RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

FACULTY HANDBOOK 2018

Faculty Handbook – 2018

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Designation: …………………………………………………………………………..

Department: …………………………………………………………………………..

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IN CASE OF EMERGENCY, CONTACT

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Preface

The contents of the RCSS Faculty Handbook are part of the regulations of the Institution and hence shall be applicable and binding on all members of teaching staff of the Institution in the manner stated therein. Any later edition of this staff hand book has to be made on the originals kept in the Institution office signed by the Director and Manager of RCSS. Any further edition to this should have the year in which the changes are made in the staff hand book. This handbook is the property of Rajagiri College of Social Sciences and hence should be returned along with the other documents/materials in the event of resignation or termination of one's employment.

Due to the changes in existing policies and procedures a revised copy of the faculty handbook is brought about for the year 2018.

Foreword

Rajagiri College of Social Sciences (RCSS) is committed to its mission of creating socially conscious professionals with a high level of technical expertise. The success of the institute depends to a great extent on the staff members who have contributed to creating a work culture that is founded on the values of integrity and commitment. In order to set the institute well on the growth path in line with the framed objectives, the Human Resource Management Department has codified a set of rules and regulations for the staff that will be operational till the next review. This is in the form of a Faculty Hand Book and contains all the details pertaining to the conduct of one's duty in a logical sequence. We are glad to promulgate the "Faculty Hand Book" which we hope will serve as a compendium of information and guidance and will be a useful handbook for our faculty and staff members in the execution of their duties.

Dated: 19/07/2018

Dr. Fr. Jose Kuriedath CMI

Provicial, S H Province

Dr.Fr. Mathew Vattathara CMI

Director, Rajagiri Group of Institutions

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1. Introduction

1.1. *History*

Drawing inspiration from the Founder, St. Kuriakose Elias Chavara, a great visionary, reformer and religious leader of the 19th century, the Carmelites of Mary Immaculate (CMI) was the first indigenous religious congregation for men in India. The CMI have dedicated themselves to education at all levels. At present, their mission of education comprises a vast network of 448 institutions - including over 200 schools, 14 university affiliated colleges, 1 engineering college, 12 technical institutes, 1 university, 1 medical college, 3 B.Ed. colleges, 5 special schools, 18 non formal educational institutions and 17 cultural centres spread all over India and beyond. Rajagiri College of Social Sciences (RCSS) was established as a result of the indefatigable industry and foresight of the CMI.

1.2. The Institution

Rajagiri College of Social Sciences (RCSS) is the eldest child of Rajagiri Vidyapeedam (Rajagiri group of educational institutions). It is located on two picturesque campuses- the Hill Campus at Kalamassery and the Valley campus at Kakkanad in Kochi, in the state of Kerala. RAJAGIRI literally means "The hill of the King" and derivatively it refers to the hillock where Jesus Christ is accepted as the King or the model, as the human embodiment of the virtues of love, truth and justice. The College had its origin as pioneers in professional social work education starting with a Diploma in social service way back in 1955 and adding on Masters in Social Work (MSW), in 1961 the first of its kind in Kerala State and one of the very few in South India. The specialization PM & IR then offered in MSW programme gave way for additional Programme -Masters in Personnel Management & Industrial Relations which is the present MHRM offered on campus. The College then started under the University of Madras, later came under the University of Kerala and after 1986 affiliated to MG University, Kottayam. Over the years the College started expanding its horizon to the Management studies, Computer Science, Library and information Science, Behavioral Science and Commerce. Rajagiri Centre for Business Studies is a brand owned by Rajagiri College. The college is presently offering 17 Programmes (Graduate, Postgraduate and PhD) under 7 programme offering Departments and two support Departments.

	Department	Programmes Offered
1	Department of Social Work	• Ph.D. in Social Work • MSW • PGDCSW • BSW
2	Department of Computer Application	• MCA
3	Department of Business Administration	• Ph. D in Management • MBA - specialization in Finance, Marketing, Information Systems and Operations Management.
4	Department of Personnel Management	• MHRM
5	Department of Library & Information Science	• MLISc • BLISc
6	Department of Commerce	• B.Com Model I - Computer Applications • B.Com Model I - Finance & Taxation • B.Com Model II - Finance & Taxation • BBA
7	Department of Psychology	• M. Sc Clinical Psychology • B. Sc Psychology
Supporting Departments		
8	Department of Languages	
9	Department of Physical Education	

1.3   Governance

1.3.1 Vision, Mission and Values

Vision

"To become a Centre par excellence of learning, unique in experience, value based in approach, and pioneering in efforts for enriching and fulfilling LIFE"

Mission

To facilitate comprehensive and integrated development of individuals, imbued with righteousness and courage of conviction to effectively function as social beings.

