



Parvatibai Chowgule College of Arts and Science
Autonomous

Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale in 3rd cycle)
Best affiliated College-Goa University Silver Jubilee Year Award

PROCEDURE AND REGULATIONS GOVERNING APPOINTMENT



Parvatibai Chowgule College of Arts and Science
Autonomous

Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale in 3rd cycle)
Best affiliated College-Goa University Silver Jubilee Year Award

**PROCEDURE FOR APPOINTMENT OF TEACHING AND NON
TECAHING STAFF**

- College follows the procedures of appointment laid down in the statutes of Goa university and ammended thereafter from time to time.
- College also adheres to the regulations/ circulars governing appointment of faculty members and staff in the reserved category as given by the State/Central government periodically.

Statutes governing appointments:

- Qualification: Appointment of teaching faculty is done as per prescriptions given in the statute **SA -19** of Goa University.
- Selection: Selection procedure is carried out as per the Statute **SA-20** of Goa University.
- Manner and Mode of Selection: Statutues **SC-5** of Goa University governing Manner and Mode of Selection and Appointment of Teachers in Colleges.

Link of the statutes:

1) Revised statutes :

https://www.unigoa.ac.in/uploads/config_docs/20210428.053116~Statutes 26 Feb 2021 REV.pdf



GOA UNIVERSITY
Taleigao Plateau, Goa

NOTIFICATION

(No.2/155/13-Legal/Amend-Stat (New)/2013/Vol VI/1947)

It is notified for the information of all concerned that the following amendment to Statutes and Schedules relating to the revision of the scales of pay of teachers and other academic staff of the Goa University departments and affiliated institutions / colleges in accordance with the UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and measures for the maintenance of standards, 2010, has been carried out by the Executive Council of the Goa University in its meeting held on 14/12/2011 and 25/3/2013 and as approved vide Government of Goa, letter no. 10/74/2012-DHE/1313 dated 06/08/2013 and assented to by the Chancellor on 19/8/2013.

It is to be noted that while approving the Statutes, the Government of Goa has conveyed that the minimum period of domicile and knowledge of Konkani language for appointment as teachers will not be applicable for one year and the issue be revisited after a period of one year by approaching the Government again.

- SA -19** Statute relating to the revision of the scales of pay of teachers and other academic staff of the Goa University departments and affiliated institutions / colleges in accordance with the UGC Regulations No.F-3-1/2009 dated 30th June, 2010 on minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and measures for the maintenance of standards, 2010.
- SA-19 (i)** **Basis of Statute:**
This statute has been amended in conformity with the scheme of revision of scales of pay of teachers and other academic staff of the Goa University departments and affiliated institutions/colleges (including autonomous) in accordance with the UGC Regulations No.F-3-1/2009 dated 30th June, 2010 (The Gazette of India, September 18th, 2010(Bhadra 27, 1932) Part III-Sec.4) on Revision of Pay Scales and qualifications for appointment of teachers and other academic staff in Universities and colleges with effect from 1.1.2008. The present statute which incorporates the revised scheme is, therefore, issued in supersession to the earlier statute SA-19 of this University unless and otherwise mentioned specifically.
- SA-19 (ii)** **Coverage:**
This Statute applies to Assistant Professors, Associate Professors and Professors / Directors in Goa University departments and all affiliated institutions / colleges (including autonomous) and Government colleges affiliated to Goa University and Principals, Directors, Assistant Directors of Physical Education, Deputy Directors of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians, Librarians of Goa University and all affiliated institutions / colleges (including autonomous), and Vice-Chancellor of the Goa University.
- SA-19 (iii)** **Date of effect:**
The revised scales of pay shall be effective from 1.1.2008 unless any of the employees mentioned in SA-19 (ii) specifically exercise an option in writing within a period of six months from the date of the issue of this statute to remain out of the provisions of this

QUALIFICATION

scheme or to accept it at a date later than 1.1.2006. Wherever such option is exercised, the provisions of the Statute existing prior to this Statute shall continue to be applicable to such employees.

SA-19 (iv)

Pay Scales:

The revised scales of pay shall be effective from 1.1.2006 and are as given in Schedule SSA – 5 as approved vide Government of Goa Order No. 5/29/AC/98/DHE/1844 dated 21/5/2009.

SA-19 (v)

The revised scales of pay are inclusive of the basic pay [Pay in the pay band plus academic grade pay (AGP)], the dearness allowance and any other allowances admissible to teachers as on 1.1.2006. The revised rate of all other applicable allowances such as House Rent Allowances, Transport Allowances, Children Education Allowances, and non-compounded increments shall take effect from 1.9.2008 in accordance with the Central Civil Services (Revised Pay) Rules, 2008 (Sixth Pay Commission) as applied to the Goa State Government employees.

SA-19 (vi)

Recruitment and Qualifications:

(i) The direct recruitment to the posts of Assistant Professors, Associate Professors, Professors, Assistant Directors of Physical Education and Sports, Deputy Directors of Physical Education and Sports, Directors of Physical Education and Sports, Assistant Librarians, Deputy Librarians and Librarians in the University and Colleges (including autonomous) shall be on the basis of merit through all India advertisement and selection.

