ADVT.-III/Exty./561/18]

Annexure-I**Pay Matrix Table for Degree Level Technical Institutions**

(All figures are in Rupees (₹))							
Pay Band in VI CPC		15600 – 39100			37400 - 67000		67000-79000
Cadre Title		Assistant Professor			Associate Professor	Professor	Senior Professor
Grade Pay in VI CPC		6000	7000	8000	9000	10000	0
Entry Pay		21600	25790	29900	49200	53000	67000
Cell No.	Level	10	11	12	13A1	14	15
1		57700	68900	79800	131400	144200	182200
2		59400	71000	82200	135300	148500	187700
3		61200	73100	84700	139400	153000	193300

4	63000	75300	87200	143600	157600	199100
5	64900	77600	89800	147900	162300	205100
6	66800	79900	92500	152300	167200	211300
7	68800	82300	95300	156900	172200	217600
8	70900	84800	98200	161600	177400	224100
9	73000	87300	101100	166400	182700	
10	75200	89900	104100	171400	188200	
11	77500	92600	107200	176500	193800	
12	79800	95400	110400	181800	199600	
13	82200	98300	113700	187300	205600	
14	84700	101200	117100	192900	211800	
15	87200	104200	120600	198700	218200	
16	89800	107300	124200	204700		
17	92500	110500	127900	210800		
18	95300	113800	131700	217100		
19	98200	117200	135700			
20	101100	120700	139800			
21	104100	124300	144000			
22	107200	128000	148300			
23	110400	131800	152700			
24	113700	135800	157300			
25	117100	139900	162000			
26	120600	144100	166900			
27	124200	148400	171900			
28	127900	152900	177100			
29	131700	157500	182400			
30	135700	162200	187900			
31	139800	167100	193500			
32	144000	172100	199300			
33	148300	177300	205300			
34	152700	182600	211500			
35	157300	188100				
36	162000	193700				
37	166900	199500				
38	171900	205500				
39	177100					
40	182400					

Note: The end-points of any column do not signify the end points of the pay received at that level. As was the case in the earlier provision of traditional pay scales, the last point does not represent the maximum pay of that level for calculation purposes. The end-points of the column should not be treated as the maximum and minimum of a pay scale to calculate the average pay for any level.

Annexure -II

Constitution of Screening cum Evaluation / Selection Committee

The AICTE has evolved following guidelines on:

- (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor for direct recruitment and for promotions.
- (b) Specified selection procedures for direct recruitment and promotions for Teachers in Universities and Colleges.

Selection Proceedings:

All the selection procedures of the selection committee shall be completed immediately after the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates / Panel of names in order of merit, duly signed by all members of the selection committee.

Selection Committee Composition for Assistant Professor, Associate Professor and Professor both for Direct Recruitment and Promotion:

I. For University Faculty Members:

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition:
 - (i) The Vice Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee.
 - (ii) Three experts in the concerned subject nominated by the Vice Chancellor or Acting Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - (iii) Dean of the concerned Faculty, wherever applicable.
 - (iv) Head / Chairperson of the Department/School
 - (v) An academician nominated by the Visitor / Chancellor, wherever applicable.
 - (vi) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five minimum members out of which at least two must be from the total three subject-experts.

II. For Faculty Members in Technical Institutions:

- (a) The Selection Committee for the post of Assistant Professor /Associate Professor and Professor in Colleges, including Private Colleges shall have the following composition:
 - (i) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
 - (ii) The Principal/ Director of the College.
 - (iii) Head of the Department of the concerned subject in the College.
 - (iv) Two nominees of the Vice-Chancellor or Acting Vice Chancellor of the affiliating university of whom one should be a subject-expert. In case of colleges notified / declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of

five names, preferably from the minority communities, recommended by the Vice-Chancellor or Acting Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.

