



**UNIVERSITY OF MADRAS**  
[Established under the Act of Incorporation XXVII of 1857-  
Madras University Act 1923]  
(State University)  
Centenary Buildings, Chepauk, Chennai - 600 005.



### APPOINTMENT NOTIFICATION

Applications [8 copies] are invited for the following posts, so as to be received by the Vice Chancellor superscribing on the envelope "Application for the post of \_\_\_\_\_"

| Name of the Post  | No. of Posts |
|---|--------------|
| Registrar   | 1            |
| Controller of Examinations                              | 1            |
| Professor cum Director, Institute of Distance Education | 1            |
| Dean-College Development Council                        | 1            |
| Director-University Students Advisory Bureau            | 1            |

Details of post, community, application form, prescribed qualifications, general instructions and other details are available in the University Website. The application can be downloaded from the University website: <http://www.unom.ac.in>.

The last date for receipt of filled in applications is **23.02.2022**.

**NOTE:**

The Syndicate reserves the right to fill or not to fill up the posts without assigning any reason whatsoever. In the matter of recruitment, the decision of the Syndicate is final and any representation against non-selection will not be entertained under any circumstances.

**REGISTRAR i/c**

# GENERAL ESSENTIAL QUALIFICATIONS

## 1. ESSENTIAL QUALIFICATIONS FOR THE POST OF REGISTRAR

1. A Master's degree with at least 55 % of marks or its equivalent grade of B in the UGC Seven point scale;
  - a. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.
  - b. 'B' in the seven point scale with UGC letter grades O, A, B, C, D, E & F will be regarded as equivalent of 55% whenever the grading system is followed.
  - c. The minimum requirement of 55% marks at Master's level will not be insisted upon for Principals, Professors, Associate Professors/Readers, Registrars, Deputy Registrars, Librarians, Deputy Librarians, Director/Deputy Directors of Physical Education for the existing incumbents who are already in the University system. The minimum requirement in their case shall be at least 50% of marks at Master's level. However, the 55% of marks at Master's level will be insisted upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrars, Assistant Librarians and Assistant Directors of Physical Education.
2. At least 15 years of experience as [Assistant Professor]/Lecturer (Senior Scale) / Lecturer with eight years in Reader's [Associate Professor] grade along with experience in educational administration;

(or)

Comparable experience in research establishment and /or other institutions of higher Education;

(or)

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post;
3. Ph.D. Qualification in the respective field is desirable.

**Scale of Pay:** Pay will be fixed with reference to the last pay drawn in the primary cadre of the applicant.[as per G.O.Ms.No.145,Higher Edu.[H1]Dept. dt:06.07.2018]

**Tenure:** The post is for 3 years and a person beyond 58 years cannot hold the post.

**Age:** Shall not be more than 55 years, on the last date of receipt of application for the post

## **2. ESSENTIAL QUALIFICATIONS FOR THE POST OF CONTROLLER OF EXAMINATIONS**

- i. A Master's degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale;
- ii. 15 years of teaching and research experience in approved College / Institution / University of which eight years as Reader / Associate Professor in the pay scale of Rs. 1,31,400-2,17,100, along with experience in educational administration;  
[or]  
15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post
- iii. Ph.D. qualification in the respective field is desirable.
- iv. The Teachers who have worked in Self-financing Colleges/Shift II of Govt. aided Colleges should produce teaching experience certificate issued by the Regional Director of Collegiate Education (RJD) or Director of Technical Education (DoTE)

**Scale of Pay:** Pay will be fixed with reference to the last pay drawn in the primary cadre of the applicant.[as per G.O.Ms.No.145,Higher Edu.[H1]Dept. dt:06.07.2018]

**Tenure:** The appointment be purely for a tenure of two years and extendable for one more year by the Syndicate and be not made permanent employee of University.

**Age:** Shall not be more than 55 years, on the last date of receipt of application for the post.

## **3. ESSENTIAL QUALIFICATIONS FOR THE POST OF PROFESSOR CUM DIRECTOR, INSTITUTE OF DISTANCE EDUCATION**

- A (i) An eminent scholar with Ph.D. qualification (s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications in CARE listed journals / books and/or research/policy papers.
- (ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS), set out in the UGC Regulation in Appendix III.

(OR)

- B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in concerned/allied /relevant discipline; to be substantiated by credentials.

Desirable: Experience in Educational planning in areas of Pedagogy and teaching technology relating to continuing Education/Distance Education/Nonformal Education.

**Scale of Pay:** Rs. 1,44,200-2,18,200 (Level 14)

**Tenure:** The appointment be purely for a tenure of two years and extendable for one more year by the Syndicate and be not made permanent employee of University.

