

**PROCEEDINGS\***

**OF THE**

**MEETINGS OF**

**INTERNAL QUALITY ASSESMENT CELL**

**“ \* Please see Caveat at the end of the proceedings ”**

IQAC Meeting No. & Date	Item No.	Relating to	Decision/ Resolution	Action Taken
Urgent Meeting, 12.11.2015	1.	Evaluation of Candidates by Selection Committee	Evaluation of the Academic Performance Indicator (API) Scheme as regards the Direct Recruitment and Career Advancement of Teachers by taking into account its criticism and suggest suitable improvements / alternatives: (I) API score for Ph. D guidance should be 50. (II) API score for thesis submission by a current candidate under the supervision of a teacher should be 35. (III) Item 1 & 2 in category 3 should be merged for the purpose of capping. (IV) M.Tech and M. Pharm project guidance be treated equivalent to M. Phil guidance. (V) Total API required in category 3 for the open posts of Associate Professor shall be 250. (VI) Total API required in category 3 for the open posts of Professor shall be 350.	Communicated to Chairman of Selection Committee
	2.	Evaluation of Candidates by Selection Committee	Evaluation of Ph.D. NET qualifications for direct recruitment of Assistant Professor and equivalent position and , accordingly, to suggest a policy for selections:  Ph. D. should be essential qualification rather than NET / SLET for the recruitment of Assistant Professor at the University level.	Communicated to the Chairman of Selection Committee
	3.	Matter of Ad-hoc & Contractual Teachers	Problems and issues related to Ad-hoc and Contractual appointments in Central Universities and recommendations to solve them: University should be empowered to create super numeric post for the Existing Ad-hoc and Contractual teachers.	Communicated to the Registrar, Tripura University to write to the UGC in this regard.
	4.	Student Feedback	Suggestions on student's feedback on teaching learning process in Universities/Colleges: (I) Student's feedback on teaching learning process in Universities/Colleges should be mandatory; (II) Feedback report should not be used for the purpose of CAS but to improve the quality of teaching learning process; (III) Resolution with respect to nomination of University representatives to attend the meeting: It was resolved that Prof. R.N. Purakayastha / Prof. Ashes Gupta will attend the meeting for the purpose of presentation of the suggestions.	Procedure for obtaining students feedback is being finalized.
Urgent Meeting, 16.12.2015	1.	Related to some contractual teachers	The following contractual lecturers who have fulfilled UGC norm of minimum qualification as lay down for the post of Assistant Professor is re- designated as Assistant Professor (Contractual) with effect from 02.02.2016 as per existing salary for a period of 11 months. Their service may be renewed subject to the satisfactory performance during their contractual period. <b>(Annexure I)</b>	Implemented

	2.	Designation of some contractual teachers	The following contractual lecturers who have not fulfilled UGC norm of minimum qualification as lay down for the post of Assistant Professor is re- designated as System Analyst (Contractual) and as Assistant Placement Officer (Contractual) as shown against their names with effect from 02.02.2016 as per the existing salary for a period of 11 months. Their services may be renewed subject to the satisfactory performance during their contractual period. <b>(Annexure II)</b>	Notified														
	3.	Recruitment of Assistant Professor, Associate Professor, Professor	After collection of application forms for the posts of Assistant Professor, Associate Professor, Professor, IQAC / Recruitment Cell will prepare status reports of the candidate. The Status reports shall be submitted to the Scrutiny Committee consisting of the following Members:  <ol style="list-style-type: none"> <li>1) Vice Chancellor</li> <li>2) Dean of the Relevant Subject</li> <li>3) HOD of Relevant Subject (Associate Professor/Professor). If not available, external expert may be invited</li> <li>4) Director, IQAC.</li> </ol> The Scrutiny committee will recommend the names of candidates for calling interview according to the UGC norms. The list will be placed before the Selection Committee for approval at the time of interview.	Actions are being taken														
<b>18<sup>th</sup> meeting held on 13.10.15, 11.12.15, 05.02.16</b>	1.	Calculation of API, date of fixation of the post under the CAS.	The subject matters of first three agenda, namely the issues relating to calculation of API, date of fixation of higher post under the CAS, list of journals submitted by various departments were discussed. IQAC suggested a committee to draft rules and regulations for CAS and Recruitment to the open posts of Assistant Professor, Associate Professor, Professor. The committee will submit its report to the Vice Chancellor within 2 months.  The committee consists of the following members:  <table style="width: 100%; border: none;"> <tr> <td>i) Pro Vice Chancellor</td> <td>Chairman</td> </tr> <tr> <td>ii) Dean of Arts &amp; Commerce</td> <td>Member</td> </tr> <tr> <td>iii) Dean of Science</td> <td>Member</td> </tr> <tr> <td>iv) Director, IQAC</td> <td>Member</td> </tr> <tr> <td>v) Dr Monishankar Misra, Assistant Professor, Dept. of History, T.U</td> <td>Member</td> </tr> <tr> <td>vi) Dr. Swapan Majumder, Associate Professor, Dept. of Chemistry, T.U</td> <td>Member</td> </tr> <tr> <td>vii) Sri M. M. Reang, Joint Registrar (Admn.-II), T.U.</td> <td>Convener</td> </tr> </table> The Committee shall consider the existing rules already published by other Central Universities. The Committee will also submit the methodology of finalization of list of journals to be considered for API.	i) Pro Vice Chancellor	Chairman	ii) Dean of Arts & Commerce	Member	iii) Dean of Science	Member	iv) Director, IQAC	Member	v) Dr Monishankar Misra, Assistant Professor, Dept. of History, T.U	Member	vi) Dr. Swapan Majumder, Associate Professor, Dept. of Chemistry, T.U	Member	vii) Sri M. M. Reang, Joint Registrar (Admn.-II), T.U.	Convener	Committee has been notified and is working on the matter.
i) Pro Vice Chancellor	Chairman																	
ii) Dean of Arts & Commerce	Member																	
iii) Dean of Science	Member																	
iv) Director, IQAC	Member																	
v) Dr Monishankar Misra, Assistant Professor, Dept. of History, T.U	Member																	
vi) Dr. Swapan Majumder, Associate Professor, Dept. of Chemistry, T.U	Member																	
vii) Sri M. M. Reang, Joint Registrar (Admn.-II), T.U.	Convener																	

