Draft Guidelines/Rules for Promotion of Faculty under CAS - 2020

Sant Longowal Institute of Engineering & Technology

(Deemed to be University under Ministry of Education, Govt. of India)

Longowal, District Sangrur-148106, Punjab, India

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Sant Longowal Institute of Engineering & Technology
(Deemed to be University under MOE, Govt. of India)
Longowal, District Sangrur-148106, Punjab, India

Guidelines/Rules for Promotion of Faculty under
Career Advancement Scheme (CAS)

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

1.1　The "Advisory Committee on Faculty Recruitment (ACoFAR)" was constituted for governing the promotion procedure of faculty in the Institute under Career Advancement Scheme, as per decision of the Board of Management taken in its 29th meeting held on 28.05.2018 vide Item No. 29.10.

[Reference : Rule 1.1 of SLIET CAS Rules, 2018]

1.2　These Guidelines/Rules and Regulations are called the SLIET Guidelines/Rules for Promotion of Faculty under Career Advancement Scheme (CAS)and will be implemented following the guidelines of the All India Council for Technical Education (AICTE) (Career Advancement Scheme for the Faculty and Other Academic Staff in Technical Institutions-Degree) Regulations, 2019 amended from time to time.

[Reference : Rule 1.2 of SLIET CAS Rules, 2018]

1.3　These Rules and Regulation shall apply to every regular faculty members of the Institute.

[Reference : Rule 1.3 of SLIET CAS Rules, 2018]

1.4　A faculty member of the Institute means Professors, Associate Professors and Assistant Professors, who is a full time salaried employee of the Institute and does not include honorary, visiting, part-time, contractual and ad-hoc faculty.

[Reference : Rule 1.4 of SLIET CAS Rules, 2018]

1.5　These Rules and Regulations shall come into force for all the candidates who become eligible on or after 01.03.2019.

1.6　The promotions during 01.01.2016 to 28.02.2019 shall be governed by the SLIET Guidelines/Rules for Promotion of Faculty under Career Advancement Scheme (CAS) approved by the BoM in its 30thmeeting held on 08.10.2018.

1.7　Those who are eligible for promotion after 01.03.2019 shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction programme, publishing of research papers etc. However, these requirements shall be permitted to be fulfilled till 31stJuly, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of these rules to avail the benefit of promotion retrospectively from the date of eligibility.

[Reference : Rule 1.4(c) & 4.0 (iv) of AICTE, New Delhi Notification dt. 1stMarch, 2019]

1.8　For incumbent faculty members, the date of eligibility upto 31stJuly, 2022 shall be allowed to be according to the SLIET Guidelines/Rules for Promotion of Faculty under Career Advancement Scheme (CAS) approved by the BoM in its 30th meeting held on 08.10.2018. All the benefit of promotion to such candidates (except actual financial benefit) be permitted retrospectively on the date when he/she became eligible.

[Reference : Rule 1.4 (d) of AICTE, New Delhi Notification dt. 1stMarch, 2019]

1.9　It may be noted that, no further extension would be given beyond 31stJuly, 2022 and those who do not meet the essential criteria despite the above grace period, shall lose an opportunity for getting promotion retrospectively. However, they will be eligible for promotion from the date they meet these criteria thereafter.

[Reference : Rule 1.4 (e) of AICTE, New Delhi Notification dt. 1stMarch, 2019]

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1.10   In these Rules & Regulations, the context; otherwise requires, -

    a.   "ACoFAR" means Advisory Committee on Faculty Recruitment
    b.   "AICTE" means the All India Council for Technical Education, New Delhi.
    c.   "Appendix" means the Appendix appended to these Rules.
    d.   "Appointing Authority" means the Director, SLIET in case of Group `B` & 'C' and the BoM for Group `A` posts.
    e.   "BoM" means the Board of Management of the Institute.
    f.   "CAS" means Career Advancement Scheme for the faculty of the Institute.
    g.   "CGPA" means Cumulative Grade Point Average
    h.   "Chairman" means the Chairman of the Board of Management of the Institute.
    i.   "DAAC" means Departmental Academic Affairs Committee
    j.   "Department" in relation to the Institute means an academic unit of the Institute engaged in academic activities (like teaching, research, etc) generally relating to a particular discipline or area.
    k.   "Director" means the Director of the Institute.
    l.   "HoD" means head of the Teaching Department of the Institute
    m.   "Institute/SLIET" means Sant Longowal Institute of Engineering & Technology, Longowal, District- Sangrur, Punjab, PIN – 148106.
    n.   "MOE" means Ministry of Education, New Delhi.
    o.   "MoA" means the Memorandum of Association of the Institute as amended from time to time.
    p.   "President" means the President of the Society of the Institute
    q.   "UGC" means University Grants Commission, New Delhi.

1.11   Anything, otherwise, not contained in these rules shall be governed/regulated by the AICTE/MOE/BoM guidelines issued in this regard from time to time.

[Reference : Rule 1.7 of SLIET CAS Rules, 2018]

1.12   If any revision / rules of CAS are notified by MOE / AICTE / BoM, the same will be applicable from the date of adoption by the Institute.

[Reference : Rule 1.8 of SLIET CAS Rules, 2018]

1.13   In case of any clarification in implementation of these guidelines/rules, the matter will be referred to ACoFAR for consideration and recommendations to the Competent Authority.

[Reference : Rule 1.9 of SLIET CAS Rules, 2018]

2. GENERAL PROCEDURE/GUIDELINES

2.1   Faculty members who wish to be considered for promotion under Career Advancement Scheme may submit in writing to the Registrar, within three months in advance of the due date, stating that he/she fulfils all qualifications under CAS and submit other requirements such as additional qualification, undergoing industrial training, pedagogical training, faculty induction programme, publishing of research papers, 360° Feedback Score etc. on prescribed proforma as evolved by the Institute duly supported by all credentials set out in the Institute Regulations. In any event, the Institute shall issue a general circular "Call for Applications for CAS" promotions from eligible candidates.

[Reference : Rule 2.1 of SLIET CAS Rules, 2018]

2.2   The incumbent faculty must be on the roll and active service of the Institute on the date of consideration by the Selection Committee for Promotion through Career Advancement Scheme.

[Reference : Rule 2.2 of SLIET CAS Rules, 2018]

2.3   Candidates who do not fulfil the minimum requirement proposed in the Regulation, will have to be re-assessed after a period of one year. The date of promotion shall be the date on which he / she satisfies all the minimum requirements and successfully reassessed. However, in case of in-ordinate delay in re-assessment of a candidate, the date of promotion can be decided by the Selection Committee considering minimum period of one year from the date of previous assessment.

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2.4　If a candidate applies for promotion immediately on completion of the minimum eligibility period and is successful, the date of promotion will be made applicable from the date of completion of minimum period of eligibility.

2.5　If, however, the candidate finds that he/she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be affected from the date of fulfilment of the eligibility conditions.

2.6　Every teacher (Professor, Associate Professor, Assistant Professor) appointed/promoted to any position at SLIET, Longowal here onwards with effect from the implementation of these regulations shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.

2.7　The requirement of completing these modules as envisioned in these regulations is applicable to all the incumbent teachers also while applying for promotion/ selection to next higher cadre only once in the career.

2.8　CAS promotion, being a personal promotion to the incumbent faculty holding a substantive sanctioned post, on superannuation or leaving the Institute by the individual incumbent, the said post shall revert to its original cadre.

2.9　All recommendations of the Selection Committee shall take effect only from the date of approval of the BoM or any later date as decided by the Board. There shall be no retrospective financial implementation of recommendations of the Selection Committee except fixation of pay on notional basis from the date of fulfilment of eligibility conditions.

2.10　The requirement of Vigilance Clearance Certificate from CVO of the Institute is essential for promotion to every stage under CAS.

2.11　The period spent on Extra Ordinary Leave, Study Leave (Other than QIP and special scheme of Government of India) during the period of assessment will not be counted towards service for the purpose of promotion under Career Advancement Scheme.

2.12　The period spent on deputation/lien for teaching assignment on equivalent or higher post in Government organizations, State Government Organizations, Central/State Autonomous bodies will be counted towards service for the purpose of promotion under Career Advancement Scheme subject to fulfilment of other terms and conditions of eligibility prescribed in these rules.

2.13　The period spent on deputation/lien for administrative assignment on equivalent or higher post in statutory bodies of Government of India/ State Governments will be counted towards promotion under Career Advancement Scheme. However, 360º Feedback except Student Feedback and research contribution required under these rules, shall have to be fulfilled.

2.14　The research work of the faculty members should be in the relevant field.

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3. **STAGES OF PROMOTION UNDER CAS AND ELIGIBILITY CRITERIA**

The eligibility criteria along with other requirements such as additional qualification, undergoing industrial training, pedagogical training, faculty induction programme, publishing of research papers, 360° Feedback Score etc. for promotions under Career Advancement Scheme (CAS) has been devised based on the guidelines prescribed by the AICTE, New Delhi through its Regulations, 1st March 2019.The stages of Promotions of faculty under Career Advancement Scheme and eligibility criteria are described below:

3.1   **Entry Level Assistant Professor (Stage-I, Level-10 of Rs.57700-98200) to Assistant Professor (Senior Scale, Stage-II, Level-11 of Rs.68900-117200).**

a) Qualifications
Engineering /Technology
B.E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

[Reference : Rule 5.1(a) of AICTE, New Delhi Notification dt. 1stMarch, 2019]

Management
Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

[Reference : Rule 5.1(b) of AICTE, New Delhi Notification dt. 1stMarch, 2019]

Science and Humanities:

A.   i)   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.

ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the 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 as the case may be exempted from NET/SLET/SET

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

Note: 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.

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) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

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

[Reference : Rule 5.1(j) of AICTE, New Delhi Notification dt. 1stMarch, 2019]
[Cross reference : Rule 4.1(I) of UGC Notification Dated 18th July,2018]

b) Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

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<div align="center">OR</div>

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

<div align="center">OR</div>

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

<div align="center">AND</div>

Completed minimum two weeks of relevant Industrial Training / Professional Training.

<div align="right">*[Reference : Rule 5.2(a) b. and Annexure-III of AICTE, New Delhi Notification dt. 1st March, 2019]*</div>

c) Should have satisfied any one of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in Web of Science/ SCI/SCOPUS journals	Avg. 360° feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to < 8

<div align="right">*[Reference : Rule 5.2 (a) c. of AICTE, New Delhi Notification dt. 1st March, 2019]*</div>

d) Requirement & Calculation of 360°Feedback Score shall be as per Rule-4 (at page 09).

<div align="right">*[Reference : Annexure-IV of AICTE, New Delhi Notification dt. 1st March, 2019]*</div>

e) Screening-cum-Evaluation/ Selection Committee process for recommending promotion: Candidates may be asked to appear before the Screening-cum-Evaluation/Selection Committee for personal interaction.

<div align="right">*[Reference : Annexure-II of AICTE, New Delhi Notification dt. 1st March, 2019]*</div>

f) Development of one laboratory manual containing at least eight experiments and development of course material of one subject preferably of Integrated Certificate Diploma Programme (ICD) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short-answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by DAAC. The material developed after the approval will be kept in the central library, departmental library and website of the Institute.

g) Consistently Good Annual Performance Appraisal Reports (APAR/ACRs) for the assessment period.

3.2 Assistant Professor (Senior Scale, Stage-II, Level-11 of Rs.68900-117200) to Assistant Professor (Selection Grade, Stage-III, Level-12 of Rs.79800-131700).

a) *Qualifications*:
Qualifications prescribed for the post of Assistant Professor (Senior Scale) at 3.1 above.

b) Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

<div align="center">OR</div>

One week faculty development programme (FDP) as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

<div align="center">OR</div>

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

<div align="center">AND</div>

Completed minimum two weeks of relevant Industrial Training / Professional Training.

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[Reference : Rule 5.3(b) of AICTE, New Delhi Notification dt. 1st March, 2019]

c) Should have satisfied any one of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor (Senior Scale)		
		Experience (Years)	Research publications in Web of Science/ SCI/SCOPUS journals	Avg. 360° feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to < 8

[Reference : Rule 5.3(c) of AICTE, New Delhi Notification dt. 1st March, 2019]

d) Requirement & Calculation of 360°Feedback Score shall be as per Rule-4 (at page 09).

[Reference : Annexure-IV of AICTE, New Delhi Notification dt. 1st March, 2019]

e) Screening-cum-Evaluation/ Selection Committee process for recommending promotion: Candidates may be asked to appear before the Screening-cum-Evaluation/Selection Committee for personal interaction.

[Reference : Annexure-II of AICTE, New Delhi Notification dt. 1st March, 2019]

f) Development of one laboratory manual containing at least eight experiments and development of course material of one subject preferably of Integrated Certificate Diploma Programme (ICD) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short-answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by DAAC. The material developed after the approval will be kept in the central library, departmental library and website of the Institute.

g) Consistently Good Annual Performance Appraisal Reports (APAR/ACRs) for the assessment period.

3.3 Assistant Professor (Selection Grade, Stage-III, Level-12 of Rs.79800-131700) to Associate Professor (Stage-IV, Level-13A1 of Rs.131400-204700):

a) *Qualifications :*
Ph.D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

b) Completion of following training requirements at the level of Assistant Professor (Selection Grade) Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

<div align="center">OR</div>

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

<div align="center">OR</div>

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

<div align="center">AND</div>

Completed minimum two weeks of relevant Industrial Training / Professional Training.

c) Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade)		
	Experience (Years)	Research publications in Web of Science/ SCI/SCOPUS journals	Avg. 360° feedback score (out of 10)
1	3	2	5 to < 8

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| 2 | 3 | 1 | 8 to 10 |

AND

The candidate should have guided one Ph.D. student (OR) published at least one paper in Web of Science/SCI/SCOPUS journal of impact factor more than one (OR) Research Consultancy of Rs. 2 Lakh as PI/Co-PI (OR) completed/ awarded externally Funded Project of worth Rs.10 Lakh (OR) Development of one MOOC course of 8 weeks (OR) authored or co-authored a text Book/Reference Book for relevant subject in entire service in the SLIET.

AND

Should have organized 2 weeks Faculty Development Programme in the Institute

d) Requirement & Calculation of 360°Feedback Score shall be as per Rule-4 (at page 09).

[Reference : Annexure-IV of AICTE, New Delhi Notification dt. 1stMarch, 2019]

e) Selection Committee process for recommending promotion: The candidates have to appear before the Selection Committee for personal interaction.

[Reference : Annexure-II of AICTE, New Delhi Notification dt. 1stMarch, 2019]

f) Development of one laboratory manual containing at least eight experiments and development of course material of one subject preferably of Integrated Certificate Diploma Programme (ICD)/ Undergraduate programme (UG) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short-answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by DAAC. The material developed after the approval will be kept in the central library, departmental library and website of the Institute.

g) Consistently Good Annual Performance Appraisal Reports (APAR/ACRs) for the assessment period.

3.4 Associate Professor (Stage-IV, Level-13A1 of Rs.131400-204700) to Professor (Stage-V, Level-14 of Rs.144200-211800)

a) *Qualifications:*
Ph.D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

b) Should have satisfied any one of the below mentioned set of requirements.

Set No.	Ph.D Guided	Total Experience	To have acquired in the cadre of Associate Professor		
			Experience (Years)	Research publications in Web of Science/ SCI/ SCOPUS journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to< 8
3	1	16	3	4	8 to 10

AND

The candidate should have guided one Ph.D. student (OR) published at least one paper in Web of Science/SCI/SCOPUS journal of impact factor more than one (OR) Research Consultancy of Rs. 2 Lakh as PI/Co-PI (OR) completed/ awarded externally Funded Project of worth Rs.10 Lakh (OR)   Development of one MOOC course of 8 weeks (OR) authored or co-authored a text Book/Reference Book for relevant subject in entire service in the SLIET.

c) Requirement & Calculation of 360°Feedback Score shall be as per Rule-4 (at page 09).

Reference : Annexure-IV of AICTE, New Delhi Notification dt. 1stMarch, 2019]

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d)   Selection Committee process for recommending promotion: The candidates have to appear before the Selection Committee for personal interaction.

[Reference : Annexure-II of AICTE, New Delhi Notification dt. 1ˢᵗMarch, 2019]

e)   Development of one laboratory manual containing at least eight experiments and development of course material of one subject preferably of Undergraduate programme (UG)/ post-graduate programme (PG) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short-answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by DAAC. The material developed after the approval will be kept in the central library, departmental library and website of the Institute.

f)   Consistently Good Annual Performance Appraisal Reports (APAR/ACRs) for the assessment period.

3.5   Professor (Stage-V, Level-14 of Rs.144200-211800) to Senior Professor (Stage-VI, Level-15 of Rs. 182200-224100)

a)   Ph.D. degree in the relevant field.

b)   Minimum ten years of experience in the cadre of Professor

c)   At least 15 research publications in Web of Science/SCOPUS/SCI journals, should have at least 3 successful Ph.D. guided as Supervisor/Co-supervisor as a Professor.

<div align="center">OR</div>

At least 15 research publications in Web of Science/ SCOPUS/SCI journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

<div align="center">OR</div>

At least 15 research publications in Web of Science/SCOPUS/ SCI journals should have provided educational leadership at state/ national level at least 3 years at the level of Professor.

d)   At least one patent awarded.

<div align="center">OR</div>

Development of one MOOC course applicable at national platform.

e)   Development of one laboratory manual containing at least eight experiments and development of course material of one subject preferably of Undergraduate programme (UG)/ post-graduate programme (PG) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short-answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by DAAC. The material developed after the approval will be kept in the central library, departmental library and website of the Institute.

f)   Consistently Good Annual Performance Appraisal Reports (APAR/ACRs) for the assessment period.

Notes 1.   The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
2.   The selection shall be based on ten best publications and award of Ph.D. degree to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation

4   CALCULATION OF 360° FEEDBACK SCORE

The 360° Degree Score shall be determined on the basis of following parameters:
a   Teaching Process (Maximum Point 25)
b   Students' Feedback (Maximum Point 25)
c   Departmental Activities (Maximum Point 20)

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d   Institute Activity (Maximum Point 10)
e   APAR/ACR (Maximum Point10)
f   Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

a.   Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Table A. The table will have the details of courses taught in the academic year under consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

b.   Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used. In case students' feedback is not available for a particular year, then the same will be calculated on the basis of students result for that year.

c.   Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I /C,NBA-AICTE work, sponsored projects, departmental news letter etc. A tentative list of such committees is attached at **APPENDIX-I**. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

d.   Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Director/Registrar/ Dean / Head of the Department to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. A tentative list of such committees is attached at **APPENDIX-II.** The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e   APAR/ACR (Maximum points 10)

APAR/ACR maintained at institute level shall have 10 points based on grading.

f   Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale. Some of the activities regarding contribution to Society are given as under:
i)   Induction Program – Related to students only. One mark for each activity.

ii)   Unnat Bharat Abhiyan- Activities enhancing repute of the Institute and contribution to society.

iii)   Yoga Classes- Organized and as Trainer.

iv)   Blood Donation

v)   Board Member of Industry/ Institute of repute.

vi)   Election Duties.

vii)   Swash Bharat Abhiyan – organized/coordinator etc./Flagship Programme of State/Central Government.

Note
1.   The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions

2.   In case the candidate fails to achieve the required feedback score, the subsequent year's may be taken

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into consideration while dropping the lowest feedback score in any one of the year

3. Please refer Appendix-II for calculation and filling up of 360° feedback score.

[Reference : Annexure IV of AICTE, New Delhi Notification dt. 1ˢᵗMarch, 2019]

The sample of Calculation procedure of credit points is attached at **APPENDIX-III.**

5. APPLICATION FORM/PROFORMA FOR PROMOTION UNDER CAS

The Proforma(s) to be filled up by the faculty for promotion under Career Advancement Scheme have been devised by the Institute as per AICTE, New Delhi Regulations, 2019. The same are attached at **APPENDIX-IV to and APPENDIX-VII** respectively. All the faculty seeking promotion under Career Advancement Scheme are required to apply for the same in the prescribed proforma(s) only. Any application for promotion under CAS, which is not on the prescribed proforma will not be entertained and will be rejected straightway.

6. COUNTING OF PAST SERVICE

The regular active service within the Institute will only be considered for promotion under CAS. The service rendered by any faculty other than the SLIET will not be considered towards promotion under CAS.

[Reference : Rule 6 SLIET CAS Rules, 2018]

7. PRELIMINARY SCREENING COMMITTEES

7.1 The Preliminary Screening Committee shall consist of the following:

[Reference : Rule 7.1 of SLIET CAS Rules, 2018]

Preliminary Screening Committee (Level-I) (For Verification of 360° Feedback Scores)

i.	Head of the concerned Department	Chairman
ii.	Two Professors or Associate Professors of the Department to be nominated by the Director	Member
iii.	One Professor or Associate Professor of other Department	Member

Preliminary Screening Committee (Level-2)

(For overall screening)

i.	Two Deans to be nominated by the Director	Chairman
	(Out of which one will act as Chairman)	Member
ii.	Head of the concerned Department	Member
iii.	Registrar or his nominee	Member

7.2 The Preliminary Screening Committee will scrutinize the application of the faculty seeking promotion under CAS to assess that the application is complete in all respect and supporting with all requisite documents.

[Reference : Rule 7.2 of SLIET CAS Rules, 2018]

7.3 To assess eligibility of the candidate for promotion under CAS in terms of length of service required qualifications and other general conditions.

[Reference : Rule 7.3 of SLIET CAS Rules, 2018]

7.4 To assess that the candidate is tentatively fulfilling the other requirements such as additional qualification, undergoing industrial training, pedagogical training, faculty induction programme, publishing of research papers, 360° Feedback Score etc.

7.5 The Preliminary Screening Committee if satisfied that the candidate is fulfilling the pre-requisite

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qualifications to be considered for promotion under CAS may recommend the Director to consider the candidate(s) by the respective Screening-cum-Evaluation or Selection Committee.

[Reference : Rule 7.5 of SLIET CAS Rules, 2018]

7.6   If required under special circumstances, preliminary screening may be got done from external experts (outside Institute) as nominated by the Director.

[Reference : Rule 7.6 of SLIET CAS Rules, 2018]

8.   SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCESS

8.1.   CAS promotions from a lower grade to a higher grade shall be decided by a "Screening cum Evaluation Committee/Selection Committee", by adhering to the criteria laid down for 360° Feedback Score and other requirements.

8.2   The meetings of the Screening-cum-Evaluation/Selection Committee will be convened by the Chairman of the Selection Committee as and when necessary.

[Reference : Rule 8.2 of SLIET CAS Rules, 2018]

8.3   Four members of the Selection Committee shall form the quorum, consisting of at least two experts.

[Reference : Rule 8.3 of SLIET CAS Rules, 2018]

8.4   All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all the members of the selection committee in the minutes.

[Reference : Rule 8.4 of SLIET CAS Rules, 2018]

8.5   Recommendations of the Selection Committee/Screening-cum-Evaluation Committee will be placed before the BOM, for final approval and subsequent issue of promotion/appointment orders by the Registrar.

[Reference : Rule 8.5 of SLIET CAS Rules, 2018]

8.6   If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons about it.

[Reference: Rule 8.6 of SLIET CAS Rules, 2018]

8.7   Selection Committees

a.   **For promotion to the post of Assistant Professor (Senior Scale/Selection Grade), Associate Professor and Professor:**
The Selection Committees for promotion of faculty from Assistant Professor to Associate Professor (Stage-3 to Stage-4), Associate Professor to Professor (Stage-4 to Stage-5) and Professor (Stage-5) to Professor (Stage-6) shall consist of:-

i.	Director	Chairperson
ii.	One nominee of MOE, New Delhi	Member
iii.	Three Experts from the Directory of Subject Experts approved by the BOM to be nominated by the Director	Member
iv.	Dean to be nominated by the Director	Member
v.	Head of the Department concerned (if the post of selection is being made higher in status than occupied by the Head of the Department, one nominee of the BoM be included).	Member
vi.	An academician representing SC/ ST/ OBC/ Minority / Women/ Differently -abled categories to be nominated by the Director, if any of the candidates representing these categories is the applicant and if of the above members of the selection committee does not belong to that category.	Member

[Reference: Annexure-II of AICTE, New Delhi Notification dt. 1st March, 2019]

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b. **For Promotion as Senior Professor:**

The Selection Committee for the post of Senior Professor shall consist of the following persons:

1	Director	Chairperson
2	One nominee of MOE, New Delhi	Member
3	Three Experts not below the rank of a Senior Professor/ Professor with a minimum of ten years' experience in the subject/ field concerned from the Directory of Subject Experts approved by the BOM to be nominated by the Director	Member
4	Dean (not below the rank of Senior Professor/ Professor with minimum ten years' experience) to be nominated by the Director	Member
5	Head of the Department concerned (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 often years' experience (if the post of selection is being made higher in status than occupied by the Head of the Department/Senior-most Professor of the department, one nominee of the BoM be included).	Member
6	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 to be nominated by the Director, if any of the candidates representing these categories is the applicant and if of the above members of the selection committee does not belong to that category.	Member

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

[Reference : Annexure-II of AICTE, New Delhi Notification dt. 1st March, 2019]

9. DIRECTORY OF SUBJECT EXPERTS

9.1   The Institute will create a panel of Subject Experts and update it preferably on annual basis.

[Reference : Rule 9.1 of SLIET CAS Rules, 2018]

9.2   The list will be prepared by taking inputs from Departments. Director may also add extra names or delete some from the list.

[Reference : Rule 9.2 of SLIET CAS Rules, 2018]

9.3   Normally, the experts should be drawn from NITs, IITs, IIMs, NITTTRs, IISERs, IISc, IIEST, Centre / State University Departments, major R&D Laboratories/Technical & R&D Institute of repute such as CSIR, ICAR, DAE, ISRO, DRDO etc., CFTIs, major industry and top 100 NIRF Ranking Institutes' of current year.

[Reference : Rule 9.3 of SLIET CAS Rules, 2018]

9.4   The list, along with postal and electronic address, designation, specialization and other relevant particulars of proposed experts is to be placed before the Board of Management for approval.

[Reference : Rule 9.4 of SLIET CAS Rules, 2018]

9.5   It is extremely important that the suggested panel of experts is examined critically by the Board and any member with questionable integrity is removed.

[Reference : Rule 9.5 of SLIET CAS Rules, 2018]

9.6   Normally, the experts shall be invited by the Director from the approved Directory of Subject Expert. However, in case the experts from the approved Directory is / are unable to attend / not available, the Director may invite experts other than those in the Directory of Experts preferably from IITs / NITs, with intimation to the Chairman, BoM.

[Reference : Rule 9.6 of SLIET CAS Rules, 2018]

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10.   **RESIDUARY MATTERS:**

In regard to matters not specified or referred to in these Rules, the faculty in the posts specified in these Rules shall be governed by the directions/regulations of the AICTE/BOM and other Orders applicable to the teaching employees of the SLIET in general.

[Reference : Rule 10 of SLIET CAS Rules, 2018]

11.   **POWER TO RELAX:**

If the BOM, on recommendations made by the Director to that effect, is of the opinion that it is necessary or expedient to do so for reasons to be recorded in writing, it may relax any of the provisions of these Rules.

[Reference : Rule 11 of SLIET CAS Rules, 2018]

12.   **REPEAL AND SAVINGS:**

All the earlier guidelines/decisions of the BOM or any authority regarding the matters governing method of promotion of faculty in respect of the posts included in these Recruitment Rules shall stand repealed on the date on which these Rules come into force.

[Reference : Rule 12 of SLIET CAS Rules, 2018]

13.   **INTERPRETATIONS:**

Any question relating to interpretation of these Rules, the decision of the BOM shall be final unless otherwise specifically included in these Rules.

[Reference : Rule 13 of SLIET CAS Rules, 2018]

14.   **ABBREVIATIONS RELATED TO THESE RULES AND REGULATIONS**

"API" means Academic Performance Indicators
"PBAS" means Performance Based Appraisal System
"TEQIP" means Technical Education Quality Improvement Programme.
"CIIILP" means Canada India Institute Industry Linkage Program
"CPC" means Central Pay Commission
"ISTE" means Indian Society for Technical Education
"NITTTR" means National Institute Technical Faculty Training & Research
"IIT" means Indian Institute of Technology
"DTE" means Directorate of Technical Education
"SBTE" means State Board of Technical Education
"NIT" means National Institute of Technology
"IIM" means Indian Institute of Management
"IISER" means Indian Institute of Science Education & Research
"IISc" means Indian Institute of Science.
"IIEST" means Indian Institute of Engineering Science & Technology
"CSIR" means Council of Scientific and Industrial Research
"ICAR" means Indian Council of Agricultural Research
"DAE" means Department of Atomic Energy
"ISRO" means Indian Space Research Organization.
"DRDO" means Defence Research and Development Organization
"CFTI" means Central Funded Technical Institution
"ESCI" means Emerging Course Citation Index
"ZR" means Zoological Record
"CASSI" means Chemical Abstracts Services Source Index
"SCI" means Science Citation Index
"ISI" means International Scientific Indexing
"NIRF" means National Institute Ranking Framework
"NEPTEL" means National Programme on Technology Enhanced Learning
"QIP" means Quality Improvement Programme
"SWAYAM" means Study Webs of Active-Learning for Young Aspiring Minds

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"MOOCs" means Massive Open Online Course

15.   REFERENCES

[1]   AICTE, New D Notification No. F. No. 61-1/RIFD/7th CPC/2016-17 dated 1st March, 2019
[2]   SLIET CAS Rules, 2018
[3]   UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July,2018

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LIST OF DEPARTMENTAL LEVEL COMMITTEES/ASSIGNMENTS

Sr. No.	Name of Committee
1	Committee for Establishment of Student's Chapters of National/International Society
2	Committee for SLIET Mechanical Engineering Society
3	Committee for Students' Project Work (Allocation, Monitoring and Evaluation)
4	Course Counsellor
5	Department General Upkeep Committee
6	Department Societies/ Student Chapter Committee
7	Departmental Academic Affairs Committee
8	Departmental Accreditation Committee
9	Departmental Anti-Ragging Squad
10	Departmental Board of Studies
11	Departmental Class Monitoring Committee
12	Departmental Committee for IQAC Affairs
13	Departmental Consultancy and Revenue Generation Committee
14	Departmental Discipline Committee
15	Departmental Examination Committee
16	Departmental Industrial Liaison and Alumni Interaction & Record Maintaining Committee
17	Departmental Industrial/Educational Tour Committee
18	Departmental Inspection Committee
19	Departmental Library Committee
20	Departmental Literary and Cultural Committee
21	Departmental News Letter and Annual Report Preparation Committee
22	Departmental Purchase Committee
23	Departmental Research Committee
24	Departmental Time Table Committee
25	Departmental Website updation and presentation Committee
26	Grade Moderation Committee
27	Grievances Committee for Departmental Students
28	Laboratory Equipment Repair/Maintenance/ Write-off Committee
29	Laboratory In-charge etc.
30	Project Allotment, Progress & Evaluation Committee
31	PDA Record Upkeep Committee
32	Programme Assessment Committee
33	Society of Electrical & Instrumentation Technocrats
34.	Any other committee constituted by Head of the Department

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APPENDIX-II

LIST OF INSTITUTIONAL LEVEL COMMITTEES/ASSIGNMENTS

Sr. No.	Name of Committee
1.	Additional Administrative Assignments such as Dean, Associate Dean, Registrar, Deputy Registrar, Assistant Registrar, Estate Officer, Training & Placement Officer/ Co-ordinator, HoD, Chief Warden, Warden, Nodal Officer, Chief Vigilance Officer, Central Public Information Officer, First Appellate Authority under RTI, Section In-charge, Faculty In-charge etc.
2.	Adventure Club Committee
3.	Advisory Committee on Faculty Recruitment (ACoFAR)
4.	Book Club Committee
5.	Central Academic Collaboration Committee
6.	Central Accreditation Committee
7.	Central Alumni Affairs Committee
8.	Central Annual Report and Profile Committee
9.	Central Anti-Ragging Squad
10.	Central Committee for Skill Development Course Planning and Execution
11.	Central Consultancy and Revenue Generation Committee
12.	Central Courses' Accreditation and Outcome Based Curriculum Integration Cell
13.	Central Faculty Research & Consultancy Cell
14.	Central Grade Moderation Committee
15.	Central Industrial/Educational Tour Committee
16.	Central Inspection Committee
17.	Central Library Committee
18.	Central Newsletter and Annual Report Preparation Committee
19.	Central Programme Assessment Committee
20.	Central Student Research & Consultancy Cell
21.	Central Timetable Committee
22.	Central Training, Placement, and Industry Institute Interaction Cell
23.	Central Tutor Guardian and Student Mentor Scheme
24.	Central Website Updation Committee
25.	Central Write-off Committee
26.	Committee for Research and Professional Practice under War Room Concept
27.	Constitutional Committees of the Institute such as Society, BoM, FC, BWC, Senate, Planning & Monitoring Board etc.
28.	Cultural Committee
29.	Curriculum Revision & Academic Activities Committee
30.	Discipline Committee
31.	Energy Environment & Eco Awareness Club Committee
32.	Estimation Committee
33.	Faculty Advisor of various Clubs
34.	Faculty Club Committee
35.	Floor Perfect Committee
36.	Gas Agency Committee
37.	Happy Club Committee
38.	Health Centre Management Committee
39.	Health & Yoga Club Committee
40.	ICD/UG/PG Academic Committee
41.	Institute of Engineers (I) Students Chapter Committee
42.	Institutional Publicity & Media Interaction Committee
43.	Institute Profile, Newsletter & Magazine Committee
44.	Literary and Cultural Committee
45.	National Social Service Committee
46.	Rashtrabhasha (Hindi) Vikas Samiti
47.	Sports Management Committee

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48.	Spicmacay Committee
49.	SLIET Literary Society Committee
50.	Security Committee
51.	Swachhata Committee
52.	Telephone Exchange Committee
53.	Vehicle Maintenance Committee
54.	Any other committee constituted with the approval of Director/Dean

(Dr. J.S. Dhillon)   (Dr. A.S. Arora)   (Dr. S.S. Dhaliwal)   (Dr. Pardeep Gupta)   (Dr. J.S. Ubhi)

APPENDIX-III

Calculation of Credit Points (SAMPLE)

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure No.
1	1/ 2018-19	CET-100	42	39		
2	1/ 2018-19	CET-200	39	38		
3	2/ 2018-19	MED-100	41	39		
4	2/ 2018-19	BSE-100	42	41		
		Total	164	157	23.93	

B. Students' feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
1	1/ 2018-19	CET-100	22.3	
2	1/ 2018-19	CET-200	21.8	
3	2/ 2018-19	MED-100	19.6	
4	2/ 2018-19	BSE-100	22.8	
		Total	86.5	

C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	Lab I/C	3	3 Point/ semester	
2	1/ 2018-19	Consultancy	3	3 Point/ semester	
3	1/ 2018-19	Timetable I/C	3	3 Point/ semester	
4	2/ 2018-19	Timetable I/C	3	3 Point/ semester	
5	2/ 2018-19	NBA work	3	3 Point/ event	
6	2/ 2018-19	Lab I/C	3	3 Point/ event	
7	2/ 2018-19	Consultancy	3	3 Point/ semester	
		Total	21		

D. Institute Activities (Max Credit 10)

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	HoD /Dean	4	4 Point/semester	
2	2/ 2018-19	Coordinator appointed by Head of Institute	2	2 Point/semester	
3	2/ 2018-19	Organized Conference	2	2 Point/event	
4	2/ 2018-19	FDP/Conference	2	1 point /event, to be divided between all co-	

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				coordinators	

E. ACR/APAR maintained at Institute Level (Max Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

S.No.	Year	Activity	Credit Point	Criteria	Enclosure No.
1	2018-19	ACR/APAR	10	Extraordinary	
2		ACR/APAR	8	Very Good	
3		ACR/APAR	9	Excellent	
4		ACR/APAR	10	Extraordinary	
Average			37/4=9.25		

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

STUDENT'S FEEDBACK FORM			
(to be used by Institutions)			
Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

For getting filled in through student						
S. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	Total					

(Dr. J.S. Dhillon)   (Dr. A.S. Arora)   (Dr. S.S. Dhaliwal)   (Dr. Pardeep Gupta)   (Dr. J.S. Ubhi)

APPENDIX-IV

Sant Longowal Institute of Engineering & Technology
(Deemed to be University under MOE, Govt. of India)
Longowal, District Sangrur-148106, Punjab, India
www.sliet.ac.in

Circular No.
_____
Date
_____

Proforma for promotion under AICTE Career Advancement Scheme

Application for promotion from: _____

Period of Assessment for the purpose of promotion (including grace period, if any):

From _____to _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	:	
2	Father's Name/Mother's Name	:	
3	Department	:	
4	Current Designation & Grade Pay	:	
5	Date of Last Promotion with date and order Number	:	
6	Position and grade pay/level for which an applicant under CAS?	:	
7	Date of eligibility for promotion	:	
8	Date and Place of Birth	:	
9	Sex	:	
10	Marital Status	:	
11	Nationality	:	
13	Address for correspondence (with Pin code)	:	
14	Permanent Address (with Pin code)	:	
14.a	Contact Number	:	
14.b	E-mail	:	

(Dr. J.S. Dhillon)   (Dr. A.S. Arora)   (Dr. S.S. Dhaliwal)   (Dr. Pardeep Gupta)   (Dr. J.S. Ubhi)

15.   Academic Qualifications (Matric onwards):

Examination	Specialization	University/Board	Year	CGPA/ % of marks obtained	Division & Distinction
Matric					
Intermediate (10+2)					
Bachelor's Degree (B.E./B.Tech./B.Sc./ BBA)					
Master's Degree (M.E./ M.Tech./ M.Sc./MBA)					
Ph.D.					
D.Sc./D.Litt.					
Other Exams (if any)					
Serial Number of Proof Attached ……………					

16.   Record of service in SLIET

Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/ Temporary/ Adhoc)	Nature of Duties	Pay-Scale	Period		Total experience
					From	To	

17.   Total period of teaching Experience in SLIET: (in Years)

18.   CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES
          (Details of most recent academic year of the assessment period is to be given)

S.No.	Type of Activities /Position	Duration/Date and time	Contributions	Remarks
(i)	Extension, Co-curricular &field-based Activities			
	Total (Maximum20)			
(ii)	Contribution to corporate life and Management of the Institute		Yearly/ Semester wise responsibilities	Remarks

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	Total (Maximum: 15)			
(iii)	Professional Development Activities e.g. Organizing STC/ Seminar/ Conference/Continuing education program			
	Total (Maximum 15)			
	Total Score (i+ii+iii)			
Serial Number of Proof Attached, if any ……………..				

19.   RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS
(Details of entire assessment period is to be given)

(A) Published Papers in Journals

S.N.	Title with Vol/No./Yr./PP	Journal	ISSN/ISBN No.	Whether peer reviewed. /Indexed (Impact factor, if any)	No. of Co-authors	Whether you are the main author	Remarks
Serial Number of Proof Attached …………….							

(B) Articles/ Chapters published in Books

S.N.	Title with page no.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of Co-authors and Date of Publication	Whether you are the main author	Remarks
Serial Number of Proof Attached …………….							

(C) Full papers in Conference Proceedings

S.N.	Title with page no.	Details of conference Publications	No. of Co-authors and Date of publication	Whether you are the main author	API Score
Serial Number of Proof Attached …………….					

(Dr. J.S. Dhillon)   (Dr. A.S. Arora)   (Dr. S.S. Dhaliwal)   (Dr. Pardeep Gupta)   (Dr. J.S. Ubhi)

(D) Books published as single author or as editor

S.N.	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether Peer Reviewed	No. of Co-author & Date of Publication	Whether you are the main author	Remarks

Serial Number of Proof Attached ……………

(E) Ongoing Research Projects

S.N.	Title	Agency	Duration			Grant/ Amount Mobilized (Rs Lakhs)	Remarks
			From	To	Years		

Serial Number of Proof Attached ……………

(F) Ongoing Consultancy Projects

S.N.	Title	Agency	Duration			Grant/ Amount Mobilized (Rs Lakhs)	Remarks
			From	To	Years		

Serial Number of Proof Attached ……………

(G) Completed Research Projects

S.N.	Title	Agency	Duration			Grant/ Amount Mobilized (Rs Lakhs)	Whether Policy document/patent as outcome	Remarks
			From	To	Years			

Serial Number of Proof Attached ……………

(H) Completed Consultancy Projects and Outcome

S.N.	Title	Agency	Duration			Grant/ Amount Mobilized (Rs Lakhs)	Whether Policy document/patent as outcome	Remarks
			From	To	Years			

Serial Number of Proof Attached ……………

(I) Project/Research Guidance

S.N.	Number Enrolled	Thesis Submitted	Degree Awarded	Remarks
Dip./B. E. Project				

(Dr. J.S. Dhillon)   (Dr. A.S. Arora)   (Dr. S.S. Dhaliwal)   (Dr. Pardeep Gupta)   (Dr. J.S. Ubhi)

M. Phil or Equivalent				
Ph.D or Equivalent				

Serial Number of Proof Attached …………….

(J)   Training Courses, Teaching-Learning-Evaluation Technology, Faculty Development Programs attended

S.N.	Programme/ Title	Duration			Organised by	Remarks
		From	To	No. of weeks		

Serial Number of Proof Attached …………….

(K) Papers presented in Conferences, Seminars, Workshops, Symposia

S.No.	Title of the paper presented	Title of Conference/Seminar etc	Date(s) of the event	Organised by	Whether International/ National/State/Regional/ University or College Level	Remarks

Serial Number of Proof Attached …………….

(L)   Invited Lectures and Chairmanships at National or international Conference/ Seminars

S.N.	Title of Lecture/ Academic Session	Title of Conference/Seminar etc	Date(s) of the event	Organised by	Whether International/ National/State	Remarks

Serial Number of Proof Attached …………….

(M) Short-term courses organized.

S.N.	Programme/ Title	Sponsored by	Duration			Percentage contribution in delivering expert lectures	Remarks
			From	To	No. of weeks		

Serial Number of Proof Attached …………….

(N) Patents.

S.N.	Title	Authors Names	Details of Patent			Remarks
			Filed	Published	Granted	

Serial Number of Proof Attached …………….

20. List of Publication (for the purpose of evaluation, attach copies of publications as per requirement under Rules):

Sr.No.	Authors	Title	Journal	Vol/No./Yr./pp	Indexed by	Impact Factor

(Dr. J.S. Dhillon)   (Dr. A.S. Arora)   (Dr. S.S. Dhaliwal)   (Dr. Pardeep Gupta)   (Dr. J.S. Ubhi)

21. OTHER RELEVANT INFORMATION

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

S.N.	Details (Mention Year, Value etc. where relevant)
Serial Number of proof attached................	

22.   FUTURE PLANS

   (Please provide a brief write up of your future plans for teaching and research)

   i)   Teaching:

           _____

           _____

   ii)   Research:

           _____

           _____

23.   List of self-attested testimonials attached (original to be produced at the time of interview) Please tick √ the ones applicable

   i.   Matriculation Mark sheet / certificate

   ii   Graduation mark sheets/ degree

   iii   Post-Graduation mark sheets/ degree

   iv   M.Phil. degree

   v   Ph.D./ M.Phil. Degree

   vi   Experience Certificates other than SLIET

   vii   Post-Doctoral Fellowship

   viii   Award (s)/ Fellowship (s)

   ix   Academics Distinctions

   x   Academic duties performed

   xi   Administrative duties performed

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xii	Research Publications including Books	
xiii	Seminars/ Conferences/ Workshops/ Training Programmes attended	
xiv	Seminars/ Conferences/ Workshops/ Training Programmes organized	
xv	Research Guidance (No. of Students Guided)	
xvi	Research Projects	
xvii	Papers presented in Seminars/ Conferences/ Workshops	
xviii	Peer recognition/citation of publications	
xix	Consultancy undertaken	
xx.	Others	

Total Number of above self-attested testimonials attached_____ (in words_____
_____)

N.B. Applications without the above self-attested testimonials will not be entertained.

<u>Certificate/Declaration</u>

I, _____ son/ daughter of _____ hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection Committee or at any other stage, my candidature/ appointment may be cancelled by the SLIET, Longowal without prejudice to initiation of any other disciplinary action.