**Age:** Shall not be more than 57 years, on the last date of receipt of application for the post.

#### **4. ESSENTIAL QUALIFICATIONS FOR THE POST OF DEAN-COLLEGE DEVELOPMENT COUNCIL**

**Qualifications:**

[i] A Master's degree in Arts/Science or Humanities with at least 55% of marks or its equivalent grade of "B" in the UGC seven point scale;

- A relaxation of 5% may be provided 55% to 50% of the marks at the Master's level for SC/ST category.

[ii] Experience of at least 15 years in Teaching / Research or both of which at least 2 years as Head of a Department in a College/University/Director of Research Establishment or Principal of a recognized College.

[iii] Preference may be given to candidates with proven ability in executing and implementing funded research projects/innovative programmes in teaching and research.

[iv] Ph.D., qualification in the respective field.

[v] Research publications are desirable.

**Term of office:** The appointment will be on tenure basis for a period of 3 years.

**Age:** Shall not exceed 55 years (Fifty Five years) on the last date of application for the post.

**Scale of Pay:** Rs.1,44,200-2,18,200 (Level 14).

#### **5. ESSENTIAL QUALIFICATIONS FOR THE POST OF DIRECTOR, UNIVERSITY STUDENTS ADVISORY BUREAU**

**Qualifications:**

i. A Master's degree in Arts/Science or Humanities with at least 55% of marks or its equivalent grade of "B" in the UGC seven point scale.

- A relaxation of 5% may be provided 55% to 50% of the marks at the Master's level for SC/ST category.

ii. Ph. D qualification in the respective field.

iii. Experience: At least 15 years Teaching /Research experience.

iv. Desirable:

- a. Student Counseling / Guidance; and
- b. Administrative experience.

**Term of office:** The appointment will be on tenure basis for a period of 3 years.

**Age:** Shall not exceed 55 years (Fifty Five years) on the last date of application for the post.

**Scale of Pay:** Rs.1,44,200-2,18,200 (Level 14).

**Cost of Application: Rs.500/- [for SC/ST/DAP Rs.250/-]**

Affix passport size  
photograph here



## UNIVERSITY OF MADRAS

**(Application for the post of REGISTRAR / CONTROLLER OF EXAMINATIONS / PROFESSOR CUM DIRECTOR, INSTITUTE OF DISTANCE EDUCATION / DEAN-COLLEGE DEVELOPMENT COUNCIL & DIRECTOR-UNIVERSITY STUDENTS ADVISORY BUREAU)**

**NAME OF THE POST APPLIED**

:

1. Name [IN BLOCK LETTERS]

:

2. Name and Address of the Institution where the candidate is working

:

3. Post held at present

:

[a] Date of Appointment to the Post

:

[b] Scale of Pay

:

[c] Date of annual increment

:

4. Address to which communications are to be sent

:

[Indicate the correct address with Pin-code, Dist, etc.,  
Telephone number and e-mail id]

5. Sex:

Nationality & Religion :

6. Date of Birth and Age

:

[Attested copy of the first page of SSLC book/ Plus 2 to be enclosed]

7. Name of the Community

:

[a] Whether SC/SC-A/ST/MBC/DNC/BC/BCM

(Certificate from the Revenue Official concerned to be enclosed)

(Specify the Name of the Community in Block letters)

[b] Whether Differently Abled Person

:

(Specify the mode of Disability  
with percentage along with proof)

8. Academic Qualification [Enclose attested copies starting from Matriculation or SSLC to recent degree]:

| Educational Level | Year of Passing | Name of the Institution | Subject / Major | Minor/ Ancillary | Class | Marks/ Grade | Rank, If any |
|-------------------|-----------------|-------------------------|-----------------|------------------|-------|--------------|--------------|
| S.S.L.C           |                 |                         |                 |                  |       |              |              |
| PUC / +2          |                 |                         |                 |                  |       |              |              |
| UG                |                 |                         |                 |                  |       |              |              |
| PG                |                 |                         |                 |                  |       |              |              |
| M.Phil.           |                 |                         |                 |                  |       |              |              |
| Ph.D.             |                 |                         |                 |                  |       |              |              |
| Others, specify   |                 |                         |                 |                  |       |              |              |

[NOTE: Must have undergone: 11 + 1 + 3 + 2 (SSLC, PUC, UG & PG) or 10 + 2 + 3 + 2 (SSLC, +2, UG & PG)]

9. Title of the Thesis of the Research Degrees:

| Degree   | Subject |
|--|---------|
| M.Phil.  |         |
| Ph.D.  |         |
| Any other higher degree like D.Sc., D.Litt., etc., |         |

