I.K GUJRAL PUNJAB TECHNICAL UNIVERSITY
(Department of Human Resource Development)

No. IKGPTU/DR/HRD/Notification/ 18933   **Dated:** 24-1-2017

NOTIFICATION

The Board of Governors in its 64th meeting held on 28.12.2016 has approved the enclosed procedure for the promotion of Faculty and equivalent cadres under Career Advancement Scheme (CAS) in I.K.Gujral Punjab Technical University.

Deputy Registrar (HRD)

Cc to :

1. Secretary to Vice Chancellor: For kind information to Vice Chancellor.
2. Registrar
3. All HODs, IKGPTU
4. DR (Computer Cell): For upload on official website.
5. Office Copy

IKG Punjab Technical University

Procedure for the promotion of Faculty and equivalent cadres under Carrier Advancement scheme (CAS) in IKG Punjab Technical University

The promotion of faculty in various disciplines and equivalent cadres in Librarians/Physical Education in the university and its constituent campuses shall be made as per procedure and guidelines with reference to UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Measures for Maintenance of Standards in UGC Guidelines as amended from time to time. CAS promotion with assessment period prior to adoption of UGC regulations shall be governed by the AICTE norms notified in vide PTU/Registrar/office notification/265A dated 19-10/2011.
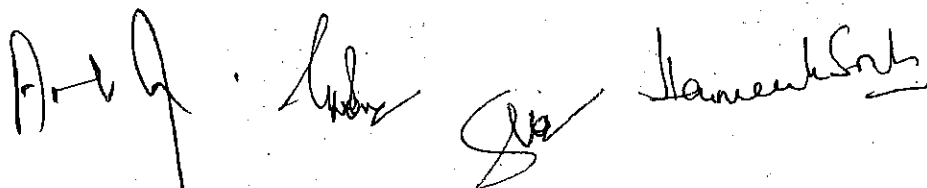
In order to avoid delays in holding screening/Selection Committee meetings for various positions under CAS, University shall follow following procedure for considering CAS applications:

1. Inviting applications for CAS promotions

a. The university shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates. These circulars shall be issued in the first week of January and July of Year.

b. A teacher who wishes to be considered for promotion under CAS may submit in writing to the university, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the university the Performance Based Appraisal System proforma as evolved by the university duly supported by all credentials as per the API guidelines set out in IKGPTU CAS Regulations (Annexure-I). Candidates who do not consider themselves eligible can also apply at a later date.

c. The incumbent teacher who wishes to be considered by the Screening/Selection Committee for Selection/CAS Promotion must be on the role and active service of the University on the date of consideration.
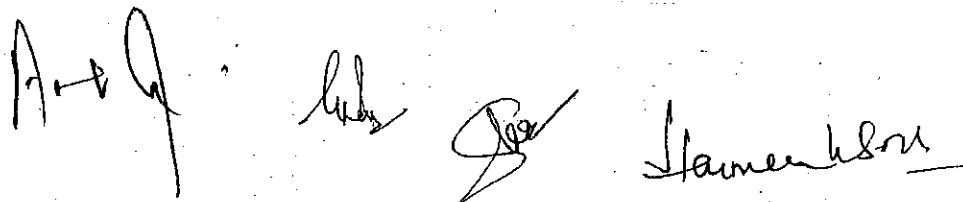
2. Verification of applications

a. All CAS applications received, shall be verified within 30 working days through a Departmental level scrutiny committee of following

i.   Head of Department

ii.   Two senior internal/External faculty

iii.   if required HOD may appoint external expert for seeking more clarification and guidance.

b.   Committee shall verify the supporting documents attached with the application and their authenticity. The applicant, if required, may also be asked to clarify discrepancies in the claim if any to the verification committee/ screening committee and submit required supporting document.

c.   Committee shall submit their report in the desired format (Annexure-II) and discrepancies if any, may be mentioned in the report.

d.   The report of verification committee will be forwarded to Screening/Selection/ Expert committee for further perusal.

3. Formation of Screening/Selection/Expert committee

a.   The recommendation of the scrutiny committee shall be presented by Registrar office to Vice chancellor for nomination of subject experts from panel of experts for formation of screening committee for promotion cases to **stage-2** (AGP 7000) & **stage-3** (AGP 8000), selection committee for **stage-4** (AGP 9000) & **stage-5** (AGP 10000) and expert committee for **stage-6** (AGP 12000). The formation of committees shall be completed within 30 days of submission of eligibility report in the office of Registrar.

b.   The Constitution of screening committee shall be

i.   The Vice Chancellor as the Chairperson of the Selection Committee;

ii.   The Dean of the concerned Faculty;

iii.   The Head of the Department ; and

iv.   One subject expert in the concerned subject nominated by the Vice_Chancellor from the University panel of experts.

c.   The constitution of Selection Committee shall be

i.   Vice Chancellor, I.K Gujral Punjab Technical University as Chairman ;

ii.   An Academician who is the nominee of the Visitor/ Chancellor, wherever applicable

iii.   Three experts in the concerned subject to be nominated by the vice chancellor out of panel of names approved by the relevant statutory body of the I.K Gujral Punjab Technical University

iv. Dean of the concerned faculty, I.K Gujral Punjab Technical University wherever applicable

v. Head/Chairperson of the Department /School ;

vi. An academician representing SC/ST/OBC/minority/Women/differently abled categories to be nominated by the Vice Chancellor or acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts shall constitute the quorum. The Vice Chancellor shall nominate Experts in the Selection Committee from the panel of Experts approved by Board of Governors, IKGPTU.

d. The constitution of the expert committee for evaluation for promotion from Professor to Senior Professor (HAG scale) shall be

i. Vice Chancellor as chairman

ii. The Dean

iii. Head / Chairperson of the Department / School / Centre

iv. Three experts in the concerned subject nominated by the Vice Chancellor out of the university panel of experts.
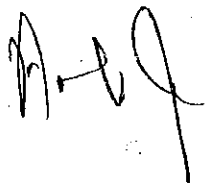
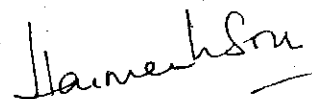At least four members including two outside experts shall constitute the quorum.

Note: The panel of experts should be duly proposed and recommended by respective Heads of Teaching Departments.

4. Procedure for the assessment

The assessment by screening committee /selection/ expert committee shall be completed within 6 months with following:

a. The promotion from **stage 1 to stage 2** and from **stage 2 to stage 3** shall be through screening cum verification of API score by the screening committee.

b. For promotion from **stage 3 to stage 4 (Associate Professor)** and **stage 4 (Associate Professor) to stage 5 (Professor)**, shall be through assessment by the Selection Committee as per parameters defined in the CAS Selection Criteria at **Annexure 'III'**. The selection committee shall submit their recommendations regarding suitability of the teacher as Associate Professor/Professor.

c. For promotion from **stage-5 (Professor)** to **stage-6 (Senior Professor)**, expert committee shall evaluate the application as per parameters defined in the CAS guidelines.
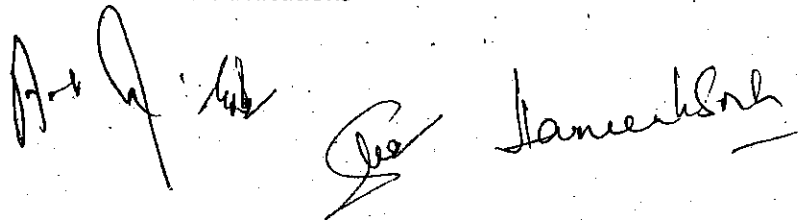
b. For consideration for promotion from Assistant Professor to Associate Professor, teacher shall submit three publications published in the assessment period from **stage-1** to **stage-4** for evaluation. Further such publications shall be provided to the subject experts for assessment before the interview and the evaluation score (**Annexure-III**) of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the selection committee.

c. In addition to fulfilling minimum API score, for consideration for promotion from Associate Professor to Professor, teachers shall submit five publications published in the period from which the teacher was placed in the Assistant Professor (**stage-3**) for evaluation in addition to API proforma. The publications shall be provided to the subject experts for assessment before the interview and the evaluation score (**Annexure-IV**) of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the selection committee.

5. Final Selection of Candidates

a. Final recommendation of the screening /selection/ expert committee regarding suitability for promotion of the Teacher(s) shall be on approval of recommendations by the Board of Governors, IKGPTU.

Details of Annexure mentioned in the Procedure

1) Annexure-I IKGPTU CAS guidelines with API Proforma
2) Annexure-II Format for verifying eligibility by scrutiny Committee
3) Annexure-III Evaluation for Associate Professor/Professor/Senior Professor under CAS
4) Annexure-IV Format for evaluation of Research Publications

Annexure-I: IKGPTU's CAS Guidelines (based on UGC Regulations)

1. **Assistant Professor / equivalent cadres from Stage 1 to Stage 2**

An Assistant Professor in Stage 1 will be eligible for placement in Stage- 2 through a procedure of screening cum verification process if he/she has:

   a. completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D / M.Phil / PG Degree in Professional courses.

   b. Attained minimum API scores using PBAS scoring proforma developed by the UGC University.

   c. Participated in one Orientation Course and one Refresher/Research Methodology Course of 2/3 weeks duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC.

