

**PANJAB UNIVERSITY, CHANDIGARH**

From The Deputy Registrar (Colleges) Panjab University, Chandigarh- 160014	To (i) The President of Governing Body of Private Aided and Unaided Colleges in State of Punjab  (ii) The Principals of all the Affiliated Colleges in state of Punjab
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**Through email**

No. 4809-10/DRC

Dated:30.06.2022

Subject: Direct Recruitment of Assistant Professor/Associate Professor/Professor/Principal in Private Aided and Unaided Colleges in State of Punjab as per UGC Regulations 2018 & guidelines issued by Government of Punjab vide letter No. HED-EDU10M.L/6/2023 dated 20.02.2023 and CAS promotion template as per UGC Regulations - 2018.

Dear Sir/Madam,

The Senate in its meeting dated 03.06.2023 vide agenda item C-14 and C-30 has approved the following:-

- (i) Template (**Appendix A**) for direct appointment of Assistant Professor, Associate Professor, Professor and Principal in Private Aided and Unaided Colleges in State of Punjab as per UGC Regulations -2018 issued by Government of Punjab vide letter dated 20.02.2023.
- (ii) Proforma for promotion under CAS for Aided and Unaided Colleges in State of Punjab as per UGC Regulations - 2018 (**Appendix B**).
- (iii) The Senate while approving the new templates/performas have also noted that for the post of Principal no shortlisting is required.
- (iv) Further UGC Regulations 2018 be followed in toto.

In order to facilitate the procedure of Direct Recruitment of Assistant Professor, Associate Professor, Professor and Principal in Aided and Unaided Colleges in state of Punjab, a Standard Operating Procedure (SOP) issued by Panjab University be referred for purpose and queries, if any please.

Yours sincerely,

  
Deputy Registrar (Colleges)

Copy to :-

- (i) Director Higher Education(Pb.)
- (ii) Secretary to Vice-Chancellor, P.U., Chandigarh
- (iii) PA to Registrar, P.U., Chandigarh
- (iv) PA to DCDC, P.U., Chandigarh

	<b>PANJAB UNIVERSITY, CHANDIGARH</b>	Advertisement No. _____
	<b>Application for the Post of Assistant Professor (Affiliated Colleges in the state of Punjab)</b>	Serial No. _____
	(Use separate form for each post)	
<b>Name of the Post with specialization</b> _____		(For Office Use)
Name of the College _____		Diary No. _____ Dated: _____
<b>A Name in Full Mr./Mrs./Ms.</b> _____ (In block letters)		Affix recent Passport size photograph
Father's Name: _____ Mother's Name: _____		
Date of Birth: _____ Place of Birth: _____ (Attach matric certificate)		
Nationality: _____ Marital Status: _____		
Member of Scheduled Caste/Tribe/Backward Class/Person with Disability _____ Yes/No (If Yes, please attach certificate from Tehsildar /First Class Magistrate of the area)/ concerned authority		

<b>B. Addresses :</b>
<b>Permanent address(in block letters):</b> _____ _____ _____
<b>Present Address: (for Correspondence) (in block letters):</b> _____ _____ _____

Phone/Mobile No. \_\_\_\_\_

E-mail: \_\_\_\_\_

**C. Educational Qualification (Please attach one set of attested copies alongwith original application only)**

Examination	Univ/Board	Main Subject	Month and Year of Passing	Marks Obtd.(with Max Marks)	%age of marks (up to 2 decimal places)	Class/ Divn./ Grade (attach conversion formula)	Merit/Prizes/ Medals won if any.
B.A/B.Sc/ B.Com. etc.							
M.A/M.Sc/ M.Com etc.							
M. Phil							
Ph. D.							
J.R.F.							
National Eligibility Test (NET)							
SLET/SET							
Any other Exam. please specify)							

**D: Employment Experience (details in chronological order, starting with first job)**

Name & Address Employer/Institution	Date of		Designation	Nature of Job	Date of approval from the concerned University, if any.	Basic Pay & Grade (Pay-scale)	Reason For Leaving
	Joining	Leaving					

<b>E: Post-Doctoral Experience (details in chronological order)</b>							
Name & Address Employer/Institution	Date of		Designation	Nature of Job	Date of approval from the concerned University, if any.	Basic Pay (p.m.) & Grade (Pay- scale)	Reason For Leaving
	Joining	Leaving					

**(F) Awards/ Fellowships**

S.N.	Title	International/ National	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee

**G. Research Publications in Peer Reviewed or UGC listed Journals (Attach proof of all published paper showing title of paper (alongwith proof of peer reviewed/UGC listed Journal) and attach full copies of five best publications in Peer reviewed/UGC Journals.**

S.N.	Title with page no.	Journal/ Book	ISSN No.	Whether peer reviewed. Impact factor, if any	Whether you are first/ principal/ corresponding author/ supervisor/ mentor	Score claimed by candidate	Score to be given by screening committee
1							
2							
3							
4							
5							
6							
7							
8							

Please attach separate sheet, if required

## ADDITIONAL INFORMATION

### H. Publications (other than Research Papers)

#### (a) Books authored, which are published by -

##### (i) International publishers

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

##### (ii) National publishers

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

##### (iii) Chapters in Edited books

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

**(iv) Editor of Book by International Publisher/Forum**

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

**(v) Editor of Book by National Publisher**

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

**I. Translation works in Indian and Foreign Languages by qualified faculties**

**(i) Chapters or Research papers**

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

**(ii) Book**

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

**J. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**

S.N.	Title	Details	No. of Co-contributors	Enclosures: Pl. mention page number where proof is attached
	<b>(a) Development of Innovative pedagogy</b>			
	<b>(b) Design of new curricula and courses</b>			
	<p><b>(c) MOOCs</b></p> <ul style="list-style-type: none"> <li>• Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)</li> <li>• MOOCs (developed in 4 quadrant) per module/lecture</li> <li>• Content writer/subject matter expert for each module of MOOCs (at least one quadrant)</li> <li>• Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)</li> </ul>			
	<p><b>(d) E-Content:</b></p> <ul style="list-style-type: none"> <li>• Development of e-Content in 4 quadrants for a complete course/e-book</li> <li>• e-Content (developed in 4 quadrants) per module</li> <li>• Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)</li> <li>• Editor of e-content for complete course/ paper /e-book</li> </ul>			

**K. (a) (i) : Research Guidance:**

S.N.	Number Enrolled	Thesis Submitted	Degree Awarded	Enclosures: Pl. mention page number(s) of application form where proof is attached
Ph.D. (as Supervisor)				
Ph.D (as Co-supervisor), if there are more than one supervisor				
M.Phil./P.G dissertation				

**(a) (ii) : Research Projects Completed:**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached
			From	To		
1.						

**(a) (iii) : Research Projects ongoing:**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached
			From	To		
1.						

**(a) (iv): Consultancy**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention Page number(s) of Application form where proof is attached
			From	To		
1.						



(a) (v) : Patents

S.N.	Name	Agency (International/ National)	Details of patent	Enclosures: Pl. mention Page number(s) of application form where proof is attached
1.				

(b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/  
World Bank/ International Monetary Fund etc. or Central Government or State Government)

S.N.	Name	Body (International/ National/ State)	Details	Enclosures: Pl. mention Page number(s) of application form where proof is attached
1.				

(c) Awards/ Fellowships

S.N.	Title	International/ National	Enclosures: Pl. mention page number(s) of application form where proof is attached

L. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full  
paper in Conference Proceedings (Paper presented in Seminars/Conferences and also  
published as full paper in Conference Proceedings will be counted only once)

S.N	Title of the paper presented/ Lecture delivered/ paper published	Category {International (Abroad)/ International (within country)/ National /State/ University}	Title of Conference/Semina r etc.	Date (s) of the event	Organised by	Enclosures: Pl. mention page number(s) of application form where proof is attached

M. Academic Distinctions

S.N.	Detail

N. Membership of Professional Societies, if any :

O. Paragraph of self-evaluation regarding different fields of activity relating to the job (maximum 100 words):

P. Referees:

These should be professionally competent persons, well acquainted with some aspects of the applicant's training, accomplishments, capability and character. For applicants having done post-doctoral and/or doctoral research, the research supervisors must be listed. At least three Testimonials obtained from these referees be attached to the application form.

	Name	Occupation/Position	Address	E.mail and Tel./Mobile No.
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Q. List of Enclosures:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_

R. Declaration: I solemnly declare that:

- i) The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the Panjab University, Chandigarh.
- ii) I have never been dismissed either from Govt. or from University, College or other Public or Private Organisation service.
- iii) I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for any offence.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

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Signature of Applicant

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Signature of Employer  
With Official Seal

### Summary-Sheet

	Sr. No.	Particulars of Academic/other information	Score		Remarks, if any
			To be filled by the candidate	To be verified by Screening Committee	
<b>A.</b>	<b>Academic Score (Maximum 84)</b>				
	<b>1.</b>	<b>%age of Graduation Marks *</b> 80% & above = 21 60% to less than 80%=19 55% to less than 60%=16 50% to less than 55%=10 (In case of General Category) 45% to less than 55%=10 (In case of SC/ST/OBC (non-creamy layer)/PWD)			
	<b>2.</b>	<b>%age of Post-graduation Marks *</b> 80% & above = 25 60% to less than 80%=23 55% (50% in case of SC/ST/PWD) to less than 60% = 20\			
	<b>3.</b>	<b>%age of M.Phil. Marks</b> 60% & above = 07 55% to less than 60% = 05			
	<b>4.</b>	<b>Ph.D. Marks</b> Ph.D. = 25			
	<b>5.</b>	<b>NET with JRF = 20</b>			
		<b>NET = 15</b>			
		<b>SLET/SET = 10</b>			
		<b>M.Phil + Ph.D = 25</b>			
		<b>SET/SLET + Ph.D= 30</b>			
		<b>NET+Ph.D = 33</b>			
		<b>NET+JRF+PHD = 35</b>			
<b>Maximum score of 3,4 and 5 will not exceed 35</b>					
	<b>6.</b>	<b>Research Publications (Maximum 06)</b> (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)			
	<b>7.</b>	<b>Teaching Experience (Maximum 10)</b> Teaching/Post Doctoral Experience (2 marks for one year each)#			
	<b>8.</b>	<b>Awards</b>			
		<b>International/National Awards = 03</b> International/ National Level (Awards given by International Organizations/ Govt. of India/ Govt. of India recognized National Level Bodies)			
		<b>State level Awards = 02</b> State Level (Awards given by State Government)			
<b>60% weightage of 100 marks as per formula = <math>\frac{\text{Marks Secured}}{\text{Maximum Marks (100)}} \times 60</math></b>					

\*In the relevant Subject

Signature of the Candidate

**# However, if the period of teaching(as full time adhoc/contractual or permanent), approved courses in recognized university/College/Post-doctoral experience is less than one academic year then the marks shall be reduced proportionately.**

Notes:

(A)	(i)	M.Phil + Ph.D.	Maximum	=	25 Marks
	(ii)	SET/SLET + Ph.D	Maximum	=	30 Marks
	(iii)	NET+Ph.D	Maximum	=	33 Marks
	(ii)	NET+ JRF+ Ph.D	Maximum	=	35 Marks
	(iii)	In awards category	Maximum	=	03 Marks

Note: The total sum of marks awarded against Sr. No. 3,4 &5 shall not exceed 35 marks.

(B)	Academic Score	=	84
	Research Publications	=	06
	Teaching Experience	=	10
	Total	=	100

(C) SLET/SET Score shall be valid for appointment in respective State Universities/ Colleges/ Institutions only.

#### **List of Enclosures:**

The applicant must produce all the evidentiary documents such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filling and approval letters, student's Ph.D. award letter, etc. along with degrees/certificates of educational qualifications.

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

**Table: 3 B****Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professor in College**

S.N.	Academic Record				
1.	<b>Graduation</b>	80% & above = 21	60% to less than 80%=19	55% to less than 60% =16	45% to less than 55%=10 In case of SC/ST/OBC (non-creamy layer)/PWD 50% to less than 55%=10 (in case of General Category)
2.	<b>Post-graduation</b>	80% & above = 25	60% to less than 80%=23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	<b>M.Phil.</b>	60% & above = 07	55% to less than 60% =05		
4.	Ph.D.	25			
5.	<b>NET with JRF</b>	<b>20</b>			
	<b>NET</b>	<b>15</b>			
	<b>SLET/SET</b>	<b>10</b>			
	<b>M.Phil + Ph.D</b>	<b>25</b>			
	<b>SET/SLET + Ph.D</b>	<b>30</b>			
	<b>NET+ Ph.D</b>	<b>33</b>			
	<b>NET+JRF+Ph.D</b>	<b>35</b>			
<b>Maximum Score of 3,4 and 5 will not exceed 35</b>					
6.	<b>Research Publications</b> (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	<b>06</b>			
	Teaching/Post Doctoral Experience (2 marks for one year each)#	<b>10</b>			
	Awards				
	International/ National Level (Awards given by International Organizations/ Govt. of India/ Govt. of India recognized National Level Bodies)	<b>03</b>			
	State Level (Awards given by State Government)	<b>02</b>			
<b>Total (100 Marks)</b>					
<b>60% weightage of 100 marks as per formula = <math>\frac{\text{Marks Secured}}{\text{Maximum Marks (100)}} \times 60</math></b>					

**# However, if the period of teaching(as full time adhoc/contractual or permanent), approved courses in recognized university/College/Post-doctoral experience is less than one academic year then the marks shall be reduced proportionately.**

Note:

(A)	(i)	M.Phil + Ph.D.	Maximum	=	25 Marks
	(ii)	SET/SLET + Ph.D	Maximum	=	30 Marks
	(iii)	NET+Ph.D	Maximum	=	33 Marks
	(ii)	NET+ JRF+ Ph.D	Maximum	=	35 Marks
	(iii)	In awards category	Maximum	=	03 Marks

Note: The total sum of marks awarded against Sr. No. 3,4 &5 shall not exceed 35 marks.

