

INFORMATION HAND BOOK

for

RECRUITMENT FOR THE POSTS OF
ASSISTANT PROFESSOR, ASSOCIATE
PROFESSOR, PROFESSOR, PRINCIPAL
AND ASSISTANT LIBRARIAN IN
COLLEGES

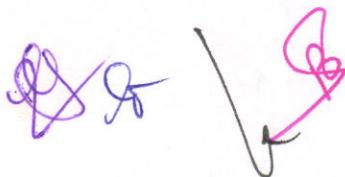


Punjabi University, Patiala

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The undersigned hereby undertakes that the information furnished in the above mentioned form is true and correct to the best of his knowledge and belief and that he is not aware of any facts which, if known, would render the information furnished false or misleading.

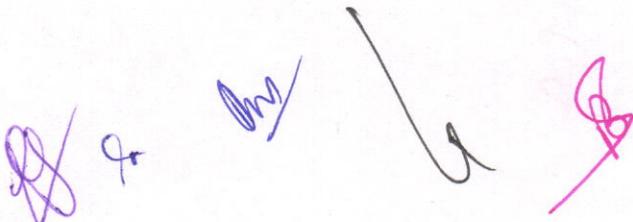
The undersigned further undertakes that he will not disclose the information furnished in the above mentioned form to any person other than the person to whom it is furnished, without the prior written consent of the person to whom it is furnished, and that he will not use the information furnished in the above mentioned form for any purpose other than the purpose for which it is furnished.

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1. Introduction

This handbook lays down the procedure to be followed for direct recruitment of teachers in Affiliated and Constituent Colleges of Punjabi University, Patiala. The direct recruitment to the posts of Assistant Professor, Associate Professor, Professor, Principal and Assistant Librarian in the Colleges shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Regulations.

For transparency and efficiency, the complete recruitment process from advertisements of posts to grant of faculty approval is automated. The complete recruitment process will be conducted from a separate portal for recruitment. The portal will serve as a single source of information of all vacant positions in Punjabi university affiliated and constituent colleges. Separate logins will be created for all the applicants and colleges. The candidates will apply for recruitment from their login and all the notifications such as new vacancy, call for interview, result of interview etc. will be available on the dashboard of the candidates. The merit list, shortlisted candidate list and the interview letters will be automatically generated by the software. The faculty approval process has been automated and made transparent and efficient.



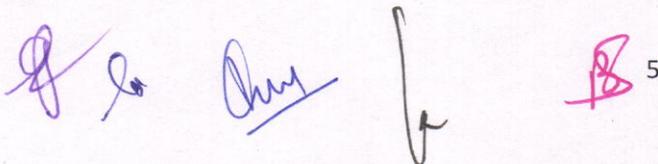
2. Registration and Login on Recruitment Portal

2.1 Candidate Registration

- 1 All the applicants have to register at the recruitment portal by filling his/her personal and academic details and uploading all the necessary documents related to his/her qualifications, research, experience, co-circular activities. Each successfully registered applicant will be provided a unique FacultyCode along with password.
- 2 All supporting documents are required to be uploaded after self-attestation and hence, candidates have to prepare the pdf files of each of the required documents before starting the online application process.
- 3 Certificates in support of experience should be in proper format i.e. it should be on the organization's letter head bearing letter number, the date of issue, specified period of work, name and designation of the issuing authority along with signature. (Annexure 1)
- 4 The academic and research scores will be calculated automatically in the online application form. Candidates must upload the first page of all publications (research paper, conference proceedings, books etc) listed in online application along with proof of the journal being in UGC Cares List, impact factor, authorship claim etc., failing which such publications will not be considered for preparation of merit list.
- 5 In case the applicant gets screened/shortlisted/selected/appointed on the basis of the credentials furnished by him/her which are, on scrutiny, found to be incorrect/inadmissible/forged/fabricated/falsified, his/her candidature shall be liable to be cancelled at any stage of the recruitment/at any time during the tenure of the service and appropriate legal action under applicable law shall be initiated against the applicant.
- 6 Candidates must have a valid Email-ID of his own, which should be active throughout the recruitment process. Candidates should keep visiting the recruitment portal and checking the Inbox or even the Spam box of his/her Email ID regularly during the recruitment process as the University may send any important intimations on the recruitment portal and/or through Email. University/College will not be responsible for any loss of Email sent, due to invalid/wrong Email Id provided by the candidates or for delay/ non receipt of information if a candidate fails to access his/her email/website in time. Candidates should remain in touch with the recruitment portal. Issuance of notifications in the newspaper is not obligatory on the part of the university

2.2 College Registration

- i. It will be compulsory for all the affiliated colleges of University to register themselves on the college section of recruitment portal for getting their login/Password.

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- ii. A one-time registration fee of ₹10,000/- (Ten Thousand Only) has to be paid by the college and annual maintenance fees of ₹1000/- (One Thousand Only).



3. Procedure for Issue of Advertisement and Inviting Applications

The following procedure will be followed for issuing the advertisement and inviting application for recruitment of faculty in the colleges.

1. The College will issue a brief all-India advertisement for recruitment to the teaching posts in two national dailies, on national page (not in local/city sheet), giving at least 10 days' for applying from the date of publication of the advertisement.
2. In order to reduce the cost of advertisement, only essential details of the recruitment including the web address of the portal, where the applicants can apply, shall be indicated in the advertisement.
3. The details about all the advertised posts such as subject, designation(s), no. of vacancies, & description of eligibility criteria will be filled and submitted on the recruitment portal by the college. A unique identification number will be allotted to each advertisement for further reference. All the future references to the advertised posts will be made using this unique identification number.
4. **Validity period of the Advertisement:** The recruitment process must be completed within six months of issue of the advertisement.
5. **Notifications:**
 - a. All advertisement will float on the portal for defined time frame. They will move to archive at the end of the closing date of advertisement.
 - b. In order to attract best talents, all the registered candidates, who have turned on Notifications, will be sent notification of advertisement for the post they are eligible.
6. **How Candidate will apply**
 - a. Once registered, the applicant can login with FacultyCode and password to apply for any of the live advertisements active on the Portal, after paying the application Fee (Rs. 100 for general category candidates excluding EWS, OBC, SC/ST belonging to Punjab) for each post he or she wishes to apply.
 - b. It will be the responsibility of the candidate to assess his/her eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. Suppression of factual information, production of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/her candidature.
 - c. After the last date of applying for the posts, no more applications will be accepted and the candidate information will be locked and it cannot be changed after that date.

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- d. The PDF file of filled application form for each candidate will be generated for each post applied and the candidate will save the file and bring the print out of the application form for the interview.

4. Minimum Qualifications and Experience

Minimum eligibility for each position is governed by the Regulations prescribed by the UGC/ AICTE/ NCTE/Punjab Government/Punjabi University from time to time in this regard. The qualifications as amended by the regulatory bodies from time to time shall be applicable.

