



ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ GURU NANAK DEV UNIVERSITY, AMRITSAR

(Established by the State Legislature Act No. 21 of 1969)

Accredited at 'A' grade level by NAAC and awarded

"University with Potential for Excellence" status by UGC.

No: 3027-84 /Colleges

Date: 28/02/2023

ਇਸ ਯੂਨੀਵਰਸਿਟੀ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਾਪਤ
ਏਡਿਡ ਕਾਲਜਾਂ ਦੇ ਪ੍ਰਿੰਸੀਪਲ ਸਾਹਿਬਾਨ।

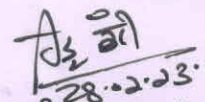
ਵਿਸ਼ਾ : Finalization of template for appointment of Assistant Professors/Associate Professors/Professors and Principals in the Private Aided colleges of State of Punjab as per UGC regulations 2018.

ਸ਼੍ਰੀਮਾਨ ਜੀ/ਮੈਡਮ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਉਪ ਸਕੱਤਰ, ਉਚੇਰੀ ਸਿੱਖਿਆ ਅਤੇ ਭਾਸ਼ਾਵਾਂ ਵਿਭਾਗ (ਸਿੱਖਿਆ-1 ਸ਼ਾਖਾ), ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਪੱਤਰ ਨੰ: HED-EDU10M.L/6/2023-4edu 1/513939/2023 ਮਿਤੀ 20.02.2023 ਪ੍ਰਾਪਤ ਹੋਇਆ ਹੈ, ਜਿਸ ਰਾਹੀਂ ਉਹਨਾਂ ਨੇ ਰਾਜ ਦੇ ਸਮੂਹ ਪ੍ਰਾਈਵੇਟ ਏਡਿਡ ਕਾਲਜਾਂ ਵਿੱਚ ਅਸਿਸਟੈਂਟ ਪ੍ਰੋਫੈਸਰਜ਼/ਐਸੋਸੀਏਟ ਪ੍ਰੋਫੈਸਰਜ਼/ਪ੍ਰੋਫੈਸਰਜ਼ ਅਤੇ ਪ੍ਰਿੰਸੀਪਲਜ਼ ਦੀ ਨਿਯੁਕਤੀ ਲਈ ਤਿਆਰ ਕੀਤੇ ਗਏ Standard Operating Procedure/Template ਦੀਆਂ ਕਾਪੀਆਂ ਭੇਜਦੇ ਹੋਏ ਇਹਨਾਂ Templates ਦੀ ਤੁਰੰਤ ਪ੍ਰਭਾਵ ਤੋਂ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕਰਨ ਬਾਰੇ ਲਿਖਿਆ ਹੈ।

ਉਪ ਸਕੱਤਰ, ਉਚੇਰੀ ਸਿੱਖਿਆ ਅਤੇ ਭਾਸ਼ਾਵਾਂ ਵਿਭਾਗ (ਸਿੱਖਿਆ-1 ਸ਼ਾਖਾ), ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਪ੍ਰਾਪਤ ਉਪਰੋਕਤ ਦਰਸਾਏ ਪੱਤਰ ਨਾਲ ਭੇਜੇ ਗਏ Standard Operating Procedure/Template ਨੂੰ ਯੂਨੀਵਰਸਿਟੀ ਦੀ ਵੈਬਸਾਈਟ 'ਤੇ CDC Portal ਅਧੀਨ "Standard Operating Procedure/Template for appointment of Assistant Professor/Associate Professor/Professors and Principals in Private Aided Colleges" ਲਿੰਕ ਵਿੱਚ ਅਪਲੋਡ ਕਰ ਦਿੱਤਾ ਗਿਆ ਹੈ। ਆਪ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਕਾਲਜ ਵਿਖੇ ਅਸਿਸਟੈਂਟ ਪ੍ਰੋਫੈਸਰਜ਼/ਐਸੋਸੀਏਟ ਪ੍ਰੋਫੈਸਰਜ਼/ਪ੍ਰੋਫੈਸਰਜ਼ ਅਤੇ ਪ੍ਰਿੰਸੀਪਲਜ਼ ਦੀ ਨਿਯੁਕਤੀ ਲਈ ਇਸ Standard Operating Procedure/Template ਦੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ, ਜੀ।