(B)	Academic Score	=	84
	Research Publications	=	06
	Teaching Experience	=	10
	Total	=	100

(C) SLET/SET Score shall be valid for appointment in respective State Universities/ Colleges/ Institutions only.

<b>PANJAB UNIVERSITY, CHANDIGARH</b>		<b>Advertisement No.</b> _____
<b>Application for the Post of Principal/Professor/ Associate Professor in the State of Punjab</b>		<b>Serial No.</b> _____
Name of the Post with specialization _____		<b>(For Office Use)</b>
Name of the College _____		
<b>A Name in Full Mr./Mrs./Ms.</b> _____ <b>(In block letters)</b>		<b>Affix recent Passport size photograph</b>
<b>Father's Name:</b> _____ <b>Mother's Name:</b> _____		
<b>Date of Birth:</b> _____ <b>Place of Birth:</b> _____ <b>(Attach metric certificate)</b>		
<b>Nationality:</b> _____ <b>Marital Status:</b> _____		
<b>Member of Scheduled Caste/Tribe/Backward Class/Physically Handicapped</b> _____ <b>Yes/No</b>		
<b>(If Yes, please attach certificate from Tehsildar /First Class Magistrate of the area).</b>		
<b>B. Addresses :</b>		
<b>Permanent address(in block letters):</b> _____ _____ _____		
<b>Present Address: (for Correspondence) (in block letters):</b> _____ _____ _____		

**Phone/Mobile No.** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**C. Educational Qualification (Please attach one set of attested copies alongwith original application only)**

Examination	Univ/Board	Main Subject	Month and Year of Passing	Marks Obtd.(with Max Marks	Class/ Divn./ Grade (attach conversion formula*)	Merit/Prizes/ Medals won if any.
B.A/B.Sc/ B.Com. etc.						
M.A/M.Sc/ M.Com etc.						
M. Phil						
Ph. D.						
Any other Exam. (please specify)						
UGC/CSIR National Eligibility Test for Assistant Professor						

**\*Copy of Conversion formula for Bachelor's/Master's degree must be attached. Without it no marks will be given.**

**D. Professional Training :**

S.No.	Organisation	Period		Details of Training
		From	To	



E: Employment Experience (details in chronological order, starting with first job)							
Name & Address Employer/Institution	Date of		Designation	Nature of Job	Date of approval from the concerned University, if any.	Basic Pay (p.m.) & Grade (Pay- scale)	Reason For Leaving
	Joining	Leaving					

**Table: 2. Academic /Research Score**

(As per UGC Regulation-2018, Page. No. 105, published in the Gazette of India, dated 18.07.2018)

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, student's Ph.D. award letter etc.)

**ACADEMIC/RESEARCH ACTIVITY**

1. Research Papers IN Peer-Reviewed or UGC listed Journals: (Please refer points as UGC notification)
  - Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences : 08 per paper
  - Faculty of languages/Humanities/Arts/ Social Sciences/Library/Education/Physical Education/Commerce/Management & other related disciplines: 10 per paper

S. No.	Title of Paper	Journal Name, Page No's., Vol. No., Issue No., Year of Publication	ISSN/ ISBN No	Peer-reviewed or UGC listed journals	Impact Factor if any	Sr. No. of journal as per UGC notified list	No. of co-authors	Whether First Author / Corresponding Author	Page no. of relevant documents	Score claimed	Score verified by Scruti

**2. Publications (other than Research papers)**

S. No.	Title of the Book with no. of pages	Publisher's name with ISSN/ISBN no.	National/ International Publisher	No. of co-authors	Whether First/Principal/Corresponding Author or Joint Author	Page No. of relevant documents attached	Score claimed	Score verified by the Scrutiny Committee
<b>(i) Books authored published by International/National Publishers (International Publishers : 12 Points, National Publishers: 10 points)</b>								
<b>(ii) Chapter in Edited Books (05 Points)</b>								

<b>(iii) Editor of Book by International/National Publishers (International Publishers : 10 Points, National Publishers : 08 Points)</b>								

**(a) Book authored which are published by**

- (b) Translation works in Indian and Foreign Languages by qualified faculties
- i. Chapter or Research Paper (03 points)
  - ii. Book (08 Points)

S. No.	Original Title of chapter or Research paper/ Book with page No. ISSN/ISBN No.	Name of original Author	Translated Title of Chapter or Research paper/ Book with Page No. ISSN/ISBN No.	No. of translated Co-Authors	Whether Principal Author/Co-author	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
<b>Sub-Total 2(b)</b>								

Total of 2

	Score Claimed	Score Verified by the Scrutiny Committee
2(a)+2(b)		

Note:

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

Peer-Reviewed or UGC-listed journals (Impact factor to be determined as per Thomson Reuters list):

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

**3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:**

**(a) Development of Innovative pedagogy (05 points)**

S. No.	Title of Innovative pedagogy	Sponsored Agency if any	Types of Teaching Learning Environments: Face to Face/Networked / Open and distance / Virtual if any	Specify ICT's resources: web link: You tube videos-Audios/ Smart Classroom/ Simulation Games/ Blogging/ Online Discussion Forums/ Virtual Laboratories Picture/ Telecast/ Models/ Charts if any	Date of approval from Authority	Date of Implementation	Page no. of Relevant documents attached	Score claimed	Score verified by Scrutiny Committee
<b>Sub-Total 3(a)</b>									

**(b) Design of new curricula and courses (02 per curricula/course)**

S. No.	Name of programme where curricula introduced	Title of new curricula and courses	Specify ICT's resources: web link/ You tube link: Audio/ video/ Telecast/ Picture/ Models/ Charts if any	Date of approval from Authority	Date of Implementation	Page no. of Relevant documents attached	Score claimed	Score verified by Scrutiny Committee
<b>Sub-Total 3(b)</b>								

**(c) MOOCs****(i) Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOC's of lesser credits 05 marks/credit) (20 points)**

S. No.	Name of the program me where curricula introduced	Courses credits	Title of new MOOC curricula	Specify ICT's resources: web link/ You tube Link: Audio/Video/ Telecast/ Picture/ Models/ Charts if any	Date of approval from authority	Date of Implementation	Page no. of relevant documents attached	Score claimed	Score verified by the Scrutiny Committee
<b>Sub-Total 3(c) (i)</b>									

**(ii) MOOCs (developed in 4 quadrant) per module/Lecture (05 points)**

S. No.	Name of program me where curricula introduced	Courses credits	Title of new MOOC curricula	Specify ICT's resources: web link/ You tube Link: Audio/Video/ Telecast/ Picture/ Models/ Charts if any	Date of approval from authority	Date of Implementation	Page no. of relevant documents attached	Score claimed	Score verified by the Scrutiny Committee
<b>Sub-Total 3(c) (ii)</b>									

**(iii) Content writer/subject matter expert for each module of MOOCs (at least on quadrant) (02 points)**

S. No.	Name of Program me & Course where curricula introduced	Courses credits	Title of new MOOC curricula	Specify ICT's resources: web link/ You tube Link: Audio/Video/ Telecast/ Picture/ Models/ Charts if any	Date of approval from authority	Date of Implementation	Page no. of relevant documents attached	Score claimed	Score verified by the Scrutiny Committee
<b>Sub-Total 3(c) (iii)</b>									

**(iv) Course Coordinator for MOOCs (4 credit course) (08 Points)  
(in case of MOOCs of lesser credits 02 marks/credit)**

S. No.	Name of Program me & Course where curricula introduced	Courses credits	Title of new MOOC curricula	Specify ICT's resources: web link/ You tube Link: Audio/Video/ Telecast/ Picture/ Models/ Charts if any	Date of approval from authority	Date of Implementation	Page no. of relevant documents attached	Score claimed	Score verified by the Scrutiny Committee
<b>Sub-Total 3(c) (iv)</b>									

Sub-Total: 3 (c) : 3(c)(i)+ 3(c)(ii)+ 3(c)(iii)+ 3(c)(iv)

(d) E-Content

(i) Development of e-content in 4 quadrants for a complete course/e-book (12 points)

S. No.	Title of e-content course/e-book with no. of pages, ISSN/ISBN No., if any	Name of programme & course to which introduced	Specify ICTs resources : web link	Weather peer reviewed	No. of Co-authors	Weather Principal Author/Co-Author	Page No. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
Sub-Total 3(d)(i)									

(ii) E-content (developed in 4 quadrants) per module (05 Points)

S. No.	Title of e-content module with no. of pages, ISSN/ISBN No., if any	Name of programme & course to which introduced	Specify ICTs resources : web link	Weather peer reviewed	No. of Co-authors	Weather Principal Author/Co-Author	Page No. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
Sub-Total 3(d)(ii)									

(iii) Contribution to development of e-content module in complete course/paper/e-book (at least One quadrant) (02 points)

S. No.	Title of e-content module with no. of pages, ISSN/ISBN No., if any	Name of programme & course to which introduced	Specify ICTs resources : web link	Weather peer reviewed	No. of Co-authors	Weather Principal Author/Co-Author	Page No. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
Sub-Total 3(d)(iii)									

(iv) Editor of e-content for complete course/paper/e-book (10 points)

S. No.	Title of e-content module with no. of pages, ISSN/ISBN No., if any	Name of programme & course to which introduced	Specify ICTs resources: web link	Weather peer reviewed	No. of Co-authors	Page No. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
Sub-Total 3(d)(iii)								

							Score claimed	Score verified by Scrutiny Committee
Sub-Total: 3 (d) : 3(d)(i)+ 3(d)(ii)+ 3(d)(iii)+ 3(d)(iv)								

**4. (a) Research Guidance**

(i) Ph.D.: (10 points per degree awarded & 05 per thesis submitted)

(ii) M.Phil./P.G. dissertation: (2 points per degree awarded)

S. No.	Level of Guidance	No. of candidates enrolled	No. of Candidate Degree Awarded with dates	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee
1	Ph.D (Awarded)					
2	Ph. D. (Submitted)					
3	M.Phil/P.G. Dissertation (Awarded)					
<b>Sub-Total 4(a)</b>						

(b) Research Projects Completed

(i) More than 10 lakhs : 10 points

(ii) Less than 10 lakhs : 05 points

S. No.	Type of Project	Title of Project	Sponsored Agency	Date of Completion	Whether PI or CI	Grant Received	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee
<b>Sub-Total 4(b)</b>									

(c) Research Projects on going

(i) More than 10 lakhs : 05 points

(ii) Less than 10 Lakhs : 02 points

S. No.	Type of Project (i/ii)	Title of Project	Sponsored Agency	Duration of Project	Date of starting	Whether PI or CI	Grant Received	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee
<b>Sub-Total 4(c)</b>										

**P.I. = Principal Investigator, C.I. = Co-Investigator**

(d) Consultancy (03 points)

S. No.	Type of Consultancy Project	Title of Project	Date of Starting	Amount Mobilized (Rs. Lakh)	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee
<b>Sub-Total 4(d)</b>							

**Total of 4**

		Score claimed	Score verified by Scrutiny Committee
Sub-Total: 4(a)+ 4(b)+ 4(c)+ 4(d)			

**5. (a) Patent**

**(i) International: 10 Points**

**(ii) National: 07 points**

S. No.	Title of Patent Project	Patent Number	Sponsored Agency if any	Date of Award	Whether National / International	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee
<b>Sub-Total 5(a)</b>								

**5. (b) \*Policy Document (Submitted to an International body/ organisation like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)**

**(i) International (10 points)**

**(ii) National (7 points)**

**(iii) State (4 points)**

S. No.	Title of Policy Document	Name of Submitted Agency	Whether International / National/ State	Policy document number	Date of Acceptance	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee
<b>Sub-Total 5(b)</b>								

**(c) Awards/ Fellowships**

**(i) International (7 Points)**

**(ii) National (5 Points)**

S. No.	Name of Award/ Fellowship	Date when received	Whether International/N ational	Name of Awardees Academic Body/ Association	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee	
<b>Sub-Total 5(c)</b>								

**Total of 4**

	Score claimed	Score verified by Scrutiny Committee
Sub-Total: 5(a)+ 5(b)+ 5(c)		

**6. \*Invited Lectures/ Resource Person/Paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once).**

**(i) International (Abroad) : (7 points)**

**(ii) International (within country) : (5 points)**

**(iii) National : (3 points)**

**(v) State/University Level : (2 points)**

S. No.	Title of Presentation in Academic Session	Title of Conference / Seminar	Mode of Presentation: Invited Lectures/ Resource Person/ Paper presentation	Name of Organizer	Whether International (Abroad)/ International (within country)/ National/State/ University level	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee
<b>Total (6)</b>								

**Note:**

- Paper presented in form of research publication, part of edited book or conference proceedings, then it can be claimed only once.
- For joint supervision of research students, the allocation of marks shall be 70% of the total value for Supervisor as well as Co-supervisor. (each shall get 7 marks)
- \*While calculating academic/research score, the combined score from the categories of 5(b) (Policy Document) and 6 (Invited lectures/ Resource person/ Paper presentation) shall have an upper capping of thirty percent of the total academic/research score secured by the applicant.
- The academic/ research score shall be from the minimum of three categories out of six categories.
- Eligibility in case of Academic/Research Score for Associate Professor, Professor and Principal is 75, 120 and 110 respectively

I submit the following 05 (five) best publications for evaluations of research performance.

