April 03rd, 2024

Notification

NCERT follows UGC guidelines for recruitment and promotion to its academic staff in toto as approved by 44th and 45th Establishment Committees followed by 103rd Executive Committee Meeting of Council.

2.   Council has decided to implement UGC Regulations 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 2018 for the academic faculty of NCERT vide Council's Circular F.No.3-7/2016-EC/518-554 dated 23.08.2018.

3.   Keeping in view of nature of the work of Council, the Council has approved the following need-based changes for promotion under CAS in UGC Regulation-2018:-

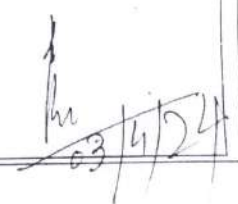|	
1.	**Relaxation in Essential Qualification for Associate Professor, Professor and Senior Professor : Consideration of having conducted Research Projects in lieu of guiding Ph.D candidates** Being a registered society, NCERT faculty (except RIEs) does not get an opportunity to register Doctoral students under their supervision. Therefore, it has been decided that:- For Promotion under CAS, completion of "2 Research Projects" in the case of Associate Professor and "3 Research Projects" in the case of Professor may be considered in lieu of the evidence of having successfully guided doctoral candidates. Further, in case of Senior Professors the eligibility conditions, among other things, include award of Ph.D degree to at least two candidates under his/her supervision during the last 10 years. This may be modified to "3 Research Projects" completed during the last 10 years (eligibility period) in lieu of the evidence of having successfully guided doctoral candidates.
2.	**Relaxation in Papers Published in UGC Journal: Inclusion of NCERT Journals for promotion under CAS.** The work of NCERT is related to school education and teacher education. To disseminate its work widely, NCERT publishes a number of journals, such as Indian Educational Review, Journal of Indian Education, Primary Teacher, भारतीय आधुनिक शिक्षा, प्राथमिक शिक्षा etc. These journals carry papers after proper review by subject experts. The work of NCERT faculty and outsiders gets published in these journals. Therefore, it is decided that:- Wherever publications in peer reviewed or UGC listed Journals are mentioned, publications in "NCERT Journals" may also be granted equivalence at par with peer reviewed or UGC listed Journals for CAS promotions.
3.	**Relaxation in Papers Published in UGC Journal: Inclusion of publication of development work conducted by NCERT faculty and published by NCERT for promotion under CAS.** For promotion under CAS, Publication of development work conducted by NCERT faculty and published by NCERT will also be considered along with UGC Care List of journals.

| 4. | **Modification in the assessment Criteria and methodology for NCERT faculty for Promotion under CAS.** |

The Assessment Criteria of UGC mentions about teaching hours (Number of classes taught/total classes assigned) x 100%). Since there are no such teaching facility available to faculty working at NIE, CIET and PSSCIVE, faculty members of these units of NCERT are not involved in full-time teaching activities but they are involved in different development activities, training and extension activities of the NCERT. Hence, following modification mentioned in the bold and underlined text in the <u>Assessment Criteria and Methodology for promotion under CAS for faculty member of NCERT has been approved</u>:-

Appendix -II

Table 1
Assessment Criteria and Methodology Faculty Members of NCERT

S.No.	Activity	Grading Criteria
1.	**Teaching:** (Number of classes taught/total classes assigned) X 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities) **OR** **At least any two of the programme from Development, Research, Training or Extension as a Coordinator or Team Member** 	SI No	Title of the Programme	Role (Coordi-nator/ Team Member)
				80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory OR **Any two of the programmes completed – Good** **At least one completed – Satisfactory** **None of the activity completed- Not Satisfactory**
2.	Involvement in the University/College students related activities / Institution related activities / research activities: i) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. ii) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. iii) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. iv) Organising seminars/ conferences/ work- shops, other college/ university/ institution activities. v) Evidence of actively involved in guiding Ph.D students. vi) Conducting minor or major research project sponsored by national or international agencies/<u>ERIC</u>. vii) At least one single or joint publication in peer-reviewed, <u>NCERT journals</u> or UGC list of Journals. viii) **Participation in PAC/PAB programmes as a resource person** ix) **Resource person in national/ state/district level Programmes** x) **Contribution in the Institution/ Department activities**	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities - **Note:** Number of activities can be within or across the broad categories of activities

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading.

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

5.

