



**KUMAR BHASKAR VARMA SANSKRIT AND ANCIENT STUDIES UNIVERSITY,  
NAMATI, NALBARI**

**कुमारभास्करवर्मसंस्कृत-पुरातनाध्ययनविश्वविद्यालयः**

**REGULATION NO-16**

**KBVSAS UNIVERSITY REGULATIONS ON DIRECT RECRUITMENT AND CAS PROMOTION, 2020**

(Approved by Executive Council, Kumar Bhaskar Varma Sanskrit and Ancient Studies University dated 11/09/2020)

**1. SHORT TITLE, APPLICATION AND COMMENCEMENT:**

- 1.1. These Regulations may be called the "KBVSAS University Regulations on Direct Recruitment and CAS Promotion, 2020".
- 1.2. These shall apply to matters related to direct recruitment to the Teaching posts and the CAS promotion of eligible teachers working as Assistant Professor, Associate Professor and Professor.
- 1.3. These shall come into force from the date of notification.

**2. DIRECT RECRUITMENT TO TEACHERS**

**2.1. Eligibility:**

The qualifications and other eligibility for direct recruitment to the posts of Assistant Professor/ Associate professor/Professor shall be as the " **UGC regulations of Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher education, 2018**" and any amendment thereof.

**2.2. Constitution of Selection Committee:**

Selection Committee for recruitment to Assistant Professor/Associate Professor/Professor/Senior Professor will be constituted as follows:

- i) The Vice-Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
- ii) Two experts (three experts in case of selection of Professor) in the subject/field concerned nominated by the Vice-Chancellor out of a panel of names,
- iii) Head/ Chairperson of the Department/ School (in case of selection of Professor, if he is a Professor),
- iv) An academician representing SC/ST/OBC/Minority/Women/Differently abled categories, if any of the candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the committee does not belong to that category.
- v) Statutory Members as per University Act.

Three persons, not holding any office of profit under the University – one to be nominated by the Chancellor, one to be nominated by the State Government and the other to be nominated by the Executive Council.

vi) Registrar shall be the Member-Secretary.

\* 4 (four) members, including two outside subject experts, shall constitute the quorum.

- 2.3. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merit and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma based on tables according to concerned UGC Regulations.
- 2.4. Relaxation of qualifying marks will be provided to different categories as per prevailing UGC Regulations.
- 2.5. The University shall reserve the right of filling or not filling the posts.
- 2.6. The University shall reserve the right to consider relaxation of age limit of a candidate who may be exceptionally suitable.
- 2.7. Canvassing in any form will disqualify the candidate concerned.
- 2.8. Reservations to Persons with Disability will be available as per prevailing Government rule.
- 2.9. The Internal Quality Assurance Cell (IQAC) shall act as the documentation and record-keeping cell for the University, including assistance in the development of Assessment Criteria and Methodology Proforma based on these regulations.

### **3. CAS (CAREER ADVANCEMENT SCHEME) PROMOTION**

3.1. The University will provide for promotion for eligible teachers under Career Advancement Scheme, hereafter referred to as CAS. Provided that there shall be no resultant vacancy in the lower grade post held by the promoted teacher. In case of relinquishment of the post by such an incumbent the resultant vacancy shall occur at the level of substantive post held by him/ her.

#### **3.2. Assessment Process**

The following three-step process will monitor the assessment for promotion under the CAS at all levels:

**Step-1:** The teacher shall submit to the University an annual self-appraisal report in the prescribed Proforma as per ANNEXURE-I. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/ Teacher-in-charge etc. The submission should be through the HOD. In case of the HOD himself/ herself being a candidate, his/ her application should be forwarded by the respective Dean or any person authorised by VC/ Registrar.

**Step-2:** After completion of required years of experience for promotion under CAS and fulfilment of other requirements as per regulations, the teacher shall submit an application for promotion under CAS.

**Step-3:** A CAS promotion shall be granted as per procedure mention in these regulations.

3.3. For promotion under the CAS, the applicant teacher must be on the role and in active service of the University on the date of consideration by the Selection Committee.

3.4. Selection procedure under CAS from Assistant Professor to Associate Professor, from Associate Professor to Professor or from Professor to Senior Professor shall be conducted through a Selection Committee as specified in Clause-2 above, according to the criteria laid down under these Regulations.

3.5. The CAs promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through the screening-cum-evaluation committee, according to the criteria laid down under these Regulations. The Screening-cum-Evaluation committee shall be constituted with the following members:

- i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the committee,
- ii) Dean of the faculty concerned,
- iii) The Head of the Department/ Chairperson of the school,
- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor.

**\* 3 (three) members, including one subject expert, shall constitute the quorum.**

3.6. A teacher shall be entitled for promotion from one step to another as mentioned below:

**I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)**

**Eligibility:**

- i) Completed of 4 years of service with Ph. D. degree/ five years of service with M. Phil Degree/ six years of service without Ph. D. or M. Phil Degree.
- ii) Attended of one Orientation Course of 21 days duration.
- iii) \*Completed 1 (one) Refresher Course or Research Methodology Course.

Or,

\* Completed any 1 (one) of Refresher Course/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training on Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration

Or,

\*Completed of 1 (one) MOOCs Course (with e-certification) or development of e-contents in four-quadrants/ MOOC's course during assessment period.

iv) Published one research publication in the peer-reviewed journals or UGC listed journals during assessment period.

**Criteria:**

- i) He/ She must get 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as per prescribed format.
- ii) Promotion is recommended by the screening-cum-evaluation committee.