- 1.
- 2.
- 3.
- 4.
- 5.

**LIST OF ENCLOSURES:**

- (A) The applicant must produce all the evidentiary documents such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filling and approval letters, student's Ph.D. award letter, etc. along with degrees/certificates of educational qualifications
- (B) The applicant must also attach separately five sets of five best publications for evaluation of research performance by the external experts.

1.		4.	
2.		5.	
3.		6.	
7.		8.	

**DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given in Annexure- III and Annexure-IV, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceeding.

Date:.

Place:

**Signature & Designation of the Applicant**

**Annexure-IV**

**Score card to be filed by the Candidates for interview for the Posts of Professor/ Associate Professor/ Principals**

S. No.	Academic Record	Score				Score Claimed	Score verified by the Scrutiny Committee	
		80% & Above =21	60% to less than 80%=19	55% to less than 60%=16	45% to less than 55%=10 (In case of SC/ST/OBC (non-creamy layer)/PWD) 50% to less than 55%=10 (In case of General Category)			
1.	Graduation	80% & Above =21	60% to less than 80%=19	55% to less than 60%=16	45% to less than 55%=10 (In case of SC/ST/OBC (non-creamy layer)/PWD) 50% to less than 55%=10 (In case of General Category)			
2.	Post Graduation	80% & Above =25	60% to less than 80%=23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60%=20				
3.	M.Phil	60% & above = 07	55% to less than 60%=05					
4.	Ph.D.	25						
5.	NET with JRF	20						
	NET	15						
	SLET/SET	10						
	M.Phil+Ph.D	25						
	SET/SLET +Ph.D	27						
	NET +Ph.D	29						
	NET+Ph.D+JRF	31						
<b>Note: The total sum of marks awarded against Sr. No. 3,4 &amp; 5 shall not exceed 31 marks</b>								
6.	Gold Medal in Master Degree/ Bachelor Degree	03						
7.	Teaching/ Post Doctoral Experience (2 marks for one year each) #	20						
<b>Total (100 Marks)</b>								
<b>20% weightage of 80 marks as per formula = <math>\frac{\text{Marks Secured}}{\text{Maximum marks}} \times 20</math></b>								



Note:

(A)	(i)	M.Phil + Ph.D.	Maximum	=	25 Marks
	(ii)	SET/SLET + Ph.D.	Maximum	=	27 Marks
	(iii)	NET + Ph.D.	Maximum	=	29 Marks
	(iv)	NET+JRF+Ph.D	Maximum	=	07 Marks
	(v)	In awards category	Maximum	=	03 Marks

Note: The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 31 marks.

List of Enclosures:

The applicant must produce all the evidentiary documents such as: degrees/certificates of educational qualifications, teaching experience, gold medal etc.

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

#### **Declaration**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given in Annexure-III and Annexure-IV, the statements made and documents uploaded with the application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

**Annexure-V**

**Weightage allocation criteria for selection Committee for direct recruitment of Posts of Professor/ Associate Professors/ Principals**

Total Weightage	(a)	(b)	(c)	(d)
	Academic Background	Research performance based on quality of publications	Assessment of Domain Knowledge and Teaching Skills	Interview Performance
100%	20%	40%	20%	20%

**The Distribution of Points will be as follows:**

**a) Academic Background (20%)**

S. No.	Academic Record	Score				Score Claimed	Score verified by the Scrutiny Committee	
		80% & Above =21	60% to less than 80%=19	55% to less than 60%=16	45% to less than 55%=10 (In case of SC/ST/OBC (non-creamy layer)/PWD) 50% to less than 55%=10 (In case of General Category)			
1.	Graduation	80% & Above =21	60% to less than 80%=19	55% to less than 60%=16	45% to less than 55%=10 (In case of SC/ST/OBC (non-creamy layer)/PWD) 50% to less than 55%=10 (In case of General Category)			
2.	Post Graduation	80% & Above =25	60% to less than 80%=23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60%=20				
3.	M.Phil	60% & above = 07	55% to less than 60%=05					
4.	Ph.D.	25						
5.	NET with JRF	20						
	NET	15						
	SLET/SET	10						
	M.Phil+Ph.D	25						
	SET/SLET +Ph.D	27						
	NET +Ph.D	29						
	NET+Ph.D+JRF	31						
<b>Note: The total sum of marks awarded against Sr. No. 3,4 &amp; 5 shall not exceed 31 marks</b>								
6.	Gold Medal in Master Degree/ Bachelor Degree	03						

7.	Teaching/ Post Doctoral Experience (2 marks for one year each) #	20		
Total (100 Marks)				
20% weightage of 80 marks as per formula = $\frac{\text{Marks Secured}}{\text{Maximum marks}} \times 20$				

Note:

- (i) M.Phil + Ph.D. Maximum = 25 Marks
- (ii) SET/SLET + Ph.D. Maximum = 27 Marks
- (iii) NET + Ph.D. Maximum = 29 Marks
- (iv) NET+JRF+Ph.D Maximum = 07 Marks
- (v) In awards category Maximum = 03 Marks

Note: The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 31 marks.

**b) Research Performance (40%)**

Best five publication submitted by the applicant will be evaluated by the external experts and will award marks out of 40.

**c) Assessment of Domain Knowledge and Teaching skills (20%)**

Assessment by subject experts in a simulated Class room setup	20% weightage
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**d) Interview Performance (20%)**

Interview before Selection Committee	20% weightage
--------------------------------------	---------------

**PBAS Performa for Promotion of Teachers of  
Government Colleges / Constituent Colleges / Privately Managed Government Aided & Unaided  
Colleges affiliated to Panjab University Chandigarh situated in Chandigarh & Punjab under  
Career Advancement Scheme of UGC as per UGC Regulations- 2018.**

**Name of the College:**

(Tick whichever is applicable)

Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)	
Assistant Prof. (Senior Scale/Academic Level 11) to Assistant Prof. (Selection Grade/Academic Level (12)	
Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)	
Associate Professor (Academic Level 13A) to Professor (Academic Level 14)	
<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• The promotion to the post of Assistant Professor (Academic Level 11 &amp; 12) is to be recommended by the <b>Screening-cum-evaluation committee.</b></li> <li>• The promotion to the posts of Associate Professor and Professor (Academic Level 13A &amp; 14) is to be recommended by the <b>Selection Committee.</b></li> <li>• Sections <b>A to C</b> of the PBAS Performa are applicable for promotion to Academic Level 11, 12 &amp; 13A.</li> <li>• Sections <b>A to D (Except C)</b> of the PBAS Performa are applicable for promotion to Professor (Academic Level 14).</li> </ul>	

**Assessment Period: From** \_\_\_\_\_ **to** \_\_\_\_\_

**Whether claiming benefit under UGC Regulation –  2010 or  2018**

*If a teacher is applying for promotion under CAS as per UGC Regulations 2010, then he/she has to fill already approved Performa as per 4<sup>th</sup> amendment to UGC Regulations 2010.*

**SECTION A:**

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

<b>1.</b>	<b>Name (in Block Letters)</b>	
<b>2.</b>	<b>Father's Name</b>	
<b>3.</b>	<b>Mother's Name</b>	
<b>4.</b>	<b>Department/ Subject</b>	
<b>5.</b>	<b>Date and Place of Birth</b>	
<b>6.</b>	<b>Gender</b>	
<b>7.</b>	<b>Marital Status</b>	
<b>8.</b>	<b>Nationality</b>	
<b>9.</b>	<b>Indicate whether belongs to PH/ SC/ ST/ OBC category</b>	
<b>10.</b>	<b>Address for correspondence (with Pincode)</b>	
<b>11.</b>	<b>Permanent Address (with Pincode)</b>	
<b>12.</b>	<b>Contact Number</b>	

13.	E-Mail	
14.	Current Designation & Academic Level/ Grade Pay	
15.	Which position and Academic/ Grade Pay Level are you an applicant under CAS?	
16.	Date of eligibility for promotion	

Following information (point no 17-20) to be filled by applicant / office Superintendent as applicable:

17.	Date of Last promotion	
18.	Leave during Assessment Period (Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation)	
19.	Any pending departmental inquiry	
20.	Last six/five/Four/three APARs (as applicable)  1.  2.  3.  4.  5.  6.	

(Signature of the office Superintendent with date and stamp)

21. Academic Qualifications (Matric onwards) (Please attach relevant certificates for Academic Qualification):

Examination	University	Year	% of marks obtained	Division	Distinction	Page No.
Matric						
Intermediate (10+2)						
Graduation						
Post-graduation						
M.Phil.						
Ph.D.						
NET / JRF / SET/ SLET / GATE etc.						

A Ph.D. degree in subject concerned/ allied/ relevant discipline is required for promotion to Associate Professor (Academic Level 13A) and Professor (Academic Level 14).

**22. Record of Past Service**

Institution	Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/Fixed term / Temporary / Adhoc)	Nature of Duties	Pay-Scale	Date of joining	Date of relieving	Total period Yr. M. Days	Page No.
							<b>Total</b>		

**23. Record of service in Present College**

Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/Fixed term/Temporary/ Adhoc)	Nature of Duties	Pay-Scale	Date of Joining	Total period Yr. M. Days	Page No.

**24. Period of teaching Experience:**

**P.G. Classes (in Years):**

**U.G. Classes (in Years):**

**25. Research Experience excluding years spent in M.Phil./Ph.D. (in Years):** \_\_\_\_\_

**26. Fields of Specialization under the Subject/Discipline:** \_\_\_\_\_

**27. Special contribution, recognition, Achievement or any other relevant information (Attach annexure):**

**SECTION B:**

**Summary of Annual Performance Assessment Reports (APAR)**

**(Attach Annual Performance Assessment Reports):**

Activity	Grade claimed by candidate						Grade verified by the Screening cum Evaluation Committee						Page No.	
	Assessment Period						Assessment Period							
	1	2	3	4	5	6	1	2	3	4	5	6		
	From-To	From-To	From-To	From-To	From-To	From-To	From-To	From-To	From-To	From-To	From-To	From-To		
<b>B1. Grade during the assessment period in Teaching</b>														
<b>B2. Grade during the assessment period in Student/ Research related activities</b>														
<b>Assessment period wise over all grade of both activities B1 &amp; B2</b>														

Total Number of APAR with 'Satisfactory' or 'Good' grade		
Eligible for Promotion as per APAR	Yes/No	Yes/No
<p><b>NOTE: A teacher shall be promoted</b> if he/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports as per the following criteria;</p> <p><b>I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11):</b> At least <b>three/four/five of the last four/five/six</b> years of the assessment period as the case may be.</p> <p><b>II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12):</b> At least <b>four of the last five</b> years of the assessment period.</p> <p><b>III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A):</b> At least <b>two of the last three</b> years of the assessment period.</p> <p><b>IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14):</b> At least <b>two of the last three</b> years of the assessment period.</p>		

### SECTION C:

**C1: Orientation/ Refresher Course/ Training Course/ Faculty Development Programmes etc. attended:**

Name of the Course	Name of Academic Staff College / HRDC / Institution	Duration	Sponsoring Agency	Page No.

**C2: MOOCs attended**

Title of the MOOCs Course attended	Host institution	Coordinator	E-Certificate	Page No.

**C3: MOOCs/e-resource development:**

Title of the MOOCs developed	Name of Module developed	Permission for MOOCs development	Page No.

### SECTION D:

**Research Score (Required only for promotion from Associate Professor (Academic level 13A) to Professor (Academic level 14)).**

**NOTE:** A minimum of 10 research publications in **Peer Reviewed / Refereed/ UGC listed Journals / UGC CARE list Journals** out of which three research papers should be published during the assessment period. A minimum of 110 Research Score required as per Appendix II, Table 2 of UGC Regulations-2018.