(ii) The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Principals, Assistant Directors of Physical Education and Sports, Deputy Directors of Physical Education and Sports, Directors of Physical Education and Sports, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by these Statutes and notified by UGC from time to time.

(iii) NET/SLET/SET shall be the minimum eligibility condition for recruitment and appointment of Assistant Professors.

However, candidates who have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 as incorporated in the relevant Goa University Ordinance shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Professors or equivalent positions.

(iv) NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.

(v) A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports.

- (vi) A relaxation of 5% at the graduate and master's level shall be provided for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions.

The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark.

- (vii) A relaxation of 5% shall be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.

- (viii) A relevant grade, which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university, shall also be considered eligible.

- (ix) The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.

- (x) The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.

- (xi) The period of time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions.

- (xii) Good Academic Record shall mean that a candidate has secured at least a second class at graduate level in the concerned subject or has secured an average of 50% marks in the previous three examinations.

- (xiii) Percentage Equivalence of Grade Points for a Seven Points Scale:

It is hereby clarified that where the University/College/ Institution declares results in grade points which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage:

Grade	Grade Point	Percentage Equivalent
'O' - Outstanding	5.50 - 6.00	75 - 100
'A' - Very Good	4.50 - 5.49	65 - < 75
'B' - Good	3.50 - 4.49	55 - < 65
'C' - Average	2.50 - 3.49	45 - < 55
'D' - Below Average	1.50 - 2.49	35 - < 45
'E' - Poor	0.50 - 1.49	25 - < 35
'F' - Fail	0 - 0.49	0 - < 25

- (d) Assistant Professor:
- (i) Good academic record (minimum second class at the undergraduate level in the concerned subject) with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
 - (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
 - (iii) However, candidates, who have been awarded a Ph. D. Degree in accordance

5

with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 as incorporated in the relevant Goa University Ordinance, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

- (iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not available.

SA-19 (vii) (2)

Music and Dance Discipline:

- (a) Professor:

An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching in University/College and/or research at the University/National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:

- (i) 'A' grade artist of AIR/TV;
- (ii) Twelve years of outstanding performing achievements in the field of specialization;
- (iii) Significant contributions in the field of specializations and ability to guide research;
- (iv) Participation in National/International Seminars/ Conferences/Workshops and/ or recipient of National/International Awards/Fellowships; and
- (v) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

SELECTION PROCEDURE

SA-20 (B) (4)

Assistant Professor in Colleges:

(a) The Selection Committee for the post of Assistant Professor in Colleges shall have the following composition:

1. Chairperson of the Governing Council of the college or his/her nominee from among the members of the Governing Council to be the Chairperson of the Selection Committee.
2. The Principal of the respective College.
3. Head of the Department of the respective subject in the College.
4. Two nominees of the Vice-Chancellor of the University of whom one should be a subject expert. In case of colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the University from the list of experts suggested by the Governing Council of the college, of whom one should be a subject expert.
5. Two subject-experts not connected with the college to be nominated by the

55

Chairperson of the governing council of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the Executive Council of the University. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Council of the College out of the panel of five names, preferably from minority communities, recommended by the Vice- Chancellor from the list of subject experts approved by the Governing Council of the College.

6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) To constitute the quorum for the selection committee meeting, five of which at least two must be from out of the three subject-experts shall be present.
- (c) For all levels of teaching positions in Government colleges, the State Public Services Commissions (PSC) / Teacher Recruitment Boards must invite three subject experts for which the University, shall be involved in the selection process by the State PSC.
- (d) For all levels of teaching positions in Constituent college(s) of the University, the selection committee norms shall be similar to that of the posts of departments of the University.

SA-20 (C)

Selection Procedures:

SA-20 (C) (1)

The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants 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 the Academic Performance Indicators (API) as provided in Schedule SSA – 6.

In order to make the system more credible, the duly constituted selection committee shall assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures shall be followed for both direct recruitment and CAS promotions wherever selection committees are prescribed in these Statutes.

SA-20 (C) (2)

Procedure for the selection/appointment of teachers in University/Colleges and Principals in colleges:

- (a) Appointment to the post of teachers in University/Colleges and Principals in colleges shall be made on merit and on the basis of advertisement published in a newspaper of all-India circulation in the name and address of the University/college and not by a Post Box Number. The qualifications prescribed for the post shall essentially be related to the academic attainment and shall not be linked with language or other regional considerations. Appointment shall not be made on communal or caste considerations. The particulars of minimum qualifications and additional qualifications, if any, required, and scale of pay and allowances shall be included in the advertisement and reasonable time, which shall not be less than 20 days from the date of publication of the advertisement, shall be allowed within which the applicants may submit their applications. Applicants who are already employed shall be required to submit their application through proper channel. Applicants shall also be required to account for breaks, if any, in their academic career.
- (b) The date of the meeting of every Selection Committee shall be so fixed to allow notice thereof being given of at least 15 days to each member and to the candidates and the particulars of the candidates shall be supplied so as to reach the members of the Selection Committee at least 7 days before the date of the meeting.
- (c) The Academic Performance Indicator (API) scoring system in the process of selection of Principal shall also involve the following:
 - i) Assessment of aptitude for teaching, research and administration (20%);
 - ii) Ability to communicate clearly and effectively (10%);
 - iii) Ability to plan institutional programmes, analyze and discuss curriculum development and delivery, research support and college development/administration (20%);
 - iv) Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture (10%); and
 - v) Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) proforma prescribed by the University based on these Statutes (deducted to 40% of the total API score).
- (d) In the case of colleges, recognized Institutions the Selection Committee shall interview and adjudge merits of each candidate in accordance with the qualifications advertised and recommend the names arranged in order of merit of the persons, if exceeding one, whom it recommends for appointment to the post advertised. If no person is selected, a report to that effect shall be made. The committee shall have the right to recommend only one person if others are not found

suitable. The recommendation of the Committee shall be subject to the approval of the Vice-Chancellor, and in the event of the Vice-Chancellor not approving the recommendation, he shall record the reasons in writing and communicate the same to the Principal /Governing Council of the college.

- (e) The Executive Council shall appoint a person to the post of teachers in University from amongst the persons in the order recommended by the Selection Committee.
- (f) The Governing Council of colleges shall appoint a person to the post of teachers/Principal in colleges from amongst the persons in the order recommended by the Selection Committee and approved by the Vice-Chancellor. A letter of appointment shall be issued in the form C-2 as shown in Appendix C.

SA-20 (C) (3)

In all the Selection Committees of direct recruitment of teachers and other academic staff in University departments and affiliated colleges provided herein, an academician representing Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice Chancellor of the University, and in case of a college Vice Chancellor of the University. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

SA-20 (C) (4)

- (i) Besides the indexed publications documented by various discipline-specific databases, the University shall draw through committee(s) of subject experts and ISBN / ISSN experts: (a) a comprehensive list of National /Regional level journals of quality in the concerned subject(s); and (b) a comprehensive list of Indian language journals / periodicals / official publication volumes of language bodies and upload them on the University website which are to be updated periodically.
- (ii) In respect of Indian language publications, equivalence in quality shall be prescribed by a Co-ordination Committee of experts to be constituted by the Chancellor, who may refer to the list of Indian language journals as approved by a Committee constituted by UGC for the purpose.
- (iii) At the time of assessing the quality of publications of the candidates during their appointments/promotions, the selection committees shall have to be provided with the above two lists which could be considered by the selection committees along with the other discipline-specific databases.

SA-20 (C) (5)

The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) proforma prescribed by the University based on the API criteria. In addition, to the requirements provided for selection of Associate Professor under this statute, the prescription of research publications for promotion from the post of Assistant Professor to Associate Professor in colleges shall be, during the period of service as Assistant Professor, on a graded scale is as follows:

- (a) for those who possess a Ph.D. Degree, one publication made during the period of service as Assistant Professor, in addition to the Ph.D. thesis;
- (b) for those with a M.Phil. Degree, 2 publications made during the period of service as Assistant Professor, in addition to the M.Phil. thesis; and
- (c) for those without Ph.D. or M.Phil. qualification, at least 3 publications during the period of service as Assistant Professor.

Provided that in so far as teachers in University Departments are concerned, three

publications shall be required to be submitted for all the three categories mentioned above for consideration of promotion from Assistant Professor to Associate Professor.

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the selection committee.

SA-20 (C) (6)

The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) proforma prescribed by the University based on the API criteria based PBAS set out in the Statutes and reprints of five major publications of the candidates.

Provided that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in stage-II as Assistant Professor.

Provided further that such publications shall be made available to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage scores while finalizing the outcome of selection.

SA-20 (C) (7)

In the case of selection of Professors who are from outside the academic stream and are considered under Statute SA – 19 (vii) (1) (a), the Executive Council shall lay down clear and transparent criteria and procedures so that only outstanding professionals who can contribute substantially to the University knowledge system are selected in any discipline as per the requirements.

SA-20 (C) (8)

In the selection process for posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual arts and Performing arts, Physical education and Library, greater emphasis shall be laid on the nature of deliverables indicated against each of the posts in these Statutes for both direct recruitment and CAS promotions.

SA-20 (C) (9)

The Internal Quality Assurance Cell (IQAC) shall be established in University and affiliated colleges. The IQAC shall be constituted under the chairmanship of the Vice-chancellor in case of University and Principal as the Chairperson in affiliated colleges. The Chairperson shall be assisted by a senior faculty member as Director in case of University or as Coordinator in case of an affiliated college.

The goals of IQAC are:

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the University / affiliated colleges.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

The IQAC shall have the following composition:

- a) Head of the Institution – Chairperson
- b) Five (in case of a College) or eight (in case of University) senior teachers and one senior administrative official – Members
- c) Two (in case of a College) or three (in case of University) external experts on Quality Management / Industry / Local Community – Members
- d) Director / Coordinator of IQAC – Member Secretary

The members at b) and c) above shall be nominated by the Vice-chancellor in

Revised Statutes available at:

https://www.uniqoa.ac.in/uploads/config_docs/20210428.053116~Statutes_26_Feb_2021_REV.pdf