Core Values

S – Service

M – Mutual Respect

I - Integrity

L – Learning

E - Excellence

1.3.2. Governance Structure
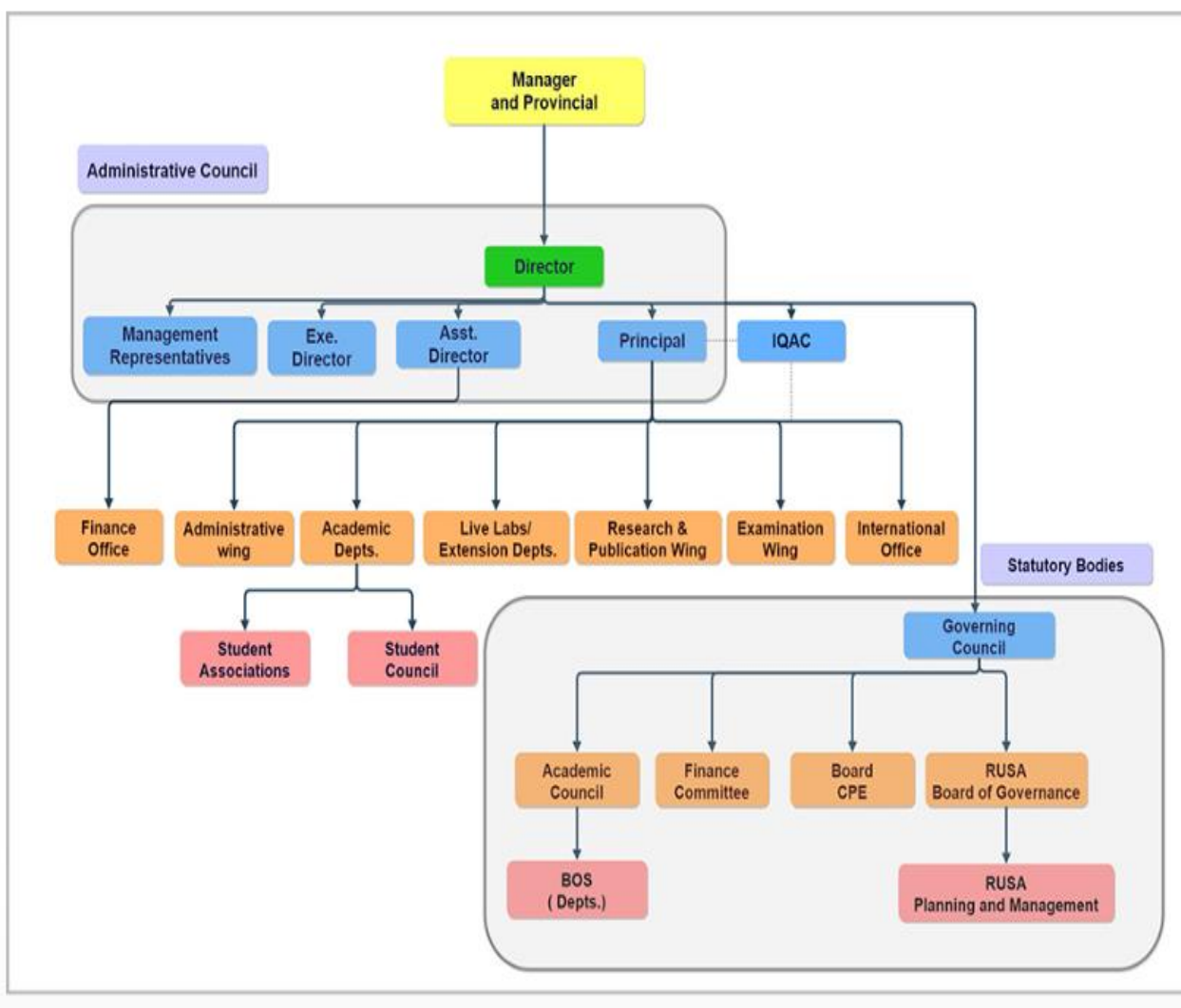
1.3.3. Policies

Rajagiri College of Social Sciences has deliberate system of principles to guide decisions and achieve rational outcomes in every area. Policy Documents are drafted out as a statement of intent, and is implemented as a procedure or protocol. The following policies have been developed and revised over the years:

- Admission Policy
- Anti-Sexual Harassment Policy
- Consultancy Policy
- Code of Ethics Policy
- Environment Policy
- Examination Manual

- Finance Policy

- Grievance Redressal Policy

- HR Policy – Recruitment, Selection and Career Progression Policy

- IT Policy

- Library

- Research and Publication Policy

- Research promotion Policy

1.3.4. College Committees

The college has the following committees for the operational efficiency. The list of members of the committees are updated in the college website from time to time:

- Admission Committee

- Anti-Ragging Cell

- Code of Conduct Committee

- Examination Committee

- Finance Committee

- Gender Equity and Sensitization Committee

- Grievance Redressal Committee

- Hostel Committee

- Infrastructure Development and Maintenance Committee

- Internal Complaints Committee

- IT Committee

- Library Management Committee

- Placement Committee

- Physical Education Committee

- Research and Publication Committee

- SC/ST committee

- Swatch Campus Committee

2. Code of Conduct & Professional Ethics

2.1 Teachers and their responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/ she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition. Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;

2. Manage their private affairs in a manner consistent with the dignity of the profession;

3. Seek to make professional growth continuous through study and research;

4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;

5. Maintain active membership of professional organizations and strive to improve education and profession through them;

6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication. Teachers should personally know the student details and keep a record of student profile.

7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation

8. Participate in extension, co-curricular and extra-curricular activities including community service.

9. Respect the right and dignity of the student in expressing his/her opinion;

10. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

11. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

12. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

13. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;

14. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;

15. Pay attention to only the attainment of the student in the assessment of merit;

16. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward; Aid students to develop an understanding of our national heritage and national goals;

17. Refrain from inciting students against other students, colleagues or administration.

18. Treat other members of the profession in the same manner as they themselves wish to be treated;

19. Speak respectfully of other teachers and render assistance for professional betterment;

20. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;

21. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

22. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methodology consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

23. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

24. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

25. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;

26. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

27. Give and expect due notice before a change of position is made;

28. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

29. Try to see that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

2.2 Job Description of Teaching Staff

1. Preparation of course plan with detailed break up of syllabus topic for the subject handled, as per the guideline, and decide on the prescribed textbook for study.

2. Teaching must strictly follow the order in the course plan. The course plan should be used as teaching schedule for the teacher. At the end of every class, the topic to be dealt with in the next class must be announced and students must be asked to read the topic before they come for the next class. The teacher must ask simple questions on the topic

before commencing the explanation.

3. Assignments for internal assessment must be such that reference to library materials and Internet would be necessary for its completion. Mere copying from reference material must be wholly discouraged while evaluating internal assessments.

4. No class must be let free for reasons of faculty non-availability.

5. Effectively utilize the teaching hours for the benefit of the students duly adapting to the teaching methodology as may be described by the HoD for the particular course, including holistic education classes.

6. Ensure that any teaching hour lost due to leave or other exigency is compensated by filling in the leave hours of any of other faculty members of the same class.

7. Prepare question bank for the subject handled for CAEs and ESE as per the guidelines provided by the Office of the Controller of Examination.

8. Evaluate the answer sheets of CAEs and ESE examinations as per the guidelines of the Examination Office.

9. Update oneself of the current developments in the subject handled by regular reference to publications and Internet.

10. As part of mentoring program, each faculty member will be assigned with specific number of students from both senior and junior batches. Faculty members are required to follow the guidelines provided from time to time for the smooth conduct of the mentoring progaramme.

11. Participate in academic discussions initiated by the Dean/HoD

12. Suggest areas of modification, improvement or changes required in the curriculum.

13. Suggest relevant study materials/magazines/books on the subject for student reading and/or procurement by the college library.

14. The HoD may specify any other responsibility

15. Exam Duty

    a. Attending to examination duty by faculty/staff members as per work allotment assigned by the Controller of Examinations, is mandatory.

    b. The invigilators should report 15 minutes before the scheduled start of the examination. Request for any adjustments in the allotted schedule should be done well in time.

    c. As a matter of policy no leave shall be approved during examination days except in the cases of or for extremely unavoidable exigencies.

    d. Any leave approval during the examination period, must be cleared by the Controller of Examinations.

    e. If any student is caught with malpractices during the examination, proper comeuppance can be given to such student/ students as described in the examination manual.

2.3 Job Description for HoD/Dean

1. Responsible for efficient functioning of the Department/Centre with reference to its goals and objectives- conduct the department in a professional manner.

2. Develop and schedule the activities of the department for the academic year- preparation of departmental calendar.

3. Ensure judicious class/job allocation to the faculty members.

4. Ensure that all faculty members complete their role responsibilities in a timely manner.

5. Assist the Principal-RCSS in ensuring the proper leave management of teaching and non-teaching staff of the department, in such a way that no prescribed class hours are lost.

6. Ensure harmonious working environment to nurture a healthy academic community and assist in resolving differences.

7. Periodic independent review of faculty performance individually and suggest remedial tips

8. Initiate opportunities and avenues for developing faculty knowledge and capability.

9. Encourage regular academic discussions for subject exposure among the relevant faculties in and outside the department, to facilitate knowledge sharing and updating.

10. Identify and arrange specialist lectures for different subjects in consultation with the concerned faculty.

11. Inspect concerned department classes at least once in a semester.

12. Maintain overall student discipline in the department as per college policy and guideline, with due coordination with other teachers, with regard to attendance, uniform, attitude, conduct, assignment completion etc.

13. Resolve difficulties faced by the students, academic and non-academic, in due consultation with other teachers and referring essential cases to the Counselor, with a discrete note of reference.

14. Take all efforts from the department side for enhancing employability and placement readiness of the students in the department.

15. Convene regular faculty meetings to assess and review the progress of planned activities.

16. Convene class committee meeting to get students feedback on teaching.

17. Conduct pre-examination and post examination reviews with the faculty members concerned with regard to quality of questions, answers, rectification measures etc to improve the student performance/results.

18. Comply with the reporting requirements and submissions as may be specified.

19. Finalization of the work load/allotment and timetable for the next semester immediately on completion of the current semester.

20. Develop proposals for improved, teaching methodologies, curriculum enhancement, new academic programs of practical significance etc.