**D1. Research Papers Published in Peer Reviewed / Refereed/ UGC listed Journals / UGC CARE list Journals:**

S.N.	Title with page no.	Name of Journal	Peer Reviewed / Refereed/ UGC listed Journals / UGC CARE list Journals	Impact Factor, if (as per Thomson Reuters)	No. of Co-authors	Whether you are the First and/ or Principal/ corresponding author/ supervisor/ mentor OR other Author	Enclosures: Pl. mention page number where proof is attached	Score claimed by the candidate	Score given by Screening cum Evaluation/ Selection Committee
<b>Total Score of Category D1</b>									

<i>Faculty of Sciences/ Engineering / Agriculture/ Medical / Veterinary Sciences</i>	<i>8 per paper</i>
<i>Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education/ Physical Education / Commerce / Management &amp; other related disciplines</i>	<i>10 per paper</i>
<b># Details of augmentation of the Research score for research papers are available at the end of the Performa.</b>	

## D2. Publications other than Research Papers:

### (a) Books authored / Chapter in Edited Books / Editorship of Books

	S. N.	Title with page no.	Book Title & Publisher with date of publication	Whether author or editor	ISSN/ ISBN No.	International / National Publisher	No. of Co-authors/ editors	Enclosures: Pl. mention page number where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation / Selection Committee
Books authored										
Chapter in Edited Books										
Editor of Book										
<b>Total Score of Category D2(a)</b>										
<i>Book Authored: International Publisher: 12; National Publisher: 10</i>										
<i>Chapter in Edited Book: 05</i>										
<i>Editor of Book: International Publisher: 10; National Publisher: 08</i>										

### (b). Translation works in Indian and Foreign Languages by qualified faculties:

S.N.	Title with page no.	Book Title & publisher	ISSN/ ISBN No.	International / National/ Local Publisher	No. of Co-authors & Date of Publication	Enclosures: Pl. mention page number where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
<b>Total Score of Category D2(b)</b>								
<b>Total Score of Category D2 (D2(a)+D2(b))</b>								
<i>Chapter or Research Paper: 03 &amp; Book: 08</i>								

## D3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:

S. N.	Title	Details	No. of Co-contributors	Enclosures: Pl. mention page number where proof is attached	Score claimed by candidate	score given by Screening cum Evaluation/ Selection Committee
	<b>(a) Development of Innovative pedagogy</b> (Score: 05)					



	<b>(b) Design of new curricula and courses</b> (Score:02 per curricula /course)					
	<b>(c) MOOCs</b>	---	---	---	---	---
(i)	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit) (Score: 20)					
(ii)	MOOCs (developed in 4 quadrant) per module / lecture (Score: 05)					
(iii)	Content writer/subject matter expert for each module of MOOCs (at least one quadrant) (Score: 02)					
(iv)	Course Coordinator for MOOCs (4 credit course) (Score:08) (In case of MOOCs of lesser credits 02 marks/credit)					
	<b>(d) E-Content:</b>	---	---	---	---	---
(i)	Development of e-Content in 4 quadrants for a complete course/e-book (Score: 12)					
(ii)	e-Content (developed in 4 quadrants) per module (Score: 05)					
(iii)	Contribution to development of e-content module in complete course/ paper/ e-book (at least one quadrant) (Score: 02)					
(iv)	Editor of e-content for complete course/ paper /e-book (Score: 10)					
<b>Total Score of Category D3</b>						

#### D4. Research Guidance and Research Projects

##### (a) : Research Guidance:

S.N.	Number of students Enrolled	Thesis Submitted	Degree Awarded	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
<b>Ph.D. (as Supervisor)</b> (Score: 10 per degree awarded &05 per thesis submitted)						
<b>Ph.D. (as Co-supervisor), if there are more than one supervisor</b> (Score: 07 per degree awarded &3.5 per thesis submitted)						

M.Phil./P.G. dissertation (Score: 02 per degree awarded)						
<b>Total Score of Category D4(a)</b>						

**(b): Research Projects Completed:**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
			From	To				
<b>Total Score of Category D4(b)</b>								
<i>Score Allowed: For more than 10 lakhs project: 10 and for Less than 10 lakhs project: 05</i>								

**(c): Research Projects Ongoing:**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
			From	To				
<b>Total Score of Category D4(c)</b>								
<i>Score Allowed: For more than 10 lakhs project: 05 and for Less than 10 lakhs project: 02</i>								

**(d): Consultancy**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention Page number(s) of Application form where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
			From	To				
<b>Total Score of Category D4(d)</b>								
<i>Score Allowed: 03</i>								

**Total Scores in Category D4 (Total of D4(a) to D4(d))=\_\_\_\_\_**

**D5. Patents, Policy Documents, Awards/ Fellowships:**

**(a) Patents:**

S.N.	Name	Agency (International/ National)	Details of patent	Enclosures: Pl. mention Page number(s) of application form where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
<b>Total Score of Category D5(a)</b>						
<i>Score Allowed: International: 10 &amp; National:07</i>						

**(b) Policy Document (Submitted to an International body/organisation like UNO/ UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)**

S.N.	Name	Body (International/ National/ State)	Details	Enclosures: Pl. mention Page number(s) of application form where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
<b>Total Score of Category D5(b)</b>						
<i>Score Allowed: International: 10; National:07; State:04</i>						

**(c) Awards/ Fellowships**

S.N.	Title	International/ National	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
<b>Total Score of Category D5(c)</b>					
<i>Score Allowed: International: 07 &amp; National:05</i>					

**Total API scores in Category D5 (Total (a) to (c))=\_\_\_\_\_**

**D6. \*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**

S.N	Title of the paper presented/ Lecture delivered/ paper published	Category {International (Abroad)/ International (within country)/ National /State/ University}	Title of Conference/Seminar etc.	Date (s) of the event	Organised by	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by Candidate	Score given by Screening cum Evaluation/ Selection Committee
<b>Total Score of Category D6</b>								
<i>Score Allowed: International (Abroad): 07; International (within Country): 05; National:03; State/University:02</i>								

**CUMULATIVE RESEARCH SCORE:**

Category	Score Claimed by Candidate	Score given by Screening cum Evaluation Committee
<b>D1</b>		
<b>D2</b>		
<b>D3</b>		
<b>D4</b>		

<b>D5 (a &amp; c)</b>			
<b>D5 (b)</b>			
<b>D6</b>			
<b>W= D1+D2+D3+D4+D5 (a&amp;c)</b>			
<b>X= W+D5(b)+D6</b>			
<b>Y= D5(b)+D6</b>			
<b>Z= 30% of X</b>			
<b>Total Research Score</b>	<b>= W+Z</b> <i>(If Y &gt; Z)</i>		
	<b>= W+Y</b> <i>(If Y &lt; Z)</i>		

<b>SUMMARY OF ASSESSMENT</b>					
<b>SECTION</b>	<b>Activity / Research Score</b>	<b>Grade/Score claimed by candidate</b>	<b>Screening cum Evaluation/ Selection Committee</b>		
			<b>Grade / Score</b>	<b>Section wise Eligible/ Not Eligible</b>	<b>Overall Eligible/ Not Eligible</b>
<b>B</b>	<b>Total Number of APAR with ‘Satisfactory’ or ‘Good’ grade</b>				
<b>C</b>	<b>Orientation / Refresher Course etc. attended as per requirement</b>	<b>Yes/No</b>	<b>Yes/No</b>		
<b>D</b> <b>(Applicable for promotion from level 13A to 14 Only)</b>	<b>Research Score</b>				
	<b>Three research papers published during the assessment period</b>	<b>Yes/No</b>	<b>Yes/No</b>		
	<b>Minimum 10 research papers published in all</b>	<b>Yes/No</b>	<b>Yes/No</b>		
	<b>The claimed research score is from the minimum of three categories</b>	<b>Yes/No</b>	<b>Yes/No</b>		

This is certified that information given above is true and correct as per available records and to the best of my knowledge.

**Date:**

**Signature of Candidate**

**COUNTERSIGNED**

**Principal  
(Office Stamp)**

<b>Remarks by the Screening Committee at College / Institution Level</b>	
Assessment as per requirement of Annual Self Appraisal Reports (APAR)	Assessment as per requirement of Research Score (only for promotion from Level 13A to14)
Eligible/ Non-eligible	Eligible/ Non-eligible

**Signatures of Screening Committee at College Level/Institution Level:**

S. No.	Name	Designation	Remarks if Any	Signature

<b>Remarks by the Screening cum Evaluation Committee/ Selection Committee (Constituted by Department of Higher Education)</b>	
Assessment as per requirement of Annual Self Appraisal Reports	Assessment as per requirement of Research Score (only for promotion from Level 13A to14)
Eligible/ Non-eligible	Eligible/ Non-eligible

**Signatures of Screening cum Evaluation Committee/ Selection Committee (Constituted by Department of Higher Education):**

S. No.	Name	Designation	Remarks if Any	Signature

**Note:**

1. If In charge/ HOD himself /herself is seeking promotion under CAS, then next senior most faculty of the concerned department will be a member of the screening committee.
2. If all the teachers of a particular department are applicants for promotion or the department is headed by a single faculty, then a teacher from allied faculty will be a member of the screening committee.
3. Associate Professor will be member of the Screening committee for the post of Assistant Professor and for the post of Professor, preferably a professor, but if not available, then senior most Associate professor will be a member of the committee.

**Important Instructions:**

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

Peer Reviewed / Refereed/ UGC listed Journals / UGC CARE list Journals (Impact factor to be determined as per Thomson Reuters list) :

- Paper in refereed journals without impact factor - 5 Points
- Paper with impact factor less than 1 - 10 Points
- Paper with impact factor between 1 and 2 - 15 Points
- Paper with impact factor between 2 and 5 - 20 Points
- Paper with impact factor between 5 and 10 - 25 Points
- Paper with impact factor >10 - 30 Points

(a) **Two authors:** 70% of total value of publication for each author.

(b) **More than two authors:** 70% of total value of publication for the First/Principal/Corresponding Supervisor and 30% of total value of publication for each of the joint Authors.

(c) **Joint Projects:** Principal Investigator and Co-investigator would get 50% each.

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, both Supervisor and Co-Supervisor shall get 70% of the total score.
- \* For the purpose of calculating research score of the teacher, the combined research score from the categories of D5(b) (Policy Document) and D6 (Invited lectures/Resource Person/Paper presentation) shall have an upper **capping of 30%** of the total research score of the teacher concerned.
- **The research score shall be from the minimum of three categories out of six categories.**

## ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

Period from \_\_\_\_\_ to \_\_\_\_\_

### B1. Teaching Activity

Sr. No.	Activity	No. of Classes undertaken	No. of Classes assigned	Evidences as Enclosures (See Page No.)
1.	Classes taught – Theory			
2	Classes Taught- Practical (Lab)			
3	Classes – Tutorials teaching related activities)			
4	Classes Taught with respect to any other teaching related activities			
5	<b>Total</b>			
<b>Grade assigned in Teaching Activity (B1):</b>				
<b>Teaching performance indicator (X) = <math>\frac{\text{Total number of classes taught}}{\text{Total number of classes assigned}} \times 100</math></b>				
<b>Grading Criteria for teaching activity:</b>				
<ul style="list-style-type: none"><li>• If X is 80% &amp; above – Good;</li><li>• If X is Below 80% but 70% &amp; above-Satisfactory;</li><li>• If X is Less than 70% - Not satisfactory</li></ul>				

Signature of the Teacher

COUNTERSIGNED

Principal  
(Office Stamp)

• **B2. Evaluation of involvement in University/College student related activities / Research Activities:**

Sr. No.	Activity	Details of activities performed	Evidences as Enclosures (See Page No.)
1.	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden, Member of Administrative /Academic bodies of University etc.		
2	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.		
3	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.		
4	Organising seminars/ conferences/ workshops, other college/university activities.		
5	Evidence of actively involved in guiding Ph.D. students.		
6	Conducting minor or major research project sponsored by national or international agencies.		
7	At least one single or joint publication in Peer Reviewed / Refereed/ UGC listed Journals / UGC CARE list Journals		
<b>Grade assigned to student / research related activities (B2)</b>			
<p><b>Grading Criteria for the above activities:</b></p> <ul style="list-style-type: none"> <li>• Good - Involved in at least 3 activities</li> <li>• Satisfactory – Involved in 1-2 activities</li> <li>• Not-satisfactory - Not involved / undertaken any of the activities</li> </ul> <p>Note: No. of activities can be within or across the broad category of activities</p>			

Signature of the Teacher

COUNTERSIGNED

Principal  
(Office Stamp)



## Overall Grading for both the criteria

Period from \_\_\_\_\_ to \_\_\_\_\_

<b>B1</b>	<b>Grade assigned in teaching</b>	
<b>B2</b>	<b>Grade assigned in student / research related activities</b>	
<b>Overall Grade</b>		
<b>Grading Criteria for overall grade:</b> <ul style="list-style-type: none"><li>• Good: Good in teaching and satisfactory or good in activity at S. No. B2.</li><li>• Satisfactory: Satisfactory in teaching and good or satisfactory in activity at S. No. B2.</li><li>• Not Satisfactory: If neither good nor satisfactory in overall grading</li></ul>		

Signature of the Teacher

COUNTERSIGNED

Principal  
(Office Stamp)

**Note:** For the purpose of assessing the grading of Activity at Serial No. B1 and Serial No. B2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

## Panjab University, Chandigarh

### Standard Operating Procedure (SOP) for Direct Recruitment of Teachers in Affiliated colleges, State of Punjab

**Standard Operating procedure to be followed, for Direct Recruitment of Principal, Professor, Associate Professor and Assistant Professor on regular basis in the Private (aided/unaided) colleges, State of Punjab.**

#### **Authority:**

- Punjab Government Notification (HED-EDU-10-ML/6/2023-4EDU dated 20.2.2023).
- UGC Regulations, 2018.(Regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measure for the maintenance of standards in Higher Education dated 18.7.2018) shall be referred always for any clarification.
- Syndicate decision vide Para 31 of meeting dated 27.05.2023 and Senate decision vide Agenda Item C-14 & C-30 of meeting dated 03.06.2023.

