

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 Chandigarh (UT) (ii) The Principals of all the Affiliated Colleges in Chandigarh (UT)
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Through email

No. 4807-08 /DRC

Dated: 30.06.2023

Subject: Direct Recruitment of Assistant Professor/Associate Professor/Professor/Principal in Private Aided and Unaided Colleges in Chandigarh (UT) as per UGC Regulations 2018 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 Chandigarh (UT), as per UGC Regulations -2018.
- (ii) Proforma for promotion under CAS for Aided and Unaided Colleges in Chandigarh (UT), 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 and Principal in Aided and Unaided Colleges in Chandigarh (UT), a Standard Operating Procedure (SOP) issued by Panjab University, be referred for purpose and queries please.

Yours sincerely,


Deputy Registrar (Colleges)

Copy to :-

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

		Serial No. _____
The candidate should attach five Photostat copies of this form alongwith the original and one Photostat copy to be submitted to the Principal of the concerned college	PANJAB UNIVERSITY, CHANDIGARH	Advertisement No. _____
	Application for the Post of Assistant Professor (Affiliated Colleges, Chandigarh)	Scrutiny Fee Deposited _____
	(Use separate form for each post)	Branch _____ City _____ Bank Journal No. _____ Dated: _____
Name of the Post with specialization _____		(For Office Use)
Name of the College _____		Diary No. _____ Dated: _____
A Name in Full Mr./Mrs./Ms. _____ (In block letters)		Affix recent Passport size photograph
Father's Name: _____ Mother's Name: _____		
Date of Birth: _____ Place of Birth: _____		
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. Addresses :
Permanent address(in block letters): _____ _____ _____
Present Address: (for Correspondence) (in block letters): _____ _____ _____

Phone/Mobile No. _____

E-mail: _____

C. Educational Qualification (Please attach one set of self-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.
1. Matric							
2. B.A/B.Sc/ B.Com. etc.							
3. M.A/M.Sc/ M.Com etc.							
4. M. Phil							
5. Ph. D.							
6. J.R.F.							
7. National Eligibility Test (NET)							
8. SLET/SET							
9. 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 (p.m.) & Grade (Pay-scale)	Reason For Leaving
	Joining	Leaving					

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

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
	(a) Development of Innovative pedagogy			
	(b) Design of new curricula and courses			
	<p>(c) MOOCs</p> <ul style="list-style-type: none"> • Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit) • MOOCs (developed in 4 quadrant) per module/lecture • Content writer/subject matter expert for each module of MOOCs (at least one quadrant) • Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit) 			
	<p>(d) E-Content:</p> <ul style="list-style-type: none"> • Development of e-Content in 4 quadrants for a complete course/e-book • e-Content (developed in 4 quadrants) per module • Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) • Editor of e-content for complete course/ paper /e-book 			

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

S.N.	Number Enrolled	No. of Thesis Submitted	No. of Degree/s 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: _____

Signature of Applicant

Signature of Scrutiny Committee
(as per UGC Regulations, 2018)

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	
A.	Academic Score (Maximum 84)				
	1.	%age of Graduation Marks 80% & above = 21 60% to less than 80%=19 55% to less than 60%=16 45% to less than 55%=10			
	2.	%age of Post-graduation Marks 80% & above = 33 60% to less than 80%=30 55% (50% in case of SC/ST/PWD) to less than 60% = 25			
	3.	%age of M.Phil. Marks 60% & above = 07 55% to less than 60% = 05			
	4.	Ph.D. Marks Ph.D. = 20			
	5.	NET with JRF = 10			
		NET = 08			
		SLET/SET = 08			
	6.	Research Publications (Maximum 06) (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)			
	7.	Teaching Experience (Maximum 10) Teaching/Post Doctoral Experience (2 marks for one year each)#			
	8.	Awards			
		International/National Awards = 03 International/ National Level (Awards given by International Organizations/ Govt. of India/ Govt. of India recognized National Level Bodies)			
		State level Awards = 02 State Level (Awards given by State Government)			

Signature of the Candidate

However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

(A)	(i)	M.Phil + Ph.D.	Maximum	=	25 Marks
	(ii)	JRF/NET/SET	Maximum	=	10 Marks
	(iii)	In awards category	Maximum	=	03 Marks

(B) No. of candidates to be called for the interview shall be decided by the college.

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

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

Table: 3 B

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Constituent College

S.N.	Academic Record				
1.	Graduation	80% & above = 21	60% to less than 80%=19	55% to less than 60% =16	45% to less than 55%=10
2.	Post-graduation	80% & above = 25	60% to less than 80%=23	55% (50% in case of SC/ST/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	10			
	NET	08			
	SLET/SET	05			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	06			
	Teaching/Post Doctoral Experience (2 marks for one year each)#	10			
	Awards				
	International/ National Level (Awards given by International Organizations/ Govt. of India/ Govt. of India recognized National Level Bodies)	03			
	State Level (Awards given by State Government)	02			

However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil + Ph.D. Maximum = 25 Marks
(ii) JRF/NET/SET Maximum = 10 Marks
(iii) In awards category Maximum = 03 Marks

(B) All eligible candidates shall be called for interview

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

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

The candidate should attach five photostat copies of this form alongwith the original and one photocopy to be submitted to the Principal of the concerned college	PANJAB UNIVERSITY, CHANDIGARH	Serial No. _____
	Application for the Post of Principal (Chandigarh)	Advertisement No. _____
		Scrutiny Fee Deposited _____
		Branch _____
		City _____
		Bank Journal No. _____
		Dated: _____
Name of the Post with specialization _____		(For Office Use)
Name of the College _____		Diary No. _____
		Dated: _____
A Name in Full Mr./Mrs./Ms. _____ (In block letters)		Affix recent Passport size photograph
Father's Name: _____ Mother's Name: _____		
Date of Birth: _____ Place of Birth: _____		
Nationality: _____ Marital Status: _____		
Member of Scheduled Caste/Tribe/Backward Class/Physically Handicapped _____ Yes/No		
(If Yes, please attach certificate from Tehsildar /First Class Magistrate of the area).		