			The report will be placed in the general meeting of the IQAC after its submission to the authority. Then the report will be placed to the Academic Council for recommendation.	
	2.	Formation of Cells	The necessity of various cells has been discussed elaborately in the meeting. The Committee decided to form following four cells. 1) Students' Affairs Cell 2) Students Admission Cell 3) Research and Innovation Cell 4) Recruitment Cell  [Annexure – III (A,B,C,D)]	Notified in the Website inviting applications for the posts of Coordinators.
	3.	Extension of Facilities to Coordinators, Directors, and Deans	It has been resolved that the Director, IQAC will submit a proposal to extend various kinds of facilities to different positions of Coordinators, Directors, and the Deans.	Director, IQAC invited responses from Coordinators, Directors, and the Deans.
<b>19<sup>th</sup> meeting held on 22.03.2016</b>	2.	API in Category I & II	The table for Minimum Scores for APIs for direct recruitment of teachers in University Departments/Colleges, Librarian/Physical education cadres in Universities/Colleges, and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation (Appendix III Table-II (c) in the UGC regulations dated 30 <sup>th</sup> June, 2010[Gazette of India, September 18, 2010] ( <b>ANNEXURE IV</b> ).  In the case of Assistant Professor, the merit list to call for interview is prepared on the basis of item 'a' ( Second Row, and Second Column in the Table). Scores on items of assessment of domain knowledge and teaching skills in the case of Assistant professor shall be divided as follows:  For Assistant Professor: Domain Knowledge = 20 % , Teaching Skill= 10 % (Item 'b' in table)	Resolution copy submitted to the Chairman of the Selection Committee
	3.	Selection Procedure	Chairman and all members of the Selection Committee present in Selection Committee meeting shall award marks on all the items as stated in UGC rules. Average of marks awarded by Chairman and members shall be considered as the final score secured by a candidate. However, a member who is not a subject expert (as defined in UGC rule) may or may not award marks in (a) Domain Knowledge, and (b) Research performance based on Publications. In such case, average of (a) and (b) will be calculated on the basis of marks awarded by Subject-experts and others who have awarded marks.	Submitted to the Chairman of the Selection Committee
	4.	Leave Application Format	The format of leave application shall include the issue of TA/DA in the case of Duty Leave. It should be mentioned whether TA/DA is required or not. If TD/DA is required, the	Notified