1. **Advertisement Fresh advertisement:** Online applications on URL Link [www.facultyjobs.puchd.ac.in](http://www.facultyjobs.puchd.ac.in) will be invited from the eligible candidates for various vacant posts of Principal, Professor, Associate Professor and Assistant Professor through an open advertisement (**same attached at Annexure I**) giving 30 days time to be published in the newspapers editions approved and communicated to all colleges vide letter no. 35754-35893 dated 28.08.2022 (**Annexure II**). **A word file** of the advertisement will be provided by the concerned college to D.R. College at [drcolleges@pu.ac.in](mailto:drcolleges@pu.ac.in) **three days prior** to the publication for opening the online application form link.
2. **Re-advertisement by way of a corrigendum for already advertised post/s, panel/s where selection has not been made:** A corrigendum (**as per Annexure III**) be issued by the respective management giving 21 days time in the newspapers (**as per Annexure II**) (as a onetime measure) requesting all applicants (applied earlier/afresh candidates) to apply online with fresh Proforma issued by the University as per UGC Regulations, 2018. A **word file** of the advertisement will be provided by the college to D.R. College at [drcolleges@pu.ac.in](mailto:drcolleges@pu.ac.in) three days prior to the publication for opening the online application form link

3. **Online Application form:** The applicants will be required to fill up the Academic/Research Score Proforma and Score Card Proforma online (**as per Annexure- IV**).

*Note: The applicants are advised to read the Annexure IV, thoroughly before filling up the Online application form. They must also keep scanned copy of documents readily available while uploading the data.*

**Important Note for applicant:**

- *The entire onus of the content/authenticity of the information being uploaded online in the application form and its attachments shall exclusively rest with the applicant in terms of eligibility for recruitment and for subsequent selection through due process.*
- *The University Shall, in no way, be responsible for any error/omission/commission/suppression of relevant information by the applicant knowingly/unknowingly/overtly/covertly while filling up the application form and uploading the documents required therein.*
- *In case the applicant gets screened/shortlisted/selected/appointed on the basis of the credentials furnished by him/her which are, on scrutiny, found to be incorrect/inadmissible/forged/fabricated/falsified, his/her candidature shall be liable to be cancelled at any stage of the recruitment/at any time during the tenure of the service and appropriate legal action under applicable law shall be initiated against the applicant*

4. **Short listing Committee:**

Two days after closing date of online application, college shall write to Dean, College Development Council for constitution of **short listing committee and selection Committee** along with three certificates from Principal/ President of the concerned college

(i) that no fine/penalty has been imposed by the University on the college

(ii) that no panel for the said post/subject has been received/sought by the College for last 6 months

(iii) that the college is not imparting studies in any course which is not approved by the concerned regulatory bodies i.e. BCI/NCH/NCM/UGC/AICTE/NCTE concerned authority and Panjab University

After receipt of these documents, the process of constitution of Selection Committee will be initiated as per UGC Regulations, 2018.

The short listing committee will be constituted by the University having following members:

- I. Dean, College Development Council, Chairperson
- II. Principal of the concerned college
- III. Senior-most teacher of the concerned college of the concerned subject
- IV. Dean, Faculty of the concerned University/nominee
- V. Nominee of DHE, Punjab (only for aided colleges).

**The Preliminary short listing** will be done by sub-Committee consisting Principal & Senior-most teacher of the concerned college of the concerned subject. Sub-Committee will verify the marks claimed by each applicant in the Score Card and prepare a merit list based on the Score Card of all the candidates fulfilling the minimum eligibility qualifications as per **“UGC Regulation on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education” of 2018**. The list shall be prepared for all applicants including not eligible or rejected applicant along with the reasons thereof.

The Sub-Committee will draw list of all candidates indicating the points scored by them in descending order, i.e. starting from the candidate getting the highest points.

After receipt of such list of the preliminary short-listed candidates along with the rejected candidates, the list shall be place before the short listing committee of the University headed by the Dean, College Development Committee. The list of applications received shall be scrutinized by the Short listing Committee of the University and a list of all the candidates fulfilling the minimum eligibility qualifications as per **“UGC Regulation on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education” of 2018**, shall be finally prepared. The points awarded to all such candidates shall be calculated on the basis of the above criteria. The short listing Committee will verify the marks claimed by the applicant in the Score Card and prepare a final merit list based on the Score Card.

The Committee will draw a list of all candidates indicating the points scored by them in descending order, i.e. starting from the candidate getting the highest points.

The final list of such shortlisted candidates will be supplied by the University to the concerned college.

- i. In case of tie in the points of two or more candidates, the candidates having the higher/highest marks at the Master’s level shall be ranked above the other(s).
- ii. The Short listing Committee shall also send recommendation to invite 8 candidates for each first vacancy and 4 candidates for

every additional vacancy for the interview as per the order of the merit list. In case the required number of applications are not received then the minimum number of applicants to be invited for the interview shall be decided by the University. For the post of Principal, all eligible candidates will be called for the interview.

- iii. The points awarded to the candidates during the process of short listing of applications shall be used for selection process and in interview by Selection Committee
- iv. The period taken by candidate to acquire Ph.D shall not be considered as teaching/research experience to be claimed for short listing/appointment.
- v. In case of any dispute with regard to short listing of applications, the decision of the University shall be final.

5. **Selection Committee:** The constitution of Selection Committees as follows:

**a) For posts for Assistant Professor (Authority: Regulation 5.1 (v) UGC Regulations, 2018.**

- Chairperson of the Governing Body of the college or his/her nominee from amongst the members of the Governing body, who shall be the Chairperson of the Committee.
- The Principal of the College.
- Head of the Department/Teacher-incharge of the subject concerned in the College.
- Two nominees of the 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 community, recommended by the 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.
- Two subject-experts not connected with the college who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from the minority

communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.

- An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- At least **five** members, including two external subject experts shall constitute the quorum.

**b). For posts for Associate Professor (Authority: Regulation 5.1 (vi) UGC Regulations, 2018.**

- The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
- The Principal of the College.
- The Head of the Department / Teacher-In charge of the concerned subject from the college.
- Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the 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.
- 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 from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

- An academician belonging to the SC/ST/OBC/ Minority/Women/Differently abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- The quorum for the meeting shall be five, including two subject experts.

**c). For posts for Professor (Authority: Regulation 5.1 (vii) UGC Regulations, 2018.**

- The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
- The Principal of the College.
- The Head of the Department / Teacher-In charge of the concerned subject from the college not below the rank of Professor.
- Two University representatives not below the rank of Professor nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees, not below the rank of Professor, of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the 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.
- 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 from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- An academician not below the rank of Professor belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of

candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

- The quorum for the meeting shall be five, including two subject experts.

d). **For the posts of Principal (Authority: Regulation 5.1 (viii) UGC Regulations, 2018 :**

- Chairperson of the Governing Body to be the Chairperson.
- 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.
- Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
- Three Higher Education experts consisting of the Principal 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 university concerned).
- 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, if any of the above members of the selection committee does not belong to that category.
- 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 from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities,



recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

- Five members, including two experts, shall constitute the quorum.
- All the selection procedures of the selection committee shall be completed on the day/last day of 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.
- The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University as per the composition given in sub-clause (B) of 5.1 (VIII).
- After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

**5. Selection:** The final Selection of the candidates will be made by the Selection Committee considering the following parameters.

- **Academic Background** –Academic Record & Research Performance & Teaching Experience/Post Doctoral Experience and awards, the marks secured by applicant will be calculated for 60% weightage of 100 marks by applying the formula

$$= \frac{\text{Marks Secured}}{\text{Maximum Marks (100)}} \times 60$$

- **Assessment of domain knowledge by outside experts (in simulated class room set up)**- 20% weightage
- **Interview**- 20%weightage

**6. Proceedings of Selection Committee:**

- The proceeding of the Selection Committee shall be recorded as per **Annexure V** along with interview score card completed on the date of interview and will be handed over to the office of Vice-Chancellor, Panjab University, under sealed cover.

**7. Approval from University:**

- The approval case of candidates selected shall be forwarded as per the Guidelines mention in **Annexure VI**.

**8. Disclaimer:**

The University reserves the right to modify/withdraw/cancel any communication made to the applicant. In case of any dispute arising out of such a situation, the decision of the University shall be final and binding on the applicant.



**Annexure-I**

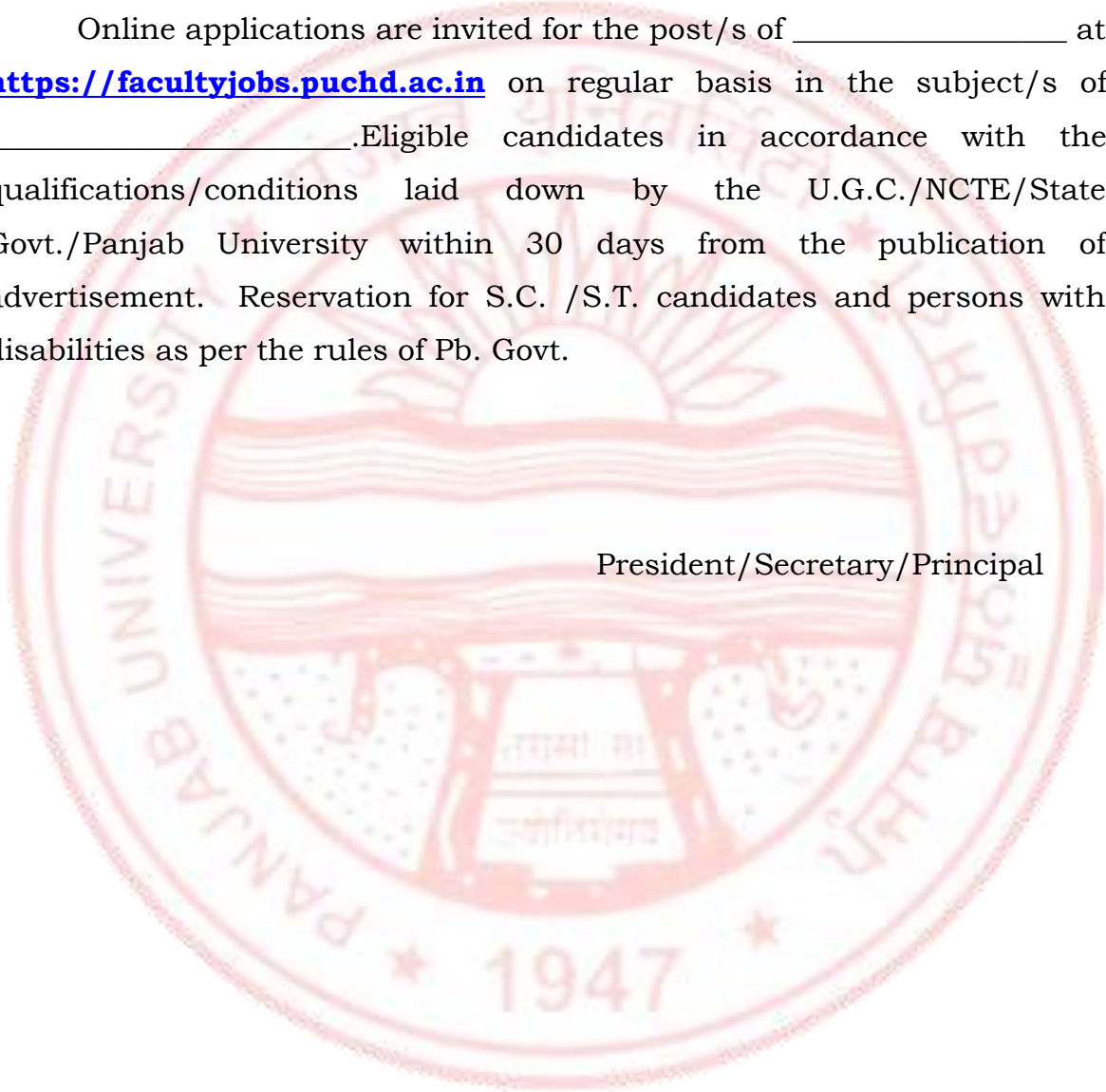
(For the post of Professor/Associate Professor/Assistant  
Professor in the state of Punjab)

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(Name of the College)

Online applications are invited for the post/s of \_\_\_\_\_ at <https://facultyjobs.puchd.ac.in> on regular basis in the subject/s of \_\_\_\_\_ .Eligible candidates in accordance with the qualifications/conditions laid down by the U.G.C./NCTE/State Govt./Panjab University within 30 days from the publication of advertisement. Reservation for S.C. /S.T. candidates and persons with disabilities as per the rules of Pb. Govt.

President/Secretary/Principal



## **Annexure-I**

(For the post of Principal in affiliated Colleges in the State of Punjab)

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(Name of the College)

Online applications are invited for the post of Principal at <https://facultyjobs.puchd.ac.in> on regular basis. Eligible candidates in accordance with the qualifications/conditions laid down by the U.G.C./NCTE/State Govt./Panjab University within 30 days from the publication of advertisement.

President/General Secretary  
Governing Body.



**PANJAB UNIVERSITY, CHANDIGARH**

From:	To:
The Deputy Registrar (Colleges) Panjab University, Chandigarh- 160014	The Principals of all the non- government colleges affiliated to Panjab University, Chandigarh

**Through: email**

No. 35754-35893/DRC

Dated:28.08.2022

Subject: Publication of the Advertisement for Teaching Posts at Affiliated Colleges.