ਵਿਸ਼ਵਾਸਪਾਤਰ


28.02.23

ਉਪ ਰਜਿਸਟਰਾਰ (ਕਾਲਜਾਂ)
ਵਾਸਤੇ ਡੀਨ, ਕਾਲਜ ਵਿਕਾਸ ਕੌਂਸਲ

Standard Operating Procedure to be followed for appointment of Professors/Associate Professors/Principals on regular basis in the Private Aided Colleges of State of Punjab

1. Online applications on the prescribed format shall be invited from the eligible candidates for various posts of Professors/Associate Professors/Principals through an open advertisement to be published in the newspapers.
 2. The applicants will be required to fill up the Academic/Research Score Proforma (as per Annexure-III) and Score Card Proforma (as per Annexure-IV).
 3. The scrutiny committee to scrutinize the applications will be constituted by the University/Government which will be having the following members:
 - (a) Dean College Development Council of the respective University (Chairman)
 - (b) Chairman or his nominee of the Concerned College
 - (c) Senior Most teacher of the concerned college of Concerned subject
 - (d) Dean Faculty of the concerned University/Senior Most teacher of the University nominated by the Vice Chancellor.
 - (e) Nominee of the Director Higher Education Punjab (Principal or Deputy Director)
- (Note: In Case of regular appointments in the Government Colleges of the State , the procedure of short listing of the candidates will be decided by the Punjab Public Service Commission.)**
4. After receipt of applications, scrutiny of the applications shall be done by the scrutiny committee to check the documents as well as eligibility of the applicants.
 5. The scrutiny committee will verify the marks claimed by the applicant in the Score Card and prepare a merit list based on the Score Card.
 6. The scrutiny committee shall also send recommendation to invite 8 candidates for each first vacancy and 4 candidates for every additional vacancy (as approved by the Syndicate) for the interview as per the order of the merit list.
 7. The constitution of the Selection Committee shall be as per UGC Regulations 2018 under Clause 5.1 (VI, VII&VIII) for appointments on regular basis. At least four members, including two external subject experts shall constitute the quorum.
 8. The final Selection of the candidates will be made by the Selection Committee considering the following parameters(as per Annexure V):
 - a) Academic Background – 20%weightage [as per score card attached atAnnexure – IV, the marks secured by applicant as per annexure-IV will be calculated for 20% weightage of 80 marks by applying the formula = $\frac{\text{Marks secured}}{\text{Maximum marks (100)}} \times 20$
 - b) Research Performance - 40%weightage [as per Annexure V]
 - c) Assessment of domain knowledge by outside experts – 20%weightage[as per Annexure V]
 - d) Interview – 20%weightage [as per Annexure V]
 9. The assessment of the research performance (for 40% weightage-based on the five best publications submitted by the applicant) and domain knowledge (for 20% weightage -in a simulated class room set up) of the shortlisted applicants will be done by external subject experts.

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Annexure-III

Proforma for calculating Academic/Research Score for direct recruitment of Posts of Professors/Associate Professors/Principals in the Private Aided Colleges of State of Punjab

(To be filled in by the Candidate)

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, student's Ph.D. award letter, etc.,)

ACADEMIC/RESEARCH ACTIVITY :

- 1. Research Papers in Peer-Reviewed or UGC listed Journals :** (Please refer points as per UGC notification)
 - Faculty of Sciences/Engineering/Agriculture/ Medical/Veterinary Sciences : **08 per paper**
 - Faculty of Languages/Humanities/Arts/Social Sciences/Library/Education/Physical Education/Commerce/ Management & other related disciplines : **10 per paper**

S.No.	Title of Paper	Journal Name, Page nos., Vol. no., Issue no., Year of publication	ISSN/ISBNNNo.	Peer-Reviewed or UGC Listed Journals	Impact Factor if any	Sr. no. of journal as per UGC notified list of journals	No. of Co-authors	Whether First/Principal/Corresponding Author or Joint Authors	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1											
2											
Total (1)											

2. Publications (other than Research papers)

(a) Books authored which are published by ;

S. No.	Title of the Book with no. of pages	Publishers name with ISSN/ISBN no.	National/ International Publisher	Publisher (with city/country) & Year of Publication	No. of Co-authors	Whether First/Principal/Corresponding Author or Joint Authors	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
(i) Books authored published by International/National Publishers (International Publishers : 12 Points, National Publishers : 10 Points)									
1									
2									
(ii) Chapter in Edited Book (05 Points)									
1									
2									
(iii) Editor of Book by International/National Publishers (International Publishers : 10 Points, National Publishers : 08 Points)									
1									
2									
Sub-Total 2(a)									