21. Prepare and monitor the time and cost budgets for the department.

22. Inspect concerned classrooms at least once in a semester.

23. Explore the avenues for enhancing the placement readiness of converting the department into a value centre.

24. Convene weekly department meetings.

2.4. Staff Welfare Association

Rajagiri college of Social Sciences over these years has undertaken a plethora of welfare, development and training initiatives. Apart from its initiatives for the welfare of the staff, the college has a credit union society, which has a history of 30 years. The society have now evolved into Rajagiri Staff Welfare Association which is a registered society. All the staff of the college becomes the member of the welfare association. The welfare activities are highlighted below:

- Educational assistance.
- Scholarship
- Medical insurance
- Annual medical camp
- Staff Loan Financial assistance for house building, renovation.
- Financial assistance for the purchase of home appliances
- Festival Kits Financial Incentives
- Bonus
- Annual staff picnic organized.
- Birthday celebrations of staff organized once in a month.

2.5. Anti-Sexual Harassment Procedure

1) Process of making complaint of sexual harassment

An aggrieved person is required to submit written complaint to the Internal Complaints Committee (ICC) within three months from the date of the incident and in case of a series of incidents within a period of three months from tire date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Complaints Committee shall render all reasonable assistance to the person for making the complaint in writing; Friends, relatives. Colleagues. Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental in capacity or death.

2) Process of conducting Inquiry-

1. The ICC shall, upon receipt of the complaint, send one copy of the complaint to the

respondent within a period of seven days of such receipt.

2. Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

3. The inquiry has to be completed within a period of ninety days from the receipt of the complaint

   The inquiry report, with recommendations, if any, has to lie submitted within ten days from tire completion of the inquiry to the executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

4. The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

5. An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HE! within a period of thirty days from the date of the recommendations.

6. If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC. then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings if on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice. answerable within ten days, shall be served on the party against whom action is decided to be taken The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

7. The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis o! conciliation. The HEI shall facilitate a conciliation process through ICC. as the case may he, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

8. The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

3) Punishment and compensation

1. Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the College, if the offender is an employee.

2. Where (the respondent is a student, depending upon the severity of the offence, the College may, -

   a. Withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;

   b. Suspend or restrict entry into the campus for a specific period;

c. expel and strike off name from the rolls of the institution, including denial of read mission, if the offence so warrants;

d. Award reformative punishments like mandatory counselling and, or, performance of community services.

3. The aggrieved person is entitled to the payment of compensation. The College shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-

- Mental trauma, pain, suffering and distress caused to the aggrieved person;

- The loss of career opportunity clue to the incident of sexual harassment;

- The medical expenses incurred by the victim for physical, psychiatric treatment;

- The income and status of the alleged perpetrator and victim; and

- The feasibility of such payment in lump sum or in instalments.

4. Action against frivolous complaint

To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints is made and publicised. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub- regulations (1) of regulations, if the complainant happens to be an employee and as per sub-regulation (2) of the regulation.

2.6 *Grievance Redressal Machinery*

- For redressal of grievances and complaints, the college shall adhere to the following:

1. Grievances, if any, may be presented before the officials – Director- Rajagiri Group of Institutions/ Principal/ HoD

2. There should be a sincere effort from the part of the members of faculty to find solutions for the problems.

3. All matters requiring the intervention of higher authorities should be presented in person and in writing.

4. The Grievance committee objectively and with due respect to the institutional and academic goals, looks into the grievances and takes appropriate action to remedy the situation.

3. Manpower Planning

3.1 Manpower Planning:

Manpower planning has to be carried out every year in the month of April- May. This has to be done by considering the sanctioned post for each department by the Director under the self-financing stream and the University sanctioned post for the aided stream. The faculty workloads in each department is also assessed. Each faculty shall have an annual teaching workload of six EPUs (Equal Paper Units). All additional administrative responsibilities of faculty members will be equated with EPU to arrive at a total workload of 6 EPUs annually. However, all faculty members are encouraged to earn at least 3 EPUs from teaching in a year. A tabular representation of the hourly workload of a faculty member per week is provided below.

Higher Education Department of Kerala Norm

Sl No.	Activity	Average No. of Hours per Week
1	Teaching	15
2	Tutorials	05
3	Preparation for Teaching	10
4	Research/Research Assignments	10
	Total	**40**

3.2 Recruitment, Selection and Induction Policy

3.2.1 General Rules- Recruitment and Selection

o Vacancies arising from time to time shall, as required, be notified in the leading newspapers as decided by the Management. The advertisement shall specify the minimum qualifications and other requirements for the post(s) subject to meeting the norms prescribed by UGC or other competent authority.

o Apart from this, there shall be a regular notification on the institutional website inviting applications for faculty positions, and applications received against this notification shall also be considered based on need.

o Faculty members already serving in RCSS and meeting the notified requirements can apply for direct recruitment to higher posts only if specifically called for in the advertisement.

o The last date for submission of applications against advertisements shall be as decided by the Management.

o The screening and short listing of candidates for interview shall be done by selection committee as constituted by the management

o For the faculty position selection is made as per Academic Performance Indices (API) as in the Appendix 1,2, (a,b,c) & 3.

o Teaching experience-Faculty member who teaches full time in AICTE/ UGC recognized institution in one full academic year would be considered as having one year of teaching experience. Part-time / guest / ad-hoc / contract teaching experience will not be considered for teaching experience.

o Industry Experience-Candidates with relevant experience in their area of specialization from reputed firms will be considered in the ratio 2:1 i.e. 2 years of industry experience will be treated as 1 year of teaching experience.

o Research Experience-The period of work of full time doctoral work will be counted for increment purposes at the level of an Assistant Professor whereas it will not be considered for service and increment at the level of an Associate Professor at the time of direct recruitment.

o Study Leave-The period of study leave of a faculty who has gone on FIP / QIP can be treated as Service in our institution which is considered for salary increment purpose only. This shall not be considered as Experience which is necessary for acquiring the qualifications for direct recruitment.

o The Interview Board shall consist of the Director- Rajagiri Group of Institutions, Principal- RCSS, one professor of the concerned discipline (subject expert) and preferably one external subject expert.

o Selection of candidates shall be on merit and suitability as decided by the Interview Board and a rank list of suitable candidates shall be prepared based on merit.

o The rank list of selected candidates shall normally be maintained for 6 months or more depending on need. If the number of candidates on the rank list exceeds the number of vacancies, the remaining candidates on the rank list shall be maintained for future consideration until the next advertisement for the same position.

o The Interview Board/Selection Committee shall recommend the designation and pay scale / pay range of the selected candidate.

o Offer letters signed by the Director shall be dispatched to selected candidates for acceptance.

o If the candidate accepts the offer, the appointment order signed by the Director- Rajagiri Group of Institutions shall be issued.

o If any meritorious candidate applies for any post, even without a notification by the College, the management will be free to consider his candidature for suitable post.

o The teaching staff members are recruited as per the rules and regulations of the University, UGC, Government and AICTE. In other cases the teaching staff members are recruited based on their prior field/industry experiences. The selection is made as per the procedure of RCSS.

3.2.2 Selection of Teaching Staff

Selection Committee for Appointment of Teaching Staff:

There shall be a selection committee for making recommendation to the Director, Rajagiri Group of Institutions for appointment to the post of Professors, Associate Professors and Asst. Professors in the Institute and such other post as may be prescribed by the Bye-Laws.

Every Selection Committee for appointment of all teaching staff shall consist of following members.

1. Director, Rajagiri Group of institutions- Chairman

2. Principal, Rajagiri college of Social Sciences- Member

3. Nominee of the Provincial Council- Member

4. An internal faculty nominated by the Chairman – Member

5. One subject expert nominated by the Director from outside the institute- Member

1. The selection procedure-is based on

   • The first phase is the Technical interview by a selection committee comprising of the principal, the respective HOD of the department and subject experts in the domain area.