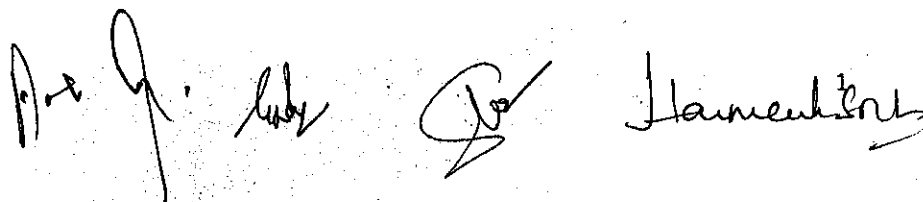2. **Assistant Professor/ equivalent cadres from Stage 2 to Stage 3**

An Assistant Professor will be eligible for placement in Stage-3 through a procedure of screening cum verification process if he/she has

   a. Completed five years in Stage-2

   b. Attained minimum API scores using PBAS scoring proforma developed by UGC.

   c. Participated in One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.

3. **Assistant Professor (Stage 3) to Associate Professor (Stage 4)**

An Assistant Professor will be eligible for promotion to the post of Associate Professor through selection by a duly constituted Selection Committee if he/she has:

   a. Completed three years of service in the Stage-3;

   b. Attained minimum API scores using PBAS scoring proforma developed by the UGC.

c. Participated in One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.

d. At least three publications in the entire period as Assistant Professor (twelve years).

4. Associate Professor (Stage 4) to Professor (Stage 5)

An Associate Professor may be considered for promotion to the post of a Professor by a duly constituted Selection Committee if he/she has:

a. Completed three years as Associate Professor (Stage 4).

b. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.

c. A Ph.D degree in the concerned or an allied/relevant discipline.

d. A minimum of five publications since the period that the teacher is placed in stage 3.

5. Professor (Stage-6)

A Professor may be considered for promotion to the post of a Professor by a duly constituted expert committee if he/she has

i. Professor with ten years of completed service (universities only).

ii. Attained minimum API scores using PBAS scoring proforma developed by UGC in the Assessment period

iii. Additional Credentials evidenced by post-doctoral research output of high standards, awards/Honours/recognitions/patents and IPR on products and processes developed/ technology transfer achieved and additional research degrees such as D.Sc., D.Litt, LL.D., etc
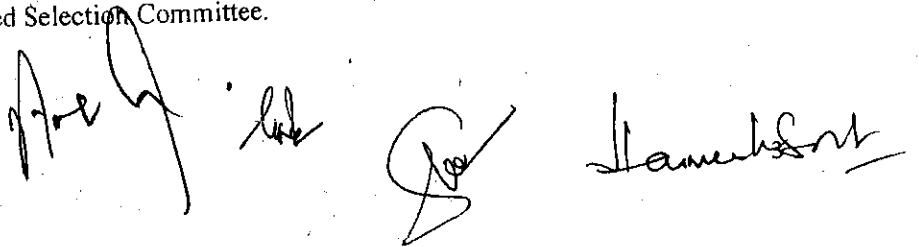
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6. Counting of Past Services for Direct Recruitment and Promotion under Career Advancement Scheme

Previous service, whether national or international, as Assistant Professor, Associate Professor or Professor, or equivalent, in a University, college, national laboratory, or any other scientific/professional organization, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT etc., should be counted for direct recruitment or promotion under CAS of a teacher in the various stages of Assistant Professor, Associate Professor or Professor, as the case may be provided that:

(a) The essential qualifications for the post held were not lower than the qualifications prescribed by the UGC for the Assistant Professor, Associate Professor, or Professor as the case may be;

(b) The post is/was in an equivalent grade/scale of pay or pre-revised scale of pay as the post of Assistant Professor, Associate Professor or Professor;

(c) A candidate already in service has applied through proper channel;

(d) The candidate possesses the minimum qualifications prescribed by the UGC/AICTE for appointment as Assistant Professor/Associate Professor or Professor, as the case may be;

(e) The post was filled in accordance with the prescribed selection procedure as laid down by the UGC/ State Government/Central Government/Concerned Institutions, for such appointments.

(f) The previous appointment was not as guest lecturer for any duration, or ad hoc or in a leave vacancy of less than one year's duration. Ad hoc or temporary service of more than one year's duration can be counted provided that:

(i) The period of service was of more than one-year duration;

(ii) The incumbent was appointed on the recommendation of a duly constituted Selection Committee.

