



National Institute of Food Technology Entrepreneurship and Management
Deemed to be university (De-novo Category) under Section 3 of the UGC Act, 1956
An Autonomous Institution under Ministry of Food Processing Industries, Government of
India, Sonapat, Haryana, India



F.No. N/S/K/P&A/901/2014/

Dated: 29.08.2018

Office Memorandum

Rules and Regulations for Promotion of Faculty Members of NIFTEM under Career Advancement Scheme (CAS) have been issued vide Institutes Notification No. N/S/K/531/2018 dated 28.06.2018. It has been stipulated in Para 4.1 of the above said notification that the eligible faculty members shall complete the Career Advancement Scheme application as in the Annexure-II of the notification and submit it to the Registrar, NIFTEM, 1 to 3 months before the date of eligibility.

It is brought to the notice of all concerned that now UGC vide Notification No. FI.2/2017(EC/PS) dated 18-07-2018 have issued revised Regulations on minimum qualification for appointment of Teachers and other Academic staff in universities and colleges and other measures for the maintenance of standards in higher education, 2018.

In Para 6.3 of the aforesaid notification it has been laid down that the criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.

A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Performa as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under CAS, the University/ College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfill all other criteria


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mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.

In view of the above in addition to the formats prescribed in Annexure-II of notification of NIFTEM dated 28.06.2018, Form D and E are enclosed for the use of faculty members who wish to be considered under CAS regulations dated 18.7.2018. Further provisions contained in Para 6.3 (I to VII) of UGC Notification dated 18.07.2018 be also referred to.

Accordingly, it is requested that all eligible faculty members may submit their respective applications given in the Notification dated 28.06.2018 along with the format either B and C attached with notification dated 28.6.2018 or D and E enclose as detailed above as per their choice on or before 15th September 2018. The faculty members who are becoming eligible by 15th December 2018 may also submit their applications on or after 15th September 2018.

This issues with the approval of Competent Authority


29/8/18
Registrar

Copy to:

1. PS to Vice Chancellor
2. PA to Registrar
3. All HoDs', Deans and Faculty Members
4. Dy. Controller of Finance and Accounts
5. All Assistant Registrars.
6. Concerned file/Guard file.

Part-D (Table 1)

Assessment Criteria and Methodology for University/College Teachers

S. N.	Activity	Grade Claimed (as per a grading criteria)	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100%		80% & above – Good
	(Classes taught includes sessions on tutorials, lab and other teaching related activities)		Below 80% but 70% & above – Satisfactory
			Less than 70% - Not Satisfactory
2.	Involvement in the University/College students related activities/research activities:		Good- Involved in at least 3 activities
	(a) Administrative responsibilities such as Head, Chairperson/Dean/Director/Co-ordinator, Warden etc.		Satisfactory – 1-2 activities
	(b) Examination and evaluation duties assigned by the college/university or attending the examination paper evaluation.		Not-Satisfactory – Not involved /undertaken any of the activities
	(c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.		Note: Number of activities can be within or across the broad categories of activities
	(d) Organising seminars/ conferences/ workshops, other college/university activities.		
	(e) Evidence of actively involved in guiding Ph.D. students.		
	(f) Conducting minor or major research project sponsored by national or international agencies.		
	(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.		

Overall Grading:

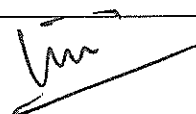
Good: Good in teaching and satisfactory or good in activity at Sl. No.2.

Or

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

Not Satisfactory: if neither good nor satisfactory in overall grading

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



Part-E (Table 2)

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

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S. N.	Academic/Research Activity	Maximum Score	Score claimed	Details to be furnished for each activity
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper		
2.	Publications (Other than Research papers)			
	(a) Books authored which are published by ;			
	International publishers	12		
	National Publishers	10		
	Chapter in Edited Book	05		
	Editor of Book by International Publisher	10		
	Editor of Book by National Publisher	08		
	(b) Translation works in Indian and Foreign Languages by qualified faculties			
	Chapter or Research paper	03		
	Book	08		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
	(a) Development of Innovative pedagogy	05		
	(b) Design of new curricula and courses	02 per curricula/course		
	(c) MOOCs			
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20		
	MOOCs (developed in 4 quadrant) per module/lecture	05		
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02		
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08		
	(d) E-Content			
	Development of e-Content in 4 quadrants for a complete course/e-book	12		
	e-Content (developed in 4 quadrants) per	05		