   • A 10-minute Demo class/ Presentation on any identified research area of interest that is of recent times and academic merit is to be presented before the faculty council (The faculty council comprises of all the full-time permanent faculties and teaching staffs of the concerned department)

   • Final selection will be based on Qualification, Presentation, Personal interview, Industry Experience, Research Capability, Communication skill and Value System.

2. All selected employees are inducted initially on a 1-year probation, following which they may be appointed as a full time regular staff, provided that they meet the department specified standards of merit.

3. The Pay scale administered to all teaching staffs in the capacity of full-time faculties are at par with UGC norms

4. On satisfactory completion of probation, the concerned staff member will be regularized and subsequently promoted.

5. Appointment of retired persons will be on contract and an institute approved consolidated salary is provided.

3.2.3 Pay Scale

Assistant Professor/Associate Professor/ Professor in Rajagiri School of Management

1. *Assistant Professor*

    i. Persons entering the teaching profession in Rajagiri School of Management shall be designated as Assistant Professors stage I and shall be placed in the pay band of Rs. 15600-39100 with AGP of Rs. 6000.

    ii. An Assistant Professor with completed service of 4 years possessing PhD Degree in the relevant discipline shall be eligible, for moving up to stage II AGP of Rs. 7000.

    iii. Assistant Professors possessing M.Phil degree or Post Graduate degree in professional courses approved by the relevant statutory body, such as LLM/Mtech etc shall be eligible for the AGP of Rs. 7000 at stage II only after the completion of 6 years' service as Assistant Professor

        a) The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all assistant professors shall be subject to their satisfying other conditions as laid down by the UGC.

        b) Assistant Professors with completed service of 5 years at stage II shall be eligible, subject to other requirements laid down by the UGC, to move up to the stage III AGP of Rs. 8000

2. *Associate Professor*

    i. Posts of Associate Professor shall be in the pay band of Rs. 37400-67000, with AGP of Rs. 9000

    ii. Assistant Professors completing 3 years of teaching in the stage III with AGP of Rs. 8000 shall be eligible, subject to other conditions that may be prescribed by the UGC to move to the pay band of Rs. 37400-670000 with an AGP of Rs. 9000 and to be designated as Associate Professor.

3. *Professor*

    i. Associate Professor completing 3 years of service in the stage IV with AGP of Rs. 9000 and possessing PhD degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by UGC. No teacher other than those with a PhD shall be promoted, appointed or designated as a Professor. The pay band for the post of Professors shall be Rs. 37400-67000 with AGP of Rs. 10000

    ii. Pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the pay band of Rs. 37400-67000 with the applicable AGP of Rs. 10000.

3.2.4 *Career Growth Plan for Teaching Staff*

- Faculty members who served RCSS for 2 years will be considered for career advancement.

- Assistant Professors shall be eligible for the AGP of Rs. 7000/- after completion of 6

years service as Assistant Professor at stage I, and on attaining the requisite academic grade points.

- The upward movement from AGP of Rs. 6000/- to Rs. 7000/- for all Assistant Professors shall be subject to acquiring the minimum Academic Performance Indicators (API) as given in the table below.

- Assistant Professors who have completed 5 years of service at stage II with the AGP of Rs. 7000/- shall be eligible, subject to acquiring the minimum Academic Performance Indicators (API) to move up to the stage III with AGP of Rs. 8000/-.

- On initial appointment as an Assistant Professor, if a candidate (with no experience) holds PhD degree, he/she is eligible to have 5 increments.

- While in service for more than 5 years, if an Assistant Professor gets PhD degree, he/she is eligible for direct recruitment as Associate Professor.

- There is provision for direct recruitment to the post of Associate Professors. RCSS teaching staff members who have the requisite Academic Performance Indices as prescribed by UGC / AICTE may apply for the post through direct recruitment. Their appointment as Associate Professor will be a considered as a fresh appointment.

- There is provision for both direct recruitment and career advancement to the post of Associate professor/Professor.

- An Associate Professor completing 3 years of service in the grade 37400-67000/-, and possessing a PhD degree in the relevant discipline, shall be eligible for designation and appointment as a Professor, subject to acquiring the minimum Academic Performance Indicators (API) as given in the table below. The pay band for the post of Professors shall be Rs. 37400-67000/-, with AGP of Rs. 10000/-.

- No faculty member other than those with PhD shall be appointed/designated Associate Professor /Professor.

3.3 Performance Appraisal Policy of RCSS

Performance Appraisal of members of faculty is being made in each academic year (self-PA and PA by Principal-RCSS). Apart from this evaluation of members of faculty by the students are being made twice in a semester (Mid/End semester evaluation) and the rating with feedback of students is communicated to the individual members of faculty.

a) Evaluation of the Performance of the Faculty

Every faculty member will be evaluated by the students who attend his/ her course at the middle and end of the course. The Director, Rajagiri School of Management and the Principal collate and communicates it with the concerned faculty regularly. If a faculty gets negative feedback consecutively for two terms, he will send for training / faculty development programs and if he is not able to make improvements in teaching even after this, the services is liable to be terminated.

Uses of Performance Analysis:

1. To identify the areas of improvement

2. To identify the training needs

3. To assess the capability of teaching the subjects

4. To assess and adjust the workload

5. As a basis for promotion and providing other non-financial incentives like nominating for various FDPs and overseas assignments.

The following methods are used for performance evaluation:

- **Production of course plan**

  o Which includes topics taken for each sessions

  o The readings for each topic

  o Course requirements

  o Nature of assignments

  o Split up of internal evaluation marks

  o References of library books

This will be collected from the faculty and after printing this will be given to the students before the commencement of relevant semesters.

- **Class Review**

All faculty members are sent a form where they have to indicate

  o The title of topic completed (as recorded in course plan)

  o Number of hours taken

  o Mode, Nature & Marks for individual assignment

  o Criteria, Assessment and Marks for class participation Students are then given a form with

  o Topics completed upto now as per the course outline

  o Topics left out as per the course outline

  o Topics not understood

  o Assignment- given or not/ type/ mode/ nature

  o Mode of assessment of Class Participation

This is given towards the middle of the sem/ tri. A comparative statement is drawn for each faculty on the basis of these two reports for the subject/s they are teaching. This report is sent to the faculty members by the Principal-RCSS. The replies of the faculty, if any are also documented.

- **Midterm Students Evaluation**

A formal evaluation process based on ten parameters, where faculty members are rated on a scale of 1to 6. Qualitative comments are encouraged.

- **End term Students Evaluation**

Follows the same procedure as above

A report showing the analysis of the current year of teaching along with the qualitative comments and another report showing the performance of the faculty over two years are also generated.

- **Self-Evaluation**

The faculty members are given a self-evaluation form that contains the same parameters of the students evaluation form. Output in research / consultancy/ training / administrative roles are also recorded with proofs

b) *Monitoring of state parameters of student assessment in the course plan.*

1. The parameters that faculty member has set down as evaluation criteria in the respective course plan of each subject has to be cross checked with the consolidated mark sheet submitted by the faculty to the examination office.

   This is to assess whether the maximum marks stated for each criteria co- insides with the marks set down under the course plan.

2. A check is also done to see whether all criteria have been assessed in a suitable manner.

3. All other criteria recorded in the course plan (non-mandatory) is checked through oral feedback from students.

4. The quality assurance cell also ensures that the midterm/ end term examination papers and assignments have been assessed and given back to the students before the consolidated mark list is submitted.

5. If any discrepancy is noticed in any of the above mentioned procedures, the Principal-RCSS gives a written letter to the faculty, pointing out the anomalies and a written explanation is sort from the concerned faculty.

