

## CCS HARYANA AGRICULTURAL UNIVERSITY HISAR

### NOTIFICATION

Amendment No. 1/2013

No. Admn.F.2/2013/

Dated:

In pursuance of the decision taken by the Board of Management vide item No.B-13 of its 246th meeting held on 18.12.2013, the Vice-Chancellor, CCSHAU, Hisar is pleased to approve the addition of Chapter VII-A "Career Advancement for Teachers w.e.f.6.1.2012" in the University Statutes. A copy of the new Statutes, as approved by the Board, is enclosed.

2. The Board of Management has further authorized the Vice-Chancellor to evolve the procedure/make suitable changes for assessment/promotion under CAS consistent with the notification of Higher Education Department and for any clarification/amendment hereinafter received.

3. The Board of Management has further approved that the teachers whose promotion falls between the period 1.9.2009 to 5.1.2012 may apply and be assessed under the old CAS and/or count the length of service as per new CAS. Alternatively a teacher whose promotion is due between these dates can apply under the new CAS according to new procedure. (API score card and proforma to be notified separately).

4. The Board of Management has further approved that the teachers working as Asstt. Professor /equivalent (Selection Grade /Assoc. Professor/ equivalent in Grade Pay of Rs.8000-(stage III) would be eligible for Grade Pay of Rs.9000-(stage IV) prior to 6.1.2012 after completion of three years. All such teachers be designated as Assoc. Professors/ equivalent.

5. The Board of Management has further approved that the Assoc. Professor completing 3 years of service in stage IV ( Pay Band IV with AGP of Rs.9000) and Possessing a Ph.D degree in the relevant discipline before the date of notification i.e. 06.01.2012 shall also be eligible to be appointed and designated as Professor and be placed in the next Higher Stage V (Pay Band IV) with AGP Rs.10000 subject to (a) satisfying the required credit points as per API based on PBAS methodology and (b) an

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assessment by a duly constituted selection committee. Provided that no teacher, other than those with a Ph.D shall be promoted or appointed as Professor.

Sd/-  
(S.S.Dahiya)  
Registrar

Endst. No. Admn.F.2/2013/6753-6892

Dated: 24/12/13

Copy of the above is forwarded to the following for information and necessary action:-

1. All Deans/Directors/HODs (including outstations)  
The amendment may be brought to the notice of all the teachers.
2. Director, HRM
3. Comptroller
4. Joint Director (Audit)
5. Incharge Computer Section, College of Basic Sciences & Humanities
6. Secretary to Vice-Chancellor,
7. All Deputy Registrars/Deputy Comptrollers.
8. All Asstt. Registrars/Asstt. Comptrollers/A&AOs/Supdts.
9. PS to Registrar
10. Asstts. (internal).
11. All members of Board of Management.

CCSHAU, Hisar.

  
(V.K. Sehgal) 24.12.13  
Asstt. Registrar (F)  
for Registrar

**CHAPTER-VII A**  
**STATUTES REGARDING CAREER ADVANCEMENT SCHEME FOR TEACHERS**  
**W.E.F. 6.1.2012**

**Clause 1. These statutes shall apply for advancement of careers of :**

- (i) Asstt. Professors/equivalents (Stage-I) as Asstt. Professors (Stage-II) /equivalents.
- (ii) Asstt. Professors (Stage-II)/equivalents as Asstt. Professors (Stage-III)/equivalents.
- (iii) Asstt. Professors (Stage-III)/equivalents, as Associate Professors/equivalents (Stage IV)
- (iv) Assoc. Professors/equivalents (directly recruited as well as promoted) (Stage IV) as Professors/ equivalents (Stage V)
- (v) **Ten per cent of Professors/equivalents(directly recruited as well as promoted) (Stage V) with 10 years service as Professor /equivalent as (Senior) Professors/ equivalents in higher GP of Rs.12000 (Stage VI) in order of university level seniority.**

**Clause 2. In these Statutes, unless the context otherwise requires:-**

- (a) 'Act' means the Haryana and Punjab Agricultural Universities Act, 1970 as amended from time to time.
- (b) Word 'Teacher' wherever occurring in these Statutes will have the same meaning as in the Statutes regarding the classification, the manner of appointments , powers and duties of the teachers of the University.
- (c) Words and expressions not defined in these Statutes and used in the Act shall have the meaning as assigned to them in the Act.

