



**SELF ASSESSMENT ON MARKING SCHEME FOR APPOINTMENT / PROMOTION TO
THE POST OF PROFESSOR/ASSOCIATE PROFESSOR**

(Same marking scheme is applicable for both posts of professor & senior professor)

REFERENCE NO. OF DOCUMENT OF PROOF	TITLES AS PROVIDED IN THE UGC CIRCULAR NO. 916 OF 30 TH SEPTEMBER 2009		MARKS ALLOCATED ON SELF ASSESSMENT BY CANDIDATE		CANDIDATE ; TICK HERE IF DOCUMENTED	CANDIDATE; DO NOT WRITE HERE. OFFICIAL EVALUATION
			WITHOUT LIMIT	WITH LIMIT		
1.0	TEACHING, SCHOLARSHIP AND ACADEMIC DEVELOPMENT					
1.1	Academic/Professional Preparation Service after being promoted as a Senior Lecturer Grade II or service in equivalent teaching position or relevant professional experience in other organization. <i>(01 point per year, Maximum 16)</i>					
1.2	Qualifications for Teaching					
	1.2.1	Doctorate or equivalent higher degree <i>(Maximum 04)</i>				
	1.2.2	Fellowship of a Professional Body <i>(Maximum 02)</i>				
	1.2.3	Masters degrees (M. Phil/M.Sc./M.A.) of two years duration with a research components <i>(Dissertation or thesis)</i> <i>(Maximum 02)</i>				
	Subtotal for item 1.2					
1.3	Extra Teaching Load					
	1.3.1	Outside the Discipline; Teaching officially in areas other than a staff member's specialty; <i>(0.5 point per year, Maximum 01) List in detail,</i> 1) 2)				
	1.3.2	Excess Load; Carrying a teaching load of more than 25% above the norm on the basis of the approved cadre; <i>(0.5 point per year, Maximum 01) List years,</i> 1) 2)				
	Subtotal for item 1.3					
1.4	Postgraduate Supervision <i>(Maximum for sec. 1.4 is 12 points)</i> Supervision of PhD, M.Phil. or other					

	postgraduate theses and dissertations (Only for each candidate who has successfully completed the degree)				
	<u>Note:</u> (for joint supervision in sectional 1.4 marks should be appropriately apportioned)				
1.4.1	PhD., DM (04 points/thesis Maximum no limit) List students, years and Universities; 1) 2)				
1.4.2	M. Phil. (2 Year full-time research degree) (02 Points/thesis, Maximum 08) List students, years and Universities; 1) 2)				
1.4.3	2 year full-time postgraduate degree. (MSc., MA etc.) (01 point/dissertation, Maximum 04) List students, years and Universities; 1) 2)				
1.4.4	MSc., MA, MD or other postgraduate degrees of less than 2 years' duration (0.5 point/dissertation, Maximum 04) List students, years and Universities; 1) 2)				
	Subtotal for item 1.4 (Maximum 12)				
1.5	Participation in Continuing Professional Development (CPD) Programmes/Extension Courses/Short Courses As a resource person in Seminars/ Workshops/ Staff Development Programmes/CPD Programmes/Extension Courses/Short Courses (01 point/activity, Maximum 10) List ; 1) 2)				
1.6	Institutional Development (Maximum 20 points) A detailed report prepared by the applicant should be submitted along with the recommendations and observations of the Head of the Department and the Dean of the				

	Faculty.				
	1.6.1	Introduction of new courses/new degree programs,			
	1.6.2	Curriculum planning and development			
	1.6.3	Development of new material for existing courses (both Undergraduate and Postgraduate)			
	1.6.4	Laboratory planning and development			
	1.6.5	Strengthening research capacity in the particular HEI as well as in other HEIs			
	1.6.6	Inter-Faculty teaching			
	Subtotal for item 1.6				
1.7	<p>Transitioning to Dual Delivery of Lessons</p> <p>Preparation and use of audio and video material and Computer-Aided Instructional Software for or in Preparation of dual delivery of lessons, particularly with a view to distance education needs (up to 01 point per item, Maximum 08) List;</p> <p>1) 2)</p>				
2.0	<p>RESEARCH, SCHOLARSHIP AND CREATIVE WORK</p> <p><u>Note 01 :</u> (In the case of papers/publications with joint authorship, applicants should indicate their actual contribution to the work published and marks should be allocated accordingly.</p> <p><u>Note 02 :</u> In evaluating and assigning marks to papers, the selection committee and outside experts should bear in mind and strictly enforce the following well, widely and long understood definition:</p> <p><u>(i) A Journal Paper :</u> A fully scripted essay of academic significance in a serial publication in numbered volumes to which articles may be submitted at any time and are published only if they pass peer review.</p> <p><u>A Conference Paper :</u> A fully scripted essay reported in the bound report of the proceedings or transactions of a meeting of academic significance, which is circulated at or after the meeting. Such meetings may also be known by other names such as Conference, Seminar, Colloquium, Forum, Workshop, Congress, and Sessions.</p> <p><u>(ii) Book :</u></p>				