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

Phone/Mobile No. _____

E-mail: _____

C. Educational Qualification (Please attach one set of self- 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.
1. Matric						
2. 10+2/Pre-Med / Pre- Engg.						
3. B.A/B.Sc/ B.Com. etc.						
4. M.A/M.Sc/ M.Com etc.						
5. M. Phil						
6. Ph. D.						
7. Any other Exam. (please specify)						
8. 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 (p.m.) Grade (Pay- scale)	Pay & (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)

1. Research Papers (Journal)

S. No.	Title with page nos. and date of publication	Journal	ISSN No	Whether peer reviewed	*Impact Factor if any	No. of co-authors	Whether First Author/ Corresponding/ Supervisor/	UGC-CARE/ Scopus/ WoS listed or not?	Research Score

Peer-Reviewed or UGC-listed Journals/UGC-CARE listed Journals (* Impact factor to be determined as per Thomson Reuters list proof attached).
(Note: Enclose all journals papers in sequence i.e. Journal first page along with proof of ISSN no., peer reviewed, IF, Supervisor, UGC-CARE/Scopus/WoS).

2. (a) (i) Book authored

S. No.	Book Title with page Nos. and date of publication	Name of the Publisher	Whether National/ International Publisher	ISBN No	No. of co-authors	Whether you are the main author	Research Score

(Note: Enclose all relevant documents in sequence i.e Book cover page, back page, contents proof and ISBN no proof)

2. (a)(ii) Chapters published in Books/ Edited Books

S. No.	Title with page Nos. and date of publication	Book/ Title editor & publisher	ISBN No	No. of co-authors	Whether you are the main author	Research Score

(Note: Enclose all relevant documents in sequence i.e Book cover page, back page, contents proof, ISBN no proof and concern chapter first page proof)

2. (a) (iii) Editor of Book

S. No.	Title with page No and date of publication	Name of Publisher	Whether National/ International Publisher	ISBN No	No. of co-editors	Whether you are the main editor	Research Score

(Note: Enclose all relevant documents in sequence i.e Edited Book cover page, back page, contents proof and ISBN no proof)

2. (b) (i) & (ii) Translation works in Indian and Foreign Languages by qualified faculties

S. No.	Title with page No and date of publication	Types of Translation Indian/Foreign Languages	Publisher & ISSN/ ISBN No	Chapter/Research Paper/ Book	No. of co-Translator	Whether you are the main Translator?	Research Score

(Note: Enclose all relevant documents in sequence i.e Research paper, Book cover page, back page, contents proof, ISSN/ISBN no proof and concern chapter first page proof)

3. (a) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula: Development of Innovative pedagogy

S. No.	Title of Development of Innovative pedagogy	Short Description/ Contribution	Type of Pedagogy/Modules/ E-content/ uploaded link	Level UG/PG	No. of Quadrants	CEC approval if any	Research Score

(Note: Enclose all relevant documents in sequence)

3. (b) Design of new curricula and courses

S. No.	Title of curricula and course	Level UG/PG	No. of Units/ course	Approval of competent authority (if any)	Research Score

(Note: Enclose all relevant documents in sequence)

3. (c) MOOCs

S. No.	MOOCs (Development of complete MOOCs, MOOCs module/lecture, Content writer/subject matter expert, Course Coordinator for MOOCs)	Short Description/ Contribution	Level of contribution (Content writer/ subject matter expert)	No. of Quadrants	No. of Module/ lecture	Research Score

(Note: Enclose all relevant documents in sequence)

3. (d) E-Content

S. No.	Title of E-content	Level of contribution UG/PG	No. of Quadrants	Level of contribution (Editor of e-content for complete course/paper/e-book)	No. of Module	Research Score

(Note: Enclose all relevant documents in sequence)

4. (a) Research Guidance

S. No.	Degree	Name of the Students	Thesis Submitted (with date)	Degree awarded (with date)	Research Score
1	*M. Phil./ *P.G dissertation				
2	Ph. D.				

*Note: Only awarded will be considered. (Note: Enclose all relevant documents in sequence)

4. (b), (c) &(d) Ongoing and Completed Research Projects/ Consultancy Projects.

S. No.	Title of Research Project	Funding Agency	Date of Sanction	Grant/Amount Mobilized (Rs. Lakhs)	Whether you are the PI/Co-PI/Consultant	Status Ongoing/ Completed	Research Score

Note 1: Principal Investigator and Co-investigator would be 50% each.

(Note 2: Enclose all relevant documents in sequence i.e. Sanctioned letter and UC certificate)

5. (a) Patent

S. No.	Title	National / International	Date of Filing	Status: Published/ Granted as on date	Patent file No.	Research Score

(Note: Enclose all relevant documents in sequence)

5. (b) *Policy Documents

S. No.	Title	Funding Agency	Date of Submission/ approval	*Policy documents prepare for International bodies like IMF/UNO/UNESCO/World Bank etc. Central/State Govt. Bodies (name of the bodies)	International/ National/ State	Research Score

(Note: Enclose all relevant documents in sequence)

5. (c) Awards/ Fellowships

S. No.	Title of the Fellowships/Awards	Date of award	Awarding Agency	Whether International/National	Research Score

(Note: Enclose all relevant documents in sequence)

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).

S. No.	Title / Academic Session with date	Lecture/Resource Person/Paper presentation/full paper in Conference Proceedings	Agency	Whether International (Abroad)/ International (within country)/ National/State/ University level	Research Score

*Note: *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned. (As per UGC Regulation-2018, page no. 107, published in the Gazette of India dated 18.07.2018)

(Note: Enclose all relevant documents in sequence i.e. Certificate is required for lecture and paper presentation)

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- The research score shall be from the minimum of three categories out of six categories.

SUMMARY OF RESEARCH SCORE

S. No	Academic/ Research Activity	Total Research Score claimed by the candidate	For Office use only
1.	Research Papers in Peer-Reviewed or UGC listed Journals		
2.	Publications other than journal, (a). Books authored (b). Translation works		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula a. Development of Innovative pedagogy. (b) Design of new curricula and courses. (c) MOOCs. (d) E-Content		
4.	(a)Research Guidance(b) Research Projects Completed (c)Research Projects Ongoing (d) Consultancy		
5.(a&c)	(a)Patents (c)Awards/Fellowships		
5.(b)	*Policy Documents		
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)		
(*Note: *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.)			
Total			

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

1.	4.
2.	5.
3.	6.

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

Signature of the Applicant:

Place:

Date:

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Signature of Scrutiny Committee
(as per UGC Regulations, 2018)

N:B: The individual research proforma duly filled along with all enclosures, submitted for Direct recruitment for assessment/verification.

