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06th July 2022
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22nd Mithunam 1197
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നമ്പർ
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എ. പി. ജെ. അബ്ദുൾ കലാം സാങ്കേതിക ശാസ്ത്ര സർവ്വകലാശാല
(അക്കാദമിക് വിഭാഗം)

വിജ്ഞാപനം

U. O. No. 1340/2022/KTU.

തിരുവനന്തപുരം, 2022 ജൂൺ 7.

2015-ലെ എ. പി. ജെ. അബ്ദുൾ കലാം സാങ്കേതിക ശാസ്ത്ര സർവ്വകലാശാലാ ആക്ടിലെ (2015-ലെ 17) 48-ആം വകുപ്പ് അനുശാസിക്കുന്ന പ്രകാരം “The APJ Abdul Kalam Technological University Regulations On Appointment, Minimum Qualifications And Service Conditions Of Teachers In Aided Colleges Governed by AICTE Act-2022”- ഇതിനാൽ പ്രസിദ്ധപ്പെടുത്തുന്നു.

പ്രസ്തുത റെഗുലേഷനുകൾക്ക് 24-03-2022-ൽ കൂടിയ ബോർഡ് ഓഫ് ഗവേർണേഴ്സിന്റെ അംഗീകാരം ലഭിച്ചു.

വൈസ് ചാൻസലറുടെ ഉത്തരവിൻ പ്രകാരം,

ഡോ. എ. പ്രവീൺ
രജിസ്ട്രാർ.



THE APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY
Thiruvananthapuram

Abstract

THE APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY REGULATIONS ON APPOINTMENT.
MINIMUM QUALIFICATIONS AND SERVICE CONDITIONS OF TEACHERS IN AIDED
COLLEGES GOVERNED BY AICTE ACT, 2022—APPROVED FOR
PUBLICATION IN THE GAZETTE—ORDERS ISSUED.

ACADEMIC SECTION

U.O. No. 1340/2022/KTU.

Dated, Thiruvananthapuram, 7th June, 2022.

- Read:—*(1) The APJ Abdul Kalam Technological University Regulations On Appointment, Minimum Qualifications And Services Conditions Of Teachers In Aided Colleges Governed By AICTE Act, 2022.
- (2) Recommendations of the Syndicate Standing Committee on Academics & Research held on 05-03-2022 vide item No. SCAR-015-OA1
- (3) Resolution of the 9th Special Meeting of the Academic Council held on 09-03-2022 vide Item No. S9.1.002.
- (4) Resolution of the 32nd meeting of the Syndicate held on 15-03-2022 vide item No. S-032-021
- (5) E-Mail dated 19-03-2022 sent by Convener, Academic Council to members of the Academic Council.
- (6) Resolution of the 16th meeting of the Board of Governors held on 24-03-2022 vide Item No. GB-016-020.

ORDER

A draft of “The APJ Abdul Kalam Technological University Regulations On Appointment, Minimum Qualifications And Service Conditions Of Teachers In Aided Colleges Governed By AICTE Act, 2022” (hereinafter called the “Regulations”) was recommended by the Syndicate Standing Committee on the Academics & Research for the consideration of the Academic Council vide reference 2nd above. In exercise of the powers conferred under Section 34 of the APJ Abdul Kalam Technological University Act, 2015 (hereinafter called the “Act”) the Academic Council, vide reference 3rd above submitted the same for the consideration of the Syndicate. The Syndicate vide reference 4th above, considered the same and returned it for the consideration of the Academic Council with amendments. The draft Regulations incorporating the amendments was submitted by the Academic Council for the consideration of the Board of Governors. The Board of Governors vide



reference 6th above approved the draft of “The APJ Abdul Kalam Technological University Regulations On Appointment, Minimum Qualifications And Service Conditions Of Teachers In Aided Colleges Governed By AICTE Act, 2022”

Section 46 of the Act empowers the Academic Council to make Regulations subject to the provisions of the Act, Statutes and Ordinances and the approval of the Board of Governors.

Section 48 of the Act provides that Regulations made under the Act shall be published by the University in the Gazette.

