



## **Abstract**

Higher Education – Technical Universities, Government and Government Aided Engineering Colleges – Revision of pay and other conditions to the teachers and other academic staff in degree level Engineering Colleges and other degree level technical institutions including Architecture, Town Planning, Pharmacy and Applied Arts and Crafts Institutions etc., governed by All India Council for Technical Education – Orders – Issued.

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### **Higher Education (C2) Department**

G.O. (Ms) No.19

Dated : 14.01.2020

விகாரி வருடம், மார்ச்சு – 29

திருவள்ளூர் ஆண்டு – 2050

Read :-

1. From the Advisor-I AICTE Letter No.F.No.61-1/RIFD/7<sup>th</sup> CPC/2016-17, dated 8.3.2019. (AICTE Notification dated. 1.3.2019).
2. From the Director of Technical Education Letter No. 8713/A3/2019, dated 29.3.2019, 22.8.2019 and 14.11.2019.
3. From the Registrar (i/c), Anna University, Letter dated 23.1.2019, 26.2.2019, 3.4.2019 and 7.6.2019.

Read also :-

4. G.O. (Ms) No.303, Finance (Pay Cell) department, dated 11.10.2017.

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### **Order:**

All India Council for Technical Education has notified the All India Council for Technical Education Regulations on Pay Scales, service conditions and minimum qualifications for the appointment of Teachers and other Academic staff such as Library, Physical Education and Training and Placement Personnel in Technical Institutions and measures for the maintenance of standards in Technical Education – (Degree) Regulation, 2019 on 1.3.2019 vide the Notification 1<sup>st</sup> read above.

2. The Director of Technical Education and the Registrar, Anna University have submitted their remarks on the above Notification vide letters 2<sup>nd</sup> and 3<sup>rd</sup> read above.

3. After careful examination, the Government have decided to implement the 7<sup>th</sup> Central Pay Commission notified by the All India Council for Technical Education Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and other Academic staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and measures for the maintenance of standards in Technical Education – (Degree) Regulation, 2019 to the Government / Government Aided Engineering Colleges and Anna University and its Constituent colleges in toto with minor modifications. Accordingly, the Government pass the following orders:-

**1. General**

All India Council for Technical Education Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the appointment of Teachers and other Academic staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and measures for the maintenance of standards in Technical Education – (Degree) Regulation–2019, shall be applicable to Teachers and other Academic staff such as Library, Physical Education and Training and Placement Personnel of Government / Government Aided Engineering Colleges and Anna University and its Constituent Colleges.

**2. Date of effect**

The revised pay scales shall take notional effect from 1.1.2016 and with monetary benefit from 1.10.2017. Other allowances as per State Government rules in force.

**3. Effective date of application of Service conditions**

- a) All other service conditions including Qualifications, Experience, Recruitment, Promotions, publications, training and course requirements etc. shall come into force with effect from 1.3.2019.
- b) The Qualifications, Experience, Recruitment and Promotions etc. during 01-01-2016 till the issue of AICTE Notification dated 1.3.2019, shall be governed by All India Council for Technical Education Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulation, 2010 dated 5th March 2010 and subsequent notifications issued from time to time.
- c) Those who are eligible for promotions on or after the date of 01.03.2019 shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. as per 7<sup>th</sup> pay CPC and subsequent notifications issued by AICTE thereof from time to time.

However, these requirements shall be permitted to be fulfilled till 31<sup>st</sup> July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements and to avail promotions with

- (i) Notional fixation of pay from the date of actual eligibility and
  - (ii) Monetary benefit from the date of acquiring additional qualification on or before 31.07.2022.
- d) The incumbent faculty members who are eligible from 01.01.2006 to 28.02.2019, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. as per 6<sup>th</sup> pay CPC Gazette notification published on 08.11.2012 and G.O. (Ms) No.62, Higher Education (C2) department, dated 2.4.2018. G.O. (Ms) No.119, Higher Education (C2) department, dated 12.5.2017.

However, these requirements shall be permitted to be fulfilled till 31<sup>st</sup> July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements and to avail promotions with

- (i) Notional fixation of pay from the date of actual eligibility and
  - (ii) Monetary benefit from the date of acquiring additional qualification on or before 31.07.2022.
- e) It may be noted that, no further extension would be given beyond 31<sup>st</sup> July, 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.
- f) In cases, wherein interviews are already conducted either for direct recruitment or for promotions but candidates did not join, such candidates may be allowed to join. Their further up-gradation will be governed by AICTE notification dated 1.3.2019.
- g) In cases, where advertisement was published, applications invited but interviews have not been conducted till publication of this notification, the institutes / employers are required to publish corrigendum and processing of applications must be done in accordance with the provisions given in the AICTE notification dated 1.3.2019.

#### **4. Revised Designations and Mode of Appointments**

There shall be only three designations in respect of teachers in degree level technical institutions as far as cadre structure is concerned, namely

**Assistant Professor, Associate Professor and Professor** as given below in **Table 1**. Also there shall be no change in the present designations in respect of **Library, Physical Education and Training & Placement** Personnel at various levels.

Following mode of appointment shall henceforth be used:

**Table 1: Cadre Structure and Mode of Appointment**

Sl. No.	Designations of Teaching Faculty	Entry Pay	Level	Mode of Appointment
1	Assistant Professor	57700	10	Direct Recruitment
2	Assistant Professor (Senior Scale)	68900	11	Promotion
3	Assistant Professor (Selection Grade)	79800	12	Promotion
4	Associate Professor	131400	13A1	Promotion / Direct Recruitment
5	Professor	144200	14	Promotion / Direct Recruitment
6	Senior Professor	182200	15	Promotion
7	Principal / Director	144200	14	Promotion / Direct Recruitment

## 5. New Pay Structure

The new pay structure shall involve a pay matrix with an ascending series of levels and ascending cells in each level. The new pay matrix shall subsume the pay band and grade pay in one simple chart as given in **Annexure – I**. The pay matrix shall comprise of two dimensions – a horizontal range of levels starting from the lowest level in the hierarchy and ascending to the highest level, with the levels being numbered from 10 to 15 covering the entire gamut of Teachers and other Academic Staff. Within each level, the salary increases as one goes down vertically, with each progression of going down represented by a “Cell”. Each Cell within that level represents the steps of annual financial progression of 3%. On recruitment / promotion, an employee shall join at a particular level and progress within the level as per the vertical range. The movement shall be

based on annual increments till the time of his /her next promotion. When the employee will receive a promotion, he/she will progress to the next level in the horizontal range till it exhausts.

#### **6. Levels and Cells**

The method followed by the 7th CPC shall be adopted in the academic pay structure also, moving from the concept of Pay Band and Academic Grade Pay to that of Levels and Cells. The changes will appear only due to the existing difference between the two streams in terms of Academic Grade Pay vis-à-vis the corresponding Grade Pay. The levels for academic pay shall be numbered as per the corresponding non-academic level. Thus, the levels are numbered as 10, 11, 12, 13A1, 14, &15 corresponding to the present AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

#### **7. Pay Matrix and Fixation of Revised Pay**

For Fixation of pay of an Employee in the Pay Matrix as on 1st January 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st December, 2015 shall be multiplied by a **factor of 2.57**, rounded off to the nearest Rupee, and the figure so arrived at, will be located in that level in the Pay Matrix and if such an identical figure corresponds to any cell in the applicable level of the Pay Matrix, the same shall be the pay, and if no such cell is available in the applicable level, the pay shall be fixed at the immediate next higher cell in that applicable level of the Pay Matrix. If the figure arrived at in this manner is less than the first cell in that level, then the pay shall be fixed at the first cell of that level of Pay Matrix.

If more than two stages are bunched together, one additional increment equal to 3% may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

#### **8. Pay Bands with AGP and IOR (Index of Rationalization)**

Based on the above, the various levels of pay with its Academic Grade Pay (AGP) are as per **Annexure-I**.

#### **9. Entry Pay**

The Entry Pay for Academic Pay Structures and Levels shall be as per **Table 1**.

#### **10. Pay Fixation in case of Direct Recruitment / Promotion**

The pay of employees appointed by direct recruitment on or after 1st day of January 2016 shall be fixed at the minimum pay or the first cell in the level, applicable to the post to which such employee is appointed. In case

of promotion, candidate would be given a notional increment in his existing Level of Pay, by moving him/her to the next higher cell at that level. The pay shown in this cell would now be located in the new level corresponding to the post to which candidate 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 at that level shall be the new pay of the employee. 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 that level.

#### **11. Date of Increment**

- (i) Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. Annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- (ii) The date of increment in the revised pay structure will be on par with State Government Employees i.e. on “Quarterly basis”.

#### **12. Annual Process of Promotion**

Every University / College / DTE shall ensure that the selection process for direct recruitment for various positions is carried out annually so as to maintain required faculty numbers and cadre ratio as per AICTE norms so that no loss is caused to students. Interviews for the promotions of the faculty members shall be carried out at a regular span annually to avoid any stagnation in career growth of faculty members.

Candidates who do not fulfill 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.

The constitution of the selection committee as applicable to these appointments / promotions of the Assistant Professor to Associate Professor and Associate Professor to Professor or Professor to Senior Professor is enumerated in **Annexure-II**. Various stages of promotions/ direct recruitment and mode of selection are given in Table 2 below.

A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma as evolved by the concerned University / College duly supported by all credentials to the Principal / Director of the College, within three months in advance of the due date, that he / she fulfils all requisite qualifications

The entry level and consecutive stages of promotions are shown in Table 2.

**Table 2: Stages of Promotion/ Direct Recruitment and mode of selection**

<b>Stage</b>	<b>Designation</b>
Entry Level, Stage-I	Assistant Professor
Stage-II	Assistant Professor (Senior Scale)
Stage-III	Assistant Professor (Selection Grade)
Stage-IV	Associate Professor
Stage-V	Professor
Stage-VI	Senior Professor

**13. Research Promotion Grant**

The thrust has to be given for improving quality of research and development in the Universities / Institutions, therefore, all the AICTE recognized Institutions shall create a separate budget and provide financial assistance to their faculty members for strengthening research activities.

**14. Age of Superannuation**

The present system of retirement age shall be continued ie. **58** years for college teachers and **60** years for University teachers and re-employment shall also be continued with present system till the completion of Academic year i.e. May of every year.

**15. Health Insurance Scheme**

As per the State Government Rules inforce.

**16. Pension, Gratuity, Family Pension, GPF, Leave Encashment and Other Pensionary Benefits**

As per the State Government Rules inforce.

**17. Industrial Training**

Since a requirement of industrial training has been stipulated for vertical movement of faculty members, the AICTE, State / UT Government/ DTEs, in consultation with the Confederation of Indian Industries (CII), FICCI, NASSCOM and other such industry bodies, devise a suitable mechanism for facilitating all faculty members to undergo industrial training.

**18. Teaching Engagement**

The faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in **Table 3** below:-

**Table 3: Teaching Engagement of Faculty Members in Degree Level Institutions**

<b>Designation</b>	<b>(Teaching / Laboratory hours) / week</b>
Assistant Professor	16
Associate Professor	14
Professor / Senior Professor	14
Director / Principal	6

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean.

**19. Incentives for New Entrants**

New entrants as well as existing faculty members of degree level institutions should be provided with a desktop computer / laptop / office furniture and a printer with internet connectivity in their office so as to make a faculty member computer savvy and to enable them to have access to the latest technology.

**20. Grant for Professional Development**

All teachers may be given a grant upto Rs.75,000/- per year on a reimbursement basis, which may be permitted to be accumulated upto 3 years towards acquiring the membership of Professional Societies and for participating in national / international conferences/workshops etc.



**21. Consultancy**

- (i) Consultancy work may be undertaken by members of the faculty to generate resources, either for institutions or for themselves.
- (ii) Not only the faculty members should be encouraged to undertake consultancy work, but also an appropriate environment be created by the state governments / managements of institutions to facilitate faculty members to undertake such work.
- (iii) Suitable parameters for sharing the generated resources between the institution and individual faculty member may be evolved and adopted by the universities and institutions where consultancy work is undertaken by faculty members.
- (iv) The faculty members engaged in consultancy / industry interaction / research / start-up activities / community services may be allowed some adjustment in teaching time table without compromising their teaching engagement hours.

**22. Sabbatical Leave for faculty**

To encourage interface between technical education and industry, the faculty members shall be entitled to sabbatical leave of six months for working in industry / professional development, subject to the condition that the faculty has a teaching experience of minimum five years. Such leave, however, shall be available to a teacher only twice in his / her teaching career.

**23. Start-up**

Presently, the institutions are ranked based on academic performance and placement of students. In future, it may also be based on a number of start-ups and entrepreneurs created by the institute. Therefore, technology incubation centres shall be established and frequent interactions between entrepreneurs / industrialists / alumni and students shall be arranged for motivating students to initiate start-up.

**24. Incentives for Ph. D. and other Higher Qualification**

- (i) Five non-compounded advance increments shall be admissible at the entry level of a recruitee as an Assistant Professor possessing a Ph.D. awarded in a relevant discipline by the recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under National Doctoral Fellowship program of AICTE / Prime Minister's Research Fellowship program.

- (ii) There shall be no incentive for those possessing Post-graduate degree in M.Tech. / M. Arch. / M. Plan. / M.E./ M.Pharm. / M.Des. / M.S. etc. because their entry level qualification itself is Post graduate.
- (ii) Teachers who complete their Ph.D. degree while in service as Assistant Professor shall be entitled to three non-compounded increments fixed at increment applicable at entry level as Assistant Professor only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under Quality Improvement Program (QIP) / Teacher Research Fellowship (TRF).

**25. Statutory Reservation**

The statutory reservation policy for recruitment of candidates must be adhered to as per the existing Tamil Nadu Government Rules.

**26. Counting of Past Service for Direct Recruitment and Promotion**

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 organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT or state PSUs etc., should be counted for direct recruitment as an Assistant Professor / Associate Professor / Professor provided that:

- a) The qualifications for the post held are not lower than the qualifications prescribed by the AICTE 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 / Associate Professor / Reader and Professor.
- c) The candidate for direct recruitment has applied through proper channel.
- d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.

- e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / concerned institutions, for such appointments.
- f) The previous appointment was not as guest faculty for any duration or ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
  - (i) The period of service was of more than one year.
  - (ii) The incumbent was appointed on the recommendation of the duly constituted Selection Committee.
  - (iii) The incumbent was selected for the permanent post in continuation to the ad-hoc or temporary service;
  - (iv) An artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on a permanent basis shall be given the benefit of the entire service rendered by him with effect from the date of initial appointment (temporary/contract/ad-hoc) notwithstanding the artificial break / breaks in service.
  - (v) The incumbent was drawing total gross emoluments not less than the monthly gross salary at the initial stage of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
  - (vi) At the time of selection, the negotiated terms and conditions clearly mention the period of experience, nature of experience and same has been consented by the employer.
- g) No distinction should be made with reference to the nature of the management (Private /Local Body/ Government) of the institution where previous services were rendered while counting past services under this clause.

**27. Equivalence of Experience of Diploma Level Institutions and Degree Level Institutions**

Experience at Diploma Level Polytechnic shall be considered equivalent to experience in the degree level institutions at appropriate level, as applicable provided, scale of pay, qualifications, experience and research contribution are same for the post under consideration as per the present notification.

## 28. Cadre Structure

### a. Minimum Cadre Ratio

- (i) The minimum 1 : 2 : 6 of cadre ratio be maintained for Professor : Associate Professor: Assistant Professor respectively.
- (ii) Minimum number of faculty requirements for an approved institute shall be calculated on the basis of faculty : student ratio prescribed by AICTE.
- (iii) Faculty: student ratio would be applicable as per the approval process handbook published by AICTE from time to time.
- (iv) For the purposes of this cadre ratio, Assistant Professor, Assistant Professor (Senior Scale), Assistant Professor (Selection Grade) shall be grouped together and be termed as Assistant Professors.
- (v) Similarly, Professors and Senior Professors will be grouped together and be termed as Professors.
- (vi) Principal / Director shall be outside the purview of cadre ratio.

### b. Flexible Cadre Structure

While promoting the incumbent, flexible cadre structure be followed as below:

- (i) Incumbent faculty members be upgraded to higher positions, after being eligible, through a process of promotion to be held annually, irrespective of availability of vacancy in that cadre.
- (ii) The incumbent so upgraded to a higher position shall be re-designated as Assistant Professor (Senior Scale) / Assistant Professors (Selection Grade) / Associate Professor / Professor as the case may be.
- (iii) With this cadre structure, more faculty members may become Professors / Associate Professors at some point of time as a result of which, cadre ratio as an example may become skewed such as 9:0:0 or 8:1:0 or 5:1:3 etc. but in any case it should not be 0:0:9 or 0:1:8 or 0:2:7.
- (iv) The total numbers of minimum faculty positions remain the same as calculated from faculty : student ratio, though the cadre ratio is improving with these promotions.
- (v) The lower post can be treated vacant once the incumbent moves on higher post through promotions or through direct selection by keeping total sanctioned posts of all cadres put together as fixed.
- (vi) This vacant post will be filled by suitable eligible incumbent possessing required qualifications.
- (vii) If a suitable candidate is not available, the post shall be filled by open selection.

- (viii) The open selection / promotion shall be made by a committee constituted as per norms published in this gazette.
- (ix) The candidate shall be promoted from lower cadre to higher cadre as and when they complete eligibility criteria for the higher cadre, irrespective of availability of post in that cadre.

**c. Inter-se seniority between the directly recruited teachers and promoted**

The inter-se seniority of a directly recruited teacher shall be determined with reference to the date of joining and for the teachers promoted with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central / State Government/ UT Government shall apply for all other matters of seniority. Similar issues of seniority between directly selected and under CAS in the past, if any, be fixed on the same basis. The seniority list thus prepared be posted on the institute website.

**d. Position of Principal / Director**

- (i) Principal / Director of AICTE approved institution has to be a full time faculty selected in accordance with the State Government rules.
- (ii) Principal / Director of AICTE approved institution shall continue to be as per seniority as per norms hitherto be followed.

**29. Mandatory Teacher Trainings**

- (i) Every teacher appointed / promoted to any position here onwards with effect from 1.3.2019 i.e. the publication of AICTE gazette 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.
- (ii) No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The teacher training policy document may be downloaded from AICTE website.
- (iii) The requirement of completing these modules as envisioned in AICTE gazette dated 1.3.2019 is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.
- (iv) Those who are eligible for promotions after the date of publication of AICTE gazette dated 1.3.2019 shall have to meet the necessary conditions such as additional qualification, undergoing industrial

training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.

**30. Minimum Qualification for Recruitments**

Minimum Qualification, experience, research contribution, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows:-

**31. Minimum Qualifications for direct recruitment as an Assistant Professor (Level – 10, Entry Pay 57700/-)**

**(a) 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.

**(b) 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.

**(c) Pharmacy**

B. Pharm. and M. Pharm. in the relevant specialization with First Class or equivalent in any one of the two degrees.

**(d) MCA**

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.

**OR**

B.E., B.Tech. and MCA with First Class or equivalent in any one of the two degrees.

**OR**

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.

(e) **Hotel Management and Catering Technology**

Minimum 4 years Bachelor's Degree in HMCT and Master's Degree in HMCT or in relevant disciplines with First Class or equivalent in any one of the two degrees.

**OR**

Minimum 4 years Bachelor's Degree in HMCT with First Class or equivalent and minimum of 5 years of relevant experience at a managerial level not less than Assistant Manager in a 4 - star Hotel or in a similar position in the hospitality industry / tourism industry.

(f) **Architecture**

B. Arch. and M. Arch. or equivalent Master's degree in an allied field with First Class in any one of the two degrees, and minimum 2 years experience in the Architecture profession.

**OR**

B. Arch. with First class or equivalent and minimum of 5 years' experience in the Architecture profession.

(g) **Town Planning**

Bachelor's degree in Architecture / Planning / Civil Engineering or Master's degree in Geography / Economics / Sociology or equivalent AND Master of Planning or equivalent with First class or equivalent in either in Master of Planning or any above degrees with 2 years of relevant experience.

(h) **Design**

Bachelor's Degree or minimum 4 year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First class or equivalent

**AND**

Master's degree or equivalent Post Graduate Diploma in relevant disciplines with First Class or equivalent in a concerned / relevant /allied subject of Industrial Design / Visual Communication / Fine Arts / Applied Arts / Architecture / Interaction Design / New Media Studies / Design Management / Ergonomics / Human Factors Engineering / Indian Craft Studies and related fields of Engineering or Design.

**AND**

Minimum 2 years of professional design experience in Industry / research organization / Design studios.

(i) **Fine Arts**

Bachelor's and Master's degree in the relevant branch with First Class or equivalent in any one of the two degrees and minimum 2 years of relevant professional experience.

(j) **Qualifications for Faculties in Science and Humanities:**

The qualifications for recruitment and 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.

**Note:** Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

**32. Minimum Qualification Norms for Direct Recruitments / Promotions for Stage –II to Stage –VI****(a) Qualification for Assistant Professor (Senior Scale, Level – 11, Entry Pay 68900/-) For Promotion of Incumbents**

a. Qualifications prescribed for the post of Assistant Professor

AND

b. Should have completed minimum training requirements as per Annexure - III.

AND

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 SCI journals /UGC /AICTE approved list of journals	Avg. 360 <sup>o</sup> feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to < 8



(b) **Qualifications for Assistant Professor (Selection Grade, Level – 12, Entry Pay 79800/-)**

**For Promotion of Incumbents**

- a. Qualifications as prescribed for the post of Assistant Professor (Senior Scale)

AND

- b. Should have completed minimum training requirements as per Annexure - III.

AND

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

Set No.	To have acquired in the cadre of Assistant Professor (Senior Scale)			
	Additional Qualification	Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360 <sup>o</sup> feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to < 8

(c) **Qualifications for Associate Professor (Level – 13A1, Entry Pay 131400/-)**

i. **For Direct Recruitment**

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

AND

- b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

AND

- c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

**Note:**In case of HMCT, 8 years of industry experience at a managerial level not below the position of Head of Department handling a team of 20 persons or more in a 4 star hotel or above category or in a similar position in the hospitality industry / tourism industry.

**ii For Promotion of Incumbents**

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

AND

- b. Should have completed minimum training requirements as per Annexure – III.

AND

- 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 SCI journals UGC AICTE approved list of journals	Avg. 360 <sup>o</sup> feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

**(d) Qualifications for Professor (Level – 14, Entry Pay 144200/-)**

**(i) Direct Recruitment**

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

AND

- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

- c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co- supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

**(ii) For Promotion of the Incumbents**

- a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

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

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of 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	-	16	3	4	8 to 10

**Note: 360° Feedback**

- 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.
- In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.

**(e) Qualifications for Promotion to Senior Professor (Level –15, Entry Pay 182200/-)**

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

AND

- b. Minimum ten years of experience in the cadre of Professor

**AND**

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph.D. guided as Supervisor / Co-Supervisor as a Professor.

**OR**

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

**OR**

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.

**AND**

- d. At least one patent awarded

**OR**

- d. Development of one MOOC course applicable at national platform

**Notes:**

1. The selection of Senior Professor shall also be based on academic achievements, favourable 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. degrees 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.

**(f) Qualifications for Direct Recruitment of Principal / Director (Level – 14, Entry Pay 144200/- with the special allowance of Rs. 6750/- per month)**

- a. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch
- b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.
- c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

**Notes:**

1. This position shall be of contractual in nature for 5 years and can be extended for one more term depending upon the performance.
2. Performance assessment shall be carried out through a committee appointed by the affiliating university.
3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has proceeded with the designation as Professor / Senior Professor as the case may be.

**33. Minimum Qualifications for Direct Recruitment and promotion of other staff****34. Workshop Superintendent**

Initial recruitment of Workshop Superintendent shall be at par with Assistant Professor with the qualification as prescribed for the Assistant Professor in Mechanical/ Production Engineering.

Upward movement and designations shall be as per stage I to stage V of the present notification indicated in Table 3.

**Table 3: Stages of Promotion and Designations for Workshop Superintendent**

<b>Stage</b>	<b>Designation</b>
Entry Level, Stage-I	Workshop Superintendent
Stage-II	Workshop Superintendent (Senior Scale)
Stage-III	Workshop Superintendent (Selection Grade)
Stage-IV	Associate Professor (Workshop)
Stage-V	Professor (Workshop)

**35. Qualifications for Training and Placement Officer**

- a. Qualifications, service conditions and Pay scales of Training and Placement Officer shall be same as Professor in Engineering & Technology or concerned Technical Program.
- b. One of the Professors in the Institute shall be entrusted with additional responsibility of Training and Placement Officer on rotation basis.
- c. If Professor is not available, Associate Professor / Assistant Professor may be identified for this post.

**36. Minimum Qualifications for direct recruitment of Assistant Librarian (Level – 10, Entry Pay 57700/-)**

- a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

**37. Minimum Qualifications for direct recruitment of Assistant Director-Physical Education (Level – 10, Entry Pay 57700/-)**

- a. Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute.
- b. Record of having represented the University / College at the inter-University / Inter-collegiate competitions or the state and / or national championships;
- c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.
- d. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student / event management activities during college / University studies.
- e. Record of organizing such events as student's convener or in later part of life.

**38. Methodology of Promotion for Assistant Librarians and Assistant Director-Physical Education**

The qualifications for promotions for Assistant Librarians and Assistant Director-Physical Education shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018.

**39. Additional Requirements**

**a. Research Publications**

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following.

- i. For the purpose of promotions, candidates must have published research papers in SCI journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India / Institute of Town Planners, India.

- ii. In case of HMCT, 1 live case study or 1 live industry project as research / consultancy having credential of very high standing would be recognized as equivalent to 1 publication.
- iii. In case of Design, Architecture and Town Planning, 1 live case study, 1 live industry project as research / consultancy or 1 exceptional design having credential of very high standing / obtained high level recognition would be recognized as equivalent to 1 publication.

**b. Equivalence for Ph.D.**

Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

**40. Eligibility of direct Ph.D. after B.E./ B.Tech**

The qualification of Ph.D acquired for the various level of posts directly after B.E/ B.Tech. is applicable in Technical Institutions, provided degree of Ph. D awarded is in relevant discipline by a recognised University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e. IITs/IISc/ NITs etc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering / Technology.

**41. Class / Division**

If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

<b>Grade Point</b>	<b>Equivalent Percentage</b>
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %

a. **Nomenclature of relevant degrees**

The qualifications for various faculty posts specify that the degree shall be in the appropriate / relevant branch of specialization. Many IITs, NITs, Central Universities start interdisciplinary programs of new nomenclatures. In view of the increasing importance of interdisciplinary nature of engineering, the inter-disciplinary courses for both UG and PG specializations may be considered. The selection committee may take a final decision in this regard depending on the requirement of the program of study and institution. AICTE has already clarified this issue vide Government of India Gazette F.No.27/RIFD/Pay/01/2017-18 dated 28.04.2017. If any specialization is not available in the AICTE basket, the Board / University shall decide the equivalence based on the curriculum of the program. Hence, incumbent faculty recruited in the past based on their qualifications / specializations acquired will continue to be eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfillment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

b. **Incumbent faculty Members with previous qualifications**

Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M.Com and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

c. **Faculty Members on deputation**

Any Faculty Member on deputation to some Government Organization / Autonomous Bodies such as DTE / AICTE / UGC / MHRD / DST etc. on academic / administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training and 360<sup>0</sup> feedback. If the faculty has secured at least **Very Good** rating, it shall be considered equivalent to 8 points on a 10 point scale of 360<sup>0</sup> feedback in reference to this notification for the period of deputation.



4. The Director of Technical Education and the Registrar, Anna University are directed to issue necessary instructions to all the Drawing and Disbursing Officers under their control to fix the pay of the teachers and equivalent cadres in the revised scales of pay and make payment in the manner as ordered above and based on the options exercised by the individuals in writing in the form as given in the Annexure V within three months from the date of issue of order.

5. The Director of Technical Education and the Registrar, Anna University are also directed to issue necessary instruction to all the Drawing and Disbursing Officers under their control to obtain an undertaking from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised Pay Level or grant of inappropriate Pay Level and Pay Cells or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary. A specimen form of undertaking in this regard is at Annexure-VI to this order.

6. The Government will take the financial liabilities only for the approved posts and not for the posts created from University funds.

7. The expenditure shall be debited to the appropriate heads of accounts.

8. This order issues with the concurrence of Finance Department vide its U.O. No.02/DS (AR)/Edn – I/2020, dated 13.01.2020.

(BY ORDER OF THE GOVERNOR)

**MANGAT RAM SHARMA**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Director of Technical Education, Chennai – 25.

The Registrar, Anna University, Chennai-25,

The Registrar, Annamalai University, Chidambaram.

The Director of Legal Studies, Chennai – 35.

The Director of Treasuries and Accounts, Chennai – 15.

The Director of Local Fund Audit, Chennai – 35.

The Principals of all Engineering Colleges  
(Government / Government Aided) in Tamil Nadu  
through the Director of Technical Education.

The Accountant General (A&E)., Chennai – 18.

The Principal Accountant General (Audit. I), Chennai – 18.

The Accountant General (Audit II), Chennai – 18.

The Accountant General (CAB), Chennai – 9 / Madurai.

The Director of Pension, DMS Complex, Chennai – 6.

The Pension Pay Officer, Chennai – 6.

The Secretary, Ministry of Human Resources Development, Department of Education,  
Government of India, New Delhi  
The Secretary, All India Council for Technical Education, New Delhi.  
The Chairman,  
All India Council for Technical Education, Southern Regional Committee, Chennai.  
The Pay and Accounts Officer, Secretariat, Chennai – 9.  
The Pay and Accounts Officer, (North/South/East), Chennai – 1/35/5.  
The Pay and Accounts Officer, Madurai – 625 001.  
All Treasury Officers in Tamilnadu  
All Recognised Service Associations

Copy to

The Principal Secretary II to Chief Minister, Chennai – 9.  
The Principal Secretary to Deputy Chief Minister, Chennai – 9.  
The Senior Personal Assistant to Minister, Finance, Chennai – 9.  
The Special Personal Assistant to Minister, Higher Education, Chennai – 9.  
All Sections in Higher Education Department.  
The Senior Research Officer, Pay Research Unit, Ministry of Finance  
(Department of Expenditure) Room No.261, North Block, New Delhi.  
The Private Secretary to Additional Chief Secretary to Government,  
Finance Department, Chennai – 9.  
The Personal Assistant to Principal Secretary to Government,  
Higher Education Department, Chennai – 9.  
Stock File / Spare Copies.

// Forwarded / By Order //

*J. S. Srinivasan*  
Section Officer. 14/1/20

**Annexure-I**  
**Pay Matrix Table for Degree Level Technical Institutions**

<b>(All figures are in Rupees)</b>							
Pay Band in VI CPC		15600 – 39100			37400 - 67000		67000-79000
Cadre Title		Assistant Professor			Associate Professor	Professor	Senior Professor
Grade Pay in VI CPC		6000	7000	8000	9000	10000	0
Index of Rationalisation		2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay		21600	25790	29900	49200	53000	67000
Cell No.	Level	10	11	12	13A1	14	15
1		57700	68900	79800	131400	144200	182200
2		59400	71000	82200	135300	148500	187700
3		61200	73100	84700	139400	153000	193300
4		63000	75300	87200	143600	157600	199100
5		64900	77600	89800	147900	162300	205100
6		66800	79900	92500	152300	167200	211300
7		68800	82300	95300	156900	172200	217600
8		70900	84800	98200	161600	177400	224100
9		73000	87300	101100	166400	182700	
10		75200	89900	104100	171400	188200	
11		77500	92600	107200	176500	193800	
12		79800	95400	110400	181800	199600	
13		82200	98300	113700	187300	205600	
14		84700	101200	117100	192900	211800	
15		87200	104200	120600	198700	218200	
16		89800	107300	124200	204700		
17		92500	110500	127900	210800		

18	95300	113800	131700	217100		
19	98200	117200	135700			
20	101100	120700	139800			
21	104100	124300	144000			
22	107200	128000	148300			
23	110400	131800	152700			
24	113700	135800	157300			
25	117100	139900	162000			
26	120600	144100	166900			
27	124200	148400	171900			
28	127900	152900	177100			
29	131700	157500	182400			
30	135700	162200	187900			
31	139800	167100	193500			
32	144000	172100	199300			
33	148300	177300	205300			
34	152700	182600	211500			
35	157300	188100				
36	162000	193700				
37	166900	199500				
38	171900	205500				
39	177100					
40	182400					

**Note:** The end-points of any column do not signify the end points of the pay received at that level. As was the case in the earlier provision of traditional pay scales, the last point does not represent the maximum pay of that level for calculation purposes. The end-points of the column should not be treated as the maximum and minimum of a pay scale to calculate the average pay for any level.

MANGAT RAM SHARMA  
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

*Jai-Aditya*  
Section Officer. 14/1/20

## **Annexure –II**

### **Constitution of Screening cum Evaluation / Selection Committee**

The AICTE has evolved following guidelines on:

- (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor for direct recruitment and for promotions.
- (b) Specified selection procedures for direct recruitment and promotions for Teachers in Universities and Colleges.

#### **Selection Proceedings:**

All the selection procedures of the selection committee shall be completed immediately after the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates / Panel of names in order of merit, duly signed by all members of the selection committee.

#### **Selection Committee Composition for Assistant Professor, Associate Professor and Professor both for Direct Recruitment and Promotion:**

##### **I. For University Faculty Members:**

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition:
  - (i) The Vice Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee.
  - (ii) Three experts in the concerned subject nominated by the Vice Chancellor or Acting Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  - (iii) Dean of the concerned Faculty, wherever applicable.
  - (iv) Head / Chairperson of the Department/School
  - (v) An academician nominated by the Visitor / Chancellor, wherever applicable.
  - (vi) A nominee from Government.
  - (vii) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five minimum members out of which at least two must be from the total three subject-experts.

## II. For Faculty Members in Technical Institutions:

- (a) The Selection Committee for the post of Assistant Professor /Associate Professor and Professor in Colleges, including Private Colleges shall have the following composition:
- (i) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
  - (ii) The Principal/ Director of the College.
  - (iii) Head of the Department of the concerned subject in the College.
  - (iv) Two nominees of the Vice-Chancellor or Acting Vice Chancellor of the affiliating university of whom one should be a subject-expert. In case of colleges notified / declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor or Acting Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.
  - (v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.
  - (vi) An academician 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 or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.
- (c) For all levels of teaching positions for Government / Government Aided Colleges / Government Autonomous Colleges, the State Public Services Commission / Teacher Recruitment Boards wherever applicable must invite three subject experts, for which the concerned University be involved in the selection process, by respective appointing authority. The states, where selection in autonomous institutes have been authorized to respective Board of Governors, shall continue but constitution of committee shall be same as directed by AICTE.