Respected Sir/Madam,

The affiliation committee in its meeting dated 28.7.2022 has recommended that advertisements for teaching posts by non-government colleges shall be published in the main editions of the newspapers as per circular already issued vide circular No. 27922-28121/DRC dated 20.5.2021 and Misc./6100-6300/DRC dated 28.9.2021.

The competent authority has approved the following main editions of newspapers.

Sr.No.	English	Hindi	Punjabi
1	Times of India	Punjab Kesri	Rozana Spokesman
2	The Tribune	DainikJagran	Ajit
3	Hindustan Times	Daink Tribune	Punjabi Tribune
4	Indian Express	Amar Ujala	Jag Bani

The above is for your information and necessary action, please.

faithfully,

Yours

Sd/-

Deputy Registrar (Colleges)

## Annexure- III

Corrigendum

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(Name of the College)

In continuation to previous advertisement for the post of \_\_\_\_\_, Subject \_\_\_\_\_ issued on \_\_\_\_\_. The applicants who applied earlier/ fresh applicant may submit the application online on URL <https://facultyjobs.puchd.ac.in> within 21 days.

**President/Secretary/Principal**



<b>Annexure-IV</b>		Serial No. _____
	<b>PANJAB UNIVERSITY, CHANDIGARH</b>	Advertisement No. _____
	<b>Application for the Post of Assistant Professor (Affiliated Colleges in the state of Punjab) (Use separate form for each post)</b>	
<b>Name of the Post with specialization</b> _____		<b>(For Office Use)</b>
Name of the College _____		<b>Diary No.</b> _____ <b>Dated:</b> _____
<b>A Name in Full Mr./Mrs./Ms.</b> _____ <b>(In block letters)</b>		<b>Affix recent Passport size photograph</b>
<b>Father's Name:</b> _____ <b>Mother's Name:</b> _____		
<b>Date of Birth:</b> _____ <b>Place of Birth:</b> _____ <b>(Attach matric certificate)</b>		
<b>Nationality:</b> _____ <b>Marital Status:</b> _____		
<b>Member of Scheduled Caste/Tribe/Backward Class/Person with Disability</b> _____ <b>Yes/No</b> <b>(If Yes, please attach certificate from Tehsildar /First Class Magistrate of the area)/ concerned authority</b>		

<b>B. Addresses :</b>
<b>Permanent address(in block letters):</b> _____ _____ _____
<b>Present Address: (for Correspondence) (in block letters):</b> _____ _____ _____

**Phone/Mobile No.** \_\_\_\_\_

**E-mail:** \_\_\_\_\_





**E: Post-Doctoral Experience (details in chronological order)**

Name & Address Employer/Institution	Date of		Designation	Nature of Job	Date of approval from the concerned University, if any.	Basic Pay (p.m.) & Grade (Pay- scale)	Reason For Leaving
	Joining	Leaving					

**(F) Awards/ Fellowships**

S.N.	Title	International/ National	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee

**G. Research Publications in Peer Reviewed or UGC listed Journals (Attach proof of all published paper showing title of paper (alongwith proof of peer reviewed/UGC listed Journal) and attach full copies of five best publications in Peer reviewed/UGC Journals.**

S.N.	Title with page no.	Journal/ Book	ISSN No.	Whether peer reviewed. Impact factor, if any	Whether you are first/ principal/ corresponding author/ supervisor/ mentor	Score claimed by candidate	Score to be given by screening committee
1							
2							
3							
4							
5							
6							
7							
8							

Please attach separate sheet, if required

## ADDITIONAL INFORMATION

### H. Publications (other than Research Papers)

#### (a) Books authored, which are published by -

##### (i) International publishers

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

##### (ii) National publishers

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

##### (iii) Chapters in Edited books

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

**(iv) Editor of Book by International Publisher/Forum**

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

**(v) Editor of Book by National Publisher**

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

**I. Translation works in Indian and Foreign Languages by qualified faculties**

**(i) Chapters or Research papers**

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

**(ii) Book**

S.N.	Title	Type of book (text/reference)	ISBN No. and publisher	Whether peer reviewed	No. of authors

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**J. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**

S.N.	Title	Details	No. of Co-contributors	Enclosures: Pl. mention page number where proof is attached
	<b>(a) Development of Innovative pedagogy</b>			
	<b>(b) Design of new curricula and courses</b>			
	<b>(c) MOOCs</b> <ul style="list-style-type: none"> <li>• Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)</li> <li>• MOOCs (developed in 4 quadrant) per module/lecture</li> <li>• Content writer/subject matter expert for each module of MOOCs (at least one quadrant)</li> <li>• Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)</li> </ul>			
	<b>(d) E-Content:</b> <ul style="list-style-type: none"> <li>• Development of e-Content in 4 quadrants for a complete course/e-book</li> <li>• e-Content (developed in 4 quadrants) per module</li> <li>• Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)</li> <li>• Editor of e-content for complete course/ paper /e-book</li> </ul>			

**K. (a) (i) : Research Guidance:**

S.N.	Number Enrolled	Thesis Submitted	Degree Awarded	Enclosures: Pl. mention page number(s) of application form where proof is attached
Ph.D. (as Supervisor)				
Ph.D (as Co-supervisor), if there are more than one supervisor				
M.Phil./P.G dissertation				

**(a) (ii) : Research Projects Completed:**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached
			From	To		
1.						

**(a) (iii) : Research Projects ongoing:**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached
			From	To		
1.						

**(a) (iv): Consultancy**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention Page number(s) of Application form where proof is attached
			From	To		
1.						

**(a) (v) : Patents**

S.N.	Name	Agency (International/ National)	Details of patent	Enclosures: Pl. mention Page number(s) of application form where proof is attached
1.				

**(b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/  
World Bank/ International Monetary Fund etc. or Central Government or State Government)**

S.N.	Name	Body (International/ National/ State)	Details	Enclosures: Pl. mention Page number(s) of application form where proof is attached
1.				

**(c) Awards/ Fellowships**

S.N.	Title	International/ National	Enclosures: Pl. mention page number(s) of application form where proof is attached

**L. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full  
paper in Conference Proceedings (Paper presented in Seminars/Conferences and also  
published as full paper in Conference Proceedings will be counted only once)**

S.N	Title of the paper presented/ Lecture delivered/ paper published	Category {International (Abroad)/ International (within country)/ National /State/ University}	Title of Conference/Seminar etc.	Date (s) of the event	Organised by	Enclosures: Pl. mention page number(s) of application form where proof is attached

**M. Academic Distinctions**

S.N.	Detail

N. Membership of Professional Societies, if any :

O. Paragraph of self-evaluation regarding different fields of activity relating to the job (maximum 100 words):

P. Referees:

These should be professionally competent persons, well acquainted with some aspects of the applicant's training, accomplishments, capability and character. For applicants having done post-doctoral and/or doctoral research, the research supervisors must be listed. At least three Testimonials obtained from these referees be attached to the application form.

	Name	Occupation/Position	Address	E.mail and Tel./Mobile No.
1.				
2.				
3.				

Q. List of Enclosures:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_

R. Declaration: I solemnly declare that:

- The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the Panjab University, Chandigarh.
- I have never been dismissed either from Govt. or from University, College or other Public or Private Organisation service.
- I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for any offence.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

-----

Signature of Applicant

-----  
Signature of Employer  
With Official Seal

### Summary-Sheet

	Sr. No.	Particulars of Academic/other information	Score		Remarks, if any
			To be filled by the candidate	To be verified by Screening Committee	
	<b>A.</b>	<b>Academic Score (Maximum 84)</b>			
	<b>1.</b>	<b>%age of Graduation Marks *</b> 80% & above = 21 60% to less than 80%=19 55% to less than 60%=16 50% to less than 55%=10 (In case of General Category) 45% to less than 55%=10 (In case of SC/ST/OBC (non-creamy layer)/PWD)			
	<b>2.</b>	<b>%age of Post-graduation Marks *</b> 80% & above = 25 60% to less than 80%=23 55% (50% in case of SC/ST/PWD) to less than 60% = 20\			
	<b>3.</b>	<b>%age of M.Phil. Marks</b> 60% & above = 07 55% to less than 60% = 05			
	<b>4.</b>	<b>Ph.D. Marks</b> Ph.D. = 25			
	<b>5.</b>	<b>NET with JRF = 20</b>			
		<b>NET = 15</b>			
		<b>SLET/SET = 10</b>			
		<b>M.Phil + Ph.D = 25</b>			
		<b>SET/SLET + Ph.D= 30</b>			
		<b>NET+Ph.D = 33</b>			
		<b>NET+JRF+PHD = 35</b>			
<b>Maximum score of 3,4 and 5 will not exceed 35</b>					
	<b>6.</b>	<b>Research Publications (Maximum 06)</b> (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)			
	<b>7.</b>	<b>Teaching Experience (Maximum 10)</b> Teaching/Post Doctoral Experience (2 marks for one year each)#			
	<b>8.</b>	<b>Awards</b>			
		<b>International/National Awards = 03</b> International/ National Level (Awards given by International Organizations/ Govt. of India/ Govt. of India recognized National Level Bodies)			
		<b>State level Awards = 02</b> State Level (Awards given by State Government)			
<b>60% weightage of 100 marks as per formula = Marks Secured x 60 Maximum Marks (100)</b>					

\*In the relevant Subject

**Signature of the Candidate**



**# However, if the period of teaching(as full time adhoc/contractual or permanent), approved courses in recognized university/College/Post-doctoral experience is less than one academic year then the marks shall be reduced proportionately.**

Notes:

(A)	(i)	M.Phil + Ph.D.	Maximum	=	25 Marks
	(ii)	SET/SLET + Ph.D	Maximum	=	30 Marks
	(iii)	NET+Ph.D	Maximum	=	33 Marks
	(ii)	NET+ JRF+ Ph.D	Maximum	=	35 Marks
	(iii)	In awards category	Maximum	=	03 Marks

Note: The total sum of marks awarded against Sr. No. 3,4 &5 shall not exceed 35 marks.

(B)	Academic Score	=	84
	Research Publications	=	06
	Teaching Experience	=	10
	Total	=	100

(C) SLET/SET Score shall be valid for appointment in respective State Universities/ Colleges/ Institutions only.

**List of Enclosures:**

The applicant must produce all the evidentiary documents such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filling and approval letters, student's Ph.D. award letter, etc. along with degrees/certificates of educational qualifications.

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

**Table: 3 B****Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professor in College**

S.N.	Academic Record				
1.	<b>Graduation</b>	80% & above = 21	60% to less than 80%=19	55% to less than 60% =16	45% to less than 55%=10 In case of SC/ST/OBC (non-creamy layer)/PWD 50% to less than 55%=10 (in case of General Category)
2.	<b>Post-graduation</b>	80% & above = 25	60% to less than 80%=23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	<b>M.Phil.</b>	60% & above = 07	55% to less than 60% =05		
4.	Ph.D.	25			
5.	<b>NET with JRF</b>	<b>20</b>			
	<b>NET</b>	<b>15</b>			
	<b>SLET/SET</b>	<b>10</b>			
	<b>M.Phil + Ph.D</b>	<b>25</b>			
	<b>SET/SLET + Ph.D</b>	<b>30</b>			
	<b>NET+ Ph.D</b>	<b>33</b>			
	<b>NET+JRF+Ph.D</b>	<b>35</b>			
<b>Maximum Score of 3,4 and 5 will not exceed 35</b>					
6.	<b>Research Publications</b> (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	<b>06</b>			
	Teaching/Post Doctoral Experience (2 marks for one year each)#	<b>10</b>			
	Awards				
	International/ National Level (Awards given by International Organizations/ Govt. of India/ Govt. of India recognized National Level Bodies)	<b>03</b>			
	State Level (Awards given by State Government)	<b>02</b>			
<b>Total (100 Marks)</b>					
<b>60% weightage of 100 marks as per formula = Marks Secured x 60 Maximum Marks (100)</b>					

**# However, if the period of teaching(as full time adhoc/contractual or permanent), approved courses in recognized university/College/Post-doctoral experience is less than one academic year then the marks shall be reduced proportionately.**

Note:

- (A) (i) M.Phil + Ph.D. Maximum = 25 Marks  
(ii) SET/SLET + Ph.D Maximum = 30 Marks

(iii)	NET+Ph.D	Maximum	=	33 Marks
(ii)	NET+ JRF+ Ph.D	Maximum	=	35 Marks
(iii)	In awards category	Maximum	=	03 Marks

Note: The total sum of marks awarded against Sr. No. 3,4 &5 shall not exceed 35 marks.

(B)	Academic Score	=	84
	Research Publications	=	06
	Teaching Experience	=	10
	Total	=	100

(C) SLET/SET Score shall be valid for appointment in respective State Universities/ Colleges/ Institutions only.



