



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. 25 of 1975)

A+ Grade NAAC Accredited

Dyno - UCC/5200
17/3/20

MOST URGENT
Regd.

No.CB-8/Quali./2020/_____

Dated: _____

To,

The Director/Principal
(All Law Colleges affiliated with
M.D. University, Rohtak).

Sub: - Selection Criteria for making appointment to the posts of Associate Professor and Professor in Law Colleges.

Sir/Madam,

Please find enclosed herewith Selection Criteria for making appointments to the posts of Associate Professor and Professor in Law College being adopted by the University for making appointments to those posts in University Teaching Departments.

You are, therefore, requested to make appointments to the posts of Associate Professor and Professor by adhering the enclosed Selection Criteria.

Yours Faithfully,

DA/above.

Superintendent (Colleges)
For D.C.D.C.

Endst. No.CB-8/Quali./2020/_____

5915

Dated _____

16-3-2020

✓ A copy of the above is forwarded to the Director, University Computer Centre (U.C.C.), M.D.U., Rohtak with the request to upload the same on the website of the University and also on the portal of the Colleges Branch.

Superintendent (Colleges)
For D.C.D.C.

On 17/3/2020

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(ANNEXURE-II)

CRITERIA/WEIGHTAGE FOR AWARD OF SCORES DRAWN IN THE LIGHT OF THE CRITERIA PROPOSED FOR THE POST OF ASSOCIATE PROFESSOR.

Consolidated API Score

Minimum requirement of 300 points & Ph.D.

Total Marks-100

A) Academic Record

25 marks

- (i) Under Graduate: 50 to less than 60% 07 marks
 B.A./B.Sc., etc.: 60 % and above 10 marks
- (ii) M.A./M.Sc, etc.: 55-less than 60% 11 marks
 60% and above 15 marks

B) Research Performance

40 marks

As per U.G.C. Category-III(minimum 12 to 0.04 X API Score)

C) Domain knowledge and Teaching Skills

18 marks

(to be evaluated on the basis of successful defence of the three best publications sorted by the candidate) **

D) Experience@

05 marks

E) Interview

12 marks

With respect to;

- i) Communication Skill
- ii) Confidence level
- iii) Quality of response
- iv) Overall personality

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Research experience/Teaching experience to be claimed for weightage beyond minimum eligibility of teaching/research experience (the period required to acquire M.Phil. and/or the residency period to acquire Ph.D. degree shall not be considered as research experience)

1.	(i) Post Ph.D. research experience as post-doctoral fellow (ii) Research Scientist etc. in recognized University/Institution in India or abroad.	1 point for every 1 year.	Maximum= 05 points
2.	Teaching experience (as full-time adhoc, temporary or permanent) in recognized University/College/Institution.	1 point for every 1 year i.e. one full academic year and not part that of.	

** the candidate shall submit such list among his/her publications at the time of facing the experts.

Handwritten mark

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(ANNEXURE-III)

CRITERIA/WEIGHTAGE FOR AWARD OF SCORES DRAWN IN THE LIGHT OF THE CRITERIA PROPOSED FOR THE POST OF PROFESSOR.

Consolidated API Score	Minimum requirement of 400 points	Total Marks-100
A) Academic Record		25 marks
(i) Under Graduate: 50 to less than 60%		07 marks
B.A./B.Sc., etc.: 60 % and above		10 marks
(ii) M.A./M.Sc, etc.: 55 - less than 60%		11 marks
60% and above		15 marks
B) Research Performance		40 marks
As per U.G.C. Category-III		
(minimum 16 to 0.04 X API score in Category-III)		
C) Domain knowledge and Teaching Skills		18 marks
(based on merit and successful defence of five(05)		
good sorted out research papers) **		
D) Experience@		05 marks
E) Interview		12 marks
With respect to;		
i) Communication Skill		
ii) Confidence level		
iii) Quality of response		
iv) Overall personality		

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Research experience/Teaching experience to be claimed for weightage beyond minimum eligibility of teaching/research experience (the period required to acquire M.Phil. and/or the residency period to acquire Ph.D. degree shall not be considered as research experience)		
1.	(i) Post Ph.D. research experience as post-doctoral fellow (ii) Research Scientist etc. in recognized University/Institution in India or abroad.	1 point for every 1 year. Maximum= 05 points
2.	Teaching experience (as full-time adhoc, temporary or permanent) in recognized University/College/Institution.	1 point for every 1 year i.e. one full academic year and not part that of.