	<i>A publicly available bound text with ISBN Number</i>				
2.1	Peer reviewed publications (Including invited editorials in indexed journals)				
	<p>Research publications in refereed journals (full paper published) (<i>No limit</i>)</p> <p>Note 1 : Recognized index journals are listed at http://www.isinet.com/journals under:</p> <ol style="list-style-type: none"> 1. Science Citation Indexed Expanded (Web of Science) 2. Social Sciences Citation Index@ (Web of Science) 3. Arts and Humanities Citation Index@ (Web of Science), etc. <p>Note 2 : The candidate must produce evidence that the journals claimed under 2.1.1 are published at least twice a year and are indexed.</p> <ol style="list-style-type: none"> a) Up to 03 points/paper in a journal that publishes at least two issues per year b) Up to 02 points/paper in a journal that publishes less than two issues per year c) Add 02 points/paper if the paper is published in a recognized indexed journal <p>List ;</p> <ol style="list-style-type: none"> 1) 2) 				
	<p>Peer reviewed Presentations at National / International Conferences / Symposia</p> <ol style="list-style-type: none"> a) Published as full papers (<i>Up to 01 point per paper, Maximum 15</i>) <p>List papers with full reference ;</p> <ol style="list-style-type: none"> 1) 2) <ol style="list-style-type: none"> b) Published in abstract form (<i>Up to 0.75 point per abstract, Maximum 5</i>) <p>List papers with full reference ;</p>				

		1) 2) c) Presented with evidence <i>(Up to 0.5 point per presentation, Maximum 10)</i> List ; 1) 2)				
	2.1.3	Citation of the applicant’s work by others in books and refereed journals <i>(0.5 point per citation subject to a maximum of 10 points for repeated citations of the same work, No limit)</i> List ; 1) 2)				
	Subtotal for item 2.1					
2.2	Scholarly Work					
	2.2.1	Chapters and Books of Scholarly Work (other than textbooks) published in the relevant field a) Recognized publisher <i>(Up to 03 points per chapter or up to 06 points per book, whichever is less, No limit)</i> b) Other publishers <i>(up to 01 point per chapter or up to 02 points per book, whichever is less, Maximum 25)</i> List ; 1) 2)				
	2.2.2	Editing of Collections of Essays and Books <i>(Up to 03 points per book, Maximum 09)</i> List ; 1) 2)				
	2.2.3	Editing of Classical Work / Book Reviews <i>(Up to 04 points per book, Maximum 08)</i> List ;				

		1) 2)				
	2.2.4	a) Translation and publication of Books of Scholarly Work (<i>Up to 02 points per book, Maximum 04</i>) b) Bonus for publication with recognized publishers (<i>Up to 04 points per book, Maximum 04</i>) List ; 1) 2)				
	2.2.5	Editor-in-Chief of journals published at least twice a year (<i>Up to 01 point per journal per year, Maximum 04</i>) List ; 1) 2)				
	2.2.6	Reviewer/Editorial Board Member of journals published at least twice a year (<i>Up to 0.5 point per journal per year, Maximum 02</i>) List ; 1) 2)				
	2.2.7	Monographs (<i>Up to 01 point per Monograph, Maximum 05</i>) List ; 1) 2)				
	Subtotal for item 2.2					
2.3	Creative Work Creative work in literature, culture, theater, music, dancing, arts and design in the academic discipline of the professorship (<i>Up to 05 points per work, Maximum 15</i>) List ; 1) 2)					
2.4	Patents in the relevant field National patents (<i>Up to 02 points per patent, No limit</i>) International patents (<i>Up to 04 points per patent, No limit</i>) List ; 1)					

	2)				
3.0	CONTRIBUTIONS TO UNIVERSITY AND NATIONAL/INTERNATIONAL DEVELOPMENT				
	<p><u>Note :</u> <u>In the case of books/awards/reports with joint authorship, applicants should indicate their actual contribution and marks should be allocated accordingly. A book is as specified in Note (2) to section 2.0</u></p>				
3.1	Dissemination of knowledge				
	3.1.1	<p>Textbooks for University Students published in the relevant field <i>(Maximum 18 points)</i></p> <p>a) Recognized publisher <i>(Up to 06 points per book)</i></p> <p>b) Other publisher <i>(Up to 03 points per book)</i></p> <p>List ; 1) 2)</p>			
	3.1.2	<p>Scientific and Literary Communications (Feature articles in Newsletters and Scientific Magazines etc.) <i>(Up to 01 point per article, Maximum 04)</i></p> <p>List ; 1) 2)</p>			
	3.1.3	<p>Published Orations and Presidential Addresses at National, Academic and Professional Bodies</p> <p><u>Note :</u> <u>A published oration in this context is an invited ceremonial presentation of distinctive academic or scientific significance under the auspices of a recognized academic or professional body where</u></p> <p>a) <u>it is the only presentation</u> b) <u>there is no discussion at the end</u> c) <u>the speech is printed and made available publicly</u></p> <p><i>(Up to 02 points per oration or address, Maximum 04)</i></p> <p>List ; 1) 2)</p>			

