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Guidelines for Screening and or Shortlisting of candidates for appointment to the post of Associate Professor in the University.

Applications received for the faculty positions at the level of Associate Professor shall be screened as per details given below:

I. Methodology for University Teachers (Associate Professor) for Calculating Academic/ Research Score

(Assessment would 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, students' Ph.D. award letter, etc.)

Sr. No.	Academic/Research Activity	Faculty of Sciences /Engineering/Agriculture/Medical/ Veterinary Sciences & other related disciplines	Faculty of Languages/ Humanities/Arts /Social Sciences/Library/Education/Physical Education / Commerce/Management & other related disciplines
1.	Research Papers in UGC CARE list or SCOPUS indexed *(refer point no. 5 of "Shortlisting of candidates: Criteria and Process")	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		



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	Chapter or Research paper	03	03
	Book	08	08
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	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper/e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted



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	M.Phil./PG Dissertation	02 per degree awarded	02 per degree awarded
	(b)Research Projects Completed		
	More than10 lakhs	10	10
	Less than10 lakhs	05	05
	(b) Research Projects On going:		
	More than10 lakhs	05	05
	Less than10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(c) Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c)Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conference sand also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

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



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UGC CARE list or SCOPUS indexed (Impact factor to be determined as per Thomson Reuter's 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

(a) Two authors: 70% of total value of publication for each author.

(b) 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.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding the nit can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research 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 research score of the teacher concerned.
- Their search score shall be from the minimum of three categories out of six categories.

II. Screening of candidates: Criteria and Process

1. The Screening Committee will draw a list of all the candidates indicating the research score scored by them in descending order i.e. starting from the candidate getting the highest marks towards the candidates getting the lower marks.
2. For appointment to the post of Associate professor in the University Departments, there is a requirement of a total research score of Seventy Five (75) as per criteria given in Section I of this document.
3. Further, a minimum of 30 candidates for the first vacancy and 10 candidates for every additional vacancy shall be called for interview in order of their ranks in the list prepared by the Screening Committee on the basis of marks scored by the candidates for each category. All the applicants having score same as the cut off arrived at for a category shall also be shortlisted for the interview.
4. 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



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simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion.

5. The publications to be considered for award of marks for the screening purpose, as indicated in the table given above, shall be from UGC CARE list or SCOPUS indexed.
6. In case of any dispute with regard to screening of the applications, the decision of the Screening Committee shall be final.
7. The status of short-listing will be made available on the dashboards of the respective applicants for information.

III. Important Note

1. 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.
2. The University shall, in no way, be responsible for any error/omission/commission/suppression of relevant information by the applicant knowingly/unknowingly/overtly/covertly while filling up the application form and uploading the documents required therein.
3. In case the applicant gets screened/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.
4. The University reserves the right to modify/withdraw/cancel any communication made to the applicant. In case of any dispute arising out of such a situation, the decision of the University shall be final and binding on the applicant.
5. The University shall advertise the vacancies likely to occur in succeeding six months.
6. All the shortlisted candidates shall be assessed through presentations, to have a prima facie assessment of the candidates and submit its assessment to Selection Committee, as per prescribed Proforma. The assessment shall be in the form of following grading:
 - A for Excellent
 - B for Good
 - C for Average
 - D for Poor
7. Assessment made by the Committee would only be indicative and shall not be a binding on the duly constituted Selection Committee for the Recruitment of Assistant Professors in the University, whose decision shall be final.

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