In the circumstances, sanction is hereby accorded for the publication of “The APJ Abdul Kalam Technological University Regulations On Appointment, Minimum Qualifications And Service Conditions Of Teachers In Aided Colleges Governed By AICTE Act, 2022” in the Kerala Gazette (Extraordinary).

This has the approval of the Hon’ble Vice Chancellor.

Sd/-

DR. A. Praveen
Registrar.

Copy to:—

1. PS to the Hon’ble Vice Chancellor for bringing the same to the notice of Hon’ble Vice Chancellor.
2. PS to the Hon’ble Pro Vice Chancellor for bringing the same to the notice of the Hon’ble Pro Vice Chancellor.
3. The Register.
4. Finance Officer.
5. The Controller of Examinations.
6. The Dean (Academic).
7. The Dean (Research).
8. Director of Printing.
9. Superintendent of Government Presses, Thiruvananthapuram.
10. To all Sections in the University.



**THE APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY REGULATIONS
ON APPOINTMENT, MINIMUM QUALIFICATIONS AND SERVICE CONDITIONS
OF TEACHERS IN AIDED COLLEGES GOVERNED BY AICTE ACT, 2022**

Preamble:—WHEREAS clause (xx) of Section 8 of the APJ Abdul Kalam Technological University Act, 2015 (17 of 2015) (hereinafter referred to as ‘ACT’) provides that the University shall have the powers and functions to lay down service conditions including code of conduct, workload, norms of performance appraisal and such other instructions or directions for teachers of affiliated colleges and University teachers as, in the opinion of the University, may be necessary in academic matters.

AND WHEREAS, Statute 1, item (xvi) of Chapter 3, under the heading “Academic Council”, of the APJ Abdul Kalam Technological University First Statutes, 2020, requires the Academic Council of the University to give recommendations to the Syndicate on the framing of Regulations prescribing the required qualifications and conditions for the appointment of teachers, their promotions, placements, grade promotions, etc. incorporating the conditions prescribed by AICTE, UGC or Government, in Aided Colleges, Autonomous Colleges and Aided Colleges granted with academic autonomy affiliated to the University and to amend the same whenever required.

AND WHEREAS, the Government of Kerala as per Order No. G. O. (Ms.) No. 99/2021/HEdn. dated, Thiruvananthapuram 16-02-2021 has revised the scale of pay of teachers/faculty of Institutions under the purview of AICTE scheme wherein the pay scales of faculty in the cadre of Assistant Professor, Assistant Professor (Senior Scale), Assistant Professor (Selection Grade), Associate Professor, Professor and Principal/Director including teachers in the department of Architecture have been revised and conditions of service fixed.

NOW, THEREFORE, the University in exercise of the above powers, duties and functions issue the following Regulations.

1. *Title.*—These Regulations may be called ‘The APJ Abdul Kalam Technological University Regulations On Appointment, Minimum Qualifications And Service Conditions Of Teachers In Aided Colleges Governed By AICTE Act, 2022’.

2. *Commencement.*—Unless otherwise specified in any of the clauses in these Regulations, they shall come into force with effect from 16-02-2021.

3. *Definitions.*—(1) In these Regulations, unless the context otherwise requires,—



