



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौंगोवाल, संगरूर, पंजाब - १४८ १०६
(शिक्षा मंत्रालय के अधीन)

**Sant Longowal Institute of Engineering and Technology,
Longowal, Distt. Sangrur, Punjab - 148106
(Deemed To Be University under MoE)**

Ref. No. : SLIET/Admn./A1/2021-22/ 6413-20

Dated : 04/02/2022

CIRCULAR

The Advisory Committee on Faculty Recruitment (ACoFAR) has prepared the following draft Rules:-

1. Guidelines/Rules for promotion of Librarians under Career Advancement Scheme (CAS)
2. Guidelines/Rules for promotion of Senior Physical Instructor under Career Advancement Scheme (CAS)

The above draft Rules are being uploaded on the website of the Institute. All the stakeholders are requested to visit the Institute's website, study the same and send their comments/suggestions **by 18.02.2022 in the Office of Deputy Registrar (Admn.)**, so that these rules could be finalized by the ACoFAR and placed before the Board of Management for approval.

This bears the approval of the Competent Authority dated 29.01.2022.


Registrar (Officiating)

Encl. : As above.

Copy to :

1. Director, SLIET - for kind information, please.
2. Chairman, ACoFAR
3. All Deans/HODs/Chairman, Library Committee/Sports Committee - with a request to circulate amongst all the concerned.
4. Faculty In-charge(ACSS) -with a request to upload the enclosed draft Rules on the website of the Institute.
5. File copy.

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY, LONGOWAL, DISTRICT
SANGRUR (PUNJAB)**

Career Advancement Scheme (CAS) for Senior Physical Instructors

Ref:

A Eligibility Criteria

I. From Senior Physical Instructor (Academic Level 10) to Senior Physical Instructor (Senior Scale/Academic Level 11)

Eligibility:

- 1 He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.
- 2 He/she has attended one Orientation course of 21 days' duration; and
- 3 He/she has done any one of the following:
 - (a) Completed Refresher / Research Methodology Course/ workshop,
 - (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and
 - (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Table 1; and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II From Senior Physical Instructor (Senior Scale/Academic Level 11) to Senior Physical Instructor (Selection Grade/Academic Level 12)

- 1 He/she has completed five years of service in that grade.
- 2 He/she has done any two of the following in the last five years:
 - (i) Completed one course / programme from among the categories of refresher courses, research methodology workshops,
 - (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration,
 - (iii) Completed two courses of at least one week(five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and
 - (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Table 1, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

III From Senior Physical Instructor (Selection Grade/Academic Level 12) to Senior Physical Instructor (Academic Level 13A)

- 1 He/she has completed three years of service.

- 2 He/she has done any one of the following during last three years:

(Dr. J.S. Dhillon)

(Dr. A.S. Arora)

(Dr. S.S. Dhaliwal)

(Dr. Pardeep Gupta)

(Dr. J.S. Ubhi)

- (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop,
- (ii) Teaching-Learning- Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
- (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Table 1, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

IV

The criteria for CAS Promotions from Senior Physical Instructor (Academic Level 13A) to Senior Physical Instructor (Academic Level 14) shall be the following:

- 1 He/she has completed three years of post Ph.D. service in the grade.
- 2 He/she has done any one of the following during last three years:
 - (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop,
 - (ii) Teaching- Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
 - (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
- 3 Evidence of organising competitions and coaching camps of at least two weeks' duration.
- 4 Evidence of having produced good performance of teams/athletes for competitions like state/national/inter- university/combined university, etc.
- 5 A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Table 1, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

B. Selection Committees

For promotion from Senior Physical Instructor (Selection Grade/Academic level 12) to Senior Physical Instructor (Academic Level 13A) and from Senior Physical Instructor (Academic Level 13A) to Senior Physical Instructor (Academic Level 14) the following will be the Selection Committee:-

Director

Chairperson

One nominee of MOE, New Delhi

Member

Three Experts (Physical Education & Sports) to be nominated by the Director

Member

(Dr. J.S. Dhillon)

(Dr. A.S. Asora)

(Dr. S.S. Dhaliwal)

(Dr. Pardeep Gupta)

(Dr. J.S. Ubbi)

Dean to be nominated by the Director	Member
Head of the Department concerned (if the post of selection is being made higher in status than occupied by the Head of the Department, one nominee of the BoM be included).	Member
An academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories to be nominated by the Director, if any of the candidates representing these categories is the applicant and if of the above members of the selection committee does not belong to that category.	Member

Note : Four members of the Selection Committee shall form the quorum, consisting of at least two experts.