PRINCIPAL

Domain of College	Minimum Qualifications and Experience
[Education Colleges]	<ol style="list-style-type: none"> 1. Good Academic Record (50% in Graduation) or B.Ed with 55% marks 2. Postgraduate degree in Arts/Sciences/Social Sciences/Humanities/Commerce with minimum 55% marks and 3. M.Ed with 55% marks/M. A. Education with 55% marks and B. Ed. with 55% marks 4. Ph.d in Education or in any pedagogic subject 5. Experience: <ol style="list-style-type: none"> A. For B.Ed Colleges-University Approved Experience of 8 years in a Secondary Teachers Education Institution B. For M.Ed Colleges- University Approved Experience of 10 years in teacher Education Desirable:- Diploma/ Degree in Education/Administration or Educational Leadership
[Degree/Law Colleges]	<ol style="list-style-type: none"> 1. Good Academic Record (50% in Graduation) 2. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University. 3. A Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance. 4. Approved Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration. 5. Minimum API Score 400.
[Physical Education Colleges]	<ol style="list-style-type: none"> 1. Good Academic Record (50% in B.A. or B.P.Ed) 2. Master's Degree Physical Education with 55%. 3. Ph.d in Physical education 4. Experience of 10 years of teaching of Physical Education in a Physical Education College or in a degree college. For M.P.Ed Course, out of 10 years of teaching, at least 5 years of teaching experience should be at post graduation level.

<p>For D.P.ED. and B.P.ED. Courses (Principal)</p>	<p>(i) Master degree in Physical Education with 55% marks or its equivalent grade. (ii) Ph.D in Physical Education (iii) Ten years experience as Lecturer as teaching of physical education subject in a physical education college or in degree college. NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Principal in Universities/Colleges/Institutions.</p>
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Note :-

1. Adhoc 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 duration;
 - (ii) the incumbent was appointed on the recommendation of duly constituted selection committee and
 - (iii) the incumbent was selected to the permanent post in continuation to the adhoc or temporary without any break

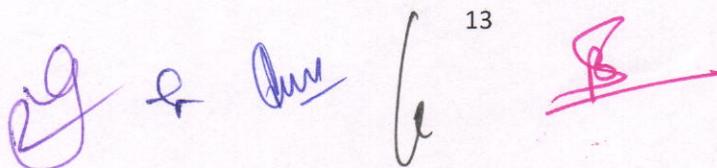
2. In the event of non-availability of eligible and suitable candidates for appointment as Principal as per above eligibility criteria, it would be permissible to appoint retired Principal of Physical Education and Education College on contract basis for a period not exceeding one year at a time till such time the candidate completes 70 years of age and in degree or Law Colleges age limit 65 years and relaxed from Good, Academic record and API Score.

PROFESSOR

Domain of College	Minimum Qualifications and Experience
[Degree/Law Colleges]	<p>1. Good Academic Record 50% in Graduation or L.L.B. 2. Masters with 55% marks</p> <p>A. (i) Ph.D. qualification(s) in the concerned/allied/relevant discipline (ii) 10 years of teaching experience, including experience of guiding candidates for research at doctoral level. (iii) A minimum API score of 400 based PBAS</p> <p style="text-align: center;">OR</p> <p>B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.</p> <p>FOR VISUAL (FINE) ARTS DISCIPLINE</p> <p>An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and /or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.</p> <p style="text-align: center;">OR</p> <p>ii. A Professional artist with highly commendable professional achievement in the concerned subject, who should have:</p> <ol style="list-style-type: none"> 1. Twelve years of experience of holding regular regional/national exhibition/workshops with evidence; 2. Significant contributions in the field of specialization and ability to guide research; 3. Participation in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/ Fellowships; and 4. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline. <p>FOR MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE, ETC.MUSIC AND DANCE DISCIPLINE</p> <p>An eminent scholar with a doctoral degree actively and engaged in research with ten years of experience in teaching in University/College and/or</p>

	<p>research at the University/National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.</p> <p style="text-align: center;">OR</p> <p>ii. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:</p> <p>(a) 'A' grade artist of AIR/TV;</p> <p>(b) Twelve years of outstanding performing achievements in the field of specialization;</p> <p>(c) Significant contributions in the field of specializations and ability to guide research;</p> <p>(d) Participation in National/International Seminars/Conferences/Workshops and/ or recipient of National/International Awards/Fellowships; and</p> <p>(e) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.</p>
[Education Colleges] Professor	<ol style="list-style-type: none"> 1. Postgraduate degree with minimum 55% marks in the discipline relevant to the area of specialization. 2. Postgraduate degree in Education (M.Ed/M.A Education) with minimum 55% marks and B.Ed. 55%. 3. Ph.D. degree in Education or in the discipline relevant to the area of specialisation. 4. 10 years of university approved teaching experience out of which is minimum of five years of the M.Ed. level <p>Professor (Disability papers)</p> <ol style="list-style-type: none"> 1) Masters Degree in any discipline with not less than 50% of marks* 2) M.Ed. Degree in specific disability (MR) area with not less than 55% of marks Or an equivalent grade of B+ in 10 point scale of UGC <p style="text-align: center;">OR</p> <p>An equivalent degree from a foreign university recognized by RCI</p> <ol style="list-style-type: none"> 3) Ph.D in Special Education or Education with research emphasis on Special Education. 4) Should have completed at least 10 years of teaching experience as faculty out of which minimum 5 years should be in specific disability (MR) area. <p>Valid registration with RCI u/s 19 of RCI Act 1992 is essential <i>*RCI as Statutory Regulatory Body prescribes 50% as per the UGC Regulations Gazette dt September 18, 2010 section 1.1.1</i></p>
[Management]	i. Consistently good academic record with at least 55% marks (or an

	<p>equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year full time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;</p> <p style="text-align: center;">OR</p> <p>First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.</p> <p>ii. Ph. D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.</p> <p>iii. A minimum of ten years' experience of teaching / industry / research / professional out of which five years must be at the level of Reader or equivalent excluding the period spent for obtaining the research degree.</p> <p style="text-align: center;">OR</p> <p>iv. In the event the candidate is from industry and the profession, the following shall constitute as essential:</p> <p>2. The candidate should have professional work experience which is significant and can be recognized at national / International level as equivalent to Ph. D. and twelve years' managerial experience in industry / profession of which at least eight years should be at least at a level comparable to that of Reader/Assistant Professor.</p>
[Physical Education Colleges] Professor for (M.P.Ed Course)	<p>(i) Postgraduate degree in Physical Education (M.P.Ed/M.P.E.) or any relevant Subject with 55% marks or its Equivalent grade.</p> <p>(ii) Ph.d in Physical Education</p> <p>(iii) At least 10 years teaching experience in Physical Education or in Degree College out of which atleast 5 years at the Postgraduate Level.</p>
[Computer Science] Professor	<p>1. Good Academic record with minimum 50% at graduate level.</p> <p>2. First Class Master degree Level</p> <p style="text-align: center;">OR</p> <p>First Class M.E./ M.Tech. in Computer Science/ Computer Engineering/Information Technology.</p> <p>(i) Ph.d with Compliance Certificate Regulation 2009 Or NET/SET/SLET qualified</p> <p>(i) Post Ph.D. publications and guiding Ph.D. student is highly</p>



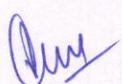
	<p>desirable.</p> <p>(ii) Minimum of 10 years teaching/research/ industrial experience of which at least 5 years should be at the level of Associate Professor</p> <p style="text-align: center;">OR</p> <p>Minimum of 13 years experience in teaching and/ or Research and/ or Industry.</p> <p>In case of research experience, good academic record and books/research paper publications/ IPR/ Patents record shall be required as deemed fit by the expert members of the Selection Committee.</p>
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ASSOCIATE PROFESSOR

Domain of College	Minimum Qualifications and Experience
[Education Colleges]	<ol style="list-style-type: none"> 1. Good Academic Record (50% in Graduation) 2. B.Ed with 55% marks (May also consider for Good Academic Record) 3. M.Ed or MA (Education) with 55% marks and B.Ed with 55% marks 4. Post Graduate Degree with minimum 55% marks in the discipline relevant to the area of specialisation 5. Ph.D in Education or in the discipline relevant to the area of the specialization. <p style="text-align: center;">6. For M.Ed Colleges-Experience of 08 years of teaching of Education in Education Colleges <u>out of which at least three years at postgraduate level.</u></p> <p>Associate Professor (Disability papers)</p> <ol style="list-style-type: none"> 1) Masters Degree in any discipline with not less than 50% marks* 2) M.Ed. Degree in specific disability (MR) area with not less than 55% marks Or an equivalent grade of B+ in 10- point scale of UGC <p style="text-align: center;">OR</p> <p>An equivalent degree from a foreign university recognized by RCI.</p> <ol style="list-style-type: none"> 3) Ph.D in Special Education or Education with research emphasis on Special Education. 4) Should have completed at least 08 years of teaching experience as faculty out of which minimum 05 years should be in specific disability (M R) area 5) Valid registration with RCI u/s 19 of RCI Act, 1992 is essential

	<i>*RCI as Statutory Regulatory Body prescribes 50% as per the UGC Regulations Gazette dt. September 18, 2010 section 1.1.1</i>
[Computer Science]	<p>Good Academic Record (50% in Graduation)</p> <p>First Class Master degree Level OR First Class M.E./ M.Tech. in Computer Science/ Computer Engineering/Information Technology.</p> <p>(i) Ph.d with Compliance Certificate Regulation 2009 Or NET/SET/SLET qualified (ii) Post Ph.D. publications and guiding Ph.D. student is highly desirable. (iii) Minimum of 5 years teaching/research/ industrial experience of which 2 years post Ph.D. experience is desirable.</p>
[Management]	<p>(ii) Good Academic Record (50% in Graduation)</p> <p>Master's Degree in Business Management/ Administration/ in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU/recognized by the AICTE/ UGC OR First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.</p> <p>ii. Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU. iii. A minimum of eight years' experience of teaching / industry / research / professional at managerial level excluding the period spent for obtaining the research degree.</p> <p>OR</p> <p>In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:</p> <p>1. Consistently good academic record with at least 50% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU / recognized by AICTE / UGC, OR First Class graduate and professionally qualified Chartered Accountant / Cost and Works Accountant / Company Secretary of the concerned statutory body.</p>









	<p>2. A minimum of ten years experience of teaching industry / research / profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D. and ten years managerial experience in industry /profession of which at least five years should be at the level comparable to that of lecturer / assistant professor.</p>
<p>[Degree/Law Colleges] (Associate Prof.)</p>	<ol style="list-style-type: none"> 1. Good Academic Record (50% in Graduation) 2. Masters with 55% marks 3. Ph.d (with compliance certificate for the Ph.d registered before 11.07.2009) 4. Experience of 08 years of approved Assistant Professor 5. API Score 300 based PBAS <p style="text-align: center;">OR</p> <p>For VISUAL (FINE) ARTS DISCIPLINE A Professional artist with highly commendable professional achievement in the concerned subject, who should have:</p> <ol style="list-style-type: none"> 1. A recognized artist of his/her own discipline; 2. Eight years of outstanding performing achievements in the field of specialization; 3. Experience in designing of new courses and /or curricula; 4. Participation in Seminars/Conferences in reputed institutions; and 5. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline. <p>FOR MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE, ETC.MUSIC AND DANCE DISCIPLINE Good academic record with doctoral degree, with performing ability of high professional standard.</p> <ol style="list-style-type: none"> ii. Eight years of experience of teaching at the University, College level and/or research in University/national level institutions excluding the period spent for obtaining the research degree. iii. Has made significant contributions to the knowledge in the subject concerned,as evidenced by quality of publications. iv. Contribution to educational innovation such as designing of new courses, curricula and/or outstanding performing achievement in the field of specialization. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have: <ol style="list-style-type: none"> (a) 'A' grade artist of AIR/TV;

	<p>(b) Eight years of outstanding performing achievements in the field of specialization;</p> <p>(c) Experience in designing of new courses and /or curricula;</p> <p>(d) Participation in Seminars/Conferences in reputed institutions; and</p> <p>(e) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.</p>
<p>[Physical Education Colleges] Associate Professor For D.P.Ed. & B.P.Ed.</p>	<ol style="list-style-type: none"> 1. Good Academic Record 50% in B.P.Ed Or B.A. 2. Postgraduation degree in Physical Education (M.P.Ed./M.P.E.) or any relevant Subject with 55% marks or its equivalent grade. 3. Ph.d in Physical education 4. Total experience of 8 years of teaching of Physical Education subject in Physical Education Colleges or in degree college out of which at least three years at the postgraduate level.
<p>M.P.Ed</p>	<ol style="list-style-type: none"> 1. Good Academic Record 50% in B.P.Ed Or B.A. 2. Postgraduation degree in Physical Education (M.P.Ed./M.P.E.) or any relevant Subject with 55% marks or its equivalent grade. 3. Ph.D in Physical Education 4. At least eight years experience as teaching of physical education subject in a physical education college or in degree college out of which at least three years at the postgraduate level. <p>Note:- NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Professor in Universitites/ Colleges/ Institutions.</p>

ASSISTANT PROFESSOR

Domain of College	Minimum Qualifications and Experience
[Education Colleges] Assistant Professor	<p style="text-align: center;">*For B.Ed. Course Assistant Professor</p> <p style="text-align: center;">A. Perspective in Education or Foundation Courses Good Academic Record 50% in Graduation or B.Ed.</p> <p>Post Graduate degree in Social Sciences with minimum 55% marks; and M.Ed. degree from a recognised university with minimum 55% marks.</p> <p style="text-align: center;">OR</p> <p>Postgraduate (MA) degree in Education with minimum 55% marks; and B.Ed./B.El.Ed. degree with minimum 55% marks/ M.Ed. with 55% marks.</p> <p style="text-align: center;">B. Curriculum and Pedagogic Courses Postgraduate degree in Sciences/ Mathematics/ Social Sciences/ Languages with minimum 55% marks, and M.Ed. degree with minimum 55% marks.</p> <p style="text-align: center;">Desirable: Ph.D. degree in Education with subject specialisations.</p> <p>[Note: In case of A and B put together, for two faculty position, a postgraduate degree in Sociology/ Psychology/ Philosophy with 55% marks, and B.Ed./B.El.Ed. with 55% marks and three years of teaching experience in a secondary school shall be considered].</p> <p style="text-align: center;">Specialised Courses Physical Education Master of Physical Education (M.P.Ed.) with minimum 55% marks. (Training/ qualification in yoga education shall be desirable)</p> <p style="text-align: center;">Visual Arts Post graduate degree in Fine Arts (MFA) with minimum 55% marks.</p> <p style="text-align: center;">Performing Arts Post graduate degree in Music/Dance/Theatre Arts with minimum 55% marks.</p> <p>Assistant Professor (Disability papers)</p> <ol style="list-style-type: none"> 1) Masters Degree in any discipline with not less than 50% of marks* 2) M.Ed. Degree in specific disability (MR) area with not less than 55% of marks Or an equivalent grade of B+ in 10 - point of scale of UGC <p style="text-align: center;">OR</p> <p>An equivalent degree from a foreign university recognized by RCI.</p> <p>For B. Ed. Course, the candidates for private unaided colleges, which are</p>

	running only B.Ed. courses, are exempt from NET. But in colleges running B.A. B.Ed./M. Ed./ M.A. courses, only the Assistant Professors teaching B. Ed. Classes will be exempted from NET.
[Computer Science]	<ol style="list-style-type: none"> 1. Good Academic Record (50% in Graduation) 2. First Class Masters In Computer Science/Computer Applications OR First Class M.E./ M.Tech. in Computer Science/ Computer Engineering/Information Technology. 3. Ph.d Or NET/SET/SLET qualified
[Management]	<ol style="list-style-type: none"> 1. Good Academic Record (50% in Graduation) 2. First Class Masters Degree in Business Management / Administration / in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC; OR First Class graduate and professionally qualified Chartered Accountant /Cost and Works Accountant / Company Secretary of the concerned statutory bodies.
[Degree/Law Colleges] Assistant Professor	<p>Arts- Humanities, Sciences ,Social Science, Commerce, Education, Languages, Law, JMC</p> <ol style="list-style-type: none"> 3. Good Academic Record (50% in Graduation) 4. Master's Degree level in a relevant subject from an Indian University with 55% marks 5. Ph.d with Compliance Certificate Regulation 2009 Or NET/SET/SLET qualified 6. Net/Slet/Set shall also not berequired for such master programmes in disciplines for which Net in not conducted. <p style="text-align: center;">And</p> <p>VISUAL (FINE) ARTS DISCIPLINE A Professional artist with highly commendable professional achievement in the concerned subject, who should have:</p> <ol style="list-style-type: none"> 1. First class Diploma in Visual (Fine) arts discipline from the recognized Institution of India/Abroad; 2. Five years of experience of holding regular regional/Nationall exhibitions/Workshops with evidence; and 3. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline. <p style="text-align: right;">And</p>

	<p>MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE, ETC. MUSIC AND DANCE DISCIPLINE</p> <p>A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:</p> <p>(a) Studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;</p> <p>(b) A high grade artist of AIR/TV; and</p> <p>(c) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.</p>
<p>[Physical Education Colleges] Assistant Professor (MPED) (D.P.Ed., B.P. Ed.)</p>	<p>1. Good Academic Record (50% in B.P.Ed)</p> <p>2. Post graduate degree in Physical Education (M.P.Ed/M.P.E.) or any relevant subject with 55% marks or its equivalent grade.</p> <p>NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professor in Universities/ Colleges/ Institutions</p> <p>1. Good Academic Record 50%</p> <p>2. M.P.Ed. Degree or its equivalent with atleast 50% marks or its equivalent grade i.e B in the seven point scale of letter grades O A B C D E F as per UGC norms.</p> <p>NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professor in Universities/ Colleges/ Institutions</p>

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COLLEGE LIBRARIAN

- i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) A consistently good academic record, with knowledge of computerization of a library.
- ii) Qualifying the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii) However, candidates, who are, or have been awarded Ph.D degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian/College Librarian.

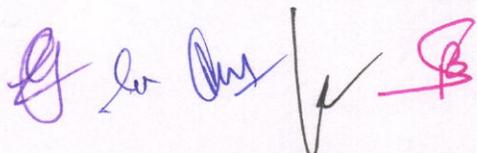
I. College Director of Physical Education and Sports Eligibility (A or B)

A.

- i) A Master's Degree in Physical Education, Sports or Sports Science with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) with a consistently good academic record 50%.
- ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
- iii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iv) Passed the physical fitness test conducted in accordance with these Regulations.
- v) *NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professor in Colleges/Institutions

Provided however, that candidates, who are or have been awarded a Ph.D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

- (i) **Age Limit:** The cut off date for determining age shall be the closing date of the application.
- (ii) *NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in Colleges/Institutions.
 - i. **Provided** however, that candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of



NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Colleges / Institutions.

- (iii) NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.
- (iv) A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors.
- (v) A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- (vi) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
- (vii) The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.
- (viii) The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.
- (ix) The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions.

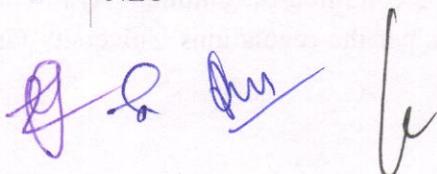


5. Short listing of Candidates

Only those candidates will be eligible for interview whose result has been declared and who have secured minimum qualification on or before last date of application, as published in advertisement. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him/her for being called for interview. In order to restrict the number of candidates to be called for interview so as to enable the Selection Committee to have a comprehensive assessment of the candidates, applications received for the faculty position shall be screened on the basis of the academic and other related credentials of the candidates through the following criteria:

1. For the post of Assistant Professor/Assistant librarian, the criteria for evaluation of candidates for determining their eligibility for shortlisting shall be on based on a 100 point scale. The distribution of marks will be as follows:

S.NO.	ACADEMIC RECORD	SCORE			
1	Graduation.	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
2	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC / ST / OBC (non- creamy layer) / PwBD) to less than 60% = 20	
3	M. Phil.	60% & above = 07	55% to less than 60% = 05		
4	Ph.D.	25			
5	NET with JRF	10			
6	NET	08			





	Research Publications (2 marks for each research publications published in UGC-listed Journals)	06
7	Teaching/Post-Doctoral Experience (2 marks for one academic year each/ 1 mark for each completed semester)	10
8	Awards	
	• International/National Level (Awards given by International Organizations /Government of India / Government of India recognized National Level Bodies)	03
	• State-Level (Awards given by State Government)	02

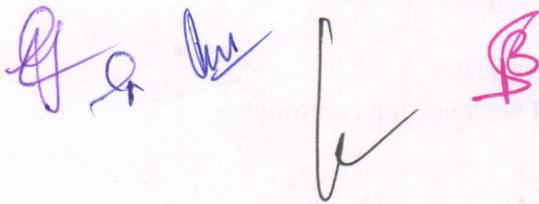
Note:

a)	(i) M.Phil + Ph.D.	Maximum	-	25 Marks
	(ii) JRF/NET	Maximum	-	10 Marks
	(iii) In awards category	Maximum	-	03 Marks
b)	Academic Score		-	84
c)	Research Publications		-	06
d)	Teaching Experience		-	<u>10</u>
	Total Score		-	<u>100</u>

2. For the post of Associate Professor/Professor/Principal, where condition of minimum API score has been made applicable by University/UGC/AICTE/State Govt. etc., a scrutiny committee comprising of the Dean of faculty and one subject expert nominated by Dean of College and Principal of the college/nominee will be formed. The committee will examine the documents uploaded by the candidate to calculate and verify the API score claimed by the applicant in various categories in prescribed API Performa. . The committee will certify that the candidate fulfils the condition of minimum API Score of required points for the appointment to the post as per the regulations University Grants

Commission (Appendix II). Only those candidates who qualify in the API score, will be called for the interview. Further reduction in the number of the candidates to be called for the interview will be on the basis of API scores.

3. The shortlisting list will be prepared based on the information filled by the applicants and the above shortlisting criteria.
4. The entire onus of the content/authenticity of the information being uploaded in the form of application and its attachments shall exclusively rest with the applicant in terms of eligibility for recruitment and for subsequent selection through due process.
5. In case of tie in the marks of two or more candidates, the candidate having the higher/highest marks at the Master's level shall be ranked above the other(s).
6. The marks awarded to the candidates during the process of screening of applications shall not have any weightage/credit or merit during assessment/interview of the candidates by the Selection Committee as these marks shall be used only for screening/shortlisting purposes.
7. The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing research degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion.
8. The ratio between the number of vacant posts to be filled and the number of candidates to be called for interview shall not exceed 1:7 and further 3 candidates for each additional post and the minimum ratio shall not be less than 1:3. If three candidates are not available to meet the minimum ratio, the post shall be re-advertised after which the University may take appropriate decision with regard to the selection.

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6. Call for Interview

1. After fixing the interview date and reserving place for conducting the interview in Punjabi University campus, the college will update on the recruitment portal, information about the date and time of interview for each individual post.
2. The interview letters will automatically be generated and the shortlisted candidates will be informed by SMS/email about the interview. The application status (Not Eligible along with reason, Not shortlisted or Called for Interview) will also be reflected on the dashboard of all the applicants.
3. The interview letter will mention the list of documents to be brought by the candidate in original. During the interview, an official from College Section and VC nominee will verify each of the document mentioned in the interview letter and put their signatures in the relevant columns in the interview letter. The interview letter will be retained by the College section as a record that all the documents have been checked and verified.
4. Only the claim and documents uploaded by the Candidate will be considered for the process of selection.
5. Candidate will appear for interview on the stipulated date and time and bring with him the following:
 - a. Interview letter
 - b. Application form
 - c. Original and self attested photocopies of all the documents mentioned in the interview letter.
6. The college officials, assigned for conducting the interview, will download from the portal the following documents and bring their printouts :
 - a. Attendance Registers
 - b. Comparative statements of candidates
 - c. Forms for filling the report of the selection committee



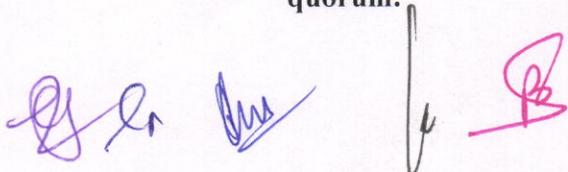
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7. Composition and Functioning of the Selection Committee

7.1 Assistant Professor

The Selection Committee for the post of **Assistant Professor** in Colleges, including Private and constituent Colleges shall consist of the following persons:

- i Chairperson of the Governing Body of the college or his/her nominee from amongst the members of the Governing body, who shall be the Chairperson of the Committee.
- ii The Principal of the College.
- iii Head of the Department/Teacher-incharge of the subject concerned in the College.
- iv Two nominees of the 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 community, recommended by the 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 who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
- vi An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- vii **Five members, including two outside subject experts, shall constitute the quorum.**



7.2 Associate Professor

The Selection Committee for the post of **Associate Professor** in Colleges including Private and Constituent Colleges, shall consist of the following persons:

- viii The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
- ix The Principal of the College.
- x The Head of the Department / Teacher-In charge of the concerned subject from the college.
- xi Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the 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.
- xii 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 from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- xiii An academician belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- xiv **The quorum for the meeting shall be five, including two subject experts.**

7.3 Professor

The Selection Committee for the post of **Professor** in Colleges including Private and Constituent Colleges shall consist of the following persons:

- i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
- ii) The Principal of the College.

- iii) The Head of the Department / Teacher-In charge of the concerned subject from the college not below the rank of Professor.
- iv) Two University representatives not below the rank of Professor nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees, not below the rank of Professor, of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the 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 from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- vi) An academician not below the rank of Professor belonging to the SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- vii) **The quorum for the meeting shall be five, including two subject experts.**

7.4 College Principal

The Selection Committee for the post of **College Principal (First Term)** shall have the following composition:

- i) Chairperson of the Governing Body to be the 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) Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from



minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.

- iv) Three Higher Education experts consisting of the Principal 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 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, if any of the above members of the selection committee does not belong to that category.
- vi) 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 from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions', two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- vii) **Five members, including two experts, shall constitute the quorum.**

The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University.

After the completion of his/her term as Principal, the incumbent shall join back his/her parent organisation with the designation as Professor and in the grade of the Professor.

B. Committee for Assessment of **College Principal** for Second Term shall have the following composition:

- i) Nominee of the Vice-Chancellor of the affiliating University.
- ii) Nominee of the Chairman, University Grants Commission.

The nominees shall be nominated from the Principals of the Colleges with Excellence/College with Potential of Excellence/Autonomous College/NAAC Grade 'A' accredited colleges.

- i) If two or more candidates are recommended, the recommendations shall be made in order of merit.
- ii) No recommendation shall be made with a condition attached to it.



8. Process of Selection

The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on academic qualifications, experience, publications and interview as below.

8.1 Assistant Professor

The candidates should be systematically evaluated and assessed by considering the following five parameters during the selection process of Assistant Professor.

#	Criteria Distribution	Marks Distribution
1	Academic Record	30 marks
2	Research Performance	20 marks
3	Teaching Experience	15 marks
4	Domain Knowledge	15 marks
5	Interview Performance	20 marks
	Total	100 marks

The Marks will be awarded as follows:

Academic Record and Research Performance

Academic Record- Maximum 30 Marks

Sr. No.	Examination	Marks
1.	Bachelor's degree *	Percentage of marks*0.05
2.	Master's degree *	Percentage of marks *0.1
3.	Ph.D + NET	7
4.	NET-JRF/NET based other fellowship (The fellowship awarded by National Level Agency like UGC, CSIR, DST, DBT, AICTE etc. should be considered only)	5
5.	University Gold Medalist in Master or Bachelor Degree	3

* In the relevant subject. In case of Grade/CGPA, they may be converted into equivalent percentage of marks

Research Performance – Maximum 20 Marks

a) Research Publications:

Research Paper	Single Author	First Author	Co-Author
Peer reviewed (UGC-Care list/ Scopus Indexed Journals)	03 marks/paper	02 marks/paper	01 marks/paper
Conference proceeding *	02 marks/conf erence	01 marks/conference	0.5 marks/ conference
* (Only full length papers published in the ISSN/ISBN Numbered Conference booklets should be considered)			

b) Books Published:

Published	Single Author	First Author	Co-Author
Book* (in the concerned subject of the candidate)	05 marks/paper	03 marks/book	2 marks/book
Book-chapter* (in the concerned subject of the candidate)	02 marks/chapter	01 marks/chapter	0.5 marks/chapter
*(The book dealing with the subject of the applicant and published by a reputed National Agency should be considered only)			

Assessment of Domain Knowledge and Teaching Skills

Teaching experience (Max 15 Marks)

1. Post-doctoral fellowship/ Post-doctoral project from a public funding agency	1 mark for each half academic year/semester for Post-doctoral fellowship/Post-doctoral Project from a public funding agency in India/Post-Doctoral fellowship from some foreign country/University. Subject to maximum of 5 marks
2. Teaching experience*	1 mark per semester/2 marks for annual session. Subject to maximum of 10 marks

*The experience earned through the continuous teaching position- contract/adhoc/regular appointed via university level selection committee should be considered only