- (a) 'Act', means the APJ Abdul Kalam Technological University Act 2015 (17 of 2015).
- (b) 'AICTE' means, the All India Council for Technical Education constituted under the All India Council for Technical Education ACT, 1987.
- (c) 'AICTE ACT', means the All India Council for Technical Education Act, 1987.
- (d) 'AICTE Regulations', means the Regulations issued by All India Council for Technical Education on pay scales, service conditions and minimum qualifications for the appointment of teachers and other academic staff such as library, physical education and training & placement personnel in technical institutions and measures for the maintenance of standards in technical education– (Degree) Regulations, 2019.
- (e) 'Approved appointment', means an appointment made to a sanctioned post in an Aided College and approved by the Syndicate of the University.
- (f) 'Career Advancement Scheme Guidelines' means the Career Advancement Scheme Guidelines issued by the Higher Education Department, Government of Kerala as per G.O. (Ms.) No. 204/2019/H.Edn. dated 29-06-2019 and allied Government Orders issued reading G.O. (Ms.) No. 204/2019/H.Edn. dated 29-06-2019 issued by the Higher Education Department, Government of Kerala.
- (g) 'Department', means a unit in the Aided College for each course of study and comprising of teachers appointed in it in accordance with these Regulations–For eg., Department of Civil Engineering.
- (h) 'Direct recruitment', means an appointment made to a sanctioned post in an Aided College by the educational agency.
- (i) 'Government Order', means G.O. (Ms.) No. 99/2021/H.Edn. dated, Thiruvananthapuram 16-02-2021 and allied Government Orders issued reading G.O. (Ms.) No. 99/2021/H.Edn. dated, Thiruvananthapuram, 16-02-2021 issued by the Higher Education Department, Government of Kerala.
- (j) 'Pay matrix', means the levels of pay and stages of pay referred in Annexure 1.
- (k) 'Placement', means an appointment made to a sanctioned post in an Aided College to which the method of appointment is prescribed as 'placement' in the manner prescribed in these Regulations.
- (l) 'Promotion', means an appointment made to a sanctioned post in an Aided College to which the method of appointment is prescribed as 'promotion' in the manner prescribed in these Regulations.



- (m) 'Regulations', means 'The APJ Abdul Kalam Technological University Regulations On Appointment, Minimum Qualifications And Service Conditions Of Teachers In Aided Colleges Governed By AICTE Act, 2022'.
- (n) 'Regular and Permanent appointment', means an appointment of a teacher made to a sanctioned post in the Department of an Aided College in accordance with these Regulations and who is entitled to receive pay and allowances and service benefits as provided in the Regulations and Government Orders.
- (o) 'Sanctioned post', means a post sanctioned by the Government in the Department of an Aided College to which regular and permanent appointment is made by the educational agency in accordance with these Regulations and AICTE Regulations.
- (p) 'Statutes', means the APJ Abdul Kalam Technological University First Statutes, 2020.
- (q) 'Teacher/Faculty', means a person appointed to a sanctioned post of Assistant Professor, Associate Professor or Professor in the department of the Aided College.
- (r) 'University', means the APJ Abdul Kalam Technological University established by the Act.

(2) Words and expressions used in these Regulations shall have their respective meanings assigned to them in the Act, Statutes, AICTE Regulations or Government Orders.

4. Date of Effect

- (a) **Pay Scales and DA:**—The revised pay-scales shall be effective from 01-01-2016. The disbursement of the arrears consequent of revision of pay scales shall be as determined by the Government as per G.O. (Ms.) No. 99/2021/H.Edn. dated 16-02-2021 and as amended from time to time.
- (b) **Other Allowances:**—Allowances other than DA shall be as applicable to State Government employees. The date of effect of allowances shall be as decided by Government.

4.1 Effective date of application of Service Conditions

- (a) All other service conditions including Qualifications, Experience, Recruitment, Promotions, publications, training and course requirements etc. shall come into force with effect from the date 16-02-2021. The method of appointment/promotion of teachers of Aided Colleges shall be as per the qualifications prescribed in the AICTE Regulations.



- (b) The Qualifications, Experience etc. during 01-01-2016 to 15-02-2021 shall be governed by All India Council for Technical Education Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulation, 2010 dated 5th March 2010 and subsequent notifications issued from time to time.
- (c) Those who are eligible for promotions on or after 16-02-2021, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of prescribed in these Regulations to avail the benefit of promotion/placement retrospectively from the date of eligibility.
- (d) For incumbent faculty members, the date of eligibility up to 31st July, 2022 shall be allowed to be according to the 6th CPC Gazette notification published on 8th November, 2012. All the benefits of Promotion/Placement to such candidates be permitted retrospectively on the date when he/she became eligible.
- (e) No further extension would be given beyond 31st July, 2022 and those who do not meet the essential criteria despite the above grace period, shall lose an opportunity for getting Promotion/Placement retrospectively. However, they will be eligible for Promotion/Placement from the date they meet these criteria thereafter.
- (f) In cases, wherein interviews are already conducted either for direct recruitment or for promotions but candidates did not join, such candidates may be allowed to join. Their further upgradation will be governed by these Regulations.
- (g) In cases, where advertisement was published, applications invited but interviews have not been conducted till publication of these Regulations, the institutes/employers are required to publish corrigendum and processing of applications must be done in accordance with the provisions contained in these Regulations.