10. Membership /Fellowship titles in Professional Societies/Academy like FNA,FRS,FNASC etc [Proof to be enclosed] :

11. Whether the Candidate has passed CSIR-UGC National Level Test /SLET/SET of Government of Tamil Nadu :  
 (i) If so, particulars should be given [enclose Xerox copy of the pass certificate)  
 (ii) If not specify the reasons: and provide evidence of eligibility for the Post :

12. Prizes, Medals, Awards, other Honours received :  
 [to be categorized as Regional, National, International and proof to be enclosed]

13. Professional Experience [Service certificates to be provided / Salary certificate with certification of Form 16 / Income Tax Returns]:

[State from the present position and go in reverse, should account for all the years lapsed since Masters degree]

| (a) Teaching and Research Experience   |           |                                      |  |  |
|--|-----------|--------------------------------------|--|--|
| Institution                            | Post Held | Scale of Pay (Revised / Pre-revised) | Duration of service (years and months) | Job description: UG & PG Teaching/Research/ Extension etc. |
|  |           |                                      |  |  |
| (b) Experience in Administrative Level |           |                                      |  |  |
|  |           |                                      |  |  |

14. Number of Publications:

| Publications           | Published (in number) | In Press [Proof to be attached] (in number) |
|------------------------|-----------------------|---|
| Articles-Regional      |                       |   |
| Articles-National      |                       |   |
| Articles-International |                       |   |
| Books                  |                       |   |

(b) List of Publications-Chronological order of the year (Do not include Symposia proceedings; if necessary, give them in the form of an appendix)

(State clearly the title of the publication, authors [underline your name] name of the journals, year, volume, page numbers and co-authors if any. If there are books, please indicate the name of the publishers, total number of pages and whether it is a text book or a reference book along with ISBN/ISSN numbers)

Please provide the citation index of the publication & the impact factor of the journal in which it is published and also indicate whether the journal is in the listed of Journals approved by the UGC:

15. Conferences/Seminars/Symposia/Workshops attended/papers presented

Regional/National & International [proof to be enclosed]:

| Sl. No. | Name of the event | Place/dates | Title of paper presented |
|---------|-------------------|-------------|--------------------------|
|         |                   |             |                          |

16. Conferences/Seminars/Symposia/Workshop organized [Regional, National & International].  
[Proof to be enclosed] :

| Sl. No. | Name of the event | Place/dates | Role as organizer |
|---------|-------------------|-------------|-------------------|
|         |                   |             |                   |

17. Visits abroad including post-doctoral training/fellowships.[Proof to be enclosed]:

| Sl. No. | Countries/Institution visited | Duration | Purpose/Assignment |
|---------|-------------------------------|----------|--------------------|
|         |                               |          |                    |

18. Establishment of Departments/Divisions/Laboratories etc.  
[Proof to be enclosed]:

| Sl. No. | Activity | Institution/Place | Dates |
|---------|----------|-------------------|-------|
|         |          |                   |       |



19. Patents/IPR Filed, granted and marketed [Provide proofs]:

| Sl. No. | Details of Inventions | Patents No. | Date & Countries | If marketed, details: |
|---------|-----------------------|-------------|------------------|-----------------------|
|         |                       |             |                  |                       |

20. Knowledge of Language:

| Languages | Ability to |       |       |
|-----------|------------|-------|-------|
|           | Read       | Speak | Write |
|           |            |       |       |

21. a. Teaching Experience College / University :

- i) Under Graduate :
- ii) Post Graduate :
- iii) M.Phil :

b. Number of years of Research Experience:

c. Furnish details for supervision of candidates for Research:

| Degree                   | Awarded (in number) | Under guidance (in number) |
|--------------------------|---------------------|----------------------------|
| M.Phil.                  |                     |                            |
| Ph.D.                    |                     |                            |
| Post doctoral candidates |                     |                            |

22. Have you received any research scheme sponsored or supported by Local (State) National (UGC, CSIR, ICAR, ICMR, DST etc.) International (UN, UNESCO, WHO, FAO, etc.) Agencies? Give details with proof:

| Sl. No. | Title of the Project | Quantum of Support [Rupees in lakhs] | Funding Agency | Years of Project Operation |
|---------|----------------------|--------------------------------------|----------------|----------------------------|
|         |                      |                                      |                |                            |

23. Have you handled any Consultancy Activity/Projects and /or Industry Interactions?

[Proof to be enclosed]:

| Sl. No. | Title of the Project | Agency/Industry | Duration of consultancy with date | Grants Received |
|---------|----------------------|-----------------|-----------------------------------|-----------------|
|         |                      |                 |                                   |                 |