Screening-cum-Evaluation Committee

For promotion from Senior Physical Instructor (Academic level 10) to Senior Physical Instructor (Senior Scale/Academic level 11) and Senior Physical Instructor (Senior Scale/Academic level 11) to Senior Physical Instructor (Selection Grade/Academic level 12), the following shall be the Screening-cum-Evaluation Committee:

Director	Chairperson
Two Experts (Physical Education & Sports) to be nominated by the Director	Member
Head of the Department/ Librarian (if the post of selection is being made higher in status than occupied by the Head of the Department, one nominee of the BoM be included).	Member

C. Other terms and conditions

Other terms and conditions like short listing criteria, requirement of APAR, vigilance clearance certificate and other miscellaneous requirements not covered under these regulations shall be the same as prescribed for faculty in SLIET Guidelines/Rules for Promotion of Faculty under Career Advancement Scheme/UGC Regulations, 2018.

[Signature]
22-12-2021
(Dr. J.S. Dhillon)

[Signature]
(Dr. A.S. Arora)

[Signature]
(Dr. S.S. Dhaliwal)

[Signature]
22/12/21
(Dr. Pardeep Gupta)

[Signature]
(Dr. J.S. Ubhi)

Table-1

Assessment Criteria and Methodology for Senior Physical Instructor

(Ref. Appendix-II, Table-5 of UGC Regulations, 2018)

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.
3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	(i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. (ii) Being invited for coaching at state/national level. (iii) Organizing at least three workshops in a year. (iv) Publications of at least one research paper in Web of Science/SCOPUS journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.	

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(Dr. A.S. Arora)

(Dr. S.S. Dhaliwal)

(Dr. Pardeep Gupta)


(Dr. J.S. Ubhi)

Note:

- i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- ii) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.
The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.


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(Dr. Pardeep Gupta)


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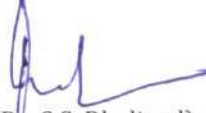
**PBAS PROFORMA FOR PROMOTION OF SENIOR PHYSICAL INSTRUCTORS UNDER CAREER
ADVANCEMENT SCHEME (CAS)**

(Ref. :UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018)


Part-A: General Information and Academic Background		
1	Name (in Block Letters)	
2	Father's Name	
3	Mother's Name	
4	Current Designation & Grade Pay	
5	Date of Last Promotion, if any	
6	Stage for which you are an applicant for promotion under CAS	
7	Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria	
8	Date and Place of Birth	
9	Nationality	
10	Marital Status	
11	The Category to which you belong (SC/ST/OBC/GEN)	
12	Address for Correspondence (with Pin Code)	
13	Permanent Address (with Pin Code)	
14	Telephone No.	
15	Mobile No.	
16	E-mail Address	


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(Dr. A.S. Arora)


(Dr. S.S. Dhaliwal)


(Dr. Pardeep Gupta)


(Dr. J.S. Ubhi)

17. Academic Qualifications (Matric onwards):

Examination	Specialization	University/Board	Year	CGPA/ % of marks obtained	Division & Distinction
Matric					
Intermediate (10+2)					
Bachelor's Degree					
Master's Degree					
Other Exams (if any)					
Serial Number of Proof Attached					

18. Research Degree (s):

Degree(s)	Title of Dissertation/Thesis	Year of Award	University
M.Phil.			
Ph.D.			
Any Other			

19. Field (s) of Specialization:.....

.....

20. Record of service in SLIET

Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/ Temporary/ Adhoc)	Nature of Duties	Pay-Scale	Period		Total experience
					From	To	

21. Appointments held prior to joining SLIET:

Designation	Name of Employer	Nature of Appointment	Date of Joining	Date of Leaving	Salary with Grade Pay/Level	Reason for Leaving

(Dr. J.S. Dhillon)

(Dr. A.S. Arora)

(Dr. S.S. Dhaliwal)

(Dr. Pardeep Gupta)

(Dr. J.S. Ubhi)

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23. (A) Published Papers in Journals

(B) Articles/ Chapters published in Books

(C) Full papers in Conference Proceedings

Serial Number of Proof Attached

S.N.	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether Peer Reviewed	No. of Co-author & Date of Publication	Whether you are the main author	Remarks

Serial Number of Proof Attached

Serial Number of Proof Attached

(Dr. J.S. Ubhi)

(E) Papers presented in Conferences, Seminars, Workshops, Symposia

S.N o.	Title of the paper presented	Title of Conference/Seminar etc	Date(s) of the event	Organised by	Whether International/ National/State/Regional/ University or College Level	Remarks
Serial Number of Proof Attached						

(F) Invited Lectures and Chairmanships at National or international Conference/ Seminars

S.N.	Title of Lecture/ Academic Session	Title of Conference/Seminar etc	Date(s) of the event	Organised by	Whether International/ National/State	Remarks
Serial Number of Proof Attached						

(G) Short-term courses organized.

S.N.	Programme/ Title	Sponsored by	Duration			Percentage contribution in delivering expert lectures	Remarks
			From	To	No. of weeks		
Serial Number of Proof Attached							


(H) Details of Short Term/Orientation and Refresher/Research Methodology Course attended:

Name of the Course	Place	Duration	Name of Academic Staff College/ Human Resource Development Centre	Sponsoring Agency

Certificate/Declaration

I, _____ son/ daughter of _____ hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection Committee or at any other stage, my candidature/ appointment may be cancelled by the SLIET, Longowal without prejudice to initiation of any other disciplinary action.

Date: _____

Signature of the applicant
Name _____

(Dr. J.S. Dhillon)


(Dr. A.S. Arora)


(Dr. S.S. Dhaliwal)


(Dr. Pardeep Gupta)


(Dr. J.S. Upshi)

PART-B

(Ref. :UGC Regulations 2018, Appendix II, Table5: Assessment Criteria and Methodology for Directors of Physical Education and Sports)

A: ACTIVITIES*

1. Attendance calculated in terms of percentage of days attended to the total number of days he/she is expected to attend				
	ASSESSMENT YEARS	Total number of days he/she is expected to attend	Total number of days he/she has attend	Encl*
1	Year 1			
	Year 2			
	Year 3			
	Year 4			
	Year 5			
	Year 6			
		Total number of days he/she is expected to attend for the assessment period (A)		
	Total number of days he/she has attend for the assessment period (B)			
	Overall Percentage = A/B x 100			
Grading Criteria 90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.				

* Should be claimed by the applicant with supporting documents

Academic Year	2. Organizing intra college/ Inter department competition (Evidence to be produced)	Yes/No	Claimed by the Candidate	Verified by HOD/DEAN	*Encl No.
Year 1	Intra college/ Inter department competition in more than five disciplines		Good	Good	
	Intra college/ Inter department competition in three to five disciplines		Satisfactory	Satisfactory	
	Neither good nor satisfactory		Unsatisfactory	Unsatisfactory	
Year 2	Intra college/ Inter department competition in more than five disciplines		Good	Good	
	Intra college/ Inter department competition in three to five disciplines		Satisfactory	Satisfactory	
	Neither good nor satisfactory		Unsatisfactory	Unsatisfactory	

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(Dr. Pardeep Gupta)

(Dr. J.S. Ubhi)

Year 3	Intra college/ Inter department competition in more than five disciplines		Good	Good	
	Intra college/ Inter department competition in three to five disciplines		Satisfactory	Satisfactory	
	Neither good nor satisfactory		Unsatisfactory	Unsatisfactory	
Year 4	Intra college/ Inter department competition in more than five disciplines		Good	Good	
	Intra college/ Inter department competition in three to five disciplines		Satisfactory	Satisfactory	
	Neither good nor satisfactory		Unsatisfactory	Unsatisfactory	
Year 5	Intra college/ Inter department competition in more than five disciplines		Good	Good	
	Intra college/ Inter department competition in three to five disciplines		Satisfactory	Satisfactory	
	Neither good nor satisfactory		Unsatisfactory	Unsatisfactory	
Year 6	Intra college/ Inter department competition in more than five disciplines		Good	Good	
	Intra college/ Inter department competition in three to five disciplines		Satisfactory	Satisfactory	
	Neither good nor satisfactory		Unsatisfactory	Unsatisfactory	

Academic Year	3. Institution participating in external competitions (Evidence to be produced)	Number of disciplines	Claimed by the Candidate	Verified by HOD/DEAN	*Encl No.
Year 1	National level competition (no. of disciplines)				
	State/District level competition (no. of disciplines)				
	District/Zonal level competition (no. of disciplines)				
Year 2	National level competition (no. of disciplines)				
	State/District level competition (no. of disciplines)				
	District/Zonal level competition (no. of disciplines)				
Year 3	National level competition (no. of disciplines)				
	State/District level competition (no. of disciplines)				
	District/Zonal level competition (no. of disciplines)				
Year 4	National level competition (no. of disciplines)				
	State/District level competition (no. of disciplines)				

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	District/Zonal level competition (no. of disciplines)				
Year 5	National level competition (no. of disciplines)				
	State/District level competition (no. of disciplines)				
	District/Zonal level competition (no. of disciplines)				
Year 6	National level competition (no. of disciplines)				
	State/District level competition (no. of disciplines)				
	District/Zonal level competition (no. of disciplines)				

Grading Criteria

Good – National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.

Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines.

Unsatisfactory – Neither good nor satisfactory.

Academic Year	4. Upgradation of sports and physical training infrastructure with scientific and technological inputs Development and maintenance of playfields and sports and physical education facilities Development and maintenance of sports infrastructure in affiliated colleges	Claimed by the Candidate	Verified by HOD/D EAN	Remarks	*Encl No.

Grading Criteria: Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.

Academic Year	5. Activity	Claimed by the Candidate	Verified by HOD/D EAN	Remarks	*Encl No.
Year 1	i. At least one student/team of the institution participating in national/ state/ university (for college levels only) teams.				
	ii. Organizing state/national/inter university/inter college level competition.				
	iii. Organized at least 3 coaching camps in a year				
	iv. Having participated in at least two international / National conference/seminar/workshops				

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(Dr. S.S. Dhaliwal)

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v.	Having organized any extension / community based activities				
vi.	Assistance in college administration and governance related work including work done during admissions, examinations and extra-curricular activities.				
vii.	Being invited for coaching at state/national level				
viii.	Organizing at least three workshops in a year				
ix.	Publication of at least one research paper in Web of Science/SCOPUS journals.				

Grading Criteria:**Good:** Involved in any two activities.**Satisfactory:** 1 activity**Not Satisfactory :** Not involved/ undertaken any of the activities.

Overall grade Claimed by the Candidate							Verified by HOD/DEAN	Remarks
Year wise grade Claimed by the Candidate							Verified by HOD/DEAN	Remarks
1	2	3	4	5	6	total		

* Should be claimed by the applicant with supporting documents.

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 SLIET Rules as amended from time to time.

Date.....

Place.....

Signature & Designation of the Applicant

Certified that Mr./Ms./Dr.....has been working asin 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

(Signature)
22.12.2021
(Dr. J.S. Dhillon)

(Signature)
(Dr. A.S. Arora)

(Signature)
(Dr. S.S. Dhalwal)

(Signature)
22/12/21
(Dr. Pardeep Gupta)

(Signature)
(Dr. J.S. Ubhi)