5. General

5.1 Revised Designations and Mode of Appointments

There shall be only three designations in respect of teachers in degree level technical institutions as far as cadre structure is concerned, namely Assistant Professor, Associate Professor and Professor as given below in Table 1.



Following mode of appointment shall henceforth be used:

Table 1: Cadre Structure and Mode of Appointment

<i>Sl. No.</i>	<i>Designations of Teaching Faculty</i>	<i>Entry Pay</i>	<i>Level</i>
1	Assistant Professor	57700	10
2	Assistant Professor (Senior Scale)	68900	11
3	Assistant Professor (Selection Grade)	79800	12
4	Associate Professor	131400	13A1
5	Professor	144200	14
6	Principal/Director	144200	14

5.2. New Pay Structure

The new pay structure shall involve a pay matrix with an ascending series of levels and ascending cells in each level. The new pay matrix shall subsume the pay band and grade pay in one simple chart as given in Annexure I. The pay matrix shall comprise of two dimensions - a horizontal range of levels starting from the lowest level in the hierarchy and ascending to the highest level, with the levels being numbered from 10 to 14 covering the entire gamut of Teachers/Faculty. Within each level, the salary increases as one goes down vertically, with each progression of going down represented by a “Cell”. Each Cell within that level represents the steps of annual financial progression of 3%. On recruitment/promotion/placement, an employee shall join at a particular level and progress within the level as per the vertical range. The movement shall be based on annual increments till the time of his/her next promotion/placement. When the employee receives a promotion/placement he/she will progress to the next level in the horizontal range till it exhausts.

5.3. Levels and Cells

The method followed by the 7th CPC shall be adopted in the academic pay structure also, moving from the concept of Pay Band and Academic Grade Pay to that of Levels and



Cells. The changes will appear only due to the existing difference between the two streams in terms of Academic Grade Pay vis-à-vis the corresponding Grade Pay. The levels for academic pay shall be numbered as per the corresponding non academic level. Thus, the levels are numbered as 10, 11, 12, 13A1 & 14 corresponding to the present AGP of Rs. 6000, 7000, 8000, 9000, and 10000 respectively.

5.4. Pay Matrix and Fixation of Revised Pay

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

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

5.5. Pay Bands with AGP and IOR (Index of Rationalization)

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

5.6. Entry Pay

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

5.7 Pay Fixation in case of Direct Recruitment/Promotion/Placement

The pay of employees appointed by direct recruitment on or after 1st day of January 2016 shall be fixed at the minimum pay or the first cell in the level, applicable to the sanctioned post to which such employee is appointed/promoted/placed. In case of promotion/placement, candidate would be given a notional increment in his existing Level of Pay, by moving him/her to the next higher cell at that level. The pay shown in this cell would now be located in the new level corresponding to the post to which



candidate has been promoted/placed. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise, the next higher cell at that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level.

5.8 Date of Increment

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

5.9 Annual Process of Promotion/Placements

The University shall ensure that the selection process for promotion/placement for various positions is carried out annually so as to maintain required faculty numbers and cadre ratio as per AICTE norms so that no loss is caused to students.

Candidates, who do not fulfill the minimum requirement proposed in these Regulations, will have to be re-assessed in the next assessment. The date of promotion/placement shall be the date on which he/she satisfies all the minimum requirements.

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



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

Table 2: Stages of Direct Recruitment/Promotion/placement

<i>Stage</i>	<i>Designation</i>
Entry Level, Stage I	Assistant Professor
Stage II	Assistant Professor (Senior Scale)
Stage III	Assistant Professor (Selection Grade)
Stage IV	Associate Professor
Stage V	Professor

5.10 Career Advancement Scheme

The University shall ensure that the career advancement scheme for placement of faculty for various positions are processed in accordance with Career Advancement Scheme Guide lines upto 15-02-2021 and thereafter from 16-02-2021 to 31-07-2022 as per these regulations and forwarded to Director of Technical Education for issuance of appropriate orders and release of financial benefits arising there from.