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	module			
	Contribution to development of e-content module in complete course/paper/e-book (at least on quadrant)	02		
	Editor of e-content for complete course/paper/e-book	10		
4.	(a) Research guidance			
	Ph.D.	10 per degree awarded 05 per thesis submitted		
	M.Phil./P.G dissertation	02 per degree awarded		
	(b) Research Projects Completed			
	More than 10 lakhs	10		
	Less than 10 lakhs	05		
	(c) Research Projects Ongoing :			
	More than 10 lakhs	05		
	Less than 10 lakhs	02		
	(d) Consultancy	03		
5.	(a) Patents			
	International	10		
	National	07		
	(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)			
	International	10		
	National	07		
	State	04		
	(c) Awards/Fellowship			
	International	07		
	National	05		
6.	*Invited lectures / Resource Person/ Paper Presentation in Seminars/ Conferences/Full Paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)			
	International (Abroad)	07		
	International (within country)	05		
	National	03		
	State/University	02		

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National Institute of Food Technology Entrepreneurship and Management

APPLICATION FORM FOR PROMOTION UNDER CAS

Part A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's Name/Mother's Name :
3. Department /School :
4. Current Designation & Academic Grade Pay: :
5. Date of Last Appointment/Promotion :
6. Which position and AGP are you an applicant under CAS? :
7. Date of Eligibility for promotion :
8. Date of Birth :
- 9 Sex :
- 10 Marital Status :
11. Nationality :
12. Indicate whether belongs to SC/ST/OBC Category :
13. Address for correspondence (with Pin code) :

- 14 Permanent address (with Pin code) :

- Telephone No. /Mobile No. :
- Email :

15. Academic Qualifications (Matric till post graduation)

Examination	Name of the Board/University	Year of Passing	Percentage of Marks obtained	Division Class/Grade	Subject
High School / Matric					
Intermediate					
B.A./B.Sc./B.Com./B. Mus. /Other UG Course					
M.A./M.Sc/M.Com/Other PG Course					
Other examination, if any					

16. Research Degrees (s)

Degree	Title	Date of Award	Institute/University
M.Phil			
Ph.D./D.Phil.			
D.Sc./D. Litt.			

17. Appointments held prior to joining NIFTEM

Designation	Name of Employer	Date of Joining/Leaving		Salary with Grade Pay	Reason for Leaving
		Joining	Leaving		

18. Posts held after appointment at NIFTEM:

Designation	Department	Date of Actual Joining		Nature of Duty
		From	To	

19. Teaching Experience: PG classes (in years) : UG classes (in years)

20. Research Experience excluding years spent in M.Phil./Ph.D (in years)

21. Field of Specialization under the subject/Discipline

(a).....

(b).....

22. Academic Staff College / HRD Centre Orientation/Refresher /Equivalent Course(s) Attended

Name of the Course	Place	Duration	Sponsoring Agency

I certify that all the details given above are true to the best of my knowledge and belief.

Signature with Date

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please refer to UGC Regulations, 2010 & its subsequent amendments for filling the PBAS)

CATEGORY: I TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (GIVE SEPARATELY FOR EACH YEAR)

(a) Direct Teaching (Odd Semester): From.....To...../20.....

Sl. No.	Course/Paper	Level (UG/PG/Other)	Mode of Teaching*	Hours per week allotted	Hours per week Conducted
1.					
2.					
3.					
4.					
Total Actual hours spent in the Odd Semester					

Direct Teaching (Even Semester): FromTo...../20.....

Sl. No.	Course/Paper	Level (UG/PG/Other)	Mode of Teaching*	Hours per week allotted	Hours per week Conducted
1.					
2.					
3.					
4.					
Total Actual hours spent in the Even Semester					
Actual hours spent per academic year (Total Hours in Odd Semester + Total Hours in Even Semester)					
Actual API Score Claimed (Max. Score) (Actual hours spent per academic year ÷)					

* Lecture (L), Tutorial (T), Practical (P), Project Supervision/Field Work

(b) Examination duties Assigned and Performed (question paper setting, invigilation, evaluation of answer scripts as per allotment)

Sl. No	Type of Examination Duties	Actual Hours Spent
1		
2		
3		
4		
5		
Actual hours spent per academic year		
Actual API Score Claimed (Max. Score) (Actual hours spent per academic year ÷)		

(c) Innovative Teaching-Learning Methodologies, updating of subject Contents/Courses, mentoring etc.

Sl. No.	Short Description	Actual Hours Spent
1		
2		
3		
4		
Actual hours spent per academic year		
Actual API Score Claimed (Max. Score)		
(Actual hours spent per academic year ÷)		

CATEGORY: II PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Sl. No.	Name of Activity	Maximum API Score	Actual Hours Spent	Actual API Score Claimed
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15		Actual hours spent per academic year ÷ 10 =.....
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson /Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15		Actual hours spent per academic year ÷ 10 =.....
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15		Actual hours spent per academic year ÷ 10 =.....
Total Actual API Score Claimed (Max. 45)				

CATEGORY-III RESEARCH AND ACADEMIC CONTRIBUTIONS

III (A) RESEARCH PAPERS PUBLISHED IN:

(i) REFEREED JOURNALS (as notified by UGC) – SCI/SSCI/WoS/SCOPUS/ICI

Sl. No.	Authors in Sequence	Paper Title & Year/Vol. /Issue/Page.	Journal Name	Journal ISSN No.	Impact Factor, if any	Whether you are the First/Corresponding author/Supervisor/Mentor	UGC List No.	API Score
1								
2								
3								
Total API Score Claimed								

(ii) Reputed Journals (As notified by UGC)

Sl. No.	Authors in Sequence	Paper Title & Year/Vol. /Issue/Page.	Journal Name	Journal ISSN No.	Impact Factor, if any	Whether you are the First/Corresponding author/Supervisor/Mentor	UGC List No.	API Score
1								
2								
Total API Score Claimed								

III (B) BOOKS / CHAPTERS IN BOOKS PUBLISHED:

(i) Text/Reference, Books published by International Publishers

Sl. No.	Authors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main author	API Score
1						
2						
Total API Score Claimed						

(ii) Subject Books, published by National level publishers, or State / Central Govt. Publications

Sl. No.	Authors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main author	API Score
1						
2						
Total API Score Claimed						

(iii) Subject Books, published by other local publishers

Sl. No.	Authors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main author	API Score
1						
2						
Total API Score Claimed						

(iv) Chapters in Books, published by National and International level publishers

Sl. No.	Authors in Sequence	Chapter Title with page nos.	Book Title, editor (s) & Year	Publisher Details	ISSN/ISBN No.	Whether you are the main author	API Score
1							
2							
Total API Score Claimed							

III (C) RESEARCH PROJECTS/CONSULTANCY

(i) Sponsored /Consultancy Projects

Sl. No.	Project Title	Funding Agency & Year of Funding	Project Duration	Grant/Amount Mobilized (Rs. Lakh)	Major/Minor /Consultancy	API Score
1						
2						
Total API Score Claimed						

(ii) Project Outcome/Outputs

Sl. No.	Title of Project	Funding Agency	Project Duration	Grant/ Amount Mobilized (Rs. Lakh)	International/ National/Local level	Whether Policy document/patent etc. as outcome	API Score
1							
2							
Total API Score Claimed							

III (D) Research Guidance:

(i) Summary of Research Guidance

Sl. No.	Level of Guidance	No. of Thesis Submitted	No. Degree Awarded	API Score
1	M. Phil.			
2	Ph.D.			
Total API Score Claimed				

(ii) Details of M.Phil Guidance

Sl. No.	Name of Scholar	Title of Dissertation	Name of Department & University Guided	Date of Award
1				
2				

(iii) Details of Ph.D. Guidance

Sl. No.	Name of Scholar	Title of Dissertation	Name of Department & University Guided	Date of Submission	Date of Award
1					
2					

III (E) Fellowships, Awards and Invited Lectures Delivered in Conferences / Seminars**

(i) Fellowships and Awards

Sl. No.	Title of Fellowship /Award	Year	Conferred by Organization	International/National /State/University level	API Score
1					
2					
Total API Score Claimed					

(ii) Invited Lectures/Papers presented in Conferences/Seminars

Sl. No.	Topic/Title of Lecture/Paper	Title of Conference/ Seminar	Organized by	International/national State/University level	API Score
1					
2					
Total API Score Claimed					

**The score under this sub-category shall be restricted to 20% of the minimum for Category III for any assessment period.

III (F) Development of e-learning delivery process/material

Sl. No.	Title of e-learning materials	Year	Developed for whom / Sponsorship/Funding, if any	Whether International /national/state /university level	API Score
1					
2					
Total API Score Claimed					

IV. Summary of API Scores

Category	Criteria	Total API per Academic Year					Total API Score for the assessment Period
		1	2	3	4	5	
I	Teaching-Learning, Evaluation related activities						
II	Professional development and Extension Activities						
III	Research and Academic Contributions						
II + III	Total API Scores Under Categories II & III***						

***Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

Part C: Other Relevant Information

Please give details of any other credential, significant contributions, etc. not mentioned earlier.

Sl. No.	Year	Details of Credentials/Contributions
1		
2		
3		

DECLARATION

I _____, hereby declare that the particulars are true to my knowledge and belief.

Signature of Applicant with Date

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers, relevant documents etc, wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I certify that the information provided/documents enclosed along with the duly filled PBAS Performa are authentic.

Signature of the faculty with
Designation, Place & date

Signature of HOD/
Dean with date

N.B: The individual PBAS Performa duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university as necessary and placed before the screening-cum-Evaluation Committee or Selection Committee for assessment/Verifications.