

# UNIVERSITY OF MADRAS

**GUIDELINES FOR THE APPOINTMENT OF ASSISTANT PROFESSOR/ LIBRARIAN/  
PHYSICAL DIRECTOR IN AFFILIATED PRIVATE SELF FINANCING COLLEGES  
INCLUDING GOVERNMENT AIDED COLLEGES AS PER UGC REGULATIONS 2018 &  
G.O.Ms.No.5 DATED: 11.01.2021 (Syndicate Meeting dated: 14.02.2023)**

## **1. Call for Application**

1.1. An open advertisement calling applications for the post of Assistant Professor must be published in minimum of one Regional or National level dailies.

## **2. Eligibility**

2.1. For the Disciplines of Arts, Humanities, Sciences, Social Sciences, Commerce, Languages, Journalism and Mass Communication, etc.,

- a. A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign University.
- b. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC) (Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
- c. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- d. Provided that Candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions.
- e. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

Note : The Academic Score as specified in Annexure (**Table 3B**) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

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## 2.2. For the Disciplines of Management:

### Essential:

First Class Masters Degree in Business Management / Administration / in a relevant management related discipline or first class in two year PGDM declared equivalent by AIU / accredited by the AICTE / UGC;

### Desirable:

- a. Teaching, Research, Industrial and/or Professional experience in a reputed organization;
- b. Papers presented at Conferences and/or published in refereed journals.

## 2.3 Librarian

- a. A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point – scale, wherever the grading system is followed)
- b. A consistently good academic record, with knowledge of computerization of a library.
- c. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time.

## 2.4 Director of Physical Education and Sports:

- a. A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- b. Record of having represented the university / college at the interuniversity / inter-collegiate competitions or the State and/ or national championships.
- c. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time

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## 3. Selection Committee

- 3.1 Chairperson of the Governing Body of the College or his/her nominee from amongst the members of the Governing body, who shall be the Chairperson of the Committee.
- 3.2 The Principal of the College.
- 3.3 Head of the Department/Teacher-in-charge of the subject concerned in the College.
- 3.4 Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert. In case of colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject expert.
- 3.5 Two subject-experts not connected with the college who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.
- 3.6 An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor if any of the above members of the selection committee do not belong to that category.

Note: **Five members including two outside subject experts shall constitute the quorum.** An academician representing SC/ST/OBC/Minority/ Women/Differently-abled categories must be appointed as member of the Selection Committee which is mandatory as a member of Selection Committee.

## 4. Selection Procedure

- 4.1 A Scrutiny Committee consisting of three members (a) Principal (b) HOD/Director/Professor in relevant field in the Institution (c) A Professor from any other Institution of Higher Learning be constituted by the correspondent or Chairperson of the Selection Committee. The Scrutiny Committee shall scrutinize application and other documents and prepare a list of eligible and not eligible candidate calculate marks as per **Annexure- I** and prepare a comparative scoring sheet as in **Annexure-II**.
- 4.2 The members of Scrutiny Committee must sign in all pages in **Annexure-II**.
- 4.3 Only Eligible candidates as per **Annexure-II** shall be called for Interview.
- 4.4 The Selection Committee shall Interview all the eligible candidates and prepare a scoring sheet as given in **Annexure- III**.
- 4.5 The Selection Committee shall prepare the Minutes with the Name of selected candidate and Name of waiting list Candidate.
- 4.6 The recommendation of the Selection Committee shall be placed in the College Governing Body or Management Body and be approved.
- 4.7. Appointment order shall be issued by the Secretary/Correspondent of the college.

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## 4 Qualification Approval

The proposal for qualification approval shall be uploaded through on-line and submit a hard copy with the following documents.