6. This is recorded in the personal file of the faculty.

c) *Report*

A six monthly report is compiled during November and March showing the following

a. Evaluation mark of the student with each subject

b. Comparative chart on self-evaluation and students' evaluation

c. Other responsibilities undertaken

        d. Research / Consultancy/ training output

d) Six monthly interactions with the Director on the basis of the 6 monthly reports.

3.4 Faculty Development Policy of RCSS

- Faculty Members send for FDP in IIMA, IIMC, SMFI etc

- Every year one faculty member is send for Faculty Development Programme in IIMA.

- Faculty Members are send for International Faculty Exchange

- Every year one faculty member is send for International Faculty Exchange in WMU, Nazareth College, Rochester, New York; JCU, ACU, Assumption University.

- Faculty Members are sponsored for Seminars, Conferences, Workshops etc

- Faculty members are encouraged to participate and present papers in seminars, conferences and workshops.

- Faculty members are encouraged for Training, Consultancy ad Research.

- Faculty members are encouraged to undertake training, consultancy and research.

- Faculty members are encouraged for undertaking Minor / Major research Projects.

- Sponsored research from AICTE, UGC and ICSSR are encouraged.

- Faculty encouraged for undertaking National and International Certification.

- Faculty members are encouraged to undertake certifications in their respective domain area of specialization.

- Faculty members are encouraged enrolling for doctoral research and as research guides.

4. Policy for Leave / Holidays & Working Hours

4.1 General Rules

- All Staff members are required to punch-in before 9:00 a.m. and punch-out after 5:00 p.m. from Mondays to Saturdays, unless otherwise specified.

- In respect of those staff joining the college during the calendar year, leave availability for that calendar year will be calculated on a proportionate basis from the date of joining.

- Leave request/applications have to be submitted for all kinds of leave. Leave application has to be submitted to Administrative officer of the respective campus after getting the sanction from the Principal (or a person authorized by the Principal) through Dean/HOD.

- Leave shall be availed only with the prior approval of the concerned Department Head except in unavoidable circumstances like sickness, unforeseen need or emergencies.

- In case of Medical Leave exceeding two days a medical certificate from the attending doctor shall be attached with the leave application form.

- Where prior clearance could not be availed due to unforeseen circumstances, leave application shall be submitted at the earliest on resuming duty.

- Before proceeding on leave, faculty members are required to re-arrange their work schedule for the period of leave in consultation with the Dean/HOD / Principal

- All leave application forms duly recommended by the concerned Dept. Head / Authority shall be forwarded to the Principal-RCSS for necessary approval

and also for the purpose of proper leave administration and maintenance of records.

- Absence on days of hartal or special holidays declared by government from time to time, shall be treated as leave, and a leave application shall be submitted by concerned staff.

- The Approving Authority for all leave shall be the Principal/ Director.

- Any un-availed eligible leave during a calendar year will lapse and will not be carried over to the subsequent year.

- Processing and administration of leave shall be as per procedure laid down by the Management

- Salary for the days of absence without written approval and / or days of approved leave in excess of eligible and available leave will be deducted from the salary.

- Salary deduction will be calculated by dividing the total monthly salary by 30, and multiplying by the number of day's loss of pay leave taken during the previous month. For this purpose total salary shall include all allowances, if any paid on a monthly basis as part of the salary.

- Any absence not supported with an approved leave application form and / or note from the HOD/Dean/Asst PGP Chairman will be treated as unauthorized leave and salary deduction will be effected for such days.

4.2 Leave / Holiday Policy

All leave letters should be forwarded through the reporting officers: Head of the functional department / Principal-RCSS / HoD.

1) **Casual Leave (CL):**

- The eligible casual leave for faculty is fifteen days in a calendar year.

- To avail casual leave, the staff member has to re-arrange his/her days work in consultation with the HOD /Dean/ Principal.

- Casual leave as far as possible must be pre-informed and needs prior approval. In case of exigencies post-facto approval may be obtained immediately on reporting, on the same day or latest by the next working day.

- Casual leave cannot be combined with any other kind of leave.

- Un-availed casual leave in a calendar year will lapse and cannot be carried forward to next year.

2) **Block Leave:**

1. Teaching staff who have completed one year of continuous service at RCSS as on April 30 of the concerned year shall be eligible for availing the eligible block leave.

2. For faculty member joining during a calendar year block leave shall be calculated proportionately for that year.

3. Block leave has to be availed during the months of April/May as decided / directed by the Principal /Director- Rajagiri Group of Institutions.

4. Block leave not availed during the months of April/May of that year shall lapse, unless specifically approved by the Principal-RCSS / Director for availing later in that year.

5. Block Leave cannot be combined with other leave.

3) **Duty Leave (DL):**

- Duty leave of maximum of 15 days, with full pay, in a calendar year is granted for the all the staff for the following:

1. Attending Conferences/Seminars/workshops.

2. Delivering invited talks.

3. To interact with Industry.

4. To attend meetings of the university.

5. Faculty members are to go on rotation basis to attend University valuation camp/university examination from each department so as to limit the duty leave to a maximum of 15 days in a calendar year.

6. To perform any other duty for RCSS as approved by the Principal-RCSS.

4) **Study leave:**

   b. A faculty member with 3 years of service at RCSS at the time of application is eligible to apply for study leave, in loss of pay, to pursue his/her research for a maximum of 2 years if the progress is satisfactory.

   c. Study leave shall be counted for service if the faculty member avails the same through QIP /FIP Scheme of AICTE / UGC.

   1. Number of teachers availing this leave as in (a) & (b) above from a department shall not exceed 10% of the sanctioned strength of the department.

5) **Maternity Benefit:**

   All regular female teaching staff are eligible for maternity benefit subject to the following conditions:

   1) She should have satisfactorily completed one year probationary period and also completed one year's regular service as confirmed employee before commencement of leave for maternity. Long periods of leave, if any taken during this period will be excluded while calculating and arriving at the completed years of probationary service and regular service.

   2) Maternity benefit is applicable to female employees only for their first and second delivery.

   3) Maternity benefit shall be limited to a maximum of 90 days with full pay for each delivery (confinement).

   4) Leave for Maternity shall not commence earlier than 15 days prior to delivery (Childbirth/ Miscarriage).

   5) Maternity benefit (equal to 90 days) shall be paid one month after the employee rejoins duty after her delivery / miscarriage.

   6) Maternity benefit shall not be applicable for abortion.

   7) Application for maternity benefit shall be submitted sufficiently in advance and intimation of delivery shall be given as soon thereafter.

   8) Leave taken for Maternity purpose cannot be combined with study leave/duty leave/ block leave etc.

   9) Leave granted for maternity purpose beyond 26 weeks shall be on loss of pay.

6) **Loss of Pay Leave (LOP):**

   1) Requests for Loss of Pay leave may be considered by the Principal based on the genuine and unavoidable needs of faculty and may be sanctioned at the discretion of the Director after considering all aspects of the institution's requirements in respect of its academic activities.

   2) LOP without written approval will be considered as unauthorized leave and

disciplinary action will be taken accordingly.

3) Loss of pay leaves beyond six months at a time, will not be counted towards service of the concerned faculty for yearly annual increments.

7) Other Leave / Holidays

o All public holidays, Second Saturdays of every month and Sundays are holidays for all faculty members.

o Holidays declared by the Government (with the clause 'for all educational institutions including professional colleges') will be holidays for both the students and the faculty. However, skelton services would be provided by the non-teaching staff in the college office except on second Saturdays and Sundays.

o Hartals, restricted holidays, district holidays etc will be working days for the faculty members.

o Conduct of classes on hartals, restricted holidays etc will be decided by the management on a case-by-case basis based on student attendance.

o If the college buses ply on the day of a hartal, it will be a working day for both staff and students. If college buses do not ply on the day of a hartal, it will be a working day for the teaching, technical and non-teaching staff. Absence on days of hartal or special holidays declared by the government from time to time, shall be treated as leave, and an online leave application shall be submitted by concerned faculty member.

o The compensatory working day in lieu of hartal or strike will be at the discretion of the Management.

o In special circumstances, the Management reserves the right to convert a holiday into a working day.