24. Have you conducted any extension/community/literary activities in quantifiable terms?

[Proof to be enclosed]:

| Sl. No. | Type of activity | Period of activity | Agency collaboration of | Output |
|---------|------------------|--------------------|-------------------------|--------|
|         |                  |                    |                         |        |

25. Name and address of not less than two persons (not related by blood or marriage) to whom confidential reference could be made. They should be in a position to evaluate your candidature for the suitability of the position you are seeking now:

26. Name and address of two persons [not related by blood or marriage] from whom you have obtained the enclosed testimonials. Two are needed of which one should be from the Head of the Institution last attended:

27. Any court case is made/pending against you (Criminal cases/Disciplinary actions). Give brief account of the case like nature of complaint, action taken etc.

28. Any other information you would like to present for consideration:

I DECLARE THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND I STAND RESPONSIBLE FOR THEIR VALIDITY.

Place:

Date:

**SIGNATURE OF THE APPLICANT**

**CODING SHEET**

**(REGISTRAR / CONTROLLER OF EXAMINATIONS / PROFESSOR CUM DIRECTOR-INSTITUTE OF DISTANCE EDUCATION / DEAN-COLLEGE DEVELOPMENT COUNCIL / DIRECTOR-UNIVERSITY STUDENTS ADVISORY BUREAU)**

Name of the post applied for:

| S.No.  | Particulars   |                             |                                   |                                  |  |               |
|--|---|-----------------------------|-----------------------------------|----------------------------------|--|---------------|
| 1  | Name of the Applicant:  |                             |                                   |                                  |  |               |
| 2  | Date of Birth:  |                             | Age:                              |                                  | Sex: M/F   |               |
| 3  | Community:  |                             | GT                                | BC/<br>BCM                       | MBC/<br>DNC                                      | SC/SCA/<br>ST |
| 4  | <b>Qualification:</b>   |                             |                                   |                                  |  |               |
|  | <b>Name of the Degree</b>   |                             | <b>Year of Passing</b>            |                                  | <b>Percentage of Marks/Class</b>                 |               |
|  | PG  |                             |                                   |                                  |  |               |
|  | M.Phil.   |                             |                                   |                                  |  |               |
|  | Ph.D.   |                             |                                   |                                  |  |               |
| 5  | NET/SLET/CSIR:  |                             |                                   | Year of Passing                  |  |               |
| 6  | <b>Additional Qualification:</b>  |                             |                                   |                                  |  |               |
|  | <b>Name of the Degree</b>   |                             | <b>Year of Passing</b>            |                                  | <b>Percentage of Marks/Class</b>                 |               |
|  | D.Sc.   |                             |                                   |                                  |  |               |
|  | Fellowship  |                             |                                   |                                  |  |               |
|  | Titles  |                             |                                   |                                  |  |               |
|  | Awards  |                             |                                   |                                  |  |               |
| 7  | Teaching/Research exp.  |                             | UG: ..... yrs                     |                                  | PG: ..... yrs                                    |               |
|  | Guidance [M. Phil./Ph.D.]:  |                             |                                   |                                  | Res. Guidance:<br>M.Phil.: .....<br>Ph.D.: ..... |               |
|  | Experience:   |                             | Academic: ..... yrs               |                                  | Administration: .....yrs                         |               |
| 8  | Post Doctoral Research experience:  |                             | National: ..... yrs               |                                  | International: ..... yrs                         |               |
| 9  | <b>Publications:</b>  |                             | Regional Journals/Books           |                                  | National Journal/Books                           |               |
|  |   |                             | ..... nos                         |                                  | ..... nos  |               |
|  |   | International Journal/Books |                                   | ..... nos                        |  |               |
| 10   | <b>Organisation of Depts./Conference:</b>                                 |                             |                                   |                                  |  |               |
|  | Labs/Depts.: ..... nos  |                             |                                   | Conference: ..... nos            |  |               |
| 11   | <b>Conference, Seminar, Workshop participated:</b>                        |                             |                                   |                                  |  |               |
|  | Regional: ..... nos   |                             | National: ..... nos               |                                  | International: ..... nos                         |               |
| 12   | Research Project conducted and Fund generated in Rs.:                     |                             |                                   |                                  |  |               |
| 13   | Patents granted: ..... nos  |                             |                                   | Consultancies handled: ..... nos |  |               |
| 14   | Present Position:   |                             |                                   |                                  |  |               |
| 15   | Scale of Pay/salary:  |                             |                                   |                                  |  |               |
| 16   | Address to which communication is to be sent with Tel. No. and E.mail ID: |                             |                                   |                                  |  |               |
| I declare that the details given above are correct and I stand responsible for their validity. |   |                             |                                   |                                  |  |               |
| <b>Date:</b>   |   |                             | <b>Signature of the Applicant</b> |                                  |  |               |
| <b>Note: This coding sheet should be filled in by the applicant without fail.</b>              |   |                             |                                   |                                  |  |               |
| For office use only  |   |                             |                                   |                                  |  |               |
| Verified:  |   |                             | Comments, if any                  |                                  |  |               |
| ASO / SO   |   |                             | A.R.                              |                                  |  |               |

