

6.3.1 The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff

Response:

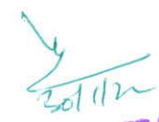
MUST developed a Faculty API format (As PBAS MoRP Dated 10/07/2020). This evaluation mechanism involves

- Teaching Evaluation
- Research Evaluation
- Awards and Recognition at National and international level
- Involvement in Administrative activities within the University
- Additional Contributions (if any)

Whenever a faculty member becomes eligible for promotion as per UGC / AICTE norms their API form is submitted to the API committee and based on committee recommendation the decisions are taken.

The University offers the following welfare measures for its Staff Members:

- Research based incentives are provided to motivate the staff as per the research policy where financial award is provided at publishing of research paper and books. Various awards like best research article, best teacher, best researcher etc. are also given annually.
- Financial help and academic leave is extended to present research at national and international conference, seminars etc.
- Support is also provided against registration fee for Patent, Copyright etc.
- Gold Medal is also awarded to the best teacher every year.
- Accommodation is available on campus: Faculty and staff are provided accommodation on campus as per availability.
- Free yoga camps are conducted at regular intervals.
- All staff members are entitled for necessary medical support available in the University Clinic from a team of qualified medical doctors and staff.
- University Officials, Faculty and Staff may avail the fee benefit scheme (FBS) for two girl child at a time or at different times in Mody School and the University Schools inside the campus for support for education where significant amount of benefits are provided. In this scheme, there is no admission fee in Mody School and the University Schools. In Mody School, there is no tuition fee, internet charges, development fund and lab charges for their wards. In different schools of the university, these benefits in tuition fee, internet charges, development fund and lab charges are reduced to 50%.


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- All teaching staffs are entitled for casual and vacation leaves. Also, special academic leaves are provided to the teaching staff for attending conferences and personality development programmes, whereas non-teaching staffs are entitled for PL and casual leaves. All teaching and non-teaching staffs utilize most of these facilities on an annual basis as per the guidelines of the University. In addition, female faculties are also given the maternity leave.
- All staff members are entitled for Provident Fund under EPFO scheme on which loan can also be taken as per the law.
- University also provides gratuity to its employees.
- The Institute has two modern Cafeterias and a big Dining hall, where a variety of digestive and healthy foods are served. The staff is provided food on subsidized prices.
- There is an ATM for the convenience of staff members.
- There is a Movie Hall where fortnightly movies are exhibited at subsidized prices.
- There is free milk facility for the residents of the campus.
- There are gymnasium and beauty parlor facilities at subsidized rates for the staff.
- Sports facilities are available inside the campus for staff.


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Ref. No. MUST/ASC/2021/01

Dated: 24/09/2021

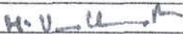
Appraisal System Committee

The appraisal system committee is constituted for the implementation of the Performance based Appraisal System in every school of the University. The composition of the Appraisal System Committee was:

S. No.	Name	Designation	Chairperson and members
1.	Prof. (Dr.) K L Ameta	Professor- SLAS	Chairperson
2.	Prof. (Dr.) Smriti Agarwal	Professor- SOD	Member
3.	Prof. (Dr.) Manish Didwania	Professor- SOB	Member
4.	Dr. Sandeep Jaiswal	Assistant Professor- SET	Member


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Performance Based Appraisal System

This MORP has been prepared for Calculating Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) for Increment, Promotions and Appointment of Academic Staff at Mody University of Science and Technology. (As per UGC Notification, the 18th July, 2018).

1. Introduction

Mody University of Science and Technology (MUST) considers the need to facilitate the research and development activities which are interdisciplinary and to lay strong foundation and register growth in research globally by generation of resources, research collaborations and establishing links with industry. In this continuation, set of rules regarding calculating Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) which is the impetus of UGC regulations on minimum qualifications for appointment of teachers and other academic staff in University for the maintenance of standards in higher education.

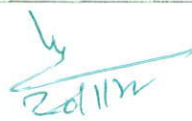
2. Rules and Regulations

These Rules would be applicable for the Annual Increment as well as Promotion of University Faculty along with for the new appointments for the position of Assistant Professor, Associate Professor and Professors. The faculty members must fulfil the minimum Academic Performance Indicator (API) scores as per the UGC Notification, 2018.

2.1 Increment and Promotion Guidelines

The following process would be followed for carrying out annual assessment for increment and promotion at all levels:

The University teachers shall submit an annual self-appraisal report in the prescribed Proforma (**Annexure 1**). The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD and Dean.



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The API scores are to be calculated over the following categories:

Category I Teaching, Learning and Evaluation Related Activities.

Category II: Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the Institution.

Category-III: Research and Academic Contributions (Publications in Journals, Text or Reference Books/Monographs, Edited Books, Conference Proceedings, etc.).

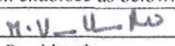
Consolidated Minimum API scores for eligibility shall be calculated as simple sum of API scores for Category I, Category II and Category III.

2.1.1 Category-I: Teaching, Learning and Evaluation Related Activities

2.1.1.1 Teaching

(i) a.	Lectures, seminars, tutorials, practical, contact classes/ Workshop / Jury should be based on verifiable records which is the attendance sheet used by the teacher submitted to the office at the end of each semester along with the internal marks. No score should be assigned if a teacher has taken less than 60% of the assigned classes. Assigned hours for classes=(hours available for taking classes based on timetable and teaching days available-classes lost for reasons other than due to the teacher concerned). Score to be given= ((Hours of classes taken/Assigned hours)*100-60)*1.25 If Score as calculated above is negative zero score shall be given Maximum score of 50 if there is 100% performance	Max. Score : 50
	b. If a teacher has taken classes exceeding UGC norms, then two points to be assigned for each extra hour of classes/week per semester or for every one credit additional per semester	Max. Score: 10
	ii Imparting of knowledge/instruction as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students. 2 points per paper taught with regularly used resources. 3 points per paper taught	20

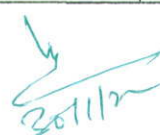
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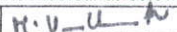
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where additional resources were provided to students. 1 point per final project guided at Bachelor's/ Master's level **(100% compliance = 20 points)**

(iii) **2.1.1.2 Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.**

Indicators/ Activities	Max. Score
Updating of courses, design of curriculum, (5 Points per single course)	10
Participatory & Innovative T/L Process with material for problem based learning, case studies, Group discussions etc. a) Interactive Courses : 5 points/each b) Participatory Learning modules : 5 points/each Case Studies : 5 points/each	10
Use of ICT in T/L process with computer-aided methods like power-point/Multimedia/ Simulation/Software etc., (Use of anyone of these in addition to Marker & Board : 5 points per course taught)	10
Developing and Imparting Remedial/Bridge Courses and Counseling Modules (Each activity: 5 points/ set of material/ course)	10
Developing and imparting soft skills/communication skills/personality development courses/modules (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 and e-library skills to students (a) Workshop / Training course : 10 points each (b) Popularization program : 5 points each	10


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Maximum (Max.) Aggregate Limit

20

(iv) 2.1.1.3 Examination Related Work

Indicators	Max. Score
University End Semester Examination work as per duties allotted. (Invigilation – 2 points per duty taken ; Evaluation of answer scripts - 5 points/ subject/ per exam; Question paper setting - 3 points/ per subject/ exam). 5 points per Lab/Viva exam conducted as examiner. (100% compliance = 20 points)	25
Maximum Aggregate Limit B (iv)	25

Maximum Score of Category-I: 50+10+20+20+25=125

2.1.2 Category-II: Co-curricular, Extension and Profession Related Activities

Maximum Scores Allocated: 50

Minimum API Score Required: 15

(i) 2.1.2.1 Extension and Co-curricular, Extension and Professional Development Related Activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each).	10
Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, Employment Bureau or any other similar activity at University Level (Each activity 10 points). Similar roles at Department level will get 3 points.	10
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points).	10
Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points).	10
Maximum (Max.) Aggregate Limit	20


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(ii) 2.1.2.2 Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities through meetings, popular lectures, subject related events, articles in University/School magazine and newsletter editing etc. (2 point each).	10
Institutional Governance responsibilities like Member of Syndicate/ Academic Council/Senate, Registrar, Controller of Examinations, Dean, Director IRAA/CIRM, Chief Warden , IQAC Coordinator, Principal (15 points each)	15
Departmental level Administrative responsibilities, Head of Dept, Director of School (10 points each) Chief superintendent of exams, Chairman Passing Board/Valuation Camp, Placement Co-ordinator (5 points each) Dept. Council secretary, Member BOS, Member of faculty (3 points, Member passing board- 2 points)	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (3 points each), Batch co-ordinator-2 points	10
Organization of Conference/Refresher/ Training as Chairman/Organizational Secretary/Treasurer: (a) International (10 points) National/regional (5 points) As member of the organizing committee (1 point each)	10
Maximum (Max.) Aggregate Limit	15

(iii) 2.1.2.3 Professional Development Related Activities

Indicators / Activities	Max.
Membership in profession related committees at state and national level a. At National level: 5 points each b. At State level: 3 points each	10
Participation in subject Associations, Conferences, Seminars without paper presentation (2 points each)	10

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Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points)	10
Membership/participation in State/Central Bodies/Other University Bodies Committees on Education, Research and National Development (5 points each)	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc. (1 point each).	10
Maximum (Max.) Aggregate Limit	15

Note: For the above Activities wherever activities jointly conducted Principal organizer gets 70% points, Co-organizers share the remaining 30% points from total points allocable if activity performed by a single person

Maximum Score of Category-II: 20+15+15=50

2.1.3 Category-III: Research and Academic Contributions

Methodology for University Teachers for calculating Academic/Research Score

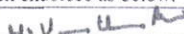
(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