8) Special Cases

a. Late Attendance:

If the total duration of late punch-in (after 9.00 a.m.), or early punch-out (before 5.00 p.m.) exceeds the time limit fixed by the Management for a month, such late hours in a month will be treated as LOP. However, the number of late punch-in and early punch-out will be limited to a total of 5 per month for this calculation. Beyond five instances in a month each late punch-in or early punch-out will be treated as half-day/one-day leave as the case may be. If CL is not available, it will be treated as LOP.

b. Forgot to punch:

In cases of 'Forgot to punch', the staff member is required to submit the hard copy of the request, giving reasons, if any, and recommended by the HoD/Dean , to the Principal- on the very next working day and his decision shall be final. Such instances shall not be repeated unless there was official duty or circumstances that caused it. All other cases will be considered as leave.

c. Compensatory Off:

- Compensatory Off can be availed by staff members against official duty performed on a holiday.

- Compensatory Off will not be granted for any external duty on holiday for which extra remuneration is paid.

- No Compensatory Off shall be granted for normal extra work done in RCSS, as it is part of one's duty to the faculty.

- In cases of special classes on a holiday, half day Compensatory Off can be availed of against a minimum of 3 hours duty, and 1 day off against a minimum of 5 hours duty.

- Compensatory Off shall normally be taken in same month of extra duty or at least in the following month.

5. Exit Policy

5.1 General Rules

- The age of superannuation for the Government Aided teaching, technical and non-teaching staff is as per the Kerala Government norm. The age of superannuation for the teaching, technical and non-teaching staff belonging to self-financing scheme shall be 65 years.

- Re employment beyond the age of superannuation shall, however, be done selectively for a period of 3 years in the first instance and another further period of 2 years as per the discretion of management.

- RCSS Management has the right to terminate the service of a staff member by giving notice of 3 months / 3 months pay in lieu of notice if his/ her performance/ conduct is not satisfactory.

5.2 Resignation

5.2.1   Staff members are expected to give advance notice of 3 months/ 3 months pay in lieu of notice in case of resignation, so that alternatives can be arranged without disruption to academic activities.

5.2.2   Staff members should desist from leaving the job while the semester is in progress. The Management reserves the right not to accept the resignation while the semester is in progress, if it would affect the academic activity of students.

Staff members, who wish to get relieved of their duties, are required to get the No Dues Form signed by the Asst PGP Chairman and other authorities mentioned therein, before they are issued the Relieving Order.

APPENDIX 1

Mandatory (Minimum) APIs for the promotion of teachers under Career Advancement Scheme (CAS)

Category	Asst. Professor (stage 1 to2)	Asst. Professor (stage 2 to 3)	Asst. Professor (stage 3) To Associate Professor (stage4)	Associate Professor (stage 4) To Professor (stage 5)
A. Teaching learning & Evaluation related activities (per semester)	75	75	75	75
B. Co-curricular, Extension and Profession related activities. (per semester)	15	15	15	25
C. Research Contribution (per year)	10	20	30	50

APPENDIX 2(a)

Rajagiri College of Social Sciences Revised PBAS Proforma for Promotion under UGC

Career Advancement Scheme (In Accordance with UGC Regulations 2010)

Part A

Department:

Application for promotion from:

Assistant Professor (Stage 1 to Stage 2 or Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4) and Associate Professor (Stage 4 to Professor Stage 5) (Please indicate whichever is applicable)

Period of Assessment for Promotion: ....

1	Name (in Block Letters)	
2	Father's Name/Mother's Name	
3	Date and Place of Birth	
4	Sex	
5	Date and Post of Joining service at	
6	Date of Last Promotion with Post/ Grade promoted to	
7	Current Designation and Grade pay	
8	Which position and grade pay are you an applicant under CAS?	
9	Date of eligibility for promotion	
10	Permanent Address with PIN code	
11	Address for Communication with PIN code	
12	Phone numbers (Off. Res. Mob) and email	

13. Academic Qualifications (10th Standard Onwards)

Qualification	Subjects/ Specialization	University/ Board	Duration of Study from- to dates	Date of award	% of marks obtained
SSLC/10th Std					
Pre-Degree/ (10+2)					
Bachelor's Degree					
Master's Degree					
M.Phil*					
Ph.D.*					
D.Sc./D.Litt.*					
Other Qualifications, (if any)					

In case of M.Phil/Ph.D/ D.Sc/D.Litt., an attested copy of the degree & result notification for the same is to be attached.

14. **Record of Service at Rajagiri College of Social Sciences**

Designation	Essential qualifications for the post at the time of appointment	Nature of Appointment (Regular/ Contract / Temporary/ Adhoc / Guest)	Nature of Du- ties (Teaching/, Research/ Guidance of Research/ Administration)	Pay - Scale	Duration from- to dates	Total period Yr. M. Days

15. **Period of Teaching Experience:**

   o PG Classes (in Years and Months:

   o UG Classes (in Years and Months):

16. **Research Experience Excluding Years Spent in M.Phil/ PhD (in Years and Months):**

17. **Fields of Specialization under the Subject/Discipline:**

18. **UGC/AICTE/ISTE recognized Training Programmes attended *:**

Nature of the Course	Place	Duration	Agency

Attach Certificate Copies

19. List of Five Most Significant Publications (for the Purpose of Evaluation):

Sl. No.	Title of the Paper	Name of Journal/Publisher in case of Book	Date of Publication and Impact Factor, if any	Vol. No. And Pages

20. Any Other Relevant Information:

21. Future Plans

(Please provide a brief outline of your future plans for teaching and research)

1) Teaching:

2) Research:

DECLARATION

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled in Proforma.

Place:
Date: Name and Signature:

FOR USE BY
Director/ Principal-RCSS /HoD Specific remarks,

if any:

Verified and Countersigned
Director/ Principal-RCSS /HoD

Place:
Date: Office Seal

APPENDIX 2 (b)

Part B

ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS Proforma before filling out this section)

CATEGORY: 1. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

For Category I and II the forms have to be submitted for each year. The average of yearly API scores for Category I and II for the years under consideration shall be taken as the API score for Category I and II for the purpose of CAS. In all cases for Category III only one form for the whole period under consideration for CAS promotion need be submitted.

(i) Lectures, Seminars, Practical (give semester-wise details, wherever necessary)

Sl. No.	Course/Paper & Year	Level	Mode of Teaching*	Hours Allotted per Week	% of Class Taken as per Documented Record

Lecture (L) Practical (P)

		API Score Claimed	API Score Awarded
(a)	Classes Taken-Average for the year (max 50 for 100% performance & Proportionate Score up to 60% performance, below which no score may be given)		
(b)	Teaching load in excess of UGC norms (Max. Score: 10)		

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Curse/Paper	Consulted	Prescribed	Additional Resources Provided

API Score based on the preparation and imparting of knowledge/instructions as per curriculum & syllabus enrichment by providing additional resource to students (Max. Score: 20)	API Score Claimed
	API Score Awarded

(iii) **Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc.**

Sl. No.	Short Description	API Score Claimed	API Score Awarded
	Total Score (Max. Score: 20)		

(iv) **Examination Duties Assigned and Performed of the MG University**

Sl. No.	Type of Examination Duties	Duties Assigned	Extent to Which Carried Out (%)	API Score Claimed	API Score Awarded
	Total Score (Max. Score: 25)				

CATEGORY: II CO-CURRICULUR, EXTENSION, PROFESSIONAL DEVELOPMENT AND RELATED ACTIVITIES

Sl. No.	Type of Activity	Avg. Hrs/Week	API Score Claimed	API Score Awarded
(i)	Extension, Co-curricular & Field based activities			
	Total (Max. Mark: 20)			
(ii)	Contribution to Corporate Life and Management of the Institution	Yearly/Semester-wise Responsibility	**API Score Claimed**	**API Score Awarded**
	Total (Max.: 15)			

(iii)	Professional Development Activities		API Score Claimed	API Score Awarded
	Total (Max.: 15)			
	Total Score (i + ii + iii) (Max: 25)			

DECLARATION

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled in Proforma.