			source of fund should be mentioned by the applicant. The format will be finalized jointly by Registrar and Finance Officer as early as possible to take it into action.	
	5.	Application of Teaching Posts	The format of Application for the Teaching Posts will be finalized jointly by Registrar and Director of IQAC.	Finalized & already in Use
	6.	Selection of Librarian/Deputy Librarian/Assistant Librarian & Sports Officers.	Tripura University Act and Cadre Recruitment Rules shall be applicable for the recruitment of Librarian/Deputy Librarian/Assistant Librarian as per the advertisement no:- TU/01/2016 dated 1 <sup>st</sup> February, 2016. The Act and UGC rules shall be applicable for the recruitment of Librarian/Deputy Librarian/Assistant Librarian in the case of future advertisement after the formation of Department of Library and Information Science in Tripura University. The decision will be applicable in the case of recruitment of Physical Education and Sports Officers also.	Informed to Authority
<b>Urgent meeting held on 01.04.2016</b>	1.	Recruitment of Professors and Associate Professors for the School of Education and Department of Physical Education	Applications for the posts of Professors and Associate Professors for the School of Education and Department of Physical Education shall be reviewed by the office of IQAC. The IQAC shall review the applications on the basis of guidelines prescribed in UGC regulations. The Academic Status report of applicants after review shall be submitted to the Registrar, who will arrange for the final screening of the forms by a Committee duly approved by the Vice Chancellor.	In Process
	2.	Recruitment of Assistant Professors under the School of Education	<p>The Resolution no. 6 regarding <b>criteria for shortlisting of applications for the post of Assistant Professors under the School of Education (Maximum weightage – 50)</b> in the Proceeding of 17<sup>th</sup> IQAC meeting held on 17<sup>th</sup> July has been discussed and it is approved that the resolution be read as follows for better clarification.</p> <p>The scores in the item of Academic Career and Research Performance shall be awarded according to following criteria;</p> <p>(i) High School Level: weightage of 5% of aggregate percentage of marks secured.</p> <p>(ii) Higher Secondary (+2) or Equivalent Examination: Weightage of 5% of aggregate percentage of marks secured.</p> <p>(iii) &amp; (iv) Bachelor &amp; Master Degree level Examinations: weightage of 20% of aggregate percentage of marks secured to be distributed as follows -</p> <p>Option – 1: (a) BA/B.Sc – 10%, (b) B.Ed – 0%, MA/M.Sc/M.Com – 5% and (c) M.Ed – 5%</p> <p>Option – 2: (a) BA/B.Sc. – 10%, (b) MA/M.Sc /M.Com – 5% and (c) M.Ed. – 5%</p> <p>Option – 3: (a) BA – 10% and (b) MA in Education – 10%</p>	In Process

			<p>(v) Ph.D. along with NET/SET (for general subjects) :5 marks</p> <p>(vi) Experience in teaching in a recognized institution (Two years &amp; more): Maximum 5 marks ( To be assessed by Screening Committee)</p> <p>(vii) Publications: Maximum of 10 marks (To be assessed by the Screening Committee)</p>	
	3.	Shortlisting of applications for the post of Assistant Professors other than the School of Education	<p>The Resolution no. 2 regarding <b>criteria for shortlisting of applications for the post of Assistant Professors other than the School of Education (Maximum weightage – 50)</b> in the Proceedings of 13<sup>th</sup> IQAC meeting held on 6<sup>th</sup> April, 2015 were discussed and was approved that the resolution no. 2 of 13<sup>th</sup> meeting be read as follows for better clarification:</p> <p>(i) High School Level: weightage of 5% of aggregate percentage of marks secured.</p> <p>(ii) Higher Secondary (+2) or Equivalent Examination: Weightage of 5% of aggregate percentage of marks secured.</p> <p>(iii) Degree Level Examination : Weightage of 10% of aggregate percentage of marks secured</p> <p>(iv) Master Degree Level Examination: Weightage of 10% of aggregate percentage of marks secured.</p> <p>(v) Ph.D. along with NET/SET (for general subjects) : 5 marks, M. Tech with Ph. D. (For Engineering Subjects) : 5 marks (vide, Resolution no. 1 in the 16<sup>th</sup> meeting of IQAC held on 26<sup>th</sup> June 2015)</p> <p>(vi) Experience in teaching in a recognized institution (Two years &amp; more): Maximum 5 marks (To be assessed by the Screening Committee)</p> <p>(vii) Publications : Maximum of 10 marks (To be assessed by the Screening Committee)</p>	To be considered during next short listing of Screening-cum-Evaluation Committee
<b>20<sup>th</sup> meeting held on 03.05.2016</b>	1.	Use of option to the post applied for	A separate option shall be provided in the rolling advertisement to consider a candidate for next lower post if not found suitable for a particular post applied. This shall only be applicable if the candidate desires by giving option in the application form.	Already introduced
	2.	Eligibility criteria for Teaching Posts	In the next rolling advertisement, the eligibility criteria for all teaching posts shall be in accordance with the UGC Regulation, 2010, UGC Regulation (Second Amendment), 2013 and as amended from time to time by UGC & MHRD as well as those prescribed by the concerned regulatory bodies, such as NCTE, AICTE, Pharmacy Council, etc.	Already in action
	3.	Second Advertisement for the posts in	Those who applied for the positions in the School of Education in the advertisement No. F.TU/01/2015 dated 03.02.2015 need not apply again. However, all such	Already introduced