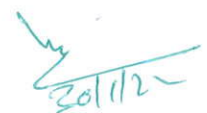
Sr. No.	Category	Academic/ Research Activity	Faculty of Sciences/ Engineering/ Architecture/ and other related disciplines	Faculty of Languages / Humanities / Arts / Social Sciences/ Commerce/ Management/ Law/ Fashion Design/Design & other related disciplines

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1	III (A) Research Paper Publication	(i) Research Papers published in: Peer- Revived or UGC listed Journals.	08 Per paper	10 Per paper	
2	III (B) Publications (other than Research Papers)	a) Books authored which are published by			
		(i) International Publisher	12	12	
		(ii) National Publisher	10	10	
		(iii) Chapter in Edited Book(5/chapter)	05	05	
		(iv) Editor of Book by International Publisher	10	10	
		(v) Editor of Book by National Publisher	08	08	
		b) Translation work in Indian and Foreign Languages by qualified faculties			
		(i) Chapter or Research Paper	03	03	
		(ii) Book	08	08	
3	III (C) Creation of ICT mediated teaching learning pedagogy and content and development of new and innovative courses and curricula	a) Development of innovative pedagogy	05	05	
		b) Design of new curricula and courses	02/ curricula / course	02/ curricula / course	
		c) MOOCs:			
		(i)Development of a complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs lesser credit 5 marks/ credit)	20	20	
		(ii) MOOCs (developed in 4 quadrant) per module/lecture	05	05	
		(iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02	
		(iv) Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08	
		d) E-Content			


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4	III (D) Research	(i) Development of e –Content in 4 quadrants for a complete course/ e book with minimum of 10 chapters	12	12	
		(ii) e-Content (developed in 4 quadrants) per module	05	05	
		(iii) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02	
		(iv) Editor of e-content for complete course/ paper /e-book	10	10	
		a) Research Guidance			
		Ph.D.	10/ Degree Award 05/ Thesis Submitted	10/ Degree Award 05/ Thesis Submitted	
		MPhil PG Dissertation	(02marks Degree Award)	(02marks/ Degree Award)	
		b) Research Project Completed			
		More than 10 lakhs	10	10	
		Less than 10 lakhs	05	05	
		c) Research Projects Ongoing:			
		More than 10 lakhs	05	05	
		Less than 10 lakhs	02	02	
		d) Consultancy	03	03	
5	III(E) Patents and Awards	a) Patents			
		International (Per Patent)	10	10	
		National (Per Patent)	07	07	
		b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)			
		c) Awards/Fellowship			
		International	10	10	
		National	05	05	


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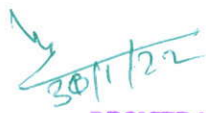
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6	III (F) Invited Talks (Per Talk) This score can not exceed 30% of the total score in Category III *Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once	International (Abroad)	07	07
		International (within country)	05	05
		National	03	03
		State/University	02	02

The Research score for research papers would be augmented as follows:

A) Research Papers:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list/ Scopus/web of science) :

- | | |
|---|-----------|
| i) Paper in refereed journals without impact factor | 05 Points |
| ii) Paper with impact factor less than 1 | 10 Points |
| iii) Paper with impact factor between 1 and 2 | 15 Points |
| iv) Paper with impact factor between 2 and 5 | 20 Points |
| v) Paper with impact factor between 5 and 10 | 25 Points |
| vi) Paper with impact factor more than 10 | 30 Points |


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a) Two authors: 70% points to each author.

vii) **More than two authors:** 70% points to First and remaining 30% will be equally divided into other authors

B) Projects: For joint Projects, Principal Investigator and Co-investigator would get 50% points each.

C) PhD Supervision: For joint supervision of PhD research students, there shall be 70% of the total marks for Supervisor and 30% for Co-supervisor.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

For Professor and Associate Professor, the research score will be consider of category III only (direct requirement as well as career advancement) and shall be from the minimum of three categories of Category-III out of six categories.

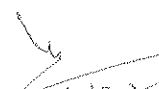
2.2 Minimum API Required for the Increment/Promotion

(Along with meeting other criterion as prescribed by the University time to time)

S. No.	Category	Assistant Professor (AGP 6900)	Assistant Professor (AGP 7000)	Assistant Professor (AGP 8000)	Associate Professor (AGP 9000)	Professor (AGP 10000)
1.	Category I (Teaching Learning etc) Max Score: 125	80/year	90/year	100/year	105/year	105/year
2.	Category II (Co-curricular activities etc): Max Score: 50	30/year	40/year	40/year	50/year	50/year

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3.	Category III (Research and Academic Contributions) Max Score: No upper Capping	50/year	60/Year	70/year	80/year	90/year
4.	Minimum score requirement (I+II+III)	170/year	200/year	220/year	240/year	250/year


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Annexure-1

**Mody University of Science and Technology
Annual Assessment for the API Based PBAS Index-Faculty**

Academic Session/ Year: _____ (July 01, 20—to June 30, 20--)

Part A: General Information and Qualification

Name of the Faculty Member :
 School :
 Department :
 Date of Joining :
 Date of Confirmation :
 Designation at the time of joining :
 (With Grade)
 Present Designation : Since
 (With Grade)
 Correspondence Address :

Mobile No. :

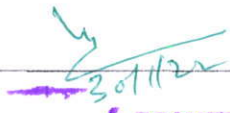
Email ID :

University Ratification (Month/Year/Designation):

Academic Qualification* (Graduation onwards):

Course	University	College	Date of Admission/ Registration	Date of Completion/ Award	Regular/ Part Time	Total Marks	Marks Obtained	Per (%)	Div./ Class
Graduate Degree (UG)									
Post Graduate Degree (PG)									
M.Phil									
Any Other Ph.D./ D.Phil									
D.Sc./ D.Litt									
Other Degree (If nay)									

Please enclosed all related qualification documents


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Part B: Academic Performance Indicators

(Please see detailed instructions of this PBAS Performa before filling out this section)

Category-I: Teaching, Learning and Evaluation Related Activities

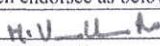
- (i) Lectures, Seminars, Tutorials, Practical's, Contact Hours (give semester- wise details, where necessary)

S.No	Course Code)/ Paper	Level (UG/PG/ PhD)	Mode of teaching*	No. of Hrs per week allotted			No. of Classes conducted			% of classes taken as per documented record
				L	T	P	L	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

a.	Lectures/Seminars/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score if a teacher has taken less than 80 % assigned classes. Score of 25 is allotted if a teacher has taken 80% to 95% of Assigned classes Score of 50, a teacher has taken 100 % of Assigned classes [Max. Score: 50]	
b.	If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes. [Max. Score: 10]	

H.V. U. R.
REGISTRAR
Mody University of Science and Technology
Lakshmangarh (Dist. Sikar) 332211

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			Performance Based Appraisal System
Signature		MANUAL OF RULES & PRACTICES	Page 14 of 22
Name	President*		Revision : 02
Date	30-07-2020		Date : 30-07-2020

- (ii) Reading instructional material consulted and additional knowledge resources provided to students.

S.N.	Course/ Paper	Consulted	Prescribed	Additional resources provided
1				
2				
API score based on preparation and imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students. (Max. Score 20)				API score

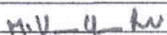
- (iii) Use of Participatory and Innovative Teaching- Learning Methodologies, Updating of Subject content, Course improvement etc.

S.No.	Short Description	API Score
1		
2		
3		
Total Score [Max. Score:20]		

- (iv) Examination Duties assigned and performed.

S.No.	Types of Examination Duties	Duties Assigned	Extent to which Carried out (%)	API Score
1				
2				
	Total Score [Max. Score:25]			
Total Score (i (a+b) + ii + iii + iv) (Max. Score:125) (i (50+10)+ ii (20)+ iii(20)+ iv (25):125)				


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Category- II. Co-Curricular, Extension, Professional Development Related Activities

(Please mention your contribution to any of the following):

S.No.	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based Activities		
1			
2			
	Total (Max. Score:20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/ Semester wise Responsibilities	API Score
1			
2			
3			
	Total (Max. Score: 15)		
	(iii) Professional Development Activities		
1			
2			
3			
4			
5			
	Total (Max. Score: 15)		
Total Score (i + ii + iii) (Max. Score: 50) (i (20) + ii (15) +iii (15) :50)			

Category-III: Research and Academic Contributions

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in the University. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.


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1. (i) Research Papers in Peer-Reviewed or UGC listed Journals

S.No	Title of the Research paper	Journal	Year	Vol.	Page No.	ISSN No.	Impact Factor	Whether you are the First/ Corresponding Author	Journal no. as per latest UGC list	API Score	Encl No.
1											
2											
3											

2. Publications (other than Research papers) (Books, Chapters in Books)

a) (i) & (ii) Books Published with ISSN / ISBN number

International Publisher: 12 points per Book for Single Author

National Publisher: 10 points per Book for Single Author

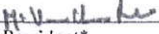
(a) (i) Books authored which are published by International Publishers

S. No	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether You are the main author	API Score	Encl No.
1									
2									
3									

(ii) National Publishers

S.No	Title with Page No	Date of Publication	Book Title Editor & Publisher	ISSN/ ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether You are The main author	API Score	Encl. No.
1									
2									
3									

30/11/20
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(iii) Chapter in Edited Book

S. No	Title with Page No	Date of Publication	Book Title Editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are the main author	API Score	Encl No.
1									
2									
3									

(iv) Editor of Book by International Publisher

S.No	Title with Page No	Date of Publication	Book Title Editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are the main author	API Score	Encl No.
1									
2									

(v) Editor of Book by-National Publisher

S.No	Title with Page No	Date of Publication	Book Title Editor & Publisher	ISSN/ ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are the main author	API Score	Encl No.
1									
2									

b) Translation works in Indian and Foreign Languages by qualified faculties

(i) Chapter or Research paper

(3 points per Chapter or Research paper)

(8 points per Book)

S.N O	Title with Page No	Date of Publication	Book Title Editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co-author	Whether you are The main author	API Score	Encl No.
1									
2									


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(ii) Book

S.N O	Title with Page No	Date of Publication	Book Title editor & Publisher	ISSN / ISBN No.	Whether Peer Reviewed	Nos. of co- author	Whether you are The main author	API Score	Encl No.
1									
2									

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative pedagogy : (Give Details in separate annexure)

(b) Design of new curricula and courses (Give Details in separate annexure)

(c) MOOCs:

S.No	(i) Development of a complete MOOCs in 4 quadrants(4 credit course)(420credit course)(In case of MOOCs of lesser credits 05marks/credit)	(ii) MOOCs developed in 4 quadrant)per module/lecture	(iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	(iv) Course coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02marks/credit)	API Score	Encl No.
1						
2						

(d) E-Content:

S.No	(i) Development of e - Content in 4 quadrants for a complete course/e-book with minimum of 10 chapters	(ii) e-Content (developed in 4 quadrants) per module	(iii)Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	(iv) Editor of e-content for complete course/paper/ e-book	API Score	Encl No.
1						

30/7/20
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Name President*				Page 19 of 22
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2							
---	--	--	--	--	--	--	--

4. (a) Research Guidance

S.No.	Degree	Degree awarded	API Score	Encl No.
1	MPhil / PG Dissertation			
2	Ph. D.	Degree awarded	Thesis Submitted	

(b) Research Projects Completed

S. No.	Title of the project	Funding Agency	Period	Grant	API Score	Encl No.
1						
2						

(c) Research Projects Ongoing

S. No.	Title of the project	Funding Agency	Period	Grant	API Score	Encl No.
1						
2						

(d) Consultancy

S. No.	Title	Agency	Period	Amount Mobilized (Rs lakh)	API Score	Encl No.
1						
2						

5 (a) Patents

International: Give details in separate annexure.

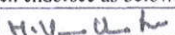
National: Give details in separate annexure.

(b) ***Policy Document** (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)
International/National/State

30/1/22

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(c) Awards/Fellowships (International/National)

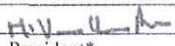
S. No.	Name of Awarding Body	Name of Award/Honor	Date	International /National	API Score	Encl No.
1						
2						
3						

6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

International (Abroad)/International (within Country), National, State/University

S. No.	Title of the Invited Lecture delivered/Paper presented	Details of Conference/ Seminar/ FDP and Organizing Institution	Category: International (Abroad)/ International (within country)/ National/ State/ University	Please select Invited Talk/Paper Presented	API Score	Encl No.
1						
2						
3						
4						


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Summary of API Scores Category-III

RESEARCH SCORE		
Category	Research Activities	Score
I	Research Paper Publication	
II	Publications (Other than Research papers	
III	Creation of ICT Mediated Teaching-Learning Pedagogy etc.	
IV	Research Guidance, Research Projects & Consultancy	
V	Patents /Policy Documents & Awards/Fellowships	
VI	Invited Lectures/Resource Person/Paper Presentation/Full Paper in Conference Proceedings	
Total API Scores Category-III		

Part C: Other Relevant Information

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

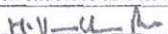
S.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

List of Enclosures: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.


Rakesh Kumar
ModY University of Science and Technology
Lakshmangarh (Distt Sikar) 332311

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filled PBAS Performa.

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Part D: Summary of API Scores

S.No	Criteria	API Score Computed by Faculty	API Score Computed by HOD	API Score Computed by Dean
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular. Extension, Profess development etc			
III	Research and Academic Contribution			
Total				

Signature of the Faculty Member :

Name :

Designation :

Date :

Comments of HOD :

Signature of HOD :

Comments of Dean :

Signature of Dean :


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Lakshmangarh (Distt Sikar) 332311

CC: Chairman-MC, President; Director, Dean-Academics; Dean-Administration, Deans; Principals; GMs; DIR, Advisor, EA to Chairman (Kolkata Office)

REPORT OF PERFORMANCE APPRAISAL COMMITTEE FOR THE CAREER ADVANCEMENT CASES

Dated 22nd October 2021

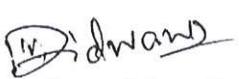
The committee has examined all the documents, submitted and the observations with recommendation are mentioned below for higher authorities and management.

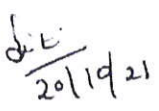
Dr. Suneet Gupta: Promotion proposed for Assistant Professor to Associate Professor

Observations:

1. He has completed more than three year with AGP 8000 as an Assistant professor. Refer: UGC Gazette Notification, July 2018, page 83, and AICTE Gazette Notification, March 2019, page 36, clause-d, Table-b- Attached
2. He is fulfilling the criteria of publications. During the tenure of Assistant Professor, he has published three UGC listed publications. Refer: *UGC Gazette Notification, July 2018, page 78, Table -A and AICTE Gazette Notification, March 2019, page 36, clause-d, Table-b- Attached
3. Also he is fulfilling the minimum API of category-III (90 as per UGC) of the assessment period. He has Cat III API is 100. Refer: UGC Gazette Notification, July 2018, page 78, Table -A- Attached
4. He has completed his PhD in 2019 and he joined the MUST in 2009 as an Assistant Professor with AGP 8000. His current basic is 44650/- is almost closer to the basic for an Associate Professor i.e. 46000.


of. i Ameta


Prof Manish Didwania


20/10/21
Prof Smriti Agarwal


Dr Sandeep Jaiswal


20/10/21
REGISTRAR

Mody University of Science and Technology
Lakshmangarh (Distt Sikar) 332311

Fwd: Faculties details (Change of designation)

PRESIDENT <president@modyuniversity.ac.in>
To: "Dr. Rajendra Singh Chundawat" <rschundawat.slas@modyuniversity.ac.in>

Sat, Dec 18, 2021 at 4:59 PM

----- Forwarded message -----

From: **DIRECTOR** <director@modyuniversity.ac.in>
Date: Wed, Oct 27, 2021 at 12:43 PM
Subject: Re: Faculties details (Change of designation)
To: EA. KOLKATA <ea.kol@modyuniversity.ac.in>
Cc: CHAIRMAN <chairman@modyuniversity.ac.in>, PRESIDENT <president@modyuniversity.ac.in>, REGISTRAR <registrar@modyuniversity.ac.in>, DEAN ADMINISTRATION <dean.admin@modyuniversity.ac.in>

Respected sir

The report of the 3rd candidate as received from API Committee is attached herewith and is positive recommending for the permission.

On Tue, Oct 26, 2021 at 11:29 AM EA. KOLKATA <ea.kol@modyuniversity.ac.in> wrote:

REMINDER

Pls send the detail of 3rd candidate also as reminded earlier.

CA Vishal Pachisia

FCA, CS, CFA, MBA, Proj Mgmt (IIM-K)
(M) 9331397779 / 9830597779
EA to Chairman (Kolkata)

----- Forwarded message -----

From: **DIRECTOR** <director@modyuniversity.ac.in>
Date: Wed, Oct 20, 2021 at 12:07 PM
Subject: Re: Faculties details (Change of designation)
To: EA. KOLKATA <ea.kol@modyuniversity.ac.in>

Respected Sir

The complete data have been submitted to the API committee and they have their meeting at 3PM today.

On Wed, Oct 20, 2021 at 11:27 AM EA. KOLKATA <ea.kol@modyuniversity.ac.in> wrote:

Awaiting the R&D details / Score of 3 case of SET as asked earlier.

CA Vishal Pachisia

FCA, CS, CFA, MBA, Proj Mgmt (IIM-K)
(M) 9331397779 / 9830597779
EA to Chairman (Kolkata)

On Thu, Oct 7, 2021 at 2:45 PM DIRECTOR <director@modyuniversity.ac.in> wrote:

Respected Sir

The eligibility of the five in terms of publications, PhD supervision and research score is checked and hereby recommended for approval.


3d/12
REGISTRAR
Mody University of Science and Technology
Lakshmangarh (Distt Sikar) 322311

----- Forwarded message -----

From: REGISTRAR <registrar@modyuniversity.ac.in>
Date: Mon, Oct 4, 2021 at 5:04 PM
Subject: Re: Faculties details (Change of designation)
To: DIRECTOR <director@modyuniversity.ac.in>

Dear Sir,

Please find attached herewith the list of 05 cases of various schools of MUST whose designation may be changed {from Assistant Professor to Associate Professor (total no.3) and from Associate Professor to Professor (total no. 2)} as per the UGC norms.

Submitted for your kind perusal and information, please.

With Regards,

Dr. Vinod Purohit
Registrar
Mody University of Science and Technology
Lakshmangarh-332311, District-Sikar (Raj.)
P- 01573-225001-12, Ext. 1011



On Sat, Sep 25, 2021 at 4:01 PM REGISTRAR <registrar@modyuniversity.ac.in> wrote:

Dear Sir,

Please find attached herewith the list of 13 cases {Eligible (total no. 5)- *highlighted with green colour*} of various schools of MUST whose designation may be changed {from Assistant Professor to Associate Professor (total no.3) and from Associate Professor to Professor (total no. 2)} as per the UGC norms. For the rest of the cases date of eligibility is mentioned in the remarks column.

Submitted for your kind perusal and information, please.