(b) Translation works in Indian and Foreign Languages by qualified faculties

(i) Chapter or Research Paper (03 Points)

(ii) Book (08 Points)

S.No.	Original Title of Chapter or Research paper / Book with Page Nos. ISSN / ISBN No.	Name of original Author	Translated Title of Chapter or Research paper / Book with Page Nos. ISSN / ISBN No.	No. of Translated Co-Authors	Whether Principal Author / Co-author	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1								
2								
Sub-Total 2(b)								

TOTAL of 2

2(a)+2(b)							Score Claimed	Score Verified by the Scrutiny Committee

Note :

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points
- vii) Two authors: 70% of total value of publication for each author.
- (viii) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

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(ix) Joint Projects: Principal Investigator and Co-investigator, each would get 50% of the total value.

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative Pedagogy (05 Points)

S.No.	Title of Innovative pedagogy	Sponsored Agency if any	Types of Teaching Learning Environments: Face-to-face/ Networked/ Open and distance/ Virtual / if any	Specify ICTs resources: web link : YouTube Videos-Audios/ Smart Classroom / Simulation Games/ Blogging/ Online Discussion Forums / Virtual Laboratories Picture // Telecast / Models /Charts if any	Date of approval from authority	Date of Implementation	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1									
2									
Sub-Total 3(a)									

(b) Design of new Curricula and Courses (02 per curricula/course)

S. No.	Name of Programme where curricula introduced	Title of new curricula and courses	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1								
2								
Sub-Total 3(b)								

(c) MOOCs

(i) Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit) (20 Points)

S.No.	Name of Programme where curricula introduced	Course Credits	Title of new MOOC curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority if any	Date of Implementation	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1									
2									
Sub-Total 3(c)(i)									

(ii) MOOCs (developed in 4 quadrant) per module/Lecture (05 Points)

S. No.	Name of Programme & Course where curricula introduced	Course Credits	Title of new MOOC curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1									
2									
Sub-Total 3(c)(ii)									

(iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant) (02 Points)

S.No.	Name of Programme & Course where Content is introduced	Course Credits	Title of new MOOC Content curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1									
2									
Sub-Total 3(c)(iii)									

(iv) Course Coordinator for MOOCs (4 credit course) (08 Points)
(In case of MOOCs of lesser credits 02 marks/credit)

S.No.	Name of Programme & Course	Course Credits	Title of MOOC curricula	Specify ICTs resources: web link / You tube link: Audio/ Video/ Telecast / Picture / Models/Charts if any	Date of approval from authority	Date of Implementation	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1									
2									
Sub-Total 3(c)(iv)									

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Sub-Total 3(c) : 3(c)(i)+ 3(c)(ii)+ 3(c)(iii)+3(c)(iv)

(d) E-Content

(i) Development of e-Content in 4 quadrants for a complete course/e-book (12 Points)

S.No.	Title of e-Content course/ e-book with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources : web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1									
2									
Sub-Total 3(d)(i)									

(ii) E-content (developed in 4 quadrants) per module (05 Points)

S.No.	Title of e-Content module with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources : web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1									
2									
Sub-Total 3(d)(ii)									

(iii) Contribution to development of e-content module in complete course/paper/e-book (at least One quadrant) (02 Points)

S.No.	Title of e-Content module with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources : web link	Whether Peer reviewed	No. of Co-Authors	Whether Principal Author / Co-Author	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1									
2									
Sub-Total 3(d)(iii)									

(iv) Editor of e-content for complete course/paper/e-book (10 Points)

S.No.	Title of e-Content module with no. of pages, ISSN / ISBN NO. if any	Name of Programme & Course to which introduced	Specify ICTs resources: web link	Whether Peer reviewed	No. of Co-Editors	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee	
1									
2									
Sub-Total 3(d)(iv)									
Sub-Total 3(d): 3(d)(i)+ 3(d)(ii)+ 3(d)(iii)+3(d)(iv)									

TOTAL of 3

							Score Claimed	Score Verified by the Scrutiny Committee
3(a)+ 3(b)+ 3(c)+3(d)								

4. (a) Research Guidance

- (i) Ph.D.: (10 points per degree awarded & 05 per thesis submitted)
- (ii) M. Phil./P.G dissertation: (2 points per degree awarded)