5.11 Approval of Appointments, Promotions and Placements

The University shall approve appointments, promotions and placements of faculty to various positions in accordance with these Regulations.

5.12 Research Promotion Grant

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

5.13 Financial Assistance from Government of India for Implementation of 7th CPC Scheme.

The Central Government has agreed to provide by way of financial assistance, 50% of the additional expenditure (arrears from 01-01-2016 till 31-03-2019) on implementing the revised scales of pay for teacher/faculty of Aided Colleges.



- (a) Financial assistance from the Central Government to State Government for revising pay scales for teacher/faculty of Aided Colleges under the scheme shall be limited, by way of reimbursement, to the extent of 50% (fifty percent) of the additional expenditure involved after payment of arrears to eligible faculty members in the implementation of the revision. For this, the State Government shall submit the claim to the Central Government.
- (b) Financial assistance referred to in sub clause (a) above shall be provided for the period from 01-01-2016 to 31-03-2019 only.
- (c) The entire liability on account of revision of pay scales etc. with effect from 01-04-2019 shall be taken over by the State Government opting for revision of pay scales.
- (d) Financial assistance from the Central Government shall be restricted to revision of pay scales and not for any other allowances and in respect of only those posts which were in existence and had been filled up on regular basis as on 01-01-2016.
- (e) Payment of Central assistance for implementing this Scheme is also subject to the condition that the entire Scheme of revision of pay scales together with all the conditions laid down by the AICTE by way of Regulations and other guidelines shall be implemented by the State Government and technical institutions coming under their jurisdiction as a composite scheme except for age of superannuation. However qualifications in AICTE Regulations will be made applicable to faculty positions.
- (f) An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay or due to any other reason shall be adjusted against the future payments due or otherwise to the beneficiary in the same manner as provided in this HRD Ministry's O.M. No. F.237/2008-IFD dated 23-01-2008, read with Ministry of Finance (Department of Expenditure) O.M. No. F.11/2CQ8IC dated 30-08-2008
- (g) The revised pay including arrears of salary and applicable allowances from the date of application as mentioned above shall be paid to all eligible beneficiaries under this scheme.



5.14. Age of Superannuation

The age of superannuation of all faculty members and Principals of institutions shall be as per the Rules applicable to State Government Employees.

5.15. Health Insurance Scheme

As applicable to State Government employees.

5.16. Pension, Gratuity, Family Pension, GPF, Leave Encashment and Other Pensionary Benefits etc:

As per the State Government norms.

5.17. Industrial Training

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

5.18. Teaching Engagement

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

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

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

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



5.19. Consultancy

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

5.20. Sabbatical Leave for faculty

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

5.21. Start Up

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

5.22. Incentives for Ph. D. and other Higher Qualification

As per G. O. (P) No. 321/2013/H. Edn. dated 21-06-2013, the basic qualification for the post of Assistant Professor has been redefined as M.Tech/M.E etc. So allowing two non-compounded advance increments to those possessing M.Tech/M.E shall be decided after getting a clarification from AICTE in this regard.



5.23. Statutory Reservation

The statutory reservation policy for recruitment and promotion of SC/ST/OBC/EBC/PWD/Women candidates in Aided Colleges shall be as per the State Government rules.

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

With a view to improve the quality of technical education, all the eligible faculty in Aided Colleges can avail QIP/TRF scheme.

5.25. Counting of Past Service for Direct Recruitment and Promotion/ Placement

Counting of Past Service for Direct Recruitment and Promotion/ Placement shall be as determined by the Government by order from time to time.

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

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

6. Cadre Structure

6.1. Minimum Cadre Ratio

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



6.2. Flexible Cadre Structure

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

- (i) Incumbent faculty members be upgraded to higher positions, after being eligible, through a process of promotion/placement to be held annually, irrespective of availability of vacancy in that cadre.
- (ii) The incumbent so upgraded to a higher position shall be re-designated as Assistant Professor (Senior Scale)/Assistant Professors (Selection Grade)/Associate Professor/Professor as the case may be.
- (iii) With this cadre structure, more faculty members may become Professors/Associate Professors at some point of time as a result of which, cadre ratio as an example may become skewed such as 9:0:0 or 8:1:0 or 5:1:3 etc. but in any case, it should not be 0:0:9 or 0:1:8 or 0:2:7.
- (iv) The total numbers of minimum faculty positions remain the same as calculated from faculty : student ratio, though the cadre ratio is improving with these placements.
- (v) This vacant post will be filled by suitable eligible incumbent possessing required qualifications.
- (vi) The candidate shall be placed from lower cadre to higher cadre as and when they complete eligibility criteria for the higher position, irrespective of availability of post in that cadre.