** the candidate shall submit such list among his/her publications at the time of facing the experts.

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APPENDIX - II (Table - 1)

**SCORES FOR ACADEMIC PERFORMANCE
INDICATORS (APIs) IN RECRUITMENT AND CAREER
ADVANCEMENT SCHEME (CAS) PROMOTIONS OF
UNIVERSITY/COLLEGE TEACHERS**

Category I : Teaching, Learning and Evaluation Related Activities*Maximum Scores Allocated : 125**Min. API Score Required: 75*

<i>Sr. No.</i>	<i>Nature of Activity</i>	<i>Max. Score</i>
1.	Lectures, seminars, tutorials, practicals, contact classes undertaken as percentage of lectures allocated	
	Lectures, seminars, tutorials, practicals, contact classes should be based on variable records. Maximum 50 for 100% performance & proportionate score up to 80%. No score will be assigned if a teacher has taken less than 80% of the assigned classes. No score should be deducted for classes not held or missed due to i) students not turning up or bunking classes, ii) sanctioned leave of the teacher of any kind, iii) any other reason beyond the control of the teacher. (To be calculated out of the total possible classes to be held or number of classes mentioned in the syllabus)	50
2.	Lectures or other teaching duties in excess of the UGC norms	
	If a teacher has taken classes exceeding UGC norms, then 0.25 scores to be assigned for each extra hour of unpaid class.	10
3.	Preparation and imparting of knowledge / instructions as per curriculum; syllabus enrichment by providing additional resources to students	
	a) Preparation and imparting of knowledge/instructions as per curriculum with the prescribed material (Text book / Manual etc.) : 15 points	20

	b) Syllabus enrichment by providing additional resources to students such as lab manuals, lecture notes, etc. : 5 points for each paper or manual.	
4.	Use of participatory and innovative teacher-learning methodologies; updating of subject content, course improvement etc.	
	Updating of courses, design of curriculum : 5 points per paper per course	10
	Participatory & Innovative Teaching-Learning process with material for problem based learning, case studies, Group discussions, project work, product development, assignment, ICT based teaching material etc. (5 points each)	10
	Use of ICT in Teaching-Learning process with computer-aided methods like power-point/multimedia/simulation/software etc. on regular basis. (Use of any one of these in addition to Chalk & Board : 10 points)	20
	Developing and imparting Remedial/Bridge Courses (each activity : 5 points)	10
	Developing and imparting soft skills/ communications skills/ personality development courses/modules, etc. (each activity 5 points)	10
	Developing and imparting specialized teaching-learning programmes in Physical Education, Library; innovative compositions and creations in Music, Performing and Visual Arts and other traditional areas (each activity : 5 points)	10
	Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning, e-library skills to students, etc. a) Workshop / Training course : 10 points each b) Popularization programmes : 5 points each	10

	Developing of laboratories, initiatives for purchase of equipment, maintenance of existing infrastructure, development of class rooms, development of software (each activity : 5 points)	10
	Maximum Aggregate Limit for Sr. No. 4	20
5.	Examination Related Work	
	College/University semester / Annual Examination work as per duties allotted (Suptt. -in-Chief/Supdt./Deputy Supdt. - 10 points per semester, Invigilation - 5 points per semester for atleast five duties, Evaluation of answer scripts - 5 points up to 100 answer scripts and one point for each subsequent block of 100 answer books subject to maximum of 15 points, Question paper setting-5 points per paper subject to maximum of 15). (100% compliance = 20 points)	20
	College/University examination / Evaluation responsibilities for internal assessment / sessionals/seminars/assignment / continuous assessment work as allotted. (100% compliance=15 points)	15
	Examination work such as coordination, or flying squad duties etc. (2 points per week per duty)	10
	Maximum Aggregate Limit for Sr. No. 5	25

NOTE : *If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.*

Category II : CO.CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Maximum Scores Allocated : 50