Table 2**Methodology for University and College Teachers for calculating Academic/Research Score**

(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, students' Ph.D. award letter, etc.,)

S. No	Academic/ Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by:		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula . (d) E-Content		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12

	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4.	(a) Research Guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil/ P.G. dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/ organisation like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/ Fellowship		
	International	07	07
	National	05	05
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)		
	International (Abroad)	07	07
	National (within country)	05	05
	National	03	03
	State/ University	02	02

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

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

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

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

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

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

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 4th amendment to UGC Regulations 2010.

SECTION A:

GENERAL INFORMATION AND ACADEMIC BACKGROUND

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

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.
							Total		

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		
B1. Grade during the assessment period in Teaching														
B2. Grade during the assessment period in Student/ Research related activities														
Assessment period wise over all grade of both activities B1 & B2														

Total Number of APAR with 'Satisfactory' or 'Good' grade		
Eligible for Promotion as per APAR	Yes/No	Yes/No
<p>NOTE: A teacher shall be promoted if he/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports as per the following criteria;</p> <p>I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11): At least three/four/five of the last four/five/six years of the assessment period as the case may be.</p> <p>II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12): At least four of the last five years of the assessment period.</p> <p>III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A): At least two of the last three years of the assessment period.</p> <p>IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14): At least two of the last three 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
Total Score of Category D1									

<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 & other related disciplines</i>	<i>10 per paper</i>
# Details of augmentation of the Research score for research papers are available at the end of the Performa.	

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										
Total Score of Category D2(a)										
<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
Total Score of Category D2(b)								
Total Score of Category D2 (D2(a)+D2(b))								
<i>Chapter or Research Paper: 03 & 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
	(a) Development of Innovative pedagogy (Score: 05)					

	(b) Design of new curricula and courses (Score:02 per curricula /course)					
	(c) MOOCs	---	---	---	---	---
(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)					
	(d) E-Content:	---	---	---	---	---
(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)					
Total Score of Category D3						

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
Ph.D. (as Supervisor) (Score: 10 per degree awarded &05 per thesis submitted)						
Ph.D. (as Co-supervisor), if there are more than one supervisor (Score: 07 per degree awarded &3.5 per thesis submitted)						

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

(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				
Total Score of Category D4(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				
Total Score of Category D4(c)								
<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				
Total Score of Category D4(d)								
<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
Total Score of Category D5(a)						
<i>Score Allowed: International: 10 & 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
Total Score of Category D5(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
Total Score of Category D5(c)					
<i>Score Allowed: International: 07 & 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
Total Score of Category D6								
<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
D1		
D2		
D3		
D4		

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

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

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)**

Remarks by the Screening Committee at College / Institution Level	
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

Remarks by the Screening cum Evaluation Committee/ Selection Committee (Constituted by Department of Higher Education)	
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	Total			
Grade assigned in Teaching Activity (B1):				
Teaching performance indicator (X) = $\frac{\text{Total number of classes taught}}{\text{Total number of classes assigned}} \times 100$				
Grading Criteria for teaching activity:				
<ul style="list-style-type: none">• If X is 80% & above – Good;• If X is Below 80% but 70% & above-Satisfactory;• If X is Less than 70% - Not satisfactory				

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		
Grade assigned to student / research related activities (B2)			
<p>Grading Criteria for the above activities:</p> <ul style="list-style-type: none"> • Good - Involved in at least 3 activities • Satisfactory – Involved in 1-2 activities • Not-satisfactory - Not involved / undertaken any of the activities <p>Note: No. of activities can be within or across the broad category of activities</p>			

Signature of the Teacher

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Overall Grading for both the criteria

Period from _____ to _____

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

Signature of the Teacher

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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, Chandigarh UT

Standard Operating procedure to be followed for Direct Recruitment of Principal and Assistant Professor on regular basis in the Private (aided/unaided) colleges in Chandigarh UT.

Authority:

- 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:** Applications on prescribed format will be invited from the eligible candidates for various vacant posts of Principal, 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**).
- **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 again in fresh Proforma issued by the University as per UGC Regulations, 2018.

2. **Application form:** The applicants will be required to fill up the Academic/Research Score Proforma and Score Card Proforma (**as per Annexure- IV**). The candidate shall submit one copy of the Proforma at DCDC Office, Panjab University, Chandigarh and five copies of the Proforma along with one set of the annexures at the concerned college.

Important Note for applicant:

- The entire onus of the content/authenticity of the information being filled 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

3. Short listing Committee:

After closing date of applications, within two working days, the college concerned shall write to Dean, College Development Council for constitution of short listing committee and selection Committee along with three certificates from concerned Principal/ President of the 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 or his nominee, 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, Chandigarh UT (only for aided colleges).*

The **Preliminary short listing** will be done by a 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 a 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 placed before the short listing committee headed by the Dean, College Development Committee. The list of the 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 college shall decide the number of candidate to be called for the interview. However, for the post of Principal, all eligible candidates will be called for the interview.

- iii. The period taken by candidate to acquire Ph.D shall not be considered as teaching/research experience to be claimed for short listing/appointment.
- iv. In case of any dispute with regard to short listing of applications, the decision of the University shall be final.

4. 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 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 as per Regulation 6.0, Selection Procedure of UGC regulations, 2018.

6. Proceedings of Selection Committee:

- The proceeding of the Selection Committee shall be recorded as per **Annexure V** 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.