	3.1.4	Commissioned Reports for National/International Bodies (<i>Up to 1.5 points per report, Maximum 03</i>) List ; 1) 2)				
	Subtotal for item 3.1					
3.2		Awards Special Academic/Professional Awards or recognized Academic / Professional Distinctions in research or teaching (<i>Up to 02 points per award, Maximum 10</i>) List ; 1) 2)				
3.3		University, National and International Development Activities <u>Note 1:</u> <u>Fore each of the 14 items under 3.3, evidence of participation, attendance and contribution needs to be produced as appropriate</u> <u>Note 2:</u> <u>An applicant from outside the university system can be allocated similar marks for 3.3 on the basis of holding equivalent positions.</u>				
	3.3.1	Vice-Chancellor (<i>Up to 02 points per year, Maximum 10</i>) List ; 1) 2)				
	3.3.2	Deputy Vice-Chancellor/Rector/Dean of a Faculty/Director of a University / Institute or a Research Institute (<i>Up to 1.5 points per year, Maximum 06</i>) List ; 1) 2)				
	3.3.3	Head of a Department of a University or equivalent position in any other Institution (<i>Up to 01 point per year, Maximum 03</i>)				

		List ; 1) 2)				
	3.3.4	Director/Coordinator of a Centre/Unit or Equivalent recognized by the Senate of the relevant University <i>(Up to 01 point per year, Maximum 03)</i> List ; 1) 2)				
	3.3.5	Coordinators for Postgraduate Programmes, University level Projects <i>(Up to 01 point per year, Maximum 03)</i> List ; 1) 2)				
	3.3.6	Chief Student Counselor/Warden of a Residential Hall/Proctor/Director, Career Guidance Unit/Director, Staff Development Unit <i>(Up to 01 point per year, Maximum 03)</i> List ; 1) 2)				
	3.3.7	Student Counselor/ Career Guidance Counselor/Academic Counselor at least at Faculty level <i>(Up to 01 point per year, Maximum 03)</i> List ; 1) 2)				
	3.3.8	President/Secretary/Treasurer of an approved Society in the University <i>(Up to 01 point per year, Maximum 03)</i> List ; 1) 2)				
	3.3.9	President/Secretary/Treasurer in a University Teachers' Union/University Alumni Associations at National level <i>(Up to 01 point per year, Maximum 03)</i> List ; 1) 2)				

	3.3.10	Membership of Councils, Boards of Management/Boards of Study in other Universities/Higher Educational Institutes, which are non ex-officio posts <i>(Up to 01 point per year, Maximum 03)</i> List ; 1) 2)				
	3.3.11	President of a Professional/Academic Association at National/International level <i>(Up to 02 points per year, Maximum 04)</i> List ; 1) 2)				
	3.3.12	Secretary/Treasurer of a professional/Academic Association at National/International level <i>(Up to 01 point per year, Maximum 03)</i> List ; 1) 2)				
	3.3.13	Chairman, Secretary, Member of National/International Committees, Task Forces or Statutory Bodies <i>(Up to 01 point per year, Maximum 03)</i> List ; 1) 2)				
	3.3.14	Other appropriate contributions at National/International level <i>(Up to 01 point per assignment Maximum 03)</i> List ; 1) 2)				
4.0	Minimum Marks/Standards To qualify for professorial position, a candidate should earn at least 12 marks from Section 2.1.1 (namely, from journal articles). In addition, the minimum marks for each component of evaluation (1, 2 and 3 as					

	specified below) and the minimum total marks that an applicant should obtain in order to qualify for the relevant appointment are given below;						
	Associate Professor		Professor		Professor		
	Internal	External	(Merit)		(Cadre/Advertised)		
1. Contribution to teaching and Academic Development	10	05	20		25		
2. Research and Creative Work	25	35	50		55		
3. Dissemination of Knowledge and contribution to University and National Development	10	05	10		15		
Minimum Required Total Marks	70	70	105		115		
	<p><u>Note :</u> <u>An internal candidate is an applicant in the University System applying for a promotion. An external candidate is an applicant from outside the University System who has worked extensively outside Universities and other Higher Educational Institutions.</u></p>						