

# A.P.COLLEGIATE EDUCATION SERVICE RULES

G.O.Ms.No. 47 Higher Education (CE.I-1) Dept Dated: 14.05.2007 as amended by  
G.O.Ms.No. 128 Higehr Education (CE.I-1) Dept 24-8- 2010

S No	Designation	Class & Category	Appointing Authority	Qualifications	Mode of Recruitment
1	Principal of Govt Degree College	Class - B: Category 1	Commissioner / Director of Collegiate Education	<p>i) Must possess a Master's Degree with a minimum of 55% of marks or its equivalent degree or grade of B in the 7 points scale with letter grades O, A, B, C, D, E &amp; F, obtained from the Universities recognized in India.</p> <p>ii) Must possess Ph.D or equivalent qualification</p> <p>iii) An experience of 15 years of teaching as a Lecturer in Govt Degree College.</p>	i) By promotion from category 2 of Class B
2	Lecturer of Govt Degree College	Class - B: Category 1		<p>i) Good academic record with a minimum of 55% marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E &amp; F at the master's Degree level, in the relevant subject, obtained from the Universities recognized in India.</p> <p>ii) Should have passed NET for Lecturers conducted by UGC, CSIR, or similar tests accredited by the UGC or SLET conducted by APPSC.</p>	<p>i) Direct Recruitment</p> <p>ii) By recruitment by transfer from Junior Lecturer in the related subject in the Department of Intermediate Education.</p>
3	Librarian	Class -D Category 1		--do-	<p>i) By Direct Recruitment</p> <p>ii) Recruitment by transfer from Graduate Librarian Working in the Dept Intermediate Edn</p>
4	Physical Director	Class -E: Category 1		--do-	<p>i) By Direct Recruitment</p> <p>ii) Recruitment by transfer from Physical Director Working in the Dept Intermediate Edn</p>
5	Oriental Degree colleges	Class -C		Same as General Degree colleges	Same as General Degree colleges

1. The posts of Lecturer in Category 2 of Class B, in a particular subject or language in a Zone, shall be regarded as constituting one unit and out of every 4 vacancies in such unit, 2<sup>nd</sup> vacancy shall be filled up by direct recruitment and 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> vacancies shall be filled by recruitment by transfer from among Junior Lecturers who acquired NET / SLET. If any vacancy is unfilled due to non-availability of suitable Junior Lecturer with NET/SLET qualification, such vacancy shall be filled up by direct recruitment.
2. The posts of Lecturers in the subjects under restructured courses like Computer Sciences, Computer Applications, Biotechnology, Genetics, Tourism and Travel Management, Medical Lab Technician, Dairying etc., and in any other subject where no Junior Lecturer in the same subjects is available in Government Junior College, such posts shall be filled by direct recruitment only.
3. A relaxation of 5% marks may be provided, (from 55% to 50% of the marks) at the Master's level for the SC/ST category.
4. NET / SLET shall remain the minimum eligibility condition for recruitment and appointment of Lecturers in Government Degree Colleges / Government Oriental Colleges "Provided, however, that candidates who are or have been awarded Ph.D degree in compliance of the University Grants Commission (minimum standards and procedure for award of Ph.D. Degree) Regulations, 2009 shall be exempted from the requirements of the minimum eligibility condition of NET / SLET for recruitments and appointment of Lecturers in Government Degree Colleges Government Oriental Colleges"(as amended by G.O.Ms.No.128 Higher Education (CE-I-1) Department Dated 24th August, 2010)
5. Through G.O.Ms.No.123, Higher Education(CE.I)Dept., dated 21.07.2008 amendment given to Annexure, after note (5) under the Table of G.O.Ms.No. 47 Higher Education (CE.I-1) Dept Dated: 14.05.2007  
 "that they will be given State Pay Scales. (ii) That they will be given 5 years time to acquire the additional higher qualification viz. NET / SLET / M.Phil / Ph.D., failing which, they will not earn their future increments."

#### **Departmental Tests:**

A member of service shall pass the following Test / Tests for the purpose of promotion or for appointment by transfer or completion of probation as the case may be.

Member of service (1)	Tests (2)	Purpose (3)
i) Lecturer in Government Degree College	Accounts Test for Executive Officers	For promotion as Principal of Government Degree College
ii) Lecturer in Government Degree College appointed by Recruitment or Recruitment by transfer from category of Junior Lecturer in Government Junior College.	i) Special Language Test for Officers in Education Department (Higher Standard in Telugu)	For completion of probation.

**Commentary:** Employees who passed Telugu as language in Intermediate or in higher course need not pass above Spl Language test in Telugu. Although there is exemption from passing departmental tests for those who cross 45 years, there is no such exemption for promotee Lecturers. Hence Lecturers promoted from J.L. category have to compulsorily pass above departmental tests Accounts test for next promotion.