7. Mandatory Teacher Trainings

- (i) Every teacher appointed/promoted to any position with effect from 16-02-2021 shall have to mandatorily undergo 8 online modules of MOOCs offered by the University or Agencies approved by the AICTE preferably within first year of service.
- (ii) No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules.



(iii) The requirement of completing these modules as envisioned in these Regulations is applicable to all the incumbent teachers also while applying for placement to next higher cadre only once in the career.

(iv) Those who are eligible for promotions/placements on or after 16-02-2021, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements contained in these Regulations to avail the benefit of promotion/placement retrospectively from the date of eligibility.

8. Minimum Qualification for Recruitments

8.1. Qualifications for appointment of Assistant Professor by direct recruitment (Level-10, Entry Pay 57700/)

(a) *Engineering/Technology*

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

(b) *Management*

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

(c) *MCA*

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

OR

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

OR

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



(d) *Hotel Management and Catering Technology*

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

OR

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

(e) *Town Planning*

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

(f) *Design*

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

AND

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

AND

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



8.2 Minimum Qualification Norms for Direct Recruitment/Promotion/Placement for Stage –II to Stage VI

(a) *Qualifications for appointment of Assistant Professor (Senior Scale) by placement (Level-11, Entry Pay Rs. 68,900)*

1. Qualifications prescribed for the post of Assistant Professor

AND

2. Should have completed minimum training requirements.

AND

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

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals /UGC/AICTE approved list of journals	Avg. 360° feed back score (out of 10)
1		4	2	8 to10
2		5	1	8 to10
3		5	2	5 to <8

(b) *Qualifications for appointment of Assistant Professor (Selection Grade) by placement (Level -12, Entry Pay Rs. 79,800/-)*

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

AND

2. Should have completed minimum training requirements.

AND

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

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



(c) *Qualifications for Appointment of Associate Professor (Level -13A1, Entry Pay Rs. 1,31,400/-)*

(i) By Promotion,—

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

AND

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

AND

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

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

(ii) By placement,—

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

AND

2. Should have completed minimum training -requirements.

AND

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

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



(d) *Qualifications for appointment of Professor (Level-14, Entry Pay Rs. 1,44,200/-)*(i) **By promotion,—**

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

AND

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

AND

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

OR

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

(ii) **By placement,—**

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

AND

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

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



Note: 360° Feedback

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for placements.
2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.
3. Calculation of 360° feedback shall be done as per Annexure II.

(e) Qualifications for Appointment of Principal by Promotion (Level-14, Entry Pay Rs.1,44,200/- with the special allowance of Rs. 6,750/- per month)

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

9. Additional Requirements**9.1. Research Publications**

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

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



9.2. Equivalence for Ph.D.

Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by the University.

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

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

9.4. Class / Division

If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below

<i>Grade Point</i>	<i>Equivalent Percentage</i>
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %

9.5. Nomenclature of relevant degrees

The qualifications for various faculty posts specify that the degree shall be in the appropriate/relevant branch of specialization. Many IITs, NITs, Central Universities start interdisciplinary programs of new nomenclatures. In view of the increasing



importance of interdisciplinary nature of engineering, the inter-disciplinary courses for both UG and PG specializations shall be considered.