**Clause 3. Career Advancement**

- (i) The promotion of a teacher to the next higher position will be made on the basis of assessment/screening of his performance through the prescribed procedure and the post of Assoc. Prof./equivalent, the Prof./equiv. and Senior Professor/equivalent to which the personal promotion is made shall be temporary addition to the cadre of Associate Prof. or Prof. as the case may be
- (ii) A teacher will be allowed career advancement only if he/she is found suitable by the assessment/screening committee.
- (iii) A teacher who has not been found suitable for career advancement after assessment/ screening, shall be entitled to offer himself/herself for re-assessment after a lapse of 1 (one) year from the date of eligibility of last assessment/screening. The promotion/ placement in the next higher grade in such cases will be effective from the date he/she is found fit by the Selection Committee.

There will be no higher or lower limit on the number of percentage of teachers allowed career advancement **except in the case of Professors to be granted higher Grade Pay of Rs.12000 as (Senior) Professors/equivalents which will be limited to ten per cent of the Professors/equivalents in order of University level seniority.**

Clause 4. The career advancement of Assistant Professors(Stage-I)/equivalents as Assistant Professors (Stage-II) / equivalents, Assistant Professors (Stage-II) / equivalents as Assistant Professors (Stage-III)/equivalents, Assistant Professors (Stage-III) equivalents / Associate Professors/equivalents, Associate Professors/ equivalents (directly recruited as well as promoted) as Professors/equivalents and Professors/equivalents as Senior Professors/equivalents in higher grade pay of Rs.12000/-will be made by the Vice-Chancellor in the following manner :-

- (i) The qualifications and experience prescribed by the Vice-Chancellor with the approval of the Academic Council for various posts will not be relaxed except as provided herein-after in these Statutes.
- (ii) The teacher shall perform such duties after his/her Career Advancement as assigned by the competent authority.

Clause 5. (i) When a teacher allowed career advancement leaves the University, the vacancy thus arisen shall be filled up at the original level position occupied by the teacher before career advancement in the manner prescribed in the Statutes regarding classification, manner of appointment and powers and duties of teachers of the University.

- (ii) All other teaching positions falling vacant in the University and all new posts created as a result of starting new schemes/projects shall continue to be filled up in accordance with the procedure laid down in the Statutes regarding the classification, the manner of appointment and powers, duties of the teachers of the University.

**Clause 6.1. Eligibility for career advancement of Assistant Professor/equiv. (Stage-I) as Assistant Professor ( Stage-II) in the pay scale of Rs. 15600-39100+Grade Pay Rs.7000**

**An Assistant Professor/equivalent(Stage-1) shall be eligible for placement as Assistant Professor(Stage-II)/equiv. in the pay scale of Rs. 15600-39100+ Grade Pay Rs.7000, if he/she has :**

- (a) (i) completed 4 years of service having Ph.D. degree at the time of appointment as Assistant Professor/ equivalent in the pay scale of Rs.15600-39600+GP Rs.6000/-  
OR
- (ii) completed 4 years of service and obtains Ph.D degree while in service.  
OR
- (iii) completed 5 years of service having M.Phil./Master's level professional degree at the time of appointment as Assistant Professor/ equivalent in the pay scale of Rs.15600- 39600+GP Rs.6000/-  
OR
- (iv) completed 5 years of service having M.Phil degree while in service  
OR
- (v) completed 6 years of service as Asstt. Prof.(Stage-1)/equiv. with non professional degree at Master's level in the pay scale of Rs.15600-39600+GP Rs.6000/-

- (b) earned consistently satisfactory appraisal reports/ Self Assessment Reports,
- (c) participated in one orientation and one refresher/research methodology course of not less than 2-3 weeks duration. But in all not less than 6 weeks ( 42 days). Such courses should not normally be less than 10 days.
- (d) The Career Advancement will be allowed after analyzing merits and credentials of the teacher based on weightages given to the performance of the candidate in

different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators(API) and Performance Based Appraisal System(PBAS) methodology.

