

Norms and Procedures to be followed in the Screening /Selection in the Placement / Promotion of Teachers in Aided Colleges

The 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) Regulations 2010 referred as (1) in the U.O , was adopted and implemented by the University along with the 2nd Amendment brought in by the UGC vide paper referred as (2) & (3) .

The Hon'ble High Court in the judgment vide paper referred as (4) has directed to comply with UGC Regulations 2010 in view of its adoption by the State of Kerala with effect from 18.09.2010 . In the Interim Order referred as paper (8) , the Hon'ble High Court has directed the University to issue consolidated instructions to all the Aided Colleges regarding the modalities involving the Selection Procedure for the appointment to the post of Principals under Clause 4.2.0 of the UGC Regulations 2010 and for the placement of teachers under the said Regulations.

. The following are the guidelines to be adhered to in the process of various Stages of Placement / promotion of teachers in Aided Colleges affiliated to the University of Kerala and the documents to be forwarded to the University along with the proposals for approval.

- A teacher eligible for promotion under CAS may submit in writing to the College, three months in advance of the due date that he/she fulfils all qualifications under CAS and submit to the College the PBAS proforma duly supported by all credentials as per the API guidelines set out in UGC Regulations 2010 [as per Clause 6.3.1 and Clause 6.3.10 of UGC Regulations 2010]
- The teachers who do not fulfill the minimum score requirement under the API Scoring System as per Tables IIA and IIB of Appendix III in the Regulations referred above or those who obtain less than 50% in the Expert Assessment of the Selection Process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed. [as per Clause 6.3.2 and Clause 6.3.11 of UGC Regulations 2010]
- The API Score Sheet along with the PBAS proforma stipulated in Clause 6.3.10 of UGC Regulations 2010 should be submitted as per the templates appended to
1) U.O No.AcFII/General/UGC-R-2010/2014 dt.18.11.2015 and 15.04.2016 OR (2) U.O No. AcFII / General / UGC.-R 2010/2016 /III Amendment dt.07.01.2017 OR (3) U.O No. AcFII / General / UGC.-R 2010 /2016 /IV Amendment dt.07.01.2017 , applicable as the case may be .
- For CAS promotions of Assistant Professors from Stage 1 to 2 and Stage 2 to 3 a **Screening cum Evaluation Committee** shall be constituted which shall consist of :
 - a) The Principal of the College
 - b) Head of the Concerned Department from the College;
 - c) Two subject Experts in the concerned subject nominated by the Vice-Chancellor

from the University panel of experts. [as per Clauses 6.3.4, 6.3.5, 6.3.5.2 and 6.3.5.3 of UGC Regulations 2010]

- For CAS promotions of Assistant Professors from Stage 3 to 4 and Stage 4 to 5 (Assistant Professor to Associate Professor and Associate Professor to Professor) , a **Selection Committee** shall be constituted . [as per Clause 6.3.3 and Clause 5.1.5 of UGC Regulations 2010]
- All the Selection procedures shall be completed on the day of the Selection Committee meeting, wherein the minutes are recorded along with the PBAS scoring proforma and recommendations made on the basis of merit and duly signed by all members of the Selection Committee in the minutes. [as per Clause 6.3.7 of UGC Regulations 2010]
- The teacher must be on the role and active service of the College on the date of consideration by the Selection Committee for Selection /CAS promotion. [as per Clause 6.3.9 of UGC Regulations 2010]
- Date of promotion of the teachers :
 - a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful , the date of promotion will be from that of minimum period of eligibility.
 - b) If however, the candidates find that he/she fulfils the eligibility conditions on a later date and applies on that date and is successful, his or her promotion will be effected from that date of application fulfilling the criteria.
 - c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/ her promotion will be deemed to be from the later date of successful assessment. [as per Clause 6.3.12 of UGC Regulations 2010]
- **Clause 6.4.0 to 6.5.2 and Appendix I , Tables I, II(B), II (c) , III of Appendix III of the UGC Regulations 2010 are also to be adhered to while submitting the proposal for Placement/Promotion.**

Documents to be forwarded along with the proposals for the approval of Placement / promotion of teachers in Aided Colleges:

- 1) Placement/ Promotion Order from the Manager of the Educational Agency.
- 2) Attested copies of the relevant certificates produced at the time of Screening /Selection for the Placement/Promotion
- 3) Minutes of the meeting of the Screening/ Selection Committee with specific recommendations bearing signature of all the Members along with the API score Sheet (templates) based on PBAS.
- 4) Service Book of the incumbent duly filled in with entries
