

UNIVERSITY OF MADRAS

**GUIDELINES FOR THE POST OF ASSISTANT PROFESSOR (LEVEL 10 TO LEVEL 11),
(LEVEL 11 TO LEVEL 12) AND ASSOCIATE PROFESSOR (LEVEL 12 TO 13A) IN
AFFILIATED COLLEGES AS PER UGC REGULATION 2018 & G.O.Ms.No.5
(Syndicate Meeting dated: 14.02.2023)**

**STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF
INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS
/ASSOCIATE PROFESSORS.**

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of the Regulations in G.O.Ms.No.5.

B. Career Advancement Scheme (CAS) for Colleges teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility: Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- i) Attended one Orientation course of 21 days' duration on teaching methodology; and
- ii) Any one of the following: Completed one Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- 1) Assistant Professors who have completed five years of service in Academic Level 11/ Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11/Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning- Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

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CAS Promotion Criteria for Level 10 to 11 and 11 to 12:

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix, Table 1) and
- ii) **The promotion is recommended by the Screening-cum-Evaluation Committee.**

“Screening -Cum-Evolution Committee” for CAS Promotion of Assistant Professor.

- i) The Principal of the College.
- ii) Head /Teacher-Incharge of the Department concerned from the College.
- iii) Two subject experts in the subject concerned working in Government Colleges.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject relevant /allied/relevant discipline.
- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop / Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix, **Table 1**, and
- ii) **The promotion to the post of Associate Professor is recommended by the Selection Committee** in accordance with these Regulations.

Selection Committee

The Selection Committee for the post of Associate Professor in Colleges including Private and Constituent Colleges, shall consist of the following persons:

- a. The Chairperson of the Governing Body or his/her nominee from amongst the members of the Governing Body, to be the Chairperson of the Selection Committee.
- b. The Principal of the College.
- c. The Head of the Department /Teacher –In charge of the concerned subject from the College.
- d. Two University representatives nominated by the Vice Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. 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.

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- e. Two subject–experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned. In case of colleges notified / declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- f. An academician belonging to the SC/ST/OBC/ Minority/ Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee does not belong to that category.

Note: To constitute the quorum for the meeting, five of which two subject-experts shall be present. 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.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- 1) Associate Professors who have completed three years of service in Academic Level 13A.
- 2) A Ph.D. degree in subject relevant/allied/relevant discipline.
- 3) A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
- 4) A minimum of 110 Research Score as per Appendix, **Table 2**

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix, Table 1 and at least **110 research score** as per Appendix, **Table 2**.
- ii) **The promotion to the post of Professor is recommended by selection committee constituted** in accordance with these Regulations Except in Grade II – Principals and Professors, wherein lesser Financial option shall be implemented.

Selection Committee

The Selection Committee for the post of Associate Professor in Colleges including Private and Constituent Colleges, shall consist of the following persons:

- a. The Chairperson of the Governing Body or his/her nominee from amongst the members of the Governing Body, to be the Chairperson of the Selection Committee.
- b. The Principal of the College.
- c. The Head of the Department /Teacher –In charge of the concerned subject from the College.
- d. Two University representatives nominated by the Vice Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. 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.

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- e. Two subject–experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned. In case of colleges notified / declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- f. An academician belonging to the SC/ST/OBC/ Minority/ Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee does not belong to that category.

Note: To constitute the quorum for the meeting, five of which two subject-experts shall be present. 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.

V. DIRECT RECRUITMENT OF ASSOCIATE PROFESSOR

Eligibility:

- 1.1 A good academic record, with a Ph.D. Degree in the concerned / allied /relevant disciplines.
- 1.2 A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- 1.3 A minimum of **eight years of experience of teaching and / or research** in an academic/ research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ Industry with a minimum of seven publications in the peer reviewed or UGC-listed journals and a total research score of seventy five (75) as per the criteria given in Table 2.