The criteria of Benchmark Research Projects completed by NCERT faculty is to be considered in lieu of the evidence of having successfully guided doctoral candidates is defined as under:-

1. The research project(s) one should have been approved by the PAC/PAB/IAB. The report of the research should be evaluated through external experts or by a research committee of the NCERT with satisfactory report.

OR

The research projects should have been sponsored by an outside agencies at the national/ international level like ICSSR/World bank/UNESCO/UNICEF, etc., as in such cases the evaluation of the research report is in-built in the entire process of conducting research.

OR

The research projects should have been funded by ERIC, NCERT, where the evaluation of progress and final report is in-built in the entire process of conducting research.

OR

Publication of at least one Research Paper based on the aforesaid research project in UGC-listed journals or NCERT journals or Regional journals (only for regional language faculty).
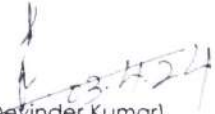
2. As publication of the research papers sometimes takes a considerable time period, formal communication of acceptance of research paper by the journal may be treated as equivalent to publication of the paper.

3. The research projects involving collaboration of more than one faculty members may be categorized as Departmental and Institutional/ national. It is proposed that in the case of departmental research projects full credit may be given to only Principal investigator (PI) and co- Principal investigator. In case of the Institutional/ national research projects (such as conducting National Achievement Survey, Block Level research, etc.) all the investigators may be granted uniform credit.

4. It may be desirable to provide sufficient time to the Faculty to fulfill the above criteria. Therefore, these decisions may come in force after a period of two years from the date of their notification. Till such time, the existing norms may be followed.

Further, other than the need-based changes for CAS, UGC Regulation 2018 and further amendments issued thereof will be implemented.

4.   All those faculty members who fulfil the eligibility criteria for promotion under CAS from one academic level to next academic level as per UGC Regulation 2018 may submit their applications, duly completed in all respects, strictly in the prescribed proforma enclosed herewith (with page numbers on each pages). It may please be noted that no other application proforma will be accepted for consideration of promotion under CAS and the date of eligibility will be considered in accordance with the provisions of UGC Regulation-2018.

5.   The promotion process under CAS of the eligible faculty members will be undertaken twice in a year, for the applications received upto 30th June and 31st December in the years respectively. As and when the faculty members consider themselves eligible may submit their applications for promotion under CAS in accordance with UGC Regulation-2018/Council's guidelines.

6.   All the Heads of the Institutions/Deptts./Divisions/Cells are therefore requested to bring this to the notice of the faculty working under their kind control and forward their applications after verifying its contents and affix their signature with date.

7.   This issues in supersession of all the previous circulars/orders/notifications issued in reference of UGC Regulation-2010 and UGC Regulation-2018 for the purpose of promotion under CAS.

8.   Applicants are advised to ensure that their ACRs/APARs are upto date, as on the date of their eligibility.

9.   This Notification come into force from the date of Notification of UGC Regulation-2018 as amended from time to time.

This issues with the approval of the Competent Authority.

(Devinder Kumar)
Under Secretary

Copy to:-
1. Joint Director, CIET/PSSCIVE, Bhopal
2. Principals of RIEs(Ajmer/Bhopal/Bhubaneswer/Mysuru)/NERIE
3. All Heads of the Departments/Divisions/Cells, NIE, NCERT, New Delhi
4. All Deputy Secretaries of NCERT/AOs of RIEs
5. Chief Accounts Officer, NCERT
6. PS to Director for information to Director, NCERT
7. PS to Joint Director for information to Joint Director, NCERT
8. OSD to Secretary for information to Secretary, NCERT
9. Head DICT, for uploading on the Website.
10. In-charge, CRC for uploading in E-Office.
11. Guard File.

National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi – 110016

Application for Promotion Under CAS (as per UGC Regulaton-2018)

Note:-

1. Application with content Index, page numbering on every page with signature by the applicant and duly verified at the level of Institute/Deptt./Division/Unit will only be accepted.
2. After submission of application, no additional document (s) will be accepted.
3. Application should be neat and preferably in spiral form with all documents attached should be readable.

PART - A: CONTENT INDEX

Sl. No.	Particulars /Description	Page No./Page range

The application contained total number of pages from _____ to _____.

Signature of the Applicant

This is certified that his/her application (s) containing _____ pages was/were received in this institute/department/ division/cell on (dated) _____.