- (a) Copy of an Advertisement
- (b) Copy of Selection Committee Panel received from University
- (c) Directorate of Collegiate Education proceedings, if it is an Aided Post.
- (d) The Minutes of Selection Committee meeting shall contain
  - (i) List of all candidates who applied
  - (ii) List of eligible candidates
  - (iii) Marks awarded by Selection Committee to each candidate.(Annexure-III)
  - (iv) Selected Candidate/(s)
  - (v) Waiting list Candidate/(s)
  - (vi) Copy of the Appointment order
  - (vii) Copy of the Joining Report of the candidate.
  - (viii) Equivalence Certificate, in case of Ph.D in Inter-disciplinary
  - (ix) Payment receipt of Prescribed fee of Rs. 3,000/- + GST for Qualification Approval for the post of Assistant Professor

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**ANNEXURE – I for Assistant Professor/Librarian/Physical Director  
TABLE 3B (as per UGC Regulation 2018 with G.O.Ms.No.5)**

| Name of the Candidate |   |   |
|-----------------------|---|---|
| DOB/AGE               |   |   |
| Father's Name         |   |   |
| Mobile Number         |   |   |
| Address               |   |   |
| Sl.No.                | Score   | Score obtained  |
| 1                     | <b>Graduation</b>   | a) 80% & Above= 21  |
|                       |   | b) 60% to less than 80% = 19  |
|                       |   | c) 55% to less than 60% = 16  |
|                       |   | d) 45% to less than 55% = 10  |
| 2                     | <b>Post-Graduation</b>  | a) 80% & Above= 25  |
|                       |   | b) 60% to less than 80% = 23  |
|                       |   | c) 55% (50% in case of SC/ST/OBC (non creamy layer) /PWD) to less than 60% = 20 |
| 3                     | <b>M.Phil</b>   | a) 60% & above = 07   |
|                       |   | b) 55% to less than 60% = 05  |
| 4                     | <b>Ph.D.</b>  | 25  |
| 5                     | <b>NET with JRF</b>   | 10  |
| 6                     | <b>NET</b>  | 08  |
| 7                     | <b>SLET/SET</b>   | 05  |
| 8                     | <b>Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)</b>             | 06  |
| 9                     | <b>Teaching/ Post Doctoral Experience (2 marks for one year each)#</b>  | 10  |
| 10                    | <b>Awards</b>   |   |
|                       | International / National Level (Awards given by International organizations / Government of India recognized National Level Bodies) | 03  |
|                       | State-Level (Awards given by State Government)  | 02  |

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

**Note:**

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

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## ANNEXURE - II

### Scoring Sheet for Scrutiny Committee

### Summary Sheet of the Report of the Scrutiny Committee for the Assistant Professor/Librarian/Physical Director Appointment in Colleges

**Subject:**

**Date :**

| S.No | Name of the Candidate | Whether qualification 10+2+3+2 or 10+1+3+2 pattern | % of Marks in PG | Qualified NET JRF/ NET/ SLET | Ph.D Degree Awarded (Yes/No) If yes year of awards and discipline | # of Research Pub. in (i) Peer reviewed Jl. (ii) UGC listed Jl. and (iii) Chapters in books or books | # of years of teaching Experience or Postdoctoral experience | Awards (i) International (ii) State level | <b>Remarks:</b><br>Eligible or not Eligible & Additional documents to be produced at the time of interview |
|------|-----------------------|--|------------------|------------------------------|---|--|--|---|--|
| 1.   |                       |  |                  |                              |   |  |  |   |  |
| 2.   |                       |  |                  |                              |   |  |  |   |  |
| 3.   |                       |  |                  |                              |   |  |  |   |  |
| 4.   |                       |  |                  |                              |   |  |  |   |  |

