

No. U.12012/10/2014-NE  
Government of India  
Ministry of Health and Family Welfare  
(NE Section)

Annexure - I

Nirman Bhawan, New Delhi  
Dated the, 02<sup>nd</sup> May, 2019

To,

The Director  
NEIGRIHMS, Shillong  
Meghalaya

**Subject: Implementation of Assessment Promotion Scheme (APS) for Faculty Members of NEIGRIHMS, Shillong – reg.**

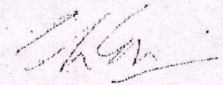
Sir,

The undersigned is directed to refer to the proposal for implementation of Assessment Promotion Scheme (APS) for faculty members of NEIGRIHMS. The matter has been, carefully, examined in the light of clarification furnished by Director, NEIGRIHMS requesting this Ministry that, in order to avoid legal complications in seniority, APS Scheme may be implemented prospectively and detailed guidelines forwarded by the Institute for implementation of the scheme.

2. The administrative approval of the Competent Authority is hereby conveyed to implement the Assessment Promotion Scheme for faculty members of NEIGRIHMS, Shillong.
3. The scheme will be effective from the date of issue of this letter.
4. NEIGRIHMS may make immediate concerted efforts for implementation of APS in the Institute as per the detailed guidelines attached herewith.
5. The above approval may be placed in the next meeting of Governing Council of NEIGRIHMS, Shillong for ratification.
6. Discrepancy, if any, may be brought to the notice of this Ministry, forthwith.
7. This has the approval of the Competent Authority.

Encl.: As above.

Yours faithfully,



(C.S. Bahuguna)  
Under Secretary to the Govt. of India  
Tel: 01123061875

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## Assessment Promotion Scheme in NEIGRIHMS, Shillong

1. Criteria for promotion of Faculty Members to different levels under APS will be as under:

Level from which promotion is to be granted (Feeder Grade)	Level to which promotion is to be granted (Promotional Grade)	Minimum Requirements		
		Qualifying Service In Feeder Grade	Number of Publications	Number of Research Projects
Assistant Professor	Associate Professor	3 years	A minimum of 3 publications of which at least 1 should be as First Author.	One intramural grant for an approved project of Rs. 2-5 lakh per year to be provided by the Institute as seed money at the time of joining the Institute. New Faculty should apply for grants within three months of joining.
Associate Professor	Additional professor	3 years	A minimum of 3 papers during the assessment period of which at least 1 should be first / corresponding author original article.	One Extramural Grant ✓
Additional Professor	Professor	4 years	A minimum of 5 papers during the assessment period of which at least 2 should be first / corresponding author original article.	One Extramural Grant.
Professor	Senior Professor (HAG)	7 years	A minimum of 5 papers during the assessment period of which at least 3 should be first / corresponding author original article. The publications should be focused in a particular research area.	Professors need not have mandatory projects like other grades. However, preference would be given to the Professors having Research Projects.



## 2. Processes & Time Schedule for Promotion under APS

Applications for consideration under APS shall be invited every year in the month of May. There shall be four levels for granting promotion under APS:

- a. Internal Screening Committee (ISC)
- b. Peer Review
- c. Standing Selection Committee (SSC): Composition of SSC for APS may be different from that meant for Direct Recruits and the committee may co-opt Subject Expert as deemed appropriate.
- d. Approval of President, Governing Council on recommendations of SSC.

2.1 In the first stage, ISC shall be constituted for each department for evaluation of work done by the individual Faculty Member during the assessment period vis-à-vis the relevant benchmarks. The report prepared by ISC will be sent for peer review. For this purpose at least 4/6 peer review needed; 2/3 will be proposed by concerned faculty member and other 2/3 will be decided by Director. Comments from 4 (four) peer reviewers are mandatory before placing reports to SSC. The peer review to be assessed and graded as under:

Outstanding	= A+
Very Good	= A
Good	= B+
Average	= B
Poor	= C

2.2 The ACR/APAR of the relevant period would also be assessed as per the extant guidelines and grading as mentioned above. The ACR/APAR grading, report on work done and outcome of peer review would be submitted to SSC for consideration.

Minimum benchmark for promotion will be "Very Good" or "A".

2.3 The recommendations of Standing Selection Committee will be placed before President, Governing Council for approval and for granting the benefits of APS to the concerned faculty members.

### 3. Appeals against promotion order(s)

Appeals / representation, if any, shall be filed within a period of 6 months of the promotion order(s). Director, NEIGRIHMS will examine all such appeals and will submit the appeals with full facts before President, Governing council, NEIGRIHMS within a period of 2 months of submission of the Appeal.

### 4. Review of candidates found unfit for promotion under APS

There would be no bar / ban for consideration of a candidate, found unfit for promotion under APS in a year, in the succeeding year(s).



## 5. Period of absence from the Institute

The qualifying service for the promotion under APS shall be counted by considering the period of absence from the Institute as per the detailed guidelines mentioned below:

5.1. The APS requires a minimum period of service (as mentioned in para 1 above) at each level for a faculty to be eligible for promotion to next level. Therefore faculty members taking assignments outside the institute would normally not be eligible for consideration under the APS unless they have put in the required years of service in the Institute. While relieving faculty for taking up such assignments the relieving order must clearly specify whether the period of absence from the Institute would count towards eligibility under the APS or not.

5.2. Period of training /service with national/international/multinational agencies dealing in health sector (services) which is treated as duty would, however, be counted for eligibility under APS.

5.3. The period of leave including leave on medical grounds, EOL, etc availed on personal grounds shall not count towards the minimum residency period.

5.4. Child care leave of maximum six (06) months duration could be considered for assessment purposes under APS.

## 6. Time Management

Institute can categorize its various departments into three groups according to the work assigned to these departments (Basic Sciences Departments, Para Clinical Departments and Clinical / HealthCare Departments) and can distribute time to various activities such as Teaching & Training, Research, Patient Care and Corporate Activities. The Department wise allocation of time is as under:

S. No.	Activities	Distribution of Time (% wise)		
		Basic Sciences Departments	Para Clinical Departments	Healthcare providers /Clinical Departments
1.	Teaching and Training	45%	30%	30%
2.	Research	45%	30%	30%
3.	Patient Care	-----	-----	30%
4.	Corporate Activities	10%	10%	10%
5.	Service Delivery	-----	30%	-----

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