

**Ordinance on CAREER ADVANCEMENT OF ACADEMICS**  
(Under Statute 17(14) of the Statutes of the University read with  
Section 2(p) of the IGNOU Act.)

**I. Promotion of Academics (Stage-1\*) to Stage-2\* and Stage-2 to Stage-3\***

1. Every Academic (Stage-1) will be eligible for promotion to Stage-2 provided he or she
  - a) fulfills the eligibility and performance criteria as laid down in the Regulations after completion of six years of service as Academic (Stage-1) (four years in the case of Ph.D. degree holders and five years in the case of M.Phil. degree holders or Post Graduate degree in professional courses approved by the relevant statutory body such as LL.M. / M.Tech. etc.)
  - b) satisfies the API (Academic Performance Indicator) scores using Performance Based Appraisal System (PBAS) conditions and requirements as per Regulations.
2. Every Academic (Stage-2) will be eligible for promotion to Stage-3 provided he/she
  - (a) fulfills the eligibility and performance criteria as laid down in the Regulations after completion of five years of service in Stage-2.
  - (b) satisfies the API (Academic Performance Indicator) scores using Performance Based Appraisal System (PBAS) conditions and requirements as per Regulations.
3. Promotion of Academics to Stage-2 and Stage-3 will be made on the recommendations of a Screening-cum-Evaluation Committee consisting the following:
  - (i) The Vice Chancellor/acting Vice Chancellor or a pro Vice Chancellor nominated by the Vice Chancellor/acting Vice Chancellor.
  - (ii) The Director of the Division/Centre/Unit/Institute concerned.
  - (iii) An Academic not below the rank of a Deputy Director of the School/Division/Centre/Unit/Institute concerned nominated by the Vice Chancellor.
  - (iv) An external Expert not below the rank of a Deputy Director nominated by the Vice Chancellor or acting Vice-Chancellor.

Three members of the committee shall constitute the quorum for a meeting.

**II. Promotion of Academics (Stage-3) to Stage-4\* and to designate as Deputy Director.**

1. Every Academic (Stage-3) will be eligible for promotion to Stage-4 and to be designated as Deputy Director provided he/ she

- (a) fulfills the eligibility and performance criteria as laid down in the Regulations after completion of three years of service as Academic (Stage-3).
  - (b) satisfies the API (Academic Performance Indicator) scores using Performance Based Appraisal System (PBAS) conditions and requirements as per Regulations.
2. Promotion of Academics (Stage-3) to Stage-4 and to be designated as Deputy Director will be made on the recommendations of a Selection Committee as per the provisions of Statute-12 of the Statutes of the University.

### **III Promotion of Academics (Stage-4) to Stage-5\***

1. Every Academic (Stage-4) will be eligible for promotion to Stage-5 provided he/ she
  - a) possesses a Ph.D. Degree.
  - b) fulfills the eligibility and performance criteria as laid down in the regulations after completion of three years as Academic (Stage-4).
  - c) satisfies the API (Academic Performance Indicator) scores using Performance Based Appraisal System (PBAS) conditions and requirements as per Regulations.
2. Promotion of Academic (Stage-4) to Stage-5 will be made on the recommendations of a Selection Committee as per the provisions of Statute-12 of the Statutes of the University.

### **IV Procedures**

1. The process of promotion to Academic (Stage-4) shall involve submission of bio-data along with the duly filled Performance Based Appraisal System (PBAS) pro-forma based on the API criteria as laid down in the regulations. Without prejudice to the requirements provided for promotion to Academic (Stage-4) under the Regulations, the prescription of research publications/related activities for promotion from Academic (Stage-3) to Academic (Stage-4) shall be as follows:
  - i. The Academics are required to submit three publications for consideration of promotion to Academic (Stage-4).
  - ii. such publications shall be provided to the experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the promotion committee.
2. The process of promotion to Academic (Stage-5) shall involve submission of the bio-data with duly filled Performance Based Appraisal System (PBAS) pro-forma based on the API criteria set out in the Regulations and reprints of five major publications of the Academics.

*Provided* that such publications submitted by the Academic shall have been published subsequent to the period from which the Academic was placed in the Academic (Stage-3).

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

3. The Screening-cum-Evaluation Committee on verification/evaluation of API score secured by the Academic through the 'PBAS' methodology shall recommend to the Board of Management of the University about the suitability for the promotion of the Academic(s) under CAS.
4. All the selection procedures outlined above, shall be completed on the day of the Selection committee meeting, wherein the minutes are recorded along with PBAS scoring pro-forma and recommendations duly signed by all the members of the Selection Committee.
5. CAS promotion being a personal promotion to the incumbent Academic holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
6. The incumbent Academic must be on the roll and active service of the University on the date of eligibility for promotion (CAS).
7. (i) A Academic who wishes to be considered for promotion under CAS may submit in writing to the University, three months in advance of the due date, that he/she fulfils all qualifications under CAS, and submit to the University the Performance Based Appraisal System pro-forma as evolved by the University duly supported by all credentials as per the API guidelines set out in the Regulations. In order to avoid delays in holding selection Committee meetings in various positions under CAS, the University shall immediately initiate the process of screening / selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, Academic who fulfill all other criteria mentioned in these regulations, as on 31.12.2008 and till the date on which this Ordinance is notified, can be considered for promotion from the date, on or after 31.12.2008 on which they fulfill the prescribed eligibility conditions.  
  
(ii) If an Academic fulfills the eligibility conditions for promotion and applies for promotion within six months on completion of the minimum eligibility period and is successful, the date of promotion will be the date of eligibility.  
  
(iii) If an Academic does not apply for placement / promotion within the stipulated period as above, the date of eligibility will be the date on which the application was submitted by the Academic to the Director concerned.

- (iv) An Academic who has not been recommended by the Screening/ Selection Committee for placement in the next Stage/ promotion to the next post can offer him/herself for review after the expiry of one year from the date of initial interview. The new date of eligibility will be one year from the date of last interview in which the candidate was not recommended for placement/ promotion.

If there are administrative delays, the Screening/ Selection Committee will look into all those matters by taking into consideration the facts, and accordingly, the Screening / Selection Committee will decide the date of eligibility.

## **VI. General**

- (1) For the purpose of determining the length of qualifying service for placement/promotion mentioned in the preceding clauses, the service of a person, before appointment in the University shall be governed as per the regulations under this ordinance.
- (2) No Academic will be eligible for placement in the next stage or for promotion to the next post unless he/she has been confirmed in the services of the University.
- (3) The requirement of participation in refresher courses/summer institutes or other continuing education programmes may be relaxed where arrangement for such courses/programmes have not been made.
- (4) The performance appraisal of an Academic will be based on API Based PBAS submitted by him/her on the prescribed pro-forma, duly verified by the senior most Academic in a meeting and authenticated by the Director concerned. The API based PBAS shall be submitted annually to the Internal Quality Assessment Cell (IQAC) of the Academic Coordination Division.
- (5) Notwithstanding anything contained in this Ordinance, the period of extra ordinary leave availed of by an Academic on personal grounds shall not qualify as service for placement in senior scale or promotion to the next post. The treatment of different kinds of leaves shall be as under:
  - (i) the period of extra ordinary leave availed of by an Academic on personal grounds shall not qualify.
  - (ii) Child care leave availed for periods of more than 6 months shall be treated on par with EOL on personal grounds, unless decided otherwise by the UGC/ GOI.
  - (iii) in case of the period of Study/ Sabbatical Leave, the average scores of the preceding service may be allotted. However, if any Academic contributes to any activities listed under the categories I, II and III, they may also gain scores for those specific activities as prescribed.
- (iv) In case of EOL granted to take up outside employment, (i) the scores acquired during such outside employment for the period of EOL shall be

allotted; (ii) in the absence of such scores/ schemes in outside employment, the average scores of the preceding service shall be allotted.

- (6) The assessment of the performance of the Academic shall be made in terms of the API scores.

\* Note: The Stages 1, 2, 3 refers to the PB III with AGP of Rs. 6000, Rs. 7000, Rs. 8000, respectively. The Stages 4 and 5 refers to the PB IV with AGP of Rs. 9000 and Rs. 10000, respectively.