

**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MAG  
NEW DELHI – 110002**

L.O.No.F.1-87 / 78 (CP) Part I

31<sup>st</sup> December, 1982

Dear Vice - Chancellor,

1. Kindly refer to my d.o letter of even number dated November 23, 1982 regarding the Merit Promotion Scheme for University appointed teachers in the Universities.
2. The Commission had also under Consideration the implementation of a similar scheme for college appointed teachers and a copy of guidelines for the implementation of Merit Promotion Scheme for these teachers as accepted is enclosed.
3. The Commission would make a contribution of Rs. 600/- per annum for each person promoted under the above scheme, in accordance with these guidelines for the remaining period of the Sixth Plan only after which the expenditure involved under the scheme would be taken over as committed expenditure out of the college own resources or with the assistance of grant-in-aid from the State Government as the case may be.
4. Any scheme which the University may already have for merit / personal promotion for college teachers and persons already promoted under which a scheme prior to the present scheme of the UGC becoming effective will not qualify for UGC assistance.
5. The University would supply to the UGC necessary particulars, each year, of the persons considered under the scheme, the referees evaluations and recommendations along with minutes of the Selection Committees and persons finally promoted.
6. I shall be grateful if the University kindly give an assurance after consulting State Government concerned to the effect that the recurring additional liability for implementation of the scheme would be met by the college, concerned or with the assistance from the State Government concerned with effect from 1-4-1985. The scheme should be introduced by the University only after obtaining the above assurance from the State Government.

With regards,

Yours Sincerely,  
Sd/-

**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MAG  
NEW DELHI - 110002**

**Guidelines for implementation of the Merit Promotion Scheme for College Teachers**

L.O.No.F.1-87 / 78 (CP) Part I

31<sup>st</sup> December, 1982

Dear Vice - Chancellor,

The role of the teacher is crucial in the maintenance of academic standards and discipline in an educational institution. A great responsibility therefore, lies on the teacher to ensure that proper academic atmosphere is maintained in the institution and that all academic work is carried out efficiently and with devotion to duty as on full-time employees of the institution. Every profession, for its orderly progress, needs certain rules of professional ethics, and education is no exception. In order to do justice to this challenging task, the teacher has to be devotedly involved in programmes of teaching, research, examination and extension: activities taken as a whole. There should be regular assessment of his work and also of the institution. At the same time, it is necessary that teachers are provided reasonable opportunities for career advancement, and recognition of merit.

**a. Objective**

A scheme of Merit Promotion is to be introduced during the 6th Plan Period, with a view to providing suitable opportunities to the teachers working in the Colleges for career advancement in recognition of their significant contributions in the field of teaching, research and allied educational activities. The scheme is intended to be in the nature of a flexible complementing scheme where a teacher after critical assessment of his work at the end of a specified period can be promoted to the next higher level and the position thus held by him is treated as personal to the incumbent and no resultant vacancy is required to be filled. It is felt that such a scheme would go in a long way in encouraging the teachers in colleges to engage in teaching, research and allied educational activities and make a distinct contribution to the teacher profession and thus help to improve the quality and standards of higher education.

**b. Method of Implementation**

- I.** Teachers working in colleges affiliated to a university and included under section 2(f) and which come within the purview of Section 12(A) of the UGC

Act who have made significant contribution and achievement in the field of the teaching and research may be considered for Merit Promotion, if they have put in a minimum of eight years of permanent service as a teacher of which at least four years have been in the institution where he / she is being considered for such assessment for merit promotion.

- II.** A teacher who has been considered and not selected for merit promotion in the initial presentation could, however, submit his / her work again only after a lapse of three years.
- III.** College teachers wishing to have their work assessed and considered for Merit Promotion should present the details of their work to their college latest by 31st December, each year. For this purpose, the institutions may keep the profile of teachers with them in which the teachers may at the end of each year indicate the details of their contributions of teaching, research, curriculum development, educational reforms, innovative teaching and other forms of academic work done in the institution as well as the work done in the field of extension and continuing education, sports and cultural activities etc. Improvement of academic qualifications should also be recorded. The enclosed proforma (Annexure) could be used for this purpose and these profiles may be submitted by the college to the university concerned, along with the proposal of the teacher who are seeking assessment of their work, a consolidated report for the period of preceding eight years may be made available, incorporating the major contributions made by the teacher.
- IV.** The Vice-Chancellor or his nominee should refer the proposal of the teacher to at least 2 experts in the subject / discipline concerned out of a panel of names prepared by the University according to the procedure prescribed by the University for such Selection Committees.

The evaluation reports from the experts should be kept confidential and should be made available at least three weeks in advance of the Selection Committee. The Selection Committee would consist of the Vice-Chancellor or his nominee, two experts other than the referees and the Principal of the College where the lecturer is working.

Merit Promotion be given by the appointing Authority to a teacher only if the Selection Committee recommends the same.

- V.** While considering the proposal of a teacher for Merit Promotion, only merit as defined in Para III may be taken into account. All other factors being equal, seniority may be given due consideration.
- VI.** The University should generally take a decision on the proposal of a teacher for Merit Promotion as far as possible before the beginning of the next academic year so that such promotions can become effective from the date of the beginning of the next academic session.

- VII.** The promotion given to a person would be personal to the incumbent concerned for the period he serves the institution where he has been granted promotion.
- VIII.** The promotion on merit to a teacher under this scheme will not entitle him to any other responsibility, administrative or otherwise such as Head of Department / Principal, except where he is even otherwise to be considered and will also not lead to any other reduction in this teaching or other work.
- IX.** While promotion a teacher on merit, his salary may be fixed in the prescribed scale of pay for the next higher post with marginal adjustment nearest to the salary being drawn by the promotee, as per usual rules of pay fixation. Since most teachers in the colleges would be in the scale of lecturer i.e. 700-1600, the teacher, on selection for Merit Promotion may be placed in the scale of Rs.1200-50-1300-60-1900 and be designated lecturer in Merit Promotion Selection Grade.
- X.** The financial involvement will vary from State to State but the Commission would assist the Institution in the implementation of the Merit Promotion Scheme by making available on average contribution at the rate of Rs. 600/- per annum per teacher promoted to the next higher level in accordance with the guidelines laid down by the Commission up to 31st March, 1985 only, on the condition that the institution concerned continues implementation of the scheme and meets expenditure on the salary of the person concerned as committed expenditure from 1st April, 1985 out of its own resources or with the assistance of grant-in-aid from the State Government as the case may be.
- XI.** No. person promoted by the college prior to the introduction of the UGC Scheme and not in conformity with the guidelines laid down by, the commission will qualify for assistance from the Commission.
- XII.** The University would furnish to the UGC, every year latest by 15th August, necessary particulars of the persons promoted in the colleges under its jurisdiction, under the Merit Promotion Scheme for college teachers alone with the evaluation report of the experts and the recommendations of the Selection Committees and also the names of all the persons considered from each colleges, to enable the Commission to consider remitting grants due to the concerned colleges.

### **General**

The number of teachers promoted under Merit Promotion Scheme will not exceed 33% of the total number of permanent posts in the College, spread over a period of 3 years.

**PROFORMA IN WHICH PROFILE OF TEACHERS BE  
MAINTAINED IN THE COLLEGES EACH YEAR**

Period of Report \_\_\_\_\_

I. GENERAL

1. Name & Designation of the Teacher
2. Academic Qualifications
3. Date of Birth
4. Date of Joining the College
5. Date of Confirmation
6. Previous experience (with dates)  
if served in other colleges / institutions.
7. Courses taught at Various Levels
  - a. Undergraduate Level
  - b. Postgraduate Level
8. Workload per week
  - a. Lecturers
  - b. Tutorials
  - c. Practicals
  - d. Seminar / Group Discussions
  - e. Total number of hours / periods provided in the time table under (a), (b), (c) & (d) in the academic year and the number actually taken during the year.
9. Teaching methods applied:
10. Details of academic planning / preparation of Lecturers during the session.
11. How far the lecturers planned at the session were carried through up to the end of the session.
12. Details of lecture notes, bibliography etc. circulated to the students before delivering the lectures.
13. Whether topics for discussion in the tutorials were intimated in advance? If so, details of topics on which discussions were held in the tutorials may be given on a separate sheet of paper.
14. Has the college provided audio-visual aids and if so, how far the teacher used these in teaching demonstration experience etc.?
15. Formulation of schemes under COSIP/CCHSSIP, if the college is participating in these schemes and teachers own contribution thereto:
16. Significant contribution made in the field of:
  - a. Teaching Methods
  - b. Evaluation Techniques
  - c. Course Developments, etc.
  - d. Teaching aids developed, if any,
  - e. Any experiment / apparatus designed or fabricated by him for improving teaching.

II. Academic & Professional Advancement during the year:

- a. Research facilities offered in the college.
- b. Research qualifications acquired.
- c. Research Projects undertaken indicating the name of project, and duration source of funds, if any.
- d. Research projects completed.
- e. Papers published indicating titles and names of journals in which published.
- f. Guidance rendered to Research Scholars working for Ph.D. / award of Ph.D. degrees.

- g. Name of Seminars / Workshop / Conferences in which participated during the year and titles of papers presented at such gatherings.
- h. Names of refresher courses / orientation programmes in which participated.
- i. Any other training obtained.
- j. Participation in other activities of the college like Adult & Continuing Education, Community Services, NSS, Sports & Culture, Activities etc.
- k. Membership of various professional / other bodies in the college.
- l. Membership of various bodies of the University.
- m. Membership of other academic and professional bodies.

III. Any other distinct contribution which the teacher has made during the year under reference, in the improvement of higher education / Development programmes.

Note: Please give information on separate sheet of paper wherever necessary and indicate the enclosure number against the relevant column.

I certify that the information given above is correct and factual to the best of my knowledge.

Signature of Teacher.

Department of \_\_\_\_\_.

IV. Evaluation by Head of Department / Incharge / Principal with regard to:

- a. Correctness of factual information.
- b. Evaluation of the overall contribution of the teacher.

Signature

Incharge of the  
Department /

Head of the Department.

Observations / recommendation of the Principal on the overall standing / performance of teacher in college:

Signature  
Principal