Sr. No.	Level of Guidance	No. of Candidate Enrolled	No. of Thesis Submitted with dates	No. of Candidate Degree Awarded with dates	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee	
1	Ph.D. (Awarded)							
2	Ph.D. (Submitted)							
3	MPhil./P.G.Dissertation (Awarded)							
Sub-Total 4(a)								

(b) Research Projects Completed

- (i) More than 10 lakhs : 10 Points
- (ii) Less than 10 lakhs : 05 Points

Sr. No.	Type of Project : i /ii	Title of Project	Sponsored Agency	Date of Completion	Whether P.I or C.I	Grant Received (Rs.)	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1									
2									
Sub-Total 4(b)									

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P.I = Principal Investigator; C.I = Co-Investigator

(c) Research Projects on going

(i) More than 10 lakhs : **05 Points**

(ii) Less than 10 lakhs : **02 Points**

Sr. No.	Type of Project : i /ii	Title of Project	Sponsored Agency	Duration of Project	Date of Starting	Whether P.I or C.I	Grant Received (Rs.)	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1										
2										
Sub-Total 4(c)										

(d) Consultancy (03 Points)

Sr. No.	Title of Consultancy Project	Sponsored Agency	Date of Starting	Amount Mobilized (Rs. Lakh)	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1							
2							
Sub-Total 4(d)							

TOTAL of 4

						Score Claimed	Score Verified by the Scrutiny Committee
4(a)+4(b)+4(c)+4(d)							

5.

(a) Patents

(i) International :**10 Points**

(ii) National :**07 Points**

Sr. No.	Title of patent Project	Patent Number	Sponsored Agency if any	Date of Award	Whether International / National	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1								
2								
Sub-Total 5(a)								

(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/WorldBank/International Monetary Fund etc. or Central Government or State Government)

(i) : International (10 points)

(ii) : National (7 points)

(iii) : State (4 points)

Sr. No.	Title of Policy Document	Name of Submitted Agency	Whether International / National / State	Policy Document Number	Date of Acceptance	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1								
2								
Sub-Total 5(b)								

*Only Policy document published/submitted to bodies/organization detailed above shall be considered.

(c) Awards/Fellowship

(i) : International (7 Points)

(ii): National (5 Points)

Sr. No.	Name of Award / Fellowship	Date of Received	Whether International / National	Name of Awardees Academic Body / Association	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1							
2							
Sub-Total 5(c)							

TOTAL of 5

						Score Claimed	Score Verified by the Scrutiny Committee
5(a)+5(b)+5(c)							

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6. *Invited lectures / Resource Person/ paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)
- (i) International (Abroad): (7 Points)
- (ii) International (within Country): (5 Points)
- (iii) National: (3 Points)
- (iv) State/University Level: (2 Points)

Sr. No.	Title of Presentation in Academic Session	Title of Conference / Seminar	Mode of Presentation: Invited lectures / Resource Person / Paper presentation	Name of Organizer	Whether International (Abroad) / International (within Country) / National / State / University Level	Page no. of relevant documents attached	Score Claimed	Score Verified by the Scrutiny Committee
1								
2								
Total (6)								

Summary of the Scores Claimed:

Sr. No.	Details of Academic & Research activities	Score Claimed	Score Verified by the Scrutiny Committee
1.	Research Papers In Peer-Reviewed or UGC listed Journals		
2.	Publications (other than Research papers claimed at Sr. No. 1)		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
4.	Research guidance/Projects Completed/Projects Ongoing/Consultancy		
5.	Patents/Policy Document/ Awards/Fellowship		
6.	Invited lectures/Resource Person/paper presentation in Seminars/ Conferences/full paper in Conference Proceedings		
Grand Total :			

Notes:

- Paper presented in form of research publication, part of edited book or conference proceedings, then it can be claimed only once.
- For joint supervision of research students, the allocation of marks shall be 70% of the total value for Supervisor as well as Co-supervisor (each shall get 7 marks).
- *While calculating academic/research score, the combined score from the categories of 5(b) (Policy Document) and 6 (Invited lectures/Resource Person/Paper presentation) shall have an upper capping of thirty percent of the total academic/research score secured by the applicant.
- The academic/research score shall be from the minimum of three categories out of six categories.
- Eligibility in case of Academic/Research Score for Associate Professor, Professor and Principal is 75, 120 and 110 respectively.