Place:

Date: Name and Signature of the Candidate

FOR USE BY
Director/ Principal-RCSS /HoD

Specific remarks, if any:

Verified and Countersigned
Director/ Principal-RCSS /HoD

Place:

Date: Office Seal

PBAS Proforma for calculating API SCORE -Category III-Research & Academic Contributions

(Note: Please submit one set for this criteria proforma for the whole period in consideration for CAS. Please read the instructions given at the end of Proforma for calculating API Score claimed in each category)

Name and Designation of the Candidate:

Post/Grade to which CAS applied for:

Period under consideration: From:_____To_____

A. Published Papers in Journals

Sl. No.	Full Journal Paper (In the Format Given Below)	ISSN/ ISBN No.	Whether Peer Reviewed	Impact Factor, if any	API Score Claimed	API Score Awarded
1						
2						
3						

Journal citation example: Subramani, T., Florence, H. R., & Kavitha, M. (2014). Climate Change Energy And Decentralized Solid Waste Management. *Int. Journal of Engineering Research and Applications*, 4(6), 205-216.

B. (i) Articles/Chapters Published in Books

Sl. No.	Books Published	ISSN/ ISBN No.	Whether Peer Reviewed	International/National/ Regional	API Score Claimed	API Score Awarded
1						
2						
3						

Book citation example: Eg: Benson, R ,Crow P S & Stien R, Benchmarking lessons in the process industries, Chapt:Ed: May Amy, Manufacturing Excellence, 2nd Edtion,1998 Haymarket Business Publications, London)

Total API Score Claimed: **Total API Score Awarded:**

B. (ii) Full Papers Published in Conference Proceedings

Sl. No.	Full Papers in Conference	ISSN/ ISBN No.	Whether Peer Reviewed	Details of Conference International/National /Regional	API Score Claimed	API Score Awarded
1						
2						
3						

Full paper in conference citation example: Bumstead, J and Cannons, K, From 4PL to managed supply chain operations, Procd. Int. Conf. on Supply Chain, NTU, Singapore, May 12- 15, 2004, pp 18-25

B. (iii) Books Published as Author or as Editor

Sl. No.	Books Published	ISSN/ ISBN No.	Whether Peer Reviewed	International/National /Regional	API Score Claimed	API Score Awarded
1						
2						
3						

Book published as author or as editor citation example: Christopher, M and Peck, H (2003) Marketing Logistics, 2nd edition, Butterworth Heinemann, Oxford

Total API Score Claimed: **Total API Score Awarded:**

C. (i) & (ii) Ongoing /Completed Research Projects and Consultancies

Sl. No.	Title	Agency	Period	PI & Co-PI	Grant/ Amt (Rs. Lakhs)	API Score Claimed	API Score Awarded

Total API Score Claimed: **Total API Score Awarded:**

C. (iii) & (iv) Completed Research Outcomes: Quality and Outcomes

Sl. No.	Title	Agency	Period	PI & Co-PI	Report Accepted/ Patent/ Technology transferred	API Score Claimed	API Score Awarded

Total API Score Claimed: **Total API Score Awarded:**

D. Research Guidance

Sl. No.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score Claimed	API Score Awarded
M.Phil					
PhD					

Note: Attach the list of students with Title of Thesis and Year and Names of Co-guides, if any

Total API Score Claimed: **Total API Score Awarded:**

E. (i) Training Courses, Teaching-Learning Evaluation Technology, Faculty Development Programmes Attended

Sl. No.	Programme	Duration	Organised by	API Score

Total API Score Claimed: **Total API Score Awarded**

E. (ii) Papers Presented in Conferences, Seminars, Workshops, Symposia*

Sl. No.	Full Papers Presented	ISSN/ ISBN No.	Details of Conferences International / National/ Regional	API Score Claimed	API Score Awarded
1					
2					
3					

*Note: Please see that for any conference paper published claim is not made for presentation also

** *Full papers presented citation example:* Arun K P & Vidya CR, Co-ordinating two level supply chains, Int. Conf. on Supply Chain, IIT-KGP, Kharagpur, Dec 16-18, 2011

Total API Score Claimed: **Total API Score Awarded:**

E. (iii) Invited Lectures/ Refresher/ Orientation Course Class and Chairmanship at National or International Conferences or Seminars

Sl. No.	Details of the Event	Class/Talk/Chair	International/National /Regional	API Score Claimed	API Score Awarded
1					
2					
3					
4					
5					

Total API Score Claimed: **Total API Score Awarded:**

F. Other Relevant Information

Sl. No.	Details (mention Year, Value etc., wherever relevant)
1	
2	
3	
4	
5	

DECLARATION

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled in Proforma.

Place:

Date: Name and Signature of the Candidate:

FOR USE BY
Director/ Principal-RCSS / HoD

Specific remarks, if any:

Verified and Countersigned
Director/ Principal-RCSS / HoD

Place:

Date: Office Seal

APPENDIX 2 (c)

Instructions for Filling up Category –I, II & III of the PBAS Proforma

(One set of Category I and II forms are required for each academic year from 1st July 2013 onwards which lies in the period being considered for CAS Assessment)

NOTE: *Claim of points to be made only in one place for each activity*

Category1: Teaching, Learning and Evaluation Related Activities

Max. Scores Allocated: 125 Min. API Score Required: 75

		Nature of Activity	Max. Score
(i)	(a)	Lectures, practical's should be based on verifiable records which is the attendance sheet used by the teacher submitted to the office at the end of each semester along with the internal marks. No score should be assigned if a teacher has taken less than 60% of the assigned classes. University may give allowance for periods of leave where alternative teaching arrangements have been made. Assigned hours for classes = (hours available for taking classes based on timetable and teaching days available-classes lost for reasons other than due to the teacher concerned). Score to be given= ((Hours of classes taken/Assigned hours) * 100- 60) * 1.25 If Score as calculated above is negative zero score shall be given **Maximum score of 50 if there is 100% performance**	50
	(b)	If a teacher has taken classes exceeding UGC norms, then two points to be assigned for each extra hour of classes/week per semester or for every one credit additional per semester	10
(ii)		Imparting of knowledge/instruction as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students. 2 points per paper taught with regularly used resources. 3 points per paper taught where additional resources were provided to students. 1 point per final project guided at Bachelor's/ master's level (100% compliance = 20 points)	20
(iii)		Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	
		Updating of Course, design of curriculum, (5 points per single course)	10
		Participatory & Innovative T/L Process with material for problem based learning, case studies, Group discussions etc. a) Interactive Courses: 5 points/each b) Participatory Learning modules: 5 points/each c) Case Studies : 5 points/each	10