<b>Annexure-IV</b>		<b>Serial No.</b> _____
	<b>PANJAB UNIVERSITY, CHANDIGARH</b>	<b>Advertisement No.</b> _____
	<b>Application for the Post of Principal/Professor/ Associate Professor</b>	<b>Scrutiny Fee Deposited</b> _____ <b>Branch</b> _____ <b>City</b> _____ <b>Bank Journal No.</b> _____ <b>Dated:</b> _____
Name of the Post with specialization _____  Name of the College _____		<b>(For Office Use)</b>  <b>Diary No.</b> _____  <b>Dated:</b> _____
<b>A Name in Full</b> <b>Mr./Mrs./Ms.</b> _____ <b>(In block letters)</b>		<b>Affix recent Passport size photograph</b>
<b>Father's Name:</b> _____ <b>Mother's Name:</b> _____		
<b>Date of Birth:</b> _____ <b>Place of Birth:</b> _____ <b>(Attach metric certificate)</b>		
<b>Nationality:</b> _____ <b>Marital Status:</b> _____		
<b>Member of Scheduled Caste/Tribe/Backward Class/Physically Handicapped</b> _____ <b>Yes/No</b>  <b>(If Yes, please attach certificate from Tehsildar /First Class Magistrate of the area).</b>		
<b>B. Addresses :</b>		
<b>Permanent address(in block letters):</b> _____ _____ _____		
<b>Present Address: (for Correspondence) (in block letters):</b> _____ _____ _____		

**Phone/Mobile No.** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

- **Educational Qualification (Please attach one set of attested copies alongwith original application only)**

<b>Examination</b>	<b>Univ/Board</b>	<b>Main Subject</b>	<b>Month and Year of Passing</b>	<b>Marks Obtd.(with Max Marks</b>	<b>Class/ Divn./ Grade (attach conversion formula*)</b>	<b>Merit/Prizes / Medals won if any.</b>
<b>B.A/B.Sc/ B.Com. etc.</b>						
<b>M.A/M.Sc/ M.Com etc.</b>						
<b>M. Phil</b>						
<b>Ph. D.</b>						
<b>Any other Exam. (please specify)</b>						
<b>UGC/CSIR National Eligibility Test for Assistant Professor</b>						

**\*Copy of Conversion formula for Bachelor's/Master's degree must be attached. Without it no marks will be given.**

**D. Professional Training :**

<b>S.No.</b>	<b>Organisation</b>	<b>Period</b>		<b>Details of Training</b>
		<b>From</b>	<b>To</b>	

--

E: Employment Experience (details in chronological order, starting with first job)							
Name & Address Employer/Institution	Date of		Designation	Nature of Job	Date of approval from the concerned University, if any.	Basic Pay (p.m.) & Grade (Pay- scale)	Reason For Leaving
	Joining	Leaving					

**Table: 2. Academic / Research Score**

(As per UGC Regulation-2018, Page. No. 105, published in the Gazette of India, dated 18.07.2018)  
 (Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, student's Ph.D. award letter etc.)

**ACADEMIC/RESEARCH ACTIVITY**

- Research Papers IN Peer-Reviewed or UGC listed Journals: (Please refer points as UGC notification)
- Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences : 08 per paper
- Faculty of languages/Humanities/Arts/ Social Sciences/Library/Education/Physical Education/Commerce/Management & other related disciplines: 10 per paper

S. No.	Title of Paper	Journal Name, Page No's., Vol. No., Issue No., Year of Publication	ISSN/ISBN No	Peer-reviewed or UGC listed journals	Impact Factor or if any	Sr. No. of journal as per UGC notified list of journals	No. of co-authors	Whether First Author/Corresponding Author or joint Author	Page no. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee

**2. Publications (other than Research papers)**

S. No.	Title of the Book with no. of pages	Publisher's name with ISSN/ISBN no.	National/International Publisher	No. of co-authors	Whether First/Principal/Corresponding Author or Joint Author	Page No. of relevant documents attached	Score claimed	Score verified by the Scrutiny Committee
<ul style="list-style-type: none"> <li>• Books authored published by International/National Publishers (International Publishers : 12 Points, National Publishers: 10 points)</li> </ul>								









Sub-Total 3(d)(ii)									

(iii) Contribution to development of e-content module in complete course/paper/e-book (at least One quadrant) (02 points)

S. No.	Title of e-content module with no. of pages, ISSN/ISBN No., if any	Name of programme & course to which introduced	Specify ICTs resources: web link	Weather peer reviewed	No. of Co-authors	Weather Principal Author / Co-Author	Page No. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
Sub-Total 3(d)(iii)									

(iv) Editor of e-content for complete course/paper/e-book (10 points)

S. No.	Title of e-content module with no. of pages, ISSN/ISBN No., if any	Name of programme & course to which introduced	Specify ICTs resources : web link	Weather peer reviewed	No. of Co-authors	Page No. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
Sub-Total 3(d)(iii)								

Score claimed		Score verified by Scrutiny Committee
Sub-Total: 3 (d) : 3(d)(i)+ 3(d)(ii)+ 3(d)(iii)+ 3(d)(iv)		

4. (a) Research Guidance

- (i) Ph.D.: (10 points per degree awarded & 05 per thesis submitted)  
(ii) M.Phil./P.G. dissertation: (2 points per degree awarded)

S. No.	Level of Guidance	No. of candidates enrolled	No. of Candidate Degree Awarded with dates	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee
1	Ph.D (Awarded)					
2	Ph. D. (Submitted)					
3	M.Phil/P.G. Dissertation (Awarded)					
Sub-Total 4(a)						

(b) Research Projects Completed

- (i) More than 10 lakhs : 10 points  
(ii) Less than 10 lakhs : 05 points

S. No.	Type of Project	Title of Project	Sponsored Agency	Date of Completion	Whether PI or CI	Grant Received	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee
<b>Sub-Total 4(b)</b>									

- (c) Research Projects on going  
(i) More than 10 lakhs : 05 points  
(ii) Less than 10 Lakhs : 02 points

S. No.	Type of Project (i/ii)	Title of Project	Sponsored Agency	Duration of Project	Date of starting	Whether PI or CI	Grant Received	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee
<b>Sub-Total 4(c)</b>										

P.I. = Principal Investigator, C.I. = Co-Investigator

(d) Consultancy (03 points)

S. No.	Type of Consultancy Project	Title of Project	Date of Starting	Amount Mobilized (Rs. Lakh)	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee
<b>Sub-Total 4(d)</b>							

**Total of 4**

	Score claimed	Score verified by Scrutiny Committee
Sub-Total: 4(a)+ 4(b)+ 4(c)+ 4(d)		

**5. (a) Patent**

- (i) International: 10 Points  
(ii) National: 07 points

S. No.	Title of Patent Project	Patent Number	Sponsored Agency if any	Date of Award	Whether National / International	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee
<b>Sub-Total 5(a)</b>								

**5. (b) \*Policy Document (Submitted to an International body/ organisation like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)**

- (i) International (10 points)  
(ii) National (7 points)  
(iii) State (4 points)

S. No.	Title of Policy Document	Name of Submitted Agency	Whether International / National/ State	Policy document number	Date of Acceptance	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee
<b>Sub-Total 5(b)</b>								

**(c) Awards/ Fellowships**

**(i) International (7 Points)**

**(ii) National (5 Points)**

S. No.	Name of Award/ Fellowship	Date when received	Whether International/National	Name of Awardees Academic Body/ Association	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee	
<b>Sub-Total 5(c)</b>								

**Total of 4**

	Score claimed	Score verified by Scrutiny Committee
Sub-Total: 5(a)+ 5(b)+ 5(c)		

**6. \*Invited Lectures/ Resource Person/Paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once).**

**(i) International (Abroad) : (7 points)**

**(ii) International (within country) : (5 points)**

**(iii) National : (3 points)**

**• State/University Level : (2 points)**

S. No.	Title of Presentation in Academic Session	Title of Conference/ Seminar	Mode of Presentation: Invited Lectures/ Resource Person/ Paper presentation	Name of Organizer	Whether International (Abroad)/ International (within country)/ National/State/ University level	Page No. of relevant documents attached	Score claimed	Score verified by Scrutiny Committee
<b>Total (6)</b>								

**Note:**

- Paper presented in form of research publication, part of edited book or conference proceedings, then it can be claimed only once.
- For joint supervision of research students, the allocation of marks shall be 70% of the total value for Supervisor as well as Co-supervisor. (each shall get 7 marks)
- \*While calculating academic/research score, the combined score from the categories of 5(b) (Policy Document) and 6 (Invited lectures/ Resource person/ Paper presentation) shall have an upper capping of thirty percent of the total academic/research score secured by the applicant.
- The academic/ research score shall be from the minimum of three categories out of six categories.

- Eligibility in case of Academic/Research Score for Associate Professor, Professor and Principal is 75, 120 and 110 respectively

I submit the following 05 (five) best publications for evaluations of research performance.

- 1.
- 2.
- 3.
- 4.
- 5.

**LIST OF ENCLOSURES:**

- The applicant must produce all the evidentiary documents such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filling and approval letters, student's Ph.D. award letter, etc. along with degrees/certificates of educational qualifications
- The applicant must also attach separately five sets of five best publications for evaluation of research performance by the external experts.

<b>1.</b>		<b>4.</b>	
<b>2.</b>		<b>5.</b>	
<b>3.</b>		<b>6.</b>	
<b>7.</b>		<b>8.</b>	

**DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given in Annexure- III and Annexure-IV, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceeding.

Date:.

Place:

**Signature & Designation of the Applicant**

**Score card to be filed by the Candidates for the Posts of Professor/ Associate Professor/ Principals**

S. No.	Academic Record	Score				Score Claimed	Score verified by the Scrutiny Committee	
		80% & Above =21	60% to less than 80%=19	55% to less than 60%=16	45% to less than 55%=10 (In case of SC/ST/OBC (non-creamy layer)/PWD) 50% to less than 55%=10 (In case of General Category)			
1.	Graduation	80% & Above =21	60% to less than 80%=19	55% to less than 60%=16	45% to less than 55%=10 (In case of SC/ST/OBC (non-creamy layer)/PWD) 50% to less than 55%=10 (In case of General Category)			
2.	Post Graduation	80% & Above =25	60% to less than 80%=23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60%=20				
3.	M.Phil	60% & above = 07	55% to less than 60%=05					
4.	Ph.D.	25						
5.	NET with JRF	20						
	NET	15						
	SLET/SET	10						
	M.Phil+Ph.D	25						
	SET/SLET +Ph.D	27						
	NET +Ph.D	29						
	NET+Ph.D+JRF	31						
<b>Note: The total sum of marks awarded against Sr. No. 3,4 &amp; 5 shall not exceed 31 marks</b>								
6.	Gold Medal in Master Degree/ Bachelor Degree	03						
7.	Teaching/ Post Doctoral Experience (2 marks for one year each) #	20						
<b>Total (100 Marks)</b>								
<b>20% weightage of 80 marks as per formula = Marks Secured x 20</b>								
<b>Maximum marks</b>								

\_Note:

(A)	(i)	M.Phil + Ph.D.	Maximum	=	25 Marks
	(ii)	SET/SLET + Ph.D.	Maximum	=	27 Marks
	(iii)	NET + Ph.D.	Maximum	=	29 Marks
	(iv)	NET+JRF+Ph.D	Maximum	=	07 Marks
	(v)	In awards category	Maximum	=	03 Marks

Note: The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 31 marks.

List of Enclosures:

The applicant must produce all the evidentiary documents such as: degrees/certificates of educational qualifications, teaching experience, gold medal etc.

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

**Declaration**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given in Annexure-III and Annexure-IV, the statements made and documents uploaded with the application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Applicant

Signature & Designation of the

**Weightage allocation criteria for selection Committee for direct recruitment of Posts of Professor/ Associate Professors/ Principals**

Total Weightage	(a)	(b)	(c)	(d)
	Academic Background	Research performance based on quality of publications	Assessment of Domain Knowledge and Teaching Skills	Interview Performance
100%	20%	40%	20%	20%

**The Distribution of Points will be as follows:**

**a) Academic Background (20%)**

S. No.	Academic Record	Score				Score Claimed	Score verified by the Scrutiny Committee
		80% & Above =21	60% to less than 80%=19	55% to less than 60%=16	45% to less than 55%=10 (In case of SC/ST/OBC (non-creamy layer)/PWD) 50% to less than 55%=10 (In case of General Category)		
1.	Graduation	80% & Above =21	60% to less than 80%=19	55% to less than 60%=16	45% to less than 55%=10 (In case of SC/ST/OBC (non-creamy layer)/PWD) 50% to less than 55%=10 (In case of General Category)		
2.	Post Graduation	80% & Above =25	60% to less than 80%=23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60%=20			
3.	M.Phil	60% & above = 07	55% to less than 60%=05				
4.	Ph.D.	25					
5.	NET with JRF	20					
	NET	15					
	SLET/SET	10					
	M.Phil+Ph.D	25					
	SET/SLET +Ph.D	27					
	NET +Ph.D	29					
	NET+Ph.D+JRF	31					
<b>Note: The total sum of marks awarded against Sr. No. 3,4 &amp; 5 shall not exceed 31 marks</b>							
6.	Gold Medal in Master Degree/	03					



	<b>Bachelor Degree</b>			
<b>7.</b>	<b>Teaching/ Post Doctoral Experience (2 marks for one year each) #</b>	<b>20</b>		
<b>Total (100 Marks)</b>				
<b>20% weightage of 80 marks as per formula = <math>\frac{\text{Marks Secured}}{\text{Maximum marks}} \times 20</math></b>				

\_Note:

- (i) M.Phil + Ph.D. Maximum = 25 Marks
- (ii) SET/SLET + Ph.D. Maximum = 27 Marks
- (iii) NET + Ph.D. Maximum = 29 Marks
- (iv) NET+JRF+Ph.D Maximum = 07 Marks
- (v) In awards category Maximum = 03 Marks

Note: The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 31 marks.