(iii) the incumbent was selected to the permanent post in continuation to the adhoc or temporary service without any break.

(g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/ government) for counting past services under this clause.

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Eligibility/Document verification for CAS Promotions

(Stage 2/Stage3/Stage4/stage5/stage6)

Documents required:

1. Application form with filled API form with supporting information

2. GOC Course attended

3. Refresher Course/workshops attended

4. Experience certificate of past teaching and research experience

5. Educational Qualification M.Tech/M.Phil/PhD degrees

6. API Score in the assessment period:

7. Five/Three publication in the assessment for evaluation

This is to certify that above documents of Dr/Ms/Mr..
Assistant   Professor/Associate   Professor/Professor
in.. .... has been verified.
Applicant fulfils/does not fulfil the essential requirements for CAS promotion for stage
.... to stage..............

Deficiencies (if any) :..
....
....

Remarks :...
....
....

Member-1   Member-2   Member-3
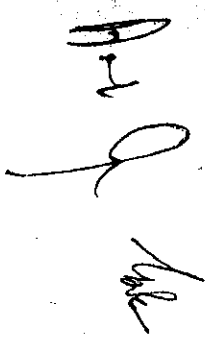
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Research contribution (30%)		Assessment of Domain knowledge & Teaching practice (50%)		Interview Performance (20%)
API (category-III) score using PBAS scoring Performa with capping	Professional development activities: 15%	Teaching -learning related activities: 20%	Presentation (15%)	
For minimum API required in category-III (75/Assessment period): 10 marks 1 mark for additional 10 points in API with maximum marks of 15	Professional development related activities like refresher, orientation course, NSS, NCC, Sports — Univ. level, short term training / workshops, conferences etc (each x 1.0)	1. For minimum API of 75 points/Year in category-I in the assessment period: 10 marks 2. For API of 50 points in category-II in the assessment period: 5 marks	Applicant will make a 15 minute presentation through power point presentation before the selection committee on his/her research contributions	
2. API score shall be calculated through category-III of API proforma as per UGC norms. 3. Evaluation of publication by experts on the prescribed proforma (Annexure-III): 15 marks		1 mark for additional 5 points in API with maximum marks of 10 3. API score shall be calculated through category-III of API proforma as per UGC norms.		

API (category-III) score as per PBAS scoring performa with capping	Assessment of domain knowledge & teaching practice (50%)		Presentation (10%)	Interview Performance (20%)
Research contribution (50%)	Professional development activities: 10%	Teaching -learning related activities: 10%		
For minimum API required in category-III (100/assessment period): 15 marks 1 mark for additional 10 points in API with maximum marks of 30	Professional development related activities like refresher, orientation course, NSS, NCC, Sports — Univ. level, short term training / workshops, conferences etc (each x 1.0)	For minimum API in category-I in the assessment period (75/Year): 10 marks	Applicant will make a 15 minute presentation through power point presentation before the selection committee on his/her research contributions.	
2.API score shall be calculated through category-III of API proforma as per UGC norms.		For minimum API of 50 points in category-II in the assessment period: 5 marks 1 mark for additional 5 points in API with maximum marks of 10		
3.:Evaluation of publication by experts on the prescribed proforma (Annexure-III): 20 marks		2.API score shall be calculated through category-III of API proforma as per UGC norms.		

Performance evaluation and other credential by referral procedure (50%)

Research consolidation (50%)	Post-doctoral research output	Awards/honors/recognitions/patents and IPR on products and processes	Additional research degrees like D.Sc, D.Lit LLD etc
For API of 400 points in category-III (assessment Period): 15 marks 1 mark for additional 10 points in API with maximum marks of 25 2.API score shall be calculated through category-III of API proforma as per UGC norms. 3. Based on evaluation score of the 5 publications provided by referral procedure: 25	To be evaluated by expert committee		

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Assessment of Research Publication for CAS Promotions

Stage4 (Associate Professor)/Stage5 (Professor)

1. Name of the candidate: ....
2. Promotion applied for : ....
3. Publications submitted ....
   for evaluation (3/5):
4. Assessment of publications:

No	Evaluation criteria	Response
1	Does the research publication contribute to advancement in the area of research or concerned subject	
2	Role of the candidate in the publications (as principle author/group leader)	
3	Overall quality of research publications (average/good/excellent/outstanding)	
4	Any additional cooment	

Recommendations:

.... is recommended / not recommended for the promotion from .... to

Name of Expert