**Clause 6.2 Eligibility of Asstt. Prof. (Stage-II) for career advancement as Assistant Professor (Stage-III) – in the pay scale of Rs. 15600-39100+ Grade Pay Rs.8000**

**An Assistant Professor (Stage-II)/equivalent will be placed as Asstt. Professor (Stage-III)/equivalent in the pay scale of Rs. 15600-39100+ Grade Pay Rs.8000, if he/she has :**

- (a) completed 5 years of service as Asstt. Professor(Stage-II) in the pay scale of Rs.15600-39600+GP Rs.7000.
- (b) participated in one refresher course /methodology workshop/training/ and Faculty Development Programme of not less than 2-3 weeks' duration. But in all not less than 6 weeks ( 42 days). Such courses should not normally less than 10 days.
- (c) earned consistently good appraisal reports/ Self Assessment Reports,.
- (d) The Career Advancement will be allowed after analyzing merits and credentials of the teacher based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators (API) and Performance Based Appraisal System (PBAS) methodology.

**Clause 6.3 Eligibility of Asstt. Professors (Stage-III)/ equivalents for career advancement as Associate Professors/equivalents(Stage-IV)- in the pay scale of Rs.37400-67000+ Grade Pay Rs.9000.**

An Assistant Professor (Stage-III)/ equivalent will be eligible for promotion to the post of Associate Professor/equivalent in the pay scale of Rs. 37400-67000+ Grade Pay Rs.9000, if he/he has :

- (i) completed 3 years service as Asstt. Prof.(Stage(III)/equivalent in the pay scale of Rs.15600-39100+ AGP Rs. 8000.
- (ii) participated in one refresher course/training/Faculty Development Programme of not less than one week duration.
- (iii) earned consistently good appraisal reports/ Self Assessment Reports,
- (iv) at least three publications in the entire period of Assistant Professor/equivalent ( 12 years)
- (v) The Career Advancement will be allowed after analyzing of the merits and credentials of the teacher based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators(API) and Performance Based Appraisal System(PABS) methodology.

**Clause 6.4 Eligibility for career advancement of Associate Professors / equivalents (directly recruited as well as promoted )(Stage-IV)as Professors/ equivalents(Stage-V)- in the pay scale of Rs. 37400-67000+ Grade Pay Rs.10000.**

An Associate Professor/equivalent (directly recruited as well as promoted) will be eligible for promotion as Professor/equivalent in the scale of Rs. 37400-67000+ Grade Pay of Rs.10,000/- if he/ she has :

- a) (i) obtained a Ph.D. degree.
- (ii) completed 3 years service as Associate Professor (directly recruited as well as promoted )(Stage-IV) in the scale of Rs.37400-67000+GP of Rs.9000.
- b) earned consistently good appraisal reports / Self Assessment Reports
- c) minimum of five ( 5) publications since the period the teacher is placed in Stage-II.
- d) The Career Advancement will be allowed after analyzing merits and credentials of the teacher based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators(API) and Performance Based Appraisal System (PABS) methodology.

**Clause 6.5 Eligibility for career advancement of ten per cent of Professors/ equivalents(directly recruited as well as promoted) (Stage V) with 10 years service as Professor /equivalent as (Senior) Professors/equivalents in higher GP of Rs.12000 (Stage VI) in order of university level seniority.**

A Professor/equivalent (directly recruited as well as promoted) will be eligible for promotion as Senior Professor/equivalent in the scale of Rs. 37400-67000+ Grade Pay of Rs.12,000/- if he/ she has :

- a) (i) obtained a Ph.D. degree.
- (ii) completed 10 years service as Professor (directly recruited as well as promoted ) (Stage-V) in the scale of Rs.37400-67000+ Grade Pay of Rs.10000.
- b) earned consistently good appraisal reports/ Self Assessment Reports,
- c) The Career Advancement will be allowed after analyzing merits and credentials of the teacher based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators(API) and Performance Based Appraisal System (PABS) methodology.

**Proviso :**

Provided that for computing the specified periods for career advancement, the following period(s) shall be included :-

- (a) All periods of regular appointments.
- (b) (i) Deputation with GOI/State Govt./any Govt./Semi-Govt. organisation within or outside India at an equal or higher position. Provided that deputation liabilities for the entire period of deputation are received in CCS HAU.

- (ii) Period spent on trainings/fellowships/ scholarships or any other academic pursuit on study leave/ leave of the kind due including extra-ordinary leave where it counts for increment shall not exceed three years during the entire service including past service if counted for promotion under Career Advancement Scheme.