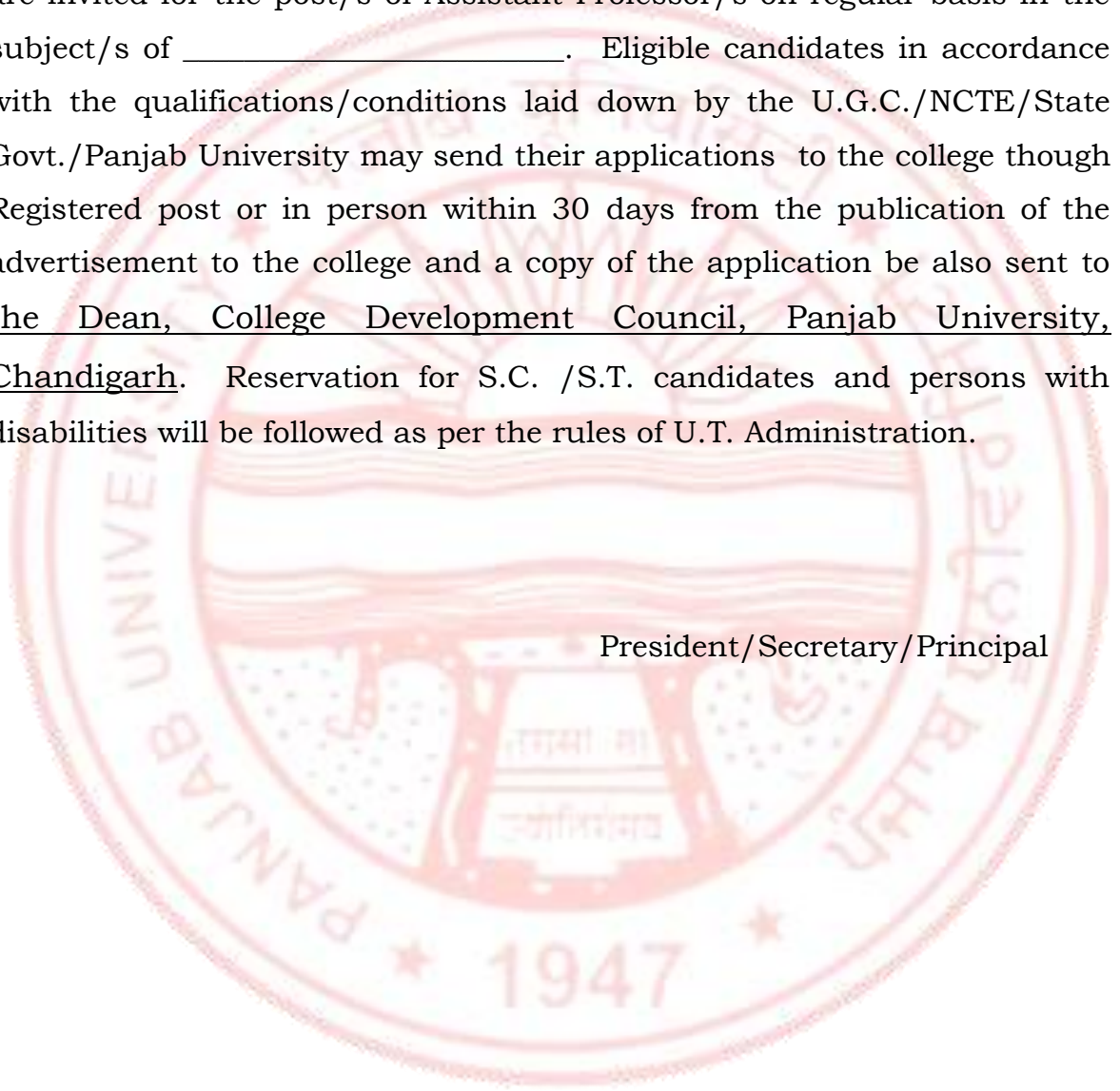
Annexure-I

(For the post of Assistant Professor in UT Chandigarh)

(Name of the College)

Applications on the prescribed Performa, available with the College, are invited for the post/s of Assistant Professor/s 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 may send their applications to the college through Registered post or in person within 30 days from the publication of the advertisement to the college and a copy of the application be also sent to the Dean, College Development Council, Panjab University, Chandigarh. Reservation for S.C. /S.T. candidates and persons with disabilities will be followed as per the rules of U.T. Administration.

President/Secretary/Principal



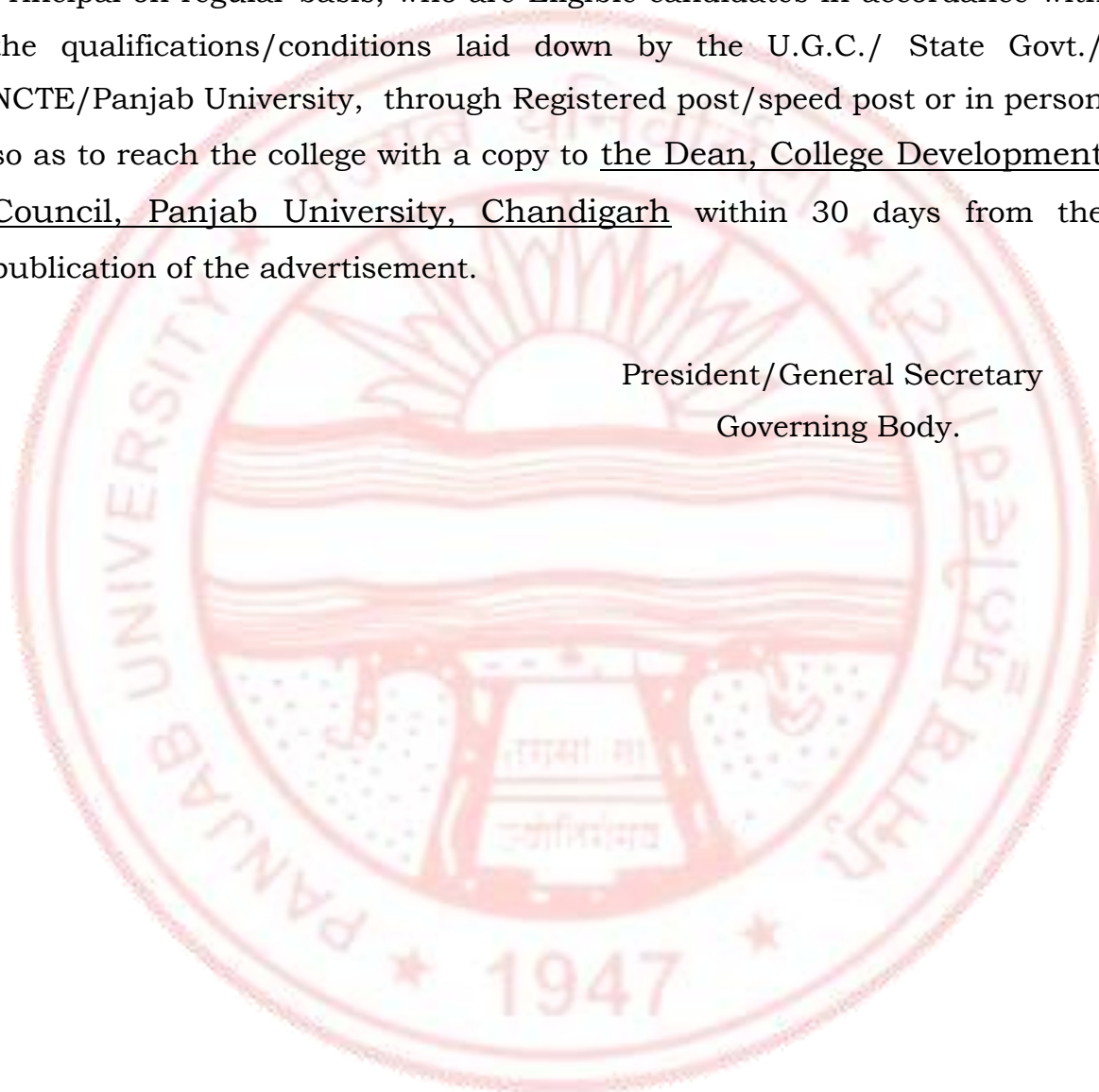
Annexure-I

(For the post of Principal in affiliated Colleges in UT Chandigarh)

(Name of the College)

Applications on the prescribed Performa, are invited for the post of Principal on regular basis, who are Eligible candidates in accordance with the qualifications/conditions laid down by the U.G.C./ State Govt./ NCTE/Panjab University, through Registered post/speed post or in person so as to reach the college with a copy to the Dean, College Development Council, Panjab University, Chandigarh within 30 days from the publication of the advertisement.

President/General Secretary
Governing Body.



PANJAB UNIVERSITY, CHANDIGARH

From: The Deputy Registrar (Colleges) Panjab University, Chandigarh- 160014	To: 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.

Yours faithfully,

Sd/-

Deputy Registrar (Colleges)

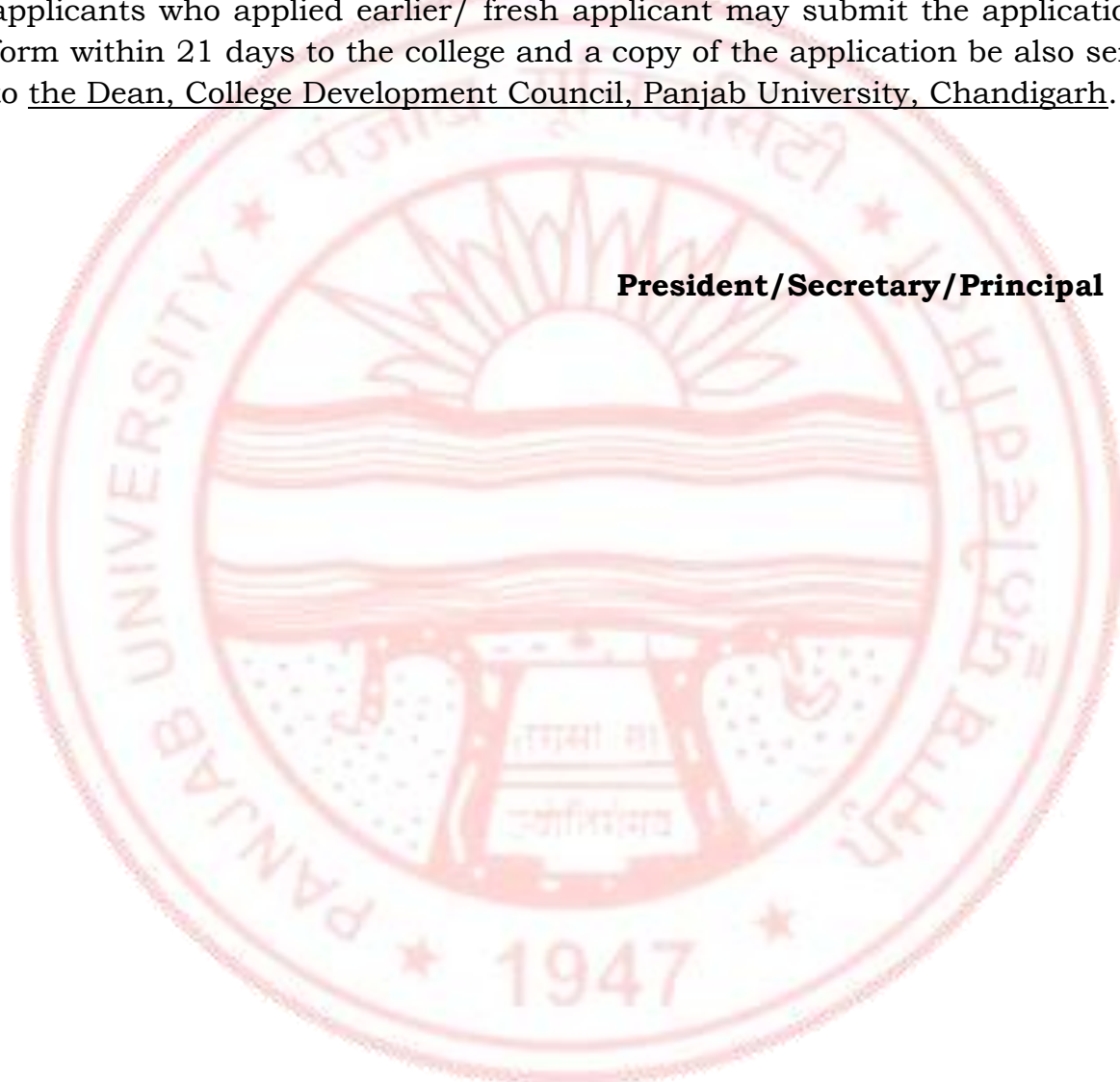
Annexure- III

Corrigendum

(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 form within 21 days to the college and a copy of the application be also sent to the Dean, College Development Council, Panjab University, Chandigarh.