Signature of the Scrutiny Committee members:

|    |    |
|----|----|
| 1. | 3. |
| 2. | 4. |

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## ANNEXURE - III

### Scoring Sheet for the Selection of Assistant Professor in Colleges/Librarian/Physical Director

| S.No       | Name of the Candidate | Score                      |                            | Only M.Phil*<br>(Max7) or<br>Ph.D (Max 25)<br>, MPhil +Ph.D<br>(Max 25 ) | NET<br>JRF-<br>10/<br>NET-8/<br>SLET-3<br><b>Max<br/>10)</b> | # of Res.<br>Pub. in<br>peer<br>reviewed/<br>UGC listed<br>x 2( <b>Max<br/>06)</b> | # of years<br>of<br>teaching<br>Exp./Post-<br>doc exp.(2<br>per year)<br>( <b>Max 10)</b> | Awards<br>Int – 3,<br>Nat-2<br><b>(Max.<br/>03)</b> | Total<br>Score<br><b>(Max<br/>100)</b> | Interview<br>score<br><b>(Max 15)</b> | Total<br>score<br><b>(Max.<br/>115)</b> |
|------------|-----------------------|----------------------------|----------------------------|--|--|--|---|---|--|---------------------------------------|---|
|            |                       | UG*<br><b>(Max<br/>21)</b> | PG*<br><b>(Max<br/>25)</b> |  |  |  |   |   |  |                                       |   |
| 1.         |                       |                            |                            |  |  |  |   |   |  |                                       |   |
| 2.         |                       |                            |                            |  |  |  |   |   |  |                                       |   |
| 3.         |                       |                            |                            |  |  |  |   |   |  |                                       |   |
| 4.         |                       |                            |                            |  |  |  |   |   |  |                                       |   |
| 5 &<br>etc |                       |                            |                            |  |  |  |   |   |  |                                       |   |

Subject:

Date of Interview:

Note: \* UG: >= 80=21, 60-79=19, 55-59=16, 45-54=10; PG: >=80=25, 60-79=23, 55/50 - 59=20, M.Phil: 60>= 7, 55-59=5,

Signature of the Selection Committee Members

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

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## PROFORMA – II

### PROFORMA FOR CONSIDERING ELIGIBILITY TO HOLD THE POST OF “ASSISTANT PROFESSOR” IN AN AFFILIATED COLLEGE OF THIS UNIVERSITY

|    |  |  |
|----|--|--|
| 1. | Name of the Incumbent  |  |
| 2. | Date of Birth  |  |
| 3. | Mobile No: & email id  |  |
| 4. | Permanent Address  |  |
| 5. | Name of the College in which he/she has been appointed   |  |
| 6. | Date of appointment (duly attested)  |  |
| 7. | Date of Joining Report (duly attested)   |  |
| 8. | Whether he/she has been selected as per the procedure laid down in the UGC Regulation 2018 & G.O. Ms.No.2018 dated:11.01.2021, which were already communicated to the College and if so, a copy of the minutes of the selection committee may be furnished (duly attested) |  |

#### 9. Details of his/her Educational Qualifications:-

| Qualifications               | Duration of the Course (No. of years)  | Month & Year of Passing        | Name of Board / University              | Class/Percentage of Marks obtained | Main Subject studied |
|------------------------------|--|--------------------------------|---|------------------------------------|----------------------|
| SSLC, X Std, XI std etc.,    |  |                                |   |                                    |                      |
| PUC, HSC Intermediate etc.,  |  |                                |   |                                    |                      |
| B.A., B.Sc., B.Com etc.,     |  |                                |   |                                    |                      |
| M.A. M.Sc. M.Com etc.,       |  |                                |   |                                    |                      |
| M.Phil.                      |  |                                |   |                                    |                      |
| Ph.D.                        |  |                                |   |                                    |                      |
| (UGC, CSIR, NET, SLET etc.,) |  |                                |   |                                    |                      |
| 10.                          | Whether he/she studied Tamil/ Other Languages upto UG Level: (Tick relevant Box) | Tamil <input type="checkbox"/> | Other Language <input type="checkbox"/> | If Specify -----                   |                      |

(Note: Copies of certificates (Pass Certificate, Statement of Marks etc.) duly attested either by the Principal or by the Management of the College concerned, should be furnished along with Proforma).

I certify that the particulars given above are true and correct.

Signature of the Incumbent with date

Signature of the Principal with  
College Seal and date.