**Note (i)** "Previous service, without any break as an Asstt. Prof. or equivalent /Assoc. Prof./equiv./Prof./ equiv. in a University, College, National Laboratory irrespective of nature of Management of Institutions (Private/Local body/ Government) , or other scientific organization, e.g. CSIR,ICAR,DRDO,UGC,ICSSR,ICHR and as a UGC Research Scientist, should be counted for placement of Asst. Prof./equiv. Assoc. Prof./equiv. & Prof./equiv. provided that:

- i) The post was in an equivalent grade/scale of pay as the post of an Asstt. Prof. equiv. /Assoc. Prof./equiv./Prof./ equiv.
- ii) The qualification for the post were not lower than the qualifications prescribed by the University for the post of Asstt. Prof./equiv. /Assoc. Prof./equiv./Prof./ equiv.
- iii) The candidates who apply for direct recruitment should apply through proper channel.
- iv) The concerned Asstt. Prof./equivalents/Assoc. Prof./equiv./Prof./ equiv. possessed the minimum qualifications prescribed by the University for appointment as Asstt. Prof. /equivalent/Assoc. Prof./equiv./Prof./ equiv.
- v) The post was filled in accordance with the prescribed selection procedure as laid down by the University/State Govt./Central Government/Institution's regulations,
- vi) The appointment was not adhoc or in a leave vacancy of less than one year duration. Adhoc service of more than one year duration can be counted .  
Provided,
  - a. The adhoc service was of more than one year duration.
  - b. The incumbent was appointed on the recommendation of duly constituted selection committee; and
  - c. The incumbent was selected to the permanent post in continuation to the adhoc service, without any break.

**Note(ii)** The benefit of counting of past service shall be allowed for promotion. under Career Advancement Scheme subject to fulfillment of condition as laid down under Note(i) above.

#### **Clause 7.Procedure**

- (i) (a) Every teacher who fulfils the criteria regarding eligibility for career advancement as laid down under Clause 6 above and where promotion of a teacher falls due between 1st January to 30th June, he must furnish information with a copy to Registrar, regarding his bio-data and service rendered on the post in the prescribed proforma alongwith PBAS Proforma duly supported by all credentials/documents as per API guidelines atleast two months in advance from the actual date of eligibility to the Head of the Department. The Head of the Department shall certify the correctness of the particulars mentioned in the proforma by the teacher concerned and forward it to the Registrar by 31<sup>st</sup> August through the Dean/Director concerned.

(b) Where the promotion of the teacher is due from 1st July to 31st December he/she will furnish information with a copy to Registrar, regarding his/her biodata and service rendered on the post in the prescribed proforma alongwith PBAS Proforma duly supported by all credentials/documents as per API guidelines atleast two months in advance from the actual date of eligibility to the Head of the Department. The Head of the Department shall certify correctness of the particulars mentioned in the proforma by the teacher concerned and forward it to the Registrar by 28<sup>th</sup> February through the Dean/Director concerned.

(c) The schedule referred to above for applying for promotion must be adhered to failing which the teacher concerned will be considered/assessed for promotion from a date he/she applies for the same.

(d) In case any enquiry is pending/in progress at the time when he /she is due for promotion he/she may be required to apply within six months from the completion of the enquiry / final orders.

(e) The Vice-Chancellor may condone the delay upto 6 months in submission of case by the teacher where the reasons for delay are genuine, beyond the control of teacher concerned and to the satisfaction of the Vice-Chancellor.

ii) In case of Career Advancement from;

A) Assistant Professor/equivalent (GP Rs.8000/-) as Associate Professor / equivalent (GP Rs.9000/-)

B) Associate Professor (GP Rs.9000/-) as Professor/equivalent (GP Rs.10000/-)

C) Professor/equivalent (GP-Rs.10000/-) as Senior Professor ( GP Rs.12000/-)

The Registrar will place the following information received from the Deans/Directors concerned before the Assessment Committee to be constituted by the Vice-Chancellor to consider the suitability of the teacher for promotion to the next higher position.

