

List of Documents required along with the application for the Post of Principal in Arts/Science College :-

1. Copy of the Advertisement
2. Attested documentary proof regarding Punjabi Subject passed at Matric Level.
3. Attested copies of the Academic qualification i.e. D.M.Cs & Degrees from Matric onwards.
4. Attested documentary proof regarding working as Associate Professor. If working on aided post then attested copy of the approval letter issued by DPI (Colleges) must be attached.
5. Attested copies of all Experience Certificates regarding regular service along with the Approval Letters issued by the concerned Universities.
6. API Score Proforma duly filled by the candidate and documentary proof must be attached regarding the marks claimed in the API Score proforma.

Note : If a candidate claims API Score for “Published Papers in Journals” then the serial no. of the UGC List in which the journal is available must be clearly written against each journal.

If a candidate claims API Score for “Books/Chapters in Books” only those Books/Chapter in Books will be considered which are approved by University and posted on its website. The Books/Chapters in Books must be published according to the UGC guidelines as mentioned in **CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS** (attached herewith).

7. Attested copy of the NOC issued by the last employer.

Note -

- Incomplete applications will not be entertained.
- Candidates should bring hard copy of the application along with all the supporting documents at the time of interview.

III (C) (iii) Projects Outcome/Outputs							
Patent/Technology transfer/Product/Process							
International (Score=30 for each International)							
National (Score=20 for each national level output or patent)							
Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Govt./Local Bodies							
International Bodies (Score=30)							
Central Govt. (Score=20)							
State Govt. (Score=10)							
Local Bodies (Score=5)							

III (D) RESEARCH GUIDANCE

III(D) (i) M.Phil.	Degree Awarded (Score = 5 per candidate)		Self Assessed API Score	Score verified by The Screening Committee
III(D) (ii) Ph.D.	Degree awarded (Score = 15 per candidate)	Thesis submitted (Score = 10 per candidate)	Self Assessed API Score	Score verified by The Screening Committee

III (E) Fellowships, Awards and Invited lectures delivered in conferences / seminars

III (E) (i) Fellowships/Awards

S.N.	Title of Fellowships/Awards	Date(s) of the event	Organized by	Self Assessed API Score	Score verified by the Screening Committee
(a) International Award/Fellowship from academic bodies (Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences) International Award / Fellowship from academic bodies/associations (Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management) Score = 15 per Award / 15 per Fellowship					
(b) National Award/Fellowship from academic bodies (Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences) National Award / Fellowship from academic bodies/associations (Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management) Score = 10 per Award / 10 per Fellowship					
(c) State/University level Award from academic bodies (Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences) State/University level Award from academic bodies/associations ((Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management) Score = 5 per Award					

III (E) (ii) Invited Lectures / Papers

S.No.	Title of Lecture/ Academic Session	Title of Conference/Seminar etc.	Date(s) of the event	Organized by	Whether International/ National/ State/University Level	Self Assessed API Score	Score verified by the Screening Committee
INVITED LECTURES							
(a) International Level (Score = 7 per lecture)							
(b) National Level (Score = 5 per lecture)							
(c) State/University Level (Score = 3 per lecture)							

PAPERS PRESENTED							
(a) International Level (Score = 5 per paper presented)							
(b) National Level (Score = 3 per paper presented)							
(c) State/ University Level (Score = 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:
(Score = 10 per module)**

S.No.	Details	Authorized/Sponsored by	Self Assessed API Score	Score verified by the Screening Committee

Summary of the Scores Claimed:

CATEGORY	CRITERIA	API CLAIMED
Category –II		
(a)	STUDENT RELATED CO-CURRICULAR ACTIVITIES	
(b)	CORPORATE LIFE AND MANAGEMENT	
(c)	PROFESSIONAL DEVELOPMENT ACTIVITIES	
TOTAL SCORE OF CATEGORY – II		
Category-III		
(A)	RESEARCH PUBLICATION IN JOURNALS	
(B)	BOOK PUBLICATION OR CHAPTER IN BOOK	
(C)	RESEARCH PROJECTS	
(D)	RESEARCH GUIDANCE	
(E)	AWARDS, FELLOWSHIP, PAPER , LECTURES	
(F)	DEVELOPMENT OF E- LEARNING MATERIAL	
TOTAL SCORE OF CATEGORY – III		

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, research papers etc. wherever necessary)

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| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10 |

I certify that the information provided is correct as per records available and/or documents enclosed along with the duly filled PBAS Format.

Date:

Signature of the Candidate

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 11th July, 2016

No.F.1-2/2016(PS/Amendment) -In exercise of the powers conferred under clauses (e) and (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby frames the following amendment Regulations, namely :-

1. Short title, application and commencement:

- 1.1 These Regulations may be called 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) (**4th Amendment**), Regulations, 2016.
 - 1.2 They shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every institution including a constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under clause (f) of Section 2 of the University Grants Commission Act, 1956 (3 of 1956) and every Institution Deemed to be a University under Section 3 of the said Act.
 - 1.3 They shall come into force with immediate effect from the date of their publication in the Official Gazette. •
- 2.** The following regulations in the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of standards in higher education) Regulations, 2010 shall stand amended and be read as under:-

Regulation	Existing provisions in Principal Regulations on Minimum Qualifications for	Amended provisions in principal Regulations on Minimum Qualifications for
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		academic year ±7.5	academic year ±7.75	academic year ±7.75
b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year ±10	20	Actual hours spent per academic year ±10
c. Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.	10	Actual hours spent per academic year ±10	15	Actual hours spent per academic year ±10

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores; these are nevertheless important and significant activities that could be carried out by teachers.

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, co-curricular 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.

Category 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
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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.