MANIPUR GAZETTE

E X T R A O R D I N A R Y
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GOVERNMENT OF MANIPUR
SECRETARIAT: TECHNICAL EDUCATION DEPARTMENT

ORDERS BY THE GOVERNOR: MANIPUR

Imphal, the 23rd November, 2021

No.4/5/2010-SE(T): In pursuance of the Cabinet decision taken on 07.08.2021 on the AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for Appointment of Teachers and· other Academic Staff such as Library and Physical Education Personnel in Technical Institutions and Measures for the Maintenance of Standards in Technical Education - (Diploma) Regulation, 2019 issued vide Notification No. F.No.61- 1/RIFD/7th CPC/2016-17, dated 01.03.2019 of the All India Council for Technical Education (AI CTE), New Delhi, the Governor of Manipur is pleased to accord sanction to the revision of scales of the pay of different categories of the Government Polytechnic Teachers/ Lecturers/ Librarian/ Principal, etc., under the Technical Education Department, Manipur as under:

SI. No.	Name of the different categories of Lecturer/ equivalents/Grades/ positions in Govt. Polytechnic, Imphal	Existing Pay under ROP, 2011	Revised Scale of Pay/ Pay Level / Academic Pay Level.
(1)	(2)	(3)	(4)
1.	Lecturer/ Librarian (Entry Level)	PB-3: Rs. 15,600-39,100+ AGP of Rs. 5,400/-	At Academic Level- 9(A) with rationalised entry pay of Rs. 56,100/ -
2.	Lecturer/ Librarian (Entry Level)	PB-3: Rs. 15,600-39,100+ AGP Rs. 6,000/-	At Academic Level -10 with rationalised entry pay of Rs. 57,700/-
3.	Lecturer (Sr. Scale)/ Librarian (Senior Scale)	PB-3: Rs. 15,600 -39,100 + AGP Rs. 7,000/-	At Academic Level-11 with rationalised entry pay of Rs. 68,900/-
4.	Lecturer (Selection Grade)/ Librarian (Selection Grade)	PB-3: Rs 15,600-39,100+ AGP Rs. 8,000/-	At Academic Level 12 with rationalised entry pay of Rs 79,800/-

5.	Lecturer (Selection Grade)/ Librarian (Selection Grade)/HoD	PB-4: Rs 37,400-67,000 + AGP Rs. 9,000/-	At Academic Level 13A with rationalised entry pay of Rs. 1,31,400/-
6.	Principal, Govt. Polytechnic, Imphal	PB- 4: Rs. 37,400-67,000 + AGP Rs. 10,000 + Rs. 2,000 (Special Allowance)	At Academic Level 13A with rationalized entry pay of Rs. 1,31, 400/- with the special allowance of Rs. 4,500/ - per month.

2. Date of Implementation:

The date of implementation of the above revised pay shall be notionally with effect from 01.01.2016 with actual cash payment from 01.09.2021. There will be no payment of arrears for the period from 01.01.2016 to 31.03.2019. Arrears for the period 01.04.2019 to 31.08.2021 shall be deposited into their respective GPF Accounts of the employees which cannot be withdrawn for the period of 3 years or till retirement whichever is earlier: However, for those teachers covered under New Pension Scheme, arrears shall be released in 3 (three) equal instalments, first in September, 2021, second in September, 2022 and third in September, 2023. The calculation of arrears for the period from 01.04.2019 to 31.03.2020 shall be made as per Finance Department (PIC) order No.1/10/2018-FD(PIC), dated 28:07.2018. Arrears for expired/retired teachers shall be paid in one-time instalment.

3. Designation: The existing nomenclatures shall be followed.

4. Pay Fixation method:

The revised pay structure for different categories of teachers and equivalent cadres is based on the following:

(a) The formula followed by the 7th CPC is followed in the academic pay structures, moving from the concept of Pay Band and Academic Grade Pay to that of Academic Levels and Cells.

(b) The first academic level (corresponding to AGP of Rs. 5400) is numbered as academic level 9A. Similarly, the other academic levels are 10, 11, 12 and 13A.