డిపార్ట్ మెంటు పరీక్షలు హాజరగు ఉద్యోగులు/అధ్యాపకులకు సదరూ పరీక్షలు ఐచ్ఛికం అయితే రెండు సార్లకు మించకుండా, తప్పనిసరి అయితే ఎన్నిసార్లును పరీక్షలు హాజరు కావడానికి ఆన్ డ్యూటీ (OD) సౌకర్యం కల్పించారు. (Under Rule 9 (6) Sub Clause (b) (iii) of A.P.F.R)



# CAREER ADVANCEMENT SCHEME

G.O.Ms.No 14, Higher Education (UE) Department Dated:13.02.2019.

**Stages of promotion under the Career Advancement Scheme of incumbent and newly - appointed assistant Professors / Associate Professors/ Professors**

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of these Regulations.

**B. Career Advancement Scheme (CAS) for Colleges teachers**

**I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

**Eligibility:**

Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- (i) Attended one Orientation course of 21 days' duration on teaching methodology; and
- (ii) Any one of the following: Completed one Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration.

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants/ MOOC's course during the assessment period.

**CAS Promotion Criteria :**

A teacher shall be promoted if ;

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

**II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)**

**Eligibility:**

- 1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/ Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-

Learning- Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

#### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- (i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and
- (ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

#### **Eligibility:**

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject relevant /allied/relevant discipline
- 3) Any one of the following during the last three years : completed one course / programme from amongst the categories of Refresher Courses / Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

#### **CAS Promotion Criteria :**

A teacher may be promoted if;

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1, and
- (ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

#### **Eligibility:**

- 1) An Associate Professors who have completed three years of service in Academic Level 13A.
- 2) A Ph.D. degree in subject relevant/allied/relevant discipline.
- 3) A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
- 4) A minimum of 110 Research Score as per Appendix II, Table 2



# WORK HOURS AND REQUIREMENT OF LECTURERS

Lr No. APSCHE/UMS-1090-Acad.Commt.-T. Staff.-JD-FS Commt /2019 Dt. 11.09.2019

## CBPS Pattern in UG colleges

The following are the teaching work hours for lecturers under the present CBCS pattern in undergraduate colleges in Andhra Pradesh.

1. The teaching work hours shown as the requirement for One Week for One Section of 60 Students in Arts, Commerce and Humanities subjects and of 30-50 students in Science subjects. In science subjects each batch for a practical class constitutes 15-25 students, hence, twice the number of practical hours for one section of students.

Table-1: Arts, Commerce, Languages and Foundation Subjects:

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Arts	Hours/Week I year	Hours/Week II year	Hours/Week III year*	Hours/Week I year	**Addl Hrs/Wk for each Elective inclu Cluster Electives
Arts	5	5	10	20	5X No of Electives
Commerce	15	15	30	60	5X No of Electives
Languages	4	4	-	8	-
Foundation Courses	8	12	-20		-
Maths	5	6	10	22	5X No of Electives

\* To the extent of two Papers each in Sem V and VI.

\*\* Provided, the Dept handles Cluster Electives

Table-2: Science Subjects:

Theory Hours/ Week I year	Practical Hours/Week I year	Theory Hours/W eek II year	Practical Hours/Week II year	Theory Hours/Week III year	Practical Hours/Week III year	Tota l	#Addl Hours/Wk for each Addl Elective including Cluster Electives
4	2**+2=4	4	2+2=4	3+36	4***+4=8	30	5X No of Electives

\*\* per batch of 15-25 students in a class of 30-50 students

\*\*\* for two papers each in Sem V and VI.

# Provided, the Dept handles Cluster Electives

## 2. REQUIREMENT OF MINIMUM NUMBER OF LECTURERS:

2.1. A work load of 18 teaching hours per week per lecturer is presently in vogue in government and private aided colleges in the state. (As per UGC Guidelines, the teaching work hours of a lecturer is 20, including 16 teaching and 4 tutorials. However, as the tutorial hours were not practiced in colleges, 4 tutorial hours were converted into 2 teaching hours and 18 hours of teaching came into existence in the State since 1999).

2.2. Additional work hours per week shall be added for Additional Electives and Cluster Electives for each section. The work hours of all sections per week will be the total work hours for the subject. The final requirement of lecturers shall be based on total work hours @ 18 hours per lecturer.

**Table-3: Requirement of minimum number of lecturers for One Section Category Section Student**

Category	Section student strength	Minimum Total hrs/wk	@Hours/Week	Minimum number of Lecturers required
Arts	60	20	18	1
Commerce	60	60	18	3
Languages	60	8	18	1
Maths	60	22	18	1
Foundation Courses*	60	20	18	1
Sciences	30--50	30	18	2

\* Foundation Courses can be taught by the lecturers of subjects concerned and added the work hours to the subject to that extent. For Example; CSS - English, ICT – Computers, Analytical Skills - Mathematics, Entrepreneurship - Commerce.