President/Secretary/Principal



Annexure-IV		Serial No. _____
The candidate should attach five Photostat copies of this form alongwith the original and one Photostat copy to be submitted to the Principal of the concerned college	PANJAB UNIVERSITY, CHANDIGARH	
	Advertisement No. _____	
	Application for the Post of Assistant Professor (Affiliated Colleges, Chandigarh) (Use separate form for each post)	
	Scrutiny Fee Deposited _____ Branch _____ City _____ Bank Journal No. _____ Dated: _____	
Name of the Post with specialization _____		(For Office Use)
Name of the College _____		Diary No. _____ Dated: _____
A Name in Full Mr./Mrs./Ms. _____ (In block letters)		Affix recent Passport size photograph
Father's Name: _____ Mother's Name: _____		
Date of Birth: _____ Place of Birth: _____		
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. Addresses :
Permanent address(in block letters): _____ _____ _____
Present Address: (for Correspondence) (in block letters): _____ _____ _____

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

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
	(a) Development of Innovative pedagogy			
	(b) Design of new curricula and courses			
	(c) MOOCs <ul style="list-style-type: none">• Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)• MOOCs (developed in 4 quadrant) per module/lecture• Content writer/subject matter expert for each module of MOOCs (at least one quadrant)• Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)			
	(d) E-Content: <ul style="list-style-type: none">• Development of e-Content in 4 quadrants for a complete course/e-book• e-Content (developed in 4 quadrants) per module• Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)• Editor of e-content for			

complete course/ paper /e-book			
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K. (a) (i) : Research Guidance:

S.N.	Number Enrolled	No. of Thesis Submitted	No. of Degree/s 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 Scrutiny Committee
(as per UGC Regulations, 2018)

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	
A.	Academic Score (Maximum 84)				
	1.	%age of Graduation Marks 80% & above = 21 60% to less than 80%=19 55% to less than 60%=16 45% to less than 55%=10			
	2.	%age of Post-graduation Marks 80% & above = 33 60% to less than 80%=30 55% (50% in case of SC/ST/PWD) to less than 60% = 25			
	3.	%age of M.Phil. Marks 60% & above = 07 55% to less than 60% = 05			
	4.	Ph.D. Marks Ph.D. = 20			
	5.	NET with JRF = 10			
		NET = 08			
		SLET/SET = 08			
	6.	Research Publications (Maximum 06) (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)			
	7.	Teaching Experience (Maximum 10) Teaching/Post Doctoral Experience (2 marks for one year each)#			
	8.	Awards			
		International/National Awards = 03 International/ National Level (Awards given by International Organizations/ Govt. of India/ Govt. of India recognized National Level Bodies)			
		State level Awards = 02 State Level (Awards given by State Government)			

Signature of the Candidate

However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil + Ph.D. Maximum = 25 Marks
(ii) JRF/NET/SET Maximum = 10 Marks
(iii) In awards category Maximum = 03 Marks

(B) No. of candidates to be called for the interview shall be decided by the college.

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

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

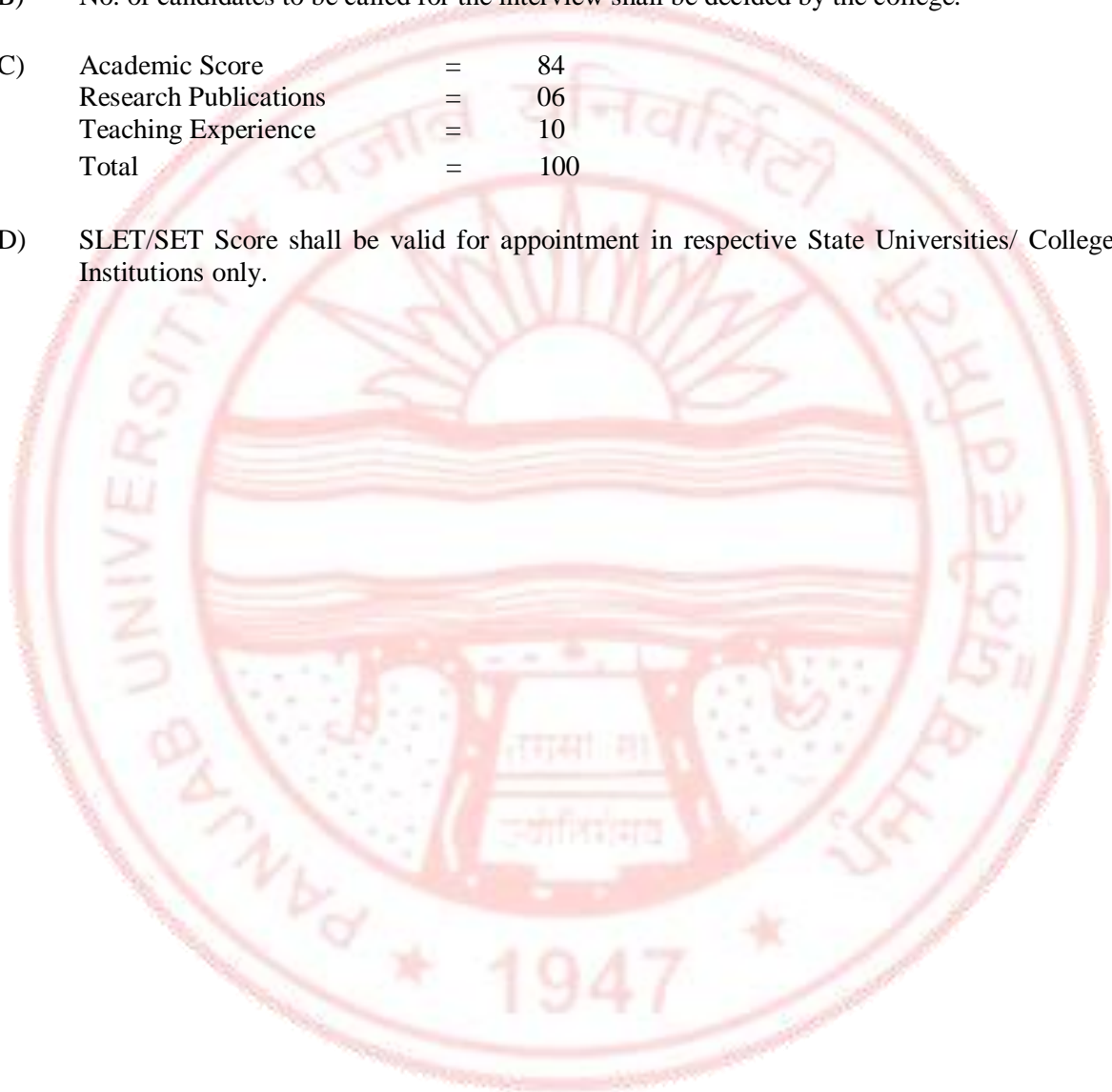


Table: 3 B

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Constituent College

S.N.	Academic Record				
1.	Graduation	80% & above = 21	60% to less than 80%=19	55% to less than 60% =16	45% to less than 55%=10
2.	Post-graduation	80% & above = 25	60% to less than 80%=23	55% (50% in case of SC/ST/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	10			
	NET	08			
	SLET/SET	05			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	06			
	Teaching/Post Doctoral Experience (2 marks for one year each)#	10			
	Awards				
	International/ National Level (Awards given by International Organizations/ Govt. of India/ Govt. of India recognized National Level Bodies)	03			
	State Level (Awards given by State Government)	02			

