

**പരിപത്രം**

വിഷയം:- കോ .വി വ - ജീവനക്കാര്യം - സർക്കാർ ആർട്സ് & സയൻസ് കോളേജുകൾ -യു .ജി .സി 2018  
മാനദണ്ഡങ്ങൾ പ്രകാരം -സ്ക്രീനിങ് കമ്മിറ്റി രൂപീകരിച്ച് -പ്രിൻസിപ്പാൾ നിയമനം  
നടത്തുന്നതിലേക്ക് പ്രൊപ്പോസൽ ,കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ട് എന്നിവ ലഭ്യമാക്കുന്നത് - -  
സംബന്ധിച്ച്  
സൂചന :- 22.01.2022 തീയതിയിലെ എഫ് 1 / 139 / 2021 / ഉ വി വ നമ്പർ സർക്കാർ കത്ത് .

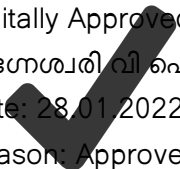
\*\*\*\*\*

ഈ കാര്യാലയത്തിന്റെ ഭരണ നിയന്ത്രണത്തിലുള്ള സർക്കാർ ആർട്സ് & സയൻസ് കോളേജുകളിൽ യു .ജി .സി 2018 മാനദണ്ഡങ്ങൾ പ്രകാരം സ്ക്രീനിങ് കമ്മിറ്റി രൂപീകരിച്ച് പ്രിൻസിപ്പാൾ നിയമനം നടത്തുന്നതിലേക്ക് യു .ജി .സി 2018 റെഗുലേഷൻസ് പ്രകാരം യോഗ്യരായ അധ്യാപകരിൽ നിന്നും അപേക്ഷ ക്ഷണിക്കുന്നു. പ്രിൻസിപ്പാൾ നിയമനത്തിന് ആവശ്യമായ യോഗ്യതകൾ ഉള്ള, സർക്കാർ ആർട്സ് & സയൻസ് കോളേജുകളിൽ 15 വർഷത്തിൽ കുറയാതെ സർവീസുള്ള അധ്യാപകർ ആയതിലേക്കുള്ള പ്രൊപ്പോസൽ (Annexure I & II - മാതൃക ഉള്ളടക്കം ചെയ്യുന്നു), കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ട് (2019,2020,2021 കലണ്ടർ വർഷം കണക്കാക്കി) എന്നിവ സഹിതം 15.02.2022 നു മുൻപ് ഈ കാര്യാലയത്തിൽ ലഭ്യമാക്കേണ്ടതാണ്.

ഉള്ളടക്കം :പ്രൊപ്പോസൽ (Annexure I &II )

# Approval Valid

Digitally Approved By  
വിനേശ്വരി വി ഐ.എ.എസ്  
Date: 28.01.2022  
Reason: Approved



ഒപ്പ്/-  
വിനേശ്വരി വി ഐ.എ.എസ്  
കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടർ

# Collegiate Education Department, Kerala

## ANNEXURE I

### Proforma for Promotion to the post of Principal in Government Arts & Science Colleges

PEN No.

#### Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Gender :
5. Name of the College & Department :
  
6. Order Number and Date of PSC Advice :
7. Appointment Order No & Date of Entry in Government College Service :
8. Order No & Date of Declaration of Probation :
9. Current Basic Pay & Scale of Pay :
10. Date of placement to Associate Professor (Level 13A) :
11. Order No. granting placement to Associate Professor (Level 13A) :
12. Date of completing 15 years of Government College Service :
13. Indicate whether belongs to (Women /SC/ST/ OBC/ Minority/ Differently Abled) :
14. Address for Correspondence (with Pin Code) with Mobile No. and E-mail :

15. Permanent Address (with Pin Code) :

16. Academic Qualifications

<i>Examinations</i>	<i>Name of the Board/ University</i>	<i>Year of Passing</i>	<i>% of marks obtained</i>	<i>Division/ Class/ Grade</i>	<i>Subject</i>
Graduation					
Post Graduation					
NET					
Any other					

17. Research Degrees

<i>Degree</i>	<i>Title of Thesis/ Dissertation</i>	<i>Date of Award with Reg. No.</i>	<i>Discipline/ Subject</i>	<i>University</i>
M.Phil.				
Ph.D.				
Any other*				

\*Professional qualification such as M. Tech., LLM etc.

18. Appointments held prior to Joining the Current Department

<i>Designation</i>	<i>Name of Employer</i>	<i>Nature of Appointment</i>	<i>Date of</i>		<i>Salary with grade pay/ Level</i>	<i>Reason for Leaving</i>	<i>Total Duration</i>
			<i>Joining</i>	<i>Leaving</i>			

19. Details of Placements received

<i>Designation</i>	<i>Date of Placement</i>	<i>Service Completed (Yrs)</i>
Assistant Professor (Sr. Scale/ Level 11)		
Assistant Professor (Sel. Grade/ Level 12)		
Associate Professor (Level 13 A)		

20. Details of Leave Without Allowance (*other than with Medical Certificate*)

<i>Sl. No.</i>	<i>Period</i>		<i>Total Days</i>			<i>Grand Total</i>
	<i>From</i>	<i>To</i>	<i>Years</i>	<i>Months</i>	<i>Days</i>	

21. Details of Deputation/other foreign service rendered.

<i>Sl. No.</i>	<i>Period</i>		<i>Total Days</i>			<i>Grand Total</i>
	<i>From</i>	<i>To</i>	<i>Years</i>	<i>Months</i>	<i>Days</i>	

22. Whether applicant has been subjected to criminal cases/departmental vigilance enquiries  
(If YES, Enter relevant document details) YES/NO

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

*Signature* :  
*Name and Designation* :

*Place* :  
*Date* :

## ANNEXURE II

### Part – B: Assessment Criteria and Methodology for Academic/ Research Score

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 before filling this section.)

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.)

#### 1. Research Papers in Peer-reviewed or UGC listed Journals

Sl. No.	Title of the paper and Journal details (Name, Year, Vol., Pages)	Sl. No. in UGC list	ISSN/ ISBN No.	Whether Peer reviewed, Impact factor if any*	Whether you are the Principal First/ Principal/ Corresponding author or Co-author	No of Co-authors	Score claimed	Score approved by SC
<b>Total Score</b>								

\* Impact factor to be determined as per Thomson Reuter's list

#### 2. Publications (other than Research Papers)

##### 2(a) Books/ Chapters Published/ Edited

Sl. No.	Title of Book (with page numbers in case of Book chapters), Publisher, Nature of authorship (Author/Editor)	Nature of Publisher (International/ National)	ISSN/ ISBN No.	Whether you are the Main author	No of Co-authors	Score claimed	Score approved by SC	
<b>Total Score</b>								

##### 2(b) Translation works in Indian and Foreign Languages by qualified faculties

Sl. No.	Title of Translated Book (with page numbers in case of Book chapters/ Research papers) and Publisher	Nature of Publisher (International/ National)	ISSN/ ISBN No.	Whether you are the Main author	No of Co-authors	Score claimed	Score approved by SC	
<b>Total Score</b>								

#### 3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

##### 3(a) Development of Innovative Pedagogy

Sl. No.	Type of Pedagogy	Class and Semester	Topic	Score claimed	Score approved by SC
<b>Total Score</b>					

##### 3(b) Design of New Curricula and Courses

Sl. No.	Name of Course	Class and Semester	University	Score claimed	Score approved by SC
<b>Total Score</b>					

### 3(c) MOOCs

Sl. No.	Name of MOOC	Nature of Involvement*	No. of quadrants	Level & Credits	University	Score claimed	Score approved by SC
<b>Total Score</b>							

\*Content Writer/ Subject Expert/ Course Coordinator

### 3(d) E-Content

Sl. No.	Title of E-Content	Nature of Involvement*	No. of quadrants	Level & Credits	University	Score claimed	Score approved by SC
<b>Total Score</b>							

\* Content Writer/ Subject Expert/ Course Coordinator

## 4. Research Guidance, Projects and Consultancy

### 4(a) Research Guidance

Sl. No.	Category	Number Enrolled	Thesis submitted	Degrees awarded	Score claimed	Score approved by SC	
i	Ph.D.						
ii	M. Phil.		–				
iii	PG dissertation		–				
<b>Total Score</b>							

### 4(b) Research Projects Completed

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Lakhs)	Score claimed	Score approved by SC	
<b>Total Score</b>							

### 4(c) Research Projects Ongoing

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Lakhs)	Score claimed	Score approved by SC	
<b>Total Score</b>							

### 4(d) Consultancy

Sl. No.	Title	Agency	Period	Grant Amount mobilized (Lakhs)	Score claimed	Score approved by SC	
<b>Total Score</b>							

## 5. Patents, Policy Documents and Awards/Fellowships

### 5(a) Patents

Sl. No.	Description/ Patent	International/ National	Score claimed	Score approved by SC
<b>Total Score</b>				

### 5(b) Policy document submitted to an International Body/Organization or Central/ State Government<sup>#</sup>

Sl. No.	Title of the Policy Document	Nature of the Body to which submitted with details*	Score claimed	Score approved by SC
<b>Total Score</b>				

\*International/ Central Government / State Government

### 5(c) Awards/ Fellowships

Sl. No.	Name of the Award/ Fellowship	Whether International/ National	Awarded by	Score claimed	Score approved by SC
<b>Total Score</b>					

### 6. Invited lectures / Resource Person/ Paper presentation in Seminars/ Conferences/Full paper in Conference Proceedings\*\*

Sl. No.	Title of Lecture/ Paper/ Academic Session	Name of Conference/ Seminar and by whom Organized	Nature of Participation (IL/RP/ Paper Presentation/ Full Paper)	Whether International/ National/ State/ University level	Score claimed	Score approved by SC
<b>Total Score</b>						

\*Paper presented in Seminars/ Conferences & also published as full paper in Conference Proceedings will be counted only once

\*\*The Combined Research Score from 5(b). Policy document & 6. Invited lectures / Resource Person/ Paper presentation in Seminars/ Conferences/ Full paper in Conference Proceedings shall have an upper capping of 30% of the total research score

### Summary of Scores claimed

1	2		3				4				5			6
	a	b	a	b	c	d	a	b	c	d	a	b	c	
<b>Total Academic/ Research Score (Category 1 to 6 with mandatory capping) (Calculated as per Annexure II Table 2)</b>										<i>Score claimed</i>	<i>Score approved by SC</i>			
<b>No. of Categories contributing to Total Score</b>										<i>Claimed</i>	<i>Approved by SC</i>			

### Part-C: Other Relevant Information

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

Sl. No.	Details (Mention Year, Value etc. where relevant)

(Attach documentary proof in support of the information provided by you in this proforma)

### List of Enclosures:

(Please attach, copies of certificates, sanction orders, papers etc. whichever necessary)

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

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

*Signature* :  
*Name and Designation* :

*Place* :  
*Date* :

Certified that Dr..... has been working as ..... in the department since ..... The particulars given in this application have been checked and verified from the office records and are found to be correct.

**Head of the Department**

*Place* :  
*Date* :

*Remarks of the Principal on Punctuality and Conduct of the Applicant*

.....  
.....  
.....

**Principal**

*Place* :  
*Date* :