**II. Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)**

**Eligibility:**

- i) Completed 5 (five) years of service in Academic Level 11/ Senior Scale
- ii) A Ph.D. degree in the subject relevant/allied/relevant discipline.
- iii) \*Completed any two of the following in the last 5 (five) years of Academic Level-11/ Senior Scale:

\*Completed a course / programme from among the categories of Refresh Courses/ research Methodology Workshops/Syllabus upgradation Workshop / Teaching-Learning-Evaluation/ Technology Programmes/ Faculty development Programme of at least two weeks (ten days) duration, or

\* completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration, or

\*completed one MOOCs course in the relevant subject (with e-certification), or

\*contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting a MOOCs course during the period of assessment.

iv) Published 3 (three) research papers in the peer-reviewed journals or UGC-listed journals during the assessment period.

**Criteria:**

i) He/ She must get 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, as per prescribed format.

ii) Promotion is recommended by the screening-cum-evaluation committee.

**III. Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A)****Eligibility:**

- i) Completed 3 (three) years of service in Academic Level 12/ Selection grade.
- ii) A Ph.D. degree in the subject relevant/allied/relevant discipline.
- iii) Any one of the following during the last three years:

\*Completed one course/ programme from amongst the categories of Refresher Course/ Research Methodology Workshops/Syllabus upgradation Workshop/Teaching-Learning-Evaluation/Technology Programmes/ Faculty Development Programme of at least two weeks (ten days) duration, or

\*completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration, or

\*completed one MOOCs course in the relevant subject (with e-certification), or

\*contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting a MOOCs course during the period of assessment.

iv) A minimum of 7 (seven) publications in the peer-reviewed or UGC-listed journals out of which 3 (three) research papers should have been published during the assessment period.

iv) Evidence of having guided at least one Ph.D. candidate.

**Criteria:**

i) He/ She must get 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per prescribed format and has a research score of at least 70 as per Appendix II, Table 2 of **UGC notification (dated 18<sup>th</sup> July,2018)**.

ii) Promotion is recommended by the selection committee formed in accordance with this regulation.

**IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

**Eligibility:**

i) Completed three years of service as Associate Professor in Academic Level 13A.

ii) A Ph. D. degree in the subject concerned/ allied/ relevant discipline.

iii) A minimum of 10 (ten) research publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

iv) Evidence of having successfully guided doctoral candidate.

v) A minimum of 110 Research Score as per Appendix II, Table 2 of **UGC notification (dated 18<sup>th</sup> July,2018)**.

**Criteria:**

i) He/ She must get 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per prescribed format and has a research score of at least 110 as per Appendix II, Table 2 of **UGC notification (dated 18<sup>th</sup> July,2018)**.

ii) Promotion is recommended by the selection committee formed in accordance with this regulation.

**V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)**

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject experts who are not of the rank lower than a Senior Professor or a Professor having at least ten years of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with this regulation.

**Eligibility:**

i) Ten years of experience as a Professor.

ii) A minimum of 10 (ten) research publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

3.7. For those faculty members who have already qualified or are likely to qualify shortly under the "UGC Regulation on Minimum Qualification . . . Maintenance of Standards in Higher Education 2010" and its

amendments, a choice will be given to them, for being considered for promotions under the earlier UGC Regulations. This option will be given only within three years from the date of notification of these Regulations.

3.8. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the University, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the University authority all documents supported by credentials as the Regulations. The authority will initiate the process of screening/ selection and complete the process within 6 (six) months from the receipt of application with complete supporting documents from the concerned faculty member. Further, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these Regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

3.9. The candidate who does not succeed in the first assessment shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

4.1 In matters not mentioned in these regulations, decisions of the University authority will be considered as final.

*JHw*

**Registrar**

**Kumar Bhaskar Varma Sanskrit and  
Ancient Studies University**

*7/12/2020*



**KUMAR BHASKAR VARMA SANSKRIT AND ANCIENT STUDIES UNIVERSITY, NAMATI, NALBARI**

**TABLE-I**

**(ANNUAL PERFORMANCE ASSESSMENT REPORT)**

**ACADEMIC SESSION:**

**Name:**

**Designation:**

**Department:**

**Educational Qualification:**

Sl No.	Activity	Performance	Grade
1	Teaching  (Classes taught includes sessions on tutorials, lab and other teaching related activities.)	(Number of classes taught  ÷ total classes assigned)  × 100%	
2	Involvement in students related/ Research activities  i)Administrative (Head,Chairperson/Dean/Director/Co-ordinator, Warden et.)  ii) Examination related ( evaluation etc)  iii) Student related ( co-curricular, extension and field based – students club/career counselling/study visit/student seminars/ cultural, sports, NCC, NSS and community service).  iv) Organising Seminar/conferences/workshops, other University activities.  v) Evidence of actively involved in guiding Ph.D. students.  vi) Minor/major research project sponsored by national/international agencies.  vii) At least one single or joint publication in peer-reviewed or UGC listed journals.		

**Grading Criteria:**

**Sl. No. 1 :** 80% & above – **Good**

70% to 80% - **Satisfactory**

Less than 70% - **Not satisfactory**

**Sl. No. 2:** Involved in at least 3 activities - **Good**

1 to 2 activities - **Satisfactory**

Not involved in any of the activities - **Not satisfactory**

**Overall Grading:**

**Good** – Good in teaching and satisfactory or good in activity at SI No.2

**Satisfactory** - Satisfactory in teaching and satisfactory or good in activity at SI No.2

**Not Satisfactory** – neither good nor satisfactory in overall grading.

**Grade Obtained:**

**Sl. No. 1 :**

**Sl. No. 2 :**

**Overall Grading:**

**1. Signature of the Teacher:**

**2. Signature of HOD:**

**3. Signature of Co-ordinator, IQAC**