- v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.
- (vii) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.
- (c) For all levels of teaching positions for Government / Government Aided Colleges / Government Autonomous Colleges, the State Public Services Commission / Teacher Recruitment Boards wherever applicable must invite three subject experts, for which the concerned University be involved in the selection process, by respective appointing authority. The states, where selection in autonomous institutes have been authorized to respective Board of Governors, shall continue but constitution of committee shall be same as directed by AICTE.

III. Senior Professor

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

IV. Technical Institution Principal / Director

- (a) The Selection Committee for the post of College Principal shall have the following composition:
 - i) Chairperson of the Governing Body as Chairperson.
 - ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
 - iii) One nominee of the Vice-Chancellor who shall be an expert in Management of Higher Education.

- iv) Three experts consisting of the Principal/ Director of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant statutory body of the affiliating University concerned.
- v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor of the affiliating University.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.

Annexure-III

Training Requirements for Promotions of Teachers from all the Disciplines

For Assistant Professor (Senior Scale): Completion of following training requirements at the level of Assistant Professor.

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

For Assistant Professor (Selection Grade): Completion of following training requirements at the level of Assistant Professor (Senior Scale)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training

For Associate Professor: Completion of following training requirements at the level of Assistant Professor (Selection Grade)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

Annexure - IV**CALCULATION OF 360⁰ FEEDBACK SCORE**

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)
- b. Students' Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

a. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

d. Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on grading.

f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.

Note: The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.

Calculation of Credit Points

(Sample Calculations Page-1)

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure No.
1	1/ 2018-19	CET-100	42	39		
2	1/ 2018-19	CET-200	39	38		
3	2/ 2018-19	MED-100	41	39		
4	2/ 2018-19	BSE-100	42	41		
		Total	164	157	23.93	

B. Students' feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
	1/ 2018-19	CET-100	22.3	
	1/ 2018-19	CET-200	21.8	
	2/ 2018-19	MED-100	19.6	
	2/ 2018-19	BSE-100	22.8	
		Total	86.5	

C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	Lab I/C	3	3 Point/ semester	
2	1/ 2018-19	Consultancy	3	3 Point/ semester	
3	1/ 2018-19	Timetable I/C	3	3 Point/ semester	
4	2/ 2018-19	Timetable I/C	3	3 Point/ semester	
5	2/ 2018-19	NBA work	3	3 Point/ event	
6	2/ 2018-19	Lab I/C	3	3 Point/ event	
7	2/ 2018-19	Consultancy	3	3 Point/ semester	
		Total	21		

Calculation of Credit Points

(Sample Calculations Page-2)

D. Institute Activities (Max Credit 10)

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	HoD /Dean	4	4 Point/semester	
2	2/ 2018-19	Coordinator appointed by Head of Institute	2	2 Point/semester	
3	2/ 2018-19	Organized Conference	2	2 Point/event	
4	2/ 2018-19	FDP/Conference	2	1 point /event, to be divided between all co-coordinators	

E. ACR maintained at institute level (Max Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

S.No.	Year	Activity	Credit Point	Criteria	Enclosure No.
1	2018-19	ACR	10	Extraordinary	
2		ACR	8	Very Good	
3		ACR	9	Excellent	
4		ACR	10	Extraordinary	
Average			37/4=9.25		

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

Calculation of Credit Points

(Blank Format)

Name	
Present Position	
Academic Year	
Teaching- Process	

A. Teaching Process (Max Points 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Point	Enclosure no.
1						
2						

B. Students' feedback (Max Points 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure no.
1				
2				

C. Departmental Activities (Max Points 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

D. Institute Activities (Max Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

E. ACR maintained at institute level (Maximum Points 10)

S. No.	Year	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

F. Contribution to Society (Maximum Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

Summary

Summary	Academic Year	Academic Year	Academic Year
	1	2	3
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			

E. ACR (Max Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

STUDENT'S FEEDBACK FORM*(To be used by institutions)*

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

For getting filled in through student

S. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	Total					