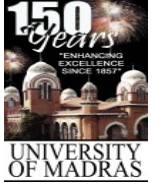
## GENERAL INSTRUCTIONS

1. Application should be addressed to the Vice-Chancellor (by designation only), University of Madras, Centenary Buildings, Chepauk, Chennai - 600 005.
2. Applicants are required to forward their applications (8 copies with enclosures) in the prescribed form with full particulars viz.,
  - a. Proof of age with an attested copy of the first page of SSLC Book;
  - b. Qualifications, degrees (with year/years of passing and University in which the degrees were taken);
  - c. Other academic distinctions, publications, if any;
  - d. Present occupation and salary with scale of pay;
  - e. Languages with which the applicant is conversant together with copies of recent testimonials;
  - f. Names of two persons to whom a reference can be made.
  - g. All other enclosures/like publications reprints, certificates etc as indicated in the application as attested copies.  
[Candidates are advised to take Xerox copy of the application form. Self designed application formats will not be entertained]
3. Applications from candidates, who are in service, shall be sent through proper channel. If they anticipate any delay, they may send 7 copies in advance to the Vice-Chancellor. However, their application will be considered and they will be called for interview only if their applications forwarded through proper channel are received in time. Therefore, it shall be ensured that the applications sent through proper channel are received in time.
4. The enclosures to be appended are [i] attested true copy of the first page of SSLC book in evidence of date of birth and age; [ii] reprints of available papers; [iii] a list of papers published by the applicants; [iv] attested true copies of certificates of credentials of educational qualifications and Academic distinctions.
5. Applicants who attempt to canvas or bring influence in any manner will be disqualified.
6. If selected candidates shall be required to join duty immediately and enter into an agreement, with the University in accordance with the laws of the University.
7. **The last date for submission of filled-in application is 23.02.2022.** The applications received after the last date and applications with incomplete particulars shall be summarily rejected, without any notice.
8. Enquires through telephones or in person shall not be entertained.
9. If a person is willing to apply for more than one post, separate application has to be submitted.
10. The Syndicate reserves the right to fill or not to fill up the post without assigning any reasons whatsoever.
11. Candidates should invariably fill in the information regarding court cases pending, criminal cases, disciplinary actions or equivalent etc., in the relevant columns of the application form. Any changes in this information as and when occurred after the submission of application form till the completion of recruitment process should be brought to the notice of the University by the candidate, failing which the University reserves the right to cancel the candidature and to debar him/her from all selections.
12. Candidates who satisfy the above requirements may download the application form from the University Website and apply to the Vice Chancellor, University of Madras (by Designation only) with a Demand Draft for Rs.500/- towards the cost of application. The Demand Draft shall be drawn in favour of the 'The Registrar, University of Madras', payable at Chennai. The fee prescribed for SC/ST/DAP candidates is Rs.250/- on production of photocopy of the Community Certificate.



# UNIVERSITY OF MADRAS

சென்னைப் பல்கலைக் கழகம்



## ACADEMIC PERFORMANCE INDICATOR (API) BASED ON PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

|                       |  |                    |               |                                    |   |
|-----------------------|--|--------------------|---------------|------------------------------------|---|
| 1.                    | <b>NAME OF POST APPLIED FOR</b>  |                    |               |                                    |   |
| 2.                    | <b>DEPARTMENT</b>  |                    |               |                                    |   |
| 3.                    | <b>NAME OF APPLICANT (in capital letters as per SSLC records ) (with Emp. No. If applicable)</b> |                    |               |                                    |   |
| 4.                    | <b>Previous position held (Professor/ Assoc. Prof. / Asst. Prof.)</b>                            |                    |               |                                    |   |
|                       | <b>Position held</b>   | <b>Institution</b> | <b>Period</b> |                                    | <b>Indicate Assessment period for CAS promotion</b> |
|                       |  |                    | <b>From</b>   | <b>To</b>                          |   |
|                       |  |                    |               |                                    |   |
|                       |  |                    |               |                                    |   |
|                       |  |                    |               |                                    |   |
|                       |  |                    |               |                                    |   |
|                       |  |                    |               |                                    |   |
| 5.                    | <b>Permanent Address :</b>   |                    |               | <b>Address for Communication :</b> |   |
|                       |  |                    |               |                                    |   |
|                       |  |                    |               |                                    |   |
|                       |  |                    |               |                                    |   |
|                       | <b>Phone No./ Mobile No.</b>   |                    |               |                                    |   |
| <b>E.mail address</b> |  |                    |               |                                    |   |



|                       |  |   |                |              |               |  |  |
|-----------------------|--|---|----------------|--------------|---------------|--|--|
| I.2                   | <b>LECTURES OR OTHER TEACHING DUTIES IN EXCESS OF THE UGC NORMS: (Attach Evidence):</b><br><b>(Note: @ 2.5points per hour to the maximum of 10 points ; PG dissertation 1.0 ; M.Phil. Dissertation 1.5 and Ph.D. Thesis 3.0 per candidate)</b> |   |                |              |               |  |  |
|                       |  | <b>Hours in excess of UGC norms including Project / Dissertation / Thesis / Correction, etc. No. of projects/ M. Phil. Thesis/ Ph.D. Thesis</b> |                |              |               | <b>Maximum score<br/>10<br/>(For Office Use)</b> |  |
| <b>Year/ Semester</b> |  | <b>PG</b>   | <b>M.Phil.</b> | <b>Ph.D.</b> | <b>Others</b> | <b>Total</b>                                     |  |
|                       |  |   |                |              |               |  |  |
|                       |  |   |                |              |               |  |  |
|                       |  |   |                |              |               |  |  |
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|                       |  |   |                |              |               |  |  |
|                       |  |   |                |              |               |  |  |
|                       |  |   |                |              |               |  |  |



|     |   |                                    |       |  |
|-----|---|------------------------------------|-------|--|
| I.3 | <b>PREPARATION AND IMPARTING OF KNOWLEDGE / INSTRUCTION AS PER CURRICULUM ; SYLLABUS ENRICHMENT BY PROVIDING ADDITIONAL RESOURCES TO STUDENTS</b><br><b>(i.e. Preparation of Instruction Manual / Lecture Notes / Learning Materials etc.) : (Attach Evidence) :</b><br><b>(Note: @ 5points per course or per learning material prepared)</b> |                                    |       |  |
|     | Nature of work  | Significance of work               |       | <b>Maximum score</b><br><b>20</b><br><b>(For Office Use)</b> |
|     |   |                                    | Score |  |
|     |   |                                    |       |  |
|     |   |                                    |       |  |
|     |   |                                    |       |  |
|     |   |                                    |       |  |
|     |   |                                    |       |  |
|     |   |                                    |       |  |
| I.4 | <b>USE OF PARTICIPATORY &amp; INNOVATIVE TEACHING-LEARNING METHODOLOGIES, UPDATING OF SUBJECT CONTENT, COURSE IMPROVEMENT, ETC. : (Attach Evidence) :</b><br><b>(Note: @ 5points for each activity)</b>   |                                    |       |  |
|     | Details of Innovation adopted   | Significance of Innovation adopted |       | <b>Maximum score</b><br><b>20</b><br><b>(For Office Use)</b> |
|     |   |                                    | Score |  |
|     |   |                                    |       |  |
|     |   |                                    |       |  |
|     |   |                                    |       |  |
|     |   |                                    |       |  |
|     |   |                                    |       |  |
|     |   |                                    |       |  |

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|--------------|---|----------------------|--|--------------|--|--|--|
| <b>I.5</b>   | <b>UNIVERSITY EXAMINATIONS RELATED DUTIES LIKE ANSWER SHEET EVALUATION , QUESTION PAPER SETTING , EVALUATION OF PG/ M.PHIL DISSERTATION/ PH.D. THESIS, AND SUCH OTHER RELATED DUTY AS PER ALLOTMENT : (Attach Evidence):</b>  |                      |  |              |  |  |  |
|              | <b>Nature of Duty<br/>(in Hours)</b>  | <b>Semester wise</b> |  |              |  |  | <b>Maximum score<br/>25<br/>(For Office Use)</b> |
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| <b>II.</b>   | <b>CATEGORY –II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES :</b><br>(Note : The minimum API score required by teachers from this Category-II (i.e. Category II.1 to II.5) is 015 out of 050. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the Screening / Selection Committee) |                      |  |              |  |  |  |
| <b>II.1.</b> | <b>STUDENT-RELATED CO-CURRICULAR ACTIVITIES like NSS, NCC, Counselling, Sports, Cultural Activities, Community Outreach Programmes (min. 3 days) (Attach Evidence) :</b><br>(Note: 2.5 Points per year to the maximum of 20 Points)   |                      |  |              |  |  |  |
|              | <b>Type of Activity</b>   | <b>Year</b>          | <b>Brief description of the activities</b> | <b>Score</b> | <b>Maximum score<br/>20 (For Office Use)</b> |  |  |
|              |   | 1)                   |  |              |  |  |  |
|              | 2)  |                      |  |              |  |  |  |
|              | 3)  |                      |  |              |  |  |  |
|              | 4)  |                      |  |              |  |  |  |
|              | 5)  |                      |  |              |  |  |  |