The selection committee for recruitment/appointment shall take a final decision in this regard depending on the requirement of the program of study and institution. AICTE has already clarified this issue vide Government of India Gazette F. No. 27/RIFD/Pay/01/2017-18 dated 28-04-2017. If any specialization is not available in the AICTE basket, the University shall decide the equivalence based on the curriculum of the program. Hence, incumbent faculty recruited in the past based on their qualifications/specializations acquired will continue to be eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

9.6. Incumbent faculty Members with previous qualifications

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

9.7. Faculty Members on deputation

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



10. Head of the Department There shall be teaching Departments in an aided college. Every teaching Department shall have a Head of the Department. The senior-most faculty member from among Professors and Associate Professors of the Department based on seniority of service in the aided college, shall be appointed as the Head of the Department (HoD) by the Principal of the Aided college for two years and there after the next senior most faculty member shall be appointed as the Head of the Department and continued in the same manner every two years. This process shall be continued till no eligible candidate on the basis of seniority is available. In the absence of such eligible candidates the selection of senior most faculty member shall be repeated. Where a faculty member thus selected reports his inability to take charge as Head of the Department he/she shall be exempted from taking over charge if the Principal so decides, and in such case the next senior most faculty member shall be appointed as Head of the Department.

ANNEXURE – I

Pay Matrix Table for Degree Level Technical Institutions

(All figures are in Rupees)					
Pay Band in VI CPC	15600 -39100		37400 - 67000		
Cadre Title	Assistant Professor		Associate Professor		Professor
Grade Pay in VI CPC	6000	7000	8000	9000	10000
Entry Pay	21600	25790	29900	49200	53000
Level	10	11	12	13A1	14
Cell No					
1	57700	68900	79800	131400	144200
2	59400	71000	82200	135300	148500
3	61200	73100	84700	139400	153000
4	63000	75300	87200	143600	157600
5	64900	77600	89800	147900	162300
6	66800	79900	92500	152300	167200
7	68800	82300	95300	156900	172200
8	70900	84800	98200	161600	177400
9	73000	87300	101100	166400	182700



10	75200	89900	104100	171400	188200
11	77500	92600	107200	176500	193800
12	79800	95400	110400	181800	199600
13	82200	98300	113700	187300	205600
14	84700	101200	117100	192900	211800
15	87200	104200	120600	198700	218200
16	89800	107300	124200	204700	
17	92500	110500	127900	210800	
18	95300	113800	131700	217100	
19	98200	117200	135700		
20	101100	120700	139800		
21	104100	124300	144000		
22	107200	128000	148300		
23	110400	131800	152700		
24	113700	135800	157300		
25	117100	139900	162000		
26	120600	144100	166900		
27	124200	148400	171900		
28	127900	152900	177100		
29	131700	157500	182400		
30	135700	162200	187900		
31	139800	167100	193500		
32	144000	172100	199300		
33	148300	177300	205300		
34	152700	182600	211500		
35	157300	188100			
36	162000	193700			
37	166900	199500			
38	171900	205500			
39	177100				
40	182400				



ANNEXURE –II

CALCULATION OF 360° FEEDBACK SCORE

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

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

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

a. Teaching - Process (Maximum Points 25)

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

b. Students' Feedback (Maximum Points 25)

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

c. Departmental Activities (Maximum Points 20)

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

d. Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and



Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. Annual Confidential Report (ACR) (Maximum points 10)

ACR prepared and presented by the staff member approved by the IQAC and maintained at institute level shall have 10 points based on grading.

f. Contribution to Society (Maximum Points 10)

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

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

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

CALCULATION OF CREDIT POINTS

(Sample Calculations Page-1)

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Points'25)

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



B. Students' feedback (Max Point 25)

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

C. Departmental Activities (Max credit 20)

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

CALCULATION OF CREDIT POINTS

(Sample Calculations Page-2)

D. Institute Activities (Max Credit 10)

<i>Sl. No.</i>	<i>Semester</i>	<i>Activity</i>	<i>Credit Point</i>	<i>Criteria</i>	<i>Enclosure No.</i>
1	1/ 2018-19	HoD/Dean	4	4 Point/semester	
2	2/ 2018-19	Co-ordinator appointed by Head of Institute	2	2 Point/semester	



3	2/ 2018-19	Organized Conference	2	2 Point/event	
4	2/ 2018-19	FDP/Conference	2	1 point/event, to be divided between all co-coordinators	

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

<i>Extraordinary</i>	<i>Excellent</i>	<i>Very Good</i>	<i>Good</i>	<i>Satisfactory</i>
10	9	8	7	5

