



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

Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal



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



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 Appraisal Report of any three
teaching staff with seal and signature of the
Principal**



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

RAMAKRISHNA MISSION SIKSHANAMANDIRA

(An Autonomous Post-Graduate College under the University of Calcutta under section 22 of the UGC Act and duly recognized by the NCTE)



College with Potential for Excellence (CPE)

College of Teacher Education (CTE) & Swami Vivekananda Centre for
Multidisciplinary Research in Educational Studies (SVCRES)

Phone No. - (033) 2654-6081/9281/1635 Fax - (033) 2656-4412

Email - rkmsmc@gmail.com, rkmsm@rediffmail.com

Website - www.rkmsm.org

Behar Math, Howrah - 711 202, West Bengal

Ref. No: 41-75/CAS/51/20-21

Date: February 15, 2021

To
The Director of Public Instruction (Tang.)
Education Directorate
Govt. of West Bengal
Bikash Bhawan
Salt Lake, Kolkata

Subject: **Proposal for fixation on Promotion of Dr. Satyajit Kar, Assistant Professor (Stage 3) in Physics to the post of Associate Professor in Physics after completing 3 years in the post of Assistant Professor (Stage 3) in terms of G.O. No. 920-Edn(CS)/5P-52/98 dated 31.12.2012 and G.O. No. 1373-Edn(CS)/5P-52/98 dated 07.12.2017**

Respected Sir

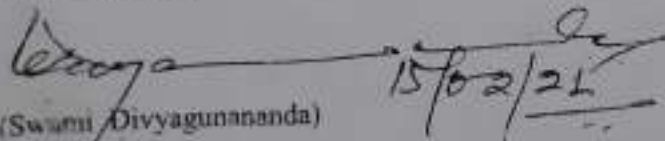
We are submitting herewith the proposal for fixation in respect of Promotion of Dr. Satyajit Kar, Assistant Professor (Stage 3) in Physics who have completed his three years of continuous service in the same post on 19.09.2020.

All necessary papers as mentioned in the said G.O. is enclosed for your reference and necessary action in this regard.

Kindly do the needful as early as it is possible from your end.

Thanking you,

Yours faithfully,


(Swami Divyaganananda) 15/02/21

Swami Divyaganananda
Principal
Ramakrishna Mission Sikshanamandira
Behar Math, Howrah-711202, W.B.



Enclosures

1. Proposal sheet and calculation sheet
2. All Pay Fixation memos of the incumbent.
3. Year wise leave statements of the incumbent.
4. Governing Body resolution (Part. D).
5. Report of Selection committee (Part. C)
6. Attendance and details of classes taken ref. to G.O. No. ED-962/2014, Dt. 02.12.2014.
7. API-PBAS (Part. A and Part. B) with supporting papers.

Calculation Sheet for Pay fixation

Name : Dr. Satyajit Kar

DOJ : 19.09.2008

College : R K Mission Sikshanamandira

Date of Ph.D awarded : 09.12.2004

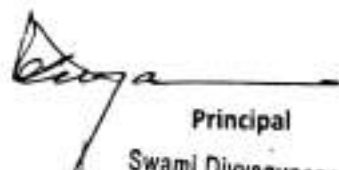
Pay fixation on **CAS** from Assistant Professor (Stage 3) to Associate Professor

(Pay Band Rs.15600/- – Rs. 39100/-, AGP Rs. 8000/- to Pay Band Rs. 37400/- -- Rs. 67000/-, AGP Rs.9000/- in UGC ROPA 2006)

Or

(Change of Academic Pay Level 12 to Academic Pay Level 13A in UGC ROPA 2019)

Date	UGC ROPA 2006	UGC ROPA 2019
19.09.2017 Ref. Memo No. 294 Trg Dt. 22.11.2018	Pay Band : Rs. 15600/- - Rs. 39100 B P : Rs. 28640/- AGP: Rs. 8000/- Basic Pay : Rs. 36640/- DNI : 01.07.2018	Basic Pay : Rs. 95300/- Academic Pay Level : 12 Cell : 7 DNI : 01.07.2018
01.07.2018	B P : Rs. 29740/- AGP: Rs. 8000/- Basic Pay : Rs. 37740/-	Basic Pay : Rs. 98200/- Academic Pay Level : 12 Cell : 8
01.07.2019	B P : Rs. 30880/- AGP: Rs. 8000/- Basic Pay : Rs. 38880/-	Basic Pay : Rs. 101100/- Academic Pay Level : 12 Cell : 9
01.07.2020	B P : Rs. 32050/- AGP: Rs. 8000/- Basic Pay : Rs. 40050/-	Basic Pay : Rs. 104100/- Academic Pay Level : 12 Cell : 10
19.09.2020 On CAS from Assistant Prof. (Stage 3) to Associate Prof., [from AGP Rs. 8000/- to AGP Rs. 9000/-]	B P : Rs. 37400/- (AGP change) AGP: Rs. 9000/- Basic Pay : Rs. 46400/- DNI : 01.07.2021 Pay Band Rs. 37400/- -- Rs. 67000/-, AGP : Rs.9000/-	Basic Pay : Rs. 131400/- (Level Change) Academic Pay Level : 13A Cell : 1 (Entry Level) DNI : 01.07.2021


Principal
Swami Divyagunananda
Principal
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.

15/02/21

RAMAKRISHNA MISSION SIKSHANAMANDIRA

(An Autonomous Post-Graduate College under the University of Calcutta under section 22 of the UGC Act and duly recognized by the NCTE)



College with Potential for Excellence (CPE)

College of Teacher Education (CTE) & Swami Vivekananda Centre for
Multidisciplinary Research in Educational Studies (SVCRES)

Phone No. - (033) 2654-6081/9281/1635 Fax - (033) 2654-4412

Email - rkmsmc@gmail.com, rkmsm@rediffmail.com

Website - www.rkmam.org

Belur Math, Howrah - 711 202, West Bengal

STATEMENT OF LEAVE

Leave taken during the Academic sessions from 2017-18 to 2020-21 (Up to December 2020)
of Dr. Satyajit Kar, Faculty Member of this college.

Sl.No.	Academic Session	Earned Leave Taken	Medical Leave Taken	Casual Leave Taken	Total Leave Enjoyed
1.	2017-18	00	00	08	08
2.	2018-19	00	00	02	02
3.	2019-20	00	00	12	12
4.	2020-21 (Up to Dec.'2020)	00	00	00	00
				Total	22

Date: 15.02.2021

(Swami Divyagunananda)
Principal

Swami Divyagunananda
Principal
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.

STATEMENT OF LEAVE

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

The Governing body in its meeting held on 13/02/21 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. Satyajit Kar** of the Department of **Physics**

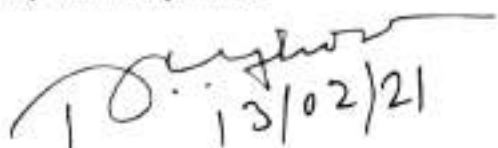
of this college be promoted to the post of ~~Assistant~~ **Associate Professor** in the scale of pay Rs. ~~15600/- - 39100/-~~ **Rs. 37400/- - 67000/-** with AGP of Rs. ~~7000/8000/9000/-~~ **9000/-** with effect from **19.09.2020**.

It is resolved that the post held by Sri/Smt./**Dr. Satyajit Kar** be upgraded to the post ~~Assistant~~ **Associate Professor** in the scale of pay Rs. ~~15600/- - 39100/-~~ **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 DPL, 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

~~President~~
President
Governing Body
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah

Part C: For use of the Screening/ Selection Committee

Name of the College: **Ramakrishna Mission Sikshanamandira**

Date of the Meeting: **04.02.2021**

Venue: **Ramakrishna Mission Sikshanamandira**

Name of the Incumbent: Shri/Smt/ **Dr. Satyajit Kar**

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

Date of joining: **19.09.2008**

Awarded Ph. D. on: **09.12.2004**

Date of Confirmation: **19.09.2008**

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: **19.09.2020**

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: **18**

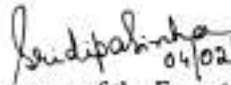
The ~~Screening/~~Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (~~Stage 1/ Stage 2/ Stage 3~~) to the post of ~~Assistant Professor (Stage 2/ Stage 3)/ Associate Professor (Stage 4)~~. As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS)/5P-52/98 dated 31.12.2012 and G.O. No. 1373-Edn(CS)/5P-52/98 dated 07.12.2017 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 **19.09.2020**

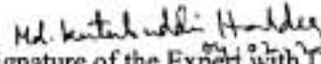
The Committee further recommends that the post held by the incumbent be upgraded to the post of ~~Assistant Professor (Stage 2/ Stage 3)/ Associate Professor (Stage 4)~~ with AGP of ~~7000/8000/~~

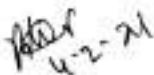
~~9000~~ with effect from **19.09.2020** and the same would be reverted back to the post of

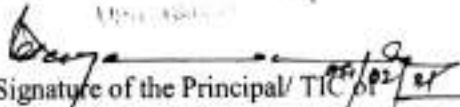
Assistant Professor (Stage 1) as soon as it would fall vacant due to superannuation or any other reason.

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


Signature of the Expert with Date and Seal
(Nominated by the VC of the ~~University~~ at Calcutta)
DR. SRIDIPA SINHA
Head
Department of Education
University of Calcutta


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 with Date and Seal
College with Date and Seal
Swami Divyaganananda
Principal
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.

**STATEMENT OF
Attendance & Classes taken by Teachers of Govt./Govt. aided colleges (YEAR WISE during assessment period)**

Name	DR. SATYAJIT KAR										ACADEMIC AUDIT				Remarks
	Department	Physics (Method)									LEAVE TAKEN				
College	Ramakrishna Mission Sikshanamandira														
Year	No of days college open	No of days attended college	CL	EL	ML	CCL &/ FOL	O.D.	Total	Allotted theory classes	Allotted practical classes	Theory classes taken	Practical classes taken			
19.09.2017 - 30.06.2018	185	184	01	0	0	0	0	01	226	166	226	166			
01.07.2018 - 30.06.2019	225	223	02	0	0	0	0	02	420	240	420	240			
01.07.2019 - 18.09.2020	234	222	12	0	0	0	0	10	345+ 72(online)	230	345+ 72(online)	230	From June 2020 online class taken due to COVID 19		
Total									1063	636	1063	636			
Tutorial (other than UGC remedial/ Distance Education) Seminar (not less than 2 classes at a stretch)									% of classes				100%		

Signature of Incumbent *Satyajit Kar* 04/02/2021

Signature of Principal/OIC/TIA *Swami Divyaganananda*

Signature of IQAC Coordinator *Agananda*

Swami Divyaganananda
Principal
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711 202, W.B.

Ramakrishna Mission Sikshanamandira
(A NCTE Recognized Post-Graduate
Autonomous College of Teacher Education)
Belur Math, Howrah-711 202

To
The Principal
R K Mission Sikshanamandira
Belur Math, Howrah
West Bengal 711202.

Sub. : Prayer for Career Advancement [From Assistant Professor (Stage III) of Grade Pay Rs.8000/- to Associate Professor of Grade Pay Rs.9000/-]

Revered Maharaj,

I would like to inform you that I, Dr. Satyajit Kar have been working as a Assistant Professor in Physics (Stage I) in this institution (Ramakrishna Mission Sikshanamandira) since 19th September, 2008 forenoon. On 19.09.2012, I was promoted to Assistant Professor (Stage II) and on 19.09.2017, I was promoted to Assistant Professor (Stage III) under CAS. I have already completed three years of continuous service in this institution on 18th September, 2020 afternoon as an Assistant Professor (Stage III). Therefore I am eligible for promotion from Assistant Professor (Stager III) of Grade Pay Rs.8000/- to Associate Professor of Grade Pay Rs.9000/- on 19th September, 2020 vide G.O. No. 920-Edn(CS)/5P-52/98 dated 31.12.2012 and G.O. No. 1373-Edn(CS)/5P-52/98 dated 07.12.2017.

Therefore I would pray your good self to take necessary action for Career Advancement. Hope you will do the needful.

Thanking you and pranam.

Yours faithfully,

Place : Belur Math
Date : 29.09.2020.



(Dr. Satyajit Kar)
Assistant Professor in Physics (Stage III)
R K. Mission Sikshanamandira

Ramakrishna Mission Sikshanamandira

(Post Graduate Autonomous College Under University of Calcutta under Section 22 UGC Act)

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Session/ Year 2017-18 [19th Sept., 2017 to 6th Dec., 2017]

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (in Block Letters): **DR. SATYAJIT KAR**
2. Father's Name/Mother's Name/ Husband's Name : Sri MrityunjoyKar
3. Department: **Physics**
4. Current Designation & Grade Pay: **Assistant Professor (Stage III) & Rs 8000/-**
5. Date of Last Promotion: **19.09.2017**

6. Address for correspondence (with Pin code): **Writtik Complex
Flat No. B3/6**

**Rabindra Sarani, Panchpota
Garia, Kolkata, West Bengal
Pin -700 152.**

7. Permanent Address (with Pin code): **Vill. + P.O.- Paniparul, P.S.+ Sub. Div. - Egra
District. -PurbaMedinipore,
West Bengal, Pin - 721 448.**

Telephone No: (+91) 9433111118

Email: **skar_jdv@yahoo.com, satyarkmsm@gmail.com**

8. Whether acquired any degrees or fresh academic qualifications during the year: **No**
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 : **19.09.2008**
- b. Date of confirmation : **19.09.2008**
11. Past Service, if any : **Not Applicable**

ANNEXURE - 01

- (Please attach specific G.O. for counting of past service for promotion under CAS)
12. For which position & AGP you are applying under CAS :

**Associate Professor &
AGP Rs. 9000/-**

13. Date of eligibility for promotion : **19.09.2020**

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of Passing	Marks obtained(%)	Class/Grade
B.A./B.Sc./B.Com/.B. Mus/ B.Sc. (Hons.)	Vidyasagar University	1997	68.00	1 st

M.A./M.Sc./M.Com	Jadavpur University	1999	60.64	1 st
B.Ed.	Jadavpur University	2000	62.60	1 st
M.Ed.	University of Calcutta	2010	70.17	1 st

15. Research Degree(s)

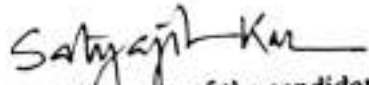
Degrees	Title	Date of award	University
M.Phil	---	---	---
Ph.D. / D.Phil.	<i>On Ionic, Electronic Transport of Pure, Doped Alkali halide Crystalline Solids and Thin Films of Composites</i>	09.12.2004	Jadavpur University
D.Sc. / D.Litt.	---	---	---

ANNEXURE 02


16. Details of Teaching/ Research/ Academic Experience :

Designation	Employer	Date of Joining		Scale of pay
		From	To	
Assistant Professor (Stage I)	<i>Ramakrishna Mission Sikshanamandira, Belur Math (Govt. Aided College)</i>	19/09/2008	18.09.2012	Basic Rs.15600/- to 39100/- Grade Pay Rs.6000/-
Assistant Professor (Stage II)	<i>Ramakrishna Mission Sikshanamandira, Belur Math (Govt. Aided College)</i>	19/09/2012	18.09.2017	Basic Rs.15600/- to 39100/- Grade Pay Rs.7000/-
Assistant Professor (Stage III)	<i>Ramakrishna Mission Sikshanamandira, Belur Math (Govt. Aided College)</i>	19/09/2017	Till Date	Basic Rs.15600/- to 39100/- Grade Pay Rs.8000/-


I declare that the particulars given above are correct to 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 coordinator, IQAC

Date: 04/02/2021
Seal: Ramakrishna Mission Sikshanamandira
(A NCTE Recognized Post-Graduate
Autonomous College of Teacher Education)
Belur Math, Howrah-711 202


Signature of the Principal/ TIC
Date: 04/02/21
Seal: Swami Divyagunananda
Principal
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.

Ramakrishna Mission Sikshanamandira

(Post Graduate Autonomous College Under University of Calcutta under Section 22 UGC Act)

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Session/ Year 2017-18 [19th Sept., 2017 to 6th Dec., 2017]

(To be completed and submitted at the end of each academic year) ✓

PART B: ACADEMIC PERFORMANCE INDICATORS (API)

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

CATEGORY I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(ia) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

Sl. No.	Course/Paper	Level	Mode of teaching*	Classes allotted as per schedule	% of classes taken as per documented record	API Score
1.	B.Ed, M.Ed & M.Phil	1 st Sem, & 3 rd Sem	L, T, P	62	100	50

*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 1(i) ABOVE		API
(a)	Classes taken (Maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	50
(b)	Teaching Load in excess of UGC norm / 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
1.	B.Ed.	Innovative Science Teaching for physical Science by Radhamohan	Teaching Physical science by S.K. Gupta		5
2.	M.Ed.	Teaching Physical Science by Y.K. Sharma	Science Education by R.K. Sharma		5
3.	B.Ed.	Statistics in Psychology and Education by S.K. Mangal	Statistics in Psychology and Education by Garrett		5
4.	M.Ed&M.Phil	Research Methodology by Best & Kahn	Elementary Statistics by Bluman		5
API score based on Preparation and imparting of knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to students (Max. score: 20)					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) Participation/ Innovative –Learning Modules : 5- Max.10
- (d) Participation/ Innovative – Case Studies prepared : 5
- (e) Use of ICT or Computer aided methods-ppt.: 5
- (f) Use of ICT- Multimedia/ 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 : 5each- 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
1.	PPT for B.Ed Programme (1 st Year) & (2 nd Year)	5
2.	PPT for M.Ed Programme (1 st Year) & (2 nd Year)	5
3.	PPT for M.Phil Class	5
(Max Score: 20) Total Score:		15

(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 Flying Squad:10 [100% compliance]

Sl. No.	Types of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
1.	<i>Paper setting (2017-2018 Session) 1st & 3rd SEM Upto 6th Dec., 2017</i>	i) Environmental Education (Spl. Paper) 3 rd Sem. Ppaper XIII ii) Edn. Tech. & ICT (M.Ed 3 rd Sem, CC11) iii) Understanding Discipline and Subjects-Physics (1 st Sem Paper III) iv) Understanding Discipline and Subjects-Chemistry (1 st Sem Paper III) v) Understanding Discipline and Subjects-Computer Sc and Application (3 rd Sem Paper VII B) vi) ICT in Education (3 rd Sem., Paper XVII)	100	30
(Max. API Score :25)			Total	25

ANNEXURE -10a.

CATEGORY 2. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELETED ACTIVITIES

Please mention your contribution to any of the following:

Sl. No.	Types of Activity	Average Hrs/week	API Score
	(I) Extension, Co-curricular & field based Activities [5 points each]		
	a) Field Study/Ed. Tours/ placement:5each,Max 10		
	b) NSS/NCC/NSO eachactivity 10 points Max 10		
	c) Student/Staff Sports Campus publ etc. (dept level 2 points, Instn level 5 points) Max 10		
	(Max API Score: 20) Total		00
	(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	i) Member of Academic Council ii) Member of Board of Studies iii)IQAC Jt. Coordinator iv) AISHE Nodal Officer	10 ANNEXURE-03
	b)Academic/ Administrative Committees like Admission/ Campus Dev/Library Comm. 5 each; Max 10	i) Library Committee	ANNEXURE-04
	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) Total	Total	15
	(III)Professional development Activities		
	(a) Member in Professional Committees (i) National :3 (ii) State : 2 ; Max 10	i) Life Member of <i>Indian Physical Society</i> ii) Life Member of <i>Materials Research Society of India</i>	ANNEXURE-05 ANNEXURE-06
	(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 progms (Not covered in Category III) 1 each; Max. 10		
	(Max API Score : 15) Total	Total	6
	Total Score (I + II + III) (Max: 50)	Total Score =	21
	(Minimum API Score required: 15)		

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.

Ramakrishna Mission Sikshanamandira

(Post Graduate Autonomous College Under University of Calcutta under Section 22 UGC Act)

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Sessions Years [7th Dec., 2017 to 18th Sept., 2020]

PART A: GENERAL INFORMATION

- Name (in Block Letters): **DR. SATYAJIT KAR**
- Father's Name/Mother's Name/ Husband's Name : **Sri Mrityunjoy Kar**
- Department: **Physics**
- Current Designation & Grade Pay: **Assistant Professor (Stage III) & Rs 8000/-**
- Date of Last Promotion: **19.09.2017**
- Address for correspondence (with Pin code): **Writtik Complex
Flat No. B3/6
Rabindra Sarani, Panchpota
Garia, Kolkata, West Bengal
Pin -700 152.**
- Permanent Address (with Pin code): **Vill. + P.O.- Paniparul,
P.S.+ Sub. Div. - Egra
District. -Purba Medinipore,
West Bengal,
Pin - 721 448.**

Telephone No: (+91) 9433111118

Email: **skar_jdv@yahoo.com, satyajitkar@rediffmail.com**

8. Whether acquired any degrees or fresh academic qualifications during the year: **No**

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

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
UGC Sponsored Specific Refresher Course	Department of Physics, University of Calcutta	10 th August to 2 nd September, 2019	UGC-HRDC, CU

10. a. Date of Appointment : 19.09.2008
 b. Date of confirmation : 19.09.2008

11. Past Service, if any : Not Applicable
 (Please attach specific G.O. for counting of past service for promotion under CAS)

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

**Associate Professor &
 AGP Rs. 9000/-**

13. Date of eligibility for promotion : 19.09.2020

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of Passing	Marks obtained(%)	Class/Grade
B.A./B.Sc./B.Com./B.Mus./ B.Sc. (Hons.)	Vidyasagar University	1997	68.00	1 st
M.A./M.Sc./M.Com./M.Mus.	Jadavpur University	1999	60.64	1 st
B.Ed.	Jadavpur University	2000	62.60	1 st
M.Ed.	University of Calcutta	2010	70.17	1 st

15. Research Degree(s)

Degrees	Title	Date of award	University
M.Phil.	---	---	---
Ph.D. / D.Phil.	<i>On Ionic, Electronic Transport of Pure, Doped Alkali halide Crystalline Solids and Thin Films of Composites</i>	09.12.2004	Jadavpur University
D.Sc. / D.Litt.	---	---	---

16. Details of Teaching/ Research/ Academic Experience :


Designation	Employer	Date of Joining		Scale of pay
		From	To	
Assistant Professor (Stage I)	<i>Ramakrishna Mission Sikshanamandira, Belur Math</i> (Govt. Aided College)	19/09/2008	18.09.2012	Basic Rs.15600/- to 39100/- Grade Pay Rs.6000/-

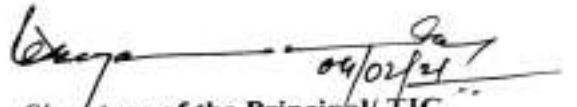
Assistant Professor (Stage II)	Ramakrishna Mission Sikshanamandira, Belur Math (Govt. Aided College)	19/09/2012	18.09.2017	Basic Rs.15600/- to 39100/- Grade Pay Rs.7000/-
Assistant Professor (Stage III)	Ramakrishna Mission Sikshanamandira, Belur Math (Govt. Aided College)	19/09/2017	Till Date	Basic Rs.15600/- to 39100/- Grade Pay Rs.8000/-

I declare that the particulars given above are correct to 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 coordinator, IQAC
Date: 04/01/2021
Seal: Ramakrishna Mission Sikshanamandira
(A NCTE Recognised Post-Graduate
Autonomous College of Teacher Education)
Belur Math, Howrah-711 202


Signature of the Principal/ TIC
Date: 04/02/21
Seal: Swami Divyagunananda
Principal
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.

Ramakrishna Mission Sikshanamandira

(Post Graduate Autonomous College Under University of Calcutta under Section 22 UGC Act)

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Sessions/ Years [7th Dec., 2017 to 30th June., 2018]

Part B: Academic Performance Indicators (API)

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

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) Direct teaching (16/14 hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Fieldwork

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
1.	<i>B.Ed, M.Ed & M.Phil</i>	2 nd Sem, & 4 th Sem	L, T, P, PS	247.5 hrs	33	<u>33</u>
Maximum API Score : i) Assistant Professor Stage I : 70 ii) Assistant Professor Stage II : 70 iii) Assistant Professor Stage III : 70						

ANNEXURE - 08 a
08 b

* Lectures, Tutorials, Practical, Project Supervision and Fieldwork

- Workload as per UGC Regulations 2016:

	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
1	Exam. Coordinator & Invigilation (University exam)	140 hrs.	14.0	14.0
2	Paper setter, Evaluation and Scrutiny of answer scripts	151.66 hrs.	15.1	15.1
3	Paper Setter of Other University/ Institutions	10 hrs.	1.0	1.0
	Maximum API Score : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20		= 30.1	ANNEXURE-00 ANNEXURE -10 as ANNEXURE 10.0 <u>20.0</u>

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

- Updating of Courses/Curriculum Design:
- Participation Innovative – Interactive courses:
- Participn./Innovative – Learning Modules
- Participn./Innovative – Case Studies prepared:
- Use of ICT or Computer-aided methods –ppt:
- Use of ICT – Multi-media/Simulation etc:
- Dev/Teaching Remedial/Bridge Courses:
- Dev/Teaching Soft skill/Communication/Personality Dev:
- Special Programs in Phys.Edn./Library:
- Innovative Composition/Creation in Music, Fine Arts, PerfArts:
- Organizing & cond. Of popular Prog./Teaching Web-based/E- Library/IT-ass 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
1.	Updating of Curriculum Design	--	--	--

2.	Participation/Innovation- Preparation of Assignment (Digitalized or On-Line Class)	--	--	--
3.	Use of ICT or Computer-Aided Methods -Microsoft Power Point (ppt)	B.Ed, M.Ed& M. Phil Courses 12 hrs (16 ppt.)	12 hrs/10	1.2
	Maximum API Score : i) Assistant Professor Stage I : 10 ii) Assistant Professor Stage II : 10 iii) Assistant Professor Stage III : 10			<u>1.2</u> ✓

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

CATEGORY2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

Sessions/ Years [7th Dec., 2017 to 30th June, 2018]

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.)	(Study Visit & Student Seminar) 100 hrs.	10	10
	ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)	--	--	--
	iii) Extension and dissemination activities (public popular lectures/talks/seminars)	--	--	--
	(Max API Score : 15)		Total=	<u>10.0</u>
(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)	IQAC Jt. Coordinator- 10hrs. AISHE Nodal Officer -10 hrs. NIRF Nodal Officer- 10 hrs. Exam. Observer of WBUTTEPA - 78 hrs. Total = 108 hrs.	10.8	10.8
	iii) Participation in Board of Studies, Academic and Administrative committees	Member of Gov. Body-10 hrs. Member of Academic Council & BOS - 10hrs. Mem. of M. Phil comm.-10hrs. Member of Ph. D / research Committee of SVCRES-2hrs. Total = 32 hrs.	3.2	3.2
	(Max API Score : 15)		Total=	<u>14.0</u>

ANNEXURE - 11

ANNEXURE - 12
ANNEXURE - 14

ANNEXURE - 15
ANNEXURE - 16

1 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)

<ul style="list-style-type: none"> Ph. D Registration Seminar & Thesis pre-Submission Seminar of SVMRES 	5 hrs.	0.5	0.5
<ul style="list-style-type: none"> M.Phil Dissertation Proposal & pre-Submission seminar 	5 hrs.	0.5	0.5
(Max API Score : 15)		Total =	<u>1.0</u>
*For all categories of Teachers (Assistant/Associate)		Total=	<u>25</u>
Total Score (a +b+c) (Max :45)			

ANNEXURE-16
ANNEXURE-17

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

Ramakrishna Mission Sikshanamandira
 (Post Graduate Autonomous College Under University of Calcutta under Section 22 UGC Act)
 Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
 Sessions/ Years [1st July, 2018 to 30th June, 2019]

Part B: Academic Performance Indicators (API)

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

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(b) Direct teaching (16/14 hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Fieldwork

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
1.	<i>B.Ed, M.Ed & M.Phil</i>	1 st Sem, 2 nd Sem, 3 rd Sem & 4 th Sem	L, T, P, PS	495 hrs.	66	<u>66</u>
Maximum API Score : iv) Assistant Professor Stage I : 70 v) Assistant Professor Stage II : 70 vi) Assistant Professor Stage III: 70						

ANNEXURE - 18

* Lectures, Tutorials, Practical, Project Supervision and Fieldwork

• Workload as per UGC Regulations 2016:

	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
1	Exam. Coordinator & Invigilation (University exam)	140 hrs.	14	14
2	Paper setter, Evaluation and Scrutiny of answer scripts	182.4 hrs.	18.2	18.2
3	Paper Setter of Other University/ Institutions	6 hrs.	0.6	0.6
	Maximum API Score : iv) Assistant Professor Stage I : 20 v) Assistant Professor Stage II : 20 vi) Assistant Professor Stage III : 20		= 32.8	<u>20</u>

ANNEXURE - 19

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

- Updating of Courses/Curriculum Design:
- Participation/Innovative - Interactive courses:
- Participn./Innovative - Learning Modules
- Participn./Innovative - Case Studies prepared:
- Use of ICT or Computer-aided methods -ppt:
- Use of ICT - Multi-media/Simulation etc:
- Dev/Teaching Remedial/Bridge Courses:
- Dev/Teaching Soft skill/Communication/Personality Dev:
- Special Programs in Phys.Edn./Library:
- Innovative Composition/Creation in Music, Fine Arts, Perf/Arts:
- Organizing & cond. Of popular Prog./Teaching Web-based/E- Library/IT-ass 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
1.	Updating of Curriculum Design: B.Ed & M.Ed	20 hrs	20 hrs./10	2 ✓

2.	Participation/Innovation- Preparation of Assignment (Digitalized or On-Line Class)			
3.	Use of ICT or Computer-Aided Methods –Microsoft Power Point (ppt)	B.Ed, M.Ed& M. Phil Courses 12 hrs (16 ppt.)	12 hrs/10	1.2
	Maximum API Score : iv) Assistant Professor Stage I : 10 v) Assistant Professor Stage II : 10 vi) Assistant Professor Stage III : 10			<u>3.2</u>

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

CATEGORY2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

Sessions/ Years [1st July, 2018 to 30th June., 2019]

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.)	(Study Visit & Student Seminar) 100 hrs.	10	10
	ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)	--	--	--
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars)	--	--	ANNEXURE-2
	(Max API Score : 15)		Total=	10
(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)	IQAC Coordinator- 20hrs. AISHE Nodal Officer -10 hrs. NIRF Nodal Officer- 10 hrs. Exam. Observer of WBUTTEPA - 78 hrs. Total = 118 hrs.	11.8	11.8 ANNEXURE-2 1
	iii) Participation in Board of Studies, Academic and Administrative committees	Member of Academic Council & BOS - 10hrs. Mem.of M. Phil comm.-15hrs. Member of Ph. D / research Committee of SVCRES - 8hrs. Total = 33 hrs.	3.3	3.3 ANNEXURE -22
	(Max API Score : 15)		Total=	15 /

I	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)			
	<ul style="list-style-type: none"> Ph. D Registration Seminar & Thesis pre-Submission Seminar of SVMRES 	20 hrs.	2.0	2.0 ANNEXURE - 23
	<ul style="list-style-type: none"> M.Phil Dissertation Proposal & pre-Submission seminar 	5 hrs.	0.5	0.5 ANNEXURE - 14
	<ul style="list-style-type: none"> Conference/Seminar participation 	45 hrs	4.5	4.5 ANNEXURE - 25
	(Max API Score : 15)		Total =	<u>7.0</u>
	*For all categories of Teachers (Assistant/Associate) Total Score (a +b+c) (Max :45)		Total=	<u>32</u> ✓

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

Ramakrishna Mission Sikshanamandira

(Post Graduate Autonomous College Under University of Calcutta under Section 22 UGC Act)

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Sessions/ Years [1st July, 2019 to 18th Sept., 2020]

Part B: Academic Performance Indicators (API)

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

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(c) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Fieldwork

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
	<i>B.Ed, M.Ed & M.Phil</i>	1 st Sem, 2 nd Sem, 3 rd Sem & 4 th Sem	L, T, P, PS	431 hrs. + 36 hrs. (online class) = 467 hrs.	62.26	<u>62.26</u> ✓
Maximum API Score : vii) Assistant Professor Stage I : 70 viii) Assistant Professor Stage II : 70 ix) Assistant Professor Stage III: 70					ANNEXURE-26	

* Lectures, Tutorials, Practical, Project Supervision and Fieldwork

• Workload as per UGC Regulations 2016:

	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
1	Exam. Coordinator & Invigilation (University exam)	140 hrs.	14	14
2.	Paper setter, Evaluation and Scrutiny of answer scripts	92.66 hrs.	9.26	9.26
3.	Paper Setter of Other University/ Institutions	6 hrs.	0.6	0.6
	Maximum API Score : vii) Assistant Professor Stage I : 20 viii) Assistant Professor Stage II : 20 ix) Assistant Professor Stage III : 20		= 23.86	<u>20</u> /

ANNEXURE - 27

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

- Updating of Courses/Curriculum Design:
- Participation/Innovative – Interactive courses:
- Participn./Innovative – Learning Modules
- Participn./Innovative – Case Studies prepared:
- Use of ICT or Computer-aided methods –ppt:
- Use of ICT – Multi-media/Simulation etc:
- Dev/Teaching Remedial/Bridge Courses:
- Dev/Teaching Soft skill/Communication/Personality Dev:
- Special Programs in Phys.Edn./Library:
- Innovative Composition/Creation in Music, Fine Arts, PerfArts:
- Organizing & cond. of popular Prog./Teaching Web-based/E- Library/IT-asstteaching:

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
1.	Updating of Curriculum Design: B.Ed & M.Ed	--	--	--

2.	Participation/Innovation- Preparation of Assignment (Digitalized or On-Line Class)			
3.	Use of ICT or Computer-Aided Methods – Microsoft Power Point (ppt)	B.Ed, M.Ed& M. Phil Courses 12 hrs (16 ppt.)	12 hrs./10	1.2
	Maximum API Score : vii) Assistant Professor Stage I : 10 viii) Assistant Professor Stage II : 10 ix) Assistant Professor Stage III : 10		Total=	<u>1.2</u> 

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

Sessions/ Years [1st July, 2019 to 18th Sept., 2020]

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.)	(Study Visit & Student Seminar) 60 hrs.	6.0	6.0
	ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)	--	--	--
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars)	--	--	--
	(Max API Score : 15)		Total=	6.0
(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/Con venerator/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)	IQAC Coordinator- 20hrs. AISHE Nodal Officer -10 hrs. NIRF Nodal Officer- 10 hrs. NCTE-PAR Nodal Off.-30 hrs.	7.0	7.0
		Total = 70 hrs.		
	iii) Participation in Board of Studies, Academic and Administrative committees	Member of Academic Council & BOS - 10hrs. Mem.of M. Phil comm.-2hrs. Member of Ph. D/ research Committee of SVMRES - 2hrs.	1.4	1.4
		Total = 14 hrs.		
	(Max API Score : 15)		Total=	8.4

ANNEXURE - 28

ANNEXURE - 29

ANNEXURE - 30

(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)			
	<ul style="list-style-type: none"> Ph. D Registration Seminar & Thesis Pre-Submission Seminar of SVCMMRES 	5 hrs	0.5	0.5 ANNEXURE - 31
	<ul style="list-style-type: none"> Refresher Course participation 	75 hrs	7.5	7.5 ANNEXURE - 32
	(Max API Score : 15)		Total =	<u>8.0</u> ✓
	*For all categories of Teachers (Assistant/Associate)		Total =	<u>22.4</u> ✓
	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:

Sessions/ Years [19th Sept, 2017 to 18th Sept, 2020]

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 per publication

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

Sl. No.	Title with pageno.	Journal	ISSN/IS BN No.	Whether peer Reviewed. Impact factor, if any	No. of Co-author	Whether you are the main author	API score
1.	IONIC AND ELECTRONIC TRANSPORT OF ALKALIHALIDE CRYSTALLINE SOLIDS; 2019, Volume - 8, Issue - 6, March -2019	Review Of Research	ISSN: 2249-894X	YES, Impact Factor: 5.7631	01	YES	45 x 0.5 = 22.5 ✓
2.	FIELD EMISSION STUDIES OF NITROGEN DOPED DIAMOND LIKE CARBON FILMS DEPOSITED BY ELECTROLYSIS OF ORGANIC LIQUID; 2018, Volume 7, Issue 4, April 2018,	INTERNATIONAL JOURNAL OF ENGINEERING, SCIENCE AND MATHEMATICS	ISSN: 2320-0294	YES, Impact Factor: 6.765	01	No	45 x 0.5 = 22.5 ✓

ANNEXURE -3

ANNEXURE 34

	pp. 400-407						
3.	KNOWLEDGE ABOUT GREEN CHEMISTRY OF TRIBAL AND NON-TRIBAL STUDENTS AT HIGHER SECONDARY LEVEL; 2018, Volume - 7, Issue - 11, August- 2018	Review Of Research	ISSN: 2249-894X	YES, Impact Factor: 5.7631	01	YES	45 x 0.5 = 22.5 ✓
							ANNEXURE-31
4.	Parental Attitude towards Girls' Education of Urban and rural areas; 2018, Vol. VIII, Number 2, March-April 2018	EDU WORLD	ISSN 2319-7129	YES	01	YES	25 x 0.5 = 12.5 ✓
							ANNEXURE-36
5.	Parental Attitude towards Girls' education: In Relation to Community and Gender; 2018, Vol. 8 Issue 2, pp 282-293, February 2018	International Journal of Research in Social Sciences	ISSN: 2249-2496	YES, Impact Factor: 7.081	01	YES	45 x 0.5 = 22.5 ✓
							ANNEXURE-35
6.	Effect of internalization as evincive on academic achievement in science; 2020, Volume 10, Issue 9, pp. 63-98 (September 2020)	International Journal of Research in Social Sciences	ISSN: 2249-2496	YES, Impact Factor: 7.081	01	YES	45x0.5 = 22.5 ✓
							ANNEXURE-3
						Total API	<u>125.0</u> ✓

• 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
1.	Synthesis and Characterization of Nano-Crystalline Antimony Doped Tin Oxide Thin Films by Sol-Gel Dip-Coating Method; , March 2019, pp. 324-326	GCELT, Kolkata, 700106,	ISBN-978-81-8211-146-2	01	NO	05
2.	Social Inclusion of Visually Impaired Children: A Review ; March 2020, pp.97-111	Renova International Publications, New Delhi-110054	ISBN-978-93-878-79-87-4	01	YES	05
					Total API	<u>10</u>

ANNEXURE-39

ANNEXURE-4

III (C) RESEARCH PROJECTS

III (C) (i) Sponsored Projects:

- Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) -20 perproject
- Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15perproject

(c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 perproject

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

- **APIScore:**
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/Technology	National /International	API score
	--	--	--	--

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

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

d) LocalBodies---05

e)

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.

ANNEXURE-41

Sl. No.	Courses	Number enrolled	Degree awarded	Thesis Submitted	API score
1.	M.Phil. or equivalent	04	02	00	10
2.	Ph.D.or equivalent	05	02	00	30
				Total API	<u>40</u>

ANNEXURE-42

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
1.	Academic Excellence Award	National Level	Institute of Scholars	September, 2020	<u>10</u>

ANNEXURE

42a.

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	API score
1.	Synthesis and Characterization of Undoped and Doped Tin-Oxide Nano-Particles by Sol-Gel Methods	NATIONAL CONFERENCE ON CONDENSED MATTER PHYSICS (CMDAYS - 2018): 29 th - 31 st Aug, 2018	DEPARTMENT OF PHYSICS, THE UNIVERSITY OF BURDWAN, GOLAPBAG, BURDWAN-713104 (West Bengal)	National	3
2.	Role of Teacher in Society and Education	National Seminar on Trends of Teacher Education in 21st century " A Broad Spectrum"; 26th & 27th May, 2018	Satyakinkar Dey Academy, Birbhum,	National	3
Total* :					06

ANNEXURE - 43

ANNEXURE - 44

*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 II + CATEGORY III*:**

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: Dr. Satyajit Kar Subject: Physics

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 H/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)	2017-18 110-54.2	2018-19 89.2	2019-20 83.46	336.46 +3 =112.15	
II CATEGORY II: Cocurricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	(21-25)+32+22.4			100.4	
III CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	191			191	
II + III Total API score (Category II + Category III)/ Assessment Period)				291.4	
Signature of the incumbent <i>Satyajit Kar</i>		Signature of the Coordinator, IQAC with date and seal <i>[Signature]</i> 04/02/2021 Ramakrishna Mission Sikshanamandira M.A.C.T.E. Howrah-711 202 Phone-711 202		Signature of the Principal/TIC / OIC with date and seal <i>[Signature]</i> 04/02/21 Swami Divyaganananda Principal Ramakrishna Mission Sikshanamandira Belur Math, Howrah-711 202	
Date of Screening Committee / Selection committee and Venue		Date: 04.02.2021		Venue: R.K.Mission Sikshanamandira, Belur Math	
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion		<ul style="list-style-type: none"> Recommended for promotion from Stage I/II/III to Stage H/III/IV (Strike out which are not applicable) Date of effect 19.09.2020 			
Signature of the Principal/TIC/OIC with date and seal <i>[Signature]</i> 04/02/21 Swami Divyaganananda Principal		Signature of the DPI Nominee with date and seal <i>[Signature]</i> 4-2-21		Signature of the Subject Expert's with date and seal <i>[Signature]</i> 04/02/2021 DR. SRIDIPA SINHA Head Department of Education University of Calcutta Signature of the Subject Expert's with date and seal <i>[Signature]</i> 04.02.2021 M.D. K. Saha	

**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: 04.02.2021

• Venue: Ramakrishna Mission Sikshanamandira

• Name of the applicant: Dr. Satyajit Kar

Subject: Physics

• Date of RC/OP/WORKSHOP: 19.08.2019 to 02.09.2019

		Assessment period				
API score up to 06.12.2017		API score w.e. 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)	110	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	226.46	336.46 $\div 3$ = 112.15	
CAT II	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed yearly)	21	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	79.4	100.4	

CAT III	CATEGO RY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	0	CATEGOR Y III: Research and Academic Contribution s to be assessed cumulatively for assessment period	191	191	
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion		<ul style="list-style-type: none"> Recommended for promotion from Stage 3A/III to Stage 4/III/IV (Strikeout which are not applicable) Date of effect 19.09.2020. 				
Signature of the Principal/TIC/OIC with date and seal	Signature of the 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	DR. SRIDIPA SINHA Head Education Calcutta 04/02/2021 M.D. Kishor Mohan 04.02.2021		

Swami Divyagunananda
Principal
The Mission Sikshanamandira
M.B. Road-711202, W.B.



012

NAAC Re-accredited - 'A'

RAMAKRISHNA MISSION SIKSHANAMANDIRA

(A NCTE recognized Autonomous Post-Graduate College under University of Calcutta)
College with Potential for Excellence (CPE), College of Teacher Education (CTE) &
Swami Vivekananda Centre for Multidisciplinary Research in Educational Studies

☎ 033-2654-6081/9281/1635

✉ rkmsmce@gmail.com, rkmsm@rediffmail.com

🌐 www.rkmsm.org

Belur Math, Howrah - 711 202, West Bengal

Ref. No. 41-FTS / CAS / 118 / 22-23

April 13, 2023

To
The Director of Public Instruction
Education Directorate
Govt. of West Bengal
Bikash Bhawan
Salt Lake, Kolkata.



Subject: Proposal for fixation on Promotion of Dr. Pradip Sarkar, Assistant Professor (Geography) Stage-3 to the post of Associate Professor after completing 3 years in the post of Assistant Professor stage-3 in terms of G.O. No. 1373-Edn(CS) dated 07.12.2017.

Respected Sir,

We are submitting herewith the proposal for fixation in respect of Promotion of Dr. Pradip Sarkar, Assistant Professor (Geography) stage-3 who have completed his three years of continuous service in the same post as on 26.09.2022. All necessary papers as mentioned in the said G.O. is enclosed for your reference and necessary action in this regard.

Kindly do the needful as early as it is possible from your end.

Thanking you,

Yours faithfully,

(Swami Vidyamritananda)
(Principal (Offg.) 11/4/23)
Swami Vidyamritananda
Principal (Offg.)
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.



Enclosures :

1. Proposal sheet.
2. All Pay fixation memos of the incumbent.
3. Governing Body Resolution in Part-D
4. Screening Committee Report Part-C
5. Leave Statement of the incumbent with Statement of attendance and Class taken.
6. Copy of the experts of the Selection Committee
7. Application seeking CAS with supporting documents in prescribed format Part-A with all Supporting documents.

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

- Swami Vivekananda

Name of the College: **Ramakrishna Mission SIKSHANAMANDIRA**
 Address: P.O. Belur Math, Howrah. E-mail: rkmsm@rediffmail.com

Proposal for promotion of Dr. Pradip Sarkar, Assistant Professor stage-3 (if geography) to the post of Associate Professor under CAS in respect of G.O. No. 1373 Edn(CS)107.12.2017

Sl. No.	Name, Designation and Date of birth.	Date of Appointment at present College at Previous College	Date of placement in the post of Assistant Professor, stage-3	Due date for Promotion to the post of Associate Professor, under CAS	Existing pay in the revised scale under ROPA-2016 as on 01.01.2020 Vide HRMS Pay fixation Memo No. 202107311477156 dated 31.07.2021 a) Level b) Cell c) Basic pay d) Scale of pay	Pay proposed to be fixed after promotional benefit under CAS Assistant Prof. to Associate Prof. a) Level b) Cell c) Basic pay d) W.e.f. e) Scale of pay f) Dt. of next inc	Proposed Designation c) Designated as d) W.e.f.	Remarks
1	Dr. Pradip Sarkar, Assistant Professor, stage-3 (Geography), 13.11.1971	26.09.2008 at Previous College	26.09.2019	26.09.2022	a) 12 b) 6 c) 92500/- d) 79800- 2,11,500/-	g) 13A/- h) 1 i) 131400/- j) 26.09.2022 k) 131400- 2,17,100/- l) 01.07.2023	c) Associate Professor (Geography) d) 26.09.2022	After completing (6+5+3) = 14 years of service.

Pradip Sarkar
 Signature of the incumbent

Pradip Sarkar
 Signature of the Principal (Offg.)
 11/4/23

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

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

The Governing body in its meeting held on 10.04.2023 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. Pradip Sarkar** of the Department of Geography 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 **26.09.2022**.

It is resolved that the post held by Sri/Smt./**Dr. Pradip Sarkar** 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: 10/4/2023


Signature of the President/Administrator

Sec^{resident}
Governing Body
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah



Part C: For use of the Screening/ Selection Committee

Name of the College: **Ramakrishna Mission Sikshanamandira**

Date of the Meeting: **05-04-2023** Venue: **Bikash Bhavan**

Name of the Incumbent: **Shri/Smt. Dr. Pradip Sarkar**

Present designation: **Assistant Professor (Stage-1/Stage-2/ Stage 3) of ... Geography....**

Date of joining: **26.09.2008**

Awarded Ph. D. on: **27.12.2016**

Date of Confirmation: **26.09.2008**

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: **26.09.2022** ✓

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]: **16**

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)/5P-52/98~~ dated ~~31-12-2012~~ and G.O. No. 1373-Edn(CS)/5P-52/98 dated 07.12.2017 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 **26.09.2022** ✓

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/-~~

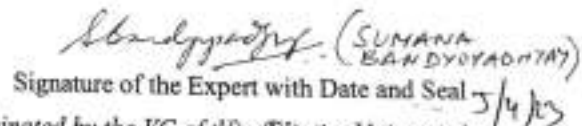
9000 with effect from **26.09.2022** and the same would be reverted back to the post of

Assistant Professor (Stage 1) as soon as it would fall vacant due to superannuation or any other reason.

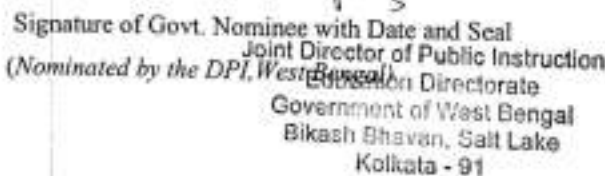
Necessary particulars with all relevant documents be sent to the Government for approval.

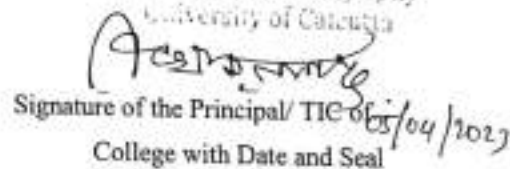

Signature of the Expert with Date and Seal **5/4/23**

(Nominated by the VC of the affiliating University)
Sumana Bandyopadhyay
Professor of Geography
University of Calcutta
Kolkata-700 019


Signature of the Expert with Date and Seal **5/4/23**

(Nominated by the VC of the affiliating University)
Sumana Bandyopadhyay
Department of Geography
University of Calcutta


Signature of Govt. Nominee with Date and Seal **5-4-23**
(Nominated by the DPI, West Bengal)
Joint Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhavan, Salt Lake
Kolkata - 91


Signature of the Principal/ TIC of **05/04/2023**
College with Date and Seal

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

**STATEMENT OF
Attendance & Classes taken by Teachers of Govt./Govt aided colleges (YEAR WISE)**

Name Department College	DR. PRADIP SARKAR GEOGRAPHY (Method) Ramakrishna Mission Sikshanamandira											Remarks	
	LEAVE TAKEN						ACADEMIC AUDIT						
Year	No of days college open	No of days attended college	CL	EL	ML	CCL & EOL	O.D.	Total	Allotted theory classes	Allotted practical classes	Theory classes taken	Practical classes taken	
26.09.2019 – 30.06.2020	165	165	0	0	0	0	0	0	448	85	448	85	
01.07.2020 – 30.06.2021	265	265	0	0	0	0	0	0	240	40	240	40	
01.07.2021 – 30.06.2022	224	224	0	14	0	0	14 (Refresher Course)	28	502	120	502	120	
01.7.2022- 25.09.2022	67	67	0	0	0	0	0	0	112	18	112	18	
Total	721	721	0	14	0	0	14	28	1302	263	1302	263	
									% of classes				100%

Tutorial (other than UGC remedial/ Distance Education)
Seminar (not less than 2 classes at a stretch)

Pradip Sarkar
Signature of Incumbent

Pradip Sarkar
Signature of Principal/OIC/MC
Srama Vidyanisandananda
Principal (OIC)

Pradip Sarkar
05/04/2023

Signature of IQAC Coordinator

Coordinator
IQAC
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.

Ramakrishna Mission
Belur Math, Howrah-711202, W.B.

Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake City, Kolkata 700 091

Date: 15th February 2023

No. 18742 (CAS)

To
The Principal
Ramkrishna Mission Sikshanamandira
Howrah

Subject: DPI Nominee for CAS
Ref No. SM/CAS/89/22 dt. 03/11/2022

I am to inform you that Dr. Bikash De, JDPI, Education Directorate, Bikash Bhavan, Salt Lake, Kolkata will act as DPI Nominee towards the processing of CAS proposal of all two teachers as mentioned below.

Name	Subject	Stage
1. Dr. Madan Mohan Mandal	History	Stage 2 to 4
2. Dr. Pradip Sarkar	Geography	Stage 2 to 4

The API format and service book may please be kept ready during the screening.

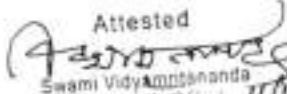
Yours faithfully

(Dr. B. De)

For Director of Public Instruction
Government of West Bengal

Copy to -

1. Dr. Bikash De, JDPI, Education Directorate, Bikash Bhavan, Salt Lake, Kolkata
2. Guard File

Attested

Swami Vidyakantanda
Principal (Offg.)
Ramkrishna Mission Sakshanamandira
Bela Math, Howrah-711002, W.B. 11/4/23

UNIVERSITY OF CALCUTTA

Inspector of Colleges
Telefax-(033)-22572920
Phone-(033)22410071-74
(Extn.402, 464, 439)



5th Floor, Centenary Building
87/1, College Street
Kolkata -700 073

C/102/107-Sel.Com.

09th March, 2023

To
The Principal
Ramakrishna Mission Sikshanamandira
Belur Math
Howrah - 711 202

Sir,

With reference to your letters dated 20.01.23, I am directed to inform you that the following university teachers will act as members on the respective selection/Screening committee for placement / promotion of the teachers of your college stated against their names.

Name of the Experts

- 1.(a) Prof. Amit Dey
Dept. of History, C.U.
- (b) Prof. Rachana Chakraborti
Dept. of History, C.U.
- 2.(a) Prof. Sunando Bandyopadhyay
Dept. of Geography, C.U.
- (b) Prof. Sumana Bandyopadhyay
Dept. of Geography, C.U.

Name of the Candidates

1. Dr. Madan Mohan Mandal
Asst. Professor (Stage-3)
in History
2. Dr. Pradip Sarkar
Asst. Professor (Stage-3)
in Geography

Thanking you,

Yours faithfully,

[Signature]
Dy. Inspector of Colleges

Copy forwarded for information to :

Memo No. C/102(1-4)/107-Sel.Com.

1. Prof. Amit Dey
Department of History, C.U.
2. Prof. Rachana Chakraborti
Department of History, C.U.
3. Prof. Sunando Bandyopadhyay
Department of Geography, C.U.
4. Prof. Sumana Bandyopadhyay
Department of Geography, C.U.

Attested

[Signature]
Swami Vidyanandananda
Principal (Offg.) 11/4/23
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.

[Signature]
Dv. Inspector of Colleges

To
The Principal
R K Mission Sikshanamandira
Belur Math, Howrah
West Bengal 711202.

Sub. : Prayer for Career Advancement [From Assistant Professor (Stage III) to Associate Professor]

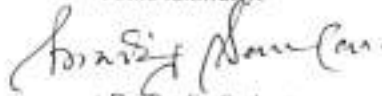
Revered Maharaj,

I would like to inform you that I, Dr. Pradip Sarkar have been working as an Assistant Professor in Geography (Stage I) in this institution (Ramakrishna Mission Sikshanamandira) since 26th September, 2008 forenoon. On 26.09.2014, I was promoted to Assistant Professor (Stage II) and on 26.09.2019, I was also promoted to Assistant Professor (Stage III) under CAS. I have already completed three years of continuous service in this institution on 25th September, 2022 afternoon as an Assistant Professor (Stage III). Therefore I am eligible for promotion from Assistant Professor (Stage III) to Associate Professor on 26th September, 2022 vide G.O. No. 1373-Edu (CS) 5P-52/98 dated 07.12.2017.

Therefore I would pray your good self to take necessary action for Career Advancement. Hope you will do the needful.

Thanking you and pranam.

Yours faithfully,



(Dr. Pradip Sarkar)

Assistant Professor in Geography (Stage III)
R K. Mission Sikshanamandira

Place : Belur Math
Date : 26.09.2022

Received

26/9/22

Attested

Swami Vidyamritananda
Principal (Off) 11/11/23
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.



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.

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

Ramakrishna Mission Sikshanamandira
(Post Graduate Autonomous College Under University of Calcutta under Section 22 UGC Act)
Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Sessions/ Years [26th Sept., 2019 - 25th Sept., 2022]

PART A: GENERAL INFORMATION

1. Name (in Block Letters): **DR. PRADIP SARKAR**
2. Father's Name/Mother's Name/ Husband's Name : **Sri Matilal Sarkar**
3. Department: **Geography**
4. Current Designation & Grade Pay: **Assistant Professor (Stage III) & Rs 8000/-**
5. Date of Last Promotion: **26.09.2019**
6. Address for correspondence (with Pin code): **7/D R K Road
Saradapally, P.O.- Nona ChandanPukur
Dist.- North 24 Parganas, West Bengal
Pin -700 122.**
7. Permanent Address (with Pin code): **DO**
Telephone No: (+91) 9477271097
Email: p13dip@gmail.com
8. Whether acquired any degrees or fresh academic qualifications during the year: **Yes**
9. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
Refresher Course in Environmental Studies (IDC)	JNU	20.09.2021 to 04.10.2021	UGC-HRDC, JNU

10. a. Date of Appointment : **26.09.2008**
- b. Date of confirmation : **26.09.2008**
11. Past Service, if any : **Not Applicable**
(Please attach specific G.O. for counting of past service for promotion under CAS)
12. For which position & AGP you are applying under CAS : **Associate Professor & AGP Rs 9000/-**
13. Date of eligibility for promotion : **26.09.2022**
14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of Passing	Marks obtained(%)	Class/Grade
B.A./B.Sc./B.Com./B. Mus./ B.Sc. (Hons.)	Visva-Bharati	1996	62.12	1 st

ANNEXURE - 03

M.A./M.Sc./M.Com./M.Mus.	Visva-Bharati	1998	66.62	1 st	ANNEXURE - 04
B.Ed.	University of Kalyani	2001	61.00	1 st	
M.Ed.	University of Calcutta	2010	68.83	1 st	ANNEXURE - 05

15. Research Degree(s)

ANNEXURE - 06

Degrees	Title	Date of award	University
M.Phil.	---	---	---
Ph.D. / D.Phil.	Attitude, Vocabulary and Concept in Relation to Achievement of secondary school Students in Geography	27.12.2016	University of Calcutta
D.Sc. / D.Litt.	---	---	---

ANNEXURE - 07

16. Details of Teaching/ Research/ Academic Experience :

Designation	Employer	Date of Joining		Scale of pay
		From	To	
Assistant Professor (Stage I)	Ramakrishna Mission Sikshanamandira, Belur Math (Govt. Aided College)	26/09/2008	25/09/2014	Basic Rs.15600/- to 39100/- Grade Pay Rs.6000/-
Assistant Professor (Stage II)	Ramakrishna Mission Sikshanamandira, Belur Math (Govt. Aided College)	26/09/2014	25/09/2019	Basic Rs.15600/- to 39100/- Grade Pay Rs.7000/-
Assistant Professor (Stage III)	Ramakrishna Mission Sikshanamandira, Belur Math (Govt. Aided College)	26/09/2019	Till Date	Basic Rs.15600/- to 39100/- Grade Pay Rs.8000/-

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

[Signature]
Signature of the candidate

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

[Signature] 05/04/2023
Signature of the coordinator, IQAC

Date:

Seal:

Coordinator

IQAC

Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.

[Signature] 05/04/2023
Signature of the Principal/ TIC

Date:

Seal:

Swami Vidyamritananda

Principal (Offg.)

Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.

Ramakrishna Mission Sikshanamandira

(Post Graduate Autonomous College Under University of Calcutta under Section 22 UGC Act)

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Sessions/ Years [26th Sept., 2019 - 30th June, 2020]

Part B: Academic Performance Indicators (API)

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

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Fieldwork

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
1.	<i>B.Ed, M.Ed</i>	1 st Sem, 2 nd Sem, 3 rd Sem & 4 th Sem	L, T, P, PS	399.75 Hrs	399.75/7.5 = 53.3	<u>53.3</u>
Maximum API Score : i) Assistant Professor Stage I : 70 ii) Assistant Professor Stage II : 70 iii) Assistant Professor Stage III: 70						

ANNEXURE-08 #11

* Lectures, Tutorials, Practical, Project Supervision and Fieldwork

• Workload as per UGC Regulations 2016:

	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
1	Invigilation (University exam)	42 hrs.	4.2	4.2
2	Paper setter, Evaluation and Scrutiny of answer scripts	28 Hrs.35 mins	2.85	2.85
3	Evaluation of Learning Design & pedagogy Analysis	120 Hrs.	12.0	12.0
4	Paper Setter of Other University/ Institutions			
	Maximum API Score :			
	i) Assistant Professor Stage I : 20			<u>19.05</u>
	ii) Assistant Professor Stage II : 20			
	iii) Assistant Professor Stage III : 20			

ANNEXURE
- 12
ANNEXURE
- 13
ANNEXURE
- 14

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

- Updating of Courses/Curriculum Design;
- Participation/Innovative – Interactive courses;
- Participn./Innovative – Learning Modules
- Participn./Innovative – Case Studies prepared;
- Use of ICT or Computer-aided methods –ppt;
- Use of ICT – Multi-media/Simulation etc;
- Dev/Teaching Remedial/Bridge Courses;
- Dev/Teaching Soft skill/Communication/Personality Dev;
- Special Programs in Phys. Edn./Library;
- Innovative Composition/Creation in Music, Fine Arts, Perf Arts;
- 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
1.	Updating of Curriculum Design : B.Ed & M.Ed			
2.	Preparation of Assignment (Digitalized or On-Line Class)	B.Ed, M.Ed& M. Phil Courses	40 hrs./10	4.0

Use of ICT or Computer-Aided Methods –Microsoft Power Point (ppt)	40 hrs		
Maximum API Score : i) Assistant Professor Stage I : 10 ii) Assistant Professor Stage II : 10 iii) Assistant Professor Stage III : 10			<u>4.0</u>

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.

Ramakrishna Mission Sikshanamandira

(Post Graduate Autonomous College Under University of Calcutta under Section 22 UGC Act)

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Sessions/ Years [1st July, 2020 - 30th June, 2021]

Part B: Academic Performance Indicators (API)

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

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(b) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Fieldwork

Sl. No.	Course/Paper	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year \div 7.5 for Assistant Prof. & \div 7.75 for Associate Prof.)	API Score
1.	B.Ed, M.Ed	1 st Sem, 2 nd Sem, 3 rd Sem & 4 th Sem	L, T, P, PS	210Hrs	210/7.5 = 28	<u>28</u>
Maximum API Score : iv) Assistant Professor Stage I : 70 v) Assistant Professor Stage II : 70 vi) Assistant Professor Stage III: 70						ANNEXURE-15 to 16

* Lectures, Tutorials, Practical, Project Supervision and Field Work

• Workload as per UGC Regulations 2016:

	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
1	Invigilation (University exam)	42 hrs.	4.2	4.2
2	Paper setter, Evaluation and Scrutiny of answer scripts	55 Hrs. 20mins	5.53	5.53
3	Evaluation of Learning Design & pedagogy Analysis	120 Hrs.	12.0	12.0
4	Paper Setter of Other University/ Institutions			
	Maximum API Score : iv) Assistant Professor Stage I : 20 v) Assistant Professor Stage II : 20 vi) Assistant Professor Stage III : 20			<u>20.0</u>

ANNEXURE-17

ANNEXURE

- 18

ANNEXURE

- 14

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

- Updating of Courses/Curriculum Design:
- Participation/Innovative – Interactive courses:
- Participn./Innovative – Learning Modules
- Participn./Innovative – Case Studies prepared:
- Use of ICT or Computer-aided methods –ppt:
- Use of ICT – Multi-media/Simulation etc:
- Dev/Teaching Remedial/Bridge Courses:
- Dev/Teaching Soft skill/Communication/Personality Dev:
- Special Programs in Phys.Edn./Library:
- Innovative Composition/Creation in Music, Fine Arts, PerfArts:
- Organizing & cond. Of popular Prog./Teaching Web-based/E- Library/IT-assteaching:

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

1.	Updating of Curriculum Design : B.Ed & M.Ed			
2.	Participation/Innovation- Preparation of Assignment (Digitalized or On-Line Class) Use of ICT or Computer-Aided Methods –Microsoft Power Point (ppt)	B.Ed, M.Ed& M. Phil Courses 40 hrs	40 hrs./10	4.0
	Maximum API Score : iv) Assistant Professor Stage I : 10 v) Assistant Professor Stage II : 10 vi) Assistant Professor Stage III : 10			<u>4.0</u>

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.

Ramakrishna Mission Sikshanamandira

(Post Graduate Autonomous College Under University of Calcutta under Section 22 UGC Act)
 Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Sessions/ Years [1st July, 2021 - 30th June, 2022]

Part B: Academic Performance Indicators (API)

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

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(c) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Fieldwork

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
1.	<i>B.Ed, M.Ed</i>	1 st Sem, 2 nd Sem, 3 rd Sem.& 4 th Sem	L, T, P,PS	466.5Hrs	466.5/7.5 = 62.2	<u>62.2</u>
Maximum API Score : vii) Assistant Professor Stage I : 70 viii) Assistant Professor Stage II : 70 ix) Assistant Professor Stage III: 70					ANNEXURE-19/20	

* Lectures, Tutorials, Practical, Project Supervision and Field Work

• Workload as per UGC Regulations 2016:

	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
1	Invigilation (University exam)	42 hrs.	4.2	4.2
2.	Paper setter, Evaluation and Scrutiny of answer scripts	112Hrs.40mins	11.26	11.26
3.	Evaluation of Learning Design & pedagogy Analysis	120 Hrs.	12.0	12.0
4.	Paper Setter of Other University/ Institutions			
	Maximum API Score : vii) Assistant Professor Stage I : 20 viii) Assistant Professor Stage II : 20 ix) Assistant Professor Stage III : 20			<u>20.0</u>

ANNEXURE
- 21
ANNEXURE
- 22
ANNEXURE
- 14

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

- Updating of Courses/Curriculum Design;
- Participation/Innovative - Interactive courses;
- Participn./Innovative - Learning Modules
- Participn./Innovative - Case Studies prepared;
- Use of ICT or Computer-aided methods -ppt;
- Use of ICT - Multi-media/Simulation etc;
- Dev/Teaching Remedial/Bridge Courses;
- Dev/Teaching Soft skill/Communication/Personality Dev;
- Special Programs in Phys.Edn./Library;
- Innovative Composition/Creation in Music, Fine Arts, PerfArts;
- Organizing & cond. Of popular Prog./Teaching Web-based/E- Library/IT-as-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
1.	Updating of Curriculum Design : B.Ed & M.Ed			

2.	Participation/Innovation- Preparation of Assignment (Digitalized or On-Line Class) Use of ICT or Computer-Aided Methods –Microsoft Power Point (ppt)	B.Ed, M.Ed& M. Phil Courses 40 hrs	40 hrs./10	4.0
	Maximum API Score : vii) Assistant Professor Stage I : 10 viii) Assistant Professor Stage II : 10 ix) Assistant Professor Stage III : 10			<u>4.0</u>

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.

Ramakrishna Mission Sikshanamandira
(Post Graduate Autonomous College Under University of Calcutta under Section 22 UGC Act)
Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Sessions/ Years [1st July, 2022 - 25th Sept, 2022]

Part B: Academic Performance Indicators (API)

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

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(d) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Fieldwork

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
1.	B.Ed, M.Ed	1 st Sem, 2 nd Sem, 3 rd Sem& 4 th Sem	L, T, P,PS	97.5Hrs	97.5/7.5 = 13	<u>13</u>
Maximum API Score : x) Assistant Professor Stage I : 70 xi) Assistant Professor Stage II : 70 xii) Assistant Professor Stage III: 70					ANNEXURE -2_B	

* Lectures, Tutorials, Practical, Project Supervision and Field Work

- Workload as per UGC Regulations 2016:

	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
1.	Invigilation (University exam)			
2.	Paper setter, Evaluation and Scrutiny of answer scripts			
3.	Evaluation of Learning Design & pedagogy Analysis			
4.	Paper Setter of Other University/ Institutions			
	Maximum API Score : x) Assistant Professor Stage I : 20 xi) Assistant Professor Stage II : 20 xii) Assistant Professor Stage III : 20			<u>0</u>

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

- Updating of Courses/Curriculum Design:
- Participation/Innovative – Interactive courses:
- Participn./Innovative – Learning Modules
- Participn./Innovative – Case Studies prepared:
- Use of ICT or Computer-aided methods –ppt:
- Use of ICT – Multi-media/Simulation etc:
- Dev/Teaching Remedial/Bridge Courses:
- Dev/Teaching Soft skill/Communication/Personality Dev:
- Special Programs in Phys.Edn./Library:
- Innovative Composition/Creation in Music, Fine Arts, Perf/Arts:
- Organizing & cond. Of popular Prog./Teaching Web-based/E- Library/IT-assteaching:

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

1.	Updating of Curriculum Design : B.Ed & M.Ed			
2.	Participation/Innovation- Preparation of Assignment (Digitalized or On-Line Class) Use of ICT or Computer-Aided Methods –Microsoft Power Point (ppt)	B.Ed, M.Ed& M. Phil Courses 20 hrs	20 hrs./10	2.0
	Maximum API Score : x) Assistant Professor Stage I : 10 xi) Assistant Professor Stage II : 10 xii) Assistant Professor Stage III : 10			<u>2.0</u>

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

Sessions/ Years [26th Sept., 2019 - 30th June, 2020]

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.)	(Student Seminar) 80 Hrs.	80Hrs/10	8.0
	ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)			ANNEXURE-24
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars)			
	(Max API Score : 15)			<u>8.0</u>
(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)	M.Phil. Course Coordinator 30 Hrs.	30Hrs/10	3.0
	ii) Participation in Board of Studies, Academic and Administrative committees	Member of Gov. Body-10 hrs. Member of Academic Council & BOS - 10hrs. Total = 20Hrs.	20Hrs/10	2.0
	(Max API Score : 15)			<u>5.0</u>
(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)			
	• M.Phil Dissertation pre-Submission seminar	5hrs	5Hrs/10	<u>0.5</u>
	(Max API Score : 15)			
	*For all categories of Teachers (Assistant/Associate)			<u>13.5</u>
	Total Score (a +b+c) (Max :45)			<u>13.5</u>

CATEGORY2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

Sessions/ Years [1st July, 2020 - 30th June, 2021]

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.)	(Student Seminar) 80 Hrs.	80Hrs/10	8.0
	ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)		ANNEXURE - 28	
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars			
	(Max API Score : 15)			8.0
(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/Con venor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)	M.Phil. Course Coordinator 30 Hrs.	30Hrs/10	3.0
	iii) Participation in Board of Studies, Academic and Administrative committees	Member of Gov. Body-10 hrs. Member of Academic Council & BOS - 10hrs. Total - 20Hrs.	20Hrs/10	2.0
	(Max API Score : 15)			5.0
(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)			13.0
	Total Score (a +b+c) (Max :45)			<u>13.0</u>

CATEGORY2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

Sessions/ Years [1st July, 2021 – 30th June, 2022]

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.)	Student Seminar) 80 Hrs.	80Hrs/10	8.0
	ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)			
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars)			
	(Max API Score : 15)			<u>8.0</u>
(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/Convener/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)	M.Phil. Course Coordinator 30 Hrs.	30Hrs/10	3.0
	iii) Participation in Board of Studies, Academic and Administrative committees	Member of Gov. Body-10 hrs. Member of Academic Council & BOS – 10hrs. Total = 20Hrs.	20Hrs/10	2.0
	(Max API Score : 15)			<u>5.0</u>
I	Professional Development activities (such as participation in seminars activities as participation in seminars talks, lectures in refresher / faculty development courses, membership of associations, dissemination and general articles and any other contribution)			
	<ul style="list-style-type: none"> Refresher Course participation Conference/Seminar participation (10-Day National Level Workshop : "Skill Development on Indian Sign Language Interpretation" ;26, 27 March, 2, 3, 9, 10, 17, 23, 24 & 30th April, 2022) 	75 hrs 50hrs Total = 125 hrs	12.5	<u>12.5</u>
	(Max API Score : 15)			
	*For all categories of Teachers (Assistant/Associate)			<u>25.5</u>
	Total Score (a +b+c) (Max :45)			<u>25.5</u>

ANNEXURE-29

ANNEXURE-25

ANNEXURE-26

ANNEXURE-27

ANNEXURE-01

ANNEXURE-30

CATEGORY2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

Sessions/ Years [1st July, 2022 – 25th Sept, 2022]

SLNo.	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 activities (Cultural, Sports, NSS, NCC etc.)			
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars)			
	(Max API Score : 15)			<u>0.0</u>
(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/Convener/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)			<u>0.0</u>
I	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)			<u>0.0</u>
	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:

Sessions/ Years [26th Sept., 2019 - 25th Sept., 2022]

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 per publication

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

Sl. No.	Title with page nos.	Journal	ISSN/IS BN No.	Whether peer reviewed impact factor, if any	No. of Co-authors	Whether you are the main author	API Score
1.	Learning from Errors: An Analysis , 2020 March & June 2020, pp. 360-373	Rock Pebbles (A Peer-Reviewed Journal of Multidisciplinary Studies UGC - CARE listed vide SL No. 168, Gr. D) March & June 2020 Vol. XXIV No. I & II	ISSN 0975 - 0509	Yes	1	Yes Supervisor	25X0.7 =17.5
ANNEXURE - 31							
2.	A Comparative Study of History Textbook of Class X between WBBSE and CBSE, 2020, Vol. 11, Issue 1, pp. 34-44.	Research Journal of Humanities and Social Sciences. 11(1): January - March, 2020	ISSN 0975- 6795 (Print) 2321-5828 (Online)	Yes	1	Yes Supervisor	25X0.7 =17.5
ANNEXURE - 32							
3.	Effectiveness of e-Learning Module in Environmental Awareness, 2022, pp-24-32	International Journal of All Research education and scientific methods , Vol 10, Issue 3,	ISSN 2455 6211	Yes IF 7.429	1	Yes	45/2 =22.5
ANNEXURE - 33							
4.	A comparative Study Between e-	International Journal of All	ISSN 2455 6211	Yes IF 7.429	1	Yes	45/2 =22.5
ANNEXURE - 34							

	Learning and conventional Learning in Environmental awareness inculcation, 2022, pp – 603-610	Research education and scientific methods , Vol 10, Issue 2,					
5.	Paradigm shift towards techno pedagogy clone; a positive impact of Cevid 19 on Teaching Profession in India, 2021, pp-524-527	International Journal of All Research education and scientific methods , Vol 9, Issue 7,	ISSN 2455 6211	Yes IF 7.429	1	Yes	45/2 =22.5
6.	Emotional Estability academic Achievement among Students at Upper Primary Level in west Bengal, 2021, pp-534-545	International Journal of All Research education and scientific methods , Vol 9, Issue 9,	ISSN 2455 6211	Yes IF 7.429	1	Yes	45/2 =22.5
7.	Learning from Errors; A Study of Adibashi students errors in Learning Bengali and English Languages in West Bengal, 2021, pp-77-94	ELT Voices Vol- 11, Issue 2	ISSN 2230 9136	Yes	1	Yes Supervisor	25X0.7 =17.5
8.	Empowering and Main Streaming Women for Social Mobility : A critical Observation, 2022, pp- 693-696	International Journal of All Research education and scientific methods , Vol 10, Issue 2,	ISSN 2455 6211	Yes IF 7.429	1	Yes Supervisor	45X0.7 =31.5
9	Unlocking The potential of Neuro diverse talent through a strength based learning Techniques and Neuro Linguistic Programming, 2021, pp- 2025-2029	International Journal of All Research education and scientific methods , Vol 9, Issue 6,	ISSN 2455 6211	Yes IF 7.429	1	Yes Supervisor	45X0.7 =31.5

ANNEXURE - 35

ANNEXURE - 36

ANNEXURE - 37

ANNEXURE - 38

ANNEXURE - 39

10.	Sustainable Development of Bariti Malati Bills in the District of North 24 PGs , West Bengal: An analytical Study	International Journal of All Research education and scientific methods , Vol 10, Issue 4,	ISSN 2455 6211	Yes IF 7.429	0	Yes Supervisor	45	ANNEXURE - 40
11.	Socio-ecological development of Bariti Malati Bills in the District of North 24 PGs , West Bengal: A case Study	International Journal of Applied Research	ISSN 2394 7500	Yes IF 8.4	0	Yes	45	
12.	Information and Communication Technology : Evolution and challenges for transaction in school education	International Journal of Research and Analytical Reviews	ISSN 2349 3138	Yes IF 7.17	1	Yes Supervisor	45X0.7 =31.5	ANNEXURE - 42
						Total API=	<u>317.0</u>	

* 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 singleauthor
- 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 singleauthor
- 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
1.						
2.						
					Total API	

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 perproject

(b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15perproject

(c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 perproject

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

- **APIscore:**

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/Technology	National /International	API score

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

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

c)

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/Cent ral 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.	Courses	Number enrolled	Degree awarded	Thesis Submitted	API score
1.	M.Phil. or equivalent	01	01	00	5
2.	Ph. D	04	00	00	
				Total API	5

ANNEXURE -43

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
1.					

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

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

Sl. No.	Title of the invited lecture /paper presented	Title of Conference/ Seminar with date	Organized by	Whether International/ National/State or University	API score
1.					
2.					
	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
1.				

*Minimum total API scores required for promotion under


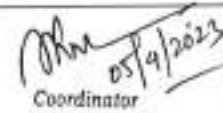
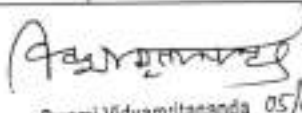
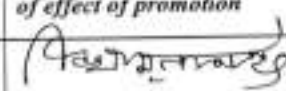
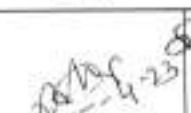
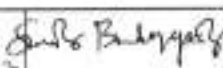
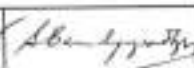
CATEGORY II + CATEGORY III*:

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: Dr. Pradip Sarkar Subject: Geography

Criteria	API Score for previous 3+4+5+6 academic years as applicable for specific proposed stage of promotion from Stage III/III to Stage H/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)	<table border="1"> <tr> <td>28.9.2019</td> <td>01.7.2020</td> <td>01.7.2021</td> <td>01.7.2022</td> </tr> <tr> <td>30.6.2020</td> <td>30.6.2021</td> <td>30.6.2022</td> <td>25.5.2022</td> </tr> <tr> <td>76.35</td> <td>52.0</td> <td>86.2</td> <td>15.0</td> </tr> </table>	28.9.2019	01.7.2020	01.7.2021	01.7.2022	30.6.2020	30.6.2021	30.6.2022	25.5.2022	76.35	52.0	86.2	15.0	229.55	
28.9.2019	01.7.2020	01.7.2021	01.7.2022												
30.6.2020	30.6.2021	30.6.2022	25.5.2022												
76.35	52.0	86.2	15.0												
II CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	52.0	52.0													
III CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	322.0	322.0													
II + III Total API score (Category II + Category III)/ Assessment Period)	374.0	374.0													
 Signature of the incumbent	 Coordinator IQAC Rajeshwari Mishra, Sikshanamandira Signature of the Coordinator, IQAC with date and seal	 Swami Vidyamitananda Principal (Offg.) Signature of the Principal with date and seal	05/09/2023												
Date of Screening Committee / Selection committee and Venue	Date: 05-04-2023	Venue: Bikash Bhavan													
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion	<ul style="list-style-type: none"> Recommended for promotion from Stage III/III to Stage H/III/IV (Strike out which are not applicable) Date of effect 26.09.2023 														
 Swami Vidyamitananda Principal (Offg.) Signature of the Principal with date and seal	 Signature of the DP Education Directorate Government of West Bengal Signature of the DP with date and seal	 Signature of the Subject Expert's with date and seal	 Signature of the Subject Expert's with date and seal												

Kolkata - 91
University of Calcutta
Kolkata-700 019

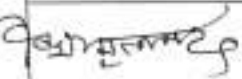
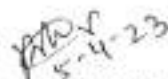
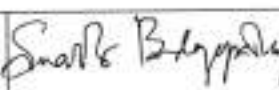
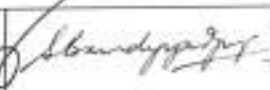
Professor
Department of Geography
University of Calcutta

**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: BIHAR BHAVAN
- Name of the applicant: Dr. Pradip Sarkar Subject: Geography
- Date of RC/OP/WORKSHOP: 20.09.2021 to 04.10.2021

Assessment period						
API score up to 06.12.2017			API score w.e. 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)	0.0	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	229.55	229.55	✓
CAT II	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed yearly)	0.0	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	52.0	52.0	✓

CAT III	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	0.0	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	322.0	322.0	
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion		<ul style="list-style-type: none"> Recommended for promotion from Stage I/II/III to Stage H/HH/IV (Strikeout which are not applicable) Date of effect 26.09.2022 				
 Swami Vidyamritananda Principal (Offg.) Signature of the Principal/TIC/DIC with date and 05-04-2023		 Signature of the DPI with date and seal Education Director Government of West Bengal Bilkash Bhawan, Salt Lake Kolkata - 91	 Signature of the Subject Expert/s with date and seal 5/4/23	 Signature of the Subject Expert/s with date and seal Professor 5/4/23		

Bilkash Bhawan, Salt Lake
 Kolkata - 91
 Swamido Bandyopadhyay
 Professor of Geography
 University of Calcutta
 Kolkata-700 019
 Department of Geography
 University of Calcutta



RAMAKRISHNA MISSION SIKSHANAMANDIRA

(A NCTE recognized Autonomous Post Graduate College under University of Calcutta)
College with Potential for Excellence (CPE), College of Teacher Education (CTE) &
Swami Vivekananda Centre for Multidisciplinary Research in Educational Studies

Phone: 033-23440081/9281-1635

Email: rkmission@gmail.com, rkmissionceff@gmail.com

Website: www.rkmission.org

Belur Math, Howrah - 711 202, West Bengal

Ref. No: 41-ETS-CAS 07 22-23

July 25, 2022

To
The Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhawan
Salt Lake, Kolkata



Subject: Proposal for fixation on Promotion of Sri Harak Ghosh
Librarian, Stage-1 to the post of Librarian, Stage-2
after completing 5 years, in terms of G.O. No. 920-Edn/CS
dated 11.12.2012 and 1373-Edn/CS/SP-52/98/Dt/07.12.2012

Respected Sir,

We are submitting herewith the proposal for fixation in respect of Promotion of Sri Harak Ghosh Librarian, Stage-1 who have completed his five years of continuous service in the same post as on 01.08.2020.

All necessary papers as mentioned in the said G.O. is enclosed for your reference and necessary action in this regard.

Kindly do the needful as early as it is possible from your end.

Thanking you,

Yours faithfully,

(Swami Vidyamritananda)

(Principal (Offg))

Swami Vidyamritananda

Principal (Offg)

Ramakrishna Mission SIKSHANAMANDIRA

Belur Math, Howrah-711202, W.B

1. Proposal sheet
2. All Pay fixation memos of the incumbent.
3. Governing Body Resolution in Part-D
4. Screening Committee Report Part-C
5. Leave Statement of the incumbent.
6. Copy of Appointment letters of the experts of the Screening Committee
7. Application seeking CAS with supporting documents in prescribed format Part-A with all Supporting documents

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

- Swami Vivekananda

Name of the College: **Ramakrishna Mission Sikshanamandira**
 Address: P.O. Belur Math, Howrah. E-mail: rkmsm@rediffmail.com

Proposal for promotion of Sri Hirak Ghosh, Librarian-2 to the post of stage-2 under CAS in respect of G.O. No. 920-Edm(CS) dated 31.12.2012 & 1373-Edm(CS)/5P-52/98 Dated 07.12.2017

Sl. No.	Name, Designation and Date of birth.	Date of Appointment.	Date of placement in the post of Assistant Professor, stage-1	Due date for Promotion to the post of Assistant Professor, stage-2 under CAS	Existing pay in the revised scale under ROPA-2009 as on 01.08.2020 Vide Pay fixation Memo No. 202008051432879 dated 06.08.2020	Pay proposed to be fixed after promotional benefit under CAS (with one addl. incr. in the existing Pay)	Proposed Designation a) Designated as b) W.e.f.	Remarks
1	Sri Hirak Ghosh, stage-1 (Librarian, 05.12.1982	01.08.2015	01.08.2020 (Straightway)	01.08.2020 (Straightway)	a) Level b) Cell c) Basic pay d) Scale of pay	a) Level b) Cell c) Basic pay d) W.e.f. e) Scale of pay f) Dt. of next inc.	a) Librarian Stage-2 b) 01.08.2020	After completing 5 years of service.

Hirak Ghosh
 Signature of the incumbent

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

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


The Governing Body in its meeting held on ^{21.07.2022} 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/ **HIRAK GHOSH**, Librarian of this College be promoted to the post of Librarian/~~Assistant/Associate Professor~~ in the scale of pay of ' 15600 - 39100/- or - ~~37400 - 67000/-~~ with AGP of 7000/ ~~8000 / -9000~~ with effect from **01.08.2020**.

It is also resolved that the post held by Shri/Smt/ **HIRAK GHOSH** be upgraded to the post of Librarian/~~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 Librarian (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: 21/07/2022


Signature of the President/ Administrator with Seal

President
Governing Body
Kamakhya Mission, Bokharoanagar
Bela, Math, Howrah

Part C: For use of the Screening/ Selection Committee

Name of the College: **Ramakrishna Mission Sikshanamandira**

Date of the Meeting: **07.06.2022**

Venue: **R.K. Mission Sikshanamandira**

Name of the Incumbent: **HIRAK GHOSH**

Present designation: Librarian (Stage 1/ Stage-2/ Stage-3)

Date of joining: 01.08.2015

Date of award of Ph.D./ M. Phil.: 28.12.2017

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

Designation after promotion: Librarian (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: **01.08.2020**

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

The Screening-Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Librarian (Stage 1/Stage-2/Stage-3) to the post of Librarian (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 and 1373-Edn(CS)/5P-52/98 Dated 07.12.2017 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Librarian (Stage 2/ Stage-3) /-Associate-Professor (Stage-4) with AGP of 7000/ 8000+9000 with effect from **01.08.2020** in terms of G.O no 920 Edn (CS) dt 31.12.2012 and 1373-Edn(CS)/5P-52/98 Dated 07.12.2017. The Committee further recommends that the post held by the incumbent be upgraded to the post of Librarian (Stage2/ Stage-3) /-Associate-Professor (Stage-4) with AGP of 7000/ 8000+9000 with effect from **01.08.2020** and the same would be reverted to the post of Librarian (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.

Swarna Banerjee 7.6.22
Signature of Expert with Date and Seal

(Nominated by the VC of the affiliating University)

Prof. Swarna Banerjee
Dean

Faculty Council for Post-Graduate Studies in
Education, Journalism and Library &
Information Science
UNIVERSITY OF CALCUTTA

Signature of Govt. Nominee with Date and Seal

(Nominated by the DPI, West Bengal)

7.6.22
Director of Public Instruction
Education Directorate
Government of West Bengal
Bikash Bhavan, Salt Lake
Kolkata - 91

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

7.6.22
Signature of the Principal/ TIC

with Date and Seal
Swami Vidyamitananda
Principal (Off)

Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.

**STATEMENT OF
Attendance & Classes taken by Teachers of Govt/Govt aided colleges (YEAR WISE)**

Name	Mr. HIRAK GHOSH											
	LIBRARY											
Department	Ramakrishna Mission Sikshanamandira											
College	LEAVE TAKEN											
Year	No of days college open	No of days attended college	CL	EL	ML	CCL &/ EOL	O.D.	Total	Allotted theory classes	Allotted practical classes	ACADEMIC AUDIT	Remarks
									theory classes taken	practical classes taken		
2015-2016 (from 01/08/2015)	202	190	12	NIL	NIL	NIL	NIL	12	N.A.	N.A.	N.A.	N.A.
2016-2017	245	233	12	NIL	NIL	NIL	NIL	12	N.A.	N.A.	N.A.	N.A.
2017-2018	231	185	14	12	20	NIL	NIL	46	N.A.	N.A.	N.A.	N.A.
2018-2019	225	189	14	22	NIL	NIL	NIL	36	N.A.	N.A.	N.A.	N.A.
2019-2020 (up to 31/07/2020)	200	156	14	23	7	NIL	NIL	44	N.A.	N.A.	N.A.	N.A.
Total	1103	960	66	57	27	NIL	NIL	150	N.A.	N.A.	N.A.	N.A.
									% of classes			

Tutorial (other than UGC remedial/ Distance Education)
Seminar (not less than 2 classes at a stretch)

Hirak Ghosh
Signature of Incumbent

Ashwini Ghosh 02/6/22
Signature of Principal/OIC/TIC

Munir 02/16/2022
Signature of IQAC Coordinator

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

IQAC
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.

To

Date: 05.01.2022

The Principal,

Ramakrishna Mission Sikshanamandira,

Belur Math, Howrah, 711202 (W.B.)

Subject: Prayer for proceeding of **Career Advancement Scheme (CAS)** (From Assistant Professor-I with AGP Rs.6000/- to Assistant Professor-II with AGP Rs.7000/-) of Sri HIRAK Ghosh, Librarian

Revered Maharaj,

I, Sri HIRAK Ghosh, Librarian of your Institution since 01.08.2015, beg to state that I have successfully completed M. Phil course (i.e. 28/12/2017), Orientation Programme and Refresher Course as per requirement within the due date (i.e. 01/08/2020) for my next promotion. Now, I am eligible for CAS from Assistant Professor, Stage-I (AGP Rs.6000/-) to Assistant Professor, Stage-II (AGP Rs.7000/-).

Therefore, I shall be highly glad if you kindly grant my prayer and please arrange the further procedure regarding my CAS.

Yours faithfully,

Hirak Ghosh
(Sri HIRAK Ghosh)

Librarian

Ramakrishna Mission Sikshanamandira

Belur Math, Howrah, 711202 (W.B.)

Encl.-

1. A copy of M. Phil final mark sheet
2. A copy of the day of the publication of M. Phil result
3. A copy of M. Phil Certificate
4. A copy of the Certificate of Orientation Programme
5. A copy of the Certificate of Refresher Course

**Performance Based Self Appraisal System
(PBAS) For Career Advancement Scheme (CAS)**

**Promotion from Librarian (Stage 1) to Librarian (Stage 2)
Session: 01.08.2015 to 31.07.2020**

**Hirak Ghosh
Librarian (Stage 1)
Library**

**Ramakrishna Mission Sikshanamandira
P.O.-Belur Math, Howrah
Pin: 711202**

Appendix II

Annual Self-Assessment for the Performance based appraisal system [PBAS] Session/Year:
2015 – 2016 (from 1st Aug., 2015), 2016-2017, 2017-2018 (up to 6th Dec., 2017), 2017- 2018
(from 07th Dec., 2017), 2018-2019, 2019-2020, 2020-2021 (up to 31st July, 2020)
(To be completed and submitted at the end of each academic year)

Part A: GENERAL INFORMATION

1. Name (Block Letter) : Mr. HIRAK GHOSH
2. Father's Name/Mother's Name : Late Samir Kanti Ghosh
/Husband's Name
3. Department : Library
4. Current Designation & Grade Pay : Librarian (Stage I) & Rs. 6000/-
5. Date of Last Promotion : N.A.
6. Address of Correspondence (with PIN code) : Ramakrishna Mission
Sikshanamandira,
P.O.-Belur Math, Dist.- Howrah,
Pin-711202
7. Permanent Address (with PIN code) : 125/1/2, Pirtala Road,
P.O.-Shyamnagar,
P.S.-Jagaddal, Dist.-24 PGS (N),
Pin -743127
- Telephone No. : 033-26546081
- Mobile No. : 9874123861
- E-mail ID : hirak0512@gmail.com

8. Whether acquired any Degree or Fresh Academic Qualification during the year:
Yes/M. Phil (28.12.2017) Encl. No.01

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

Name of the Course/Summer School	Place	Duration	Sponsoring Agency
111 th Orientation Programme	UGC-HRDC, University of Burdwan, Burdwan	28 Days (04/09/2018 to 01/10/2018)	UGC <u>Encl. No.02</u>
Refresher Course on Librarianship in the New Paradigm	UGC-HRDC, Jadavpur University, Kolkata	14 Days (27/08/2019 to 09/09/2019)	UGC <u>Encl. No.03</u>

10. a. Date of Appointment : 01-08-2015
- b. Date of Confirmation : 01-08-2015 Encl. No.04

11. Past Service, if any : N. A.

(Please attach specific G.O. for Counting of past service for Promotion under CAS)

12. For which position and AGP you are applying under CAS: Librarian (Stage-II) & AGP Rs. 7000/-

13. Date of eligibility for promotion : 01-08-2020

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of Passing	Marks Obtained (%)	Class/Grade
BLIS	University of Calcutta	2009	74%	1 st Encl. No.05...
MLIS	University of Calcutta	2011	78.7%	1 st Encl. No.06...
NET	UGC	2012	N.A.	Eligibility for Lectureship(LS)

15. Research Degree (s):

Encl. No.07..

Degree	Name of the University	Date of Award	Title
M. Phil	University of Calcutta	28-12-2017	Digitization of Rare Books of Public Libraries in West Bengal: An Explorative Study
Ph. D.	N.A.	N.A.	N.A.
D. Sc./D. Lit	N.A.	N.A.	N.A.

16. Details of Teaching/Research/Academic Experience:

Designation	Employer	Period of Service		Scale of Pay
		From	To	
Librarian (Stage I)	Ramakrishna Mission Sikshanamandira	01-08-2015 to Till date		Rs. 15,600/- to Rs. 39,100/- & AGP Rs. 6,000/-

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

Hirak Ghosh 05/10/22
Signature of the Incumbent

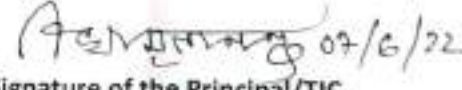
All entries made above are checked and verified and found to be correct.


Signature of the Co-ordinator, IQAC

Date:

Seal: Coordinator
IQAC

Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.


Signature of the Principal/TIC

Date:

Seal: Swami Vidyamritananda
Principal (Offg.)

Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.

Part B: Academic Performance Indicators (API)
Session: 2015-2016 (01/08/2015 to 30/06/2016)
CATEGORY I

PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

Sl. No.	Nature of Activity Max.	Max. Score	Score	API Score
1	Library resources organization and maintenance of books, journals, reports	40	10	09
	Provision of library reader services, literature retrieval services to researchers and analysis of reports		10	08
	Provision of assistance to the Departments of College with required inputs for preparing reports, manuals and related documents		10	04
	Assistance towards updating institutional website with activity related information and for bringing out Institutional Newsletters, etc.		10	05
2	ICT and other new technologies' application for up gradation of library services such as automation of catalogue procurement functions	30	10	08
	Circulation operations including membership records		05	05
	Serial subscription system		02	02
	Reference and information services		05	04
	Library security (technology based methods such as RFID, CCTV),		05	02
	Development of library management tools (software) & Intranet management		03	02
3	Development, organization and management of e-resources including their accessibility over Intranet/ Internet	25	15	12
	Digitization of library resources, E-delivery of information.		10	05
4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC)	20	10	08
	Knowledge resources User promotion programmes like organizing book exhibitions & other interactive latest learning resources.		10	04
5	Additional services such as extending library facilities on holidays	10	02	-
	Shelf order maintenance		04	04
	Library user manual		02	01
	Building and extending institutional library facilities to outsiders through external membership norms		02	02
(Annexure-I, for Sl. No.1,2,3,4&5)/Total Score		125*	125	85
Minimum API Score required		75*		

Encl. No. 08

Session: 2015-2016 (01/08/2015 to 30/06/2016)
CATEGORY II
CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED
ACTIVITIES

Please mention your contribution to any of the following:

Encl. No. - 09

Sl. No.	Nature of Activity	Max. Score	Score	API Score
1	Student related co-curricular, extension and field based activities (such as Cultural exchange)	20	10	08
	Library service programmes (various level of extramural and intramural programmes)		05	0
	Extension, Library-literary work through different channels		05	0
2	Contribution to Corporate life and management of the library units through participation in Library Committees.	15	10	10
	Contribution to Corporate life and management of the Institution through participation in administrative committees and responsibilities		05	05
3	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)	15	15	05
(Annexure-II, for Sl. No. 1,2&3) Total Score		50	50	28
Minimum API Score required		15		

Encl. No. 10

TOTAL AVERAGE ANNUAL SCORE UNDER CATEGORIES I & II

<p>Minimum total average annual score under Categories I & II: Librarian/ Assistant Librarian/ College Librarian Stage 1 to Stage 2: 100/year Librarian/ Assistant Librarian/ College Librarian (Sr. Scale) Stage 2 to Stage 3 (Sel. Gr.): 100/year Librarian/ Assistant Librarian/ College Librarian Stage (Sel. Gr.) Stage 3 to Stage 4: 100/year</p>

Part B: Academic Performance Indicators (API)
Session: 2016-2017 (from 01/07/2016 to 30/06/2017)
CATEGORY I

PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

Sl. No.	Nature of Activity	Max. Score	Score	API Score
1	Library resources organization and maintenance of books, journals, reports	40	10	09
	Provision of library reader services, literature retrieval services to researchers and analysis of reports		10	08
	Provision of assistance to the Departments of College with required inputs for preparing reports, manuals and related documents		10	05
	Assistance towards updating institutional website with activity related information and for bringing out Institutional Newsletters, etc.		10	05
2	ICT and other new technologies' application for up gradation of library services such as automation of catalogue procurement functions	30	10	09
	Circulation operations including membership records		05	05
	Serial subscription system		02	02
	Reference and information services		05	04
	Library security (technology based methods such as RFID, CCTV),		05	03
	Development of library management tools (software) & Intranet management		03	02
3	Development, organization and management of e-resources including their accessibility over Intranet/ Internet	25	15	12
	Digitization of library resources, E-delivery of information.		10	05
4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC)	20	10	08
	Knowledge resources User promotion programmes like organizing book exhibitions & other interactive latest learning resources.		10	04
5	Additional services such as extending library facilities on holidays	10	02	-
	Shelf order maintenance		04	04
	Library user manual		02	01
	Building and extending institutional library facilities to outsiders through external membership norms		02	02
(Annexure-I, for Sl. No.1,2,3,4&5) Total Score		125	125	88
Minimum API Score required		75		

Encl. No.⁰⁸.....

Session: 2016-2017 (01/07/2016 to 30/06/2017)
CATEGORY II
CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED
ACTIVITIES

Please mention your contribution to any of the following:

Sl. No.	Nature of Activity	Max. Score	Score	API Score
1	Student related co-curricular, extension and field based activities (such as Cultural exchange)	20	10	06
	Library service programmes (various level of extramural and intramural programmes)		05	0
	Extension, Library-literary work through different channels		05	0
2	Contribution to Corporate life and management of the library units through participation in Library Committees.	15	10	10
	Contribution to Corporate life and management of the Institution through participation in administrative committees and responsibilities		05	05
3	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)	15	15	04
<i>(Annexure-II, for Sl. No.1,2&3) Total Score</i>		50	50	25
Minimum API Score required		15		

Encl. No. 11 x 12

Encl. No. 09

TOTAL AVERAGE ANNUAL SCORE UNDER CATEGORIES I & II

Minimum total average annual score under Categories I & II:
Librarian/ Assistant Librarian/ College Librarian Stage 1 to Stage 2: 100/year
Librarian/ Assistant Librarian/ College Librarian (Sr. Scale) Stage 2 to Stage 3 (Sel. Gr.): 100/year
Librarian/ Assistant Librarian/ College Librarian Stage (Sel. Gr.) Stage 3 to Stage 4: 100/year

Part B: Academic Performance Indicators (API)
Session: 2017-2018 (from 01/07/2017 to 06/12/2017)

CATEGORY I

PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

Sl. No.	Nature of Activity Max.	Max. Score	Score	API Score
1	Library resources organization and maintenance of books, journals, reports	40	10	08
	Provision of library reader services, literature retrieval services to researchers and analysis of reports		10	07
	Provision of assistance to the Departments of College with required inputs for preparing reports, manuals and related documents		10	04
	Assistance towards updating institutional website with activity related information and for bringing out Institutional Newsletters, etc.		10	03
2	ICT and other new technologies' application for up gradation of library services such as automation of catalogue procurement functions	30	10	09
	Circulation operations including membership records		05	05
	Serial subscription system		02	02
	Reference and information services		05	04
	Library security (technology based methods such as RFID, CCTV),		05	04
	Development of library management tools (software) & Intranet management		03	02
3	Development, organization and management of e-resources including their accessibility over Intranet/ Internet	25	15	12
	Digitization of library resources, E-delivery of information.		10	06
4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC)	20	10	09
	Knowledge resources User promotion programmes like organizing book exhibitions & other interactive latest learning resources.		10	05
5	Additional services such as extending library facilities on holidays	10	02	-
	Shelf order maintenance		04	04
	Library user manual		02	01
	Building and extending institutional library facilities to outsiders through external membership norms		02	02
(Annexure-I, for Sl. No.1,2,3,4&5) Total Score		125	125	87
Minimum API Score required		75		

Encl. No.08

Session: 2016-2017 (01/07/2017 to 06/12/2017)
CATEGORY II
CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED
ACTIVITIES

Encl. No.09....

Please mention your contribution to any of the following:

Sl. No.	Nature of Activity	Max. Score	Score	API Score
1	Student related co-curricular, extension and field based activities (such as Cultural exchange)	20	10	04
	Library service programmes (various level of extramural and intramural programmes)		05	0
	Extension, Library-literary work through different channels.		05	0
2	Contribution to Corporate life and management of the library units through participation in Library Committees.	15	10	10
	Contribution to Corporate life and management of the Institution through participation in administrative committees and responsibilities.		05	05
3	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)	15	15	0
<i>(Annexure-II, for Sl. No. 1,2&3)/Total Score</i>		50	50	19
Minimum API Score required		15		

TOTAL AVERAGE ANNUAL SCORE UNDER CATEGORIES I & II

<p>Minimum total average annual score under Categories I & II: Librarian/ Assistant Librarian/ College Librarian Stage 1 to Stage 2: 100/year Librarian/ Assistant Librarian/ College Librarian (Sr. Scale) Stage 2 to Stage 3 (Sel. Gr.): 100/year Librarian/ Assistant Librarian/ College Librarian Stage (Sel. Gr.) Stage 3 to Stage 4: 100/year</p>

Category III

RESEARCH AND ACADEMIC CONTRIBUTION

Session/Year: 2015-2016 (from 01/08/2015), 2016-2017, 2017- 2018 (Up to 06/12/2017)

A. Published Paper in Journals

API Score-Refereed journal-15/publication

Non- Refereed (but having ISSN/ISSN)-10/publication

Sl. No.	Title with Page No.	Journal	ISSN/ ISBN No.	Whether Peer reviewed. Impact factor, if any	No. of co-authors	Whether you are the main author	API Score
1	Social Networking in Library: A Study, p. 5-8	College Libraries	0972-1975	Refereed, No IF	One	Communicating Author	7.5
Encl. No.12.....							
Total Score							7.5

Confer.Proc.as full paper (Abstracts not to be included)-10/publication

Sl. No.	Title with Page No.	Details of Conference/ Seminar Publication	ISBN No.	No. of Co-authors	Whether you are the main author	API Score	
1	The Present Scenario of Public Libraries of Purulia District of West Bengal: A Study, p.31-35	Reengineering Public Library & Academic Library System in India (JILACON'15), Published in 2016	978-93-85292-05-7	Two	Yes	3.33	
Encl. No.14.....							
2	A Study on Library & Information Science (LIS) Education in North-East Region of India, p.162-169	Sustainability of Library and Information Services (DLIS, University of Calcutta), Published in January, 2016	978-81-925313-7-3	One	Yes	5.0	
Encl. No.15.....							
3	KOHA Mobile OPAC: A Needed Application for Libraries,	IndKoha 2017 (BLA, Heritage Institute of Technology & RRRLF), Published in 2017	978-81-908459-7-7	One	No	5.0	
Encl. No.16.....							
Total Score							13.33

B. Research Publications (Books published as single author or as editor)

API-Score- Category 1 Text/ Reference Books by International Publisher-50/sole author

Category 2 Text/ Reference Books by National/Soc/Univ Publisher Publisher-25/sole author

Category 3 Subject Books by Other/Local Recognized Publisher-15/sole author

Chapters contributed to edited knowledge based volumes published by Int.Publisher-10/Chapter

Chapters contributed to edited knowledge based volumes published by Indian Publisher with ISBN/ISSN numbers -5/Chapter

Chapters contributed to edited knowledge based volumes published by Other Local Publisher with ISBN/ISSN numbers -5/Chapter

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-authors	Whether you are the main author	API Score
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Total Score							

C. Ongoing and Completed Research Projects and Consultancies

API Score for Projects-

Cat I: (Amount-Rs 30 lakhs+):	20
Cat II: (Amount-Rs 5 lakhs+):	15
Cat III: (Amount-Rs 0.5 lakhs+):	10

API Score for Consultancies-

(Completed-Rs 10 lakhs+/ ongoing: Rs lakhs+):	10
---	----

API Score for Quality Evaluation-

Major (Completed) Project Eval:	20
Minor (Completed) Project Eval:	10

API Score for Project Outcomes-

National level output or patent:	30
International level output or patent:	50

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

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

C. (iii) & (iv) Completed Projects/ Quality Evaluation/Project outcome

Sl. No.	Title	Agency	Period	Grant/ Amount	Whether policy document. Patent	API score
---------	-------	--------	--------	---------------	---------------------------------	-----------

				mobilized (Rs. lakh)	as outcome	
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

D. Research Guidance

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

E. (i) Training Courses (RC/OC) Methodology Workshops, Soft Skills development Programmes, Faculty Development Programme (not less than one week duration) [Max.Points-30]

Cat I: (Not less than two week duration):20/each

Cat II: (Not less than one week duration):10/each

Sl. No.	Programme	Duration	Organized by	API Score
N.A.	N.A.	N.A.	N.A.	N.A.

E) (ii) Papers presented (Oral/Poster) in Conferences, Seminars, Workshops, Symposia etc.

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
1	Open Educational Resources	Open Educational Resources (OER), 18-19 December, 2015	School of Professional Studies, Netaji Subhas Open University	National Enci. No.17	7.5
2	Managing Information in Digital Era: A Study	Emerging Challenges and Opportunities of Central Government Libraries in Digital Era, 22-23 January, 2016	Indian Museum Library & CGLA	National Enci. No.18	7.5

3	Refocusing the Vision of Public Libraries and Librarians in the 21 st Century	Rebooting Public Libraries for the 21 st Century to Recreate the Future, 3-4 March, 2016	DLIS, University of Calcutta	National	7.5 Encl. No.19
4	I-School Movement: Present Scenario and Future Development	Libraries in Next Era, 16-17 December, 2016	DLIS, University of Kalyani & KULISAA	International	10 Encl. No.20
Total					32.5

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
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Total Score					N.A.

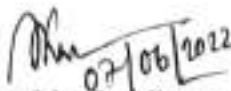
IV. Summary of API Scores:

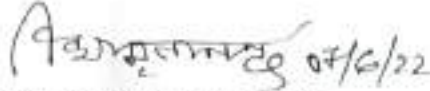
Name: HIRAK GHOSH

Subject: Lib. & Inf. Sc.

	Criteria	Last 3/4/5/6 academic years			Total API score for assessment period	Annual Average API Score for Assessment period
		2015-2016 (from 01/08/2015)	2016-2017	2017-2018 (up to 06/12/17)		
I	Teaching, learning Evaluation related Activities	85	88	87	260	
II	Co-curricular, Extension and Professional Development related Activities;	28	25	19	72	
	Total (I+II)	113	113	106	332	
III	Research and Contribution	53.33			53.33	

Hirak Ghosh
Librarian
Signature of the incumbent
with designation and date
07.06.2022


Signature of the Coordinator
IQAC with Date and Seal
Coordinator
IQAC
Ramakrishna Mission Sikshanamandira
Belur Math, Howrah-711202, W.B.


Signature of the Principal/TIC
with Date and Seal

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

Part B: Academic Performance Indicators (API)

Session: 2017-2018 (07/12/2017 to 30/06/2018)

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

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

Sl. No.	Nature of Activity	Actual hours spent per Academic Year	Actual Score	API 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)	240+37+2+1=280	(Actual hours spent per Academic Year ÷ 20) 280/20 = 14	14.00
	Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. (15 Points)	65+25=90	90/20 = 4.5	4.50
	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 learning resources, etc. (15 Points)	120	120/20 = 6	6.00
	(Max API Score : 70)			24.50
	ICT and other new technologies' application for up-gradation of library services such as automation of		Actual Score (Actual hours spent per	

b)	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	120	Academic Year +10 120/10 = 12	12.00
	(Max API Score : 15)			12.00
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	65+5=70	(Actual hours spent per Academic Year +10) 70/10 = 7	7.00
	(Max API Score : 15)			7.00
i) Assistant Librarian/College Librarian Stage I : 80 ii) Assistant Librarian/College Librarian Stage II : 80 iii) Assistant Librarian/College Librarian Stage III : 75			Total Score (a+ b+ c)=	24.50+12.00+ 7.00 = 43.50
			Encl. No.	21

• **Workload as per UGC Regulations 2016:**

	Direct Working Hours per week
Assistant Librarian/College Librarian (Stage 1 to 2 & Stage 2 to 3)	40
Assistant Librarian / College Librarian (Stage 3 to 4)	36 + 4*

*Hours spent on administrative responsibilities, innovation, up-gradation of services, extension services etc.

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND
EXTENSION ACTIVITIES (07/12/2017 to 30/06/2018)**

Sl. No.	Nature of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10)	API 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. (Max API Score : 15)	5+5=10	10/10	1.00
b)	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities. (Max API Score : 15)	00+00+40=40	40/10	4.00
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) (Max API Score : 15)	00	00	00
*For all categories of Librarians (Assistant Librarian/College Librarian (Stage 1 to 2, Stage 2 to 3, Stage 3 to 4) Total Score (a + b +c) (Max : 45)			Total Score (a + b +c)=	5.00
				Encl. No. 2/2

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

Part B: Academic Performance Indicators (API)
Session: 2018-2019 (01/07/2018 to 30/06/2019)

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

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

Sl. No.	Nature of Activity	Actual hours spent per Academic Year	Actual Score	API 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)	625+140+20+5=790	(Actual hours spent per Academic Year -20) 790/20 = 39.5	39.50
	Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. (15 Points)	90+30=120	120/20 = 9	6.00
	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 learning resources, etc. (15 Points)	180	180/20 =9	9.00
	(Max API Score : 70)			54.50

b)	ICT and other new technologies' application for up-gradation 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	140	(Actual hours spent per Academic Year +10) 140/10 = 14	14.00
	(Max API Score : 15)			14.00
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	110+20=130	(Actual hours spent per Academic Year +10) 130/10 = 13	13.00
	(Max API Score : 15)			13.00
Minimum API Score : i) Assistant Librarian/College Librarian Stage I : 80 ii) Assistant Librarian/College Librarian Stage II : 80 iii) Assistant Librarian/College Librarian Stage III : 75			Total Score (a + b +c)=	54.50+14.00+13.00 =81.50 <u>Encl. No.21..</u>

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES (01/07/2018 to 30/06/2019)

Sl. No.	Nature of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year +10)	API 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.	5+5=10	10/10	1.00
	(Max API Score : 15)			1.00
b)	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	7+3+10=20	20/10	2.00
	(Max API Score : 15)			2.00
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)	110	110/10	11.00
	(Max API Score : 15)			11.00
	*For all categories of Librarians (Assistant Librarian/College Librarian (Stage 1 to 2, Stage 2 to 3, Stage 3 to 4) Total Score (a + b +c) (Max : 45)		Total Score (a + b +c)=	14.00
			Encl. No.	22

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

Part B: Academic Performance Indicators (API)

Session: 2019-2020 & 2020-2021 (01/07/2019 to 31/07/2020)

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

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

SL No.	Nature of Activity	Actual hours spent per Academic Year	Actual Score	API 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)	$600+90+5+5=700$	(Actual hours spent per Academic Year $\div 20$) $700/20= 35$	35.00
	Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. (15 Points)	$110+90=200$	$200/20 =10$	10.00
	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 learning resources, etc. (15 Points)	200	$200/20 =10$	10.00
	(Max API Score : 70)			55.00

b)	ICT and other new technologies' application for up-gradation 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	140	(Actual hours spent per Academic Year +10) $140/10 = 14$	14.00
	(Max API Score : 15)			14.00
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	$125+5=130$	(Actual hours spent per Academic Year +10) $130/10 = 13$	13.00
	(Max API Score : 15)			13.00
Maximum API Score : i) Assistant Librarian/College Librarian Stage I : 80 ii) Assistant Librarian/College Librarian Stage II : 80 iii) Assistant Librarian/College Librarian Stage III : 75			Total Score (a + b +c)=	$55.00+14.00+13.00 = 82.00$ <u>Encl. No.21</u>

• **Workload as per UGC Regulations 2016:**

	Direct Working Hours per week
Assistant Librarian/College Librarian (Stage 1 to 2 & Stage 2 to 3)	40
Assistant Librarian / College Librarian (Stage 3 to 4)	$36 + 4^*$

*Hours spent on administrative responsibilities, innovation, up-gradation of services, extension services etc.

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND
EXTENSION ACTIVITIES (01/07/2019 to 31/07/2020)**

Sl. No.	Nature of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year +10)	API 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.	10+6=16	16/10	1.60
	(Max API Score : 15)			1.60
b)	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	5+5+12=22	22/10	2.20
	(Max API Score : 15)			2.20
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)	72	72/10	7.20
	(Max API Score : 15)			7.20
	*For all categories of Librarians (Assistant Librarian/College Librarian (Stage 1 to 2, Stage 2 to 3, Stage 3 to 4) Total Score (a + b +c) (Max : 45)		Total Score (a + b +c)=	1.60+2.20+7.20 =11.00
				Encl. No.22

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

Period of Assessment: 07/12/2017 to 31/07/2020
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/IS BN No.	Whether peer Reviewed. Impact factor, if any	No. of Co-author	Whether you are the main author	API score
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

* 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 with page no.	Title of Book	ISSN/ISBN No.	No. of Author	Whether you are the main author	API score
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Total						N.A.

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) - 15 per project
- (c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03 lakhs (Arts) - 10 per project

Sl. No.	Title of the Major /Minor Project	Sponsoring Agency	Period	Grant/ Amount mobilized (Rs. lakh)	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 (Rs. lakh)	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/Processes	Date and year of acceptance of the patent/Technology / Product/Process	National /International	API score
N.A.	N.A.	N.A.	N.A.	N.A.

- 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)—

- Major Policy document prepared for International bodies- 30
- Central Government-20
- State Government --10
- 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
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

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 :

- International Award/Fellowship from academic bodies- 15/award & 15 / fellowship
- National Award/Fellowship from academic bodies- 10/award & 10 / fellowship
- 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
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

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

- International-7/lecture or 5/paper presented
- 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
1	E-learning Initiatives in India: Some Observations	Libraries in Next Era: Digital Learning Landscape, 8-9 February, 2019	DLIS, University of Kalyani + KULISAA	National	3.00
Encl. No.22					
Total*					3.00

*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
N.A.	N.A.	N.A.	N.A.	N.A.

*Minimum total API scores required for promotion under **CATEGORY II + CATEGORY III***:

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: **HIRAK GHOSH**

Subject: **Lib. & Inf. Sc.**

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)
	07/12/17 to 30/06/18	01/07/18 to 30/06/19	01/07/19 to 31/07/20		
I CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	43.50	81.50	82.00	207.00	
II CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	5.00	14.00	11.00	30.00	
III CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	3.00			3.00	
II + III Total API score (Category II + Category III)/ Assessment Period)				33.00	
Signature of the incumbent <i>Hirak Ghosh</i>	Signature of the Coordinator, IQAC, with date and Seal <i>[Signature]</i> 06/06/2022 Coordinator IQAC Ramakrishna Mission Sikshanamandira		Signature of the Principal /TIC /OIC with date and seal <i>[Signature]</i> 06/06/2022 Principal (OIC) Ramakrishna Mission Sikshanamandira Belur Math, Howrah-711202, W.B.		
Date of Screening Committee / Selection committee and Venue	Date: 07.06.2022		Venue: R.K. Mission Sikshanamandira.		
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion	<ul style="list-style-type: none"> • Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strike out which are not applicable) • Date of effect 01.08.2020 				
Signature of the Principal/TIC/OIC with date and seal <i>[Signature]</i> Swami ... Principal (OIC) Belur Math, Howrah-711202, W.B.	Signature of the DPI Nominee with date and seal <i>[Signature]</i> 06/06/2022 Joint Director of Public Instruction Education Directorate Government of West Bengal Bikash Bhavan, Salt Lake Kolkata - 91	Signature of the Subject Expert/s with date and seal <i>[Signature]</i> 7/6/22	Signature of the Subject Expert/s with date and seal		

Prof. Swapna Banerjee
Dean
Faculty Council for Post-Graduate Studies in
Education, Journalism and Library &
Information Science
UNIVERSITY OF CALCUTTA

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: **HIRAK GHOSH**

Subject: Lib. & Inf. Sc.

• Date of RC/OP/ WORKSHOP: **04/09/2018 to 01/10/2018 (OP)**
27/08/2019 to 09/09/2019 (RC)

		Assessment period				Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor)
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)		
CAT I	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	85.00	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)	43.50	260.00	
		88.00		81.50	207.00	
		87.00		82.00	467.00	
		260.00		207.00		
CAT II	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed yearly)	28.00	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	05.00	72.00	
		25.00		14.00	30.00	
		19.00		11.00	102.00	
		72.00		30.00		

CAT III	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	52.33	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)	3.00	55.33	
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 01.08.2020				
Signature of the Principal with date and seal <i>Swami Vidyamohananda</i> Principal (JG)		Signature of the DPL Nominee with date and seal <i>Swami Vidyamohananda</i> DPL Nominee		Signature of the Subject Expert/s with date and seal <i>Swapna Banerjee</i> 7.6.20		Signature of the Subject Expert/s with date and seal

Prof. Swapna Banerjee
Dean
Faculty Council for Post-Graduate Studies in
Education, Journalism and Library &
Information Science
UNIVERSITY OF CALCUTTA



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 Appraisal Report of any three
non-teaching staff with seal and signature of the
Principal**



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



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

Academic Year: 2022-2023

PART A: GENERAL INFORMATION

1. Name (in Block Letters): AVIJIT CHAKRABORTY
2. Father's Name: SONATAN CHAKRABORTY
3. Mother's Name: APARAJITA CHAKRABORTY
4. Address: KONIA SOTALATA BAGPARA,
P.O. KONA, P.S. LILUWA, HOWRAH - 711 114
5. Position Hold: CLERK (MANAGEMENT APPOINTED)
6. Date of joining: 01/02/2010
7. Date of confirmation: 01/07/2019
8. Educational Qualification: B. COM

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.)	✓		



RAMAKRISHNA MISSION SIKSHANAMANDIRA

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

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:

Arijit Chakrabarty
Signature of the staff

Remarks of the Department Incharge:

*Institution friendly, well-behaved,
Sincere*

Date: 08/03/23

Dr. Ujjwalanda
Signature of the Dept. Incharge

Remarks of the Principal / Vice Principal:

Sincere & Satisfactory.

Date:

25/3/23

Arijit Chakrabarty
Signature of the Principal/Vice Principal

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

- Swami Vivekananda



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: 2022-2023

PART A: GENERAL INFORMATION

- Name (in Block Letters): SANDIPAN PANDIT
- Father's Name: Late Debendranath Pandit
- Mother's Name: Rita Pandit
- Address: 4/1/1 Priyanshu Dey Lane.
Kolkata - 70036
- Position Hold: Typist
- Date of joining: 24/12/2010
- Date of confirmation: 24/12/2011
- Educational Qualification: M.Com.

PART B: PERFORMANCE APPRAISAL

A. Professional Responsibilities:

Sl. No.	Statement	Good	Satisfactory	Poor
1.	Work Completion within schedule	<input checked="" type="checkbox"/>		
2.	Accuracy & speed of work	<input checked="" type="checkbox"/>		
3.	Ability to do new duties / works	<input checked="" type="checkbox"/>		
4.	Sense of Responsibility	<input checked="" type="checkbox"/>		

B. Relation with others:

Sl. No.	Statement	Good	Satisfactory	Poor
1.	Faculties	<input checked="" type="checkbox"/>		
2.	Students	<input checked="" type="checkbox"/>		
3.	Co-workers	<input checked="" type="checkbox"/>		
4.	Public (Parents, maintenance workers etc.)	<input checked="" type="checkbox"/>		

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

- Swami Vivekananda



RAMAKRISHNA MISSION SIKSHANAMANDIRA

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

Sandipan Pandey
Signature of the staff

Remarks of the Department Incharge:

*Institution friendly, Well-behaved,
Sincere*

Date: *02/03/23*

Dr. K. K. Choudhury
Signature of the Dept. Incharge

Remarks of the Principal / Vice Principal:

Sincere & Committed

Date: *24/3/23*

[Signature]
Signature of the Principal/ Vice-Principal

**Performance Based Appraisal System (PBAS)
Annual Self-Assessment Form for Non-Teaching Staff**Academic Year: 2022-2023**PART A: GENERAL INFORMATION**

- Name (in Block Letters): KAJAL CHAKRABORTY
- Father's Name: Late- Kalipada Chakrabarty
- Mother's Name: Anupama Chakrabarty
- Address: 74 KPC Apartment Malika 28to. Govt colony
P.O - Malika Pt- Hooghly PIN - 712245
- Position Hold: Peon
- Date of joining: 1.2.1991
- Date of confirmation: 1.2.1992
- Educational Qualification: M.P

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.)	✓		



RAMAKRISHNA MISSION SIKSHANAMANDIRA

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

Kajal Chakrabarty
Signature of the staff

Remarks of the Department Incharge:

Date:

Signature of the Dept. Incharge

Remarks of the Principal / Vice Principal:

Sincere & Committed.

Date: *25/3/23*

[Signature]
Signature of the Principal/ Vice Principal