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| II.2. | <b>CONTRIBUTION TO CORPORATE LIFE AND MANAGEMENT OF THE DEPARTMENT AND INSTITUTION THROUGH PARTICIPATION IN ACADEMIC AND ADMINISTRATIVE COMMITTEES AND RESPONSIBILITIES [SUCH AS SYNDICATE / ACAD. COUNCIL / SENATE/FINANCE COMMITTEE / BOARD OF STUDIES / WARDEN / DY.WARDEN/ DIRECTOR/ DEAN/ CO-ORDINATOR/ PROGRAMME OFFICER/ ORGANISING REFRESHER COURSE/ TEACHING PROGRAMME/ OTHER ACADEMIC ACTIVITIES/ RESPONSIBILITIES] : (Attach Evidence) :</b><br><b>(Note: 1.0 Points per activity to the maximum of 15 Points)</b> |             |   |  |
|       | <b>Type of Activity</b>   | <b>Year</b> | <b>Brief description / contribution</b> | <b>Maximum score 15</b><br><b>(For Office Use)</b> |
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| <b>III.<br/>A.2</b> | <b>NON-REFEREED JOURNALS BUT RECOGNIZED AND REPUTABLE JOURNALS AND PERIODICALS HAVING ISSN Nos. :</b><br>(Use additional page, if necessary)<br>(Note : 10 points per publication - 60% of points to the First author and remaining 40 % will be equally shared by co-authors) |   |                          |                                   |                                   |
|                     | <b>Sl.<br/>No.</b>   | <b>Title of the Article / name of the Author / name of the Journal etc.</b> | <b>ISSN No.</b>          | <b>No. of<br/>Points</b>          | <b>Score<br/>(For Office Use)</b> |
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| <b>A.3</b>          | <b>PAPERS PRESENTED IN THE CONFERENCE / SEMINARS / SYMPOSIA / WORKSHOP: (Abstracts not to be included)</b>   |   |                          |                                   |                                   |
|                     | <b>Sl.<br/>No.</b>   | <b>Title of the Article / name of the Author / name of the Journal etc.</b> | <b>No. of<br/>Points</b> | <b>Score<br/>(For Office Use)</b> |                                   |
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| <b>III.B.</b>   | <b>RESEARCH PUBLICATIONS : (Attach Proofs) :</b><br><b>(Books, Chapters in Books, Other than referred journal articles) :</b>  |  |                 |              |
| <b>III. B.1</b> | <b>TEXT OR REFERENCE BOOKS PUBLISHED BY INTERNATIONAL PUBLISHERS :</b><br><b>(Note : (i) 50 points per book for sole author and 10 points per Chapter in an edited book.</b><br><b>(ii) 60 % of points to the First author and remaining 40% will be equally shared by Co-authors)</b> |  |                 |              |
|                 | <b>Sl. No.</b>   | <b>Name of the author / Co-author / title of the Books / Name of the Publisher along with month and year</b> | <b>ISBN No.</b> | <b>Score</b> |
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| <b>III. B.2</b> | <b>SUBJECT BOOKS BY NATIONAL LEVEL PUBLISHERS / UNIVERSITY / STATE AND CENTRAL GOVERNMENT PUBLICATIONS WITH ISBN NOS. :</b><br><b>(Note : (i) 25 points per book for sole author and 5 points per Chapter in edited books.</b><br><b>(ii) 60 % of points to the First author and remaining 40% will be equally shared by Co-authors)</b> |  |                 |                                       |
|                 | <b>Sl. No.</b>   | <b>Author name / co-author name / title of the Book / name of the publisher month and date</b> | <b>ISBN No.</b> | <b>Maximum score (For Office Use)</b> |
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| <b>III.<br/>B.5</b> | <b>CHAPTERS IN KNOWLEDGE BASED VOLUMES (ENCYCLOPEDIA / DIRECTORY, ETC.) IN NATIONAL LEVEL PUBLISHERS (ENCYCLOPEDIA) WITH ISBN / ISSN Nos. AND WITH Nos. OF NATIONAL AND INTERNATIONAL DIRECTORIES :</b><br><b>(Note : (i) 05 points per Chapter including lesson for IDE</b><br><b>(ii) 60 % of the points to the First author and remaining 40% will be equally shared by Co-authors)</b> |                                  |              |  |
| Sl.<br>No.          | <b>Author name / title of the Book / name of the Editor / chapter contribution / name of the<br/> Publisher month and year</b>   | <b>ISBN /<br/> ISSN<br/> No.</b> | <b>Score</b> |  |
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| <b>III.D.</b>       | <b>RESEARCH GUIDANCE : ( Attach Proofs)</b>   |   |                       |
| <b>III.<br/>D.1</b> | <b>DETAILS OF M.Phil. DEGREE AWARDED ONLY :</b><br>(Note : 3 points for each candidate awarded M.Phil. through Regular / Part-time mode only in the University / College where you are working)   |   |                       |
|                     | <b>Sl.<br/>No.</b>  | <b>Name of the Scholar / title of the Thesis / name of the Guide / date of Submission / date of the Ph.D. award / name of the University month and year</b> | <b>Max.<br/>Score</b> |
| <b>III.<br/>D.2</b> | <b>DETAILS OF Ph.D. DEGREE AWARDED / THESIS SUBMITTED :</b><br>(Note : (i) 10 points for each candidate awarded ; (ii) 7 points for each candidate awarded for Guide if there is Co-guide involved ; (iii) 3 points for each candidate awarded for Co-guide ; (iv) 5 points for each candidate submitted Thesis for guide if there is a Co-guide involved ; (v) 2 points for each candidate submitted Thesis for Co-guide and (vi) No points for External or any other type Ph.D. Registration including Ph.D. Programmes through the Institute of Distance Education mode. |   |                       |
|                     | <b>Sl.<br/>No.</b>  | <b>Name of the Scholar / title of the Thesis / name of the Guide / date of Submission / date of the Ph.D. award / name of the University month and year</b> | <b>Max.<br/>Score</b> |
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| <b>III.E.</b>  | <b>TRAINING / REFRESHER COURSES AND CONFERENCE / SEMINAR / WORKSHOP ORGANIZED :</b>  |   |                          |                          |                       |
| <b>III.E.1</b> | <b>DETAILS OF THE FOLLOWING EVENTS IF ANY ORGANIZED :</b><br><b>(Note : Maximum 30 Points.</b><br><b>(i) Not less than 2 weeks duration – 20 points each ; and (ii) One week duration – 10 points each)</b>  |   |                          |                          |                       |
|                | <b>Sl. No.</b>   | <b>Event</b>                                      | <b>Organizer / Place</b> | <b>Period / Duration</b> | <b>Maxi,um Score</b>  |
|                | 1.   | Refresher Courses                                 |                          |                          |                       |
|                | 2.   | Methodology Workshops                             |                          |                          |                       |
|                | 3.   | Training  |                          |                          |                       |
|                | 4.   | Teaching-learning-evaluation Technology Programme |                          |                          |                       |
|                | 5.   | Soft skill Development Programmes                 |                          |                          |                       |
|                | 6.   | Faculty Development Programmes                    |                          |                          |                       |
| <b>III.E.2</b> | <b>PARTICIPATION AND PRESENTATION OF RESEARCH PAPERS IN THE CONFERENCES / SYMPOSIA / SEMINARS / WORKSHOPS, ETC. :</b><br><b>(Attach Proofs)</b><br><b>(Note: If a paper presented in Conference / Seminar is published in the form of Proceedings, the points would accrue for the publication (III.A.) and not under presentation (III.E.2.)</b><br><b>(i) For International 10 points each* ; (ii) For National – 7.5 points each* ;</b><br><b>(iii) For Regional / State Level – 5 points each* ; &amp; (iv) For Local (Univ./College) – 3 points each*)</b><br><b>* The first / Principal author and the corresponding author / supervisor / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.</b> |   |                          |                          |                       |
|                | <b>Name of the author / title of the Article / name of the programme / organizer / level of the article</b>  |   |                          |                          | <b>Max.imum Score</b> |
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| III.<br>E.3 | INVITED LECTURES OR PRESENTATIONS FOR CONFERENCES / SYMPOSIA (INTERNATIONAL / NATIONAL):<br>(Note : (i) For International 10 points each ; and (ii) For National 5 points each) |        |               |  |
|-------------|---|--------|---------------|--|
| Sl.<br>No.  | Name of the Programme / organizer of the Programme / <u>Level</u> : Inter-national / National / Regional / State / Local / Topic /Date  | Points | Maximum Score |  |
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**DECLARATION**

I ..... hereby declare that the particulars furnished above are true to my knowledge.

Place :

Date :

Signature