I submit the following 05 (five) best publications for evaluation of research performance.

- 1.
- 2.
- 3.
- 4.
- 5.

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List of Enclosures:

- (A) The applicant must produce all the evidentiary documents such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, student's Ph.D. award letter, etc. along with degrees/certificates of educational qualifications.
- (B) The applicant must also attach separately five sets of five best publications for evaluation of research performance by the external experts.

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

DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given in Annexure-III and Annexure-IV, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant



Annexure – IV

**Score card to be filled by the candidates for the Posts of Professor/Associate Professor/Principals
in the Private Aided Colleges of state of Punjab**

S.N.	Academic Record	Score				Score Claimed	Score Verified by the Scrutiny Committee
		80% & Above=21	60% to less than 80%=19	55% to less than 60%=16	45% to less than 55%=10 In case of SC/ ST/ OBC(non-creamy layer)/ PWD) 50% to less than 55% = 10 (in case of General Category)		
1.	Graduation						
2.	Post-Graduation	80% & Above=25	60% to less than 80%=23	55% (50% in case of SC/ ST/ OBC (non-creamy layer)/ PWD) to less than 60%=20			
3.	M.Phil.	60% & above=07	55% to less than 60%=05				
4.	Ph.D.	25					
5.	NETwithJRF	20					
	NET	15					
	SLET/SET	10					
	Mphil+PhD	25					
	SET/SLET+PhD	27					
	NET+PhD	29					
	NET+PhD + JRF	31					
Note : The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 31 marks.							
6.	Gold Medal in Master Degree/Bachelor Degree	03					
7.	Teaching/Post Doctoral Experience (2marks for one year each)#	20					
Total (100 Marks)							
20% weightage of 80 marks as per formula = $\frac{\text{Marks secured}}{\text{Maximum marks (100)}} \times 20$							

Notes:

- (i) M.Phil+Ph.D Maximum-25 Marks
- (ii) SET/SLET + Ph.D Maximum-27Marks
- (iii) NET + Ph.D Maximum-29Marks
- (iv) NET + JRF +Ph.D Maximum-31Marks
- (v) In Gold Medal category Maximum-03Marks

Note : The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 31 marks.

PSA

List of Enclosures:

The applicant must produce all the evidentiary documents such as: degrees/certificates of educational qualifications, teaching experience, gold medal etc.

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

DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given in Annexure-III and Annexure-IV, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant



Annexure-V

Weightage allocation criteria for selection committee for direct recruitment of Posts of Professors/Associate Professors/Principals in the Private Aided colleges of State of Punjab

Total Weightage	(a)	(b)	(c)	(d)
	Academic Background	Research performance based on quality of publications	Assessment of Domain Knowledge and Teaching Skills	Interview Performance
100%	20%	40%	20%	20%

The Distribution of Points will be as follows:

a) Academic Background (20%)

S.N.	Academic Record	Score				Score Claimed	Score Verified by the Scrutiny Committee	
1.	Graduation [*]	80% & Above=21	60% to less than 80%=19	55% to less Than 60%=16	45% to less than 55%=10 In case of SC/ ST/ OBC (non-creamy layer)/ PWD) 50% to less than 55% = 10 (in case of General Category)			
2.	Post-Graduation ^{**}	80% & Above=25	60% to less than 80%=23	55% (50% in case of SC/ST/ OBC (non-creamy layer)/ PWD) 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	20						
	NET	15						
	SLET/SET	10						
	Mphil+PhD	25						
	SET/SLET+PhD	27						
	NET+PhD	29						
	NET+JRF +PhD	31						
Note : The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 31 marks.								
6.	Gold Medal in Master Degree/Bachelor Degree	03						
7.	Teaching/Post Doctoral Experience (2marks for one year each)#	20						
Total (100 Marks)								
20% weightage of 80 marks as per formula = $\frac{\text{Marks secured}}{\text{Maximum marks (100)}} \times 20$								

Notes:

- (i) M.Phil+Ph.D Maximum-25 Marks
- (ii) SET/SLET + Ph.D Maximum-27Marks
- (iii) NET + Ph.D Maximum-29Marks
- (iv) NET + JRF +Ph.D Maximum-31Marks
- (v) In Gold Medal category Maximum-03Marks

Note : The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 31 marks.

b) Research Performance (40%)

Best five publication submitted by the applicant will be evaluated by the external experts and will award marks out of 40.

