

STANDARD OPERATING PROCEDURE (C)

Standard Operating Procedure to be followed for appointment of Professors/Associate Professors on regular basis at the University Campus and its Regional Campuses and Principals in Constituent Colleges and University Colleges

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 as well as posted on the University website (www.gndu.ac.in).
2. The applicants will be required to fill up the Academic/Research Score Proforma (as per Annexure-V) and Score Card Proforma (as per Annexure-VI) duly approved by the Syndicate, available at www.gndu.ac.in.
3. The scrutiny committee to scrutinize the applications will consist of Director Research as a Chairperson, Dean Faculty and Board of Control of the Concerned Department for the posts of Professors and Associate Professors. In case of Principals the scrutiny committee will consist of Dean, College Development Council as Chairperson, Registrar, Director Research, Dean Faculty and Board of Control of the Department of concerned discipline.
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 6 candidates for each first vacancy and 3 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 (II & III) and 5.1 (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 VII):
 - a) Academic Background – 20% weightage [as per score card attached at Annexure – VI, the marks secured by applicant as per annexure-VI will be calculated for 20% weightage of 100 marks by applying the formula = $\frac{\text{Marks secured}}{\text{Maximum marks (100)}} \times 20$
 - b) Research Performance - 40% weightage [as per Annexure VII]
 - c) Assessment of domain knowledge by outside experts – 20% weightage [as per Annexure VII]
 - d) Interview – 20% weightage [as per Annexure VII]
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 V

Proforma for calculating Academic/Research Score for direct recruitment of Posts of Professors/Associate Professors in the University Campus, its Regional Campuses and Principals of the Constituent and University Colleges
(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/ ISBN No.	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)								

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

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.
- (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)									
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)			

(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)									

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

(c) Research Projects ongoing

(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/organisation like UNO/UNESCO/World Bank/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)

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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)			

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:

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- 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.

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-V, 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 - VI

Score card to be filled by the candidates for the Posts of Professor/Associate Professor in the University Campus, its Regional Campuses and Principal of the Constituent Colleges

S.N.	Academic Record	Score				Score Claimed	Score Verified by the Scrutiny Committee	
		80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05 in case of SC/ ST/ OBC (non-creamy layer)/ PWD) 50% to less than 55% = 05 (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.	30						
5.	NET with JRF	25						
	NET	20						
	SLET/SET	15						
6.	Gold Medal in Master Degree/Bachelor Degree	03						
7.	Teaching / Post Doctoral Experience(2 marks for one year each)#	20						
Total (100 Marks)								
20% weightage of 100 marks as per formula = $\frac{\text{Marks secured}}{\text{Maximum marks (100)}} \times 20$								

* 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:

- (i) M.Phil + Ph.D Maximum - 30 Marks
- (ii) SET/SLET + Ph.D Maximum - 33 Marks
- (iii) NET + Ph.D Maximum - 35 Marks
- (iv) NET + JRF + Ph.D Maximum - 37 Marks
- (v) In Gold Medal category Maximum - 03 Marks

Note : The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 37 marks.

List of Enclosures:

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

DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given in Annexure-VI, 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

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Annexure VII

Weightage allocation criteria for selection committee for direct recruitment of Posts of Professors/Associate Professors in the University Campus, its Regional Campuses and Principals of the Constituent and University Colleges

Total Weightage	(a) Academic Background	(b) Research performance based on quality of publications	(c) Assessment of Domain Knowledge and Teaching Skills	(d) 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
		80% & Above =	60% to less than 80% =	55% to less than 60% =	45% to less than 55% =		
1.	Graduation *	15	13	10	05 in case of SC/ ST/ OBC (non- creamy layer)/ PWD) 50% to less than 55% = 05 (in case of General Category)		
2.	Post-Graduation *	25	23	20	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20		
3.	M.Phil.	07	05				
4.	Ph.D.	30					
5.	NET with JRF	25					
	NET	20					
	SLET/SET	15					
6.	Gold Medal in Master Degree/Bachelor Degree	03					
7.	Teaching / Post Doctoral Experience(2 marks for one year each)#	20					
Total (100 Marks)							
20% weightage of 100 marks as per formula = $\frac{\text{Marks secured}}{\text{Maximum marks (100)}} \times 20$							

* 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:

- (i) M.Phil + Ph.D Maximum - 30 Marks
- (ii) SET/SLET + Ph.D Maximum - 33 Marks
- (iii) NET + Ph.D Maximum - 35 Marks
- (iv) NET + JRF +Ph.D Maximum - 37 Marks
- (v) In Gold Medal category Maximum - 03 Marks

Note : The total sum of marks awarded against Sr. 3, 4 & 5 shall not exceed 37 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.

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

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

Interview before Selection Committee	20% weightage
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