

प्रेषक,

चन्द्र विजय सिंह,
विशेष सचिव,
उत्तर प्रदेश शारान।

सेवा में

कुलसचिव,
गौतमबुद्ध विश्वविद्यालय,
गौतमबुद्धनगर।

औद्योगिक विकास अनुभाग 4

लखनऊ: 06-07-2026

विषय- गौतमबुद्ध विश्वविद्यालय अधिनियम 2002 की धारा 17 की उपधारा 02 (च) के अन्तर्गत प्रस्तावित एकेडमिक आर्डिनेंस (Academic Ordinance) के सम्बन्ध में।
महोदय,

उपर्युक्त विषयक अपने पत्र संख्या-जीबीयू-002/प्रशा0/7.1/2026-3903, दिनांक 13.03.2026 का कृपया सन्दर्भ ग्रहण करने का कष्ट करें, जिसके द्वारा गौतमबुद्ध विश्वविद्यालय अधिनियम 2002 की धारा 17 की उपधारा 02 (च) के अन्तर्गत प्रस्तावित एकेडमिक आर्डिनेंस (Academic Ordinance) पर अनुमोदन प्रदान किए जाने का अनुरोध किया गया है।

2. इस संबंध में अनुमोदित एकेडमिक आर्डिनेंस (Academic Ordinance) की प्रति संलग्न कर प्रेषित करते हुए मुझे यह कहने का निदेश हुआ है कि कृपया प्रकरण में नियमानुसार अग्रतर कार्यवाही करने का कष्ट करें।

संलग्नक: यथोक्त

भवदीय,

QUALITY SIGNATURE BY
ELECTRONIC METHOD
DATE: 06/07/2026
(चन्द्र विजय सिंह)
विशेष सचिव।

ACADEMIC ORDINANCES



**GAUTAM BUDDHA UNIVERSITY
GREATER NOIDA**

(चन्द्र विजय सिंह)
विशेष सचिव
अवस्थापना एवं औद्योगिक विकास विभाग
उ०प्र० शासन ६

Chandra
Registrar
Gautam Buddha University
Greater Noida, (U. P.)

ORDINANCE RELATING TO THE APPOINTMENTS AND CAREER ADVANCEMENT OF TEACHERS AND ACADEMIC STAFF

1. SHORT-TITLE AND APPLICATION

- 1.1 This Ordinance shall be called the "Gautam Buddha University" Ordinance Relating to Appointments and Career Advancement of Teachers and Academic Staff".
- 1.2 This Ordinance shall come into force from the date of notification of this ordinance.¹
- 1.3 The provisions in this ordinance shall supersede corresponding existing provisions.

2. PAY SCALES AND PAY FIXATION

- 2.1 Pay scales as notified by the Government of Uttar Pradesh for the University teachers based on the adoption of scales by the UGC, from time to time, will be adopted by this University.
- 2.2 Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor may be re-employed on contract appointment beyond the age of superannuation, as applicable to the University teacher, up to the age of seventy years.

Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

3. RECRUITMENT AND QUALIFICATIONS:

3.1 The direct recruitment to the posts of Assistant Professor, Associate Professor, Professor and Senior Professor for the disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, Engineering, Yoga and Journalism and Mass Communication in the University, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under this Ordinance. The composition of such a committee shall be as specified in this Ordinance.

3.2 The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor and Senior Professor, Assistant/Deputy Librarian and Librarian shall be as specified by this Ordinance.

3.3.1 The National Eligibility Test (NET) conducted by the University Grants Commission or an accredited test (SLET/SET) or Council of Scientific and Industrial Research, as the case may be, shall remain the minimum eligibility for appointment of Assistant Professor.

Provided that candidates who 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) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D.

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Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor.

Provided further that the award of degree to candidates registered for the M.Phil./Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions subject to the fulfillment of the following conditions:

- A. The Ph.D. degree of the candidate has been awarded in regular mode only;
- B. The Ph.D. thesis has been awarded by at least two external examiners;
- C. An open Ph.D. viva voce of the candidate has been conducted;
- D. The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- E. The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University

3.3.2 The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET has not been conducted.

3.4 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers or other equivalent cadres at any level.

Provided that 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.

Provided further that a relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree who have obtained their Master's Degree prior to 19 September, 1991.

3.5 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

- i. The Ph.D. Degree shall be a mandatory qualification for:
- ii. Appointment and promotion to the post of Professor.
- iii. Appointment and promotion to the post of Associate Professor.
- iv. Promotion to the post of Assistant Professor (Selection Grade/Academic Level 12).
- v. Direct recruitment to the post of Assistant Professor.

3.6 The time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions.

Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/promotion. Regular faculty members up to twenty per cent of the total faculty strength (excluding faculty on medical/ Maternity leave) shall be allowed to take study leave for pursuing Ph.D. degree.

3.7 Qualifications

No person shall be appointed to the post of University teacher if such person does not fulfill the requirements as to the qualifications for the appropriate post.

4. DIRECT RECRUITMENT

4.1 Assistant Professor [Eligibility 4.1(A) or 4.1(B)]

4.1(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. A relaxation of 5% marks shall be allowed as mentioned at clause no. 3.4 above.

Besides fulfilling the above qualifications, the candidate must have cleared NET conducted by the UGC or CSIR or similar test accredited by the UGC like SLET/SET or who are 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 as the case may be exempted from NET/ SLET/SET.

Provided the candidates registered for Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then exiting ordinance/Bye-Laws/Regulations of the Institutions awarding the degree and such Ph.D candidates shall be exempted from the requirement of NET/ SLET/SET for recruitment and appointment of Assistant Professor or equivalent position in University subject to the fulfillment of the following conditions:

- a) The Ph.D degree of the candidate has been awarded in a regular mode;
- b) The Ph.D thesis has been evaluated by at least two external examiners;
- c) An open Ph.D viva voce of the candidate has been conducted;

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- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a referred journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University Concerned.

NET shall also not be required for such Masters programme in disciplines for which NET is not conducted by the UGC, CSIR.

OR

4.1(B) The Ph.D. degree has been obtained from a Foreign University/Institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:

- i. Quacquarelli Symonds (QS);
- ii. Times Higher Education (THE); or
- iii. Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: The Academic score as specified in Appendix II (Table 3) 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.

4.2 Associate Professor [Eligibility]

- i. A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines; and
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and
- iii. 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; and
- iv. A minimum of seven publications in the peer-reviewed or UGC-listed journals; and
- v. A total research score of Seventy five (75) as per the criteria given in **Appendix II Table 2.**

4.3 Professor [Eligibility 4.3(A) or 4.3(B)]

4.3 (A)

- i. An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline; and
- ii. Published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals; and
- iii. A total research score of 120 as per the criteria given in **Appendix II -Table 2.**

- iv. A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

- 4.3 (B) An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the Concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

4.4 Senior Professor

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

Eligibility:

- An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.
- A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years' experience.
- The selection shall be based on ten best publications in the Peer-reviewed or UGC-listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

4.5 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF ASSISTANT LIBRARIAN, DEPUTY LIBRARIAN AND LIBRARIAN

I. Assistant Librarian

- 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)
- A consistently good academic record, with knowledge of computerization

of a library.

- iii) 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 as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note: (i) *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

II. Deputy Librarian

- i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point -scale, wherever grading system is followed.
- ii) Eight years' experience as an Assistant University Librarian/College Librarian.
- iii) Evidence of innovative library services including integration of ICT in library.
- iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library.

III. Librarian

- i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55%marks or an equivalent grade in a point -scale wherever the grading system is followed.
- ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years'

experience as a College Librarian.

iii) Evidence of innovative library services, including the integration of ICT in a library.

iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript- keeping.

v) The Librarian shall be appointed for a tenure of three years.

4.6 MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)

I. Assistant Director of Physical Education and Sports Eligibility (A or B)

A.

i) 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)

ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.

iii) 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, as the case may be:

Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges

/Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

Note: The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

- v. Passed the physical fitness test conducted in accordance with these Regulations.

OR

- B. An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

**II. Deputy Director of Physical Education and Sports
Eligibility (A or B)**

A.

- i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- ii) Eight years' experience as University Assistant DPES/College DPES.
- iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- v) Passed the physical fitness test in accordance with these Regulations.

OR

- B. An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.

III. Director of Physical Education and Sports or Sports Science.

- i) A Ph.D. in Physical Education or Physical Education and Sports.
- ii) Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor.
- iii) Evidence of organizing competitions and coaching camps of at least two weeks' duration.
- iv) Evidence of having produced good performance of teams/athletes for competitions like State/national/inter University/combined university, etc.
- v) The tenure of Director shall be of 3 years.

IV. Physical Fitness Test Norms

- (a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 meters	1500 meters	1200 meters	800 meters

NORMS FOR WOMEN

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1000 meters	800 meters	600 meters	400 meters

4.7 YOGA DISCIPLINE

I. Assistant Professor

Eligibility

Good academic record, with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/foreign University. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or a 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.

II. Associate Professor

Eligibility

- A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline.
- A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer reviewed or UGC listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II, Table 2.

III. Professor

Eligibility (A or B)

A.

- An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in

research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.

- ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

OR

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

4.8 Appointment on Contract for Fixed Duration (OCFD)

Teachers may be appointed on a contractual basis for a fixed term of eleven (11) months, if required, to meet the teaching needs of the Departments and to ensure an equitable distribution of the teaching workload. Such appointments shall be made on a consolidated salary basis and shall continue until adequate teaching requirements are fulfilled or until regular appointments are made, whichever is earlier.

4.9 Professor of Practice (PoP)

GBU may engage experts, professional/practitioners from industries/other professions including civil services for guidance/teaching/research. The engagement of PoP will be exclusive of the sanctioned posts. The number of PoP at any point in time should not exceed 10% of sanctioned posts. The provisions given in UGC guidelines for engaging PoP in University shall be applicable with regard to tenure, selection procedure, duties and responsibilities etc.

Note: Guidelines of AICTE for the recruitment of Teachers in Engineering field may be followed *mutatis mutandis* as well.

5. CONSTITUTION/COMPOSITION OF SELECTION COMMITTEES

5.1 Composition of Selection Committees

I. Assistant Professor

A. The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons:

- i. The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
- ii. An academician not below the rank of Professor to be nominated by the Chancellor.
- iii. Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body/ Dean of respective school of the university concerned.
- iv. Dean of the School concerned, wherever applicable.
- v. Head of the Department concerned.

- vi. An academician representing SC/ST/OBC/ Minority/ Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.
- B. Four members, including two outside subject experts, shall constitute the quorum.

II. Associate Professor

- A. The Selection Committee for the post of Associate Professor in the University shall have the following composition:
 - i. The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
 - ii. An academician not below the rank of Professor to be nominated by the Chancellor.
 - iii. Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body/ Dean of respective school of the university.
 - iv. Dean of the faculty/School, wherever applicable.
 - v. Head of the Department concerned.
 - vi. 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 does not belong to that category.
- B. At least four members, including two outside subject experts, shall constitute the quorum.

III. Professor

- A. The Selection Committee for the post of Professor in the University shall consist of the following persons:
 - i. Vice-Chancellor who shall be the Chairperson of the Committee.
 - ii. An academician not below the rank of Professor to be nominated by the Chancellor.
 - iii. Three experts in the subject/field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body/ Dean of respective school of the university concerned.
 - iv. Dean of the faculty/School, wherever applicable.
 - v. Head of the Department concerned.
 - vi. An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing 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.
- B. At least four members, including two outside subject experts, shall constitute the quorum.

IV. Senior Professor

A. The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:

- i. Vice Chancellor who shall be the Chairperson of the Committee.
- ii. An academician not below the rank of Senior Professor/Professor with minimum ten years' experience who is the nominee of the Chancellor.
- iii. Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor/ Dean of respective school out of the panel of names approved by the relevant statutory body of the university.
- iv. Dean (not below the rank of Senior Professor/Professor with minimum ten years' experience) of the respective School, wherever applicable.
- v. Head (not below the rank of Senior Professor/Professor with minimum ten years' experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department.
- vi. An academician (not below the rank of a Senior Professor/Professor with minimum ten years' experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing 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.

B. Four members, including two outside subject experts, shall constitute the quorum.

V. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

VI. The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of:

A. For University teachers:

- i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Head of the Department /Chairperson of the School; and

- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

B. For University Assistant Librarian:

- i) The Vice-Chancellor shall be the Chairperson of the Committee;
ii) The Dean of the Faculty concerned;
iii) The Librarian, University Library; and
iv) One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.

C. For University Assistant Director, Physical Education and Sports:

- i) The Vice-Chancellor shall be the Chairperson of the Committee;
ii) The Dean of the Faculty concerned;
iii) The University Director, Physical Education and Sports; and
iv) One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

Note: The quorum for these committees in all categories shall be three which will include one subject expert/ university nominee.

- 5.2 The Screening-cum-Evaluation Committee for CAS promotion verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma UGC Regulations 2018 and as per the minimum requirement specified in **Table 1 of Appendix I** for each of the cadre of Assistant Professor, Table 4 for each cadre of Librarian and Table 5 for each cadre of Physical Education and Sports for Librarian shall recommend to the Board of Management of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.
- 5.3 The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.
- 5.4 For all Selection Committees specified in this Ordinance, Dean of the School should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

6. SELECTION PROCEDURE

- I. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on **Tables 1, 2 and 3 of Appendix I**, as the case may be.
The University may assess the ability for teaching and / or research aptitude

through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in this Ordinance.

- II. In all the Selection Committees of direct recruitment of teachers in university, an academician belonging to the Scheduled Caste/Scheduled Tribe/OBC/ Minority/ Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Uttar Pradesh Government, in relation to the categories mentioned above, are strictly followed during the selection process.
 - III. The process of selection of a Professor shall involve the inviting of the application in the performa available at **Appendix-II**, based on the Assessment Criteria and Methodology guidelines set out in this Ordinance in **Appendix I- Tables 1 and 2** and reprints of all significant publications of the candidates. Provided that the publications submitted by the candidate shall have been published during the qualifying period. Provided further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.
 - IV. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 4.3(B) of this Ordinance, the University's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the University knowledge system are selected.
 - V. In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in UGC Regulations which need to be taken up by the University while developing the Proforma for both the direct recruitment and the CAS promotion.
 - VI. The Internal Quality Assurance Cell (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 this Ordinance and UGC Regulations. 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.
- A. The Assessment of the performance of University teachers for the CAS promotion is based on the following criteria:
 - i. **Teaching-Learning and Evaluation:** The commitment to teaching based

on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counseling and mentoring, additional teaching to support the University as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the University at the beginning of each Academic Semester and returning and discussing the answers in the class.

ii. **Personal Development Related to Teaching and Research Activities:**

Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organizing seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

iii. **Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.**

B. Assessment Process

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The University teachers shall submit to university an annual self-appraisal report in the prescribed Proforma designed based on **Tables 1 to 5 of Appendix I**. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the Head of the Department and the Dean of the concerned School. The submission should be through the Head of the Department /Special Centre and the Dean of the concerned School.

Step 2: After completion of the required years of experience for promotion under CAS and fulfillment of other requirements indicated in this Ordinance, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 6.4 of this Ordinance.

6.1 Assessment Criteria and Methodology:

- (a) **Tables 1 to 3 of Appendix II**, as the case may be, are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities.
- (b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme
- (c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of

Physical Education and Sports for promotions under Career Advancement Scheme

6.2 The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with this Ordinance.

6.3

- I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university the Assessment Criteria and Methodology Proforma, as evolved by the University, supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in this Ordinance/UGC Regulations 2018. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University may initiate the process of screening/selection, and complete the process within six months from the receipt of application
- II. The Selection Committee specifications as contained in Clauses 5.1 to 5.4 of this Ordinance shall be applicable to all direct recruitments of faculty positions and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor.
- III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in **Table-1 of Appendix II**.
- IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University on the date of consideration by the Selection Committee.
- VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
 - i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
 - ii) If, however, the candidate finds that he/she would fulfils the CAS promotion criteria, as defined in **Tables 1,2,4 & 5 of Appendix II** at a later date and applies on that date and is successful, his/her promotion shall be affected from that date of the candidate fulfilling the

eligibility criteria.

- iii) The candidate who 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.

6.4 Stages of promotion under the career advancement scheme (CAS) of incumbent and newly-appointed Assistant Professors / Associate Professors / 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 this Ordinance

B. Career Advancement Scheme (CAS) for teachers

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

Eligibility:

- (i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the conditions mentioned at (ii), (iii) and (iv) below;
- (ii) Attended one Orientation course of 21 days duration on teaching methodology;
- (iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning- Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- (iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

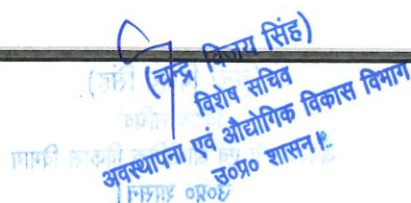
CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period, as the case may be, (as provided in **Appendix I - Table 1**), and;
- ii) The promotion is recommended by the screening-cum evaluation


Registrar

Central Board of Secondary Education
Greater Noida, (U. P.)


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उपप्र. शासन
नियंत्रण

committee.

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

Eligibility:

- i. Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- ii. A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii. Has done any two of the following in the last five years of Academic Level 11/Senior Scale:
 - a) Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation/ Technology Programmes / 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,
 - b) Completed one MOOCs course in the relevant subject (with e-certification); or
 - c) Contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.
- iv. Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a '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 II -Table 1**) and;
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

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 pay level 12.

OR

The existing Assistant Professor as on 19th February 2026 at the University who has completed twelve years of service as per the UGC scale, out of which three years at Academic Level 12 or Twelve years of experience at Academic Level 12 may also be considered for the promotion to Academic level 13A as a one-time measure.

- 2) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years.

OR

Any one of the following for the existing Assistant Professor at the University during last twelve years as a one-time measure.

- a) Completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/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
 - b) Completed one MOOCs course (with e-certification); or
 - c) Contribution towards the 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 conduct of a MOOCs course during the period of assessment.
- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
 - 5) Evidence of having guided at least one Ph.D. Candidate. However, in the spirit of compliance with Letter No.F.9-1/2020 (PS/Misc.) issued by University Grants Commission on 3rd February 2023, Assistant Professor (Selection Grade/Academic Level 12) producing evidence to prove that she/he is guiding doctoral candidates will also be eligible.

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 specified in *Appendix II -Table 1*, and has a research score of at least 70 as per *Appendix II -Table 2*.
- ii) The promotion is recommended by a selection committee constituted in accordance with this Ordinance.

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

Eligibility:

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A.

OR

The existing Associate Professor as on 19th February 2026 at the University who has completed a minimum of 15 years of service as per UGC scale out of which 3 years as Associate Professor in Academic Level 13A will be eligible for the promotion to the position of Professor Academic Level 14 as a one-time measure.

- 2) A Ph.D. degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided doctoral candidate.
- 5) A minimum of 110 Research Score as per **Appendix II -Table 2**.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she 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 II -Table 1**, and at least 110 research score, as per **Appendix II - Table 2**.
- ii) The promotion is recommended by a selection committee constituted in accordance with this Ordinance.

V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

Eligibility:

- i) Ten years' experience as a Professor.
- ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

Note: Guidelines for the promotion of the teachers provided by the AICTE shall be followed mutatis mutandis as well for the teachers appointed in engineering stream.

C. Career Advancement Scheme (CAS) for Librarians

- i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) of the ordinance.
- ii) The Deputy Librarian in University shall have two levels i.e. Academic Level 13A and Academic Level 14

I. From Assistant Librarian (Academic level 10)/ to Assistant Librarian (Senior Scale/Academic level 11)

Eligibility:

An Assistant Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil or a Ph.D. degree.

- i. He/she has attended at least one Orientation course of 21 days' duration; and
- ii. Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per **Appendix II, Table 4.**

CAS Promotion Criteria:

An Assistant Librarian may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in **Appendix II, Table 4,** and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From Assistant Librarian (Senior Scale/Academic level 11)/ to Assistant Librarian (Selection Grade/ Academic level 12)

Eligibility:

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years:
 - (i) Training/Seminar/Workshop/Course on automation and digitalisation,
 - (ii) Maintenance and other activities as per **Appendix II, Table 4** 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),
 - (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or
 - (iv) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in **Appendix II, Table 4,** and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From Assistant Librarian (Selection Grade/Academic level 12) to Deputy Librarian (Academic Level 13A)

Eligibility:

1) He/she has completed three years of service in that grade.

OR

The existing Deputy Librarian as on 19th February 2026 at the University in Academic Pay Scale, who has completed 12 years of service in the UGC pay scale of Assistant Librarian may also be considered for the promotion under CAS to Level 13A as a one-time measure.

2) He/she has done any one of the following in the last three years:

- (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, 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, Taken/developed one MOOCs course in the relevant subject (with e-certification), and Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from Deputy Librarian (Academic Level 13A) to Deputy Librarian (Academic Level 14) shall be the following:

- 1) He/she has completed three years of service in that grade.
2) He/she has done any one of the following in the last three years:
(i) Training/Seminar/Workshop/Course on automation and digitalization,
(ii) Maintenance and related activities as per Appendix I, Table 4 of at least two weeks' (ten days) duration, (iii) 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, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
3) Evidence of innovative library services, including the integration of ICT in a library.
4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

E. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports

Note:

- i) The following provisions apply only to those personnel who are not involved in teaching physical Education and sports. Teachers in institutions where Physical Education and Sports is a teaching Department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- ii) The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

I. From Assistant Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11

Eligibility:

- i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.
- ii) He/she has attended one Orientation course of 21 days' duration; and
- iii) He/she has done any one of the following:
 - (a) Completed Refresher / Research Methodology Course/ workshop,
 - (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and
 - (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in **Appendix II, Table 5**; and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11 to Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) (Selection Grade/Academic Level 12)

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years:
 - i) Completed one course / programme from among the categories of refresher courses, research methodology workshops,
 - ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration,
 - iii) 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), and
 - iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ to Deputy Director of Physical Education and Sports (Academic Level 13 A)

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years:
 - (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop,
 - (ii) 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),
 - (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from Deputy Director Physical Education (Academic Level 13A) to Deputy Director Physical Education and Sports (Academic Level 14) shall be the following:

- 1) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.
- 2) He/she has completed three years of service.
- 3) He/she has done any one of the following during last three years:
 - (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop,
 - (ii) 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),
 - (iii) Taken / developed one MOOCscourse in relevant subject (with e-certification).
- 4) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- 5) Evidence of having produced good performance of teams/athletes for competitions like state/national/interuniversity/ combined university, etc.

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

- 6.5.** Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit-specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph. D., M. Phil. or M.Tech. and LLM degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

7.0 COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University for such Appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
 - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
 - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be;
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

8.0 PERIOD OF PROBATION AND CONFIRMATION

- 8.1** The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- 8.2** The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- 8.3** The university shall issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following

the due process of verification of satisfactory performance.

8.4 The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the State Government.

8.5 All other State Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

9.0 CREATION AND FILLING-UP OF TEACHING POSTS

9.1 Teaching posts in university, as far as feasible, may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.

9.2 All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

10.0 TEACHING DAYS

10.1 The University must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. The above provision is summarized as follows:

Categorization	University
Teaching College and Learning Process	30 weeks (180 days)
Admissions, Examinations, preparation Examination	12
Vacations	8
Public Holidays to increase and adjust teaching days accordingly)	2
Total	52

10.2 In-Lieu of curtailment of vacation by 2 weeks, the University teachers may be credited with 1/3rd of the period of their earned leave.

11.0 MAINTENANCE OF STANDARDS IN HIGHER-EDUCATION INSTITUTIONS

In order to maintain the academic standards in higher education, the following recommendations of the UGC's are adopted by University.

- (1) The process of evaluation for Ph.D shall be in accordance with the respective UGC Regulations and their amendments from time to time, in this regard.
- (2) There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of the university for getting


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निकाश नगर
गौतम बुद्ध विश्वविद्यालय
ग्रेटर नोएडा

- a Ph.D. degree.
- (3) In order to encourage research and increase country's research output, University shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars.
 - (4) All newly-recruited faculty members may be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in this ordinance.
 - (5) An induction programme of one month may be introduced for all newly-recruited Assistant Professors in the university ideally before the starting of their teaching work. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMNTT) scheme shall also organize such induction programmes as per their mandate.
 - (6) These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. University may send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
 - (7) All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

12.0 PAY FIXATION ON PROMOTION:

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

APPENDICES

APPENDIX-I	Assessment Criteria and Methodology Table 1 to 3 For University and College Teachers Table 4- For Assistant Librarian, Deputy Librarian, Librarian etc. Table 5 - For Assistant Director/Deputy Director/Director Physical Education and Sports etc.
APPENDIX-II (A)	Formats for the following are attached herewith Direct Recruitment (i) Application proforma for Assistant Professor (ii) Application proforma for Associate Professor (iii) Application proforma for Professor
APPENDIX-II (B)	Performa for Career Advancement Scheme (CAS) for teachers

The above applications will be incorporated in the online application process.

Appendix -1
Assessment Criteria and Methodology for University/ Teachers
Table 1

S.No.	Activity	Grading Criteria
1	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	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.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities
	Overall Grading: Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or 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: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.	

Appendix -1

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score
(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity Faculty of Sciences	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		

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	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula /course	02 per curricula /course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	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	05
	Less than 10 lakhs	02	02
	d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	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	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	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)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

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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.

Appendix -1

Table: 3

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

S.N.	Academic Record	Score			
1	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4	Ph.D.	30			
5	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7	Teaching / Post-Doctoral Experience (2 marks for one year each)#	10			
8	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised 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.

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Note:

(A)

- (i) M.Phil + Ph.D Maximum - 30 Marks
- (ii) JRF/NET/SET Maximum - 07 Marks
- (iii) In awards category Maximum - 03 Marks

(B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C)

Academic Score - 80
Research Publications - 10
Teaching Experience - 10
Total – 100

(D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only

(Signature)

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उ०प्र० शासन ॥

(Signature)

Registrar

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Greater Noida, (U. P.)

Appendix -1

Table 4

Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: ➤ Library Resource and Organization and maintenance of books, journals and reports. ➤ Provision of Library reader services such as literature retrieval services to researchers and analysis of report. ➤ Assistance towards updating institutional website	90% and above – Good Below 90% but 80% and above – Satisfactory Less than 80% - Not satisfactory
2	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop Unsatisfactory – Not falling in above two categories
3	If library has a computerized database then OR If library does not have a computerized database	Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date

		Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS Promotion committee)
4	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.	
Note : (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology Course, successful research guidance from Head of Department of the concerned department, project completion. (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.		

Appendix -1
Table 5

Assessment Criteria and Methodology for Directors of Physical Education and Sports

S.No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.
3	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.
4	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5	(i)At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/ inter university/inter college level competition. (ii)Being invited for coaching at state/national level. (iii)Organizing at least three workshops in a year. (iv)Publications of at least one research paper in UGC approved journal. Assistance in college administration and	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/ undertaken any of the activities.

	governance related work including work done during admissions, examinations and extracurricular college activities.	
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.	
Note: i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. ii)The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee. iii)The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.		

**GAUTAM BUDDHA UNIVERSITY
APPLICATION FORM
(FOR THE POST OF ASSISTANT PROFESSOR)**

(Please fill up separate form for each post)
(Please fill up separate form for each post)

Advt. No Post No.....
Post applied for.....
Department/Centre/School.....

Upload
Photograph

SECTION – A: GENERAL INFORMATION:

1. Name in full (In Block Letters)

Dr./Mr./Mrs/Ms.....

2. Date of Birth(in words).....

3. Father's Name.....

4. Mother's Name.....

5. Mailing Address.....
.....

Tel. No (with STD code)..... Mobile..... E-mail ID.....

6. Permanent Address:.....
.....
.....

7. Gender.....
.....

8. Marital Status..... (If married, Spouse name).....

9. Nationality.....
.....

10. State of Domicile.....
.....

11. Category:
SC/ST/OBC/PWD/General.....
(in case of PWD category, please indicate OH/VH and upload copy of Certificate)

12. Religion:

13. Present Employer (if any).....

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Registrar

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GAUTAM BUDDHA UNIVERSITY

Please fill this proforma in block capitals. Incomplete applications are liable to be rejected.

SECTION – B:

14. EDUCATIONAL QUALIFICATIONS:

Examination/ Degree	Name of Board/ Institute/University	Discipline/ Subject(s)	Year of Passing/ award	Percentage of Marks/ Final Grade
Graduation				
Post-Graduation				
M. Phil.				
M. Tech.				
Ph.D.				

(Please upload copies of proof in each case)

15. Whether qualified NET with JRF/NET/SLET/SET.....Qualifying date of test..... (Upload copy of certificate)

16. Title of Ph.D. thesis:.....

16 (a) Date and year of award.....

17. Details of Employment: (in chronological order starting with the most recent)
(Upload evidences)

S.No.	Name of Employee	Status of Institute /University (Govt./ Quasi Govt./ Autonomous etc.)	Post held/ Designation	Pay Scale/ Level	Period of Employment		Nature of Duties
					From	to	

Experience:

- (i) Teaching ____ Years/Months;
(ii) Research (excluding M.Phil./Ph.D. research) ____ Years/Months
(iii) Total: _ Years/Months

(Note: Please ensure that the periods of teaching and research or any other experiences claimed do not overlap.)

SECTION – C: RESEARCH PUBLICATIONS (In Peer-Reviewed or UGC-Listed Journals)

18. Publications: (Please upload evidences)

S. No	Title of Research paper(s) Article (s) in journals/Article in Conference etc/Book	Name of Journal including publication location (city/country)	Month & year of publication volume, no. & page nos.	Whether sole author/Corresponding author or co author	Peer Reviewed journals Yes/No	Serial no of UGC listed Journals	Whether Referred/Non refereed	ISBN No./ISSN No.	Level (Int./Nat/state/local)	Impact factor

19. (A) Research Projects (Please upload Sanction letter(s))

	Title/ subjects of Research Project(s)	Name of Sponsoring/ Funding Agency	Total Grants / Funding received (Rs.)	Whether completed or ongoing	Date of Commencement	Date of Completion

19. (B) Consultancy (Please upload Sanction letter(s)/Proof)

Sl. No.	Title/ subjects/Nature of consultancy of Research Project(s)	Name of Sponsoring Agency	Date of Commencement	Date of Completion

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20. **Awards:** (Please Upload Evidence)

Sl. No.	Name of Award/ Fellowship	International Level	National Level	State Level (Given by State Govt.)	Name of Awarding Agency	Year(s)	Upload Proof

21. **Number of Research Students Supervised:** (Please Upload Evidence)

- (i) **M.Phil.** (a) Submitted _____ (b) Awarded _____
- (ii) **Ph.D.** (a) Submitted _____ (b) Awarded _____

SECTION – D: Involvement in the University Students Related activities/ research activities:

22. (Please upload evidence in each case)

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.	
(b) Examination and evaluation duties assigned by the university or attending the Examination paper evaluation.	
(c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events; cultural, sports, NCC, NSS and community services.	
(d) Organizing seminars/ conferences/ workshops, other 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 listed Journals.	

23. Knowledge of languages, including Indian languages:

24. Have you undertaken any foreign travel for academic purposes? If yes, give details below:

Country/Countries visited	Institution & Dates	Years of Visit	Purpose of visit

SECTION – E:

MISCELLANEOUS DATA:

25. Are you willing to accept the minimum initial pay in the grade/Level? If not, state reasons for claiming higher starting pay.

.....
.....

26. If selected for appointment, what notice period would you require for joining the post?

.....
.....

27. Have you been punished/convicted during your studies at Institution/College/University, or in any unlawful activity during your service period. If so, give details.

.....
....
.....
....

28. Do you have any case pending against you in any Court of Law? If yes, give details.

.....
....
.....

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संलग्न शासन
(अति प्राप्ति हस्त)
प्रतिपक्षी

29. Names and Addresses of two Referees with email/ mobile

30. List of Enclosures:

	a. Copies of mark-sheets; certificate of experience; educational qualification & NET with JRF/NET/SLET/SET.
	b. Caste Certificate
	c. Date of Birth Certificate
	d. List of publications etc.
	e. Copies of other relevant certificates & documents for all other claims made in application.

Declaration:

I hereby declare that the information given by me in the application is true, complete and correct to the best of my knowledge and belief; that nothing has been concealed or distorted thereof. If at any stage, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall be liable to summarily rejected/terminated without notice or compensation.

I hereby undertake that the publications and Ph.D thesis submitted by me are free from any plagiarism and if any plagiarism is found later, I shall be held responsible, and I am aware that a serious action may be taken as per University Rules/ Regulations/Ordinance

Date:

Place:

(Signature of the Applicant)

31. Forwarding letter from present employer of the applicant.

Forwarded with the remarks that Dr./Mr./Mrs./Ms. _____ is working in this organization in the capacity as _____ from..... to currently in the scale of Pay/ Level/ Consolidated/ Emoluments..... and the institution/ organization has no objection to the candidature of the applicant being considered for the post applied for as above.

(Signature of Head of the Institution/
Competent Authority)

Name:-----

Designation:-----

Address:-----

(Rubber Stamp)

Place: _____

Date: _____

Fax: _____

E-mail: _____


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Greater Noida, (U. P.)

Table: 3

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% =05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching / Post-Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organizations/ Government of India / 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 - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks
(B) Number of candidates to be called for interview shall be decided by the concerned universities.
(C)

Academic Score	80
Research Publications	10
Teaching Experience	10

Total	100
--------------	------------

- (D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/
(E) Institutions only.

OK Singh

Registrar

Gautam Buddha University
Greater Noida, (U. P.)

८
विश्वविद्यालय
विशेष सचिव
अवस्थापना एवं औद्योगिक विकास विभाग
२०१० शासन ६

GAUTAM BUDDHA UNIVERSITY
APPLICATION FORM FOR FACULTY POSITION (ASSOCIATE PROFESSOR)

FILL UP SEPARATE FORM FOR EACH POST.

(Note: Please go through instructions given in the website www.GBU.ac.in carefully before filling-up the Application Form & Self Assessment API Score Card)

Advt. No Post No.....

Post applied for.....

Centre/Special Centre

School.....

Upload
Photograph

[SECTION – A: GENERAL INFORMATION:

1. Name in full (In Block Letters)

Dr./Mr./Mrs/Ms.....

2. Date of

Birth.....(in words).....

...

3. Father's

Name.....

4. Mother's

Name.....

5. Mailing

Address.....

.....

..... Pin Code

Tel. No (with STD code)..... Mobile..... E-mail

ID.....

6. Permanent Address.....

.....

... Pin Code

7. Gender.....

8. Marital Status..... (If married, Spouse

Name).....

9. Nationality.....

9(a) State of Domicile

10. Category: SC/ST/OBC/PWD/General

(in case of PWD category, please indicate PH-OH/PH-HH/PH-VH and upload copy of Certificate)

11. Religion:

12. Present Employer.....

SECTION – B

13. EDUCATIONAL QUALIFICATIONS

Sl.No.	Examination/Degree	Name of Board/ College/Institute/University	Discipline/ Subject(s)	Percentage of Marks/Final Grade	Year of Passing/ award
	Graduation				
	Post –Graduation				
	M. Phil				
	M. Tech				
	Ph.D				

(Please upload copies of proof in each case)

14. Whether qualified NET with JRF/NET/SLET/SET.....Qualifying date of test..... (Upload copy of certificate)

15. (a) Title of Ph.D. thesis:

.....

(b) Date and year of

award.....

16. (a)Details of Employment Experience (Teaching/ Research): (In chronological order starting with the most recent) (Upload evidences)

Sl.No	Name of Employer	Status of Institute/University (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Pay Scale/ Level	Period of Employment		Nature of duties
					From	To	

16 (b) Summary of experience/performance

Teaching Experience	From	To	Total	
			Years	Months
i. Under Graduate				
ii. Post Graduate				
iii. Total Teaching Experience				
Research Experience				
iv. Research Experience other than the period spent for obtaining M.Phil./Ph.D. Research Degree				

SECTION – C:

17. Involvement in the University 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) Evidences 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.	

SECTION – D: ACADEMIC/RESEARCH ACTIVITY

18. Research Papers Published in Peer-Reviewed or UGC listed Journals

Sl. No	Title of Research Paper(s) / Articles	Published in Peer-reviewed Journals (Yes/No)	Serial No. of UGC Listed Journal	Whether Refereed / non-refereed	Publications of Journal city/country	Whether Sole Author or Co-author	Month & year of publication, volume, no. & page nos.	ISSN No.	Level (Int./ Nat./ State)	Impact Factor & Agency of Impact Factor

19. Publications (other than Research papers) Books authored

Title of book (s)/Chapter (s) in edited Book (s)		Whether Sole Author or Co-author/reference	Name of publisher with city/country	National/International	Month & year of publication	ISBN No.	Editor of Book by International /National publisher
Title	Edit/Text/Reference						

1 (b)

Translation works in Indian and Foreign Languages by qualified faculties Chapter or Research paper/ Book

Sl. No.	Title of Chapter/ Research paper(s)/ Book(s)	Title of the Book(s)	Whether Sole Author or Co-author	Name of Publisher (with city/ country)	National/ International	Month & year of publication	ISBN No.

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

(a) Development of Innovative pedagogy

Sl. No.	Description

20. (b) Design of new curricula and courses

Sl. No.	Description

20. (c) MOOCs

(i) Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)

Sl. No.	Description

20. (c) (ii) MOOCs (developed in 4 quadrant) per module/lecture

Sl. No.	Description

20. (c) (iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

Sl. No.	Description

20. (c) (iv) Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)

Sl. No.	Description

20. (d) E-Content

(i) Development of e-Content in 4 quadrants for a complete course/ e-book

S.No	Name of the module	Subject	Organization for which it was developed	Period of development (with dates)	Level for which it is developed UG/PG/etc.

20. (d) (ii) e-Content (developed in 4 quadrants) per module

	Name of the module	Subject	Organization for which it was developed	Period of development (with dates)	Level for which it is developed UG/PG/etc.

20. (d) (iii) Contribution to development of e-content module in complete course/ paper/e-book (at least on quadrant)

S.No.	Name of the module	Subject	Organization for which it was developed	Period of development (with dates)	Level for which it is developed UG/PG/etc.

20- (d) (iv) Editor of e-content for complete course/ paper/ e-book

S.No	Name of the module	Subject	Organization for which it was developed	Period of development (with dates)	Level for which it is developed UG/PG/etc.

CK Singh

Registrar

Gautam Buddha University
Greater Noida, (U. P.)

चन्द्र विजय सिंह
विशेष सचिव
अवस्थापना एवं औद्योगिक विकास विभाग
उ०प्र० शासन ३

21(a) Research guidance

Name of the Degree	Submitted	Awarded
1) Ph.D		
2) M. Phil/ P.G dissertation		

21 (b) Research Projects completed

[illegible]

21 (c) Research Projects ongoing

[illegible]

21 (d) Research Projects Consultancy

Sl. No.	Title/ Subjects of Research Project (S)	Name of Agency	Date of Commencement	Date of Completion

22(a) Patents

Sl. No.	Description	International/ National

22. (b) *Policy Document

(Submitted to an International body/ organisation like UNO/UNESCO/ World Bank/ International Monetary Fund, etc. or Central Government or State Government)

Sl. No.	Details of the Policy document	International/ National / State.

22(c) Awards/ Fellowship

Sl. No.	Name of Awards/ Fellowship	Name of academic body/ association giving Awards/ Fellowship	International/ National body	Nature of award	
				International	National

23. *Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full in conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)

Sl. No.	Title of Lecture delivered/ paper presented	Name of Seminars/ Conferences	Whether International (Abroad) or (within country)/ National/ State/ University	Name & place of institute	Duration

Note: (a) Assessment of research score will be based on evidences provided, such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University/ Funding Agency and acknowledgements for patent filing and approval letters, students' Ph.D award letter/URL of integrated e-content etc.

(a) The research score shall be from the minimum of three categories out of six categories i.e. 18 to 23.

CK Singh
Registrar

Gautam Buddha University
Greater Noida, (U. P.)

58

(*विजय सिंह*)
विशेष सचिव
अवस्थापना एवं औद्योगिक विकास विभाग
उ०प्र० शासन ६

SECTION – E

OTHER MISCELLANEOUS INFORMATION

24. (a) Membership/Fellowship of other institutions/professional societies:

(b) Other activities/Responsibilities: (Academic/Administrative)- Additional and/or temporary

(c) Any other relevant information, if not given above:

25.

(a) Have you been punished during your service or convicted by a Court of Law, If so, give details?

a. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? If yes, give details in a separate sheet.

b. Do you have any case pending against you in any court of law? If yes, give details.

26. Are you willing to accept the minimum initial pay in the grade? If not, state reasons for claiming higher starting pay.

27. If selected for appointment, what notice period would you require for joining the post?

28. Names and Addresses of Two Referees with email/ mobile:

(i)

(ii).....

29. Please indicate how you fulfill the essential qualifications, specialization as well as desirable qualifications (if any) prescribed in the advertisement.

Please delete whichever is not applicable

For Associate Professor

(a) Essential

(i) A good academic record, with a Ph.D. Degree in the concerned/ allied/relevant disciplines.	
(ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).	
(iii) 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 7 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.	

(b) Desirable (if any, in the advertisement)

(i)	
(ii)	

(c) Specialization (if any, in the advertisement)

(i)	
(ii)	

30. List of Enclosures:

- Copies of Mark-sheets & certificate of educational qualifications etc.
- Copies of certificate of Teaching & Research experience.
- Caste Certificate.
- Date of Birth Certificate.
- List of publications with details, reprints of papers published and acceptance letters (in case accepted papers/articles etc.)
- Evidence of doctoral research guidance/guided.
- Copies of other relevant certificates & documents for any other claim made.


Registrar

Gautam Buddha University
Greater Noida, (U. P.)


(चन्द्र विजय सिंह)
विशेष सचिव
अवस्थापना एवं औद्योगिक विकास विभाग
उ०प्र० शासन #

31.

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted thereof. If at any stage, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall be liable to summarily rejected/terminated without notice or compensation.

I hereby undertake that the publications and Ph.D thesis, submitted by me are free from any plagiarism, and if any plagiarism is found later, I shall be held responsible, as per University/ UGC rules.

Date: _____

Place: _____

(Signature of the Applicant)

32. Forwarding letter from present employer of the applicant.

Forwarded with the remarks that Prof./Dr./Mr./Ms. _____ is working in this organization in the capacity as _____ from _____ to currently _____ in _____ the scale of _____ Pay/Level/Consolidated/Emoluments _____ and the institution/ organization has no objection to the candidature of the applicant being considered for the post applied for as above.

Place: _____

Date: _____

Fax: _____

E-mail: _____

Signature of Head of the Institution

Name: _____

Designation: _____

Address: _____

(Rubber Stamp)

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture/ Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library/ Education / Physical Education / Commerce / Management & other related disciplines	Self-appraisal score	Academic/Research Score verified by IQAC
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper		
2.	Publications (other than Research papers)				
	(a) Books authored which are published by:				
	International publishers	12	12		
	National Publishers	10	10		
	Chapter in Edited Book	05	05		
	Editor of Book by International Publisher	10	10		
	Editor of Book by National Publisher	08	08		
	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03	03		
	Book	08	08		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
	(a) Development of Innovative pedagogy	05	05		

	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course		
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20		
	MOOCs (developed in 4 quadrant) per module/lecture	05	05		
	Content writer/subject matter	02	02		
	expert for each module of MOOCs (at least one quadrant)				
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08		
	(d) E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12		
	e-Content (developed in 4 quadrants) per module	05	05		
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02		
	Editor of e-content for complete course/ paper /e-book	10	10		
4	(a) Research guidance				
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted		
	M.Phil/ P.G dissertation	02 per degree awarded	02 per degree awarded		
	(b) Research Projects Completed				
	More than 10 lakhs	10	10		
	Less than 10 lakhs	05	05		

	(c) Research Projects Ongoing :				
	More than 10 lakhs	05	05		
	Less than 10 lakhs	02	02		
	(d) Consultancy	03	03		
5	(a) Patents				
	International	10	10		
	National	07	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	10		
	National	07	07		
	State	04	04		
	(c) Awards/Fellowship				
	International	07	07		
	National	05	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)				
	International (Abroad)	07	07		
	International (within country)	05	05		
	National	03	03		
	State/University	02	02		

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.

(Signature of the Candidate)

Place:

Date:

GAUTAM BUDDHA UNIVERSITY
APPLICATION FORM FOR FACULTY POSITION (PROFESSOR)
FILL UP SEPARATE FORM FOR EACH POST

(Note: Please go through instructions given in the website www.GBU.ac.in carefully before filling-up the Application Form & Self-Assessment API Score Card)

Advt. No Post No.....

Post applied for.....

Centre/Special Centre

School.....

Upload
Photograph

SECTION – A: GENERAL INFORMATION:

1. Name in full (In Block Letters)

Dr./Mr./Mrs/Ms.....

2. Date of Birth (in words)

3. Father's Name.....

4. Mother's Name.....

5. Mailing Address

Tel. No (with STD code)..... Mobile..... E-mail
ID.....

6. Permanent

Address.....

7. Gender.....

8. Marital Status..... (If married, Spouse
Name).....

9. Nationality..... 9(a) State of Domicile

10. Category: SC/ST/OBC/PWD/General

(in case of PWD category, please indicate PH-OH/PH-HH/PH-VH and upload copy of
Certificate)

11. Religion:

12. Present

Employer.....

CK Singh

Registrar

Gautam Buddha University
Greater Noida, (U. P.)

SECTION – B:

13. EDUCATIONAL QUALIFICATIONS

Examination/Degree	Name of Board/ College/Institute/University	Discipline / Subject(s)	Percentage of Marks/Final Grade	Year of Passing/ award
Graduation				
Post –Graduation				
M. Phil				
M. Tech				
Ph.D				

(Please upload copies of proof in each case)

14. Whether qualified NET with JRF/NET/SLET/SET.....Qualifying date of test..... (Upload copy of certificate)

15. (a) Title of Ph.D. thesis:

.....

15. (b) Date and year of

award.....

16. (a) Details of Employment Experience (Teaching/ Research): (In chronological order starting with the most recent)

(Upload evidences)

Name of Employer	Status of Institute/University (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Pay Scale/ Level	Period of Employment		Nature of duties
				From	To	

16 (a) Summary of experience/performance

Teaching Experience	From	To	Total	
			Years	Months
i. Under Graduate				
ii. Post Graduate				
iii.. Total Teaching Experience				
Iv Research Experience				
V Research Experience other than the period spent for obtaining M.Phil./Ph.D. Research Degree				

SECTION – C:

17. Involvement in the University 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) Evidences 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.	

SECTION – D: ACADEMIC/RESEARCH ACTIVITY

18. Research Papers Published in Peer-Reviewed or UGC listed Journals

	Title of Research Paper(s) / Articles	Published in Peer-reviewed Journals (Yes/No)	Serial No. of UGC Listed Journal	Whether Refereed / non-refereed	Publications of Journal city/country	Whether Sole Author or Co-author	Month & year of publication, volume, no. & page nos.	ISSN No.	Level (Int./ Nat./ State)	Impact Factor & Agency of Impact Factor

19. Publications (other than Research papers)

(a) Books authored

Sl. No.	Title of the Book (s)/ Chapter (s) in edited Book(s)		Whether Sole Author or Co-author	Name of Publisher (with city/ country)	National/ International	Month & year of publication	ISBN No.	Editor of Book by International/ National Publisher
	Title	Edit/Text/ Reference						

19 Translation works in Indian and Foreign Languages by qualified faculties

(b) Chapter or Research paper/ Book

Sl. No.	Title of Chapter/ Research paper(s)/ Book(s)	Title of the Book(s)	Whether Sole Author or Co-author	Name of Publisher (with city/ country)	National/ International	Month & year of publication	ISBN No.

20. (a) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula Development of Innovative pedagogy

Sl. No.	Description

20. (b) Design of new curricula and courses

Sl. No.	Description

20. (c) MOOCs

(i) Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)

Sl. No.	Description

20. (c) (ii) MOOCs (developed in 4 quadrant) per module/lecture

Sl. No.	Description

20. (c) (iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

Sl. No.	Description

20. (c) (iv) Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02marks/credit)

Sl. No.	Description

20. (d) E-Content

(i) Development of e-Content in 4 quadrants for a complete course/ e-book

	Name of the module	Subject	Organization for which it was developed	Period of development (with dates)	Level for which it is developed UG/PG/etc.

20. (d) (ii) e-Content (developed in 4 quadrants) per module

	Name of the module	Subject	Organization for which it was developed	Period of development (with dates)	Level for which it is developed UG/PG/etc.

20. (d) (iii) Contribution to development of e-content module in complete course/ paper/e-book (at least on quadrant)

	Name of the module	Subject	Organization for which it was developed	Period of development (with dates)	Level for which it is developed UG/PG/etc.

20. (d) (iv) Editor of e-content for complete course/ paper/ e-book

	Name of the module	Subject	Organization for which it was developed	Period of development (with dates)	Level for which it is developed UG/PG/etc.

21 (a) Research guidance

Name of the Degree	Submitted	Awarded
1) Ph.D		
2) M. Phil/ P.G dissertation		

21 (b) Research Projects completed

	Title	Whether major or minor project	Name of Sponsoring/ Funding Agency	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Whether final report published as monograph book

21 (c) Research Projects ongoing

	Title	Whether major or minor project	Name of Sponsoring/ Funding Agency	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Whether final report published as monograph book

21 (d) Research Projects Consultancy

Sl. No.	Title/ Subjects of Research Project (S)	Name of Agency	Date of Commencement	Date of Completion

22 (a) Patents

Sl. No.	Description	International/ National

22. (b) *Policy Document

(Submitted to an International body/ organisation like UNO/UNESCO/ World Bank/ International Monetary Fund, etc. or Central Government or State Government)

Sl. No.	Details of the Policy document	International/ National / State.

22. (c) Awards/ Fellowship

Sl. No.	Name of Awards/ Fellowship	Name of academic body/ association giving Awards/ Fellowship	International/ National body	Nature of award	
				International	National

23. *Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full in conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)

Sl. No.	Title of Lecture delivered/ paper presented	Name of Seminars/ Conferences	Whether International (Abroad) or (within country)/ National/ State/ University	Name & place of institute	Duration

Note:

(a) Assessment of research score will be based on evidences provided, such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University/ Funding Agency and acknowledgements for patent filing and approval letters, students' Ph.D award letter/URL of integrated e-content etc.

(b) The research score shall be from the minimum of three categories out of six categories i.e. 18 to 23.

SECTION – E:

OTHER MISCELLANEOUS INFORMATION

24. (a) Membership/Fellowship of other institutions/professional societies:

(b) Other activities/Responsibilities: (Academic/Administrative)- Additional and/or temporary

(c) Any other relevant information, if not given above:

25. (a) Have you been punished during your service or convicted by a Court of Law, If so, give details?

(b) Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? If yes, give details in a separate sheet.

(C) Do you have any case pending against you in any court of law? If yes, give details.

26. Are you willing to accept the minimum initial pay in the grade? If not, state reasons for claiming higher starting pay.

27. If selected for appointment, what notice period would you require for joining the post?

28. Names and Addresses of Two Referees with email/ mobile:

- 1.....
2.....

Please indicate how you fulfill the essential qualifications, specialization as well as desirable qualifications (if any) prescribed in the advertisement.

Please delete whichever is not applicable

For Professor

(a) **Essential**

(i) An eminent scholar having Ph.D. degree 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 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in (Table 2) .	
(ii) A minimum of ten years of teaching and/or research experience. Teaching experience in University/College as Assistant Professor/ Associate Professor/ Professor. Research experience at equivalent level at the University/ National level Institutions with evidence of having successfully guided doctoral student candidate.	

(b) **Desirable (if any, in the advertisement)**

(i)	
(ii)	

(c) **Specialization (if any, in the advertisement)**

(i)	
(ii)	

29. **List of Enclosures:**

- (a) Copies of Mark-sheets & certificate of educational qualifications etc.
(b) Copies of certificate of Teaching & Research experience.
(c) Caste Certificate.
(d) Date of Birth Certificate.
(e) List of publications with details, reprints of papers published and acceptance letters (in

- case accepted papers/articles etc.)
(f) Evidence of doctoral research guidance/guided.
(g) Copies of other relevant certificates & documents for any other claim made.

30. DECLARATION TO BE SIGNED BY THE CANDIDATE :

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted thereof. If at any stage, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall be liable to summarily rejected/terminated without notice or compensation.

I hereby undertake that the publications and Ph.D. thesis, submitted by me are free from any plagiarism, and if any plagiarism is found later, I shall be held responsible, as per University/UGC rules.

Date:

Place: (Signature of the Applicant)

31. Forwarding letter from present employer of the applicant.

Forwarded with the remarks that Prof./Dr./Mr./Ms. is working in this organization in the capacity as.....from to currently in the scale of Pay/Level/Consolidated/Emoluments and the institution/ organization has no objection to the candidature of the applicant being considered for the post applied for as above.

Place:	Signature of Head of the Institution
Date:	Name:
Fax:	Designation:
E-mail:	Address:

(Rubber Stamp)


Registrar
Gautam Buddha University
Greater Noida, (U. P.)

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उ०प्र० शासन

Methodology for University and College Teachers for calculating Academic/Research score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture/ Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library/ Education / Physical Education / Commerce / Management & other related disciplines	Self-appraisal score	Academic/Research Score verified by IQAC
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper		
2.	Publications (other than Research papers)				
	(a) Books authored which are published by:				
	International publishers	12	12		
	National Publishers	10	10		
	Chapter in Edited Book	05	05		
	Editor of Book by International Publisher	10	10		
	Editor of Book by National Publisher	08	08		
	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03	03		
	Book	08	08		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
	(a) Development of Innovative pedagogy	05	05		

	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course		
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20		
	MOOCs (developed in 4 quadrant) per module/lecture	05	05		
	Content writer/subject matter	02	02		
	expert for each module of MOOCs (at least one quadrant)				
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08		
	(d) E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12		
	e-Content (developed in 4 quadrants) per module	05	05		
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02		
	Editor of e-content for complete course/ paper /e-book	10	10		
4	(a) Research guidance				
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted		
	M.Phil/ P.G dissertation	02 per degree awarded	02 per degree awarded		
	(b) Research Projects Completed				
	More than 10 lakhs	10	10		
	Less than 10 lakhs	05	05		

- (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.

Place: **(Signature of the Candidate)**

Date:

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उ०प्र० शासन १८

GAUTAM BUDDHA UNIVERSITY
APPLICATION FOR PROMOTION UNDER UGC'S CAREER ADVANCEMENT
SCHEME

FROM _____ Pay/Lave) _____ TO _____ Pay/Level _____

FROM _____ TO _____
 (Post holding at present) (for promotion to next eligible post)

Present Pay Level _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name of the faculty member: _____ Employee Id: _____
(in Block Letters)
 2. School/Centre/Special Centre : _____
 3. Present Designation: _____ Pay Matrix/Level _____
 4. Date of initial joining the University and name of post : _____
 5. Date of eligibility from (present post) (_____ to promotion as _____
 from Pay Level _____ to Pay Level _____
 6. Area of Specialization: _____
 7. Address for Correspondence: _____

- Tel: No. (Office) _____ (Residence) _____ (Mobile) _____
 E-mail ID _____

8- Academic Qualifications:

- (a) Ph.D. (Please indicate date/year of award)
 Title of Ph.D. Thesis: _____

- (b) M.Phil/M.Litt/M.Tech (date of award) _____
 (Subject of M.Phil/M.Litt/M.Tech) _____
- (c) M.A./M.Sc/M.Tech (Subject): _____ Year of passing: _____

9 Refresher Course, Research Methodology Course, Workshop/Syllabus up-gradation Workshop/Training Teaching-Learning-Evaluation, Technology Programmes, Faculty Development Programme, MOOC's Course, Development of e-contents in from quadrants, (Please attach the Certificates)

S.No.	Name of Course /Workshop/ Training Programme etc. attended.	Name of Institution/ Organizing the Course	Date		Duration (No. of Weeks/Week)
			From	To	

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Registrar
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Greater Noida, (U. P.)

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उ०प्र० शासन १.

PART – B: Assessment Criteria and Methodology for University Teachers

(Please see the attached Table 1 and Table 2 before filling the format)

CATEGORY I: TEACHING**10 (1) Teaching**

Sl. No.	Course/Class(es)	Academic Year	No. of Classes taught	No. of Classes assigned	(No. of Classes taught/total classes assigned) X 100%

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

- 80% & above – Good
- Below 80 % but 70 % & above – Satisfactory
- Less than 70 % - Not satisfactory

10 (2) Involvement in the University Students related activities/research activities

(a) **Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.**

Sl. No.	Name of the activity	Academic Year	Total hours spent in a year for the activities	Self appraisal score/grading	Verified by IQAC

10. (2)

(b) **Examination and evaluation duties assigned by the university or attending the examination paper evaluation**

Sl. No.	Type of Examination duties (Paper settings, investigation and evaluation of answer scripts)	Academic Year	Total hours spent in a year	Self appraisal score/grading	Verified by IQAC

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10. (2)

(c) Student related co-curricular, extension and filed based activities such as student clubs,

career counselling, study visits, student seminars and other events, cultural, sports, NCC,

NSS and community services.

Sl. No.	Name of the activity	Academic Year	Total hours spent in a year for the activities	Self appraisal score/grading	Verified by IQAC

10. (2)

(d) Organizing seminars/conferences/workshops, other university activities.

Sl. No.	Name of the activity	Academic Year	Total hours spent in a year for the activities	Self appraisal score/grading	Verified by IQAC

10. (2)

(e) Evidence of actively involved in guiding Ph.D students.

Sl. No.	Activity (Ph.D. guidance)	Academic Year	Total hours spent in a year for the activity	Self appraisal score/grading	Verified by IQAC

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10.(2)

(f) Conducting minor or major research project sponsored by national or international agencies.

Sl. No.	Title/Subject of Research Project(s)	Whether major or minor project	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether National or International	Whether Outcome / Outputs sent to Sponsoring Agency(s)	Whether final report published as monograph or book

10.(2)

(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.

Sl. No.	Title of Research Paper(s)/ Articles	Published in Peer-reviewed (yes/No)	Serial No. of UGC Listed Journal	Publications of Journal city/country	Whether Sole Author or Co-author	Month & year of publication, volume, no. & page nos.	Whether Refereed/ non-refereed	ISBN No.	Level (Int./ Nat./ State/ Local)	Impact Factor

Category II: Methodology for University Teachers for calculating Academic/ Research Score

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

Sl. No.	Title of Research Paper(s) / Articles	Published in Peer-reviewed or UGC listed Journals	Serial No. of UGC Listed Journal	Publication of Journal city/country	Whether Sole Author or Co-author	Month & year of publication, volume, no. & page nos.	Whether Referee d/ non-refereed	ISBN No.	Level (Int./ Nat./ State/ Local)	Impact Factor

12. Publications (other than Research papers)

(a) Books authored

Sl. No.	Title of the Book (s)/ Chapter (s) in edited Book(s)	Whether Sole Author or Co-author	Name of Publisher (with city/ country)	National/ International Publisher	Editor of Book by International/ National Publisher	Month & year of publication	ISBN No.
	Title Edit/Text/ Reference						

12. Translation works in Indian and Foreign Languages by qualified faculties

(b) Chapter or Research paper/ Book

Sl. No.	Title of Chapter or Research paper(s)	Title of the Book(s)	Whether Sole Author or Co-author	Name of Publisher (with city/ country)	National/ International Publisher	Month & year of publication	ISBN No.

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

(a) Development of Innovative pedagogy

Sl. No.	Description

13.(b) Design of new curricula and courses

Sl. No.	Description

13(c)

(i) MOOCs

Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)

Sl. No.	Description

13.(c) (ii) MOOCs (developed in 4 quadrant) per module/lecture

Sl. No.	Description

13.(c) (iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

Sl. No.	Description

13.(c) (iv) Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)

Description

13. (d) E-Content

(i) Development of e-Content in 4 quadrants for a complete course/ e-book

Sl. No.	Name of the module	Subject	Organization for which it was developed	Period of development (with dates)	Level for which developed UG/PG/etc.

13. (d)

(ii) e-Content (developed in 4 quadrants) per module

Sl. No.	Name of the module	Subject	Organization for which it was developed	Period of development (with dates)	Level for which it is developed UG/PG/etc.

13(d)

(ii) Contribution to development of e-content module in complete course/ paper/e-book (at least on quadrant)

Sl. No.	Name of the module	Subject	Organization for which it was developed	Period of development (with dates)	Level for which it is developed UG/PG/etc.

--	--	--	--	--	--

13.(d)

(iv) Editor of e-content for complete course/ paper/ e-book

Sl. No.	Name of the module	Subject	Organization for which it was developed	Period of development (with dates)	Level for which it is developed UG/PG/etc.

14. (a) Research guidance

Name of the Degree	Submitted	Awarded
1) Ph.D		
2) M. Phil/ P.G dissertation		

14.(b) Research Projects completed

Sl. No.	Title/Subject of Research Project(s)	Whether major or minor project	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs)	Name of Sponsoring / Funding Agency	Whether National or International	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Whether final report published as monograph book

(Signature)
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14(c) Research Projects Ongoing

Sl. No.	Title/Subject of Research Project(s)	Whether major or minor project	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs)	Name of Sponsorin g/ Funding Agency	Whether National or International	Whether Outcome / Outputs sent to Sponsorin g Govt. Agency	Whether final report published as monograph book

14(d) Research Projects Consultancy

Sl. No.	Title/Subject of Research Project(s)	Date of Commencement	Date of Completion	Name of Agency

15(a) Patents

Sl. No.	Description	International	National

15. (b) *Policy Document

(Submitted to an International body/ organisation like UNO/UNESCO/ World Bank/ International Monetary Fund, etc. or Central Government or State Government)

Sl. No.	Details/description of the Policy document	International Body	National / State Level Body.

15(c) Awards/ Fellowship

Sl. No.	Name of Awards/ Fellowship	Name of academic body/ association given Awards/ Fellowship	International body	National body	Nature of award	
					International	National

16. *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).

Sl. No.	Name of Seminars/ Conferences	Title of Lecture delivered/ paper presented	Whether International (Abroad) or (within country)/ National/ State/ University	Name & place of institute	Duration

Note:

(a) Assessment of research score will be based on evidences produced by the teacher, such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.

(b) The research score shall be from the minimum of three categories out of six categories i.e. 11 to 16.

PART C:

OTHER RELEVANT INFORMATION:

Please give details of any other credentials, significant contributions, awards received etc. not mentioned earlier.

Sl. No.	Details (Mention Year, value, etc. where relevant)

DECLARATION

I certify that the information provided is correct to the best of my knowledge and as per records available with the University and/or documents enclosed along with the duly filled PBAS proforma.

I hereby undertake that the publications and Ph.D thesis, submitted by me are free from any plagiarism, and if any plagiarism is found later, I shall be held responsible, as per University/ UGC rules.

Date: _____

Place: _____

Signature of the faculty member

Signature of Chairperson of the Centre (with Rubber Stamp)

Dean of the School
(with Rubber Stamp)

NOTE: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for promotion under CAS will be verified by the University and information filed with the Internal Quality Assurance Cell

Annexure – I
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR
PROMOTION OF TEACHERS IN UNIVERSITY THROUGH CAS

Sl. No.	Promotion of Teachers through CAS	Eligibility	CAS promotion criteria
1.	Assistant Professor or (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)	An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil./PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions: Attended one Orientation course of 21 days duration on teaching methodology; Any one of the following: Completed Refresher/Research Methodology Course/Workshop/Syllabus Up- gradation Workshop/Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e- certification) or development of e- contents in four-quadrants/MOOC's course during the assessment period; and Published one research publication in the peer-reviewed journals or UGC- listed journals during assessment period.	A teacher shall be promoted if; He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/ four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and; The promotion is recommended by the Screening-cum-Evaluation Committee.

2.	Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)	Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale. A Ph.D. Degree in the subject relevant/allied/relevant discipline. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course/ programme from amongst the categories of Refresher Courses/ Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ 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 in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment. (iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.	A teacher shall be promoted if; The teacher gets a '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 II, Table 1) and; The promotion is recommended by the Screening-cum-Evaluation Committee.
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3.	Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A)	Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade. A Ph.D Degree in the subject concerned/allied/relevant discipline. Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/Research Methodology Workshops/ 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 the 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 conduct of a MOOCs course during the period of assessment. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period. Evidence of having guided at least one Ph.D. candidate.	A teacher shall be promoted if, 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 specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2. The promotion is recommended by a Selection Committee constituted in accordance with this Ordinances.
4.	Associate Professor (Academic Level 13A) to Professor (Academic Level 14)	An Associate Professor who has completed three years of service in Academic Level 13 A. A Ph.D degree in the subject concerned/allied/relevant discipline. A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period. Evidence of having successfully guided doctoral candidate. A minimum of 110⁹⁵ Research Score as per Appendix II, Table 2	A teacher shall be promoted if; He/she 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 II, Table I, and atleast 110 research score, as per Appendix II, Table 2. The promotion is recommended by a Selection Committee constituted in accordance with this Ordinances.

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Methodology for University and College Teachers
for calculating Academic/Research score

CS Singh

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11/04/2020

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture/ Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library/ Education / Physical Education / Commerce / Management & other related disciplines	Self-appraisal score	Academic/Research Score verified by IQAC
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper		
2.	Publications (other than Research papers)				
	(a) Books authored which are published by:				
	International publishers	12	12		
	National Publishers	10	10		
	Chapter in Edited Book	05	05		
	Editor of Book by International Publisher	10	10		
	Editor of Book by National Publisher	08	08		
	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03	03		
	Book	08	08		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
	(a) Development of Innovative pedagogy	05	05		
	(b) Design of new curricula	02 per curricula/course	02 per		

	and courses		curricula/course		
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20		
	MOOCs (developed in 4 quadrant) per module/lecture	05	05		
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02		
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08		
	(d) E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12		
	e-Content (developed in 4 quadrants) per module	05	05		
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02		
	Editor of e-content for complete course/ paper /e-book	10	10		
4	(a) Research guidance				
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted		
	M.Phil/ P.G dissertation	02 per degree awarded	02 per degree awarded		
	(b) Research Projects Completed				
	More than 10 lakhs	10	10		
	Less than 10 lakhs	05	05		

	(c) Research Projects Ongoing :				
	More than 10 lakhs	05	05		
	Less than 10 lakhs	02	02		
	(d) Consultancy	03	03		
5	(a) Patents				
	International	10	10		
	National	07	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	10		
	National	07	07		
	State	04	04		
	(c) Awards/Fellowship				
	International	07	07		
	National	05	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)				
	International (Abroad)	07	07		
	International (within country)	05	05		
	National	03	03		
	State/University	02	02		

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):

- Paper in refereed journals without impact factor -5 Points
- Paper with impact factor less than 1 -10 Points
- Paper with impact factor between 1 and 2 -15 Points
- Paper with impact factor between 2 and 5 -20 Points
- Paper with impact factor between 5 and 10 -25 Points
- Paper with impact factor >10 -30 Points
- Two authors: 70% of total value of publication for each author.

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- 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.

Place:

Date:

(Signature of the Candidate)

ORDINANCE FOR REGULATING LEAVE TO TEACHERS OF THE UNIVERSITY

1. SHORT-TITLE AND APPLICATION:

- 1.1 This Ordinance shall be called the "GBU Ordinance for Regulating Leave to Teachers".
1.2 This Ordinance shall come into force from the date of Notification
1.3 The provisions of this Ordinance shall be applicable till such time as the concerned provision is modified by the appropriate regulatory authority.

2. THE FOLLOWING KINDS OF LEAVE WOULD BE ADMISSIBLE TO PERMANENT TEACHERS:

1. Leave treated as duty-
Casual Leave
Special Casual Leave
Duty Leave
2. Leave earned by duty
Earned Leave
Half-pay Leave
Commutated Leave
3. Leave not earned by duty-
Extraordinary Leave
Leave not due
4. Leave not debited to leave account
 - (a) Leave for academic pursuits -
Study leave
Sabbatical leave
 - (b) Leave on grounds of health -
Maternity Leave
Paternity Leave
Adoption Leave
Quarantine Leave
Child Care Leave
5. The Board of Management/Syndicate may grant, *in exceptional cases*, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

3. DUTY LEAVE:

- (i) Duty leave upto 30 days in an academic year may be granted for the following purposes:

(a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university;

- (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor;
- (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
- (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
- (e) For performing any other duty assigned to s/he by the university.

- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, s/he may be sanctioned duty leave on reduced pay and allowances.
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- (v) Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

4. STUDY LEAVE:

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by the University. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that s/he does not take up any other remunerative jobs, like teaching, in the host country.
- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part- time appointment under an organization in India or abroad. S/he may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Board of Management may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by the University.
- iii. The study leave shall be granted to an entry-level appointee as Assistant Professor (other than as Associate Professor or Professor who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education, giving full plan of the work.
- iv. The study leave shall be granted by the Board of Management on the recommendation of

the Chairperson of the Centre/Special Centre and the Dean of the School concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

- v. The study leave shall not be granted to a teacher who is due to retire within five years of the date on which s/he is expected to return to duty after the expiry of study leave.
- vi. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii. The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- viii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Board of Management, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Board of Management to treat the period of short-fall as Extra-Ordinary leave has been obtained.
- ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University on the expiry of his/her study leave, and serve the University for the period for which the Bond has been executed.
- xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled, the teacher may apply again for such leave.
- xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.

xiii. A teacher –

- (a). who is unable to complete his/her studies within the period of study leave granted to him/her or
- (b). who fails to rejoin the services of the University on the expiry of his/her study leave or
- (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
- (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under this Ordinance.

Notwithstanding the above provision, the Board of Management may order that nothing in this Ordinance shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Board of Management may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under this Ordinance.

- xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with sub-clause (x) to (xiii) above.
- xv. The teacher on study leave shall submit to the Registrar of his/her parent University six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University.
- xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Vice-Chancellor and the

Dean/Chairperson are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University in the long run.

- xviii. The amount of scholarship, fellowship or other financial assistance that a teacher who has been granted leave will not preclude his/her being granted study leave with pay and allowances, but the scholarship, etc., so received, shall be taken into account in determining the pay and allowance on which the study leave may be granted. Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which may be determined from time to time. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary shall not be paid during the fellowship. Study leave may be granted on full pay upto 2 years extendable by one year at the discretion of the University.
- xix. The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research guide. Care should be taken that the number of teachers given study leave, does not exceed the 20% of teacher's strength in any Centre/School.
- xx. A teacher granted study leave shall, on his/her re-joining the service of the University, be eligible for the benefit of the annual increment(s) which s/he would have earned if s/he had not proceeded on study leave S/he shall not, however, be eligible to receive arrears of increments.

***Note:** While regulating the salary of a teacher during the period of his/her study leave/sabbatical leave etc., spent abroad, the net emoluments rather than the gross emoluments be taken into consideration and that the deduction made by the granting agency on account of tax as well as the payment made by the teacher on accommodation during the course of leave spent abroad, may be deducted from the gross emoluments while deciding the payment of GBU salary to him/her.

No teacher proceeding on study leave shall be allowed to resign from his/her employment, unless s/he all financial and other claims of University outstanding against him/her.

5. SABBATICAL LEAVE:

- i. The permanent, whole-time teachers of the university who have completed seven years' of service as an Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

#The second spell of one year of sabbatical leave may be granted to Professor/Associate Professor on completion of seven years of service after availing first tenure of one year sabbatical leave.

- ii. A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of one year duration or more.
- iii. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- iv. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. S/he may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

Note: While regulating the salary of a teacher during the period of his/her study leave/sabbatical leave etc., spent abroad, the net emoluments rather than the gross emoluments be taken into consideration and that the deduction made by the granting agency on account of tax as well as the payment made by the teacher on accommodation during the course of leave spent abroad, may be adjusted from the gross emoluments while deciding the payment of GBU salary to him/her.

Note1: The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

Note2: On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave.

Note3: Centres/Special Centres/Schools should plan the leave of faculty members well in advance so that teaching and research activities are not affected adversely.

Note4: The sabbatical leave requests of faculty members may be forwarded for approval only after ensuring that teaching and research activities of the Centre/Special Centre/School are not affected adversely.

6. CASUAL LEAVE

- i. The total casual leave granted to a teacher shall not exceed fourteen days in an academic year.
- ii. Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

7. SPECIAL CASUAL LEAVE:

- i. Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a University/Public Service Commission/Board of Examination or any other similar body/institution; and
 - (b) To inspect academic institutions attached to a statutory board or to do such other work as may be approved by the Vice-Chancellor.
- ii. In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- iii. In addition, special casual leave to the extent mentioned below, may also be granted;
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- iv. The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

8- EARNED LEAVE:

- (i). Earned leave admissible to a teacher shall be:
 - (a). 1/30th of the actual service, including vacation; *plus*
 - (b). 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.
- i. For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.
- ii. Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, training, leave with medical certificate, or when the entire leave/a portion thereof is spent outside India.

For removal of doubt, it may be clarified:

- i. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
- ii. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.
- iii. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government.

9. HALF-PAY LEAVE:

Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

Explanation:

A "completed year of service" means the continuous service of a specified duration in the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

Note : Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India.

*(a) The leave shall be credited to the half pay leave account at the rate of 5/3 days for each completed calendar month of service of the year in which the teacher is appointed.

*(b) The credit for the year in which a teacher is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation.

*(c) When a teacher is removed or dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month upto the end of the preceding calendar month in which s/he is removed or dismissed from service or dies while in service.

10. COMMUTED LEAVE:

Commutated leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner subject to the following conditions:

- i. Commuted leave during the entire service shall be limited to a maximum of 240 days;
- ii. When commuted leave is granted, twice the amount of such leave shall be debited

- against the half-pay leave account; and
- iii. The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;
Provided that no commuted leave shall be granted under this Ordinance, unless the competent authority has reason to believe that the teacher would return to duty on its expiry.
- iv. *Where a teacher who has been granted commuted leave resigns from service or at his/her request is permitted to retire voluntarily without returning to duty. The commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered:
Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the teacher for further service or in the event of his/her death.

11. EXTRAORDINARY LEAVE:

- i. A permanent teacher may be granted extraordinary leave when:
(a). No other leave is admissible; or
(b). Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- ii. The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
(a). Leave taken on the basis of medical certificates;
(b). Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
(c) Leave taken for pursuing higher studies; and
(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- iii. Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on the basis of medical grounds by providing medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- iv. The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.
- v. *The Board of Management may grant on the request from the institution concerned and on application of the teacher, extra-ordinary leave to hold an appointment or a fellowship under a Govt., a University, a Research Institute or other HEIs of repute, if in the opinion of the Board of Management, such leave does not prejudice the interest of the University. This leave may be allowed only to a teacher who has been confirmed in the post held by him/her and has served the University for a period of at least two

years:

Provided further that such leave shall not be granted until after the expiry of five years after return from a previous spell of extraordinary leave sanctioned under this sub-clause and sub- clause (vi) below.

Provided further that the applicability of five years gap not be applied in the case of faculty members who proceed on EOL up to one month and further that in case a faculty member proceeds on EOL for more than one month and less than one year s/he will not be eligible for grant of EOL for a period of three years. A faculty member who proceeds on EOL for a period of one year or more shall not be eligible for grant or EOL for a period of 5years.

The application for such leave shall be sent through Centre Chairperson/Dean of the School concerned who shall give his/her recommendation taking into account the strength of teaching staff of the particular subject. At no time more than 20% of the strength of teachers on rolls of a Centre shall be allowed to be absent on extraordinary leave, study leave and/or sabbatical leave.

In case of his/her failure to return to duty immediately at the end of the period of leave sanctioned to him/her the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him/her.

- vi. *The Board of Management may also grant, at its discretion, extraordinary leave to a permanent teacher who has been selected for a teaching or research assignment in a University, a Research Institute or other HEIs of repute:

Provided s/he has served the University for a period of at least two years and the application was sent through proper channel and forwarded to the University. The leave in such cases shall not exceed a maximum period of two years.

Notwithstanding any other leave which may be due to a teacher, the entire period for which the teacher holds the appointment outside the University shall be without pay. The period so spent shall count for seniority. The period shall not count for pensionary/contributory provident fund benefits unless the pensionary contributory provident fund contributions are paid by the teacher or the foreign employer.

- vii. *Subject to the provisions of sub-clauses (iii), (v) and (vi) above, the total amount of extraordinary leave granted to a teacher shall not exceed five years during his/her entire service.

12. LEAVE NOT DUE:

- i. 'Leave not due', may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- ii. 'Leave not due' shall not be granted, unless the Vice-Chancellor is satisfied that as far

as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

- iii. A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or s/he refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the Board of Management.

Provided that the Board of Management may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

13. MATERNITY LEAVE:

- i. Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- ii. Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

14. CHILD-CARE LEAVE:

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in lines with the Central Government woman employees. In the cases, where the child-care leave is granted for more than 45 days, the University may appoint a part-time / guest substitute teacher with intimation to the UGC.

15. PATERNITY LEAVE:

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

16. ADOPTION LEAVE:

Adoption leave may be provided as per the rules of the Central Government.

17. SURROGACY LEAVE:

Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the Government of India.

18. GENERAL CONDITIONS APPLICABLE TO ALL CATEGORIES OF TEACHERS:

i. Leave how earned

Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid for such period.

ii. Right to leave

(a). No leave shall be claimed as matter of right. Leave of any kind may be varied, refused or revoked by the competent authority empowered to grant it without assigning any reason, if that authority considers such action to be in the interest of the University.

(b) No leave shall be granted to a teacher whom a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a teacher who is under suspension.

iii. Maximum period of absence from duty on leave

(a) No teacher shall be granted leave of any kind for a continuous period exceeding five years.

(b). Where a teacher does not resume duty after remaining on leave for a continuous period of five years or where a teacher after the expiry of his leave remains absent from duty, other than on foreign service or on account of suspension, for any period which together with the period of leave granted to him/her exceeds five years, s/he shall, unless the Board of Management in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the prescribed procedure.

Application for leave:

Leave should always be applied for in advance and the sanction of the competent authority must be obtained before it is availed of, except in cases of emergency and for satisfactory reasons.

Note: Faculty member should not leave station till the order sanctioning leave has been issued by the University.

It may be noted that staying away from duty without prior sanction of leave OR overstaying the period of sanctioned leave will attract action as per rules.

iv. Commencement and termination of leave

(a). Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day the teacher resumes her/his duty.

(b). Sundays and other recognized holidays may be prefixed and/or suffixed to the leave with the permission of the authority competent to sanction the leave.

v. Rejoining of duty before the expiry of the leave

Signature
Registrar

Gautam Buddha University
Greater Noida, (U. P.)

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विशेष शिक्षक
अवस्थापना एवं औद्योगिक विकास विभाग
उत्तराखण्ड शासन

A teacher may return to duty before the expiry of the leave granted to him/her, with the permission of the competent authority.

Notwithstanding anything contained in (a) above, a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the Board of Management.

vi. Leave on medical grounds to be supported by medical certificates

A teacher who applies for leave on medical grounds shall support his/her application with a medical certificate from a Registered Medical Practitioner. Leave or extension of leave on the basis of a medical ground by providing a medical certificate shall not be granted beyond the date on which a teacher is pronounced by a Medical Officer or Board to be permanently incapacitated for further service.

vii. Rejoining duty on return from leave on medical grounds

No teacher who has been granted leave (other than casual leave) on medical grounds shall be allowed to return to duty without producing a certificate of fitness.

viii. Employment during leave

A teacher on leave shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached:

Provided that this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies/Institutions or to any literary work or publication or radio or extension lectures, or with the permission of the Vice-Chancellor to any other academic work.

The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Board of Management may prescribe.

ix. Absence without leave or overstay on leave

A teacher who absents himself/herself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence, such period shall be debited against his leave account as leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct.

x. Conversion of one kind of leave to another

At the request of the teacher concerned, the University may convert retrospectively any kind of leave including extraordinary leave into leave of a different kind which was admissible to him at the time the leave was originally taken, but s/he cannot claim such conversion as a matter of right.

Provided that no such request shall be considered unless received by the leave

sanctioning authority within a period of 30 days of joining his/her duty on the expiry of the relevant spell of leave availed by him/her.

If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered as the case may be.

xi. Increment during leave

If increment of pay falls during any leave other than casual leave, special casual leave, duty leave, or sabbatical leave, the effect of increase of pay shall be given from the date the teacher resumes duty without prejudice to the normal date of his/her increment, except in those cases where the leave does not count for increment.

xii. Leave Year

For the purpose of these Ordinances, unless otherwise specified, the term 'year' shall mean a calendar year.



Registrar

Gautam Buddha University
Greater Noida, (U. P.)


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अवस्थापना एवं औद्योगिक विकास विभाग
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19. AUTHORITIES EMPOWERED TO SANCTION LEAVE:

The authorities specified in column (2) of the table below, are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Board of Management. Before sanctioning the leave, the sanctioning authority shall ensure that leave asked for is admissible and is at the credit of the teacher concerned.

Sr. No.	Leave Type	Sanctioning Authority	Extent of Powers
i.	Casual/Special Casual to:		
	Deans of the School	Vice-Chancellor/ Pro-Vice-Chancellor	Full
	Head of the Department /Deptts./Program/Cells	Deans of the School	Full
	Other Teachers	Head of the Department/Deans of the Schools	Full
ii.	Duty Leave to		
	Deans of the School	Vice-Chancellor/ Pro-Vice-Chancellor	Full
	Other Teachers	Head of the Department/Deans of the Schools	Upto 10 days including interfix
		Vice-Chancellor/ Pro-Vice-Chancellor	Beyond 10 days (full)
iii.	Earned Leave/Half Pay Leave/Commuted Leave/Maternity Leave/Child Care Leave/Paternity Leave/Adoption Leave to		
	Deans of the School	Vice-Chancellor/ Pro-Vice-Chancellor	Full
	Head of the Department	Dean of the School	Upto 90 days
		Vice-Chancellor/ ProVice-Chancellor	Beyond 90 days
	Other Teachers	Head of the Department/Deans of the Schools	Upto 90 days
		Vice-Chancellor/ ProVice-Chancellor	Beyond 90 days
iv.	Sabbatical Leave/Study Leave	Vice-Chancellor/ ProVice-Chancellor	Full
v.	Extraordinary Leave		
	Head of the Department/Deans of the Schools	Vice-Chancellor/ ProVice-Chancellor	Upto 90 days
		Board of Management	Beyond 90 days
	Teacher	Deans of the School	Upto 30 days
		Vice-Chancellor/ ProVice-Chancellor	Upto 90 days
		Board of Management	Beyond 90 days
Provided that where leave involves visit abroad, the competent authority shall be the Vice-Chancellor/Rector.			

20. LEAVE SALARY:

- i. A teacher granted casual leave or special casual leave is not treated as absent from duty and his pay is not interrupted.
- ii. A teacher on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.
- iii. A teacher on commuted leave is entitled to leave salary equal to the salary admissible under sub-clause 25(ii).
- iv. A teacher on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-clause 25(ii).
- v. A teacher on extraordinary leave shall not be entitled to any leave salary.
- vi. A teacher on Maternity leave/Paternity leave is entitled to draw the same pay as s/he may be drawing at the time of proceeding on leave.
- vii. Payment of dearness and house rent allowance during the leave shall be governed by the provisions of the rules regarding the payment of those allowances.
- viii. During the period of re-employment, the leave salary shall be based on the pay drawn by him/her exclusive of the pension and pension equivalent of other retirement benefits.

***21. CASH PAYMENT IN LIEU OF LEAVE:**

i. On Superannuation

Where a teacher superannuates on attaining the normal age prescribed for superannuation under the terms and conditions governing his service, the authority competent to grant leave shall suo-moto authorize encashment of Earned Leave, if any, at the credit of the teacher on the date of his superannuation, subject to a maximum of 300 days.

ii. Retirement while under suspension

A teacher, who superannuates on attaining the age of superannuation while under suspension, shall become eligible for the benefit of cash equivalent of Earned leave at his/her credit on the date of his/her retirement, on conclusion of the proceedings against him/her, if the competent authority decides to re-instate him/her in service and holds that the suspension was wholly unjustified.

iii. Retirement before superannuation

A teacher who retires or is retired from service may be granted suo-moto, by the authority competent to grant leave, cash equivalent of leave salary in respect of Earned leave at his/her credit subject to maximum of 300 days and also in respect of all the half pay leave at his/her credit provided this period does not exceed the period between the date on which he/she so retired or is retired from service and the date on which he/she would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent shall be equal to the leave salary as admissible for earned leave and/or equal to the salary as admissible for half pay leave plus dearness allowance admissible on that leave salary for the first 300 days, at the rates in force on the date the University employee so retires or is retired from service. The pension and pension equivalent of other retirement benefits and adhoc relief


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graded relief on pension shall be deducted from the leave salary paid for the period of half pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lump-sum as a one time settlement. No House Rent Allowance shall be payable.

Provided that if leave salary for the half pay leave component falls short of pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted.

Provided further that a teacher who is retired by University by giving him/her pay and allowances in lieu of notice, cash equivalent of leave salary shall be allowed only for the period of leave excluding that period for which pay and allowances in lieu of notice have been allowed.

iv. Resignation/Termination

(a). Resignation

If a teacher resigns or quits service, he/she may be granted suo-moto by the authority competent to grant leave cash equivalent in respect of earned leave at his/her credit on the date of cessation of service, to the extent of half of such leave at his/her credit, subject to a maximum of 150 days.

(b). Termination

Where the services of a teacher are terminated by notice or by payment of pay and allowances, in lieu of notice, or otherwise in accordance with the terms and conditions of his/her appointment, he/she may be granted, suo-moto by the authority competent to grant leave, cash equivalent in respect of earned leave at his/her credit on the date on which he/she ceases to be in service subject to maximum of 300 days.

v. Calculation of cash equivalent of leave

The cash equivalent of leave shall be calculated as under and shall be payable in one lump-sum as a one-time settlement. No House Rent Allowances shall be payable.

- i. Pay admissible on date of retirement (a) Basic Pay(b) DA.....
- ii. Number of days of Un-used earned leave (Admissible on that date to a maximum of 300 days).....

Cash Equivalent = (Basic Salary + DA)/ 30 X (No of unused Earned Leave)

(vi) Leave encashment when permanently incapacitated

A teacher who is declared by a medical authority to be completely and permanently incapacitated for further service may be granted, suo-moto, by the authority competent to grant leave, cash equivalent of leave salary in respect of earned leave due and admissible on the date of his/her invalidation from service. The cash equivalent thus payable shall be equal to the leave salary as calculated under clause (vi) above.

vii. Dismissal/Removal

When a teacher is dismissed or removed from service, he/she shall not be eligible for leave encashment.

viii. **Leave encashment of a teacher who dies while in harness**

In case a teacher dies in harness, the cash equivalent of the leave salary that the deceased teacher would have got, had he/she gone on earned leave, but for the death, due and admissible on the date immediately following the date of death subject to a maximum of leave salary for 300 days shall be paid to his/her family.

***22. MAKING OF RULES AND PRESCRIBING THE PROCEDURE TO BE FOLLOWED UNDER THIS ORDINANCE:**

The Vice-Chancellor may make rules under this Ordinance prescribing the procedure to be followed in-

- i. Submission of application for leave and for permission to return to duty before the expiry of the leave;
- ii. Granting leave and submission of medical certificate while proceeding or returning from leave;
- iii. The payment of leave salary;
- iv. The maintenance of records of service; and
- v. The maintenance of leave accounts.

23. GENERAL:

UGC Regulations 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 2018 and its amendments, in future, shall be applicable in all other matters and wherein this Ordinance is silent.


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Greater Noida, (U. P.)

(चन्द्र विजय सिंह)
विशेष शिक्षा
अवस्थापना एवं औद्योगिक विकास विभाग
उत्तर प्रदेश शासन