2. Selection Committee

- 2.1. The Selection Committee for the post of Associate Professor in Colleges including Private and Constituent Colleges, shall consist of the following persons:
 - a. The Chairperson of the Governing Body or his/her nominee from amongst the members of the Governing Body, to be the Chairperson of the Selection Committee.
 - b. The Principal of the College.
 - c. The Head of the Department /Teacher –In charge of the concerned subject from the College.
 - d. Two University representatives nominated by the Vice Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. 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.
 - e. Two subject–experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned. In case of colleges notified / declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

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- f. An academician belonging to the SC/ST/OBC/ Minority/ Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee does not belong to that category.

Note: To constitute the quorum for the meeting, five of which two subject-experts shall be present. 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.

3. Selection Procedure

- a. Scrutiny Committee consisting of three members Principal/Professor level shall be constituted by the correspondent or Chairperson of the Selection Committee. The Scrutiny Committee shall check the eligible conditions and calculate the API score and report as per the Table 2 (as per G.O.5) submitted by the Applicant.
- b. The minutes of Scrutiny Committee shall be presented as per **Annexure- II**.
- c. Only Eligible candidates who satisfy the minimum API SCORE as per the **Annexure-II** shall be called for personal Interview.
- d. The Selection Committee will interview all the eligible Candidates and prepare a scoring sheet and Minutes as given in **Annexure-III**.
- e. The Selection Committee shall prepare the minutes with the Name of selected candidate and Name of waiting list Candidate.
- f. The recommendation of the Selection Committee shall be placed in the College Governing Body or Management Body and be approved.
- g. Appointment/Award of Promotion order shall be issued by the Secretary/Correspondent of the college.

All the selection procedures, that is the works of Scrutiny Committee, Selection Committee, board meeting and issue on Appointment order shall be done in quick discussion without giving any room for leakage of information and its attendant problems.

4. Qualification Approval for Associate Professor by CAS or Direct Recruitment:

The College must apply, for the qualification approval of the Associate Professor to this University within 30 days from the date of meeting of Selection Committee with the prescribed fees and the following documents.

- (a) Copy of Circular from among the faculty of the College.
- (b) Selection Committee Communication received from University
- (c) Directorate of Collegiate Education proceedings, if it is an Aided Post.
- (d) The Screening Committee Constituted by the Secretary/ Chairman, College Governing Board and the minutes.
- (e) Detailed calculation of API Score as per **Annexure-1 /Table 3B** signed by members of scrutiny.
- (f) List of candidates applied and List of eligible Candidates with API Scores.
- (g) Marks awarded by Selection Committee to each candidate along with a copy of **Annexure III**
- (h) Minutes of the Selection Committee with name of the Selected Candidate and wait List Candidate
- (i) Promotion order
- (j) Joining report of the candidate
- (k) Equivalence Certificate, incase of Ph.D in Interdisciplinary.
- (l) Payment prescribed fee of Rs.5,000/- + GST for Qualification Approval for the post of Associate Professor.

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Academic Performance Indicators (API) Worksheet - Performance Based Appraisal System (PBAS) for the Post of Associate Professor in Colleges by CAS Promotion / Direct Recruitment

ANNEXURE - 1

(UGC Regulation on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, UGC Regulation 2018 and G.O.(Ms) No. 5 dated: 11.01.2021)

Name of the College	
Aided College/Self-Financing College	
Name of the Faculty Member / Applicant	
Designation and Department	
Address	

Scores claimed by the Applicant.

College	Minimum Score Required	API Score Obtained
Aided College / Self-Financing College	75	

Declaration:

I hereby, declare that all the statements/particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my appointment for Direct Recruitment / Promotion is liable to be cancelled.

Date:

Signature of the Applicant

FOR OFFICE USE ONLY

Score Secured:

College	Minimum Score Required	API Score Obtained
Aided College / Self-Financing College	75	

Signature of the Scrutiny Committee Members:

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

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ANNEXURE - II

Scoring Sheet for Scrutiny Committee

Sl.No.	Name	Date of Birth	Education Qualification	Teaching & Research Experience	Total API Score	Eligible / Ineligible	Remarks Documents to be verified
1.							
2.							
3.							
4.							

Signature of the Committee Members

1.	3.
2.	4.

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ANNEXURE - III

Scoring Sheet for Selection Committee

Sl.No.	Name	API Score secured (Max. 40 Marks) (1)	Academic Background (Max. 20 Marks) (2)	Domain Knowledge Tech. Skill (Max. 20 Marks) (3)	Interview Marks (Max. 20 Marks) (4)	Total (Max. 100 marks) (5)

Note: 1. API Score: 75 - 10 marks
76 - 150 - 20 marks
151 - 300 - 30 marks
301 and above - 40 marks

2. For columns 2, 3, & 4 the selection committee shall involve criteria and evaluate accordingly.

Signature of the Committee Members

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

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PROFORMA – I FOR PRINCIPAL / PROFESSOR / ASSOICATE PROFESSOR

1.	Name of the PRINCIPAL (in capital letters)	
2.	Age & Date of Birth	
3.	Mobile No: & email.	
4.	Permanent Address :	
5.	College Address:	
6.	Whether he/she has been selected as per the procedure laid down in the UGC Regulation 2018/G.O.Ms.No.5, 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 and if not, the reasons for the same may be stated.	

7. 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.					
UGC, CSIR, NET, SLET etc.,					
Ph.D.					
Title of the THESIS in the Ph.D Degree:					

8.	Whether he/she studied Tamil/ Other Languages upto UG Level: (Tick relevant Box)	Tamil <input type="checkbox"/>	Other Language <input type="checkbox"/>	If Specify
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*(NOTE:- Copies of certificates (Degree/Provisional Pass Certificate, Statement of Marks, etc.) duly attested either by a Gazetted Officer or by the Management of the College concerned, should be furnished along with Proforma).

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9.	Date of appointment as PRINCIPAL in the present college	
10.	Date of entry into service in the present college	
11.	Whether a copy of the appointment order and a copy of the joining report are sent herewith.	
12.	Whether he/she has been selected for the post of PRINCIPAL by PROMOTION or by DIRECT RECRUITMENT	
13.	If appointment made under Promotion.... His/Her seniority position in this college (Seniority list of teachers in the college is to be enclosed)	
14.	If appointment made under Direct Recruitment..... Photocopy of the News Paper cut (Advertisement given by the Management)	
15.	Whether his/her selection/appointment has been approved by the College GOVERNING BODY or copy of its minutes may be sent and if not, the reasons therefore may be stated)	
16.	Whether he/she was a Lecturer (Selection Grade) / Reader before appointment as Principal (If yes, a copy of Certificate issued by the DCE/Jt. DCE to this effect may be sent)	
17.	Whether his/her earlier appointment, if any, has been approved by this University and if so, a copy of the order may be furnished.	

18. TEACHING EXPERIENCE (the details of his/her service from entry to till date may be furnished).

Sl.No.	Names of the Colleges	Designation	Period of Service (with exact date)		Total
			From	To	
TOTAL EXPERIENCE					

19. Whether the incumbent has any break in service during the period of his/her service in the College (If yes, the details as required hereunder may be furnished and if not, the same may be stated).

From	To	Number of			Reasons for the BREAK in SERVICE
		DAYS	MONTHS	YEARS	

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20. Details of the classes handled during his/her service in the College (may be furnished) :

TEACHING EXPERIENCE gained at	From	To	Total period of Service	
			No. of Months	No. of Years
UNDER – GRADUATE level				
POST – GRADUATE level				
RESEARCH EXPERIENCE (M.Phil. & Ph.D level)				

THE ABOVE PARTICULARS FURNISHED BY ME ARE TRUE TO THE BEST OF MY
KNOWLEDGE AND BELIEF.

SIGNATURE OF THE CANDIDATE (PRINCIPAL)

COUNTER SIGNATURE OF THE
SECRETARY / CORRESPONDENT OF THE COLLEGE

Date:

College Seal: