

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 <i>(The fellowship awarded by National Level Agency like UGC, CSIR, DST, DBT, AICTE etc. should be considered only)</i>	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	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: $P*0.05$

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: $P*0.10$

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.