		School of Education	applicants may update their bio-data by informing with their name, address, category and the post applied for together with the updated academic information.	
	4.	Cut – off date for applications	The cutoff date for the first phase of interview will be 30 <sup>th</sup> June, 2016 and the cutoff date for second phase will be 31 <sup>st</sup> December, 2016.	Already Notified
	5.	Submission of Application fees	Applicants may submit application fees of Rs. 300 (for General & OBC Candidates only) by Demand Draft in Favour of the Registrar, Tripura University payable at SBI Tripura University Campus Branch ( Code: 10495 ) or may submit the requisite fees to SBI A/C No. 35548204468, IFSC Code : SBIN0010495 by using Debit Card/Credit Card/Net Banking and attach a proof of the transaction made with the application form.	Already Notified
	6.	Modification of IQAC resolution	<p>Modified version of the Resolutions taken by IQAC in an urgent meeting held on 8/1/2016 at 2 P.M has been approved as :</p> <p>a. After receiving of application forms for the Direct Recruitment or Promotion under CAS for the posts of Associate Professor or Professor, IQAC/Faculty Recruitment Cell (FRC) will make a status report on the applicant;</p> <p>b. The status report shall be submitted to a Screening-cum -Verification Committee consisting the following members:</p> <p>i) Vice Chancellor – Chairperson</p> <p>ii) Dean of Relevant Faculty - Member</p> <p>iii) Head of Relevant Department having the rank of Professor/Associate Professor Member</p> <p><b>N.B:</b> A Head with the rank of an Associate Professor shall not scrutinize applications for the Professor positions. If no Head with proper rank is available, an external subject expert having the rank of Professor or equivalent may be invited.</p> <p>iv) Coordinator of FRC / Director IQAC (Ex-officio)</p> <p>c. The Screening- cum- Verification Committee will recommend the names of applicants to be shortlisted for the interview according to UGC (+ appropriate statutory body) rules existing on the day of the meeting. The names of shortlisted candidates and all other applicants will be placed before the selection committee for information.</p> <p>d. For promotion from Assistant Professor Stage- I to</p>	Already followed up in subsequent cases

			<p>Stage II or from Stage II to Stage III under CAS, no interview is required as per UGC rules on CAS.</p> <p>For these cases, a Screening- cum- Verification Committee should be formed and this Screening-cum- Verification Committee is empowered to make the final recommendation for promotion. However, in these cases of promotions, the Screening- cum - Verification Committee should have an external subject expert (along with the Head of the Relevant Department having the rank of Professor / Associate Professor). Other members of the Screening – cum-Verification Committee will be the same as in (b) above.</p> <p>e. For direct recruitment of Assistant Professors, FRC will make a status report on the applicants. The status report will contain an “Academic Score” calculated as per the rules set for the by Tripura University authorities from time to time. The Status report will be submitted to a Screening-cum-Verification Committee as described in (b) above.</p>	
<b>Twenty First meeting held on 30.05.2016</b>	1.	Modification of IQAC resolution	The resolution no. 5 taken in the 20 <sup>th</sup> meeting held on 3 <sup>rd</sup> May, 2016 is to be read as “the last date for the submission of application for first phase of interview will be 30 <sup>th</sup> June, 2016 and the last date for the submission of application for the second phase of interview will be 31 <sup>st</sup> December, 2016 ”. [In lieu of: The cutoff date for the first phase of interview will be 30 <sup>th</sup> June, 2016 and the cutoff date for the second phase will be 31 <sup>st</sup> December, 2016.]	Notified
	2.	Issue of no-objection Certificate for Faculty members	It is suggested that newly joined teachers in the posts of Assistant Professor, Associate Professor & Professor be not given “no objection certificate (NOC)” within first two years of service in this university.	To be notified
	3.	Forwarding of application of Faculty members to other institutions	It is also suggested that applications of teachers for Academic Post/Research Post/or any other posts in other Universities / Institutions are not to be forwarded by the authority during their probationary period.	Notified
	4.	Lien sanction	It is suggested that, at all points of time, not more than 40% (in cumulative manner) of existing teachers in a department be granted lien subject to the condition that the maximum number of teachers granted lien in a department should not exceed three and a minimum of one regular teacher is always there in a Department.	Notified
	5.	Distribution of Super Numerary Seats (SNS)	With respect to 18 <sup>th</sup> Meeting of Academic Council held on 12/5/2016 under Agenda 20/18/2016 (approved in 25 <sup>th</sup> Executive Council, Agenda 14/25/2016), the IQAC resolved that out of five Super Numerary Seats (SNS) for direct	Follow up action already taken during the year 2016