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

F. Contribution to Society (Max Credit 10)

<i>Sl. No.</i>	<i>Semester</i>	<i>Activity</i>	<i>Credit Point</i>	<i>Criteria</i>	<i>Enclosure No.</i>
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

CALCULATION OF CREDIT POINTS (BLANK FORMAT)

Name	
Present Position	
Academic Year	
Teaching Process	



A. Teaching Process (Max Points 25)

<i>Sl. No.</i>	<i>Semester</i>	<i>Course Code/ Name</i>	<i>No.of Scheduled Classes</i>	<i>No.ofactually held classes</i>	<i>Point</i>	<i>Enclosure No.</i>
1						
2						

B. Students' feedback (Max Points 25)

<i>Sl. No.</i>	<i>Semester</i>	<i>Course Code/ Name</i>	<i>Average Student feedback on the scale of 25</i>	<i>Enclosure No.</i>
1				
2				

C. Departmental Activities (Max Points 20)

<i>Sl No.</i>	<i>Semester</i>	<i>Activity</i>	<i>Credit Point</i>	<i>Criteria</i>	<i>Enclosure No.</i>
1					
2					

D. Institute Activities (Max Points 10)

<i>Sl. No.</i>	<i>Semester</i>	<i>Activity</i>	<i>Credit Point</i>	<i>Criteria</i>	<i>Enclosure No.</i>

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

<i>Sl. No.</i>	<i>Year</i>	<i>Activity</i>	<i>Credit Point</i>	<i>Criteria</i>	<i>Enclosure No.</i>
1					
2					



F. Contribution to Society (Maximum Points 10)

<i>Sl. No.</i>	<i>Semester</i>	<i>Activity</i>	<i>Credit Point</i>	<i>Criteria</i>	<i>Enclosure No.</i>
1					
2					

SUMMARY

<i>Summary</i>	<i>Academic Year</i>	<i>Academic Year</i>	<i>Academic Year</i>
	<i>1</i>	<i>2</i>	<i>3</i>
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

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

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

For getting filled in through student

<i>Sl. No.</i>	<i>Description</i>	<i>Very Poor</i>	<i>Poor</i>	<i>Good</i>	<i>Very Good</i>	<i>Excellent</i>
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College					
2	Has the Teacher covered relevant topic beyond syllabus					



3	Effectiveness of Teacher					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations or students					
8	Feedback provided Students' progress					
9	Willingness to offer help and advice to students.					
	Total					



APPENDIX-III**UNDERTAKING**

I hereby undertake that any excess payment made that may be found to have been made as a result of incorrect fixation of pay in the revised scales or grant of inappropriate pay band or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the institute either by adjustment against future payments due to me or otherwise.

Signature.....

Name.....

Designation.....

Date.....

APPENDIX-IV**STATEMENT OF FIXATION OF PAY UNDER THE REVISED UGC SCHEME**

(See G.O (P) No.....dated.....)

1. Name of the College/Univesity:
2. Name of the Employee
3. Designation of the post in which pay is to be fixed:
4. Pre-revised scale of pay applicable to the post:
5. Existing emoluments as on 01-01-2016:
 - (a) Basic Pay (including stagnation increments, if any):
 - (b) Dearness Pay:
 - (c) Dearness Allowance applicable
 - (d) Total existing emoluments [a to c]:
6. Revised Pay band and academic grade pay corresponding to the pre-revised scale as shown at (4) above



7. Pay in the revised pay band in which pay is to be Fixed:

8. Academic grade pay to be applied

9. Stepped up pay of junior with reference to the revised pay of the junior, if applicable

(Name of the junior is to be included distinctly):

10. Revised with reference to Substantiative pay, if applicable:

11. Personal pay, if any:

12. Revised emoluments after fixation:

(a) Pay in the revised Pay Band

(b) Academic Grade Pay

(c) Special pay, if admissible

(d) Personal pay, if admissible

(e) Non practicing allowance, if admissible:

13. Date of next increment:

Date of increment	Pay after increment Pay in the Pay Band	Academic Grade Pay

14. Any other information:

Name and Signature of the Head of the office

Station:

Date:

