

Associate Professor (All Faculties) B-02

Method of Recruitment

By merit promotion.

Qualifications

A Senior Lecturer (Grade II/I) may be considered for promotion to the grade of Associate Professor if he/she has obtained at least the required minimum mark as specified in the Marking Scheme for the post. [See Annex](#)

Method of Application and Selection Process

- (i) An application for a merit promotion should be accompanied by
 - (a) the Curriculum Vitae of the applicant,
 - (b) a self-assessment of his/her whole career specifying the contribution to:
 - teaching and academic development
 - research and creative works
 - dissemination of knowledge, and
 - university and national development
 - (c) two copies of the publications, research papers and other relevant documents.

- (ii) The Senate shall appoint two (02) experts in the relevant field from outside the higher educational institution concerned to evaluate the applicant's contribution to:
 - research and creative works (Section 2 of the Marking Scheme)
 - dissemination of knowledge (Section 3.1 of the Marking Scheme)

The experts should not be teachers/supervisors of the candidate at post-graduate level.

- (iii) Evaluation of the contribution to:
 - teaching and academic development (Section 1 of the Marking Scheme) and

- university and national development (Section 3.2 of the Marking Scheme)

Will be carried out by a panel appointed by the Senate which shall consist of the following:

- Vice-Chancellor/Deputy Vice-Chancellor/Dean of the faculty concerned
- Two professors, one of whom is either from within or outside the Institution concerned and has a knowledge of the discipline or a related discipline and the other from another Faculty of the Higher Educational Institution concerned. The Head of the Department concerned shall report on the attendance of the candidate at meetings of the Faculty Board and Senate (where relevant) and other statutory bodies and he may be called upon to serve as an observer in the panel.

(iv) The final selection will be made by the Selection Committee based on the evaluation reports specified in(ii) and (iii) above and in conformity with the Procedure of Appointment. Appointments on merit promotion are made on merit promotion are made on 'personal-the - holder' basis and do not necessarily reflect cadre positions.

(v) A candidate whose application is rejected by the Selection Committee could apply again for Merit Promotion only after the expiry of 02 years from the date of his/her earlier application.

(a)

13. Post & Salary Scale

Associate Professor (All Faculties)B-02

Method of recruitment

By open advertisement

Qualifications

Candidates should possess (a) the minimum academic qualifications required for a post of Senior Lecturer (by open advertisement) in the relevant field of study as stipulated in posts 4 or 6 of Commission [Circular No.721](#) and, (b) six (06) years of experience in teaching at university level/research/professional work after obtaining the relevant post-graduate qualifications required for the post of Senior Lecturer,

AND

Obtain at least the minimum mark laid down in the Marking Scheme for Associate Professorship (external candidates). [See Annex](#)

Method of Application and Section Process

Same as that adopted for Associate Professorship by merit promotion.

14. Post & salary Code

Professor (All Faculties)B-01

Method of Recruitment

By merit promotion

Qualifications

A Senior Lecturer/Associate Professor may be considered for promotion to the grade of Professor if he/she has obtained at least the required minimum mark as specified in the Marking Scheme. ([See Annex](#))

Method of Application and Selection Process

- (i) Every application for a merit promotion to the grade of Professor should be accompanied by -
 - (a) the Curriculum Vitae of thle applicant, and
 - (b) a self-assessment of his/her whole career specifying the contribution to:
 - teaching and academic development;
 - research and creative works;
 - dissemination of knowledge; and
 - university and national development.
 - (c) two copies of the publications, research papers and other relevant documents.

- (ii) The Senate shall appoint 02 experts from outside the Higher Educational Institution concerned to evaluate the applicant's contribution to-
 - (a) Research and creative works (Section 2 of the Marking Scheme); and
 - (b) Dissemination of knowledge (Section 3 . 1 of the Marking Scheme).

The experts should not be teachers/supervisors of the applicant at post-graduate level.

(iii) Evaluation of the contribution to -

Teaching
and
academic
development
(Section 1
of the
Marking
Scheme),

(b) University and/or National Development (Section 3.2 of the Marking Scheme) will be carried out by a panel headed by the Vice-Chancellor/Dean of the Faculty concerned and 02 other Professors of the university appointed by the Senate, one of whom is either from, within or outside the Institution concerned and has a knowledge of the discipline or a related discipline and the other from another faculty of the Higher Educational Institution concerned. The Head of the Department concerned may be called upon to serve as an observer.

(iv) The final selection will be made by the Selection Committee based on the above evaluation reports specified in 2 and 3 above and in conformity with the Procedure for Appointment. Appointments on merit promotion are made on 'personal-to-the-holder' basis and do not necessarily reflect cadre positions.

(v) A candidate whose application is rejected by the Selection Committee could apply again for the post only after the expiry of 02 years from the date of his/her first application.

15. Post & Salary Code

Professor(All Faculties) B-01.

Method of recruitment

By open advertisement

Qualification

Candidates should possess :

- (a) The minimum academic qualifications required for a post of Senior Lecturer (by open advertisement) in the relevant field of study as stipulated in posts 4 or 6 of UGC [Circular No.721](#)
- (b) Ten (10) years of experience in teaching at university level/research/professional work after obtaining the relevant post-graduate qualifications for the post of Senior Lecturer.

AND

Obtain at least the minimum mark laid down in the Marking Scheme for Professor ship, (external candidates) ([See Annex](#))

Method of Application and Selection Process

Same as that adopted for Professorship by merit promotion.

(16.) Post Salary Code

Senior Professor (All Faculties) : B-01(a)

Method of Recruitment

By normal promotion

Qualifications

A Professor who has completed eight (08) years of service may apply for the post of Senior Professor.

Method of Application and Selection Process

The applicant should submit a self-assessment of his/her contribution to the following fields after he/she became a Professor ;

- (a) teaching and academic development;
- (b) research and creative works;
- (c) dissemination of knowledge; and
- (d) university and national development

The Selection Committee will evaluate the suitability of the applicant, for promotion based on the above self-assessment and other relevant considerations.

MARKING SCHEME FOR APPOINTMENT TO POSTS OF ASSOCIATE PROFESSOR/PROFESSOR

1.0	CONTRIBUTION TO TEACHING AND ACADEMIC DEVELOPMENT	Maximum
1.1	Participation in Staff Development Programme 1.1.1 As a resource person in Seminar/Workshop/Planning of Staff Development Programme (0.5 point/Activity 03)	03
1.2	Teaching Load When the teaching load of the staff member is more than the norm by at least 25%. The norm should be approved by the Faculty Board and the Senate (0.5 point / year 04)	04
1.3	Preparation of Teaching Material 1.3.1 Preparation of lesson materials for distribution to students 1.3.2 Preparation of audio/video programmes / Computer Software for teaching	10
Note :	All documents listed under 1.3.1 to 1.3.2 should have been approved by the Faculty Board and the Senate.	
1.4	Teaching / Professional Experience 1.4.1 Service after being promoted as a Senior Lecturer, Gr.II or service in equivalent teaching position or relevant professional experience in other organizations. (0.5 point/year 08) 1.4.2 Ph.D/D.M/D.Litt/ equivalent or a higher Degree	08 02
1.5	Postgraduate Supervision Supervision of Ph.D., M.Phil or other postgraduate degrees (for each candidate who has successfully completed the degree) 1.5.1 Ph.D. 04 points 1.5.2 2 year postgraduate degree (M.Phil, M.Sc., M.A. etc) 02 points 1.5.3 M.Sc., M.D. or postgraduate degree (M.A., M.Sc. etc.) of less than 2 years duration 01 points	06

1.6	Institutional Development Any other contribution to teaching/curriculum development/evaluation/institutional development/laboratory planning and development, inter-faculty teaching and strengthening research capacity etc. A detailed report prepared by the applicant should be submitted for evaluation by a Panel of the Senate along with the recommendations and observations of the Head of the Department and the Dean of the Faculty. Marks will be assigned by the Panel.	10
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SUB-TOTAL :

43

2.0	RESEARCH AND CREATIVE WORK	
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2.1	Publication in refereed journals based on research for a degree Up to 02 points / paper	
2.2	Other research publication in refereed journals upto 5 points / paper	No limit
2.3	Research publications in non-refereed journals (Publications in Newspapers, Magazines, etc. should not be considered under this category) upto 2 points / paper	do
2.4	Presentations at conferences, meetings of professional associations etc. (a) Published in abstract form Up to 01.5 points / abstract (b) unpublished papers upto 01 point / paper	No Limit do
2.5	Patents and inventions upto 05 points	do
2.6	(a) Books, scholarly work not submitted for a degree Up to 12 points (c) Books, scholarly work submitted for a degree upto 05 points (Duplication with 02.1 must be avoided)	do do
2.7	Monographs upto 05 points/monograph	do
2.8	Chapters in Books, scholarly work upto 04 points/chapter	do
2.9	Editing of Collections of Essays other than journals upto 03 points / book	do
2.10	Editing of classical works upto 04 points / book	do
2.11	Translation of monographs/books/books for supplementary reading upto 02 points / book	do
2.12	Editing of journals 01 point/journal	04

2.13	Creative work in literature, culture and arts relevant to the academic discipline of applicant up to 05 points/work	
2.14	Other creative work 02 points / work	10
2.15	Citation of the applicant's work in refereed journals and scholarly publications	
	0.5 point per citation subject to a maximum of 02 points for repeated citation of the same work	10

Notes : (i) In the case of papers/publications with joint authorship, applicants should indicate their actual contribution to the work published and marks should be allocated proportionately.
(ii) Double marking for the same work within section 2.0 and section 3.1 should be AVOIDED.

3.0	DISSEMINATION OF KNOWLEDGE AND CONTRIBUTIONS TO UNIVERSITY AND NORMAL DEVELOPMENT	
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3.1	Dissemination of knowledge No limits	No limits
3.1.1	* Text Books upto 06 points / book	do
3.1.2	*Books to be used for supplementary reading upto 04 points / book	do
3.1.3	*Translations of books upto 04 points / book	do
3.1.4	** Documentary orations including Presidential and keynote addresses at recognized national, academic or professional bodies upto 02 p o ints / oration	do
3.1.5	** Special Academic/Professional Awards or recognised Academic/Professional Distinctions upto 02 points/awards	do

Notes : * In the case of books with joint authorship the applicant's contribution should be determined and marks assigned accordingly.
** Excluding awards given for Postgraduate or Doctoral work, if already considered for appointment or promotion.

3.2	University and National Development Activities Maximum	
3.2.1	Vice-Chancellor 02 points/year	10

3.2.2 Deputy Vice-Chancellor/Rector/Dean of a Faculty/Director of a University Institute or a Research Institute	01.5 points / year	08
3.2.3 Head of a Department of a University or any other Institution	01 point / year	03
3.2.4 Course Co-ordinates/Project Co-ordinates for Postgraduate courses	01 point/year	03
3.2.5 Student Counselor/Career Guidance Counselor/Warden of a Residential Hall/Proctor/Deputy Procter	0.5 point/year	02
3.2.6 Participation as President/Secretary/Treasurer in University Teacher Unions, or in the same capacity in University Alumni Associations at national level	0.5 point/year	02
3.2.7 Membership of Boards of Management/Boards of Study in other Universities/Higher Educational Institutes	0.5 point/year	03
3.2.8 President/Secretary of a Professional/Academic Association at National level	0.5 point/year	03

Sub-total

35

Note: An applicant from outside the University System can be allocated similar marks for 3.2 on the basis of holding equivalent positions.

4.0 MINIMUM MARK

The minimum marks for each component of evaluation, (1,2 and 3 as specified below) and the minimum total mark that an applicant should obtain in order to qualify for the relevant appointment are given below:

	Asso.Prof (Internal)	Asso.Prof (External)	Professor
1 Contribution to teaching & Academic Development	20	10	20
2 Research & Creative Work	25	35	45
3 Dissemination of Knowledge & Contribution to University & National Development	10	10	15
4 Minimum Total Mark	65	65	90