Assessment of Domain Knowledge

Assessment by subject experts in a simulated classroom setup

15 Marks

Interview Performance

Interview before Selection Committee: Maximum 20 marks

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills
- General knowledge
- Critical Thinking

8.2 Professor / Associate Professor

SN	Criteria Distribution	Marks Distribution
1	Academic Background	20 marks
2	Research Performance	40 marks
3	Teaching skills and Domain Knowledge	20 marks
4	Interview	20 marks
	Total	100 marks

A. Academic Background (Maximum Marks = 20)

- a) Bachelor Degree (B.A./ B.Sc./ B.Com or equivalent degree)

The score* will be calculated by using formula: $P \times 0.05$

Where P is the percentage of marks obtained

* (in case of Grade/CGPA, they may be converted into equivalent percentage of marks)

- b) Master Degree (M.A./ M.Sc./ M.Com or equivalent degree)

The score* will be calculated by using formula: $P \times 0.10$

Where P is the percentage of marks obtained

* (in case of Grade/CGPA, they may be converted into equivalent percentage of marks)

- c) Post-Doctoral Fellowship: 5

B. Research Performance (Maximum marks = 40)

Will be evaluated based on research work, API score, quality of research papers, patents, collaborative research projects, innovative programs and consultancy projects.

C. Teaching Skills and Domain Knowledge (Maximum marks = 20)

During interview, teaching skills and domain knowledge of the candidate shall be evaluated on the basis of following parameters, namely:-

- Domain Knowledge



- Concept clarity
- Overall Subject Knowledge
- Latest Development in the Subject
- Presentation Skills

D. Interview Performance (Maximum marks = 20)

Interview performance of the candidate shall be evaluated on the basis of following parameters, namely:-

- Communication skills & ICT Knowledge
- General knowledge
- Critical Thinking
- Initiative
- Confidence level

8.3 Principal

Sr. No.	Criteria Distribution	Marks Distribution
1	Assessment of aptitude for teaching, research and administration	20 marks
2	Ability to communicate clearly and effectively	10 marks
3	Ability to plan institutional programmes, analyze and discuss curriculum development and delivery, research support and college development/administration	20 marks
4	Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a classroom situation by a lecture	10 marks
5	Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System. (Deduced to 40% of total API score i.e. 16 marks and 24 marks For actual API score)	40 marks
Total		100 marks

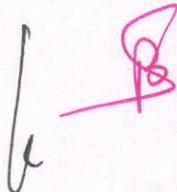
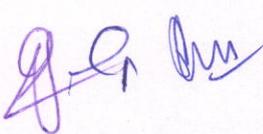
8.4 Assistant Librarian

Sr. No.	Criteria Distribution	Marks Distribution
1	Teaching*/computer and communication skills by a Lecture demonstration	50 marks
2	Record of Library Management skills	20 marks
3	Interview performance	30 marks
Total		100 marks

*Required for colleges where B.Lib. or M.Lib. courses are being run

Important Points for Consideration:

- a) All the Members of the Selection Committee will award marks to the each candidate and final marks will be awarded based on the average of the marks awarded by all the Members. After the interviews are over, the Selection Committee shall take the total of the scores obtained for various parameters and shall prepare the merit list of the interviewed candidates.
- b) The selection committee may assess the ability for teaching and/or research aptitude through mock lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage.
- c) For the post of Assistant Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, co-curricular, extra-curricular, extension activities, teaching methodology, ICT, communication skills and general knowledge. For this purpose, the candidate may make a teaching/ presentation to the Selection Committee.
- d) The process of selection of Associate Professor/Professor will involve calculation and verification of API score of all the candidates. The publications shall be provided to a committee for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the selection committee. In addition, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, quality of research papers, patents, research projects, latest development in the subject, academic vision, competency in the development in thrust areas, collaborative research projects, innovative programs and consultancy projects.
- e) The Selection Committee shall prepare the list of selected candidates in the order of merit by taking into consideration the number of post(s).
- f) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Performa 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.
- g) The college will keep the record of attendance, merit list and summary of the proceedings of the selection process. The scanned copies of all these documents will be later sent to the university along with other documents for grant of approval of the candidates who have joined the college.



9. Appointment and Joining

- a. The result (Absent, Selected, Waiting, Not Selected) of all the applicants, will be updated on the recruitment portal for their information.
- b. The appointment letters will be issued to the selected candidates by the colleges within three working days of the completion of the selection process.
- c. The appointment letter should specify the following information.
 - i. Salary details
 - ii. Nature of appointment and if fixed tenure appointment (for superannuated candidates) then period of appointment
 - iii. Notice period required to resign/terminate the employment
 - iv. Terms and conditions of appointment in addition to the general terms and conditions of the college and Punjabi University, Patiala
- d. The candidates appointed shall take up the posts within a maximum period of fifteen days from the dates of receipt of the appointment letters. The appointment letter will be sent both by email and post. In case of failure to join in the stipulated period, the offer of appointment may be withdrawn and the next candidate in waiting list (if any) may be offered the post.
- e. If, however, within the specified period, a request is received from the candidate for extension in the joining time, it may be considered by the college but extension beyond three months shall not be ordinarily granted.
- f. Waiting list of selected candidates will be valid up to 6 Months only from the date of interview. In case a candidate leaves within 6 months of the date of interview, the next candidate from the waiting list may be offered to join.
- g. **Pay and Allowances:** All the selected candidates will be placed in grade as per the UGC/State/Punjabi University guidelines. Minimum initial salary for all the selected candidates will be Basic pay + Grade Pay. Paying less than the minimum defined salary is subject to strict disciplinary action against the college.



10. Grant of Approval to the appointments

- a. The college will apply online from its portal for approval to the appointment of the teachers, after 2 months of the date the teacher concerned joins the post and not later than 75 days of the joining date.
- b. While applying for the approval, the college shall upload the softcopies of following documents certified by the Principal or the Secretary of the management, namely:-
 - i. Advertisement
 - ii. Selection Committee Report
 - iii. Appointment letter issued to the teacher
 - iv. Joining report of the teacher (As per Annexure 3)
 - v. Two month Attendance register of the teacher
 - vi. Bank statement as proof of the salary paid to the teacher
 - vii. Agreement (To be Certified by First Class Magistrate / Notary Public with full address of two testimonials, on stamp paper of minimum Rs. 25) (Annexure 4)
 - viii. Undertaking submitted by the teacher accepting all terms and conditions of his appointment order. (To be Certified by First Class Magistrate / Notary Public with full address of two testimonials, on stamp paper of minimum Rs. 25) (Annexure 5)
 - ix. Experience
 - x. Merit List based on selection proceedings
 - xi. Documents submitted by the candidate relating to required educational qualifications and experience
 - xii. Proof of passing Punjabi proficiency test at matric level.
 - xiii. In case of appointment of a candidate from the waiting list, proof that candidates on merit resigned or did not join.
- c. The University officials shall scrutinize the documents for approval regarding the appointments of teachers and report the discrepancies, if any, within 7 days of receipt of the document. The college shall remove all the discrepancies within 15 days.
- d. The Dean (Colleges) shall after taking into consideration all relevant documents and remarks of the College Section shall decide whether approval should be granted or rejected. The decision of the University shall be communicated to the college and the teacher concerned. The whole process of grant of approval to the appointments of teachers shall be completed by the University within 30 days from the date of receipt of the proposals by the concerned college.
- e. Candidates, who have not cleared the Punjabi proficiency test at matric level, will have to do so within one year of joining. No further extension will be given.
- f. The date of approval for the appointed teachers shall be their date of joining, for those who had cleared the Punjabi proficiency Test, while for others, it will be date of



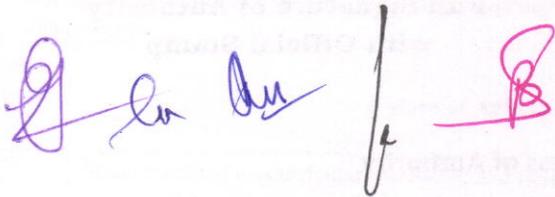
clearing the Punjabi proficiency Test.

- g. University will make sure to complete all the process from date of interview to Approval of selection within maximum 4 months.



11. Resignation

- a. The faculty member can resign by giving the College three months' advance notice in writing or pay the College a sum equivalent to three months' gross salary in lieu thereof. The college may not, if it so decides, realize such sum from the faculty member in any particular case. If the faculty member is holding a temporary appointment or is on probation, then the said notice for either shall be of one month only.
- b. If a faculty member resigns from his post, a copy of the resignation letter should be emailed to Dean Colleges.
- c. After the faculty has cleared all the dues and returned to the college, all books, apparatus, records, and such other articles belonging to the said college, the college will issue "job experience certificate" as in the format (Annexure 1).
- d. The dismissal or removal or retrenchment from service or reduction in rank of an employee shall be governed by the Provisions of the Punjab Affiliated Colleges (Security of Service of Teachers) Act, 1974.
- e. Services of faculty member cannot be terminated/dismissed by college without giving an opportunity of being heard and all the documents related to the disciplinary action shall be uploaded on the Dean college portal.
- f. If any faculty ceases to be employee of the College, then the relevant document citing the reason must be forwarded and Uploaded to university portal within a month and respective college has to remove his/her name from faculty/staff portal immediately.



following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

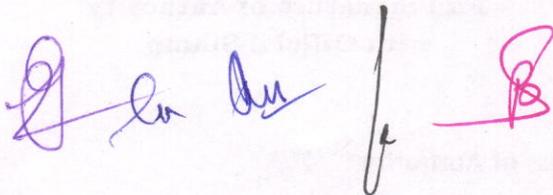
The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

[Handwritten signatures in purple, black, and pink ink]

[Faint handwritten notes in pink ink]

11.Resignation

- a. The faculty member can resign by giving the College three months' advance notice in writing or pay the College a sum equivalent to three months' gross salary in lieu thereof. The college may not, if it so decides, realize such sum from the faculty member in any particular case. If the faculty member is holding a temporary appointment or is on probation, then the said notice for either shall be of one month only.
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- f. If any faculty ceases to be employee of the College, then the relevant document citing the reason must be forwarded and Uploaded to university portal within a month and respective college has to remove his/her name from faculty/staff portal immediately.



Annexure-1: Format of Experience Certificate

This is to certify that _____ S/o,D/o _____ has been working/has worked as Assistant Professor/Assistant Librarian/ Associate Professor/ Professor/ Principal (Regular/Temporary/ Ad hoc/Contract) in the consolidated salary/pay-scale of Rs. _____ (mention consolidated salary/pay-scale) w.e.f. _____ to _____.

This is further certified that he/she has been appointed by University level Selection Committee.

**Full Signature of Authority
with Official Stamp**

Full Name, Designation and Address of Authority



Annexure-2: Minimum Qualifications for Appointment of Teaching Faculty

University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016.

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, cocurricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Cate- gory II	Nature of Activity	Maximum API Score	Actual score
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures	15	Actual hours spent per

in refresher / faculty development courses, dissemination and general articles and any other contribution)	academic year ÷ 10
------------------------------------------------------------------------------------------------------------	--------------------------

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

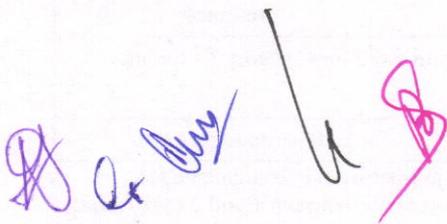
Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National level publishers, with ISBN/ISSN number or State Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International – 10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects	(a)Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project

		(b)Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		(c)Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government - 20, State Govt.-10 Local bodies - 5
III (D)	RESEARCH GUIDANCE			
III(D)(i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate
III(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III(E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship
		State/University level Award from academic bodies	State/University level Award from academic bodies/associations	5 Per Award
III(E) (ii)	Invited lectures / papers	International	International	7 per lecture / 5 per paper presented
		National level	National level	5 per lecture / 3 per paper presented
		State/University level	State/University level	3 per lecture / 2 per paper presented
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period				
III(F)	Development of e-learning delivery process/material			10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the

following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

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Annexure-3: Joining Report

To:

The President/ Chairman, Governing Body/ Principal

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

Sub: - Joining Letter/report.

Sir/ Madam,

Kindly refer to appointment letter No..... Dated.....
regarding my appointment as

I am pleased to report myself on duty today dated
(fore-noon/after-noon) as at
your college.

I would be kind enough if you allow me to join the duty.

Your's faithfully,

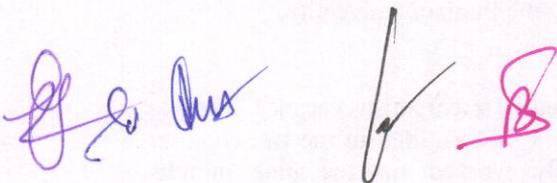
Date..... (.....)

Name.....

Address.....

Allowed to join duty today i.e..... (FN/AN)

Signature.....
of the Principal/President, Governing Body,
of the College (with official stamp)



Annexure-4 : Agreement for College Teachers

AGREEMENT FOR COLLEGE TEACHERS IN A NON-GOVERNMENT COLLEGE

An agreement made this day of 201..... betweenS/D of Shri.....resident of here in after known as the first Party and the Governing Body of Managing Committee of the College, through its Chairman/ Secretary, hereinafter known as the Second Party.

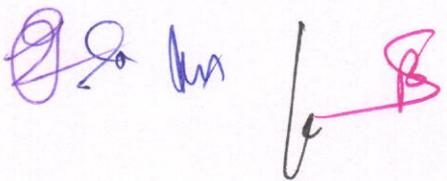
Whereas the Second Party has engaged the First Party to serve the College as subject to the terms and conditions hereinafter set out:

1. That this agreement shall take effect and commence from the day of202..... and shall be determinable as hereinafter provided.
2. That the First Party is employed in the first instance on probation for a period of one year and shall be paid a monthly salary of Rs..... The period of probation may be extended further by one year, but the total period of probation shall in no case exceed two years.
3. In case the Second Party is managing a number of colleges it shall have the right to transfer the First Party to any other similar institution in the same assignment; provided it does not adversely affect his emoluments and further process.
4. That on confirmation (after the period of probation) the Second Party shall pay to the First Party during the continuance of his engagement for his services a salary at the rate of Rs..... per month rising by annual increments of Rs..... to Rs..... to maximum of Rs These annual increments shall be granted on the recommendations of the Principal and shall not be withheld without assigning specific reasons in writing and further the First Party shall have the right of appeal to the Vice-Chancellor.
5. That the First Party shall subscribe to and be entitled to, the benefit of the Standard Provident Fund Rules as recommended by the University Grants Commission and gratuity in accordance with the rules laid down by the Punjabi University.
6. Except in cases where the First Party in employed in a temporary vacancy upto the beginning of the long vacation, the First Party shall be entitled to the full summer vacation salary; provided he has continuously worked for the nine months immediately before and upto the commencement of the summer vacation; provided



further that if the First Party leaves services of his own accord, he shall be entitled to summer vacation salary or proportion thereof.

7. That the First Party shall be entitled to leave in accordance with the rules laid down by the Punjabi University.
8. That the First Party shall not be required to teach for more periods than laid by the Punjabi University, apart from such so-curricular activities as may be assigned by the Second Party through the Principal of the College, However, if the First Party is given some extra teaching work for a fortnight or more shall be paid proportionately for that.
9. That the First Party shall be paid his salary regularly but in no case later than the tenth day of the calendar month, following the month for which his salary is due.
10. That the First Party shall not take part in any activity which, in the judgement of the Principal is calculated to, lead to indiscipline in the college.
11. That the First Party shall devote his whole time to the duties of his appointment, and shall not engage, directly, or indirectly in any trade, occupation or business, whatsoever, or without the sanction, in writing, of the Second Party, engage himself or take any part in any private tuition work or take up any occupation, whatsoever, directly or indirectly, which in the opinion of the Second Party, is likely to interface with the duties of his appointment.
12. That the First Party shall at all times maintain absolute integrity and devotion to duty.
13. That the First Party shall not take any part in, subscribe to or assist, in any way, any movement which tends to promote feelings of hatred or enmity between different classes or subjects of the Indian Union, or to disturb public peace.
14. That the First Party shall not stand for election to Parliament/State Legislature/Local Bodies, without the prior permission of the Managing Committee.
15. That the First Party shall not, except with the previous permission of the Managing Committee, own wholly or in part or conduct or participate in editing or managing of any newspaper or any periodical.
16. That the First Party shall not in any document publish anonymous or in his own name or in the name of any other person or in any communication to the press or in



any publicutterance, make any statement of fact or express an opinion involving adverse criticism of the actions and policy of the Managing Committee of his college.

17. That the First Party shall not, except in accordance with any general or special order of the Managing Committee or in the performance, in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person, to whom, he is not authorized to communicate such document or information.
18. That the First Party shall not write a guide or a help-book or cheap notes, and shall follow to procedure laid down by the University in case he intends to publish any book.
19. That the First Party shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forth with report the full facts to the Principal of the college.
20. That the First Party shall not bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.
21. That the First Party shall not be a member representative or office-bearer of any association representing or purporting to represent teachers or any class of teaching profession, unless such association satisfies the following conditions:
 - (a) Its membership is confined to teachers or a distinct class of teachers and it is open to all such employees or class of employees as the case may be;
 - (b) It is not in any way connected with any political party or organisation or does not engage in any political activity.
22. That the First Party shall not apply for any other job, post, or scholarship without the previous sanction of the Principal of his college or in case of the Principal without the previous sanction of the Managing Committee.
23. That the First Party shall not absent himself from his duties without having obtained the permission of the Principal or in the case of the Principal, of the Managing Committee. Leave in all cases must be applied for and got sanctioned before it is taken.
24. That the Second Party shall be entitled summarily to determine the engagement of the First Party for misconduct, but subject as aforesaid to determine the engagement after giving three months' notice in writing or on payment of three months' salary in lieu of the said notice. Provided in case of serious moral turpitude, on the part of the First Party, the Second Party shall have the right to terminate the services of the First Party with immediate effect.

25. That the Second Party shall not determine the engagement of the First Party, whether summarily or otherwise without informing in writing of the grounds on which they propose to take action, giving him a reasonable opportunity of stating of his case in writing and before coming to a final decision shall consider the statement of the First Party, and, if he so desires, give him a personal hearing.

26. The First Part may, if he so wishes, terminate his engagement with the Second Party by giving the Second Party three months' notice in writing or pay the Second Party a sum equivalent to three months' salary in lieu thereof.

The Second Party may not, if it so decides, realise such sum from the First Party in any particular case.

27. If the First Party is holding a temporary appointment or is on probation, then said notice for either shall be one month only.

28. The dismissal or removal or retrenchment form service or reduction in rank of an employee shall be governed by the Provisions of the Punjab Affiliated Colleges (Security of Service of Teachers) Act, 1974.

29. On the termination of this agreement from whatever cause, the First Party shall deliver to the Second Party, all books, apparatus, records, and such other articles belonging to the said college or to the Second Party or to the University, as may be in his possessions or charge.

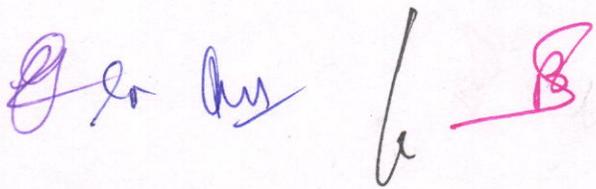
First Party
Sign

Second Party
Sign with Seal

Witness:

1.

2.

Handwritten signatures in blue and red ink.

Faint, illegible text, possibly bleed-through from the reverse side of the page.

Handwritten marks and signatures in purple and pink ink. Includes a long purple arrow pointing downwards and to the left, and several stylized signatures.

Annexure-5: Undertaking

ਅੰਡਰਟੇਕਿੰਗ

ਮੈਂ ਪੁੱਤਰ/ਪੁੱਤਰੀ ਸ੍ਰੀ ਪਿੰਸੀਪਲ/ ਅਸਿਸਟੈਂਟ ਪ੍ਰੋਫੈਸਰ/ ਅਸਿਸਟੈਂਟ ਲਾਇਬ੍ਰੇਰੀਅਨ/ ਐਸੋਸੀਏਟ ਪ੍ਰੋਫੈਸਰ/ ਪ੍ਰੋਫੈਸਰ ਇਨ ਹਲਫ਼ ਨਾਲ ਬਿਆਨ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ ਕਿ ਇਸ ਅਸਾਮੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਲਈ ਮੈਂ ਜਿਹੜੇ ਸਰਟੀਫਿਕੇਟਾਂ/ਦਸਤਾਵੇਜ਼ਾਂ ਦੀਆਂ ਕਾਪੀਆਂ ਨਾਲ ਨੱਥੀ ਕੀਤੀਆਂ ਹਨ, ਉਹ ਸਹੀ ਅਤੇ ਦਰੁਸਤ ਹਨ। ਜੇਕਰ ਇਨ੍ਹਾਂ ਸਰਟੀਫਿਕੇਟਾਂ/ਦਸਤਾਵੇਜ਼ਾਂ ਵਿਚ ਕੋਈ ਤਰੁੱਟੀ ਪਾਈ ਜਾਂਦੀ ਹੈ ਜਾਂ ਇਹ ਜਾਅਲੀ ਪਾਏ ਜਾਂਦੇ ਹਨ ਤਾਂ ਇਸ ਲਈ ਮੈਂ ਖੁਦ ਜ਼ਿੰਮੇਵਾਰ ਹੋਵਾਂਗਾ/ਹੋਵਾਂਗੀ।

ਹਸਤਾਖਰ

ਮਿਤੀ.....

ਨਾਮ.....

ਅਹੁਦਾ.....

ਕਾਲਜ ਦਾ ਨਾਮ.....

.....

Gurbreet Singh