With Regards,

Dr. Vinod Purohit
Registrar
Mody University of Science and Technology
Lakshmangarh-332311, District-Sikar (Raj.)
P- 01573-225001-12, Ext. 1011

30/11/22
REGISTRAR
Mody University of Science and Technology
Lakshmangarh (Distt Sikar) 332311

----- Forwarded message -----

From: **EA. KOLKATA** <ea.kol@modyuniversity.ac.in>
Date: Fri, Sep 24, 2021 at 2:07 PM
Subject: Re: Faculties details (Change of designation)
To: REGISTRAR <registrar@modyuniversity.ac.in>
Cc: CHAIRMAN <chairman@modyuniversity.ac.in>

Reminder

CA Vishal Pachisia

FCA, CS, CFA, MBA, Proj Mgmt (IIM-K)
(M) 9331397779 / 9830597779
EA to Chairman (Kolkata)

On Thu, Sep 16, 2021 at 12:19 AM REGISTRAR <registrar@modyuniversity.ac.in> wrote:

Dear Sir,

Please find attached herewith the (Eligible- *highlighted with yellow colour* & Not eligible) list of Faculties of various divisions whose designation may be changed (from Assistant professor to Associate professor and from Associate professor to Professor) as per the UGC norms.

Submitted for your kind perusal and information, please.

With Regards,

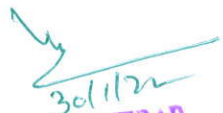
Dr. Vinod Purohit

Registrar

Mody University of Science and Technology

Lakshmangarh-332311, District-Sikar (Raj.)

P- 01573-225001-12, Ext. 1011


30/11/21
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Mody University of Science and Technology
Lakshmangarh (Distt Sikar) 332311

--
Thanks & Regards

Prof. (Dr.) Rajeev Mathur
Director
91+9166609777



--
Thanks & Regards

Prof. (Dr.) Rajeev Mathur
Director
91+9166609777



--
Thanks & Regards

Prof. (Dr.) Rajeev Mathur
Director
91+9166609777



--
Regards

Dr. Uma Bhardwaj

President

Mody University of Science and Technology

Laxmangarh, Sikar

Rajasthan 332311

 **suneet report.pdf**
346K

REGISTRAR

Mody University of Science and Technology
Laxmangarh (Distt. Sikar) 332311

Fwd: Application for the promotion of Dr. Anjali Sharma

PRESIDENT <president@modyuniversity.ac.in>

Sat, Dec 18, 2021 at 4:57 PM

To: "Dr. Rajendra Singh Chundawat" <rschundawat.slas@modyuniversity.ac.in>

----- Forwarded message -----

From: **PRESIDENT** <president@modyuniversity.ac.in>

Date: Sat, Nov 20, 2021 at 4:42 PM

Subject: Re: Application for the promotion of Dr. Anjali Sharma

To: EA. KOLKATA <ea.kol@modyuniversity.ac.in>

Cc: Chairman PhD Cell <chair.phdcell@modyuniversity.ac.in>, DIRECTOR <director@modyuniversity.ac.in>, DEAN SOL <dean.sol@modyuniversity.ac.in>, MUInfo <modyuniversityinfo@hindustan.co.in>, CHAIRMAN <chairman@modyuniversity.ac.in>

Dear Sir,

As per the API attached, the API score in category 3 is 08 only. The promotions are based on API score of category 3 only. Ms. Anjali has not published any research paper, book chapters/ patents/ projects since 2018. Also discussed with the API Committee and the committee recommends that she does not fulfill the eligibility to be promoted to be the Associate Prof.

On Sat, Nov 20, 2021 at 2:57 PM EA. KOLKATA <ea.kol@modyuniversity.ac.in> wrote:

Pls give the feedback at the earliest. Already reasonable time has been elapsed.

Awaiting your response.

CA Vishal Pachisia

FCA, CS, CFA, MBA, Proj Mgmt (IIM-K)
(M) 9331397779 / 9830597779
EA to Chairman (Kolkata)


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Mody University of Science and Technology
Lakshmangarh (Distt Sikar) 332311

----- Forwarded message -----

From: **DEAN SOL** <dean.sol@modyuniversity.ac.in>

Date: Sat, Nov 13, 2021 at 10:54 AM

Subject: Re: Application for the promotion of Dr. Anjali Sharma

To: **PRESIDENT** <president@modyuniversity.ac.in>

Cc: DIRECTOR DIRECTOR <director@modyuniversity.ac.in>, REGISTRAR REGISTRAR <registrar@modyuniversity.ac.in>, CHAIRMAN CHAIRMAN <chairman@modyuniversity.ac.in>, EA. KOLKATA <ea.kol@modyuniversity.ac.in>, DEAN ADMINISTRATION <dean.admin@modyuniversity.ac.in>, INFO MU <info@modyuniversity.ac.in>

Respected Madam President,

As desired I am sending herewith API and other documents of Dr. Anjali Sharma, Assistant Professor. CV and the Application are also attached for your kind perusal and necessary action at your end. Kindly see the enclosures.

Thanking you,
With kind regards,
Sincerely yours,

Prof. Satish C. Shastri
LL.M., Ph.D., M.S.L. (USA)

Dean,

School of Law

Mody University of Science and Technology

Lakshmangarh-332311

Dist. Sikar (Rajasthan)

Mobile: 09414047320

Enclosure: 7 (CV and the Application, API report and other documents).

On Fri, Nov 12, 2021 at 3:12 PM PRESIDENT <president@modyuniversity.ac.in> wrote:

Dear Sir,

Please submit the duly filled API form of Dr. Anjali Sharma for consideration.

On Fri, Nov 12, 2021 at 12:48 PM DEAN SOL <dean.sol@modyuniversity.ac.in> wrote:

Respected Madam President,

I am forwarding herewith the application of Dr. Anjali Sharma, Assistant Professor who is working in SOL for more than ten years and also has 17 Publications to her credit.

I recommend that her case for the promotion/salary revision may be considered as she has proved to be a good teacher and a researcher.

Her C.V. and application are attached herewith for your ready reference.

Hope you would be kind enough to do the needful and take necessary action in this regard.

Thanking you,
With kind regards,
Sincerely yours,

Prof. Satish C. Shastri
LL.M., Ph.D., M.S.L. (USA)

Dean,

School of Law

Mody University of Science and Technology

Lakshmangarh-332311

Dist. Sikar (Rajasthan)

Mobile: 09414047320

Enclosure: 2 (CV and the Application).


REGISTRAR
Mody University of Science and Technology
Lakshmangarh (Distt Sikar) 332311

Regards
Dr. Uma Bhardwaj
President
Mody University of Science and Technology
Laxmangarh, Sikar
Rajasthan 332311

--
Regards
Dr. Uma Bhardwaj
President
Mody University of Science and Technology
Laxmangarh, Sikar
Rajasthan 332311

--
Regards
Dr. Uma Bhardwaj
President
Mody University of Science and Technology
Laxmangarh, Sikar
Rajasthan 332311


30/11/22

REGISTRAR

Mody University of Science and Technology
Laxmangarh (Distt. Sikar) 332311

Faculty_API_June 2020						
Name of Faculty: Dr A S Rao Designation: Professor Department:Arts						
API SCORE CALCULATION						
I. RESEARCH PAPERS PUBLISHED						
(i) PEER REVIEWED JOURNALS:						
Sl. No.	Authors in Sequence	Paper Title & Year/Vol./Issue/Page	Journal Name	Journal ISSN No.	Impact Factor, if any	Whether you are the Score
1	A S Rao	A strong Reflection of Social	An International Journal	ISSN No.: 0975-	Nil	Single 15
2	A S Rao	A Book Review of Sudha Mur	DIALOGUE	0974 5556	Nil	Single 15
3	A S Rao, Prateek bhanti	Computer Lexicography	Mard International Journal	ISSN No.: 0975-	Nil	Corresponding 10.5
4	A S Rao	A Quest for Peace in Normal	Global Education, Sol	0975- 1319	Nil	Single 15
5	Pawan Kumar Sharma, A S Rao,	Arthur Miller as a Critic of the	The IUP Journal of Ar	0974-6579	Nil	Corresponding 10.5
6	A S Rao, Saurabh Chatterjee	Chinese American: A Socio-	Global Education, Sol	0975-1319	Nil	Corresponding 10.5
7	Pawan Kumar Sharma, A S Rao	Perverting Trajectories of Powan	International Journal	0976- 5247	Nil	Corresponding 10.5
8	Neelam, A S Rao	Towards a Woman's World: A	An International Journal	ISSN No.0970 2	Nil	Corresponding 10.5
9	A S Rao	Teaching English as a Second	An International Journal	2229- 6220	Nil	Single 15
10	Neelam, A S Rao	Relevance of Life Force in the	The IUP Journal of El	0973-3728	Nil	Corresponding 10.5
11	A S Rao, Pawan Sharma	Anguish of Choice: The Price	Pezottaite Internatio	2279- 0934	Nil	Corresponding 10.5
13	Shakun Joshi, A S Rao	in Desai's The Inheritance of Loss,	Alochana Chakra Journal	22313990	Nil	Corresponding 10.5
14	Shakun Joshi, A S Rao	in Sudha Murthy's Novel, Vol. 08,	Agure and Humanities (IJEL)	2592-4406, DOI: htt	Nil	Corresponding 10.5
15	Shakun Joshi, A S Rao	in Dollar Bahu by Sudha Murthy,	Vohal of English Literature an	2456-7620	Nil	Corresponding 10.5
Total Score Claimed						165
(ii) UGC Listed Journals						
Sl. No.	Authors in Sequence	Paper Title & Year/Vol./Issue/Page	Journal Name	Journal ISSN No.	Impact Factor, if any	UGC List No./link Score
1	Shakun Joshi, Dr A S Rao	From suffrage to Universal Issues : Evolution of Feminism, Volume: 16, March 2020, Page 1247-1254	sted: Sustainable Humanosp	18806503	0.33	14
Total Score Claimed						
II. PUBLICATIONS (OTHER THAN RESEARCH PAPERS):						
(i) Books authored which are published by International Publishers: NIL						
(ii) Books authored which are published by National level publishers: 04						
Sl. No.	Authors in Sequence	Book Title & Year/Page	Publisher Details	ISSN/ISBN Number	Score	
1	A S Rao	A Critical Study of Emily Dickinson's Poetry, 2001	CBD, Jaipur	NIL	10	
2	A S Rao	A Critical Study of Robert Frost's Poetry, 2002	CBD, Jaipur	NIL	10	
3	A S Rao	A Critical Study of Walt Whitman's Poetry, 2002	CBD, Jaipur	NIL	10	
4	A S Rao	A Critical Study of Matthew Arnold's Scholar Gipsy, 2003	CBD, Jaipur	NIL	10	
Total Score Claimed						40
(iii) Chapters in Edited Books						
Sl. No.	Authors in Sequence	Chapter Title with page nos.	Book Title, editor (s) & Y	ISSN/ISBN No.	Score	
1	A S Rao	Love as a Mirror of Indian Culture: A Study in Raja Rao's Fiction	Indian Fiction in the	978-81-90	5	
2	A S Rao	A Vision of English Manners in Mulk Raj Anand's Untouchable	Five Contemporary Enclave, Jaipur	978-81-90	5	
3	A S Rao, Prateek Bhanti	Relevance of ICT in ELT: Concept, Position and Soc	English Language	978-7273-	3.5	
4	A S Rao	Shifting Paradigm: Gandharva Vivah Linking Hindi	English Language	978-81-26	5	
5	A S Rao	The Golden Bird (India) in the Eyes of Arvind Adiga	Perspectives on Aadi	978-93-80	5	
6	A S Rao	Reflection of Catharsis in the Major Works of Arthun	An Anthology on Lingaya Univel	978-81-90	5	
Total Score Claimed						28.5
(iv) Editor of Book by International Publisher NIL						

(v) Editor of Book by National Publisher: NIL				
(vi) Chapter / Research Paper (Translation works in Indian and Foreign Languages by qualified faculties): NIL				
(vii) Book (Translation works in Indian and Foreign Languages by qualified faculties) NIL				
III. CREATION OF ICT MEDIATED TEACHING-LEARNING PEDAGOGY AND CONTENT & DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA				
(i) Development of Innovative Pedagogy:				
Sl. No.	Title of the materials	Year	whom / Sponsorship / Score	
1	Study India Programme	2016	National University	5
			Total Score Claimed	5
(ii) Design of new curricula and courses: NIL				
(iii) MOOCs: NIL				
(iv) E-Content: NIL				
IV. RESEARCH GUIDANCE				
(i) Summary of Research Guidance				
Sl. No.	Level of Guidance	No. of Thesis Submitted	No. of Degree Awarded	Score
1	Ph.D	0	3	30
2	PG	0	3	6
3	Mphil	0	0	0
			Total Score Claimed	36
Details of P.G. Guidance				
Sl. No.	Name of Scholar	Title of Dissertation	Name of Department	Score
1	Shweta Mour	Arthur Miller's Death of a Salesman as a Social Critic	Dept of English, Mod	2
2	Vanishika	An Assessment of Sudha Murthy's Mahashweta	Dept of English, Mod	2
3	Munni Ananya Rozario	Humanism and Humanity in Rabindranath Tagore's Short Stories	Dept of English, Mod	2
Details of Ph.D. Guidance				
Sl. No.	Name of Scholar	Title of Thesis	Department & Univer	Date of Submission
1	Pavani Sharma	of Quest : A Study in Arthur Miller's Plays	Dept of Arts, Mody Unit	Feb. 12
2	Neelam	Shashi Deshpande's Novels : A Study in Feminist of Arts, Mody Unit	Feb. 2012	10
3	Milandeep Kaur	A Comparative Study	of Arts, Mody Unit	30.08.2017
(ii) RESEARCH PROJECTS NIL				
Research Projects (completed)				
(iii) Consultancy NIL				
V. (i) PATENTS: NIL				
(ii) POLICY DOCUMENT [SUBMITTED TO AN INTERNATIONAL BODY/ORGANISATION LIKE UNO/UNESCO/ WORLD BANK/INTERNATIONAL MONETARY FUND etc. OR CENTRAL GOVERNMENT OR STATE GOVERNMENT]: NIL				
(iii). AWARDS / FELLOWSHIPS NIL				
VI. INVITED LECTURES / RESOURCE PERSON/ PAPER PRESENTATION IN SEMINARS/ CONFERENCES /FULL PAPER IN CONFERENCE PROCEEDINGS [PAPER PRESENTED IN SEMINARS/ CONFERENCES AND ALSO PUBLISHED]				
Sl. No.	Topic/Title of Lecture/Paper	Title of Conference/ Seminar	Organized by & Date	Score
1	Globalisation and English studies	UGC sponsored seminar Development	Todt College, Laksh	2
2	English Studies : A Discourse	National Seminar on Globalisation and Media	College, Jhark	2
3	Need of the hour	The Gandhian Technique of Peace	Kg Sakasana College, C	2
4	Indian Theory of Feminism in the Works of Shashi Deshpande	International Seminar on Theory at WJG	Saras Hindu Univ	5

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5	Aravind Adiga's The White Tiger: An Overview	UGC sponsored seminar on India in the VSSD College, Kant	3
6	Arthur Miller: The Creator of a Theatre for Common Man	UGC Sponsored National Seminar on Subash Chandra Bose	3
7	Communicative Skills as Tools for Better Management	Governance in 21 st Century : challenge Dr B. R. Ambedkar	3
8	Hindrances in Learning English in Shekharwati Belt	National Seminar on Teaching English Jain Vishva Bharti U	2
9	Indo-Canadian Concerns: Towards Building up a Cultural Bridge	National Symposium on Indo-Canada Janardan Rai Nagar	2
10	Technology Supported Teaching and Learning at a University	International Seminar of The Learning (Heeralal Yadav Baili	5
11	Ethical Perceptions in E- Governance	AICTE Sponsored National Conference KJET, Ghaziabad on	3
12	Reflection of Catharsis in the Major Works of Arthur Miller	International Conference of Impact of Jai Lingaya University	5
13	Rural Development through English: A Discourse	National Conference on rural Opportun KJET, Ghaziabad on	3
14	Sensitive Depiction of Values in World Literatures From 14th to 21st Century	National Seminar on Sensitization bwl Sophia Girls' College	2
15	Strategies to Learn English Through Various Methods: An Evaluation	National Seminar on Development of (B D Tod College, La	2
16	Status of Written English in the Present Scenario	National conference on Urban Cathari Lingaya University, f	3
17	Alienation: Causes and Effects	UGC sponsored National seminar on SD Sethia PG Girls	2
18	Post-colonial Indian Diaspora: A Self-Inspection	National Seminar on Postcolonial Tret Guru Teg Bahadur K	3
19	Overpopulation: Curse or Blessing	National Seminar on Overpopulation a Gramin Mahila Maha	2
20	Diaspora and Development: A Global assessment	International conference on Diaspora UGC Centre For Dia	5
21	Shashi Deshpande's The Country of Deceit: A Depiction of Indian Society	National Conference on History Recon Jai Narayan Vyas U	2
22	Teaching English in Rajasthan: An Evaluation of Translation Method	National Conference eon English Langd NCERT, New Delhi,	3
23	Eradication of Misconceptions through Sudha Murthy's Mahashweta	Transforming Society through Literat SS Jain Subodh PG	2
24	Draupdi and Doodi: Empowering Women	Status of Vulnerable Sections in Social Pandit Deen Dayal	5
25	Measuring Intelligence Via Capabilities and Abilities: Change and Influence	Hermeneutics Today Negotiating Trad Swami Keshvanand	5
26	Joy of Teaching	Invited Talk	2
27	Indian Poetry: Artistic and Thematic Constructions	Invited Talk	7
28	Indian Literature: Contemporary Issues	Invited Talk	7
29	Women Empowerment, Career Opportunities and Selection of a University for Higher Studies	Invited Talk	3
30	Pains and Pleasure of Class Room teaching	Invited Talk	2
31	Duties and responsibilities of Student	Invited Talk	2
Total Score Claimed			99
Total Score			29.7

*The combined research score under these categories shall have an upper capping of 30% of the total research score of the teacher concerned.

PART C: SUMMARY OF RESEARCH SCORE

Category	Research Activities	Score
I	Research Paper Publication	179
II	Publications (Other than Research papers)	68.5
III	Creation of ICT Mediated Teaching-Learning Pedagogy etc.	5
IV	Research Guidance, Research Projects & Consultancy	36
V	Patents /Policy Documents & Awards/Fellowships	0
VI	Invited Lectures/Resource Person/Paper Presentation/Full Paper in Conference Proceedings	29.7
Total Research Score		318.2

DECLARATION

....., hereby declare that the particulars are true to my knowledge and belief.

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers, relevant documents & testimonials, wherever necessary)

Screening committee

Dr A S Rao Dr K L Ameta Dr K P Sharma

Signature of Faculty member with Date

30/11/20

REGISTRAR

Modi University of Science and Technology

Lakshmangarh (Distt Sikar) 322311

School of Liberal Arts and SciencesMody University of Science and Technology									
Faculty_API_June 2020									
Name of Faculty: Dr K P Sharma Designation: Assistant Professor Department: Biosciences									
API SCORE CALCULATION									
I. RESEARCH PAPERS PUBLISHED									
(i) PEER REVIEWED JOURNALS:									
Sl. No.	Authors in	Paper Title &	Journal Name	Journal ISSN No.	Impact Factor, if any	Whether you are the	UGC List No. /link	Score	
1	Kumari S. Vaishnav	In vitro screening of	International Journal	2454-6127	0	Corresponding author	www.scopus.com/sour	9.1	
2	Kumari S. Jain S.	Regulation of Ethyl	International Journal	2319-7706	0	Corresponding author	www.scopus.com/sour	9.1	
3	Jain S. Kumari S.	Molecular character	International Journal	2454-6127	0	Corresponding author	www.scopus.com/sour	9.1	
4	Jain S. Kumari S.	Isolation and chara	International Journal	2249-9954	0	Corresponding author	www.scopus.com/sour	9.1	
5	Vaishnav Anukool	Exogenous Chemi	International Journal	2454-6127	0	Corresponding author	www.scopus.com/sour	9.1	
6	Vaishnav A. Kumal	Molecular character	Int. J. Bioassays	2278-778X	0	Corresponding author	www.scopus.com/sour	9.1	
Total Score Claimed								54.6	
(ii) UGC Listed Journals									
Sl. No.	Authors in	Paper Title &	Journal Name	Journal ISSN No.	Impact Factor, if any	Whether you are the	UGC List No. /link	Score	
1	Poornima Saraswat	Quality evaluation of	Annals of Arid Zone	570-1791	0	Corresponding	www.scopus.com/sour	9.1	
2	Poornima Saraswat	Nutritional Character	Annals of Agri Bio	9719660	0	Corresponding	www.scopus.com/sour	9.1	
3	Ritu Saharan, Kanti P	Isolation, Screening	Agri-Bio Research	9719660	0	Corresponding	www.scopus.com/sour	9.1	
4	Ritu Saharan, Kanti P	Evaluation of Alkali	Pollution Research	0257-8050	0.2	Corresponding	www.scopus.com/sour	12.6	
5	Kanti Prakash Sharma	Tannin degradation	Biocatalysis and Agri	1878-8181	2.1	Single author	scopus.com/sour	28	
6	Ritu Saharan, Kanti P	Production, purificati	Biocatalysis and Agri	1878-8181	2.1	Corresponding	scopus.com/sour	19.6	
7	Sharma KP, John PJ,	Enzymatic Synthesis	Biocatalysis and Biot	1024-2422	1	Yes (First and Correspon	14548	12.6	
8	Choudhary DK, Kasol	Bacterial-mediated t	Journal of Plant Grow	0721-7595	2.1	No	19254	8.4	
9	Verma Shubham, Sha	Isolation, Identificati	Asian Journal of Phar	0974-2441	0	Yes (Corresponding)	8804	9.1	
10	Mishra Aayushi, Sha	Isolation and Charact	GERF Bulletin of Bios	2229-6433	0	Yes (Corresponding)	44791	9.1	
11	Singh Hansa, Saharan	Isolation and Charact	Journal of Microbiolo	2231-3168	0	Yes (Corresponding)	46901	9.1	
12	Sachdeva H, Dwivedi	Aqua Mediated One	J. Chil. Chem. Soc.	0717-9707	0.4	No	10964	5.4	
13	Soni M, Sharma KP,	Purification and char	International Journal	2220-6655	0	No	48663	3.9	
14	Soni M, Sharma KP,	Characterization of P	Journal of Microbiolo	2231-3168	0	No	46901	3.9	
15	Singh HL, Singh JB, S	Synthetic, structural,	Research on Chemical	0922-6168	1.6	No	10479	6.9	
16	Choudhary DK, Sharn	Biotechnological pers	Biotechnology Letter	0141-5492	1.8	No	14916	6.9	
17	Sharma KP, John PJ,	Purification and Char	Process Biochemistry	1359-5113	2.6	Yes (First and Correspon	31785	19.6	
18	Sharma N, Sharma KP	Role of Chitinase in P	Asian Journal of Biod	1815-9923	0	No	8770	3.9	



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Total Score Claimed							186.3
II. PUBLICATIONS (OTHER THAN RESEARCH PAPERS):							
(i) Books authored which are published by International Publishers:							
Sl. No.	Authors in	Book Title & Year/Page.	Publisher Details	ISSN/ISBN	Whether you are	Score	
1	Singh S. Goswami	Microarrays: Concepts and Recent Trends of Biotechnology and Microarrays	M Nova Science Publ	978-1-60876-666-6	No	1.5	
2	Raizada R, Sharma	An Overview of Gel Electrophoresis and Recent Trends of Biotechnology and Microarrays	M Nova Science Publ	978-1-60876-666-6	No	1.5	
Total Score Claimed						3	
(ii) Books authored which are published by National level publishers: NIL							
(iii) Chapters in Edited Books							
Sl. No.	Authors in	Chapter Title with page nos.	Book Title, editor	Publisher Details	ISSN/ISBN No.	Whether you are	Score
1	Vaishnav A, Sharm	Nitric Oxide as a Signaling Molecule in Plant Microbiome	Springer, Singapore	ISBN 978-981-10-551		no	1.5
2	Jain S, Choudhary	Bacterial Mediated Plant Protection: In Microbial Biotechnology	Springer, Singapore	ISBN 978-981-10-713		no	1.5
Total Score Claimed						3	
(iv) Editor of Book by International Publisher: Nil							
(v) Editor of Book by National Publisher: Nil							
(vi) Chapter / Research Paper (Translation works in Indian and Foreign Languages by qualified faculties): Nil							
(vii) Book (Translation works in Indian and Foreign Languages by qualified faculties) NIL							
III. CREATION OF ICT MEDIATED TEACHING-LEARNING PEDAGOGY AND CONTENT & DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA: NIL							
IV. RESEARCH GUIDANCE							
(i) Summary of Research Guidance							
Sl. No.	Level of Guidance	No. of Thesis Submitted	No. of Degree Awarded	Score			
1	Ph.D. Thesis	0	5	38			
2	M. Phil. Dissertation	0	0	0			
3	P.G. Dissertation	0	7	14			


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Total Score Claimed							52
Details of P.G. Guidance							
Sl. No.	Name of Scholar	Title of Dissertation	Name of Department	Date of Award	Score		
1	Nimisha Sharma	Isolation and Characterization of Chitinolytic Bacteria from Natural Sources	Biological Sciences & Microbiology	June, 2019	2		
2	Hansa Singh	Isolation and Characterization of Amylase Producing Bacteria from Soil	Mody University of Science and Technology	June, 2019	2		
3	Shubham Verma	Isolation and Characterization of Lipase Producing Microorganisms from Soil	Mody University of Science and Technology	June, 2019	2		
4	Aayushi	Isolation and Characterization of Probiotic Microorganisms from Soil	Mody University of Science and Technology	June, 2019	2		
5	Laxmi Choudhary	Plant Growth Promoting Potential of Endosymbiotic Bacteria from Root Nodules	Mody University of Science and Technology	June, 2018	2		
6	Nidhi	Isolation, Screening and Identification of PHB Producing Bacteria from Soil	Mody University of Science and Technology	June, 2018	2		
7	Divya Prakash	Screening of Probiotics from Fermented Foods for Oxalate Decarboxylation	Mody University of Science and Technology	June, 2019	2		
Details of M.Phil. Guidance: Nil							
Details of Ph.D. Guidance							
Sl. No.	Name of Scholar	Title of Thesis	Name of Department	Date of Submission	Date of Award	Score	
1	Ritu Saharan	Characterization of Alkaline Pectin Lyase Producing Bacteria from Soil	Biological Sciences & Microbiology	21-09-2019	04.03.2020	10	
2	Sarita Kumari	Molecular Characterization of 1-Amino Acid Oxidase Producing Bacteria from Soil	Biological Sciences & Microbiology	23-12-2016	18-07-2017	7	
3	Sekhar Jain	Bacterial-Induced systemic resistance in Tomato	Biological Sciences & Microbiology	05-12-2016	10-08-2017	7	
4	Mr. Anukool Vaishnav	Bacterial-Induced Systemic Tolerance in Tomato	Biological Sciences & Microbiology	1-12-2016	18-07-2017	7	
5	Amrita Kasotia	Induced Systemic Tolerance in Bacteria	Biological Sciences & Microbiology	03-04-2015	27-09-2016	7	
(ii) RESEARCH PROJECTS: Nil							
(iii) Consultancy: Nil							
V. (i) PATENTS: Nil							
(ii) POLICY DOCUMENT (SUBMITTED TO AN INTERNATIONAL BODY/ORGANISATION LIKE UNO/UNESCO/WORLD BANK/INTERNATIONAL MONETARY FUND etc. OR CENTRAL GOVERNMENT OR STATE GOVERNMENT) *:Nil							
(iii). AWARDS / FELLOWSHIPS							
(i) Awards/ Fellowships							

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Sl. No.	Title of Award/ Fellowship	Year	Conferred by	International/Natio	Score
1	INSA Visiting Scientist Fellowship	2014	Indian National Science	National	5
2	Teacher Summer Research Fellowship	2009	Indian Academy of Science	National	5
3	DBT sponsored Biotech Industrial Training	2004	DBT and BCIL	National	5
4	DBT scholarship for M.Sc. Biotechnology programme	2002	DBT	National	5
5	National Scholarship and Certificate of Merit	1995	MHRD, India	National	5
Total Score Claimed					25
AND ALSO PUBLISHED AS FULL PAPER IN CONFERENCE PROCEEDINGS WILL BE COUNTED ONLY ONCE*					
Sl. No.	Topic/Title of Lecture/Paper	Title of Conference/ Seminar	Organized by & Date	International	Score
1	Biotechnological Methods for Industrial Effluent Treatment	Recent Advances in Chemical Science	JTU University on 11	National	3
2	Molecular Biology in Organic Synthesis	Molecular Biology and Organic Synthesis	MITS University on 14	National	3
3	Protein Purification and Characterization	Short Term training Course on Genetic	MITS University on 27	National	3
4	Isolation, Screening and immobilization of Enterobacter	International Conference on frontiers at	University of Rajasthan	International	5
5	Role of Microbial Tannase in Tannin Degradation from Indu	Pollution Prevention Through Developm	Malviya National Institi	National	3
Total Score Claimed					17
5.1					
*The combined research score under these categories shall have an upper capping of 30% of the total research score of the teacher concerned.					
PART C: SUMMARY OF RESEARCH SCORE					
RESEARCH SCORE			Score		
Category	Research Activities	Score			
I	Research Paper Publication	240.9			
II	Publications (Other than Research papers)	6			
III	Creation of ICT Mediated Teaching-Learning Pedagogy etc.	0			
IV	Research Guidance, Research Projects & Consultancy	52			
V	Patents / Policy Documents & Awards/Fellowships	25			
VI	Invited Lectures/Resource Person/Paper Presentation/Full Paper in Conference	5.1			
Total Research Score		329			
DECLARATION					
I,, hereby declare that the particulars are true to my knowledge and belief.					
					Signature of Faculty member with Date


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[illegible]

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6.3.1
(d)

1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP/L-2
Signature 			Leave
Name	President *	MANUAL OF RULES & PRACTICES	Page 1 of 5
Date	04.08.2020		Revision: 04 Date : 04.08.2020

Leave

APPLICABILITY

The provisions of this section shall apply to staff members of the Mody Education Foundation, Mody International School, Mody School and Mody University of Science and Technology.

1. Leave is a privilege and cannot be claimed as a matter of right. The leave sanctioning authority is fully competent to refuse leave applied for in the exigencies of the service or on administrative considerations. The mere fact that leave is available in one's credit does not, thereof confer any right that leave applied for will have to be sanctioned. University/Foundation employees are required to get their leave sanctioned well in advance.
2. Functional Heads such as Director, Dean Academic, Dean Admin, Registrar, Deans, Principals etc. will be the leave sanctioning authority for person reporting to them.
3. The Chairman-MC will be the leave sanctioning authority of President, Vice President & Director.

Leave year will be from 1st July to 30th June of the following year for all the employees of the University/Foundation. Proper leave record will be maintained in the leave register for each employee by various Divisions / Departments of the University/Foundation. The employee of the University/Foundation will be entitled for the following types of leave:

- i) Casual leave – Both Academic and Administrative staff members will be entitled to 12 days casual leave. It is not to be combined with any other leave and shall not be granted for more than 3 days at a time. The Casual leave will expire at the end of the year in which it is earned.

In case of academic units, the concerned faculty member will be responsible for making arrangements for the teaching for the period he/she intends to proceed on leave. No classes can be cancelled, re-scheduled, or postponed because of leave and the arrangements made must have the approval of the HoDs.

V. D. T.
01/12/2021
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1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP/L-2
Signature	H. V. A. K.		Leave
Name	President *	MANUAL OF RULES & PRACTICES	Page 2 of 5
Date	04.08.2020		Revision: 04
			Date : 04.08.2020

In case of the University/Foundation Officials, such as President, Vice-President, Deans, Principal-MS, Vice-Principal, Principal-SEFS, Registrar, GMs, COE and those who have officer in their title, if the unused casual leave which cannot be availed during the month of June of the leave year because of academic and admission requirements, it may be carried forward to the immediately succeeding 6 months, and it lapses automatically thereafter. In case of President, this will require MC Chairperson's permission and for all others, the President can approve such extensions.

- ii) Privilege leave - President, Director, Vice-President, Dean-Academics, Dean-Administration, Deans, Principal-MS, Vice-Principal, Principal-SEFS, Registrar, GMs, COE other Officers of the University/Foundation, Librarians, Lab Assistants & Other Administrative staff members will be entitled to 25 days Privilege Leave on pro-rata basis. Academic Staff are not entitled to PL as they are entitled to VL.
- iii) Vacation for the Faculty - Faculty members of Schools are authorized to take 30 days vacation leave and faculty members of Mody School are authorized for 30 days vacation leave in an Academic Year on pro-rata basis. The leave must be continuous and can be broken in parts only in exceptional cases with the permission from the concerned Dean/Principal. With the permission of Dean, a School faculty member can go on long breaks when the classes are not in session as per Academic Calendar of the University such as Holi, Diwali, and year end break (New Year). However all such leaves would be accounted for within the above 30 days vacation leave.

The Deans & Principals are authorized to retain any member of the teaching staff to remain on duty for such a period of vacation as may be considered necessary. The Deans & Principals may also recall to duty any member of the staff who has proceeded on vacation.

- iv) Maternity Leave - Maternity Leave on full pay may be granted to the teaching staff members on the recommendations of the competent medical authority for 8 weeks, 2 weeks prenatal and 6 weeks postnatal. The female faculty should have been in continuous service of the University/Foundation for not less than one year. The applicant shall be required to produce supporting medical certificate to establish that the leave applied for is for maternity reasons. Maternity leave can be availed

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Signature	H. V. V. K.		Leave
Name	President *	MANUAL OF RULES & PRACTICES	Page 3 of 5
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of only twice during the service of the employees in the University/Foundation. The Dean and HoD for University, Principal for School will be responsible to make arrangements for teaching during this period.

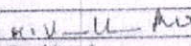
- v) Leave Without Pay – An employee of the University/Foundation at the discretion of the leave sanctioning authority may be granted Leave Without Pay. The period of this Leave Without Pay will not be accounted for increment or other leave entitlements.
- vi) Unauthorized Leave – An employee who remains on unauthorized leave shall be treated absent and may attract disciplinary action against him / her as deemed fit.

An employee shall not take up or accept any employment with or without remuneration during the period of such leave / loss of pay / absence.

- vii) Special Academic Leave – Special Academic Leave may be granted to a faculty at the discretion of the Dean and the leave should not exceed 15 days in a calendar year. In case of Principals, Vice-Principal, Deans, Vice-President, Dean-Academics, Director and President it will require the President's and MC's Chairperson's approval, respectively. Special Academic Leave shall be subject to prior submission of relevant documents and specific sanction from the Dean. The Special Academic Leave may be used for the following purposes:
 - a) To attend examination work / BOS / Senate/Academic Council at other university
 - b) To attend professional / orientation courses / workshops
 - c) To attend official / professional / academic activities as directed or permitted by HoD / Dean
 - d) To attend sports meets / cultural events / election duties
- i) Special Academic Leave cannot be accumulated.
- ii) Special Academic Leave cannot be combined with any other form of leave.
- iii) Submission of Attendance certificate is mandatory.
- iv) Employees shall not claim TA / DA from the Home institution.
- v) Since Special Academic Leave involves financial outlay, this leave may be granted only after taking the corresponding financial sanction.

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			Leave
Signature		MANUAL OF RULES & PRACTICES	Page 4 of 5
Name	President *		Revision: 04
Date	04.08.2020		Date : 04.08.2020

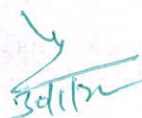
Leave : Others:

- (1) Nursing staff: 12 Casual Leave & vacation for 25 days or lesser duration as per requirement during Deepawali and Vacation.

ACCUMULATION: The administrative staff members of the University / Foundation are authorized to accumulate, Privilege Leave upto a maximum of 50 days.

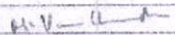
LEAVE ENCASHMENT: The University/Foundation Administrative Staff members on retirement / resignation; retrenchment are entitled to the benefit of leave encashment of Privilege Leave only. Basic+DA will be encashed for number of Privilege Leave accumulated not exceeding 50 days.

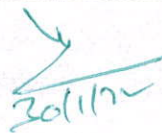
COMBINATION OF LEAVE: Privilege Leave, Maternity Leave and Leave Without Pay may be taken in combination of any other kind of leave except Casual Leave.



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Signature 		MANUAL OF RULES & PRACTICES					Leave	
Name President *							Page 5 of 5	
Date 04.08.2020							Revision: 04 Date : 04.08.2020	
LEAVE SUMMARY DETAILS								
S.NO.	TYPE OF LEAVE	President/ Director /Vice President/ Dean- Academics/ Deans/ Principal- SEFS	Princip al-MS/ Vice- Princip al-MS	Registrar / Dean- Administ ration/ COE/ GMs	Teaching Faculty Schools	Teaching Faculty (Mody School and Mody Internati onal School)	Assistant Librarian/ Technical Staff/ Administra tive Staff (University/ School)	Nursing staff
1	Casual Leave	12	12	12	12	12	12	12
2	Privilege Leave	25	25	25	----	----	25	----
3	Vacation for the Faculty	----	----	----	30	30	----	25
4	Maternity Leave	----	----	----	8 weeks	8 weeks	----	----
5	Leave Without Pay	Leave sanctioning authority may be granted Leave Without Pay. The period of this Leave Without Pay will not be accounted for increment or other leave entitlements						
6	Unauthorized Leave	unauthorized leave shall be treated absent and may attract disciplinary action against him / her as deemed fit						
7	Special Academic Leave	Yes	Yes	----	Yes	----	----	----
	Total	37	37	37	42	42	37	37
* 15 days in a calendar year, Special Academic Leave shall be subject to prior submission of relevant documents and specific sanction from the Dean for teaching staff. * Except above mentioned 7 type of leaves, Festival/National Holidays as declared by the Institute in a academic year are also applicable to all Staff members.								
CC: Chairman-MC, President, Director, Dean-Academics, Dean-Administration, All Deans, Principals, Registrar, All GMs, COE, EA to Hon'ble Chairman (Kolkata Office)								



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			Composition of Selection Committee (Teaching)
Signature	<i>Uma Bhalwani</i>	MANUAL OF RULES & PRACTICES	Page 1 of 03
Name	President *		Revision: 00
Date	01-09-2021		Date: 01-09-2021

COMPOSITION OF SELECTION COMMITTEE (TEACHING)

Preamble:

This MORP has been prepared to define the Composition of Selection Committee for UGC as well as Statutory Bodies norms (i.e. AICTE and others). The expectations from the higher education system have undergone a significant change over the last few years. The key thrust has been on improving the employability prospects of the graduates and also improving the quality and quantum of research. Therefore, it becomes imperative to involve experts, professionals and researchers from diverse fields to contribute to the emerging needs of higher education system.

Objective:

Shortage of quality teaching faculty in university is one amongst the many issues presently confronting the higher education system in the country. This is also affecting the quality of higher education. Therefore, these guidelines should be followed by university to ensure timely filling up of vacant faculty posts with appropriately eligible and competent candidates.

Selection Procedure:

University shall follow the selection process as per their Acts, Statutes and in accordance with the Regulations of the University Grants Commission and notifications issued time to time.

Selection Criteria for Teaching:

UNIVERSITY will follow the selection process as per their Acts, Statutes, UGC, Statutory Bodies norms and in consonance with the Minimum Qualifications for Appointment of Professor as under:

A. Process of Selection:

- i. Identification of vacancies
- ii. Permission for filling up vacancy
- iii. Release of advertisement for vacancies (like News Paper, Naukri.com, university website through our own sources).
- iv. Constitution of Selection Committee (Selection Committee as per the provisions made under university norms)

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			Composition of Selection Committee (Teaching)
Signature	<i>Uma Bhadani</i>	MANUAL OF RULES & PRACTICES	Page 03 of 03
Name	President *		Revision: 00
Date	01-09-2021		Date: 01-09-2021

- v. Fixing of Dates of the Selection Committee meetings
- vi. Scrutiny of Applications
- vii. Conduct of interviews
- viii. Approval of the Competent authority

B. Constitution of Selection Committee as per UGC norms for appointment of Professors, Associate Professor and Assistant Professor in the University shall consist of the following persons:

- i. The President or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee. President shall be the Chairperson of the Committee for the post of Professor.
- ii. An academician not below the rank of Professor to be nominated by the chairman.
- iii. Three experts in the subject concerned nominated by the President out of the panel of names approved by the Academic Council body of the university.
- iv. Dean of the School concerned, wherever applicable.
- v. Head of the Department/School concerned, wherever applicable.
- vi. An academician representing from SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the President, if any of the candidates from any of these categories is an applicant and if any of the above members of the Selection Committee does not belong to that category.

The quorum of meeting will be four, out of which at least two must be from the total three subject-experts.

C. Constitution of Selection Committee as per AICTE norms for the appointment Assistant Professor, Associate Professor and Professor both for Direct Recruitment and Promotion in the University shall consist of the following persons:-

- i. The President or Acting President shall be the Chairperson of the Selection Committee.
- ii. Three experts in the concerned subject as nominated by the President or Acting President from the panel of names as approved by the Academic Council body of the university
- iii. Dean of the concerned School, wherever applicable.

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			Composition of Selection Committee (Teaching)
Signature	<i>Uma Bhalawat</i>	MANUAL OF RULES & PRACTICES	Page of 03
Name	President *		Revision: 00
Date	01-09-2021		Date: 01-09-2021

iv. Head / Chairperson of the Department/School , wherever applicable.

v. An academician nominated by the Chancellor,

vi. An academician representing from SC / ST / OBC / Minority / Women / Differently-abled categories as nominated by the President or Acting President. If any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.

The quorum of meeting will be five, out of which at least two must be from the total three subject-experts.

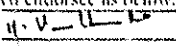
All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

CC: President; Director; Registrar; Dean-Administration; All Deans; Principal-SEFS; COE; GMs; GM-CDC; DGM-Admissions; E.A. to Chairman (Kolkata Office)

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1 Copy to MUST, Lakshminagarh		Fee Benefit Scheme
1 Copy to each endorsee as below.		Page 1 of 5
Signature: 	MANUAL OF RULES & PRACTICES	Revision : 3
Name: President		Date : 04-04-2020
Date: 04-04-2020		

STAFF AMENITIES FEE BENEFIT SCHEME (FBS)

1. APPLICABILITY

The provisions of this MORP are applicable to all University officials, Faculty and Staff/ members of Mody University and MEF.

2. CONDITIONS OF APPLICABILITY

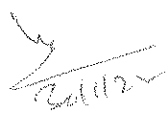
Children of the University officials, Faculty and staff of Mody University and MEF and all of its Divisions may avail education facilities of Mody School and Mody University subject to the following.

1. Only the Girl Child would be able to get admission.
2. If the girl child is able to get admission as per the admission rules and the parent pays the total fees as payable by other students, in that case none of the provisions of this MORP is applicable to them.
3. If the girl child is permitted admission with fee benefit then that admission comes under the purview of this MORP and would be governed by the following paras.

3. CONDITIONS OF FEE BENEFIT SCHEME (FBS)

1. Admission to girl child would be subject to the admissions rules. An employee excluding ayas, bearers, cooks, drivers, gardeners, maids, peons, security guards and other similar category staff would be permitted to avail the FBS facility only for his/her own child (adopted child or step child will also be permitted). The FBS facility is not applicable to the grand children.
2. The FBS facility is applicable maximum for two children whether together or at different times. Mody School and Schools under Mody University will be considered as single unit for counting purpose.
3. If a Staff Ward of MU & MS avails coaching facilities and if Vendor is willing to provide any concession on such coaching then it will be applicable to both MU & MEF staff.
4. Normally, no concession in admission rules would be permitted.


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Signature	N. V. U. S.		Fee Benefit Scheme
Name	President	MANUAL OF RULES & PRACTICES	Page 2 of 5
Date	04-04-2020		Revision : 1
			Date : 04-04-2020

4. FEE BENEFIT

Under FBS the student gets benefit of waiver only for the tuition fees. She has to pay Charges / Fees under other heads as per the Fee Structure of that year. The following charges would be payable under FBS. This will be effective from 01-07-2014.

S.N.	Fees / Charges Heads	Chargeable under FBS for Mody School	Chargeable under FBS for Mody University
1.	Registration Fees	Yes	Yes
2.	Admission Fees	No	No
3.	Caution Money	Yes	Yes
4.	Annual Charges	Yes	Yes
5.	Tuition Fees	No	50%
6.	Internet Charges	No	No
7.	Transport Charges	Yes	Yes
8.	Development Fee	No	50%
9.	Lab. Charges	No	50%
10.	Foreign Language Fees	Yes	Yes
11.	Boarding & Lodging	Yes	Yes
12.	Personal Account Balance	Yes	Yes
13.	SEFS Fees	Yes	Yes

5. PAYMENT OF FEES

The Fees is payable in one instalment at the time of admission and further fees in the beginning of each academic year.

However, in case, a staff feels he / she is unable to pay in one instalment, the head of Division of the staff may consider favourably granting of interest free loan of amount not exceeding the three months salary of the staff and repayable in 11 months by deduction from his / her salary.

W. D. S.
01/12/2017

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Signature 			Fee Benefit Scheme
Name	President	MANUAL OF RULES & PRACTICES	Page 3 of 5
Date	04-04-2020		Revision : 3
			Date : 04-04-2020

6. APPLICATION & APPROVAL FOR AVAILING FBS FACILITY

Anyone wishing to avail FBS facility shall apply in a prescribed format (format of which is given in Annexure) to the head of his/her Division.

The head of the Division, if he/she wishes to extend this facility to his/her employee, shall forward the application with his/her recommendation to the President for approval via the Head of the Academic Unit.

CC: Chairman, MC; President, Director, Dean-Academics; Dean-Administration; Principals; Vice-Principal-MS; Registrar; GMs; DGMS; COE; EA to Chairman (Kolkata Office)

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H-U-U-W

Format of the request Application for availing FBS facility

**MODY SCHOOL/MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
LAKSHMANGARH**

Dated: _____

To,

<Dean/Principal/Vice-Principal/General Manager>
<Division>, <MUST or MEF>
Lakshmangarh

Subject: Availing Child Education Facility under Fee Benefit Scheme

Sir/Madam,

I want to admit my girl child in Mody School/ Mody University under the Fee Benefit Scheme. Details particulars are as given under:

Employee's Particulars:

Name: _____ Employee No.: _____

Faculty: _____ Designation: _____ Date of Joining: _____

Child's Particulars:

Name: _____ Date of Birth: _____

Name of School where she wants to study: _____ Class(in case of school)/ programme (in case of University): _____

Last School attended : _____ Last Class passed _____

Signature of the Employee_____
President

Recommended / Not Recommended

Signature of the Head
<Division>

V. S. S.
01/12/2018

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[Signature]
30/11/2018
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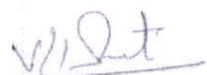
President

The student is eligible for admission into the programme as noted above.

Head of the Academic Unit

Approved/Not Approved

President


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