		Use of ICT in T/L process with computer-aided methods like Simulation. **(Use of anyone of: 5 points per course taught)**	10
		Developing and imparting Remedial/Bridge Courses (each activity : 5 points/ set of material/course)	10
		Developing and imparting soft skills/communications skills/ personality development course/ modules (each activity 5 points)	10
		Developing and imparting specialized teaching-learning programmes in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity : 5 points)	10
		Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning and e-library skills to students **a)** Workshop/Training course: 10 points each **b)** Popularization programmes: 5 points each	10
		Maximum Aggregate Limit	**20**
	(iv)	**Examination Related Work**	
		University end semester/Annual Examination work as per duties, allotted. (invigilation – 2 points per duty taken, Evaluation of answer scripts – 5 points/subject/per exam; 5 points per lab/Viva exam conducted as examiner.) **(100% compliance = 25 points)**	**25**
		Maximum Aggregate Limit B (iv)	**25**

Category II: Co-Curricular, Extension and Professional Development Related Activities

Maximum Scores Allocated: 50 Minimum API Score Required: 15

Sl. No.	Nature of Activity	Max. Score
(i)	Extension and Co-curricular, Extension and Professional Development Related Activities	
	Institutional Co-curricular activities for students such as field studies, industry-implant training, Placement etc (5 points each)	10
	Students and Staff Related Socio Cultural and Sports Programmes, Campus publications (departmental level 1 point, College level 3 points)	10
	Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small etc. (5 points)	10
	Maximum Aggregate Limit	**20**
(ii)	**Contribution to Corporate Life and Management of the Institution**	
	Contribution to Corporate life in college through popular lectures, subject related events, articles in college magazine (1 point each)	
	Institutional Governance responsibilities, HoD, Exam Coordinator, IQAC Coordinator, NAAC Coordinator, NBA Coordinator, Professional Association in Charge , AICTE compliance in charge, International Conference coordinator(5 points each), Secretary Alumni, Faculty in Charge PTA, NSS Coordinator, Time table coordinator, hostel warden (3 points each) Website in charge (1 point)	
	Departmental level Administrative responsibilities, Class teacher, National Conference/ Workshop coordinator, Club in charge, Exam committee (3 points each) Lab in charge, library secretary, admission committee member, time table committee member (1 point each)	
	Maximum Aggregate Limit	**15**
(iii)	**Professional Development Related Activities**	
	Membership in profession related committees at state and national level	
a)	At national level: 5 points each	
b)	At state level: 3 points each	10
	Participation in subject associations, conferences, seminars without paper presentation (each activity : 2 points)	10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional\ development, Examination reforms, Institutional governance (each activity : 5 points)	10
	Membership/participation in State/Central Bodies/Other University Bodies Committees on Education, Research and National Development (5 points each)	10
	Publication of articles in newspapers, magazines or other publications (not covered in category III); radio talks; television programmes (1 point each)	10
	Maximum Aggregate Limit	**15**

Note: For the above Activities wherever activities jointly conducted Principal Organizer gets 70% points, Co-organizers share the remaining 30% points from total points allocable if activity performed by a single person.

CATEGORY –III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API Scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sl. No.	APIs Research Papers (Published in Journals)	Engineering/ Agriculture/ Veterinary Science/ Sciences/Medical Sciences Refereed Journals*	Faculties of Languages Arts/ Humanities/Social Sciences/Library/ Physical education/ Management Refereed Journals*	Max. points for University and college teacher position 15 / Publication
III (A)		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system.	Text or Reference Books Published by International Publishers with an established peer review system.	50/book; 10/ chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25/Book, and 5/ chapter in edited book
		Subject Books by Other local publishers with ISBN/ISSN numbers	Subject Books by Other local publishers with ISBN/ISSN numbers	15 /Book, and 3/ chapter in edited book
		Chapters contributed to edited knowledge based volumes	Chapters contributed to edited knowledge based volumes	10 / Chapter

		published by International Publisher	published by International Publisher	
		Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based Volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter
III C	Research Projects			
III C (i)	Sponsored Projects carried out/ ongoing	**a)** Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 / each Project
		b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs	Major Projects amount mobilized with minimum of Rs.3.00 lakhs up to Rs.5 lakhs	15 / each Project
		c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs.5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10 / each Project
III C (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.00 lakhs	10 points per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III C (iii)	**Completed projects : Quality Evaluation**	Completed Project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 / each major project and 10 / each minor project not covered in anywhere else
III C (iv)	**Projects Outcome/ Outputs**	Patent/Technology transfer/ Product Process	Major Policy document of Govt. Bodies at Central and State level	25/ each national level output or patent. 40/each for international level output

III D	Research Guidance			
III D (i)	**M.Phil**	Degree Awarded only	Degree Awarded only	3 Points for each candidate
III D (ii)	**Ph.D**	Degree Awarded only	Degree Awarded only	10 Points for each candidate
		Thesis submitted	Thesis submitted	7 Points for each candidate
III E	Training Courses and Conference / Seminar / Workshop Papers Attended			

Note:

1. For Publications and paper presentations involving multiple authors, API calculations would be as given: From 1 to 3 Authors: 100% credit for each author. 4 to 6 Authors: 60% credit for each author. 7 and Above authors : 40% credit for each author. (No specific weightage for the order of authors in the publications/ patents). Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor above 5 by 25 points.

2. For Thesis Guidance, Projects and Consultancy involving multiple persons in Investigator role, API calculations would be as given: Principal Investigator or Guide gets 70% of the points, Co-investigators or co-guides share the remaining 30% of the points.

3. If a paper presented in Conference/Seminar is published in the form of Proceedings, the point would be accrued for the publication (III (A)) and not under presentation (III (E) (ii)).

APPENDIX 3

Department:

Summary of

Part B: Academic Performance Indicators

(for the use by Assessment/ Selection Committee)

Name & Designation of the Applicant:

Application for Promotion from:

Period of Assessment for Promotion: from_____to _____

Category 1: Teaching, Learning and Evaluation Related Activities

Max. Score Allowed: 125   Min. Score Required: 75

Sl. No.	Period/ Academic Year	Score Claimed	Score Awarded
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	Total Score and Average Score		

Category 2: Co-curricular, Extension, Professional Development Related Activities

Max. Score Allowed: 125   Min. Score Required: 75

Sl. No.	Period/ Academic Year	Score Claimed	Score Awarded
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	Total Score and Average Score		

Category 3: Research and Academic Contributions

Max. Score Allowed: 125   Min. Score Required: 75

Sl. No.	Nature of Activity	Score Claimed	Score Awarded
A	Publications in Journals		
B (i)	Publications in Books		
B (ii)	Publications in Conference Proc.		
B (iii)	Books Published		
C i & ii	Research & Consultancy-Ongoing		
C iii & iv	Research & Consultancy-Completed		
D	Research Guidance		
E (i)	Training courses, FDP -attended		
E (ii)	Conf. Papers presented only		
E (iii)	Invited talks/ session chair ay Conf.		
	Total Score		

Name and Signatures of Members of

Committee Place:

Date:

YEARWISE SUMMARY OF

API for Category I and II

(One sheet for each year for use by Assessment/ Selection Committee)

Department: _____

Name of the Applicant: _____

Period for which details furnished: from_____ to _____

Category I: Teaching, Learning and Evaluation Related Activities

Sl. No	Nature of Activity	Max. Score Allowed	Score Claimed	Score Awarded
i (a)	Allotted Lectures taken %	50		
(b)	Lectures in Excess of UGC / AICTE	10		
ii	Prep. and Imparting knowledge	20		
iii	Innovative practices in teaching	20		
iv	Examination duties	25		
	Total Score & Min required in	**125 (75)**		

Category 2: Co-Curricular, Extension, Professional Development Related Activities

Sl. No	Nature of Activity	Max. Score Allowed	Score Claimed	Score Awarded
i	Student related Co-curricular	20		
ii	Corporate life and Institution	15		
iii	Professional Development	15		
	Total Score& Min required	50(15)		

Name and Signatures of Members of Committee

Place:

Date: