RAMAKRISHNA MISSION SIKSHANAMANDIRA

(A NCTE recognized Govt. Aided (WB) Autonomous Post-Graduate College under University of Calcutta)

Belur Math, Howrah - 711 202, West Bengal

6.3.5: *The institution has a performance appraisal system for teaching and non-teaching staff*

Proforma used for performance appraisal for teaching and non- teaching staff with seal and signature of the Principal

Swami Vidyamritananda
Principal (Offg.)
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.

No.   920 -Edn(CS)/5P-52/98   Date: 31.12.2012

From :   Shri Vivek Kumar, IAS
             Secretary to the Govt. of West Bengal.

To   :   The Director of Public Instruction

             Govt. of West Bengal

Sub : **Applicability of the terms and conditions towards Redesignation & Career Advancement Scheme for the teachers, librarians, physical instructors of the Government aided Colleges including erstwhile sponsored colleges in West Bengal**.

Sir,

              Consequent on implementation of revised pay structure under the UGC Pay revision scheme in terms of this Department's memo no. 533-Edn (CS) dt. 28.08.2009, references were received in this Department seeking clarification as regards the redesignation of teachers librarians, physical instructors subsequent to revision of their pay and also seeking guidelines in regards to applicability of Career Advancement Scheme (CAS) in the light of UGC Regulations on **Minimum Qualification for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010.**

2.   Now, after careful consideration and keeping in view of the local conditions applicable in the state, the Governor has been pleased to decide that the **Career Advancement Scheme and Other Service Conditions of Teachers, Librarians, Physical Instructors in Government aided Colleges including erstwhile sponsored colleges in West Bengal,** as annexed, will be followed by all Government-aided Colleges in West Bengal under the administrative control of this Department in regard to Redesignation and Career Advancement Scheme of Teachers so that the revised pay structure as introduced in terms of G.O. No. 533 - Edn (CS) dated 28.08.2009 and the scheme of Career advancement and other service conditions of teachers of Government-aided Colleges, as annexed, will be considered a composite one.

3.   The above scheme will be applicable only in respect of the teachers, librarians, physical instructors of Government–aided Colleges including erstwhile sponsored colleges under the administrative control of this Department and will take effect from 01.11.2012 with the concurrence of Finance Department vide their U.O. No. 978 Group –P (Pay) dt. 05.09.2012.

4.   This order is in continuation of the earlier orders of this Department numbered 609 -Edn(CS) dt. 24.9.2009, 733-Edn (CS) dt. 17.11.2009 and 852 – Edn(CS) dt. 24.12.2009, 461-Edn(CS) dt. 08.06.2010, 188 Edn(CS) dt 25.02.2011, 201 Edn(CS) dt. 28.02.2011, 280 Edn(CS) dt 16.04.2012 issued in this regard as and where applicable. The annexed scheme will be effective from 01.11.2012 except in cases where the date of effect has been specified separately in any individual paragraph of the Scheme.

                                                                        Yours faithfully,

Enclo : As stated.   **Sd/-**

                                                                        Secretary.

No. 920 -Edn(CS)/5P-52/98   Date: 31.12.2012

Copy forwarded for information and necessary action to:-

1. Accountant General, (A&E), West Bengal.
2. Finance Department, Group – P (Pay) of this Government.
3. Finance Department (Group –B) of this Govt.
4. Director of Public Instruction. West Bengal, Bikash Bhavan, Kolkata – 91.
5. The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata – 700 001.
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-700012.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jahar Building, Kolkata – 73.
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Block, Sector III, Salt Lake City, Kolkata – 106.
9. The Treasury Officer, _____ Treasury,
    _____ .
    _____ .
10. Budget Branch of this Department.
11. Statistical Cell of this Branch.
12. P.S. to Hon'ble MIC, Higher Education Department, Government of West Bengal.
13. P.A. to the Principal Secretary of this Department.
14. Computer Cell of this Department.
15. _____ .
16. Guard File.

                                                                       Joint Secretary

ANNEXURE TO G.O. No. 920 -Edn(CS)/5P-52/98 dated : 31.12.2012

GUIDELINES FOR REDESIGNATION AND SCHEME PRESCRIBING THE CAREER ADVANCEMENT AND OTHER SERVICE CONDITIONS OF TEACHERS, LIBRARIANS, PHYSICAL INSTRUCTORS OF GOVERNMENT-AIDED COLLEGES INCLUDING ERSTWHILE SPONSORED COLLEGES IN WEST BENGAL.

1.　　　This Scheme should be called **Career Advancement Scheme and Other Service Conditions of Teachers, Librarians, and Physical Instructors of Government-aided colleges including erstwhile sponsored Colleges in West Bengal** (hereafter referred to as "Scheme")

2.　　　**Coverage**

These would apply to the Teachers, Librarians, and Physical Instructors of Government-aided including erstwhile sponsored Colleges in West Bengal.

3.　　　**Redesignation of Reader/Lecturer (Selection Grade) to Associate Professor**

This redesignation will be automatic without undergoing any screening or selection process, if the incumbent concerned becomes a Reader/Lecturer (Selection Grade) or Assistant Professor in the revised pay structure (2006) with AGP of Rs. 8000/- as the case may be on or before 29.06.2010, and such redesignation will take effect after completion of three years of service in the post of Reader/Lecturer (Selection Grade). *Example: One, who has become a Reader/Lecturer (Selection Grade) on 29.06.2010, will be redesignated as an Associate Professor with effect from 29.06.2013 and the remuneration will be fixed in Pay Band 4 with the Academic Grade Pay (AGP) of Rs.9000 from that date. If there still remains any ambiguous or non-obvious case, prayer for clarification and/or condonation may be placed through proper channel before the Higher Education Department, Government of West Bengal, on a case to case basis.*

4.　　　**Qualifications and Other Service Conditions**

4.1　　　No person shall be appointed in Government-aided including erstwhile sponsored Colleges if he/she does not fulfill the minimum qualifications and other conditions as stipulated by the Government of West Bengal on the basis of U.G.C. guidelines.

4.2　　　Constitution of an Internal Quality Assurance Cell (IQAC) in the line prescribed by the NAAC (National Assessment and Accreditation Council) is compulsory for each college and university and equivalent academic institution in West Bengal. It is emphasized that all the bodies and posts or positions formed/created in the institutions must always remain committed and true to the spirit behind their creation; any undesirable deviation from this has to be promptly and strictly dealt with and rectified by the competent hierarchical authority(ies). All actions or activities performed at any scale and at any level in the academic institutions must have to be buttressed not only on sound logic, but also on proper, honest, practical, rational, and legally and morally defendable basis, viewed in the short, medium as well as long term.

5.　　　**Pay Scales**

The revised pay scales (see table 5.1) have already been notified by the Department of Higher Education vide G.O. No 533-Edn (CS) dated 28/08/2009.

5.1   <u>Table I</u>: **Revised Pay scales of Teachers**

Post	Revised Pay Band	Academic Grade Pay
Assistant Professor(stage 1)	Rs 15,600-Rs 39,100	Rs 6,000
Assistant Professor(stage 2)	Rs 15,600-Rs 39,100	Rs 7,000
Assistant Professor(stage 3)	Rs 15,600-Rs 39,100	Rs 8,000
Associate Professor(stage 4)	Rs 37,400-Rs 67,000	Rs 9,000

6.   Career Advancement for Teachers (effective from 01/11/2012):

6.1   This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 01/11/2012. In respect of all cases where the career advancement was due from 30.06.2010 to 31.10.2012 the scheme will also be effective from 01/11/2012. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No118-Edn (CS) dated 04.02.1999.

6.2   As per the revised pay scales already notified, Assistant Professors, after entering into the service (in Stage 1), would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

6.2.1   An entry level Assistant Professor, possessing Ph.D. Degree in the relevant discipline will be eligible, for moving to the next higher grade (stage 2) after completion of four years of service as Assistant Professor (Stage 1).

6.2.2   An entry level Assistant Professor possessing M. Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as L.L.M. / M.Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years of service as Assistant Professor (Stage 1).

6.2.3   An entry level Assistant Professor without Ph.D./M.Phil./M.Tech/L.L.M. or equivalent professional degree will be eligible for the next higher grade (stage 2) only after completion of six years of service as Assistant Professor (Stage 1).

[Note: The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS (Performance Based Appraisal System) conditions as laid down in this Scheme (UGC Regulation,2010).]

6.2.4   Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements as laid down in this Scheme, to move up to next higher grade (stage 3).

6.3.1   Incumbents continuing pre-revised designations of Readers or Lecturers (Selection Grade) or redesignated Assistant Professors who have been placed in the Stage 3 (Pay band 15,600-39,100 with AGP of Rs. 8,000) up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage (Stage 4 with Pay band of Rs 37,400-67,000 and AGP Rs. 9,000) with consequent re-designation as Associate Professor as and when they complete 3 years of continuous service in stage 3. ***Example:** Incumbent Reader/Lecturer (Selection Grade) who has reached Stage 3 (Pay band Rs. 15,600-39,100 with AGP of Rs 8,000) on 29.06.2010, will be re-designated as an Associate Professor with effect from 29.06.2013 and the*

remuneration will be fixed in Stage 4 (Pay band Rs. 37,400-67,000 with AGP of Rs.9,000) from that date.

6.3.2 Effective 30.06.2013 and onwards, Assistant Professors completing three years of continuous service in stage 3, will be eligible to move to the next higher grade (stage 4) and to be designated as Associate Professor by qualifying in the requisite selection process (CAS), subject to fulfillment of the minimum requirements (including necessary API scores using PBAS proforma) prescribed under this Scheme.

7. **<u>Formation of Screening/Selection Committee:</u>**

7.1 In the case of the intra-grade career progression of Assistant Professors, a 3-member Screening Committee will be constituted, which will consist of the Head of the Institution as the Chairman, and one subject expert nominated by the respective University, one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal as the two other members of the Committee.

7.2 In the case of the career progression from the grade of Assistant Professor to that of Associate Professor, a 4-member Selection Committee will be constituted, which will consist of the concerned Head of the Institution as the Chairman, two subject experts nominated by the respective university and one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal. The quorum in the Selection Committee meeting would be obtained if only the Chairman, one nominee of the respective University and one expert nominated by Director of Public Instruction, West Bengal are present.

[In order to ensure rational utilization of time, energy and public money, effort has to be made for dealing with an optimum number of career advancement cases by each Screening/Selection Committee.]

8. **Career Advancement Scheme (CAS) for Librarians etc. (Assistant Librarian/College Librarian)**

This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 01/11/2012. In respect of all cases where the career advancement was due from 30.06.2010 to 31.10.2012 the scheme will also be effective from 01/11/2012. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No 677-Edn (CS) dated 29.10.2008.

8.1. Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 possessing Ph.D in Library Science at the entry level, after completing 4 years of service in the AGP of Rs. 6,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

8.2. Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 possessing M.Phil in Library Science at the entry level, after completing 5 years of service in the AGP of Rs. 6,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

8.3   Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 without Ph.D and M.Phil in Library Science at the entry level, after completing 6 years of service in the AGP of Rs. 6,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

8.4.   Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000 on completion of five years service in the AGP of Rs. 7,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 8,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

8.5.   Incumbents continuing pre-revised designations of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade)who have been placed in the Pay band 15,600-39,100 with AGP of Rs. 8,000 up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage of Pay Band Rs 37,400-67,000 with AGP Rs. 9,000 as and when they complete 3 years of continuous service in pre-revised designations of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade).

Example: Incumbent Assistant Librarian(Selection Grade)/College Librarian (Selection Grade)who has reached in the Pay Band Rs. 15,600-39,100 with AGP of Rs 8,000 on 29.06.2010, will be placed in higher Pay Band 37,400-67,000 and AGP Rs. 9,000 with effect from 29.06.2013 and the remuneration will be fixed in the Pay band Rs. 37,400-67,000 with AGP of Rs.9,000 from that date.

8.6.   Effective 30.06.2013 and onwards, Assistant Librarian/College Librarian in the Pay Band Rs.15,600-39,100 with AGP of Rs. 8,000 completing three years of continuous service in the AGP of Rs. 8,000, will be eligible to move to the Pay Band 37,400-67,000 and AGP Rs. 9,000 by qualifying in the requisite selection process (CAS), subject to fulfillment of the minimum requirements (including necessary API scores using PBAS proforma) prescribed in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

9.   Formation of Screening/Selection Committee in respect of Assistant Librarian/College Librarian

9.1   In the case of the intra-grade career progression of Assistant Librarian /College Librarian, a 3 member Screening Committee will be constituted, which will consist of the Head of the Institution as the Chairman, and one subject expert nominated by the respective University, one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal as the two other members of the Committee.

9.2.   In the case of the career progression from the grade of Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 8,000 completing three years of continuous service in the AGP of Rs. 8,000 to that of higher grade pay of Rs.9,000, a 4 member Selection Committee will be constituted, which will consist of the concerned Head of the Institution as the Chairman, two subject experts nominated by the respective university and one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal.

The quorum in the Selection Committee meeting would be obtained if only the Chairman, one nominee of the respective University and one expert nominated by Director of Public Instruction, West Bengal are present.

10.   Career Advancement Scheme (CAS) for Physical Instructor/Instructress:

This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 01/11/2012. In respect of all cases where the career advancement was due from 30.06.2010 to 31.10.2012 the scheme will also be effective from 01/11/2012. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No 677-Edn (CS) dated 29.10.2008.

10.1   Every Physical Instructor/Instructress who is in the Pay Band Rs. 15,600-39,100 with AGP of Rs, 6,000 will be eligible for promotion under CAS to the successive higher stages, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010 in correspondence with the respective scale of Pay of Assistant Director of Physical Education and College Director of Physical Education. The time period required for promotion (CAS) to the higher stages from AGP of Rs. 6,000/7,000/8,000 to the AGP of Rs. 7,000/8,000/9,000 respectively will be regulated by the said UGC guidelines. The screening Committee and the selection Committee for the purpose of CAS will be constituted as per the said UGC guidelines. Existing Physical Instructor/Instructress who have been placed in the Pay band 15,600-39,100 with AGP of Rs. 8,000 up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage of Pay Band Rs 37,400-67,000 with AGP Rs. 9,000 as and when they complete 3 years of continuous service.

11.   Counting of Past Service for Promotion Under CAS
Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organization such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for promotion under CAS of a teacher as Assistant Professor, Associate Professor provided that:

a)   The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor as the case may be.

b)   The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader with three years of continuous service).

c)   The concerned Assistant Professor, Associate Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor, as the case may be.

d)   The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/ Concerned Institutions, for such appointments.

e)   The previous appointment was not as guest lecturer for any duration, or an ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:

(i)   the period of service was of more than one year duration;

(ii)   the incumbent was appointed on the recommendation of duly constituted Selection Committee; and

(iii)   The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.

[**Note:** While counting of past services for CAS, no distinction will be made with reference to the nature of management of the institution where the previous service was rendered (private/local body/Government etc.) by the concerned incumbent, provided the earlier service rendered was in the same or equivalent level as at present.]

12.   Service Agreement and Fixing of Seniority

12.1   The service of the teachers of the Government-aided Colleges including erstwhile sponsored colleges will be regulated by the relevant provisions of the UGC guidelines, 2010 and statutory provisions of the concerned affiliating Universities/and also rules or regulations notified by Government.

12.2   The self appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/record.

13.   Other Service Conditions

13.1   Teaching Days

The Government-aided Colleges including erstwhile sponsored colleges must adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, foundation day etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays.

Particulars	Number of weeks: 6 day a week pattern
Teaching & learning Process	30 weeks (180 days)
Admissions/ Examinations/ preparation for Examination	12 weeks
Vacation	8 weeks
Public Holidays	2 weeks
Total:	**52 weeks**

13.2   Workload

The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the College for which necessary space and infrastructure should be provided by the College. Direct teaching-learning process hours should be as follows:

Post	Direct Teaching-Learning hours
Assistant professor	16 hours/week
Associate Professor	14 hours/week

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

13.3 **Accountability:**

Promotion in service through Career Advancement Scheme (CAS) as envisaged in the UGC Regulations, 2010, is a well-deserved as well as a coveted benefit for the teachers working in the universities and equivalent academic institutions in the country. No doubt, higher position or rank entails higher responsibility and accountability, and demands a stronger sense of commitment and dedication in the incumbents concerned.

a) Constitution of an Internal Quality Assurance Cell (IQAC) in the line prescribed by the NAAC (National Assessment and Accreditation Council) is compulsory for each Government-aided including erstwhile sponsored colleges in West Bengal. It is emphasized that all the bodies and posts or positions formed/created in the institutions must always remain committed and true to the spirit behind their creation; any undesirable deviation from this has to be promptly and strictly dealt with and rectified by the competent hierarchical authority(ies). All actions or activities performed at any scale and at any level in the academic institutions must have to be buttressed not only on sound logic, but also on proper, honest, practical, rational, and legally and morally defendable basis, viewed in the short, medium as well as long term.

b) Attendance of the teachers in their work-place must be recorded in the appropriate register(s) regularly by noting their arrival and departure times and by mentioning the number of classes allotted and actually taken by them and also by noting the other administrative work, academic work, research work, co-curricular and extra-curricular work etc. done by them on the day in the interest of the institution.

c) At the end of every calendar year, each teacher will have to submit a Self-Assessment Report (SAR) along with signed copies of all supporting documents to the Head of the Institution concerned, where the scores based on API (Academic Performance Indicators) would be calculated by the incumbent teacher himself/herself. These would be subsequently authenticated after necessary verification by the IQAC (Internal Quality Assurance Cell) of the institution. Each such authenticated report (SAR) would be ultimately in the Personal Files of the teachers maintained by the respective office of the Government-aided Colleges including erstwhile sponsored colleges.

d) Though it may sound obvious, still it is emphasized that the active presence of teachers in their work-place (i.e. in the concerned academic institutions) for the full working hours is a basic and primary requirement; any frequent or repetitive failure to do so without legally acceptable reason and proper approval (written/verbal) from the competent authority in the institution would be considered as a serious negligence of duty and also as a bad precedence in society. Apart from carrying out their usual teaching and research assignments, spontaneous and dedicated participation of the teachers is strongly advised in all the jobs assigned to them by the institutional authority for ensuring the smooth running and the fulfillment of the objectives of setting up of the institutions. Institutional authority will keep a proper record (confidential or open) of all the acts of deliberate aberrations from this. Such records of acts of undesirable deviations or aberrations from what is normally expected will be taken serious note of while deciding on the career progression of the teachers.

e) No remunerative private tuition by a Government-aided College including erstwhile sponsored college teacher will be permitted and, apart from any other action to be taken by competent authority in this regard, this practice will be a disability for promotion through CAS.

14.   **On the Refresher Course attendance requirement**

14.1   A teacher's career progression must not suffer simply due to the non-availability or inadequate availability of the Refresher Course(s) in the country in his/her subject of specialization.

14.2   If /when a teacher faces such a scarcity of Refresher Course, he/she may immediately inform the matter in writing through the head of the institution to the Director of the Academic Staff College of the affiliating university and seek a solution after proposing a list of the alternative allied subjects. The Director of the Academic Staff College on verifying the authenticity of the problem and in consultation with the competent authority in the university will prepare and communicate to the concerned teacher an approved list of the alternative allied subjects in which the Refresher courses are readily available for the teacher. The teacher may then choose and attend the Refresher Course most suited to his/her purpose.

15.   **Certain important points on eligibility for CAS promotion:**

15.1   Candidates who fulfill the minimum API scores indicated in **Tables (as applicable) as per Gazette notification no** F.3-1/2009 dt 30.06.2010 should offer themselves for promotion by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates, who do not consider themselves eligible, can also apply at a later date.

15.2   If, however, on final assessment, candidates do not either fulfill the minimum criteria under the prescribed tables or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.

15.3   (i)   If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.

          (ii)   If however, the candidate finds that he/she fulfills the eligibility conditions at a later date and applies on that date and is **s**uccessful, his/her promotion will be effective from that date of eligibility.

          (iii)   lf the candidate does not succeed in the first assessment, but succeeds in a later assessment, his/her promotion will be effective from the later date.

16.   **Superannuation Benefits:**

        Superannuation benefits will be governed by existing relevant rules and Government orders as may be issued from time to time in respect of Govt. aided Colleges including erstwhile Sponsored Colleges..

17.   **Leave Rules:**

        These will be governed by the existing leave rules applicable to the Govt. aided Colleges including erstwhile Sponsored Colleges.

18.   **Code of Professional Ethics:**
Code of professional ethics for teaching and non-teaching staff of Government-aided Colleges including erstwhile sponsored colleges will be governed as per the existing norms/regulations or as may be issued from time to time by the Govt. in Higher Education Department.

19.   **Academic Performance Indicators (API) in recruitment and Career Advancement Scheme (CAS) in respect of Government-aided Colleges including erstwhile sponsored college Teachers.**

This will be governed as per provisions and relevant tables enumerated in the Gazette notification no. F.3-1/2009 dt. 30.06.2010

20.   **Accountability and attendance of Refresher Course in respect of Assistant Librarian/College Librarian /Physical Instructor/Instructress will be guided by the same principles as laid down in this scheme vide point no. 13.3 and 14 above.**

21.   **Anomalies**

The Redesignation and CAS guidelines outlined here have been prepared in the light of the UGC Regulations, 2010. If any particular issue is not specifically dealt with hereunder, the UGC guidelines on that issue will be followed. If any issue arises which is not covered either here or in the UGC Regulations, 2010, the statutory authority of the academic institution concerned, after due consultation with the State Government, will settle the issue. Any difficulty which may arise in implementing the provisions enumerated in these guidelines may be brought to the notice of the State Government for necessary clarification.

                                                                    Joint Secretary

Memo No. ED- 103/2013   Dated, the 18 February 2013

To
All Principals / Teacher-in-Charges of Government aided Colleges including erstwhile sponsored colleges

General guidelines for considering promotion cases of teachers under CAS in Government Aided Colleges
Ref : G.O. No. 920-Edn (CS) dt 31.12.2012 and Gazette Notification No. F.3-1/2009 dated 30.06.2010

1. Re-designation of Reader/ Lecturer (Sel.Gr.) to Associate Professor: College Authority is to forward such cases of re-designation to the Education Directorate with a proposal of fixation of pay in the revised pay band and AGP. Copies of earlier fixations and Governing Body resolutions as per prescribed format are to be enclosed. (Annexure-A)
2. Placement/ promotion cases due on or before 29.06.2010 are to be done as per earlier order [G.O. No. 118-Edn (CS) dated 4.2.1999 read with 390(2)- Edn (CS) dated 5.4.1999].
3. Meetings of the Screening/ Selection Committees are to be convened by the College Authority as per G.O. No. 920-Edn (CS) dated 31.12.2012.
4. Service length requirement for promotion under CAS:
   a. Assistant Professor Stage 1 to Stage 2:
      i. Joined with Ph.D. – 4 years
      ii. Joined with M. Phil. or equiv. degree – 5 years
      iii. Without Ph.D./ M. Phil. – 6 years
   b. Assistant Professor Stage 2 to Stage 3:
      Completed 5 (five) years of service in Stage 2.
   c. Assistant Professor Stage 3 to Stage 4:
      Completed 3 (three) years of service in Stage 3.
5. Counting of Past Service for promotion under CAS: Cases where a teacher wants to count his/her past service towards promotion under CAS, he/she has to move Education Directorate through the College Authority for issuance of a Government Order in that respect as per provisions in the referred G.O.
6. On Orientation/ Refresher Courses: Minimum requirement–
      a. For Stage 1 to Stage 2: One O.C. and one R.C.
      b. For Stage 2 to Stage 3: One R.C. or equiv
      c. For Stage 3 to Stage 4: One R.C. or equiv
7. All concerned are to apply for promotion under CAS in the prescribed proforma (Appendix-II). For Part-B of the proforma, they are requested to see detailed instruction of the PBAS in the Tables at Appendix – I. [Data required from 2010-11 (for Part-B , Category –1 & 2), data required for total admissible assessment period for Category -3]
8. The upward movement from a particular grade to the next higher grade for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions as laid down in the scheme.

Director of Public Instruction, West Bengal

ANNEXURE-A

Governing Body Resolution for Re-Designation/Promotion/Placement to the post of Associate Professor of Sri/Smt/Dr. . . . . .Dated . . . .

As per records it is observed that that Sri/Smt/Dr. . . . . was placed as Reader/Selection Grade Lecturer in the Pre-Revised Scale of Rs.12000 – 18300/- with effect from . . . . .vide D.P.I.'s Memo No. . . . . Dated . . . .(Ph. D. on . . . .).

Further observed that she/he has completed 03(Three) years continuous and satisfactory service on . . . . .as Reader/Selection Grade Lecturer with reference to his/her placement as Reader/ Selection Grade Lecturer in . . . . .in the Pre-Revised Scale of Rs.12000 – 18300/- following existing UGC Regulations,2000.

Resolved that in terms of G.O. No.188-Edn(CS) dated 25. 02. 11 and G.O. No.201-Edn.(CS) dated 28.2.11, and G.O. No.920-Edn.(CS) dated 31. 12. 12, Sri/Smt./Dr. . . . . be placed in the higher pay band of Rs.37400 – 67000/- with AGP of Rs.9000/- with effect from . . . . and be re-designated as Associate Professor of . . . . on completion of 03(three) years continuous and satisfactory service as Reader/Selection Grade Lecturer in . . . . in the pre-revised scale of Rs.12000 – 18300/-.

Resolved further that she/he has/has taken/not taken Extra Ordinary Leave during the period of 03(three) years' service since . . . . to . . . . while she/he was serving as Reader/Selection Grade Lecturer in . . . . and such Extra Ordinary Leave has been granted vide G.B. Resolution dated . . . .

Resolved also that the Principal/TIC/Secretary would take up the matter with the D.P.I., West Bengal by providing with copies of the following in respect of the incumbent duly countersigned by the competent College authority:

   (a) All pay fixation memos
   (b) Detailed leave statement (for last 3 years)

(Signature of the President/Administrator)

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/ Year_____
(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters)   :

2. Father's /Mother's name/
    Husband's name   :

3. Department   :

4. Current Designation & Grade Pay   :

5. Date of last Promotion   :

6. Address for correspondence (with pin
    code)   :

7. Permanent Address (with pin code)   :

    Telephone No.:   Mobile No.
    E-mail:

8. Whether acquired any degrees or fresh academic qualifications during the year:

9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

10. a. Date of Appointment   :

     b. Date of Confirmation   :

11. Past Service, if any   :

     (Please attach specific G.O. for
     counting of past service for
     promotion under CAS)

12. For which position & AGP you are applying under CAS   :

13. Date of eligibility for Promotion   :

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/ grade
BA/B.Sc./ B.Com.				
MA/M.Sc./ M.Com.				
Other examination, if any				

15. Research Degree(s):

Degree	Name of the University	Date of award	Title
M. Phil.			
Ph. D./D. Phil.			
D.Sc./ D. Lit.			

16. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of pay

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Incumbent

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC   **Signature of the Principal/TIC**
Date: Date:
Seal: Seal:

Part B: Academic Performance Indicators (API)
(Please see detailed instruction of the **PBAS-I** proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(ia) Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

Sl. No.	Course/Paper	Level	Mode of teaching*	Class allotted as per schedule	% of classes taken as per documented record	API Score

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

(ib) Lectures and other teaching duties in excess of UGC norms

	CALCULATION OF API SCORE FOR I(i) ABOVE	API Score
a)	Classes taken (**Maximum 50** for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
b)	Teaching load in excess of UGC norms/ Special Lectures/ Classes taken at the study centre located in the District other than Kolkata (**Max score - 10**)	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Score
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)**					

(iii) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.

(a) Updating of Courses/Curriculum Design: 5 per course – Max 10

(b) Participation/Innovative – Interactive courses: 5

(c) Participn./Innovative – Learning Modules: 5   Max 10

(d) Participn./Innovative – Case Studies prepared: 5

(e) Use of ICT or Computer-aided methods – ppt: 5

(f) Use of ICT – Multi-media/Simulation etc: 5   Max 10

(g) Dev/Teaching Remedial/Bridge Courses: 5 each   Max 10

(h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each   Max 10

(i) Special Programs in Phys.Edn./Library: 5 each   Max 10

(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10

(k) Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching:

Workshop/Training - 10 points; Popularization program - 5 points

Sl. No.	Short Description (in terms of items) as listed above	API Score
	(**Max API Score : 20**) Total Score:	

(iv) Examination duties Assigned and Performed

(a) Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 20 [100% compliance]

(b   Internal/Continuous Assessment work as allotted-10 [100% compliance];

(c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

Sl. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out(%)	API Score
	(**Max API Score : 25**)			

CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

Sl.No.	Type of Activity	Average Hrs/week	API Score
	(I)Extension, Co-curricular & field based Activities (5 points each)		
	a) Field Study/Ed. Tours/ Placement: 5 each Max 10		
	b) NSS/NCC/NSO etc: each activity 10 points Max 10		
	c) Student/Staff Sports Campus Publication etc: (dept level 2 points, Instn level 5 points) Max 10		
	d) Community work (Env, Hum. Rights, Scientific temper, Peace/Relief etc): Max10		
	(**Max API Score : 20**)		
	(II) Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	a) Governance Responsibility (PG/IQAC/NAAC coordinator/Bursar / Warden etc.): Max 10		
	b) Academic/Administrative Committees like Admission /Campus Dev/ Library Comm 5 each Max 10		
	c) Student Welfare/Placement / Counseling/ Discipline 5 each Max 10		
	d) Conf Organization/Chair Secretary/Treasurer (I) International: 10 (II) National/Reg: 5 (III) Member: 1 each		
	(**Max API Score : 15**)		
	(III)Professional Development Activities		
	a) Member in Professional Committees (I)National 3 (II) State 2 ; Max 10		
	b) Participation in Conf/Seminars Without paper: 2 each ; Max 10		
	c) Short-term Courses/ Training less than a week: 5 each Max 10		
	d) Membership/Participation in State/ Central Bodies/Committees: 5 each Max 10		
	e) Newspaper/Magazine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10		
	(**Max API Score : 15**)		
	Total Score (I + II +III) (**Max : 50**)		
	Minimum API Score required - 15		

CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

A)   (i) **Published Papers in Journals**
API Score – Category 1- Refereed   – 15/publication
Category 2- Non-Refereed – 10/publication

Sl. No.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-author	Whether you are the main author	API score

A) (ii) **Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book [for Art/Music College]**

API Score – Category 1 – 15

Category 2 – 10

Sl.No	Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E-book version or Brochures	Company/ Agency/ Instt Name (Including TV/Radio etc)	Categorization I. International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums)	Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commen-dations/ etc)	No of Co-performer or Co-authors (10 each)	Whether you are the Solo artist/ performer (15 each)	API Score

B (i) Articles/ Chapters published in Books

API Score (Per Art/Chap) Category 1: International Publisher –   10

Category 2: National/ State/ Central/ Societies Publisher   – 5

Category 3: Subject books by other/ Local Publisher   – 3

Category 4: Chapters in Knowledge-based Volumes   – 5

ii) Full papers in Conference Proceedings

Sl. No.	Title with page no.	Book title, editor & publisher	ISSN/ISBN No. (Or, Renowned publishers) See Cat 1-4 as above for scores	Whether peer reviewed.	No. of Co-author	Whether you are the main author	API score

Conf. proceedings as full paper: 1 International Conference - 10/publication

2 National   - 7.5/each

3 Regional/State level – 5/ each

4 Local- Univ./College level – 3/each

Sl. No.	Title with page no.	Details of Conference Publication	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API score

iii)Books published as single author or as editor

API Score – Category 1 Text/Reference Books by International Publisher– 50

Category 2 Text/Reference Books by National/Soc/Univ Publ – 25

Category 3 Subject Books by Other/Local Recognized Publ – 15

Sl. No.	Title with page no.	Type of Book, & authorship	Publisher & ISSN/ ISBN No. (I. International II. National III. Regional)	Whether peer reviewed.	No. of Co-author	Whether you are The main author	API score

(iv) Solo Performance/Exhibition as an Artist on invitation

API Score – Cat. I /International – 50
Cat. II /National – 25
Cat. III /Regional – 15

Sl.No	Title of Programme/ Exhibition with details of venue	Organized or Sponsored by Institution/ Company/ Agency, incl AIR/TV etc	Categorization – (I) International/ (II) National/ (III) Regional	Whether peer-reviewed/ Impact	No of Co-artists or Performers	Whether you are the Solo artist/ performer	API Score

C) Ongoing and Completed Research Projects and Consultancies

API Score for **Projects-**
Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5 lakhs +): 20
Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3 lakhs +): 15
Cat III: (Sc -Rs 0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+): 10
Other approved projects of Univ/Other agencies : 5

API Score for **Consultancies**–
(Sc -Rs 10 lakhs+ Non-Sc: Rs 2 lakhs +): 10

API Score for **Quality Evaluation**–
Major (Completed) Project Eval: 20
Minor (Completed) Project Eval: 10

C .(i) & (ii) Ongoing Projects/ Consultancies

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	API score

C.(iii) & (iv) Completed Projects/ Consultancies

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	Whether policy document. Patent as outcome	API score

D) Research Guidance

         (i) Degree-oriented: API Score – Ph.D. awarded – 10; Ph.D. Submitted – 7;
                                  M.Phil. awarded – 3;
         (ii) Non-Degree Products: API Score – Post-Doctoral – 7; National Scholar – 5;
                                  Guidance to Scholars & Master's level – 3;

Sl. No.	Number enrolled	Thesis submitted	Degree awarded	API score
Non-Degree products				
M.Phil. or equivalent				
Ph.D. or equivalent				

E) (i) Training Courses, Teaching-Learning –Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)

                                Cat I : (Not less than two week duration): 20
                                Cat II : (Not less than one week duration): 10

Sl. No.	Programme	Duration	Organized by	API Score

E)(ii) Papers presented in Conferences, Seminars, Workshops, Symposia

                      API Score – Category 1 International – 10
                                Category 2 National   – 7.5
                                Category 3 Regional   – 5
                                  Category 4 Local   – 3

Sl. No.	Title of the paper presented	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score

E)(iii) Invited lectures/ Chairing the session or presentation for conferences/symposia etc.

API Score – Category 1 International   – 10
     Category 2 National   – 7.5
     Category 3 Regional /State level   – 5
     Category 4 Univ/Endowment Lect – 3

Sl. No.	Title of the Lecture/ Academic session	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score

IV. Summary of API scores

	Criteria	Last 3 / 4 / 5 / 6 academic years						Total- API score for assessment period	Annual Average API Score for Assessment period
I	Teaching, learning Evaluation related Activities								
II	Co-curricular, Extension and Professional Development related Activities								
	Total (I+II)								
III	Research and Contributions								

Signature of the incumbent with   Signature of the Coordinator   Signature of the Principal/ TIC
designation and date   IQAC with Seal   with date and Seal

Part C: For use of the Screening/ Selection Committee

Name of the College:

Date of the Meeting: Venue:

Name of the Incumbent: Shri/Smt/Dr.

Present designation: Assistant Professor (Stage 1/ Stage 2/ Stage 3) of ……………………….

Date of joining:

Date of award of Ph.D./ M. Phil. :

Scale of Pay: ₹ 15600-39100/- with AGP of ₹ 6000 / 7000 / 8000

Designation after promotion: Assistant Professor (Stage 2 / Stage 3) /Associate Professor (Stage 4) Scale of Pay: ₹ 15600-39100/- or ₹ 37400-67000/- with AGP of ₹ 7000 / 8000 / 9000

Date of effect:

Score for Interview (for Stage 3 to Stage 4) [F.M. 20] :

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/ Stage 2/ Stage 3) to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012   for promotion under CAS , the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ₹ 7000 / 8000 / 9000 with effect from …………… .

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ₹ 7000 / 8000 / 9000 with effect from …………………….. and the same would be reverted to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant for any reason whatsoever.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)

Signature of the Expert with Date and Seal
(*Nominated by the VC of the affiliating University*)

Signature of Govt. Nominee with Date and Seal
(*Nominated by the DPI, West Bengal*)

Signature of the Principal/ TIC of the College with Date and Seal

Part D: For use of the Governing Body/ Administrator of the College

The Governing Body in its meeting held on   … … … ….   resolved that on the basis of the recommendation made by the Screening/ Selection Committee constituted for the purpose of considering the matter of promotion under CAS, Shri/ Smt/ Dr. ………… ……… …. .. .. ………. ……. of the Department of ……………………   of this College be promoted to the post of Assistant/ Associate Professor in the scale of pay of ₹ 15600 - 39100/- or ₹ 37400 - 67000/- with AGP of ₹7000 / 8000 / 9000 with effect from …………………

It is also resolved that the post held by Shri/ Smt/ Dr. ………… ……… …. .. .. ………. be upgraded to the post of Assistant/ Associate Professor in the scale of pay of ` 15600-39100/- or ` 37400-67000/- with AGP of ` 7000 / 8000/ 9000 and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal / T.I.C/ Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

i. All Pay Fixation memos countersigned by the Principal/T.I.C..

ii. Year wise detailed leave statement countersigned by the Principal/T.I.C.

Date: Signature of the President/ Administrator
                                                                  Seal:

APPENDIX –I

TABLE 1

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF COLLEGE TEACHERS

PBAS-I: Applicable for Teachers of the Colleges

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's / Academic's self assessment, APl scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum APl score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/ selection committee.

Universities will be required to detail the activities and in case institutional specificities require, adjust the weighatges, without changing the minimum total API score required under this category.

SL. No	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Exam duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	Total Score	**125**
	Minimum APl Score Required	**75**

CATEGORY 2:   CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self- assessment, category 2 APl scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum APl required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a numbers of items , whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum APl score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and APl scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total APl score required under this category.

Sl.No	Nature of Activity	**Maximum Score**
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department Institution through participation in academic and administrative committee and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles (other than those included in Category 3)	15
	Total Score	**50**
	Minimum APl Score Required	**15**

CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self- assessment, APl scores are proposed for research and academic contribution. The minimum APl score required by teachers from this category is different for different levels of promotion. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/ selection committee.

Sl.	APIs	Faculties of Science	Faculties of Arts/Humanities/Social Science/Commerce/ Management/ Library Science	Maximum points for College teachers
3.A	**Research papers published in**	Refereed Journal*	Refereed Journal*	15/ publication*
		Non-refereed but recognized and reputable journals and periodicals, media having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, media having ISBN/ISSN numbers	10/ publication*
		Conference proceedings as full papers etc. (Abstracts not be included)	Conference proceedings as full papers etc. (Abstracts not be included)	10/ Publication*
3.B	**Research publications, books other than refereed articles**	Text or Reference Books published by International Publishers with an established peer review system	Text or Reference Books published by International Publishers with an established peer review system	10/ Publication*
		Subject Books by National level publishers/ State level and Central Govt. publications with ISBN/ISSN numbers	Subject Books by National level publishers/ State level and Central Govt. publications with ISBN/ISSN numbers	25/ sole author, and 5/ chapter in edited books
		Subject Books by other local publisher with ISBN/ISSN number	Subject Books by other local publisher with ISBN/ISSN number	15/ sole author and 3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10/ chapter
		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of	Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and	5/ chapter

		national and international directories	international directories	
3.C	**Research Projects**			
3.C	Sponsored Projects carried	a)Major projects amount mobilized with grants above Rs.30lakhs	a)Major projects amount mobilized with grants above Rs.5lakhs Major	20/ project
		b) Major projects amount mobilized with grants above Rs.5lakhs up to Rs.30lakhs	b) Major projects amount mobilized with grants above Rs.3lakhs up to Rs.5lakhs	15/ project
		c)Minor projects amount mobilized with grants above Rs.50000/- up to Rs.5lakhs	c)Minor projects amount mobilized with grants above Rs.25000/- up to Rs.3lakhs	10/ project
3.C	Consultancy projects carried out/ ongoing	Amount mobilized with minimum of Rs.10lakhs	Amount mobilized with minimum of Rs.2lakhs	10/every Rs.10lakhs and Rs.2lakh respectively
3.C	Completed projects: Quality evaluation	Completed project Report (acceptance from funding agency)	Completed project Report (acceptance from funding agency)	20/major project and 10/ minor project
3.C	Project outcome/ outputs	Patent/ Technology transfer/ product/ process	Major policy document of Govt. Bodies at Central and State level	30/ national level or patent/ 50 for international level
3.D	**Research Guidance**			
3.D	M.Phil	Degree awarded only	Degree awarded only	3/ candidate
3.D	Ph.D	Degree awarded	Degree awarded	10/ Candidate
		Thesis submitted	Thesis submitted	7/ Candidate
3.E	**Training Courses and Conferences/ Seminar/ Workshop papers**			
3.E	a)Refresher courses, Orientation Course, Methodology workshops, Training, teaching-Learning	a)not less than two weeks duration	a)not less than two weeks duration	20 each
		b)one week duration	b)one week duration	10 each

	evaluation Technology programmes, Soft Skills development programmes, Faculty Development programme			
3.E	Paper in Conferences/ Seminars#/ Workshops*** etc.	Participation and presentation of research paper (poster or oral) in a)International Conference b)National Conference c) Regional/ State level d)Local-University/ college	Participation and presentation of research paper (poster or oral) in a)International Conference b)National Conference c) Regional/ State level d)Local-University/ college	a)10 each b)7.5 each c)5 each d)3 each
3.E	Invited lectures/ Chairing the session or presentation for conferences/ symposia	a) International b) National	a)International b)National	a)10 each b)5 each

- Wherever relevant to any specific discipline the API score for paper in refereed journal would be augmented as follows:
i) Indexed journal – by 5 points, ii)Papers with impact factor 1 and 2 by 10 points; iii) papers with impact factor between 2 and 5 by 15 points; iv) papers with impact factor between 5 and 10 by 25 points.

*Points divided by number of authors
***If a paper presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the publication {3.A} and not under presentation {3.E (ii)}.
#Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

Note:

1. **The API for joint publications will have to be calculated in the following manner:**
    Of the total score for the relevant category of publication by the concerned teacher, the first/ Principal author and the corresponding author/ supervisor/ mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

2. **Weightage to be given in case of non-accredited departmental/ in-house journal**:
    A paper published in an unaccredited Departmental Journal or in other type of in-house journal will get 50% of weightage allocated for a paper published in an ISSN/ISBN accredited journal.

3. **Regarding jointly undertaken research projects:**
    For research projects carried out jointly, the Principal Investigator (PI) will be credited with 60% marks, while the rest 40% will be divided equally among the Co-PIs. Copies of the relevant page/s from the original project application and the final Project Report showing the name(s) of the research investigator(s) have to be enclosed.

4. **Seminar attendance as listener only:**
    For the teacher's attending of academic Seminars/ Conferences etc. for the purpose of updating of personal knowledge only (without presenting any paper or poster), no credit will be given if such attendance coincided with working days in the academic institution. But if such attendance in seminar took place during holidays or vacations, one-fourth of the credit meant for presenting a paper or poster would be given. Proper proof (s) must be made available for availing of this credit.

TABLE 2

MINIMUM APIs AS PROVIDED IN APPENDIX-I (Table 1) TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN COLLEGES (UG & PG), AND WEIGHTAGES FOR EXPERT ASSESSMENT

	Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)
I. Teaching-learning, Evaluation Related Activities (Category 1)	75/Year	75/Year	75/Year
II. Co-curricular, Extension and Profession related activities (Category 2)	15/Year	15/Year	15/Year
III. Minimum total average annual Score under Categories 1 and 2*	100/Year	100/Year	100/Year
IV. Research and Academic Contribution (Category 3)	10/Year (40/assessment period)	20/Year (100/assessment Period)	30/Year (90/assessment period)
Expert Assessment System	**Screening Committee**	**Screening Committee**	**Selection Committee**
V. Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	20% - Contribution to Research 60% - Assessment of domain knowledge and teaching practices. 20 % - interview performance

* Teachers may score 10 points from either Category 1 or Category 2 to achieve the minimum score required under Category 1 + 2

Note: Stages 1, 2, 3 and 4 correspond to scales with AGP of Rs. 6000, 7000, 8000 and 9000 respectively.

TABLE 3
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN COLLEGES

SL.No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed <u>four</u> years of service with Ph.D. or <u>five</u> years of service who are with M.Phil/PG Degree in Professional Courses such LLM, M.Tech., M.V.Sc., MD etc. or <u>six</u> years of service without Ph.D/M.Phil / PG Degree in Professional Courses	i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms Provided. ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration. iii) Screening cum Verification process for recommending promotion.
2	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms Provided. (ii) One course / programme from among the categories of refresher courses/ methodology workshop/Faculty Development Programme of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided. ii) At least three publications in the entire period as Assistant Professor (twelve years). iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology iv) A selection committee process as stipulated in this regulation.

GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION, SCIENCE & TECHNOLOGY
AND BIOTECHNOLGY DEPARTMENT
(C. S. BRANCH)
BIKASH BHABAN, SALT LAKE
KOLKATA-700091

No. 1373–Edn (CS)/5P-52/98   Date: 07.12.2017

NOTIFICATION

Consequent upon the Notification of the University Grants Commission's (4th Amendment) Regulations published vide Number F.1-2/2016 dated 11.07.2016, and in continuation of the Department's Order vide No. 920-Edn(CS) dated 31.12.2012, the matter regarding adoption of the Regulations was under active consideration of this Department for sometime past.

After careful consideration of all the aspects in this regard, the Governor, in exercise of the powers conferred by section 18 of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, has now been pleased to direct that the teachers and librarians of Government-aided Colleges in West Bengal, who come under the administrative jurisdiction of this Department, shall be guided by the Career Advancement Scheme (CAS) detailed in the Annexures to this notification.

In this connection, the Governor is further pleased to direct that if the assessment period of any incumbent for the purpose of Career Advancement falls under both the UGC's Regulations, 2010 and Regulations 2016, then for the purpose of computation of API score, the period prior to issuance of this notification shall be guided by the Department's Order vide No. 920-Edn(CS) dated 31.12.2012 and all corresponding orders issued in this regard, and for the period falling after the date of issuance of this Notification shall be guided by the scheme provided in the Annexures to this notification.

This notification shall take immediate effect from the date of its issuance.

By Order of the Governor,

SD/-
(Madhumita Ray)
Secretary
Government of West Bengal

To G.O. No. 1373–Edn (CS) dated 07.12.2017

Guidelines and terms and conditions towards Career Advancement Scheme subject to fulfillment of required API scores as prescribed in the UGC Regulations (4th Amendment) 2016 for the teachers, librarians of Government-aided Colleges in West Bengal.

APPENDIX – III: TABLE I

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR IN COLLEGES.

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category	Nature of Activity	Assistant Professor		Associate Professor	
		Max.	Actual Score	Max.	Actual Score
I	a. Direct Teaching	**70**	Actual hours spent per academic year ÷7.5	**60**	Actual hours spent per academic year ÷7.75
	b. Examination duties (question paper setting, Invigilation, evaluation of	**20**	Actual hours spent per academic year ÷10	**20**	Actual hours spent per academic year ÷10

	answer scripts) as per allotment				
	c. Innovative Teaching – learning methodologies, updating of subject contents/courses, mentoring etc.	**10**	Actual hours spent per academic year ÷10	**15**	Actual hours spent per academic year ÷10

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practical /Project Supervision/Field Work.

2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.

3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively 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.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Category II	Nature of Activity	Maximum API Score	Actual Score
a.	Student related co-curricular, extension and field based activities (i) Discipline related co-curricular activities (e.g. remedial classes, career	15	Actual hours spent per academic year ÷10

	counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)		
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷10
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷10

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 universities and colleges. 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.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals	Other Reputed Journals as	10 per

		as notified by the UGC#	notified by the UGC #	Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author
		Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	15 per Book for Single Author
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	International -10 per Chapter National – 5 per Chapter
III (C)	**RESEARCH PROJECTS**			
III (C) (i)	Sponsored Projects:	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project

		(c) Minor Project with grants above Rs. 1 lakh up to Rs.5 lakhs	Minor Project with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 10 lakhs and Rs. 2 lakhs
III (C) (iii)	Projects Outcome/ Outputs	Patent/Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO /UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	**RESEARCH GUIDANCE**			
III (D) (i)	M. Phil.	Degree awarded	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III (E)(i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award/Fellowship from academic bodies/Associations	15 per award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/ Associations	10 per award / 10 per Fellowship
		State/University level award from academic bodies	State/University level award from academic bodies/ Associations	5 per award
III (E)(ii)	Invited lectures/ papers	International	International	7 per lecture /5 per paper presented
		National level	National level	5 per lecture /3 per paper presented
		State/University level	State/University level	3 per lecture /2 per paper

			presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III (F)	Development of e-learning delivery process/material		10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journal subject wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journal approved from the list, by the UGC Standard Committee shall be included "List of Journal" notified by the UGC.

APPENDIX - III TABLE - II (A)

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period

III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period
IV	Expert Assessment system	Screening cum evaluation committee	Screening Cum evaluation committee	Selection Committee
	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

APPENDIX-III - TABLE: III

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN COLLEGES

Sl.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ Equivalent cadres from Stage 1 to Stage2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in	(i) Minimum proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher course/ Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.

		Professional courses	
2.	Assistant Professor/equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning -Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).

APPENDIX- III TABLE VII

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS).

Direct Work load and weightage to be given to different levels of Librarians

	Direct working hours per week	**Direct working hours per week**
Assistant Librarian/College Librarian (Stage 1 to 2 & Stage 2 to 3)	40	100
Assistant Librarian / College Librarian (Stage 3 to 4)	36 + 4*	90

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization

and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and

(c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.

CATEGORY-I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

Nature of Activity	Assistant Librarian/College Librarian (Stage 1 to 2 & Stage 2 to 3)		Assistant Librarian/College Librarian (Stage 3 to 4)	
	Max. Score	Actual Score	Max. Score	Actual Score
a) Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points) Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. (15 Points) User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest	70	Actual Score (Actual hours spent per Academic Year ÷20)	60	Actual Score (Actual hours spent per Academic Year ÷20)

learning resources, etc. (15 Points)				
b) ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools(software), Intranet management	**15**	Actual Score (Actual hours spent per Academic Year ÷10)	**15**	Actual Score (Actual hours spent per Academic Year ÷10)
c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	**15**	Actual Score (Actual hours spent per Academic Year ÷10)	**15**	Actual Score (Actual hours spent per Academic Year ÷10)

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the Librarian Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian/College Librarian (Stage 3) to Assistant Librarian / College Librarian (Stage 4).

Nature of Activity	Maximum API Score	Actual Score
a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15	Actual hours spent per academic year ÷10
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷10

			15	Actual hours spent per academic year $\div 10$
c) Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)				

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. 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 Librarian/College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian/College Librarian (Stage 3 to Stage 4).

Category	Activity	University/College Librarian	Maximum score*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author
		Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	15 per Book for Single Author
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	International-10 per Chapter National – 5 per Chapter
III (C)	**RESEARCH PROJECT**		
III (C) (i)	Sponsored Projects:	(a) Major Projects with grants above Rs. 5 lakhs	20 per Project

		(b) Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project
		(c) Minor Project with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.. 2 lakhs	10 for every Rs. 2 lakhs
III (C) (iii)	Projects Outcome/ Outputs	Major policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./ Local bodies prepared	Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	**RESEARCH GUIDANCE**		
III (D) (i)	M. Phil.	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	15/10 per candidate
III (E)			
III (E)(i)	Awards / Fellowship	International Award/Fellowship from academic bodies	15 per Award/15 per Fellowship
	Awards / Fellowship	National Award/Fellowship from academic bodies/ association	10 per Award/10 per Fellowship
	Awards / Fellowship	State/University level award from academic bodies/ association	5 per Award
III (E)(ii)	Invited lectures/ papers	International	7 per lecture/ 5 per paper presented
		National level	5per lecture/3 per paper presented
		State/University level	3 per lecture/2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III (E)(iii)	Development of e-learning delivery process/material		10 per module

∗ Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the

First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journal subject wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journal approved from the list, by the UGC Standard Committee shall be included "List of Journal" notified by the UGC.

APPENDIX - III TABLE - VII (A)

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

MINIMUM APIₛ FOR THE CAREER ADVANCEMENT SCHEME (CAS) OF PROMOTION OF FOR PROMOTIONS OF ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN COLLEGES

Category	Activity	Assistant/ College Librarian: (Stage 1 to Stage 2)	Assistant/ College Librarian: (Stage 2 to Stage 3)	Assistant/ College Librarian (Stage 3 to Stage 4)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period
	Expert Assessment system	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20% - Interview performance

* One may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

APPENDIX-III - TABLE: IX

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN COLLEGES

SN	Promotion of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Librarian/College Librarian to Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (Stage 1 to Stage 2	Assistant Librarian/College Librarian completed four years of service in Stage 1 with Ph. D or five years of service in Stage 1 with Ph.D or five years of service with M.Phil or six years of service without Ph.D./M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII(A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale)/College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provide in Table VIII(A) of Appendix III for Librarian Cadres in universities and for college Librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) (stage 3 to stage 4)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (selection Grade) with three years of completed service in stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix- III Three publications over 12 years. In Colleges, a exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph.D. holders. (ii) Additionally one course/training under the categories of Library automation/Analytical tool Development for Academic documentation. (iii) A selection committee process as stipulated in the regulation and in Tables VIII(A).

Note: The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

A format for Annual Self-Assessment for the performance Based Appraisal System (PBAS) in respect of Teachers is annexed for ready references to frame the same for Assistant/College Librarian in Colleges.

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ANNEXURE (B)

To G.O. No. 1373–Edn (CS) dated 07.12.2017

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.

Annual Self-Assessment for the performance Based Appraisal System (PBAS)
Session/ Year_____
(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters)   :
2. Father's /Mother's name/
   Husband's name   :
3. Department   :
4. Current Designation & Grade Pay   :
5. Date of last Promotion   :
6. Address for correspondence   :
   (with pin code)
7. Permanent Address   :
   (with pin code)
   Telephone No.:
   E-mail:
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

10. Date of Appointment   :
11. For which position & AGP you are applying under CAS   :
12. Date of eligibility for Promotion   :
13. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/ grade
BA/B.Sc./ B.Com.				
MA/M.Sc./ M.Com.				
Other examination, if any				

14.   Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil			
Ph.D/ D.Phil			
D.Sc./ D.Lit			

15.   Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of pay

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Co-ordinator, IQAC   Signature of the Principal/TIC
Date: Date:
Seal: Seal:

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) Direct teaching (16/14) hours per week as applicable) including L e c t u r e s , T u t o r i a l s , Practical, Project Supervision and Field work

Sl. No.	Course/Paper	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.)	API Score
	Maximum API Score : i) Assistant Professor Stage I : 70 ii) Assistant Professor Stage II : 70 iii) Assistant Professor Stage III: 70					

* **Lectures, T u t o r i a l s , Practical, Project Supervision and Field Work**

- **W o r k l o a d a s p e r U G C R e g u l a t i o n s 2 0 1 6 :**

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment

Sl. No.	Type of Examination Duties	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score

	Maximum API Score :
	i) **Assistant Professor Stage I :**
	       20
	ii) **Assistant Professor Stage II :**
	       20
	iii) **Assistant Professor Stage III :**
	       20			

(c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.

- (a) Updating of Courses/Curriculum Design:
- (b) Participation/Innovative – Interactive courses:
- (c) Participn./Innovative – Learning Modules
- (d) Participn./Innovative – Case Studies prepared:
- (e) Use of ICT or Computer-aided methods – ppt:
- (f) Use of ICT – Multi-media/Simulation etc:
- (g) Dev/Teaching Remedial/Bridge Courses:
- (h) Dev/Teaching Soft skill/Communication/Personality Dev:
- (i) Special Programs in Phys. Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
- (k)   Organizing & cond. of popular Prog.   /Teaching Web-based/E-Library/IT-asst teaching:

Sl. No.	Short Description (in terms of items) as listed above	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷10)	API Score

	Maximum API Score :
	i) **Assistant Professor Stage I :**
	        10
	ii) **Assistant Professor Stage II :**
	        10
	iii) **Assistant Professor Stage III :**
	        10			

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):

i)	Stage I to II	80/ Year
ii)	Stage II to III	80/Year
iii)	Stage III to IV	75/Year

CATEGORY 2 : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

Sl.No.	Type of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷10)*	API Score
(a)	**Student related Extension, Co-curricular & field based Activities**			
	i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)			
	ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.)			
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars			
	(**Max API Score : 15**)			
(b)	**Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)**			
	i)) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge)			

	iii) Participation in Board of Studies, Academic and Administrative committees			
	(**Max API Score : 15**)			
(c)	**Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)**			
	(**Max API Score : 15**)			
	*For all categories of Teachers (Assistant/Associate) Total Score (a + b +c) (**Max : 45**)			

Minimum API Score for CATEGORY II, required to be assessed cumulatively –

i)	Stage I to II	50/Assessment Period
ii)	Stage II to III	50/Assessment Period
iii)	Stage III to IV	50/Assessment Period

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:

Minimum API Score for CATEGORY III, required to be assessed cumulatively –

i)	Stage I to II	20/Assessment Period
ii)	Stage II to III	50/Assessment Period
iii)	Stage III to IV	75/Assessment Period

III (A) Research Papers Published in

- **Refereed Journals as notified by UGC in 'List of Journals' – 25/publication**

-**Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication**

Sl. No.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer Reviewed. Impact factor, if any	No. of Co-author	Whether you are the main author	API score

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University :20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University :
             International -10 per chapter
             National – 05 per chapter

Sl. No.	Title of the publication with page no. and year of publication	Name of the of publisher	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API score

III (C) RESEARCH PROJECTS

III (C) (i) Sponsored Projects:
   (a)Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts)   - 20 per project
   (b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project
   (c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

Sl. No.	Title of the Major /Minor Project	Sponsoring Agency	Period	Grant/ Amount mobilized	API score

III (C) (ii) Consultancy Projects:

Amount Mobilized with a minimum of Rs.10 lakhs(Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs

Sl. No.	Title of the Consultancy Project	Agency	Period	Grant/ Amount mobilized	API score

III (C) (iii) Projects outcome/outputs

- **API score:**
  Patent / Technology transfer / Product/Process **(for Science)-**
  International level output--30 / each output
  National level output--- 20/each output

(a) For Science: Patent / Technology transfer / Product/Process:

Sl. No.	Details of the Patent / Technology transfer / Product/Process	Date and year of acceptance of the patent/Technolo	National /International	API score

(b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies

- Major Policy document prepared for International bodies like
  WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies
  (for Arts)—
  - a) Major Policy document prepared for International bodies-30
  - b) Central Government-20
  - c) State Government --10
  - d) Local Bodies---05

Sl. No.	Title of Major Policy document prepared	Date and year of acceptance of the Major Policy documents	Name of the body for which the policy was prepared	International/ National/Central Govt./State Govt./Local Bodies.	API score

III(D) Research Guidance

API Score – (i) Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per

candidate

(ii)M. Phil   Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/

candidate.

Sl. No.	Number enrolled	Degree awarded	Thesis Submitted	API score
	M.Phil. or equivalent			
	Ph.D.or equivalent			

III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

(III)E.(i) Fellowship /Award :

a) International Award/Fellowship from academic bodies- 15/award & 15 / fellowship

b) National Award/Fellowship from academic bodies- 10/award & 10   / fellowship

c) State /University level Award from academic bodies- 05/award

Sl. No.	Title of the Award /Fellowship	International /National/ State /University level	Name of the ward or Fellowship awarding Academic Body	Date &Year of achievement of Award/Fellowship	API Score

III)E.(ii) Invited Lectures/papers.

a)International-7/lecture or 5/paper presented
b) National-5/lecture or 3/paper presented
c)State /University level-3 /lecture or 2/paper presented

Sl. No.	Title of the invited lecture /paper presented	Title of Conference/ Seminar with date	Organized by	Whether International/ National/State or University level	API score
	Total* :				

*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

i)	Stage I to II	04/Assessment Period
ii)	Stage II to III	10/Assessment Period
iii)	Stage III to IV	15/Assessment Period

III(F) Development of e-learning delivery process /material

API score -10/ Module

Sl. No.	Title of the Module	Course/Paper for which the module was prepared	Year and Date of presentation	API Score

*Minimum total API scores required for promotion under CATEGORY I +

CATEGORY II*:

i)	Stage I to II	90/Assessment Period
ii)	Stage II to III	120/Assessment Period
iii)	Stage III to IV	150/Assessment Period

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III

IV. Summary of API scores: Name of the applicant: **Subject:**

	Criteria	API Score for previous 3 / 4 / 5 / 6 academic years as applicable for specific proposed stage of promotion *from Stage I/II/III to Stage II/III/IV.*					Total-API score for assessment period	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee)
I	**CATEGORY I:** Teaching, learning and evaluation related activities **(to be assessed yearly)**							
II	**CATEGORY II:** Co- curricular, extension and professional development related activity **(to be assessed cumulatively for assessment period)**							
III	**CATEGORY III:** Research and Academic Contributions **(to be assessed cumulatively for assessment period)**							
II + III	**Total API score (Category II + Category III)/ Assessment Period)**							
	Signature of the incumbent	*Signature of the Coordinator, IQAC with date and Seal*					*Signature of the Principal /TIC / OIC with date and seal*	
	Date of Screening Committee / Selection committee and Venue	*Date:*					*Venue:*	
	Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion	• *Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strike out which are not applicable)* • *Date of effect*						
	Signature of the Principal/TIC/OIC with date and seal	*Signature of the DPI Nominee with date and seal*			*Signature of the Subject Expert/s with date and seal*		*Signature of the Subject Expert/s with date and seal*	

SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4th AMENDMENT)

- **Date of Screening Committee / Selection committee :**
- **Venue:**
- **Name of the applicant:**   **Subject:**

- **Date of RC/OP/ WORKSHOP :**

Assessment period						
API score up to 06.12.2017			**API score w.e.f 07.12.2017**			
		API (A)		**API (B)**	**Total API score in Assessment period (A +B)**	**Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor)**
CAT I	**CATEGORY I:** Teaching, learning and evaluation related activities **(to be assessed yearly)**		**CATEGORY I:** Teaching, learning and evaluation related activities **(to be assessed yearly)**			
CAT II	**CATEGORY II:** Co-curricular, extension and professional development related activity (**to be assessed yearly)**		**CATEGORY II:** Co-curricular, extension and professional development related activity (**to be assessed cumulatively for assessment period**			

CAT III	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)		CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period			
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion			**Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strikeout which are not applicable)** • **Date of effect**			
Signature of the Principal/TIC/OIC with date and	**Signature of the DPI Nominee with date and seal**		*Signature of the Subject Expert/s with date and seal*	*Signature of the Subject Expert/s with date and seal*		

Part C: For use of the Screening/ Selection Committee

Name of the College:

Date of the Meeting: Venue:

Name of the Incumbent: Shri/Smt/Dr.

Present designation: Assistant Professor (Stage 1/ Stage 2/ Stage 3) of ……………………….

Date of joining: Awarded Ph. D. on:

Date of Confirmation:

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. 6000 / 7000 / 8000

Designation after promotion: Assistant Professor (Stage 2 / Stage 3) /Associate Professor (Stage 4) Scale of Pay: Rs. 15600-39100/- or Rs. 37400-67000/- with AGP of Rs. 7000 / 8000 / 9000

Date of effect:

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]:

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/ Stage 2/ Stage 3) to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. ……… dated ………….. for promotion under CAS , the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ` 7000 /

8000 / 9000 with effect from

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ` 7000 / 8000 /

9000 with effect from …………………….. and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal   Signature of the Expert with Date and Seal

(*Nominated by the VC of the affiliating University*)   (*Nominated by the VC of the affiliating University*)

 Signature of Govt. Nominee with Date and Seal   Signature of the Principal/ TIC of

(*Nominated by the DPI, West Bengal)*   College with Date and Seal

Part D: for use of the Governing Body / Administrator of the College

The Governing body in its meeting held on ………. Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, Sri/Smt./Dr…………………….. of the Department of ……………… of this college be promoted to the post of Assistant/ Associate Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 with effect from ……………….

It is resolved that the post held by Sri/Smt./Dr. …………… be upgraded to the post Assistant/ Associate Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/TIC/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

   i.   All Pay Fixation memos countersigned by the Principal/TIC.
   ii. Year-wise detailed leave statement countersigned by the Principal/TIC.

Date: Signature of the President/ Administrator

                                              Seal

No. 1373/1(16) –Edn (CS)/5P-52/98   **Date: 07.12.2017**

Copy forwarded for information and for necessary action to:–

(1)   Accountant General, (A&E), West Bengal,
(2)   Finance Department, Group – P (Pay) of the State Government,
(3)   Finance Department (Group –B) of the State Government,
(4)   Director of Public Instruction, West Bengal, Bikash Bhavan, Kolkata – 91.
(5)   The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata – 700 001.
(6)   The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-700012.
(7)   The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jahar Building, Kolkata – 73.
(8)   The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Block, Sector III, Salt Lake City, Kolkata – 106.
(9)   The Treasury Officer, _____ Treasury,
(10) Joint Secretary, Budget Branch of this Department,
(11) Joint Secretary, College Sponsored Branch of this Department,
(12) P.S. to Hon'ble MIC, Higher Education Department, Government of West Bengal.
(13) Sr. P.A. to the Additional Chief Secretary of this Department,
(14) Sr. P.A to the Secretary of this Department,
(15) Computer Cell of this Department,
(16) Guard File.

                                                                      Joint Secretary

RAMAKRISHNA MISSION SIKSHANAMANDIRA

(A NCTE recognized Govt. Aided (WB) Autonomous Post-Graduate College under University of Calcutta)

Belur Math, Howrah - 711 202, West Bengal

Performance Based Appraisal System (PBAS)
Annual Self-Assessment Form for Non-Teaching Staff

Academic Year: _____

PART A: GENERAL INFORMATION

1. Name (in Block Letters): _____

2. Father's Name: _____

3. Mother's Name: _____

4. Address: _____

   _____

5. Position Hold: _____

6. Date of joining: _____

7. Date of confirmation: _____

8. Educational Qualification: _____

PART B: PERFORMANCE APPRAISAL

A. Professional Responsibilities:

Sl. No.	Statement	Good	Satisfactory	Poor
1.	Work Completion within schedule			
2.	Accuracy & speed of work			
3.	Ability to do new duties / works			
4.	Sense of Responsibility			

B. Relation with others:

Sl. No.	Statement	Good	Satisfactory	Poor
1.	Faculties			
2.	Students			
3.	Co-workers			
4.	Public (Parents, maintenance workers etc.)			

"Education is the manifestation of the perfection already in man."

\- **Swami Vivekananda**

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Belur Math, Howrah - 711 202, West Bengal

C. Personal characters:

Sl. No.	Statement	Good	Satisfactory	Poor
1.	Attendance			
2.	Punctuality			
3.	Discipline			
4.	Behaviour			

D. Attitude towards Institute:

Sl. No.	Statement	Good	Satisfactory	Poor
1.	Knowledge of the RK Mission ideologies			
2.	Attitude towards ethos and values of the institution			
3.	Willingness to participate in social outreach activity organised by the institution			

I declare that the particulars given above are correct to the best of my knowledge and belief.

Date:

_____
Signature of the staff

Remarks of the Department Incharge:

_____

_____

_____

_____

Date:

_____
Signature of the Dept. Incharge

Remarks of the Principal / Vice Principal:

_____

_____

_____

_____

Date:

_____
Signature of the Principal/ Vice Principal

"Education is the manifestation of the perfection already in man."

- **Swami Vivekananda**