Min. API Score Required:15

<i>Sr. No.</i>	<i>Nature of Activity</i>	<i>Max. Score</i>
1.	Extension, Co-curricular and Related Activities	
	Institutional Co-curricular activities for students such as field studies/ educational tours /industrial tour/ field training/ quiz contest/ declamation contest/ debate/ industry implant training etc. 5 points each for teacher incharge one additional members.	10
	Positions held/ Leadership role played in organization linked with Extension Work and National services like NSS, NCC, Red Cross, Eco-Club, Women Cell or any other similar organizational activity (10 points each as teacher incharge for complete year and proportionate score for less period)	10
	Donating blood, commitment to donate eyes or body or organs, contribution of at least one day salary to Prime Minister's relief fund or Chief Minister's relief fund or University corpus fund, instituting a scholarship as contributor or motivator having endowment of not less than Rs. 1 lakh for the education of the poor needy /meriterious student, organizing a blood donation camp (5 points each)	10
	Students and Staff Related Socio, Cultural and Sports Programmes (Organizing such programme(s) or contributing by participating or accompanying a team in any of the programme(s) at intra/interdepartmental or intercollegiate or interUniversity levels). a) Interdepartmental College level : 5* points each b) Interdepartmental : 10* points each c) Intercollegiate : 10* points each d) Inter-University : 15* points each *Teacher incharge/Convener will get full points and member will get half points for the event.	15

	Community work such as values of National Integration, Environment democracy, social work, Human Rights, Peace, Scientific temper, flood or drought relief, small family norms, free plantation, energy conservation, Library literacy programme. etc. through lectures /awareness programmes or through TV /Satellite /EDUSAT /Radio etc. 5 points each.	10
	Maximum Aggregate Limit for Sr. No. 1	20
2.	Contribution to Corporate life and Management of the department and institution through participation in a academic and administrative committees and responsibilities -	
	Contribution to Corporate life in Universities /Colleges through meetings popular lectures, expert/extension lectures, EDUSAT lectures, INSPIRE programmes, invited lectures on subject related /scientific/ legal etc. issues, or articles in College magazine and University volumes (5 points each)	10
	<p>Institutional Governance responsibilities.</p> <p>DAA, DR&D, Dean of Colleges, DSW, Proctor, Provosts (Boys Hostels/Girls Hostels) 15 points each.</p> <p>Deans of Faculties, Director UIET, Director Distance Education, Principal.</p> <p>Chairperson /Head /Director,. Librarian, NAAC Co-ordinator, Director IQAC, Coordinator SAP : 10 points each</p> <p>Vice-Principal. Faculty-in-charge, Warden, Bursar, School Vice-Chairperson, Director Public Relations, Deputy Co-ordinator SAP, Coordinator University Website, Coordinator Campus Networking, Member of University Court/ Executive Council /Academic Council /IQAC /IAEC /Human Ethics Committee/ High Powered Purchase Committee, GSC ASH. House Allotment Committee, to coordinate the activities at departmental College level related to various committees constituted at the University level, NAAC Committee, Health Advisory Committee, membership of UG/PG Board of Studies, membership of</p>	15

	<p>Governing Bodies of Colleges/Institutions. Secretary of the Departmental Committee, etc. 7 points each.</p> <p>(Full points for completed year and proportionate score for less period).</p>	
	<p>Participation in committees concerned with any aspect of departmental or Institutional activity such as admission (including online admission), budget/ purchase, time table campus development, inspection, library, students welfare, Guidance & counselling, placement, help desk, anti-ragging, UMC, Proctorial duty, UGC or any such committee/sub-committee appointed by Vice-Chancellor/Chair-person/ Director/Principal/Head/ University Court/ Executive Council / Academic Council / Staff Council etc. (Convener: 7 points each, Member : 5 points each)</p>	15
	<p>Organization of Conferences / Seminars / Symposia / Workshops / Training as Coordinator / Chairman / Co-Chairman / Convener / Co-convener / Secretary/ Joint-Secretary / Treasurer etc.</p> <p>a) Conferences / Seminars / Symposia :</p> <p>i) International level (10 points each)</p> <p>ii) National / Regional (7 points each)</p> <p>b) Workshop / Training (1 point each day subject to maximum of 7 points)</p> <p>As member of the organizing committee of a) i) above (5 points each)</p> <p>As member of the organizing committee of a) ii) or b) above (3 points each)</p> <p>Member of the Advisory Committee of a) i) above (3 points each)</p> <p>Member of the Advisory Committee of a) ii) above (2 points each)</p>	10
	<p>Organization of Faculty Development Programmes/ Technology Based Entrepreneurship Development</p>	15

	Programme as Coordinator / Chairman / Co-Chairman / Convener / Co-convener / Secretary / Joint Secretary / Treasurer etc. (5 points each).	
	Maximum Aggregate Limit for Sr. No. 2	15
	3. Professional Development Activities	
	Participation in subject associations, conferences, seminars, symposia, workshop without paper presentation (2 points each) : Visits abroad (excluding for conference / seminar / symposia / workshop) for research collaborations or delivering lectures or attending academic meetings (5 points each), Co-Chair / Rapporteur (5 points each)	10
	Invited lectures in orientation courses / refresher courses (5 points each)	10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance, new and emerging fields/ subjects/technologies (5 points each)	10
	Membership / participation in State/Central Bodies / Committees on Education, Research and National Development such as UGC/DST/ICMR/ICAR/ICHR, etc, (5 points each)	10
	Membership of professional associations / bodies / academic societies, membership of committees like Board of Studies (UG and PG), Ph.D. Committee, Research Committee, course design committee, expert committee of any University / Institute, editorial committees/boards of journals; referring of research papers of Journals (5 point each) Evaluation of Ph.D. Thesis (5 points each), M. Phil Dissertation (3 points each) Conducting Viva-Voce of Ph.D. (5 points each) ; M.Phil (3 points each)	10

	Office bearers of professional bodies including Teachers' Association, Teachers' Club, Alumni Association, Academic Societies etc. (5 points each)	10
	Publication of articles in News Papers, Magazines or other publications (not covered in category III), radio talks, television programmes (2 points each)	10
	Maximum Aggregate Limit for Sr. No. 3	15

Note : *If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.*

Category III. Research and Academic Contributions

Brief Explanation : Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between University and Colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the Screening /Selection committee.

Sr. No.	APIs	Engineering and Technology / Agriculture / Veterinary Sciences/ Medical Sciences / Physical Sciences / Life Sciences / Pharmaceutical Sciences	Faculties of Arts & Languages/ Humanities / Social Sciences / Library/ Education/ Management Sciences/ Commerce/ Law/ Performing and Visual Arts	Max. points for University and College teacher position		
				College teacher position API Score allotted	Self appraisal Score	Verified API Score
III A	Research Papers* published in	Refereed Journals with impact factor 5 and above	Refereed Journal with impact factor 5 and above	45 Publication		
		Refereed Journal with impact factor of 2 and more but less than 5	Refereed Journal with impact factor of 2 and more but less than 5	35 Publication		
		Refereed Journal with impact factor of 1 and more but less than 2.	Refereed Journal with impact factor of 1 and more but less than 2	30 Publication		
		Refereed Journal with impact factor of more than zero but less than 1	Refereed Journal with impact factor of more than zero but less than 1	25 Publication		
		Refereed and Indexed	Refereed and indexed	20 Publication		

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		Refereed	Refereed Journals (Fine Arts participation in International exhibition /workshop with one's own work-15 points each)	15 Publication	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ ISSN numbers (Fine Arts participation in international exhibition /workshop with one's own work 10 points each, state level 5 points each).	10 Publication	
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers etc. (Abstracts not to be included).	10 Publication	
	IIIB Research Publications* (books. chapters in books, other than refereed journal articles)	Text or Reference Books published by International Publishers with an established peer review system with ISBN.	Text or Reference Books published by International Publishers with an established peer review system with ISBN.	50 /sole author (book) and 10 each chapter in an edited book	
		Subject Books by National Level Publications with ISBN/ ISSS numbers	Subject Books by National level publishers /State and Central Govt. Publishers with ISBN /ISSN numbers (Fine Arts Solo exhibition of one's work).	25/ sole author (book) and 5 each chapter in an edited book	

		Subject Books by other local publishers with ISBN/ISSN numbers	Subject Books by other local publishers with ISBN / ISSN numbers	15/sole author (book) and 3 each chapter in an edited book.	
		Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN	Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN	10 / Chapter	
		Chapters in knowledge based volumes by Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories.	Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5 / Chapter	
IIIC	Research Projects				
	i) Sponsored Projects carried out/ongoing mobilized	(a) Major Project (Amount mobilized with grant above Rs. 30.00 lakhs)	a) Major Project (Amount mobilized with grant above Rs. 5.00 lakhs)	20/ Project	
		(b) Major Projects (Amount mobilized with grants above Rs. 5.00 lakhs upto Rs. 30.00 lakhs)	b) Major Projects (Amount mobilized with grants above Rs. 3.00 lakhs upto Rs. 5.00 lakhs)	15/ Project	

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		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 upto Rs. 5.00 lakhs)	c) Minor Projects (Amount mobilized with grants above Rs. 25,000 upto Rs. 3.00 lakhs)	10/Project	
ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs. 10.00 lakhs	Amount mobilized with minimum of Rs. 2.00 lakhs	10 per every Rs. 10 lakhs and Rs. 2 lakhs, respectively	
		Amount mobilized between Rs. 20,000/- and Rs. 10.00 lakhs	Amount mobilized between Rs. 10,000/- and Rs. 2.00 lakhs	5 for <Rs. 10 lakhs and <Rs. 2 lakhs, respectively	
iii)	Completed projects quality evaluation	Completed project report (Accepted by Funding Agency)	Completed project report (Accepted by Funding Agency)	20/ each major project and 10/ each minor project	
iv)	Projects outcome / outputs	Patent / Technology transfer / Product / Process	Major Policy document of Govt. Bodies at Central and State level	30/ each national level output; 50 / each for inter-national level	
III D	Research Guidance				
i)	M.Phil (MDU)	Degree awarded only	Degree awarded only	3/ each candidate	

ii)	Ph.D. (MDU)	Degree awarded	Degree awarded	10/each candidate
		i) Thesis submitted	i) Thesis submitted	7/each candidate
III E	Training Courses and Conferences / Seminars / Symposium / Workshop papers			
i)	Refresher courses, Methodology workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development programmes (Max. 30 points)	a) Not less than two weeks duration b) One week duration	a) Not less than two weeks duration b) One week duration	20 / each 10 / each
ii)	Papers in Conferences / Seminars / Symposia / Workshops etc.**	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional / State level d) Local-University/College level	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional / State level d) Local - University / College level	10 / each 7.5 / each 5 / each 3 / each
iii)	Invited for conferences/ Seminars / workshops /	a) International	a) International	10 / each

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symposia to deliver lectures / Chair sessions	b) National	b) National	7.5 / each	
	c) Regional / State level	c) Regional/State level	5 / each	
	d) Local-University/College level	d) Local-University/College level	5 / each	

- + To be filled by the candidate
- # For office use only.
- * The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher the First/Principal author and the corresponding author/supervisor/mentor of the teacher would share equilly 60% of the total points and the remaining 40% would be shared equally by the other authors. For example, if the total score for a publication is 10 (say), then the First/ Principal author, the corresponding author, supervisor, co-supervisor and mentor would get 6 points each and the other authors would get 4 points each.
- ** API Score for III E (ii) will be claimed solely by the author who participated and presented the paper (oral/poster). However, if a paper presented in Conference / Seminar is published in the form of Proceedings, the points would accrue for the publication (III) (a) and not under presentation III (e) (ii).
However to define the level of Seminar that at least participants from two places/Universities/Colleges attend the seminar to be considered as State level/ Regional level; Participants from at least two states/region qualify it to be a National Seminar. Accordingly, participants from at least two nationals must attend considered it as an International Seminar. In addition to the certificate the participant must submit a certified copy from the organizers to the participants attending the seminar to determine its level.

Note : *Date of publication of research paper will be 1st January in case Journals published annually, 1st day of the half year in case of Journals published half yearly, 1st day of the quarter in case of Journals published quarterly, 1st day of the month in case of Journals published monthly and likewise.*