### III. Senior Professor

- (a) The Selection Committee for the post of Senior Professor 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 Visitor/Chancellor, wherever applicable.
  - (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 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 faculty, wherever applicable.
  - (v) Head/Chairperson (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/School, in case Head/ Chairperson does not fulfil the above requirement, if any.
  - (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 as 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.

### IV. Technical Institution Principal / Director

- (a) The Selection Committee for the post of College Principal shall have the following composition:
- i) Chairperson of the Governing Body as Chairperson.
  - ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
  - iii) One nominee of the Vice-Chancellor who shall be an expert in Management of Higher Education.

- iv) Three experts consisting of the Principal/ Director of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant statutory body of the affiliating University concerned.
  - v) An academician 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 of the affiliating University.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.

MANGAT RAM SHARMA  
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

  
Section Officer. 14/11/20



### Annexure-III

#### Training Requirements for Promotions of Teachers from all the Disciplines

**For Assistant Professor (Senior Scale):** Completion of following training requirements at the level of Assistant Professor.

---

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.

**For Assistant Professor (Selection Grade):** Completion of following training requirements at the level of Assistant Professor (Senior Scale)

---

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

**For Associate Professor:** 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.

MANGAT RAM SHARMA  
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

*Shri. Mangat Ram Sharma*  
Section Officer. 14/1/20

**Annexure – IV****CALCULATION OF 360<sup>0</sup> 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)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- 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 Annexure. The table will have the details of courses taught in the academic year in 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.

**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 newsletter etc. 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 Head of the institute 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. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. **ACR (Maximum points 10)**

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.

**Note: The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.**

**Calculation of Credit Points**

(Sample Calculations Page-1)

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		
		<b>Total</b>	<b>164</b>	<b>157</b>	<b>23.93</b>	

**B. Students' feedback (Max Point 25)**

<b>S. No.</b>	<b>Semester</b>	<b>Course Code/ Name</b>	<b>Average Student feedback on the scale of 25</b>	<b>Enclosure No.</b>
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	
		<b>Total</b>	<b>86.5</b>	

**C. Departmental Activities (Max credit 20)**

<b>S. No.</b>	<b>Semester</b>	<b>Activity</b>	<b>Credit Point</b>	<b>Criteria</b>	<b>Enclosure No.</b>
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	
		<b>Total</b>	<b>21</b>		

### Calculation of Credit Points

(Sample Calculations Page-2)

#### 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-coordinators	

#### E. ACR 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	10	Extraordinary	
2		ACR	8	Very Good	
3		ACR	9	Excellent	
4		ACR	10	Extraordinary	
Average			37/4=9.25		

**F. Contribution to Society (Max Credit 10)**

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

**Calculation of Credit Points  
(Blank Format)**

Name	
Present Position	
Academic Year	
Teaching- Process	

**A. Teaching Process (Max Points 25)**

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

**B. Students' feedback (Max Points 25)**

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

**C. Departmental Activities (Max Points 20)**

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

**D. Institute Activities (Max Points 10)**

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

**E. ACR maintained at institute level (Maximum Points 10)**

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

**F. Contribution to Society ( Maximum Points 10)**

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)			
Total on 10 Point scale			



**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'					
9	Willingness to offer help and advice to students.					
	<b>Total</b>					

MANGAT RAM SHARMA  
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

*Jai - Ajay*  
Section Officer. 14/1/20

**Annexure - V****FORM FOR EXERCISING OPTION TO COME OVER TO THE REVISED AICTE  
SCALES OF PAY**

I, ..... holding the post of  
.....in the scale of pay of Rs..... do hereby  
elect \* to come under the revised scale of pay before / after earning increment in the  
existing scale of pay with effect from 1<sup>ST</sup> January, 2016 / to retain the existing scale of  
pay and rate of dearness allowance for the period upto .....and come under  
the revised scale with effect from .....

2. The option hereby exercised is final and will not be modified at any  
subsequent date.

3. I hereby also undertake that any excess payment that may be found to have  
been made as a result of incorrect fixation of pay or any excess payment detected in the  
light of discrepancies noticed subsequently will be refunded by me to the Government  
either by adjustment against future payments due to me or otherwise without insisting  
for any prior notice.

Dated:.....

Signature  
(with date)

Signed before me

Signature:

Head of the Office  
(in the case of Non-self drawing Officers)

-----  
Accounts Officer  
(in the case of Self drawing Officers)

Received the above declaration.

Dated :.....

Signature.

Assistant Accountant – General /  
Pay and Accounts Officer,  
Head of Office.

-----  
\* Strike out whichever is not applicable.

MANGAT RAM SHARMA  
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

*M. S. Singh*  
Section Officer. 14/1/16

**Annexure – VI****UNDERTAKING**

I hereby undertake that any excess payment made that may be found to have been made as a result of incorrect fixation of pay in the revised scales or grant of inappropriate pay level or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the institute either by adjustment against future payments due to me or otherwise.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

MANGAT RAM SHARMA  
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

*[Handwritten Signature]*  
Section Officer. 14/1/12