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c) Assessment of Domain Knowledge and Teaching Skills (20%)

Assessment by subject experts in a simulated Class room setup	20% weightage
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d) Interview Performance(20%)

Interview before Selection Committee	20% weightage
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PSS

Standard Operating Procedure to be followed for appointment of Assistant Professors on regular basis in the Private Aided Colleges of State of Punjab

1. Online applications on the prescribed format shall be invited from the eligible candidates for the posts of Assistant Professors through an open advertisement to be published in newspapers.
2. The applicants will be required to fill up the Score Card Proforma(as per Annexure-II),
3. The shortlisting committee will be constituted by the University /Government which will be having the following members:
 - (a) Dean College Development Council of the respective University (Chairman)
 - (b) Principal of the Concerned College
 - (c) Senior Most teacher of the concerned college of Concerned subject
 - (d) Dean Faculty of the concerned University/Senior Most teacher of the University of the Concerned subject
 - (e) Nominee of the Director Higher Education Punjab (Subject Expert)

The Process of Shortlisting of the candidates will be completed in the office of the Dean College Development Council of the respective University .

(Note: In Case of regular appointments in the Government Colleges of the State , the procedure of shortlisting of the candidates will be decided by the Punjab Public Service Commission)

4. After receipt of applications, shortlisting of the applications shall be done by the shortlisting committee (as per the criteria specified in Annexure-I) to check the documents as well as eligibility of the applicants.
5. The shortlisting committee will verify the marks claimed by the applicant in the Score Card and prepare a merit list based on the Verified Score Card.
6. The shortlisting committee shall also send recommendation to invite 8 candidates for each first vacancy and 4 candidates for every additional vacancy for the interview as per the order of the merit list.
7. The constitution of the Selection Committee shall be as per UGC Regulations 2018 under Clause 5.0 and sub clause 5.1(V)for appointments on regular basis. At least four members, including two external subject experts shall constitute the quorum.
8. The final Selection of the candidates will be made by the Selection Committee considering the following parameters as per Annexure-II(a):
 - a) Academic Record and Research Performance and Teaching Experience/Post Doctoral Experience and Awards - [as per score card attached at Annexure – II, the marks secured by applicant as per annexure-II will be calculated for 60% weightage of 100 marks by applying the formula = Marks secured x 60
Maximum marks (100)
 - b) Assessment of domain knowledge by external experts(in a simulated class room set up) - 20 % weightage
 - c) Interview - 20% weightage

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Annexure-I

Criteria for short-listing of candidates for interview for the Post of Assistant Professors in the Private Aided Colleges of State of Punjab

S.N.	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 In case of SC/ ST/ OBC (non-creamy layer)/ PWD) 50% to less than 55% = 10 (in case of General Category)
2.	Post-Graduation	80% & Above=25	60% to less than 80%=23	55% (50% In case of SC/ ST/ OBC(non-creamy layer)/ PWD) 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	20			
	NET	15			
	SLET/SET	10			
	M.Phil+Phd	25			
	SET/SLET+PhD	30			
	NET+PhD	33			
	NET+JRF+PhD	35			
Maximum Score of 3,4, and 5 will not exceed= 35					
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals) Maximum 6 Marks	06			
7.	Teaching/Post Doctoral Experience (2marks for one year each)#	10			
8.	Awards				
	International/National Level - (Awards given by International Organisations/Government of India/Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			
Total (100 Marks)					
60% weightage of 100 marks as per formula = $\frac{\text{Marks secured}}{\text{Maximum marks (100)}} \times 60$					

* In the relevant subject

#However, if the period of teaching(as full time adhoc/contractual or permanent) approved courses in recognized university/college /Post-doctoral experience is less than one academic year then the marks shall be reduced proportionately.

Notes:

(A)	(i)	M.Phil+Ph.D	Maximum-25 Marks
	(ii)	SET/SLET + Ph.D	Maximum-30 Marks
	(iii)	NET + Ph.D	Maximum-33Marks
	(iv)	NET + JRF +Ph.D	Maximum-35 Marks
	(v)	In awards category	Maximum-03Marks

Note : The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 35 marks.

(B)	Academic Score	-	84
	Research Publications	-	06
	Teaching Experience	-	10
	Total	-	100

(C) SLET/SET Score shall be valid for appointment in respective State Universities/Colleges/Institutions only.