Signature of the applicant

Date :_____   Name_____

Verified by the Reporting Officer/HoD

Signature of Head of Department

| (Dr. J.S. Dhillon) | (Dr. A.S. Arora) | (Dr. S.S. Dhaliwal) | (Dr. Pardeep Gupta) | (Dr. J.S. Ubhi) |

APPENDIX-V

Circular No.
_____
Date
_____

Sant Longowal Institute of Engineering & Technology
(Deemed to be University under MOE, Govt. of India)
Longowal, District Sangrur-148106, Punjab, India
www.sliet.ac.in

PROFORMA FOR CALCULATION OF 360° FEEDBACK SCORE

Name	
Present Position	
Academic Year	
Teaching- Process	

A.   Teaching Process (Max Points25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Point	Enclosure no.
1						
2						

B.   Students' feedback (Max Points25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure no.
1				
2				

C.   Departmental Activities (Max Points20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

D.   Institute Activities (Max Points10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

(Dr. J.S. Dhillon)   (Dr. A.S. Arora)   (Dr. S.S. Dhaliwal)   (Dr. Pardeep Gupta)   (Dr. J.S. Ubhi)

E.   **ACR maintained at institute level (Maximum Points10)**

S. No.	Year	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

F. Contribution to Society (Maximum Points10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

Summary

Summary	Academic Year	Academic Year	Academic Year
	1	**2**	**3**
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max. Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			

Certificate/Declaration

I, _____ son/ daughter of _____ hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection Committee or at any other stage, my candidature/ appointment may be cancelled by the SLIET, Longowal without prejudice to initiation of any other disciplinary action.

Signature of the applicant

Date :_____   Name_____

Verified by the Reporting Officer/HoD

(Dr. J.S. Dhillon)   (Dr. A.S. Arora)   (Dr. S.S. Dhaliwal)   (Dr. Pardeep Gupta)   (Dr. J.S. Ubhi)

STUDENT'S FEEDBACK FORM

(*To be used by institutions*)

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

For getting filled in through student

S. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	Total					

(Dr. J.S. Dhillon)   (Dr. A.S. Arora)   (Dr. S.S. Dhaliwal)   (Dr. Pardeep Gupta)   (Dr. J.S. Ubhi)

APPENDIX-VI

SUMMARY: ELIGIBILITY CRITERIA

1. Eligibility criteria along with other requirements for promotions under Career Advancement Scheme (CAS) from Assistant Professor (Stage-I, Level-10 of Rs.57700-98200) to Assistant Professor (Senior Scale, Stage-II, Level-11 of Rs.68900-117200

Sr. No.	Eligibility criteria along with other requirements	Meeting Eligibility criteria (YES/NO)	Proof attached at P. Nos.
a)	**Qualifications** **Engineering /Technology** B.E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees. **Management** Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree. **Science and Humanities:** A. i) 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. ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the 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 as the case may be exempted from NET/SLET/SET The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned. *Note: 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.* 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) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai). *Note: The Academic score as specified in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.*		
b)	Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio. OR One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE OR Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. AND Completed minimum two weeks of relevant Industrial Training / Professional Training.		

(Dr. J.S. Dhillon) (Dr. A.S. Arora) (Dr. S.S. Dhaliwal) (Dr. Pardeep Gupta) (Dr. J.S. Ubhi)

c)	Should have satisfied any one of the below mentioned set of requirements:					
	Set No.	To have acquired in the cadre of Assistant Professor				
		Experience (Years)	Research publications in Web of Science/ SCI / SCOPUS journals	Avg. 360° feedback score (out of 10)		
	1	4	2	8 to 10		
	2	5	1	8 to 10		
	3	5	2	5 to < 8		
d)	Requirement & Calculation of 360°Feedback Score shall be as per Rule-4 (at page 09)					
e)	Screening-cum-Evaluation/ Selection Committee process for recommending promotion: Candidates may be asked to appear before the Screening-cum-Evaluation/Selection Committee for personal interaction.					
f)	Development of one laboratory manual containing at least eight experiments and development of course material of one subject preferably of Integrated Certificate Diploma Programme (ICD) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short-answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by DAAC. The material developed after the approval will be kept in the central library, departmental library and website of the Institute.					
g)	Consistently Good Annual Performance Appraisal Reports (APAR/ACRs) for the assessment period.					

(Dr. J.S. Dhillon)   (Dr. A.S. Arora)   (Dr. S.S. Dhaliwal)   (Dr. Pardeep Gupta)   (Dr. J.S. Ubhi)

2. Eligibility criteria along with other requirements for promotions under Career Advancement Scheme (CAS) from Assistant Professor (Senior Scale, Stage-II, Level-11 of Rs.68900-117200) to Assistant Professor (Selection Grade, Stage-III, Level-12 of Rs.79800-131700).

Sr. No.	Eligibility criteria along with other requirements	Meeting Eligibility criteria (YES/NO)	Proof attached at P. Nos.
a)	**Qualifications** **Engineering /Technology** B.E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees. **Management** Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree. **Science and Humanities:** The qualifications for promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and UGC guidelines issued from time to time		
b)	Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio. OR One week faculty development programme (FDP) as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE OR Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. AND Completed minimum two weeks of relevant Industrial Training / Professional Training.		
c)	Should have satisfied any one of the below mentioned set of requirements. <table><tr><th>Set No.</th><th colspan="3">To have acquired in the cadre of Assistant Professor (Senior Scale)</th></tr><tr><td></td><td>Experience (Years)</td><td>Research publications in Web of Science/ SCI/ SCOPUS journals</td><td>Avg. 360° feedback score (out of 10)</td></tr><tr><td>1</td><td>4</td><td>1</td><td>8 to 10</td></tr><tr><td>2</td><td>4</td><td>2</td><td>5 to < 8</td></tr></table>		
d)	Requirement & Calculation of 360°Feedback Score shall be as per Rule-4 (at page 09)		
e)	Screening-cum-Evaluation/ Selection Committee process for recommending promotion: Candidates may be asked to appear before the Screening-cum-Evaluation/Selection Committee for personal interaction.		
f)	Development of one laboratory manual containing at least eight experiments and development of course material of one subject preferably of Integrated Certificate Diploma Programme (ICD) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short-answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by DAAC. The material developed after the approval will be kept in the central library, departmental library and website of the Institute.		
g)	Consistently Good Annual Performance Appraisal Reports (APAR/ACRs) for the assessment period.		

(Dr. J.S. Dhillon)   (Dr. A.S. Arora)   (Dr. S.S. Dhaliwal)   (Dr. Pardeep Gupta)   (Dr. J.S. Ubhi)

3. Eligibility criteria along with other requirements for promotions under Career Advancement Scheme (CAS) from Assistant Professor (Selection Grade, Stage-III, Level-12 of Rs.79800-131700) to Associate Professor (Stage-IV, Level-13A1 of Rs.131400-204700)

Sr. No.	Eligibility criteria along with other requirements	Meeting Eligibility criteria (YES/NO)	Proof attached at P. Nos.
a)	Ph.D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.		
b)	Completion of following training requirements at the level of Assistant Professor (Selection Grade) Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio. OR One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE OR Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. AND Completed minimum two weeks of relevant Industrial Training / Professional Training.		
c)	Should have satisfied any one of the below mentioned set of requirements.		

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade)		
	Experience (Years)	Research publications in Web of Science/ SCI/SCOPUS journals	Avg. 360° feedback score(out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

	AND The candidate should have guided one Ph.D. (OR) at least one paper published in Web of Science/SCI/SCOPUS journal of impact factor more than one (OR) Research Consultancy of Rs. 2 Lakh as PI/Co-PI (OR) Externally Funded Project (completed/awarded) worth Rs.10 Lakh (OR) Development of one MOOC course of 8 weeks (OR) Text Book/Reference Book (authored/co-authored) for relevant subject in entire service in the SLIET. AND Should have organized 2 weeks Faculty Development Programme in the Institute.		
d)	Requirement & Calculation of 360°Feedback Score shall be as per Rule-4 (at page 09)		
e)	Selection Committee process for recommending promotion: The candidates have to appear before the Selection Committee for personal interaction.		
f)	Development of one laboratory manual containing at least eight experiments and development of course material of one subject preferably of Integrated Certificate Diploma Programme (ICD)/ Undergraduate programme (UG) with questions banks of at least (i) 50 multiple choice questions (MCQ), (ii) 30 short-answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by DAAC. The material developed after the approval will be kept in the central library, departmental library and website of the Institute.		
g)	Consistently Good Annual Performance Appraisal Reports (APAR/ACRs) for the assessment period.		

4. Eligibility criteria along with other requirements for promotions under Career Advancement Scheme (CAS) from Associate Professor (Stage-IV, Level-13A1 of Rs.131400-204700) to Professor (Stage-V, Level-14 of Rs.144200-211800)

| (Dr. J.S. Dhillon) | (Dr. A.S. Arora) | (Dr. S.S. Dhaliwal) | (Dr. Pardeep Gupta) | (Dr. J.S. Ubhi) |

Sr. No.	Eligibility criteria along with other requirements	Meeting Eligibility criteria (YES/NO)	Proof attached at P. Nos.
a)	Ph.D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.		
b)	Should have satisfied any one of the below mentioned set of requirements.		

Table within row b):

Set No.	Ph.d Guided	Total Experience	To have acquired in the cadre of Associate Professor		
			Experience (Years)	Research publications in Web of Science/ SCI/ SCOPUS journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to< 8
3	1	16	3	4	8 to 10

AND

The candidate should have guided one Ph.D. student (OR) published at least one paper in Web of Science/SCI/SCOPUS journal of impact factor more than one (OR) Research Consultancy of Rs. 2 Lakh as PI/Co-PI (OR) completed/awarded externally Funded Project of worth Rs.10 Lakh (OR) Development of one MOOC course of 8 weeks (OR) authored/ co-authored a text Book/Reference Book for relevant subject in entire service in the SLIET.

Sr. No.	Eligibility criteria along with other requirements	Meeting Eligibility criteria (YES/NO)	Proof attached at P. Nos.
c)	Requirement & Calculation of 360°Feedback Score shall be as per Rule-4 (at page 09)		
d)	Selection Committee process for recommending promotion: The candidates have to appear before the Selection Committee for personal interaction.		
e)	Development of one laboratory manual containing at least eight experiments and development of course material of one subject preferably of Undergraduate programme (UG)/ post-graduate programme (PG) with questions banks of at least (i) 50multiple choice questions (MCQ), (ii) 30 short-answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by DAAC. The material developed after the approval will be kept in the central library, departmental library and website of the Institute.		
f)	Consistently Good Annual Performance Appraisal Reports (APAR/ACRs) for the assessment period.		

     (Dr. J.S. Dhillon)   (Dr. A.S. Arora)   (Dr. S.S. Dhaliwal)   (Dr. Pardeep Gupta)   (Dr. J.S. Ubhi)

5. Eligibility criteria along with other requirements for promotions under Career Advancement Scheme (CAS) from Professor (Stage-V, Level-14 of Rs.144200-211800) to Senior Professor (Stage-VI, Level-15 of Rs. 182200-224100)

Sr. No.	Eligibility criteria along with other requirements	Meeting Eligibility criteria (YES/NO)	Proof attached at P. Nos.
a)	Ph.D. degree in the relevant field		
b)	Minimum ten years of experience in the cadre of Professor		
c)	At least 15 research publications in Web of Science/SCOPUS/SCI journals, should have at least 3 successful Ph.D. guided as Supervisor/Co-supervisor as a Professor. **OR** At least 15 research publications in Web of Science/ SCOPUS/SCI journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor. **OR** At least 15 research publications in Web of Science/SCOPUS/ SCI journals should have provided educational leadership at state/ national level at least 3 years at the level of Professor.		
d)	At least one patent awarded. **OR** Development of one MOOC course applicable at national platform.		
e)	Development of one laboratory manual containing at least eight experiments and development of course material of one subject preferably of Undergraduate programme (UG)/ post-graduate programme (PG) with questions banks of at least (i) 50multiple choice questions (MCQ), (ii) 30 short-answer questions and (iii) 20 descriptive type questions. The aspirant will submit a proposal to the DAAC well in advance, which will be considered for approval by DAAC. The material developed after the approval will be kept in the central library, departmental library and website of the Institute.		
f)	Consistently Good Annual Performance Appraisal Reports (APAR/ACRs) for the assessment period.		

Notes :
1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
2. The selection shall be based on ten best publications and award of Ph.D. degree to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation.

(Dr. J.S. Dhillon)   (Dr. A.S. Arora)   (Dr. S.S. Dhaliwal)   (Dr. Pardeep Gupta)   (Dr. J.S. Ubhi)

APPENDIX-VII

Information to be filled by the Office

Name: _____ Present Designation: _____

Department: _____

S.No.	Contents	Verification by the Office						
1.	Whether Vigilance Clearance Certificate has been received from CVO in respect of Candidate	Yes/No						
2.	Whether any minor / major penalty has been imposed on him / her during the said assessment period	Yes/No						
3.	Whether work and conduct of the candidate as observed from the Annual Self Appraisal Report for the assessment period has been found to be Good.	Yes/No						
	3.1 Proforma for Annual Performance Appraisal Report Gradings							
	Assessment Period							
	Grading of Annual Assessment Report							

Recommendations of the Office:

The candidate is eligible/non-eligible to be considered for Screening-cum-Verification/Selection Committee as the case may be with respect to work and conduct.

Names and signatures of the Officials verified the particulars

(Dr. J.S. Dhillon)	(Dr. A.S. Arora)	(Dr. S.S. Dhaliwal)	(Dr. Pardeep Gupta)	(Dr. J.S. Ubhi)

Information to be filled by the Screening Committee

Name: _____Present Designation: _____

Department: _____

S.No.	Contents	Verification by Screening Committee
1.	Whether application has been received within the due date	Yes/No
2.	Whether fulfilling the requisite educational qualifications required under CAS	Yes/No
3.	Whether completed the qualified service required under CAS	Yes/No
4.	Whether attended the required number of STC/FDP/MOOCs etc.	Yes/No
5.	Whether completed two weeks Industrial Training/ Professional Training	Yes/No
6.	Whether satisfied the research requirements and 360° feedback requirement.	Yes/No
7.	Whether developed Lab. Mannual/course material	Yes/No
8.	Whether having consistently Good APARs	Yes/No
9.	Whether requisite documents have been attached with the application form claimed the minimum required yearly/ cumulative API Score	

9.1 SUMMARY OF 360° SCORE

Note-1 :The impact factor for a journal will be considered as on the date of year of publication.
Note-2 : The publication will be considered from the date of acceptance of the publication.

Recommendations of the Preliminary Screening Committee:

The candidate is eligible/non-eligible to be considered for Screening-cum-Verification/Selection Committee as the case may be with respect of basic minimum requisitions under CAS.

Names and signatures of the Screening Committee Members

(Dr. J.S. Dhillon)   (Dr. A.S. Arora)   (Dr. S.S. Dhaliwal)   (Dr. Pardeep Gupta)   (Dr. J.S. Ubhi)