However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil + Ph.D. Maximum = 25 Marks
(ii) JRF/NET/SET Maximum = 10 Marks
(iii) In awards category Maximum = 03 Marks

(B) All eligible candidates shall be called for interview

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

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

Annexure: IV		Serial No. _____
The candidate should attach five photostat copies of this form alongwith the original and one photocopy to be submitted to the Principal of the concerned college	PANJAB UNIVERSITY, CHANDIGARH	Advertisement No. _____
	Application for the Post of Principal (Chandigarh)	Scrutiny Fee Deposited _____ Branch _____ City _____ Bank Journal No. _____ Dated: _____
Name of the Post with specialization _____ Name of the College _____		(For Office Use) Diary No. _____ Dated: _____
A Name in Full Mr./Mrs./Ms. _____ (In block letters)		Affix recent Passport size photograph
Father's Name: _____ Mother's Name: _____		
Date of Birth: _____ Place of Birth: _____		
Nationality: _____ Marital Status: _____		
Member of Scheduled Caste/Tribe/Backward Class/Physically Handicapped _____ Yes/No (If Yes, please attach certificate from Tehsildar /First Class Magistrate of the area).		

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

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)

1. Research Papers (Journal)

S. No.	Title with page nos. and date of publication	Journal	ISSN No	Whether peer reviewed	*Impact Factor if any	No. of co-authors	Whether First Author/ Corresponding/ Supervisor/ Co-supervisor?	UGC-CARE/ Scopus/ WoS listed or not?	Research Score

Peer-Reviewed or UGC-listed Journals/UGC-CARE listed Journals (* Impact factor to be determined as per Thomson Reuters list proof attached).
(Note: Enclose all journals papers in sequence i.e. Journal first page along with proof of ISSN no., peer reviewed, IF, Supervisor, UGC-CARE/Scopus/WoS).

2. (a) (i) Book authored

S. No.	Book Title with page Nos. and date of publication	Name of the Publisher	Whether National/ International Publisher	ISBN No	No. of co-authors	Whether you are the main author	Research Score

(Note: Enclose all relevant documents in sequence i.e Book cover page, back page, contents proof and ISBN no proof)

2. (a)(ii) Chapters published in Books/ Edited Books

S. No.	Title with page Nos. and date of publication	Book/ Title editor & publisher	ISBN No	No. of co-authors	Whether you are the main author	Research Score

(Note: Enclose all relevant documents in sequence i.e Book cover page, back page, contents proof, ISBN no proof and concern chapter first page proof)

2. (a) (iii) Editor of Book

S. No.	Title with page No and date of publication	Name of Publisher	Whether National/ International Publisher	ISBN No	No. of co-editors	Whether you are the main editor	Research Score

(Note: Enclose all relevant documents in sequence i.e Edited Book cover page, back page, contents proof and ISBN no proof)

2. (b) (i) & (ii) Translation works in Indian and Foreign Languages by qualified faculties

S. No.	Title with page No and date of publication	Types of Translation Indian/Foreign Languages	Publisher & ISSN/ ISBN No	Chapter/Research Paper/ Book	No. of co-Translator	Whether you are the main Translator?	Research Score

(Note: Enclose all relevant documents in sequence i.e Research paper, Book cover page, back page, contents proof, ISSN/ISBN no proof and concern chapter first page proof)

3. (a) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula: Development of Innovative pedagogy

S. No.	Title of Development of Innovative pedagogy	Short Description/ Contribution	Type of Pedagogy/Modules/ E-content/ uploaded link	Level UG/PG	No. of Quadrants	CEC approval if any	Research Score

(Note: Enclose all relevant documents in sequence)

3. (b) Design of new curricula and courses

S. No.	Title of curricula and course	Level UG/PG	No. of Units/ course	Approval of competent authority (if any)	Research Score

(Note: Enclose all relevant documents in sequence)

3. (c) MOOCs

S. No.	MOOCs (Development of complete MOOCs, MOOCs module/lecture, Content writer/subject matter expert, Course Coordinator for MOOCs)	Short Description/ Contribution	Level of contribution (Content writer/ subject matter expert)	No. of Quadrants	No. of Module/ lecture	Research Score

(Note: Enclose all relevant documents in sequence)

3. (d) E-Content

S. No.	Title of E-content	Level of contribution UG/PG	No. of Quadrants	Level of contribution (Editor of e-content for complete course/paper/e-book)	No. of Module	Research Score

(Note: Enclose all relevant documents in sequence)

4. (a) Research Guidance

S. No.	Degree	Name of the Students	Thesis Submitted (with date)	Degree awarded (with date)	Research Score
1	*M. Phil./ *P.G dissertation				
2	Ph. D.				

***Note: Only awarded will be considered. (Note: Enclose all relevant documents in sequence)**

4. (b), (c) &(d) Ongoing and Completed Research Projects/ Consultancy Projects.

S. No.	Title of Research Project	Funding Agency	Date of Sanction	Grant/Amount Mobilized (Rs. Lakhs)	Whether you are the PI/Co-PI/Consultant	Status Ongoing/ Completed	Research Score

Note 1: Principal Investigator and Co-investigator would be 50% each.
(Note 2: Enclose all relevant documents in sequence i.e. Sanctioned letter and UC certificate)

5. (a) Patent

S. No.	Title	National / International	Date of Filing	Status: Published/ Granted as on date	Patent file No.	Research Score

(Note: Enclose all relevant documents in sequence)

5. (b) *Policy Documents

S. No.	Title	Funding Agency	Date of Submission/ approval	*Policy documents prepare for International bodies like IMF/UNO/UNESCO/World Bank etc. Central/State Govt. Bodies (name of the bodies)	International/National/ State	Research Score

(Note: Enclose all relevant documents in sequence)

5. (c) Awards/ Fellowships

S. No.	Title of the Fellowships/Awards	Date of award	Awarding Agency	Whether level International/National	Research Score

(Note: Enclose all relevant documents in sequence)

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).