		for student admission	admission to PG courses in each department without any entrance examination subject to production of rank certificate issued by the respective universities/institutions, three super numerary seats may be allotted to rank holders of Tripura University and two seats may be allotted to rank holders of other Universities.	admission process
	6.	Applications of UGC regulation ( 3 <sup>rd</sup> Amendment)	The UGC Regulation, 2016 (3 <sup>rd</sup> amendment) will be applicable in the case of CAS for those applicants whose dates of eligibility are on 4 <sup>th</sup> May, 2016 or a later date.	IQAC is following this practice.
	7.	List of approved journals by UGC	A letter is written to UGC requesting UGC to send lists of journals notified and national/ international/ local publishers identified by UGC.	UGC list notified and is available in the UGC website.
	8.	Certificates related to the activities in category II	In the case of assessment of API in category-I (for CAS) and category-II (for both CAS and open post), certificates related to various activities should be obtained by the candidates from relevant responsible persons. <b>(Annexure V)</b>	IQAC is following this practice.
<b>Twenty Second meeting held on 29.06.2016</b>	1.	Applications	UGC Regulation, 2013 (2 <sup>nd</sup> Amendment) shall be followed in case of applicants against the rolling advertisement no. TU/03/2016 dated 5.5.2016 for the first phase of Interview (Applications received up to 30.06.2016), while The UGC Regulation 2016, (4 <sup>th</sup> Amendment) shall be followed for applicants against the same rolling advertisement for second phase of Interview (Applications received between 1 <sup>st</sup> July 2016 and 31 <sup>st</sup> December 2016 in response to the same notification.	
	2.	Postal – Damage of applications	The application forms which reached in damaged condition and could not be received against rolling advertisement no. TU/03/2016 dated 5.5.2016 shall be considered for the first phase of Interview on the basis of individual prayer of some applicants. Accordingly, the cases of following candidates would be considered in this respect: <b>(Annexure VI)</b>	Notified to the concerned applicants.
	3.	Applications for the post of Associate Professor in Education	The application forms received against the rolling Advertisement no. TU/03/2016 dated 5.5.2016 for the post of Assistant Professor in “Education” shall be considered for “School of Education”.	To be considered during next screening
	4.	External member for subject expert	In reference to the UGC Regulation, 2016 (4 <sup>th</sup> Amendment), the Subject Expert Committee for preparation of the list of journals and list of publishers of books be constituted as	Notified to the Departments

		committee for Journal List	<p>follows :</p> <p>a. At least 1 (One) External Subject Expert or 2 (Two) External Subject Expert if HOD is not a Professor.</p> <p>b. Head of the concerned Department (in the rank of Professor).</p> <p>c. One Senior Professor of the concerned Department other than HOD. This shall be notified to all the Academic Departments so that all the Departments submit the list of journals and publishers by 20<sup>th</sup> September, 2016.</p>	
	5.	Head (I/C)	The Head (I/C) be re-designated as Coordinator of the respective Department for supervision, guidance and consultation. The tenure of office of the Departmental Coordinator shall be for a maximum period of 3 (Three) years or until new regular Head is appointed.	Notified
	6.	Chairman of BPGS	The Board of Post Graduate Studies (BPGS) meeting be chaired by the respective regular Head of the Department (in the rank of Professor/Associate Professor) or respective Dean (where there is no regular Head in the rank of Professor/Associate Professor).	Notified
	7.	Appointment of Senior Faculty Member	An advertisement be issued for appointment / engagement of Senior Faculty members those who are retired or on the verge of Retirement in the age group 60 (Sixty) – 70 (Seventy) (from State Universities). Their selection shall be through Selection-cum-Evaluation Committee, in presence of at least one external subject expert as per the UGC norms. The External Expert called for the meeting of Selection-cum-Evaluation Committee or Selection Committee shall be of the rank of Professor with Ph.D / Scientist- G.	Revised in the Urgent meetings held on 27.10.2016 & 12.11.16
	8.	External member of RAC	The external member for RAC must have a Ph.D Degree.	Informed to the relevant committee
	9.	External member of BPGS	The external member of BPGS shall have to be a Professor having Ph.D Degree. However, for subjects where Professors are not available, Associate professor in the subject or Industrial person in the rank of General Manager / MD / CMD / CEO may be considered as external member of BPGS subject to approval of the University Authority.	To be notified
	10.	Adjudicator of Ph.D thesis	The Adjudicator of a Ph.D. Thesis must be of the rank of Associate Professor/ Professor with Ph.D. Degree.	Informed to the relevant committee
<b>Urgent meeting held on 01.09.2016</b>	1.	Subject – Expert Committee for journal	The Subject –Expert Committees formed in the 22 <sup>nd</sup> meeting of IQAC held on 29 <sup>th</sup> July, 2016, for different departments for preparation of the list of journals and list of publishers of	Notified to the Departments