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Notes :

All the applications received shall be scrutinized by the Shortlisting Committee and a list of all the candidates fulfilling the minimum eligibility qualifications as per "UGC Regulation on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education" of 2018, shall be prepared and points be awarded to all such candidates shall be calculated on the basis of the above criteria.

1. After allocation of points to all the eligible candidates , the Shortlisting Committee will draw alist of all candidates indicating the points scored by them in descending order i.e. starting from the candidate getting the highest points.
2. In case of tie in the points of two or more candidates, the candidates having the higher/highest marks at the Master's level shall be ranked above the other(s).
3. For each first vacancy 8 candidates will be called for interview and assessment of Domain Knowledge according to Merit and 4 candidates for every additional vacancy. **In case the required number of application are not received then the minimum number of applicants to be invited for interview shall be decided by the University/Government.**
4. The Points awarded to the candidates during the process of shortlisting of applications shall be used for selection process and in interview by the Selection Committee.
5. The Period taken by candidates to acquire Ph.D shall not be considered as teaching/research experience to be claimed for shortlisting/appointment.
6. University/Government shall display the criteria for shortlisting of applications on its website.
7. In case of any dispute with regard to shortlisting of applications, the decision of the University/Government shall be final.



Annexure-II

Score card to be filled by the applicants for the Post of Assistant Professors in the Private Aided Colleges of State of Punjab

S.N.	Academic Record	Score				Score Claimed	Score Verified by the Shortlisting Committee
		80% & Above=21	60% to less than 80%=19	55% to less Than 60%=16	45% to less than 55%=10 In case of SC/ ST/ OBC(non-creamy layer)/ PWD) 50% to less than 55% = 10 (in case of General Category)		
1.	Graduation						
2.	Post-Graduation	80% & Above=25	60% to less than 80%=23	55%(50% in case of SC/ ST/ OBC(non-creamy layer)/ PWD)to less than 60%=20			
3.	M.Phil.	60% & above=07	55% to less than 60%=05				
4.	Ph.D.	25					
5.	NETwithJRF	20					
	NET	15					
	SLET/SET	10					
	M.Phil+Phd	25					
	SET/SLET+PhD	30					
	NET+PhD	33					
	NET+JRF+PhD	35					
Maximum Score of 3,4, and 5 will not exceed= 35							
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	06					
7.	Teaching/Post Doctoral Experience (2marks for one year each)#	10					
8.	Awards						
	International/NationalLevel (AwardsgivenbyInternationalOr organisations/GovernmentofIndia/GovernmentofIndiarecognisedNationalLevelBodies)	03					
	State-Level (AwardsgivenbyStateGovernment)	02					
Total (100 Marks)							
		60% weightage of 100 marks as per formula = $\frac{\text{Marks secured}}{\text{Maximum marks (100)}} \times 60$					

* In the relevant subject

Note: #However, if the period of teaching(as full time adhoc/contractual or permanent) approved courses in recognized university/college /Post-doctoral experience is less than one academic year then the marks shall be reduced proportionately.

- (A) (i) M.Phil+Ph.D Maximum-25Marks
(ii) SET/SLET + Ph.D Maximum-30Marks
(iii) NET + Ph.D Maximum-33Marks
(iv) NET + JRF +Ph.D Maximum-35Marks
(v) In awards category Maximum-03Marks

Note : The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 35 marks.

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List of Enclosures:

The applicant must produce all the evidentiary documents such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, student's Ph.D. award letter, etc. along with degrees/certificates of educational qualifications.

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

DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given in Annexure-II, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant



Annexure-II (a)

SELECTION COMMITTEE CRITERIA FOR INTERVIEW OF CANDIDATES FOR THE POST OF ASSISTANT PROFESSORS IN PRIVATE AIDED COLLEGES OF STATE OF PUNJAB

Total Weightage	(a)	(b)	(c)
	Academic Record, Research Performance, Teaching/Post Doctoral Experience and Awards	Assessment of Domain Knowledge	Interview Performance
100%	60%	20%	20%

The Distribution of Points will be as follows:

a) Academic Record, Research Performance, Teaching/Post Doctoral Experience and Awards (60% weightage as per Annexure II)

b) Assessment of Domain Knowledge (20%)

Assessment by outside subject experts in a simulated classroom setup	20% weightage
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c) Interview Performance (20%)

Interview before Selection Committee constituted as per UGC Regulations 2018	20% weightage
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