(c) The entry pay for each level is as bellow:

Level (Academic Level)	Academic Grade Pay (Rs.)	Entry Pay (Rs.)
9A	5,400	21,000
10	6 000	21,600
11	7,000	25,790
12	8,000	29,900
13A	9,000	49,200

(d) The Pay Matrix based on the above propositions on Academic Levels, Cells and Entry Pay is at **Annexure - I.**

(e) For fixation of pay of an employee in the Pay Matrix as on 1st January, 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31st December, 2015 shall be multiplied by a factor of 2.57, rounded off to the nearest Rupee and the figure so

arrived at is to be located in the Academic Level corresponding to the employee's Pay Band and the Academic Grade Pay in the new Pay Matrix. If a Cell identical with the figure so arrived at is available in the appropriate Academic Level, that Cell shall be the revised pay; otherwise, the next higher cell in that Academic Level shall be the revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that Academic Level, then the pay shall be fixed at the first cell of that Academic Level.

If a situation arises whenever more than two stages are bunched together, one additional increment equal to 3 percent may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

(f) The existing pay scale of the person appointed as Principal shall be protected.

(g) Principals would continue to have lien in their main academic posts where they would continue to get notional promotions while they are functioning as Principals. After the completion of their tenure as Principals, they would go back to their academic post and draw salary due in such respective academic posts and would not continue to have the Principals' pay.

5. Allowances:

(a) Rates of the SCA & TA are as follows –

SI. No.	Name of post/ Level in the Pay Matrix	Special Compensatory Allowance (Rs.)	Transport Allowance (Rs.)	Remarks
1.	Lecturer/ Librarian Academic Level - 9A	2700	1800	At rates applicable to Pay Level-11 in the Pay Matrix of RoP, 2019.
2.	Academic Level - 10	3400	3600	At rates applicable to Pay Level-12 and above Pay Matrix of RoP, 2019.
3.	Academic Level - 11	3400	3600	
4.	Academic Level - 12	3400	3600	
5.	Academic Level - 13A	3400	3600	

(b) All other allowances shall be as admissible to other State Government employees under ROP, 2019.

6. Increment:

a) Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. The annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.

b) There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up-gradation.

c) The increment in respect of an employee appointed or promoted during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

7. Promotion:

Promotion of the Polytechnic Teachers and equivalent cadres shall be done subject to fulfilment of requirements and conditions as laid down under the "AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for appointment of Teachers and other Academic Staff such as Library and Physical Education Personnel in Technical Institutions and Measures for the Maintenance of Standards in Technical Education - (Diploma) Regulation, 2019" as amended from time to time. Further, when an individual gets a promotion, he/her new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, he/she would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher cell at that level. The pay shown in this cell would now be located in the new Academic level corresponding to the post to which he/she has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise, the next higher cell in that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level.

8. The Government Polytechnic teachers shall not be allowed to take any private tuition and private teaching.

9. The revised scales of pay shall be granted subject to the exercising of option and submission of the undertaking in the Form prescribed at Annexure-II within 3 (three) months from the date of the issue of this order.

10. Further, the Governor of Manipur is pleased to frame, on the basis of the **"AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for appointment of Teachers and other Academic Staff such as Library and Physical Education Personnel in Technical Institutions and Measures for the Maintenance of Standards in Technical Education- (Diploma) Regulation, 2019"** issued vide Notification F. No.61-1/RIFD/7th CPC/2016-17 dated 01/03/2019 by the All India Council for Technical Education (AICTE), New Delhi and taking into consideration of local situations, **"Regulations on Service Conditions and Minimum Qualifications for appointment of Teachers and other Academic Staff such as Librarian and Measures for the Maintenance of Standards in the Government Polytechnic under the Technical Education Department, Manipur" as annexed at Annexure-III, with immediate effect.**

11. This issues with the concurrence of F.D(PIC) vide their **U.O. No. 142/2021- 2022/FD(PIC) dated 18.10.2021** and also in consultation with D.P., Government of Manipur.