S. No.	Title / Academic Session with date	Lecture/Resource Person/Paper presentation/full paper in Conference Proceedings	Agency	Whether International (Abroad)/ International (within country)/ National/State/ University level	Research Score

***Note: *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned. (As per UGC Regulation-2018, page no. 107, published in the Gazette of India dated 18.07.2018)**
(Note: Enclose all relevant documents in sequence i.e. Certificate is required for lecture and paper presentation)

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- The research score shall be from the minimum of three categories out of six categories.

SUMMARY OF RESEARCH SCORE

S. No	Academic/ Research Activity	Total Research Score claimed by the candidate	For Office use only
1.	Research Papers in Peer-Reviewed or UGC listed Journals		
2.	Publications other than journal, (a). Books authored (b). Translation works		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula <ul style="list-style-type: none"> • Development of Innovative pedagogy. (b) Design of new curricula and courses. (c) MOOCs. (d) E-Content 		
4.	(a)Research Guidance(b) Research Projects Completed (c)Research Projects Ongoing (d) Consultancy		
5.(a&c)	(a)Patents (c)Awards/Fellowships		
5.(b)	*Policy Documents		
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)		
(*Note: *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.)			
Total			

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

1.		4.	
2.		5.	
3.		6.	

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

Signature of the Applicant:

Place:

Date:

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Signature of Scrutiny Committee

(as per UGC Regulations, 2018)

N:B: The individual research proforma duly filled along with all enclosures, submitted for Direct recruitment for assessment/verification.

Table 2**Methodology for University and College Teachers for calculating Academic/Research Score**

(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, students' Ph.D. award letter, etc.,)

S. No	Academic/ Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by:		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	. (d) E-Content		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12

	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4.	(a) Research Guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil/ P.G. dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/ organisation like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/ Fellowship		
	International	07	07
	National	05	05
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)		
	International (Abroad)	07	07
	National (within country)	05	05
	National	03	03
	State/ University	02	02

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

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

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

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

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



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:-

-
-
-
-
-
-

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) (V.C. Nominee)	_____ (Name) (Subject Expert – V.C. Nominee)
_____ (Name) (Subject Expert)	_____ (Name) (Academician)
_____ (Name) (Principal)	_____ (Name) (Managing Committee)

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

PANJAB UNIVERSITY, CHANDIGARH

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

(For Non Govt. affiliated Colleges)

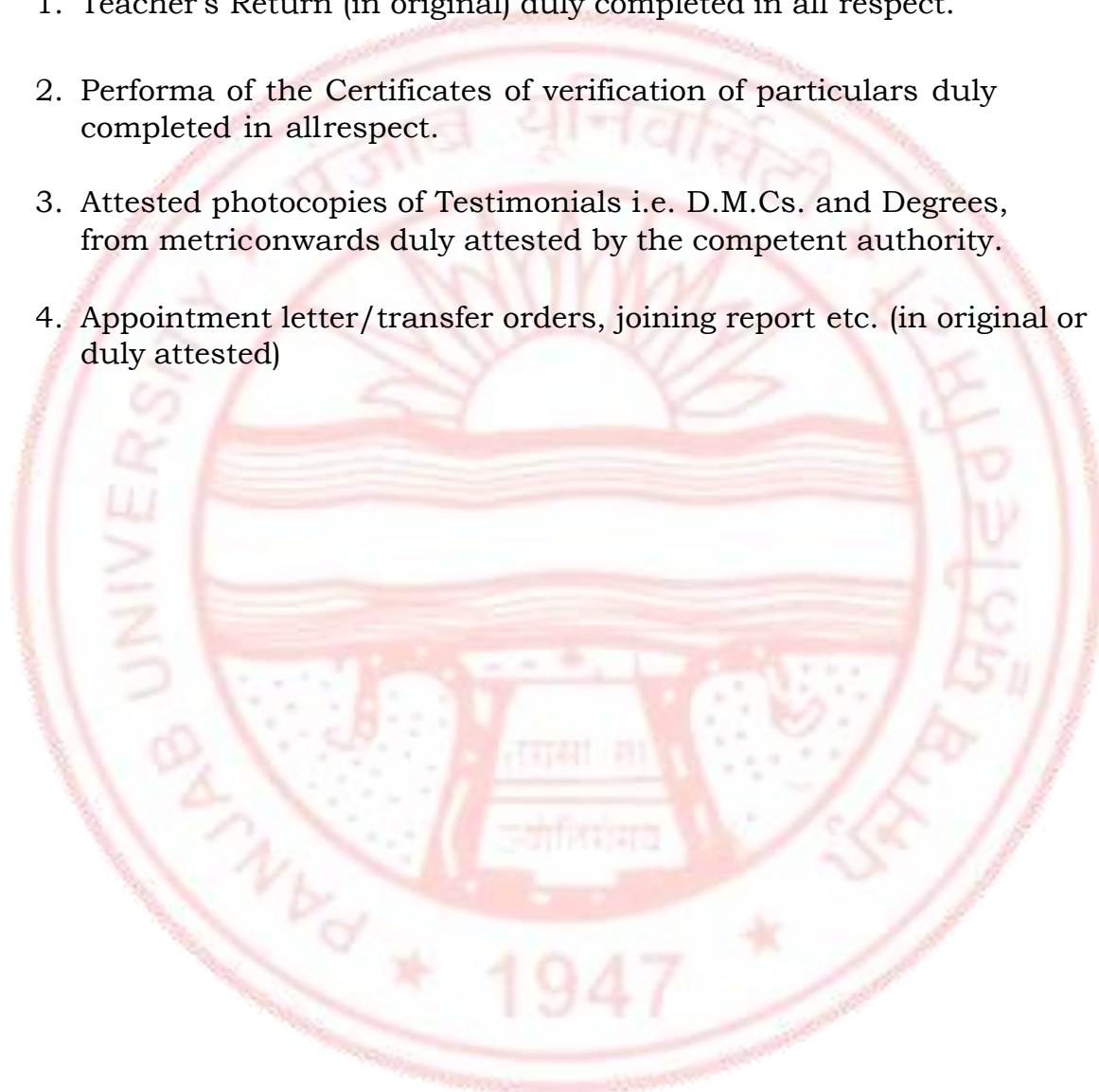
1. Teacher's Return (in original) duly completed in all respect.
2. Proceedings of the Selection Committee (in original or duly attested photocopy) as per approved format.
3. Performa of the Certificates of verification of particulars duly completed in all respect.
4. Attested photocopies of Testimonials i.e. D.M.Cs. and Degrees, from metric onwards 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).

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(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)