(a) SARs/API/PBAS

(b) Research contribution/books/articles published;

(c) any other academic contributions. The reprints of three major publications(for promotion of Asstt. Professor(stage-I, Stage-II & Stage-III) to Stage-IV as Associate Professor) and reprints of five major publications of Stage-II and IV for promotion from Associate Professor to Professor and Professor to Senior Professor, of which could be a book or research paper (as defined by the teacher), may be sent in advance to three external experts to review/ evaluation scoring before selection. The assessment report of these three experts and API+PBAS Proformas shall also be placed before the assessment committee at the time of interview. However, there will be no interview for career advancement from Grade Pay Rs.10000/- to Grade Pay Rs.12000/-.

(d) Seminars/conferences attended;



- (e) Contribution to the teaching/academic environment/institutional corporate Life; and
- (f) Extension and field outreach activities. The Committee will include members by designation within the University and at least two eminent outside experts. The Vice-Chancellor will act as Chairman of the Assessment Committee.
- (g) In addition to above, for promotion of Professor as Sr.Professor the following factors will also be taken into consideration by the Committee:-
  - a. post-doctoral research outputs of high standard;
  - b. awards/honours/ and recognitions;
  - c. Additional research degrees like D.Sci., D.Litt., LID, etc.; patents and IPR on products and processes developed/ technology transfer achieved in the case of teachers in science and technology.

(iii) In case of career advancement of;

- A) Assistant Professor(Stage-I)(GP Rs.6000/-) as Assistant Professor(Stage-II)/ equivalent(GP Rs.7000/-)/equivalent..
- B) Assistant Professor(Stage-II)(GP Rs.7000/-) as Assistant Professor(Stage-III)/ equivalent(GP Rs.8000/-).

The Registrar will place the information received from the Deans/Directors concerned before the Screening Committee consisting of the following to consider suitability of the teacher concerned :

- (a) Deans/Directors concerned;
- (b) Head of Department concerned; and
- (c) One person to be nominated by the Vice-Chancellor from amongst the Professors / Sr.Professors/equivalents of the University;

**Note :** The Dean/Director concerned shall act as Chairman of the Screening Committee.

**(iv) The Screening/Assessment Committee will take into consideration the following factors of API Scoring including the PBAS while making its recommendations :**

- (a) Material furnished in the Assessment proforma submitted by the teacher concerned.
- (b) Work done by the teacher.
- (c) SAR/API/PBAS Reports of the teacher concerned.
- (d) Personal discussion by the teacher concerned
- (e) Any other additional information which the Assessment Committee may like to call from the teacher concerned. However, in case of ;
  - i) Assistant Professor/equivalent (Stage-I, Stage-II, Stage-III) to Associate Professor/ equivalent – three major publications shall be required to be submitted for all the three categories for consideration of promotion from Asstt. Professor to Assoc. Professor i.e. Stage-I, Stage-II & Stage-III.
  - ii) Associate Professor/equivalent as Professor/equivalent - Five major publications shall be required to be submitted provided that such publications published subsequent to the period from which the teacher was placed in Asstt. Prof. (Stage-II)

The best written contributions ( 3 or 5 as the case may be ) of the teacher ( as defined by him/ her ) shall be sent in advance to the experts to review/evaluation scoring before taking his/her case to the Assessment Committee.

**(v) In case of Associate Professors, Professors and Senior Professors**

On receipt of recommendations of the Assessment Committee, the Vice-Chancellor will place the same before the Board of Management for approval. Before doing so, however, the Vice-Chancellor may, if he considers it necessary, refer it back to the Committee for reconsidering its recommendations. In case the Committee re-affirms its recommendations, the Vice-Chancellor will place the same before the Board of Management alongwith such comments as he may like to give.

**(vi) In case of Asstt. Professors (Stage-III) and Assistant Professors (Stage-II) / equivalents.**

On receipt of recommendations of assessment/ screening committee, the Vice-Chancellor will consider the same for acceptance. The Vice-Chancellor may, however, if he considers it necessary, refer the recommendations back to the committee for reconsidering its recommendations. In case the Committee re-affirms its recommendations, the Vice-Chancellor will accept the same.

(vii) Those teachers who on the day of assessment are on leave/abroad, their cases for placement/promotion under Career Advancement Scheme will be screened/assessed in absentia on the written request of the teacher concerned without giving the marks of interview.

(viii) In case any teacher is on long leave on the due date of promotion, he will be entitled for promotion from the due date but actual benefit will be allowed from date of joining after return from leave.

(ix) The incumbent teachers must on the rolls of active service of the University on the due date of eligibility for promotion for consideration by the Screening /Assessment Committee.