From

Director Higher Education,
Shiksha Sadan, Sector-5, Panchkula.

To

1. The Registrar, Kurukshetra University, Kurukshetra
2. The Registrar, Maharishi Dayanand University, Rohtak
3. The Registrar, Ch. Devi Lal University, Sirsa.
4. The Registrar, B.P.S. Mahila Vishwavidyalya, Khanpur Kalan (Sonepat).
5. The Registrar, Indira Gandhi University, Meerpur (Rewari).
6. The Registrar, Ch. Ranbir Singh University, Jind.
7. The Registrar, Ch. Bansi Lal University, Bhiwani.
8. The Registrar, Gurugram University, Gurugram.
9. The Registrar, Dr. B.R.Ambedkar, National Law University, Rai, Sonipat.
10. The Registrar, Maharishi Balmiki Sanskrit University, Mundri, Kaithal.
11. All the Principals of Government and Government Aided Private Colleges situated in the State of Haryana.
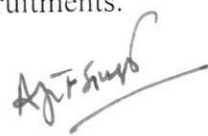
Memo No. KW 7/79-2017 C-IV(3)
Dated Panchkula, the 05-12-2022

Subject: **Revised guidelines for assessment of Academic/Research Score for promotion of Assistant Professor, Associate Professor and Professors in Government and Govt. Aided Private Colleges under Career Advancement Scheme (CAS).**

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Revised guidelines for assessment of Academic/Research Score for promotion under CAS of Assistant Professor, Associate Professor and Professors and other Academic Staff in Government and Govt. Aided Private Colleges are sent herewith. It is requested that these revised guidelines may be strictly adhered to while making promotions under CAS and in recruitments.

Encls : Page 1 to 7.

Deputy Director College-IV
for Director Higher Education,
Haryana Panchkula

REVISED GUIDELINES FOR ASSESSMENT OF ACADEMIC/RESEARCH SCORE FOR PROMOTION OF ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS AND PROFESSORS IN GOVERNMENT AND GOVT. AIDED PRIVATE COLLEGES UNDER CAREER ADVANCEMENT SCHEME (CAS).

1. These guidelines will be applicable on recruitment and CAS promotion of teachers and other academic staff working in affiliated colleges covered under Govt Notification No. 7/79-2017 C – IV (3) dated 11-11-2022.

2. Academic session means 1st July to 30th June of every year. In case, any university notifies different dates due to unavoidable circumstances such as COVID -19, academic year shall be applicable as per Academic Calendar issued the university to which any college is affiliated.

3. Assessment period means the period counted from the date of previous promotion under CAS (date of joining in case of fresh appointment) to the date of next promotion under CAS or prescribed by the Govt from time to time.

4. As the Internal Quality Assurance Cell (IQAC) has already been established in all colleges as per the UGC/National Assessment and Accreditation Council (NAAC) guidelines with the Principal as Chairperson. It is again directed that the IQAC shall act as the documentation and record-keeping cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on the notification dated 11-11-2022 and as illustrated in these guidelines. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

5. At the end of every academic year, college teachers shall submit to their college an annual self-appraisal report in the prescribed Proforma designed (copy attached) based on Tables 1 to 5 of Appendix II. The report shall be submitted within one month after the end of academic year through HoD/Teacher-in-charge etc. along with documentary evidences for the claims made in the annual self-appraisal report. The report shall be verified by the college within one month and one verified copy of this report shall be provided to the concerned teacher for personal record to avoid any hardship later on.

6. As mentioned in Clause 6.3 of the notification dated 11-11-2022, the criteria for promotion under CAS laid down under this notification shall be effective from the date of notification i.e. 11-11-2022. In case, the promotion is due before the date of issue of the notification, provisions of previous scheme notified on 21-07-2011 shall be applicable. Further, a teacher who wishes to be considered for promotion under the CAS and fulfils all the requirements, may submit all credentials within three months in advance of the due date to avoid delay. In case, the candidate does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

7. After fulfilling the required eligibility conditions for promotion under CAS, the teacher shall submit an application for promotion under CAS. After that, promotion under CAS shall be granted as per provisions under Clauses 6.4 of the notification.