**b) Research Performance (40%)**

Best five publication submitted by the applicant will be evaluated by the external experts and will award marks out of 40.

**c) Assessment of Domain Knowledge and Teaching skills (20%)**

Assessment by subject experts in a simulated Class room setup	20% weightage
---	---------------

**d) Interview Performance (20%)**

Interview before Selection Committee	20% weightage
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**Annexure-V**

**Proceeding of the Selection Committee**

Name of the College: \_\_\_\_\_

Minutes of the meeting of Selection Committee for the appointment of \_\_\_\_\_ in the Subject of \_\_\_\_\_ in the pay scale of \_\_\_\_\_. A meeting of the Selection Committee for the above appointment (s) was held of \_\_\_\_\_ at \_\_\_\_\_. The following members attended the Selection Committee meeting:-

- 
- 
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The following members could not attend the meeting:

- 
- 

The following candidates were called for interview:

- 
- 

The following candidates appeared before the Selection Committee:

- 
- 

The Selection Committee unanimously recommends that the following person(s) be appointed, in order of merit, as \_\_\_\_\_ in the subject of \_\_\_\_\_.

Name:

Nature of Appointment:

Wait listing candidates:

- 
- 

It is certified that the candidate(s) recommended fulfil(s) the qualifications as per latest UGC Regulations laid down for the post adopted by Panjab University, Chandigarh.

Signatures:

_____ (Name) <b>(V.C. Nominee)</b>	_____ (Name) <b>(Subject Expert – V.C. Nominee)</b>
_____ (Name) <b>(Subject Expert)</b>	_____ (Name) <b>(Academician)</b>
_____ (Name) <b>(Principal)</b>	_____ (Name) <b>(Managing Committee)</b>

Dated: \_\_\_\_\_

Note: Kindly ensure that there is not cutting/over-writing in the recommendations made by the Selection Committee as recorded above. In case, there is any cutting, it should be signed by all the members of the Selection Committee.

The V.C. Nominee must submit original copy along with the Interview scorecard in the Vice-Chancellor Office, Panjab University, Chandigarh, within 3 days

**Annexure-V**

**Selection Committee Score-card for Interview of the candidate for the post of Assistant Professor  
in the subject \_\_\_\_\_.**

**Name of the College:** \_\_\_\_\_

Date: \_\_\_\_\_

<b>S. No.</b>	<b>Name</b>	<b>A (60%)</b>	<b>B (20%)</b>	<b>C (20%)</b>	<b>D (100%)</b>	
		Academic Record, Research Performance, Teaching/Post Doctoral Experience and Awards	Assessment of Domain Knowledge	Interview Performance	Final Score (Total weightage 100%)	Remarks
		60	20	20	100	

Signatures:

\_\_\_\_\_  
(Name)  
**(V.C. Nominee)**

\_\_\_\_\_  
(Name)  
**(Subject Expert – V.C. Nominee)**

\_\_\_\_\_  
(Name)  
**(Principal)**

\_\_\_\_\_  
(Name)  
**(Subject Expert)**

\_\_\_\_\_  
(Name)  
**(Academician)**

\_\_\_\_\_  
(Name)  
**(Managing Committee)**

**Annexure-V**

**Selection Committee Score-card for Interview of the candidate for the post of Principal, Professor, Associate**

**Professor in the subject \_\_\_\_\_.**

**Name of the College: \_\_\_\_\_**

Date: \_\_\_\_\_

<b>S. No.</b>	<b>Name</b>	<b>A (20%)</b>	<b>B (40%)</b>	<b>C (20%)</b>	<b>D (20%)</b>	<b>E (100%)</b>	
		Academic Background	Research Performance based on quality of publications	Assessment of Domain Knowledge and Teaching skills	Interview Performance	Final Score (Total weightage 100%)	Remarks
		20	40	20	20	100	

Signatures:

\_\_\_\_\_  
(Name)  
(V.C. Nominee)

\_\_\_\_\_  
(Name)  
(Subject Expert – V.C. Nominee)

\_\_\_\_\_  
(Name)  
(Principal)

\_\_\_\_\_  
(Name)  
(Subject Expert)

\_\_\_\_\_  
(Name)  
(Academician)

\_\_\_\_\_  
(Name)  
(Managing Committee)

## **PANJAB UNIVERSITY, CHANDIGARH**

### **Check list of the documents to be attached with the approval case.**

**(For Non Govt. affiliated Colleges)**

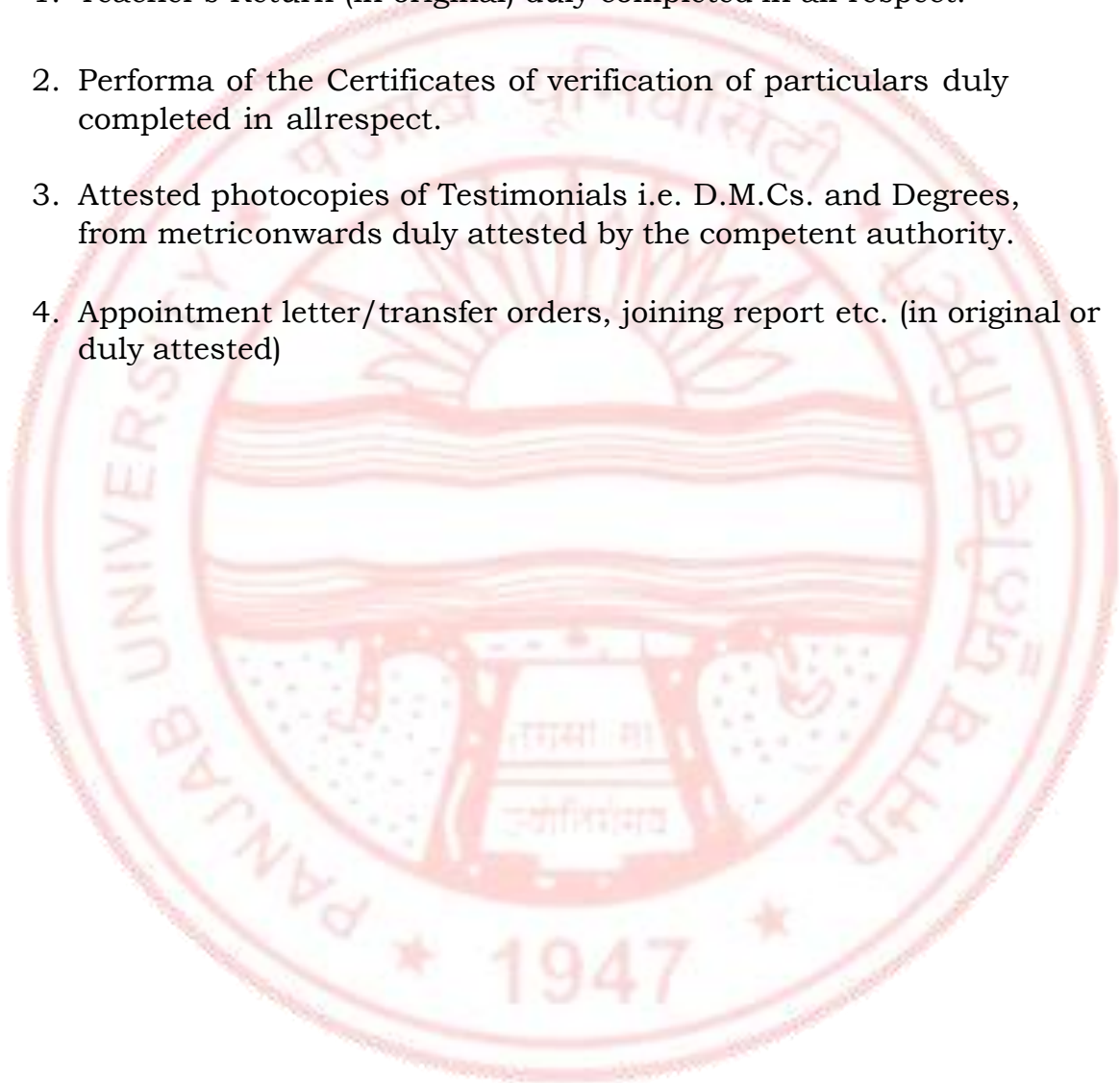
1. Teacher's Return (in original) duly completed in all respect.
2. Proceedings of the Selection Committee (in original or duly attested photocopy) as per approved format.
3. Performa of the Certificates of verification of particulars duly completed in all respect.
4. Attested photocopies of Testimonials i.e. D.M.Cs. and Degrees, from metrickonwards duly attested by the competent authority.
5. Attested photocopy of the list of the candidates appeared for interview before the selection committee with their Bio-Data and attendance.
6. Appointment letter as per P.U. Format and joining report (in original or duly attested photocopy).
7. Attested photocopies of the Clippings of advertisement/s vide which post/s was/ were advertised with the date of publication and name of the Newspapers.
8. Attested photocopy of the transfer orders ,if any ( in case of transfer)

# **PANJAB UNIVERSITY, CHANDIGARH**

## **Check list of the documents to be attached with the approval case.**

**(For Govt. affiliated Colleges):**

1. Teacher's Return (in original) duly completed in all respect.
2. Performa of the Certificates of verification of particulars duly completed in all respect.
3. Attested photocopies of Testimonials i.e. D.M.Cs. and Degrees, from metric onwards duly attested by the competent authority.
4. Appointment letter/transfer orders, joining report etc. (in original or duly attested)



**PANJAB UNIVERSITY, CHANDIGARH**

**Format of the Certificate to be attached with the Teacher's Return for approval of appointment of the College Principal/Assistant Professor.**

Certified that the following certificates/degrees in original in respect of \_\_\_\_\_ S/D of Sh. \_\_\_\_\_ being recommended for the appointment as Principal/Assistant Professor in \_\_\_\_\_ on Permanent basis have been checked and verified personally by me and found in order and Genuine:

Name of the exam. Passed	Board/University	Roll No.	Year	Marks Obtained	Maximum Marks	% age of Marks
Matric/ Hr. Sec.						
B.A./B.Com./B.Sc./ BCA/BBA.						
B.Ed./B.P.Ed./ B.Lib.Sc.						
M.A./M.Com./ M.Sc./MCA/MBA.						
M.Ed./M.P.Ed./ M. Lib.Sc.						
M.Phil.						
Ph.D.						
U.G.C./CSIR(NET)/JPT SLET.						
Any other Qualification						

\_\_\_\_\_  
Signature of the Principal  
/President,Governing Body,  
of the College  
(with officialstamp).



PANJAB UNIVERSITY, CHANDIGARH

(Newly appointed Teacher's Return (to be submitted within 3 weeks of appointment))

(A) College.....

(B) Name (in capitals): Mr. /Miss/Mrs.....  
Father's Name .....

(C) Designation and subject .....

Regd. No. ....

Date of Birth.....

Nature of appointment: (i) Permanent .....

Number and date of appointment letter:

No.....Dated.....

Date of joining.....Scale of Pay.....

Starting Pay.....

(D) If appointment is already approved by the University, quote University letter No. and date:

No.....Dated.....

Name of the College where appointment was approved.....

(E) Present Home Address.....

Pin Code.....

Academic qualifications (If registered with a University other than Panjab University, Attach Original Certificate/s

Examination	University/Board	Roll No.	Year	Marks obtained	Total Marks	% of Marks
Matric/Hr.Sec.Part-I/ 10+1						
Hr. Sec. Part- II/Pre-University/10+2						
B.A./B.Sc./B.Com/Law/B.C.A						
B.Ed./B.P.Ed.						
M.A./M.Sc/M.Com./ LL.M.						
M.Ed./M.P.Ed.						
M.Phil.						
Ph.D.						
Any other Research Degree/NET/SLET						

Teaching Experience:-

Name of the College	Period		Designation	Subject Taught	Reasons for leaving
	From	To			

- Particulars of any other academic distinction, Research papers/Publications:
- Number of teaching periods allotted (subject-wise)

Subject	B.A./B.Sc./B.Com./B.C.A./Law/B.P.Ed.			M.A./M.Sc.		B.Ed.	M.Ed.
	Pt. I	Pt. II	Pt.I II	Pt. I	Pt.I I		

- I declare that I have:
- read the service & conduct regulations etc. and signed the agreement (a copy of which is enclosed);
- not been disqualified by any University for appointment as a teacher in an affiliated College; and
- been duly relieved by any previous employer/s.

I further declare that the foregoing information is complete and correct.

Dated.....

Signature of the Teacher

**(For use by the Principal's Office)**

Whether appointment has been made through Selection Committee:

Yes/No.....

Date of meeting of Selection Committee .....

Name of Nominees of V.C.....

Whether V.C.'s nominee was present in the meeting or not: Yes/No.....

If absent, give reasons:

.....

Name of subject Expert/s from the University  
.....

Whether subject expert/s was/were present in the Meeting  
.....

If one of the experts was absent, send an attested copy of the invitation letter sent to him.

Certified that :

- the appointment has been made in accordance with latest procedure/rules/regulations laid down by the University;
- I have seen the original degrees/diplomas mentioned above and all particulars given in statement are correct;
- An attested copy of proceedings of meeting of the Selection Committee is enclosed; and
- the required agreement has been signed by the teacher and the college authorities.

.....

Signature and official stamp of President/  
Secretary of Managing Committee in case  
of appointment of Principal.

(Principal's Signature with stamp)