M. HAREKRISHNA,
Commissioner (Higher & Technical Education)
Government of Manipur

ANNEXURE-I

PAY MATRIX

Pay Band (Rs.)	**15600-39100**				**37400-67000**
Academic Grade Pay (Rs.)	**5400**	**6000**	**7000**	**8000**	**9000**
Cadre Title RoP,2021 (Revised)	**Lecturer**	**Lecturer**	**Lecturer (Senior scale)**	**Lecturer (Selection Grade-I)**	**Lecturer (Selection Grade-II) / HoD / Principal**
Entry Pay (Rs.)	**21,000**	**21,600**	**25,790**	**29,900**	**49,200**
Academic Level	**9A**	**10**	**11**	**12**	**13A**
Rationalized Entry Pay (Rs.) 1	56100	57700	68900	79800	131400
2	57800	59400	71000	82200	135300
3	59500	61200	73100	84700	139400
4	61300	63000	75300	87200	143600
5	63100	64900	77600	89800	147900
6	65000	66800	79900	92500	152300
7	67000	68800	82300	95300	156900
8	69000	70900	84800	98200	161600
9	71100	73000	87300	101100	166400
10	73200	75200	89900	104100	171400
11	75400	77500	92600	107200	176500
12	77700	79800	95400	110400	181800
13	80000	82200	98300	113700	187300
14	82400	84700	101200	117100	192900
15	84900	87200	104200	120600	198700
16	87400	89800	107300	124200	204700
17	90000	92500	110500	127900	
18	92700	95300	113800	131700	
19	95500	98200	117200		
20	101100	120700	139800		
21	104100	124300	144000		
22	107200	128000	148300		
23	110400	131800	152700		
24	113700	135800	157300		
25	117100	139900	162000		

26	120600	144100	166900		
27	124200	148400	171900		
28	127900	152900	177100		
29	131700	157500	182400		
30	135700	162200	187900		
31	139800	167100	193500		
32	144000	172100	199300		
33	148300	177300	205300		
34	152700	182600	211500		
35	157300	188100			
36	162000	193700			
37	166900	199500			
38	171900	205500			
39	177100				
40	182400				

ANNEXURE-II

FORM OF OPTION

[See rule 8 of the order No. ....., dated .....]

*1. I, _____ hereby elect the revised pay structure

with effect from 1st January, 2016.

* 2. I, _____hereby elect to continue on Pay Band and Grade Pay/Academy Grade Pay of my Substantive/Officiating post mentioned below until:

* the date of my next increment/ the date of my subsequent increment raising my pay to _____I vacate or cease to draw pay in the existing pay structure/ the date of my promotion to the post of _____

Existing Pay Band and Grade Pay / Academy Grade Pay_____

Dated_____ Signature

_____

Name _____
Designation _____
Place of posting _____

Signed before me

Dated _____ Signature of
Principal_____

Name of College _____

Dated _____ Countersignature of Controller
(Technical

Education) Manipur

*To be scored out, if not applicable.

UNDERTAKING

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Dated_____ Signature _____
Name_____
Designation _____

ANNEXURE-III

Regulations on Service Conditions and Minimum Qualifications for appointment of Teachers and other academic staff such as librarian and Measures for the maintenance of standards in the Government Polytechnic, Imphal under the Technical Education Department, Manipur, with immediate effect.

1.0 Minimum Qualifications for Direct Recruitment as Lecturer:

Direct recruitment on the post of Lecturer shall be made at two different levels of pay based on the qualifications of the candidate at the time of application. Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment, screening and promotions for the faculty members are as follows.

1.1 For Direct Recruitment of Lecturer (Level-9A, Entry Pay 56,100/-)

Those possessing a minimum of 4-year Bachelor's degree shall be placed in Level-9A at entry pay of Rs. 56,100/-

(a) Engineering/Technology
B.E./ B.Tech./ B.S in relevant discipline with First Class or equivalent.

(b) Pharmacy
B.Pharm. with First Class or equivalent.

(c) Hotel Management and Catering Technology
A minimum 4-year Bachelor's Degree in HMCT with First Class or equivalent.

(d) Architecture
B.Arch. or a 4-year Degree in an allied field with First Class or equivalent.

(e) Fine Arts
Bachelor's· degree in appropriate discipline of Fine Arts (Applied Arts, Painting and Sculpture) or equivalent with First Class or equivalent.

(f) Design
Bachelor's degree in design or a minimum 4-year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First Class or equivalent.

(g) Sciences and Humanities
Master's degree in appropriate subject with First Class or equivalent at Bachelor's or Master's level.

1.2 For Direct Recruitment of Lecturer (Level-10, Entry Pay 57,700/-)

(a) For Technical Disciplines
Bachelor's and Master's Degrees in relevant disciplines with First Class in either of the two at the time of selection.

(b) For Sciences and Humanities
A Master's degree with First Class or equivalent in a relevant subject and, must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET.

(c) For Promotion of incumbent Lecturer in Level-9A to Level-10

(i) Candidates from technical disciplines shall be placed in Level-10 at: suitable cell as and when the candidates acquire the Master's degree in relevant technical discipline.