Place:

Date:

Signature of the Head of
the Institution/Department

PART - B: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. **ACADEMIC LEVEL APPLIED FOR** :

2. Subject Area :

3. Name (in Block Letters) :

4. Department :

5. Date of appointment (Direct Recruitment) in NCERT with designation and Subject area
   (copy of order to be enclosed) :

6. Date of present Level/Designation with Academic Level **(copy of order to be enclosed)** :

7. Date of eligibility for promotion :

8. Last rejection in the current AGP/ Academic Level, if any (Date of ScEC or Selection Committee to be mentioned, as the case may be) :

9. **Date of Retirement** :

10. Gender :

11. Whether belongs to SC/ST/OBC/ Category :

12. Address for correspondence (with Pin code) :

    :

13. Contact Details   (Mobile No.) • :

    Office Telephone No (with STD code) :   Extn. No.   :

    Email ID :

14. Academic Qualifications (Metric till post graduation) :
    (Tick the appropriate Examinations)

Examinations	Name of Board/ University	Year of passing	Percentage of marks obtained	Division/class/ grade	Subject (S)
High School/Matric					
Intermediate					
B.A/B.Sc./B.Com./ B.Mus					
M.A/M.Sc/M.Com/ M.Mus					
Other examination, if any					

15. Research Degree(s) (Post Graduate onwards) :

Degrees	Title	Date of award	Name of University
M.Phil.			
Ph.D/D.Phil.			
D.Sc/D.Litt.			

16. Post held in NCERT   :

Designation •	Department	Date of actual joining		Grade Pay
		From	To	

17. Period of teaching experience :
    P.G. Classes (in years) : [ ]   U.G classes in years : [ ]

18. Research Experience excluding years spent in M.Phil/Ph.D (in years) : [ ]

19. Fields of Specialization under the Subject/Discipline :
    a. —
    b. —

20. ACADEMIC STAFF COLLEGE/NCERT Orientation/Refresher Course(s) attended :

Name of the Course/ Summer School	Place	Duration		Sponsoring Agency
		From	To	

21. Period of absence on leave etc. during the Assessment Period :

Nature of leave	Period		Remarks
	From	To	

PART - C: ASSESSMENT CRITERIA AND METHODOLOGY
(AS PER APPENDIX-II, TABLE-1 OF UGC REGULATION – 2018 READ WITH NEED-BASED CHANGES)

22. TOTAL ASSESSMENT PERIOD : from ---------------- to --------------------

Year – wise - _____

S.No.	Activity	Grading Criteria
1.		80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory Or Any two of the programmes completed – Good At least one completed – Satisfactory None of the activity completed – Not Satsfactory
2.		Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities

Methodology for University and College Teachers
for calculating Academic/Research Score

(AS PER APPENDIX-II, TABLE-2 OF UGC REGULATION – 2018 READ WITH NEED-BASED CHANGES)

23. TOTAL ASSESSMENT PERIOD : from ------------- to ---------------

Year -wise _____

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

S.N.	Academic/Research Activity	Faculty of Science/ Engineering/ Agriculture/ Medical/ Veterinary Science	Faculty of Languages/ Humanities/Arts/ Social Science/ Library (Education/ Physical Education/ Commerce/ Management & other related disciplines
1			
2			
3			
4			
5			
6			

Assessment Criteria and Methodology for Librarians
(AS PER APPENDIX-II, TABLE-4 OF UGC REGULATION - 2018)

24. TOTAL ASSESSMENT PERIOD : from ------------- to ---------------

Year -wise _____

S.No.	Activity	Grading Criteria
1.		
2.		
3.		
4.		
5.		

PART – D : OTHER RELEVANT INFORMATIONS

25. Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

S.No.	Details (mention year, value etc. where relevant)

26. Any disciplinary action/adverse administrative communication/warning issued during the assessment period to till date   :

I hereby declare that the information given by me in the application is true, complete and up-to-date to the best of my knowledge and nothing has been left out.

Place:

Date:

Signature of the faculty with Designation

I certify that the information provided in this application form along with all enclosures submitted by the faculty concerned have been verified and found correct in all respects. He/she is also found eligible for promotion under CAS and his/her application is forwarded for further assessment/evaluation by the Screening-cum-Evaluation Committee or Selection Committee, as the case may be. It is also certified that there is no vigilance case is pending/contemplated against him/her as on date.

Place:

Date:

Signature of the Head of the Institution/Department