		list	<p>books are re-constituted as follows:</p> <p>For Departments with HOD in the rank of Professor / Associate Professor and other Professors in the Department :</p> <ul style="list-style-type: none"> <li>a) HOD of the rank of Professor / Associate Professor.</li> <li>b) One External Expert in the rank of Professor.</li> <li>c) Senior Professor other than HOD.</li> </ul> <p>A. For Departments with HOD in the rank of Professor / Associate Professor and no other Professors in the Department:</p> <ul style="list-style-type: none"> <li>a) HOD in the rank of Professor / Associate Professor</li> <li>b) One External Expert in the rank of Professor</li> <li>c) Dean/ Professor or Associate Professor in allied subject.</li> <li>d) Senior-most faculty member (special Invitee) of the concerned Department.</li> </ul>	
			<p>B. For Departments with HOD in the rank of Professor / Associate Professor and no other Professors in the Department:</p> <ul style="list-style-type: none"> <li>a) HOD in the rank of Professor / Associate Professor</li> <li>b) One External Expert in the rank of Professor</li> <li>c) Dean/ Professor or Associate Professor in allied subject.</li> <li>d) Senior-most faculty member (special Invitee) of the concerned Department.</li> </ul> <p>C. For Departments with Head- In-Charge only or Department Coordinator under the guidance of the concerned Dean of the Faculty:</p> <ul style="list-style-type: none"> <li>a) Two Subject Experts in the rank of Professor.</li> <li>b) Dean/Professor or Associate Professor in allied subject.</li> <li>c) Senior- most faculty member (Special Invitee) of the concerned Department</li> </ul> <p>Notification shall be issued to various departments regarding the formation of respective committee. The recommended list of Books and Journals along with the proceedings of subject expert committee meeting should reach to the Director-cum-Member Secretary, IQAC, T.U latest by 30<sup>th</sup> September, 2016.</p>	
	2.	Shortlisting of applications for the post of Assistant Professors under School of Education	<p>Criteria for shortlisting of applications for the post of Assistant Professors under School of Education are as follows (Maximum Weightage – 20).</p> <p>Breakup of 20% weightage under the Academic Qualification of Candidates applied for Assistant Professor under School of Education:</p> <ul style="list-style-type: none"> <li>1. B.A / B.Sc /B.Com - 5%</li> </ul>	Will be followed during next shortlisting

			<p>M.A/M.Sc/M.Com - 5%</p> <p>M.Ed - 10%</p> <p>2. B.A/B.Sc/B.Com - 5%</p> <p>M.A/M.Sc/M.Com - 5%</p> <p>M.A(Education)/M.Ed - 10%</p> <p>3. B.A/B.Sc/B.Com - 5%</p> <p>B.Ed - 5%</p> <p>M.A(Education) - 10%</p>												
<p><b>Urgent meetings held on 27.10.2016 and 12.11.2016</b></p>	1.	<p>Relating to Resolution 7 of 22<sup>nd</sup> Meeting</p>	<p><b>Revised Resolution:</b> An advertisement be issued for appointment / engagement of Senior Faculty members those who are retired or on the verge of Retirement in the age group 60 (Sixty) – 68 (Sixty Eight) (from State &amp; Central Universities). Their selection shall be through a Selection-cum- Evaluation Committee, in presence of at least one external subject expert as per UGC norms. The External Expert called for the meeting of Selection- cum- Evaluation Committee or Selection Committee shall be of the rank of Professor with Ph.D. / Scientist- G.</p> <p>Registrar Section will advertise on the basis of relevant vacant post of respective department.</p>	<p>Approved in 26<sup>th</sup> EC meeting held on 20.11.2016</p>											
	2.	<p>Relating to Screening of applications for the post of applications Assistant Professor in the School of Education</p>	<p>There will be a preliminary test for screening the applications received up to 30<sup>th</sup> June, 2016 for the post of Assistant Professor in School of Education. A multiple-choice question based examination will be conducted for all applicants. The examination will be of 2 hours duration consisting of 50 questions of 2 marks each. There will be negative marking of 0.5 for each wrong answer. The syllabus for the examination will cover various subjects taught in B.Ed. and M.Ed. courses. Necessary steps for preliminary test will be taken by the Vice Chancellor in order to maintain confidentiality. Top 150 (10 times of the declared vacancy category wise) applicants according to the score in their written examination will be short – listed for further scrutiny of eligibility for the post of Assistant Professor in the School of Education in Tripura University. Only the top 75 (5 times the declared vacancy according to merit category wise) candidates who are found eligible in the scrutiny mentioned above will be called for the interview. During the preparation of merit list for the purpose of calling a candidate for interview, marks distribution will be</p> <table border="1"> <tr> <td>Academic Record</td> <td>30</td> </tr> <tr> <td>Research Publication</td> <td>5</td> </tr> <tr> <td>NET + Ph.D.</td> <td>5</td> </tr> <tr> <td>Written Test</td> <td>10</td> </tr> <tr> <td>Teaching Experience</td> <td>10</td> </tr> <tr> <td><b>Total</b></td> <td><b>60</b></td> </tr> </table> <p>as follows-</p> <p><b>(a) For preliminary screening, marks distribution shall be as follows;</b></p>	Academic Record	30	Research Publication	5	NET + Ph.D.	5	Written Test	10	Teaching Experience	10	<b>Total</b>	<b>60</b>
Academic Record	30														
Research Publication	5														
NET + Ph.D.	5														
Written Test	10														
Teaching Experience	10														
<b>Total</b>	<b>60</b>														

			<p>5/6<sup>th</sup> of the marks obtained in this part will be used to prepare the merit list for calling candidates to interview. This 5/6<sup>th</sup> of the marks shall be added with the point (b) (below) for final preparation of the selection panel.</p> <p><b>(b) For final selection by selection committee, marks distribution shall be as follows;</b></p> <table border="1"> <tr> <td>Teaching Skill and Domain Knowledge and Continuous Teaching Experience in UG / PG</td> <td>30</td> <td>30</td> </tr> <tr> <td>Interview</td> <td>20</td> <td>20</td> </tr> <tr> <td><b>Total</b></td> <td><b>50</b></td> <td><b>50</b></td> </tr> </table>	Teaching Skill and Domain Knowledge and Continuous Teaching Experience in UG / PG	30	30	Interview	20	20	<b>Total</b>	<b>50</b>	<b>50</b>				
Teaching Skill and Domain Knowledge and Continuous Teaching Experience in UG / PG	30	30														
Interview	20	20														
<b>Total</b>	<b>50</b>	<b>50</b>														
	3.	Related to selection of Group-A Non-teaching posts.	<p>For the purpose of selection of <b>Group-A Non-teaching posts</b>, following marks distribution shall be considered by selection committee-</p> <table border="1"> <tr> <td>Academic Record</td> <td>30</td> </tr> <tr> <td>Written Test</td> <td>20</td> </tr> <tr> <td>Experience</td> <td>10</td> </tr> <tr> <td>Interview</td> <td>20</td> </tr> <tr> <td>Domain Knowledge &amp; Professionalism</td> <td>20</td> </tr> <tr> <td><b>Total</b></td> <td><b>100</b></td> </tr> </table> <p><b>The experience marks shall be calculated as follows:</b> 5 marks shall be provided on fulfilling minimum requirement of experience. 1 mark shall be provided for each additional year of experience subjected to a maximum value of 5 marks.</p>	Academic Record	30	Written Test	20	Experience	10	Interview	20	Domain Knowledge & Professionalism	20	<b>Total</b>	<b>100</b>	Approved by EC on 26 <sup>th</sup> Meeting held on 20 <sup>th</sup> November.
Academic Record	30															
Written Test	20															
Experience	10															
Interview	20															
Domain Knowledge & Professionalism	20															
<b>Total</b>	<b>100</b>															
	4.	Draft Rules and Regulations for CAS, and API relating to CAS and Direct posts	<p>The committee discussed in detail the Draft of the Rules &amp; Regulations for Career Advancement of Teachers, and for Recruitment of Teachers in Open Posts, Tripura University. The Draft of the Rules &amp; Regulations has been recommended as follows:</p> <p>1. University shall normally apply the latest amendment of UGC rules and regulations as notified by UGC/ MHRD and/or as adopted by the University for both Direct Recruitments and promotions under CAS subject to the following:</p> <p>(i) Any amendment to any regulation is always prospective in nature and not retrospective, if not explicitly stated or clarified within the amendment itself.</p> <p>(ii) If the date of notification by UGC/MHRD and/or the date adopted by the University falls on a date in between the assessment period of a candidate for CAS, then his or her API calculation will be done considering the earlier part or parts in accordance with older rule or rules and the later part or parts in accordance with new rule or rules in phased manner. In this case an algorithm for calculation of API is to be developed by</p>	1. In 26 <sup>th</sup> meeting held on 20 <sup>th</sup> November, 2016. EC resolved that notwithstanding that assessment period of a teacher may fall in between two UGC Regulations, assessment of a teacher for CAS cannot be done under two such Regulations by combining the period falling under each such Regulation The applicant teacher shall												

			<p>IQAC/Recruitment Cell and to be submitted to authority for approval by Executive Council.</p> <p>(iii) If any such candidate voluntarily opt for the latest amendment, his or her date of eligibility shall be determined from the date of notification by UGC/MHRD and/or the date as adopted by the university and calculation of API of such candidate shall be as per the provisions as laid down in the respective amendment.</p> <p>2. Until such time the UGC/MHRD and/ or University comes up with an approved list of journals/book publishers etc., the journals/book publishers recommended by the Subject Expert Committee of the department shall be taken into consideration in calculating the API scores.</p> <p>3. The date of effect of CAS for a teacher would not be deferred from its date of eligibility if orientation/ refresher course application has been denied by the authority. Such a candidate has to provide evidence of denial of orientation/refresher course by the authority.</p> <p>4. The minimum API score in any category required for promotion from one stage to the next higher stage as specified by the UGC will remain unchanged even if a candidate applies for promotion from a date later than the date of completion of minimum period required for promotion. The date of eligibility will be from the date on which minimum criteria are fulfilled.</p> <p>5. To implement the 2nd Amendment of UGC Regulation...., 2010 vide dated 24.06.2013 progressively sub categories 3A &amp; 3B of Category III shall be merged so that there will be a 55 percent cap of API out of the total.</p> <p>6. (i) An applicant shall be considered award of 3 API marks per candidate for successful registration under his/her supervision to the Ph.D. programme  (ii) A teacher shall be considered for an award 2 marks per project at Master degree Level subject to a ceiling of maximum score of 20 API throughout the assessment period of the teacher  (iii) For review of book/s requested by publisher identified by the Subject Expert Committee be awarded 2 API marks per book.</p>	<p>have to indicate as to under which UGC Regulations he or she desires to be assessed for the purpose of CAS.</p> <p>2. Approved by the EC in the 26<sup>th</sup> Meeting held on 20<sup>th</sup> November 2017. and Journal lists of 27 Departments have been finalized to be seen in the website</p> <p>3. Approved by the EC in the 26<sup>th</sup> Meeting held on 20<sup>th</sup> November 2017. And already in action.</p> <p>4. Approved by the EC on 26<sup>th</sup> Meeting held in 20<sup>th</sup> November 2017 and already in action.</p> <p>5. Approved by EC on 26<sup>th</sup> Meeting held on 20<sup>th</sup> November 2017.</p> <p>6. API score of 3 (three) shall be awarded to a teacher per Ph.D. candidate registered under his / her supervision subject to a capping of 20.</p>
--	--	--	---	---

			(iv) Editors of books by publishers as identified by the University be awarded API marks as per details mentioned below: International Publisher – 20 Points National Publisher – 10 points Local Publisher – 5 points For multiple editors, the API will be equally divided among them.	(c) There shall be no API score for Project Works at Master Degree level and also for review of books.  (d) API score for editing of books published by National and International Publishers identified by the University authority shall be 5 (five) and 10 (ten), respectively.
<b>Urgent meeting held on 23.11.2016</b>	1.	Screening-cum-Evaluation Committee	The Screening-cum -Evaluation Committee is empowered to finalize the list of faculty post applicant to be called for interviews by the Selection Committee in a subject.	Pending for approval of the EC.
	2.	Screening of applications for the posts of Assistant Professor in School of Education	For the preparation of screening list, more than one subject expert be invited as expert members in the Screening-cum-Evaluation Committee for the preparation of list of candidates to be called for the interview for the posts of Assistant Professor in School of Education. One expert is engaged for each category of post of Assistant Professor in School of Education (e.g., One expert for UR, One expert for SC, One expert for ST and One expert for OBC).	Prior approval will be taken from the V.C before implementation
	3.	Regarding the experience of guiding Ph.D. candidates	The resolution to agenda item no. 4 in the meeting of IQAC held on 19/09/2013 is revoked. The members resolved that the experience of guiding candidates for research at Doctoral level be evidenced only by registration of Ph. D scholar under the supervision of applicant for the post of Associate Professor and Professor as the case may be.	Already in action
	4.	Leave applications and Circulars	A meeting should be held shortly regarding the modality of using e – mechanism for the purpose of leave applications and other circulars.	

**Caveat: “ Resolutions / Decisions of the IQAC meeting held between 12.11.2015 and 23.11.2016 and those preceeding 12.11.2015 are subject to the applications of relevant rules and regulations of the UGC guidelines on Minimum Qualifications for teaching posts 2010, as amended from time to time, and also of the NCTE, wherever applicable.”**