(ii) Candidates of Sciences and Humanities shall be placed in Level-10 at suitable cell as and when the candidates clear the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET.

(iii) In case candidates do not acquire relevant Master's degree in the case of technical disciplines and in case of candidates from Sciences and Humanities do not clear National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET, they shall be placed in appropriate cell of level-10 only after completion of 5 years.

1.3 Minimum Qualifications for Lecturer (Senior scale) (Level-11, Entry Pay 68,900/-) -

1) Qualifications as prescribed for the post of Lecturer.

AND

2) Three weeks of industrial training at the level of Lecturer.

AND

3) Two weeks of Faculty Development Programme (FDP) recognized by AICTE/UGC/TEQIP/NITTTR/Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMTT) / IISc / IIT / University / Govt. and out of which at least one of the FDPs shall be in advanced Pedagogy.

OR

3) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE.

OR

3) Completed two such eight weeks duration MOOCS courses with E- Certification by NPTEL-AICTE.

AND

4) Minimum 5 years of experience and an average 360° feedback score between 8 to 10 on the scale of 10 in the cadre of Lecturer.

OR

4) Minimum 6 years of experience and an average 360° feedback score between 5 to <8 on the scale of 10 in the cadre of Lecturer.

1.4 Minimum Qualifications for Lecturer (Selection Grade-I) (Level-12, Entry Pay 79,800/-)

1) Qualification as prescribed for the post of Lecturer (Senior Scale) necessarily with a Master's Degree in relevant discipline in First Class or equivalent either at Bachelor’s or at Master's level.

AND

2) Three weeks of Industrial training at the level of Lecturer (Senior Scale)

AND

3) Two weeks of Faculty Development Programme (FDP) recognized by AlCTE/UGC/TEQIP/NlTTTR/Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMTT) / IISc/IIT / University/ Govt.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE.

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

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4) Minimum 5 years of experience with an average 360° feedback score between 8 to10 on the scale of 10 in the cadre of Lecturer (Senior Scale).

OR

4) Minimum 6 years of experience with an average 360^0 feed back score between 5 to <8 on the scale of 10 in the Cadre of Lecturer (Senior Scale).

1.5 Minimum Qualifications for Lecturer (Selection Grade-II) (Level-13A, Entry Pay 1,31,400/-)-

1) Qualifications as prescribed for the post of Lecturer (Selection Grade-I).

AND

2) Three weeks of industrial training at the level of Lecturer (Selection Grade- l).

AND

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3) Two weeks of Faculty Development Programme (FDP) recognized by AICTE/UGC/TEQIP/NITTTR/ Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMTT)/ IISc/IIT/ University/ Govt.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE.

OR

Completed two such eight weeks duration MOOCS courses with E- Certification by NPTEL-AICTE.

AND

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4) Ph.D. in relevant discipline with minimum 3 years of experience, 2 research publications in SCI journals /UGC/ AICTE/ CoA/ PCI approved list of journals and

an average 360° feedback score between 8 to 10 on a scale of 10, all in the cadre of Lecturer (Selection Grade-I) Level-12.

OR

Ph.D. in relevant discipline with minimum 4 years of experience, 2 research publication in SCI Journals/ UGC/ AICTE/ CoA/ PCI approved list of journals and an average 360° feedback score between 5 to < 8 on a scale of 10, all in the cadre of Lecturer (Selection Grade-I) Level-12.

OR

Minimum 6 years of experience with an average 360° feedback score between 8 to 10 on a scale of 10, all in the cadre of Lecturer (Selection Grade-I) Level-12.

OR

Minimum 8 years of experience with an average 360° feedback score between 5 to <8 on a scale of 10, all in the cadre of Lecturer (Selection Grade -I) Level-12.

Note: 360° Feedback

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.
2. In case the candidate fails to achieve the minimum specified feedback score, the subsequent year's may be taken in to consideration while dropping the lowest feedback score in any one of the year.

1.6 Qualifications for Principal
(Level-13A, Entry Pay 1,31,400/- with the special allowance of Rs. 4,500/- per month)

For promotion of the Incumbent

Ph.D. and First class at Bachelor's or Master's level in the relevant discipline with minimum of 16 years of experience in Teaching/ Research/ Industry out of which 5 years shall be at the level of HoD and 3 years shall be post Ph.D. Experience; An average 360° feedback score of 5 to < 8 out of 10 for last 5 years.

OR

First class at Bachelor's or Master's level in the relevant discipline; minimum of 20 years of experience in Teaching/ Research/ Industry, out of which 7 years shall be not below the level of HoD. An average 3600 feedback score of 8 to 10 out of 10 for
last 5 years.

Note: Existing designations pay and scale of incumbent faculty and Principal shall be protected and may be placed in appropriate cell in the level corresponding to their AGP drawn on 31.12.2015.

2.0 Minimum Qualifications for Direct Recruitment and Promotion of Librarian

2.1 Minimum Qualifications for direct recruitment of Librarian (Level-9A, Entry Pay 56,100/-) -

1. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
2. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

2.2 For Promotion of incumbent Librarian in Level-9 A to Level-10

(i) Librarians in Level-9A shall be placed in Level-10 at suitable cell as and when the candidates clear the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/ SET.

(ii) In case candidates do not clear National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET, they shall be placed inappropriate cell of level-10 only after completion of 5 years.

2.3 Methodology of further Promotions for Librarian

The qualifications for promotions for Librarian shall be as per the UGC Notification No.F.1-2/2017(EC/PS), dated 18th July, 2018.

3.0 Additional Requirements

3.1 Research Publications

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following.

a) For the purpose of promotions, candidates must have published research papers in SCI journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils/ institute such as Council of Architecture/ Pharmacy Council of India/ Institute of Town Planners, India.

b) In case of HMCT, 1 (one) live case study or 1 (one) live industry project as research / consultancy having credential of very high standing would be recognized as equivalent to 1(one) publication.

c) In case of Design, Architecture and Town Planning, 1 (one) live case study, 1 (one) live industry project as research / consultancy or 1 (one) exceptional design having credential of very high standing/ obtained high level recognition would be recognized as equivalent to 1(one) publication.

3.2 Equivalence for Ph.D./Eligibility of direct Ph.D. after B.E./B.Tech

3.2.1 Equivalence for Ph.D

Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having accumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university. · .· ·' ·

3.2.2 Eligibility of direct Ph.D. after B.E./B.Tech

The qualification of Ph.D acquired for the various level of posts directly after B.E/ B.Tech. is applicable in Technical Institutions, provided degree of Ph.D awarded is in relevant discipline by a recognised University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e . IITs/IISc/ NITs etc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering/Technology.

3.3 Class / Division

If a class/ division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

Grade Point	Equivalent Percentage
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %

3.4 Nomenclature of relevant degrees

The qualifications for various faculty posts specify that the degree shall be in the appropriate / relevant branch of specialization. Many IITs, NITs, Central Universities start interdisciplinary programs of new nomenclatures. In view of the increasing importance of interdisciplinary nature of engineering, the inter-disciplinary courses for both UG and PG specializations may be considered. The selection committee may take a final decision in this regard depending on the requirement of the program of study and Institution. AICTE has already clarified this issue vide Government of India Gazette F.No. 27/RIFD/Pay/01/2017-18, dated 28.04.2017. If any specialization Is not available in the AICTE basket, the Board/Director of Technical Education / Public Service Commission / University shall decide the equivalence based on the curriculum of the program. Hence, Incumbent faculty recruited in the past based on their qualifications/ specializations acquired will continue to be eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

3.5 Incumbent faculty Members with previous qualifications

Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc.(Biotechnology), M.Sc.(Electronics), M.Sc.(Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M. Com and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 5th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

4.0 Teaching Engagement

The faculty members working in technical institutions under the purview of AICTE shall have a teaching engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial/ project/ research/ administration may be distributed among the faculty members as per the need and availability of staff.

The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given below -

Teaching Engagement of Faculty Members

Designation	(Teaching/Laboratory Hours) /Week
Lecturers	18
HoD	16
Principal	6

5.0 Mandatory Teacher Trainings

1. Every teacher appointed/promoted to any position here onwards with effect from the publication of this gazette shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.

2. No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The teacher training policy document may be downloaded from AICTE website.

3. The requirement of completing these modules as envisioned in this gazette is applicable to all the incumbent teachers also while applying for promotion/ selection to next higher cadre only once in the career.

4. The requirement of completing these modules, however, shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.

6.0 Constitution of Committee for Direct Recruitment, Screening and Promotion

The Selection Committee for all above posts/ promotion shall consist of the following Members -

Sl. No.		
1	Chairman of MPSC	Chairman
2.	Chief Secretary or Addl. Chief Secretary whenever Chief Secretary is unable to attend.	Member

3.	Administrative Secretary (DP) or not below the rank of Special/Joint Secretary (DP) when Chief Secretary is in-charge of DP.	Member
4	Administrative Secretary (Hr. & Tech. Edn,)	Member
5.	Subject Expert	Member

OR,

The Selection Committee constituted by the State Government from time to time.

6.1 Selection Proceedings:

All the screening / selection procedures shall be completed immediately after the screening/selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected/ promoted candidates in order of merit, duly signed by all members of the committee.

7.0 Calculation of 360° Feedback Score

The 360 Degree Score shall be determined on the basis of following parameters.

a. Teaching Process (Maximum Point 25)
b. Students' Feedback (Maximum Point 25)
c. Departmental Activities (Maximum Point 20)
d. Institute Activity (Maximum Point 10)
e. ACR (10 Points)
f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale.

a. Teaching Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, classes actually held. The total shall be reduced on 25 point scale.

b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shaII be used.

c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA-AICTE work, sponsored projects,

departmental news letter etc. The candidate will earn 3 points per semester for each activity upto a maximum of 20.

d. Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity upto a maximum of 10.

e. ACR (Maximum Points 10)

ACRs maintained at institute level of 10 points - same as to that of Govt. College Teachers.

f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.

Note: The activities mentioned in above criterion are indicative. Principal/ Director/HoD may add or remove some of the activities at department and institute level as per the requirements of the institute.

Calculation of Credit Points

(Sample Calculations - 1)

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

Sl No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure No.
1	1/2018-19	CET-100	42	39		
2	1/2018-19	CET-200	39	38		
3	2/2018-19	MED-100	41	39		
4	2/2018-19	BSE-100	42	41		
		Total	164	157	23.93	

B. Students' feedback (Max Point 25)

Sl. No.	Semester	Course Code/Name	Average Student feedback on the scale of 25	Enclosure No.
1	1/2018-19	CET-100	22.3	
2	1/2018-19	CET-200	21.8	
3	2/2018-19	MED-100	19.6	
4	2/2018-19	BSE-100	22.8	
		Total	86.5	

C. Departmental Activities (Max credit 20)

SI. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/2018-19	Lab I/C	3	3 Point/semester	
2	1/2018-19	Consultancy	3	3 Point/semester	
3	1/2018-19	Time table I/C	3	3 Point/semester	
4	2/2018-19	Time table I/C	3	3 Point/semester	
5	2/2018-19	NBA work	3	3 Point/event	.
6	2/2018-19	Lab I/C	3	3 Point/event	
7	2/2018-19	Consultancy	3	3 Point/semester	
		Total	**21**		

Calculation of Credit Points
(Sample Calculations – 2)

D. Institute Activities (Max Credit 10)

Sl. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/2018-19	In-charge internship/ Swachh Bharat	4	4 Point/semester	
2	2/2018-19	Coordinator appointed by Head of Institute	2	2 Point/ semester	
3	2/2018-19	Organized Conference	2	2 Point/event	
4	2/2018-19	FDP/Conference	2	1 point/event, to be divided between all co-coordinators	

E. ACRs - same as to that of Govt. College Teachers in the following manner (Max Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

F. Contribution to Society (Max Credit 10)

SI. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		Induction Proqram	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

Calculation of Credit Points
(Blank Format)

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

SI. No.	Semester	Course Code/Name	No. of Scheduled Classes	No of actually held classes	Point	Enclosure No.
1						
2						

B. Students' feedback (Max Point 25)

SI. No.	Semester	Course Code/Name	Average Student feedback on the scale of 25	Enclosure No.
1				
2				

C. Departmental Activities (Max credit 20)

SI. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1					
2					

D. Institute Activities (Max Credit 10)

SI. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2			'		

E. ACRs - same as to that of Govt. College Teachers in the following manner (Maximum Points 10)

SI. No.	Year	Activity	Credit Point	Criteria	Enclosure No.
1					
2			. .		

F. Contribution to Society (Maximum Points 10)

SI. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

Summary

Summary	Academic Year 1	Academic Year 2	Academic Year 3
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

STUDENT'S FEEDBACK FORM
(To be used by institutions)

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

Forgetting filled in through student

SI. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University / College/ Board?					

2	Has the Teacher covered relevant topics beyond syllabus?	..				
3	Effectiveness of Teacher in terms of:					
	(a) Technical content / course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' Progress					
9	Willingness to offer help and advice to students.					
	Total					

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