3. The minimum number of students required for a batch in science sections is 15 and the minimum number of students required for an Elective or Cluster Elective is 10.
4. Teaching and other work for subjects like Bio-Chemistry, Bio-Technology, Micro Biology, Computer Science, and Computer Applications shall be dealt by the persons qualified in the subjects concerned only.
5. As per G.O.Ms. No.33 minimum economic student strength for Arts Commerce Science and 2nd language is as follows. Workload will be taken as nil in case student strength falls below the said strength for three consecutive academic years.

**Table-4: Minimum number of students required on rolls for a section**

Subject	Urban	Rural
Arts & Commerce	35	25
Sciences	25	20
2nd Language	20	20

Ref: 1. The Workload Guidelines followed in the office of the Commissioner of Collegiate Education, A.P., Vijayawada.

1. GO Ms No 208 HE (UE.II.1) Dept. dtd. 29.6.1999 and the UGC Guidelines, 1996.



**"Everybody is a genius. But if you judge a fish by its ability to climb a tree it will spend its whole life believing that it is stupid." – Albert Einstein**

**"Learning is not the product of teaching. Learning is the product of the activity of learners." – John Holt**



# COUNTING OF SENIORITY

## Seniority : Rule 33.

- a. The seniority of a person in a service, class or category or grade is determined by the date of his first appointment to such service, class or category or grade
- b. At the time of passing an order appointing two or more persons simultaneously to a service, the appointing authority may fix either for the purpose of rule of reservation in appointment or for any other reason the order of preference among them. When such an order has been fixed seniority among them shall be determined in accordance with it.

Provided further that the order of merit or order of preference indicated in a list of selected candidates prepared by the Public Service Commission or other selecting authority, shall not be disturbed inter-se with reference to the candidates position in such list or panel while determining the seniority in accordance with this rule and notional dates of commencement of probation to the extent necessary, shall be assigned to the persons concerned, with reference to the order of merit or order of preference assigned to them in the said list.

- c. Whenever a notional date of promotion is assigned such date shall be taken into consideration for computing the qualifying length of service in the feeder category for promotion to next higher category. Such notional date should be counted for the purpose of declaration of probation also in the feeder category. (Rule 33 c)
- d. The transfer of a person from one class or category of a service to another class or category of the same service, carrying in the same the scale of pay shall not be treated as first Appointment to the latter class or category for purpose of seniority and the seniority of a person so transferred shall be determined with reference to the date of his regular Appointment in the class or category from which he was transferred. Where a member of a service, class or category is reduced to a lower service, class or category for a specific period.

## 34. Preparation of Integrated or common seniority List Of Persons Belonging To Different Units Of Appointment

Whereas integrated seniority list of particular class or category of grade in any service belonging to different units of appointment has to be prepared for the purpose of promotion or appointment by transfer to a class or category having different units appointment or for any other purpose, such an integrated or common seniority list shall be prepared with reference to the provision of sub rule (a) of rule 33, provided that the seniority list of the inter-se belonging to the same units shall not be disturbed

**Rule 35:** Fixation of Seniority in the cases of transfers on request or on administrative grounds :

- Administrative Grounds : Date of Seniority in the former unit of appointment.
- Request : Date of his joining in the later unit of appointment.

## 36. Inter-Seniority where the dates commencement of probation are same

The seniority of the persons in the service shall be determined as follows :-

- i. In respect of the candidates selected APPSC or other Selecting authorities by direct recruitment, shall be with reference to the rank assigned Irrespective of the date of commencement of their probation in that category
- ii. In respect of the persons promoted or appointed by transfer (involving promotion), the dates from which they were placed on their probation
- iii. In respect of persons covered under item (ii) above, in cases the date of commencement of probation in the same, whoever is aged shall be then senior;
- iv. In respect of the persons appointed on transfer on administrative grounds, shall be from the date on which the individual was placed on probation in the original department; and
- v. In respect of the persons appointed on request transfer, the date of joining of such persons in the department/unit.

**As per Cir Memo No: 16/Ser.A/93-99 GA(Services.A) Dept, Dtd: 21-4-1999**

Para d) "the inter se seniority of direct recruits shall be as per ranking assigned to them by the recruiting Agency irrespective of their dates of joining provided they all joined within the time allowed for them to join as per rule 11 of A.P.S.S.R"

Memo No : 57759/Ser.A/2004-1GA dept Dt: 20-5-2004-" No Request for revision of seniority for a period which is more than 3 years old shall be considered