ANNUAL PERFORMANCE ASSESSMENT REPORT FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS) IN COLLEGES AND UNIVERSITIES

(Table 1)

Name: Designation:

Subject: Academic Session:

Sr. No.	Name of Activity	Activities actually undertaken	Verification as per record	Grading
1	Teaching: (Number of classes taught/total classes assigned)x100% **Grading Criteria** 80% & above - *Good* Below 80% but 70% & above – *Satisfactory* Less than 70% - *Not satisfactory*			
2	Involvement in the University/College students related activities/research activities*: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D. students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer- reviewed or UGC list of Journals.			
	Overall Grading: **Criteria:** **Good:** Good in teaching and satisfactory or good in activity at Sl. No. 2 **Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. **Not Satisfactory:** If neither good nor satisfactory in overall grading			

Note:

*Number of activities can be within or across the broad categories of activities

PRINCIPAL

Assessment of Academic/Research Score
Table 2

Name: Designation:

Subject: Faculty:

S.N.	Academic/Research Activity	Academic/ Research Score as prescribed	Total (in number)	Self-Appraisal Score	Verified Score
1.	**Research Papers in Peer-Reviewed or UGC listed Journals (Annex-1)**	—			
2.	**Publications (other than Research papers) Annex-2**				
	(a) Books authored which are published by ;				
	International publishers	12			
	National Publishers	10			
	Chapter in Edited Book	05			
	Editor of Book by International Publisher	10			
	Editor of Book by National Publisher	08			
	(b)Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03			
	Book	08			
3.	**Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula (Annex- 3)**				
	(a) Development of Innovative pedagogy	05			
	(b) Design of new curricula and courses	02			
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20			
	MOOCs (developed in 4 quadrant) per module/lecture	05			
	Contentwriter/subjectmatterexpertforeachmoduleof MOOCs (at least onequadrant)	02			
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08			
	(d) E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book	12			
	e-Content (developed in 4 quadrants) per module	05			
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02			
	Editor of e-content for complete course/ paper /e-book	10			

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4	(a) Research guidance (Annex - 4)				
	Ph.D. (10 per degree awarded and 05 per thesis submitted)				
	M.Phil./P.G dissertation (02 per degree awarded)				
	(b) Research Projects Completed				
	More than 10 lakhs	10			
	Less than 10 lakhs	05			
	(c) Research Projects Ongoing :				
	More than 10 lakhs	05			
	Less than 10 lakhs	02			
	(d) Consultancy	03			
5	**(a) Patents (Annex – 5)**				
	International	10			
	National	07			
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)				
	International	10			
	National	07			
	State	04			
	(c) Awards/Fellowship				
	International	07			
	National	05			
6.	***Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once) Annex - 6**				
	International (Abroad)	07			
	International (within country)	05			
	National	03			
	State/University	02			

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SUMMARY OF ACADEMIC/RESEARCH SCORE

Category	Particulars	Academic/ Research Score	Remarks
1	Research Papers in Peer-Reviewed or UGC listed Journals (Annex-1)		
2	Publications (other than Research papers)		
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
4	(a) Research guidance		
	(b) Research Projects Completed		
5	(a) Patents		
	(b) Policy Document*		
	(c) Awards/Fellowship		
6	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings*		
	Total Research Score*		

*Combined score of 5(b) and 6 shall have upper capping of 30% of total research score

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

i)   Paper in refereed journals without impact factor   -   5 Points
ii) Paper with impact factor less than 1   -   10 Points
iii) Paper with impact factor between 1 and 2   -   15 Points
iv) Paper with impact factor between 2 and 5   -   20 Points
v)   Paper with impact factor between 5 and 10   -   25 Points
vi) Paper with impact factor>10   -   30 Points

(a) Two authors: 70% of total value of publication for each author.
(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

☐ Paper presented if part of edited book or proceeding then it can be claimed only once.

☐ For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co- supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

☐ *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b): Policy Document and 6: Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

The research score shall be from the minimum of three categories out of six categories.

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ANNEXURES

1. Research Papers in Peer-Reviewed or UGC listed Journals

S.N	Title of Paper	Name of Journal	Authors	Score (1)	Augmented Score if any (Refereed/Impact Factor) (2)	Total Score (1+2)
		Total				

2. Publications (other than Research Papers)

(a) Books authored which are published by National Publisher

S.N	Title of Book	Name and category of Publisher	Edited Book/Chapter	Authors	Score
		Total			

(b) Translation work in Indian and Foreign Languages by qualified faculties

S.N	Title of Book/ Chapter/Research paper	Publisher	Authors	Score
		Total		

Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

S.N	Particulars	Authors	Score
	Total		

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4. (a) Research Guidance

S.N	Class	Name of University	Particulars of the researcher	Score
		Total		

4. (b) Research Projects Completed

S.N	Title	Name of Funding Agency with Amount	No. of Investigators	Score
		Total		

5. (a) Patents

S.N	Name of Patent	Details of Registration	Level	Score
		Total		

5. (b) Policy Document

S.N	Name of Policy Document	Name of Agency to whom submitted	Level	Score
		Total		

6. Invited Lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings

S.N	Topic of Paper	Organized by (with dates)	Level	Score
		Total		