

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 Sikahananandira Beitur Math, Howrah-711202, W.B.



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(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

1 c Swami Vidyamritananda

Swami Vidyamritananda Principal (Offg.) Ramainishna Mission Skahansmandira Balur Math, Howrah-711202, W.B.

Plat Re-accredites - ---

RAMAKEISHNA MISSION SIKSHANAMANDI

(An Autonomous Post-Graduate College under the University of Calcutta coder section 22 of the UGC / # 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 (SVCMRES)

> Phone No. - (033) 2654 -6081/9281/1635 Fax - (033) 7656 - 4412 Email - rkmune@gmail.com, rkmsm@rsd?Smail.com Wabsite - www.rfmsm.org

> > Balur Math, Howren - 71; 202, West Bennel

Toos 11- 41-5 14 AS 151 120-21

D 1 : February 15 342

14 The interact of Public Instruction (Trag.) Education E. actorate Govt of West Bengel and in training and all and Bika n Snewas Sel! 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 67.12.2017

Passacted Sir.

We are submitting horewith the proposal for fixation in respect of Provincion to Dr. Survejit Kar. Assesting Professor (Stage 3) in Physics who have completed his three years of continuous service in the stand dost at un 19, 09, 2020.

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

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

Thanking you,

Yours faithfully,

(Swami Divyagunananda)

Simerii Divysgunananda Principal Ramakrisi na elissinn Sikahonamandira Betar Math, Howrst 711207, 19.8

Enclosures:

78

- 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.
- API-PBAS (Part. A and Part. B) with supporting papers.

"Education is the manifestation of the perfection already in man," Swatol Vivekananúa

Suppliers of the Principal Suppliers of the Principal Principal Principal Principal

^S Z	
Name, Designation and Date of Birth	Dr. Satyajit Kar. Assistant Professor Strage-3(Physics) DOB- 01 11 1476
Date of Joining and date of Ph D awarded	DOJ: 14.09.2008 Ph.D av arded 0 - 12.2004
Date of placement in the post of Assistant Professor, Stage 3	19.09.2017
Due date for Promotion to the post of Associate Professor, under CAS	19,09,2020
Existing pay in scale under UGC- ROPA -2006 as on 19 09.20020 a) Band Pay b) AGP c) Basic Pay d) Scale of pay	a) Rs. 32,050/- b) Rs. 8,000/- c) Rs. 40,050/- d) Rs. 15,600/- Rs. 39,100/-
Pay proposed to be fixed after promotional benefit under CAS a) Band Pay b) AGP c) Basic pay d) W.e.f e) Scale of pay f) Dt. Of next increment	a) Rs. 37,400/- b) Rs. 9,000/- c) Rs.46,400/- d) 19,09,2020 e) Rs.37,400/ Rs. 67,000/- f) 01.07.2021
Proposed Designation a) Designated as b) W.e.f	a) Associate Professor (Physics) b) 19.09.2020
Remarks	After completing (4+5+3)= 12 years of service as Ph D awarded before Date of Joining

Proposal for promotion e. Dr. Saty sjit Kar. Assistant Professor Stage . (Physics) to the post of Associate Professor. Physics under CAS in respect of G.O. No. 920-E in(CS)/SP-52/98 dated 07.12.2017. & Memo No. 294 Trg. Dt. 22.11.2018

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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. 36646/- 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.

NAAC Re-accredited - 'A'

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 (SVCMRES)

Phone No. - (033) 2654 -6081/9281/1635 Fax - (033) 2654 - 4412 Email - rkmsmc@gmail.com, rkmsm@rediffmail.com Website - www.rkmsm.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 <u>Dr. Satyajit Kar</u>, Faculty Member of this college.

Si.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. SatyajitKar 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-orRs.37400/--67000/-withAGPofRs.7000/8000/9000/-witheffectfrom19.09.2020.

It is resolved that the post held by Sri/Smt/Dr. SatyajitKar be upgraded to the post Assistant/Associate Professor in the scale of pay Rs. 15600/ - 39100/ orRs. 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:

All Pay Fixation memos countersigned by thePrincipal/TIC.

Year-wise detailed leave statement countersigned by thePrincipal/TIC.

Date:

Signature of the President/Administrator

PSSilient Governning Body Ramakrishna Mission Sikshanamandiro Belur Math, Howrah

Part C: For use of the Sereening/ Selection Committee

Name of the College: Ramakrishna Mission Sikshanamandira

Venue: Ramakrishna Mission Sikshanamandira Date of the Meeting: 04.02.2021 Name of the Incumbent: Shri/Smt/Dr. SatyajitKar

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

Dateofioining: 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/ orRs. 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 920-Edn(CS)/5P-52/98 dated theincumbenthasfulfilledallconditionsaslaiddowninG.O. No. 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 fallen vacant due to superannuation or any otherreason.

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

02/2021 Signature of the Expert with Dateand Stard (Nominated by the VC of thead)

Hd. kutul addi Haldes Signature of the Expert with Date and Seal (Nominated by the VC of the affiliating University)

Har - 21

Signature of Govt. Nominee with DateandSeal

(Nominated by the DPI, West Bengal) Coleman a contra

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ti Sime

Mar ASh Signature of the Principal/ TI

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

Autonomous College of Teacher Education Ramaknuhna Mession Sikshanamandira (A NCTE Recognized Post-Graduate Behar Math, Howsth-211 202

Signature of IQAC Cordinator

4/2/2

(a) Signature of Principal/OIC/TI Belur Math, Howrah-711202, W.B. Swami Divyagunananda

Principal Remainstra Vission Sitshanamandira

rup of incumbers 04 02/ 2021

Seminar (not less than 2 classes at a stretch)

Tutorial (other than UGC remedial/ Distance Education)

	Total	01.07.2019 - 18.09.2020	01.07.2018 - 30.06.2019	19.09.2017 - 30.06.2018	Year		College	repartment	
		234	225	185	No of days open			T	
		222	223	184	No of days attended college				
		12	02	10	Q		Ramakris		
		0	0	0	Ħ		hna Miss	Physics	A LO LA
		0	0	0	Ň	LEAVE TAKEN	sion Siksh	Physics (Method)	Address of the state of the state
		0	0	0	EOL EOL	AKEN	Ramakrishna Mission Sikshanamandira	5	
		0	0	0	0.D.		ra		
		10	02	01	Total				
% of classes	1063	345+ 72(online)	420	226	Allotted theory classes				1
asses	636	230	240	166	Allotted practical classes	ACADEN			
100%	1063	345+ 72(online)	420	226	Theory classes taken	ACADEMIC AUDIT			
3	636	230	240	166	Practical classes taken				
		From June'2020 online class taken due to COVID 19				Remarks			

STATEMENT OF

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

Name

DR. SATYAJIT KAR

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 19^a 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 18^a September, 2020 afternoon as an Assistant Professor (Stage III). Therefore I am eligible for promotion from Assistant Professor (Stage III) of Grade Pay Rs.8000/- to Associate Professor of Grade Pay Rs.9000/- on 19^a September, 2020 vide G.O. No. 920-Edn(CS)/SP-52/98 dated 31.12.2012 and G.O. No. 1373-Edn(CS)/SP-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.

Place : Belur Math Date : 29.09.2020 .

(Dr. Salyaja Kar)

Yours faithfully,

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

To

Ref : G.O. No. 920-Edn (CS)dt 31.12.2012

Ramakrishna Mission Sikshanamandira

(Post Graduate Autonomous College UnderUniversity 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

DR. SATYAJIT KAR 1. Name (in Block Letters):

Father's Name/Mother's Name/ Husband's Name : Sri MrityunjoyKar

3. Department:

4. Current Designation & Grade Pay: Assistant Professor (Stage III) & Rs 8000/-

Physics

- 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.
);	Vill. + P.O Paniparul, P.S.+ Sub. Div Egra
13	DistrictPurbaMedinipore,
	West Bengal, Pin - 721 448.

- 7. Permanent Address (with Pin code)

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

AcademicStaffCollege Orientation	Place	Duration	Sponsoring
			Agency
School			

- 19.09.2008 10. a. Date of Appointment : 19.09.2008 b. Date of confirmation
- Not Applicable 11. Past Service, if any (Please attach specific G.O. for counting
- of past service for promotion under CAS)

13. Date of eligibility for promotion :

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

19.09.2020

Ovalification (Graduation onwards):

4.Educational Quantica	tion (Gradening	The Dareing	Marks	Class Crines
Examination	Name of the University	Year of Passing	obtained(%)	19
	the second se	1997	68.00	1. I.
B.A./D.Sc./D.Com	VidyasagarUniversit	1997		
Mus./ B.Sc. (Hons.)	7			



ANNEXURE - OI

Class/Grade

Associate Professor&

AGP Rs. 9000/-

		1999	60.64	1.
M.A. M.Sc. M.Com	JadavpurUniversity	THe sources	62.60	1.4
BId	JadaxpurUniversity	2000	70.17	1.4
MEd	University of Calcutta	2010	10.1	

15 Research Degree(s)

Research Degree(s)		Date of award	University
Description	Title	Date of award	
Degreees	417	400	JadavpurUniversity *
M Phil Ph.D. D.Phil.	On Ionic, Electronic Transport of Pure, Doped Alkalihalide Crystalline Solids and Thin Films		ANNEXURE 02
	of Composites		
D.Sc. D.Litt.	++*		

16 Details of Teaching/ Research/ Academic Experience :

		Date of Joining Scale of pay		
Designation	Employer	From	To	
		19/09/2008	18.09.2012	Basic Rs.15600/- to
Assistant Professor (Stage 1)	Ramakrishna Mission Sikshanamandira, Belur Math	19/09/2008		39100/- Grade Pay Rs.6000 - Basic Rs.15600/- to
Assistant Professor (Stage II)	(Govt. Aided College) Ramakrishna Mission Sikshanamandira, Belur Math	19/09/2012	18.09.2017	Basic Rs.15600/- 10 39100/- Grade Pay Rs.7000/-
	(Govt. Aided College)	19/09/2017	Till Date	Basic Rs.15600 - to
Assistant Professor (Stage III)	Ramakrishna Mission Sikshanamandira, Belur Math (Govt. Aided College)	19/09/2017		39100/- Grade Pay Rs.8000/-

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

e of the candidate

2

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

1.....

Signature of the coordinator, IQAC Date: (04/07/2021) Soulisianshna Mission Sikahawamandira (A NCTE Recognised Post-Gradeate Autonomous College of Teacher Education) Belut Math, Howrab-711 202

Signature of the Principal/ TIC Date: Seal: Swami Divyagunananda Principal Ramakristna Mission Sikshanamandira Belur Math, Howrath-711202, W.B.

Ramakrishna Mission Sikshanamandira

(Post Graduate Autonomous College UnderUniversity 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 1. 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)

1) 1.4	ectures 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)	<u>50</u>
(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

B.Ed.	Innovative Science Teaching for physical Science by Radhamohan	Teaching Physical science by S.K. Gupta	Resource provided	5
1.5.1				
4.Ed.	Teaching Physical Science by Y.K.Sharma	Science Education by R.K.Sharma		5
s.Ed.	Statistics in Psychology and Education by	Statistics in Psychology and Education by Garrett		5
4.Ed&M.Phil	Research Methodology hy Best & Kahn	Elementary Statistics by Bluman		5 20
	1.Ed&M.Phil	B.Ed. Statistics in Psychology and Education by S.K. Mangal A.Ed&M.Phil Research Methodology by Best & Kahn	B.Ed. Statistics in Psychology and Education by S.K. Mangal Garrett A.Ed&M.Phil Research Best & Kahn Elementary Best & Kahn Bluman	Statistics in Statistics in Psychology and Psychology and Education by Education by S.K. Mangal Garrett 4.Ed&M.Phil Research Beat & K abm Statistics by

(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 : Seach- 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

SI. No.	Short Description (in terms of items) as listed above	API Score
1.	PPT for B.EdProgramme (1" Year) & (2 nd Year)	5
2.	PPT for M.EdProgramme (1" Year) & (2" 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]

SI. No.	Types of Examination Duties	DutiesAssigned	Extent to which carried out (%)	API Score
1.	Paper setting (2017-2018 Session) 1"& 3 rd SEM Upto 6 th Dec.,2017	i)Environmental Education (Spl. Paper) 3 rd Sem. Ppaper XIII ii) Edn. Tech. & ICT (M.Ed3 rd Sem, CC11) iii) Understanding Discipline and Subjects-Physics (1 rd Sem Paper III) iv) Understanding Discipline and Subjects-Chemistry (1 rd 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 ANNEXURE - 10
	(Max. API Score :25)		Total	25

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

No.	Types of Activity	Average Hrs/week	API Score
10-12-15-	(1) Extension, Co-curricular & field based Activit	ies [5 points each]	1
	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
	(Find the State of St		/
	(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	 Member of Academic Council Member of Board of Studies IQAC Jt. Coordinator AISHE Nodal Officer 	ANNEXURE
	 b)Academic/ Administrative Committees like Admission/ Campus Dev/Library Comm. 5 each; Max 10 	i) Library Committee	ANNEXURE
	 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	15 🦯
	(III)Professional development Activities	The state state of the floor	
•	 (a) Member in Professional Committees (i) National :3 (ii) State : 2 ; Max 10 	 i) Life Member of Indian Physical Society ii) Life Member of Materials Research Society of India 	
	(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 progm (Not covered in Category III) 1 each; Max. 10	(
	(Max API Score : 15)	Total	6
	Total Score (1 + II + III) (Max: 50)	Tetal Score =	21
	(Minimum API Score required: 15)	2 · · · · · · · · · · · · · · · · · · ·	

Please mention your contribution to any of the following:

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

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

> Ramakrishna Mission Sikshanamandira (Post Graduate Autonomous College UnderUniversity 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

1. Name (in Block Letters):

DR. SATYAJIT KAR

Father's Name Mother's Name Husband's Name Sri MrityunjoyKar

- Physics
- 3. Department: 4. Current Designation & Grade Pay: Assistant Professor (Stage III) & Rs 8000/-
- 19.09.2017 5. Date of Last Promotion:

6. Address for correspondence (with Pin code): Writtik Complex Flat No. B36

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

7. Permanent Address (with Pin code): P.S.+ Sub. Div. - Egra

Vill. + P.O.- Paniparul.

District. -PurbaMedinipore, West Bengal, Pin - 721 448.

Telephone No: (+91) 9433111118 skar jdv a yahoo.com, satvajitkar a rediffmail.com Email:

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

e Orientation Refresher Course attended during the year:

9. AcademicStattCollege Orientati Name of the Course/Summer School	Place	Duration	Sponsoring Agency
UGC Sponsored Specific Refresher Course	Department of Physics, University of Calcutta	19 th August to 2 nd September, 2019	UGC-HRDC, CU
	Carterio		ANNEXURE - 07

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 CA	(S)	
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):

Examin	ation	Name of the University	Year of Passing	Marks obtained(%)	Class/Grade
B.A./B.Sc./I Mus./ B.Sc		VidyasagarUniversit	1997	68.00	1"
M.A./M.Sc./	M.Com./M	JadavpurUniversity	1999	60.64	P.
B.b	0	JadavpurUniversity	2000	62.60	1**
M.F		University of Calcutta	2010	70.17	1.4

15. Research Degree(s)

Degreees	Title	Date of award	University
the second se			
M.Phil. Ph.D. / D.Phil.	On Ionic, Electronic Transport of Pure, Doped Alkalihalide Crystalline Solids and Thin Films of Composites	09.12.2004	JadavpurUniversity
DSc / DLitt			***

16. Details of Teaching/ Research/ Academic Experience :

		Date of	Joining	Scale of pay
Designation	Employer	From	То	
Assistant Professor (Stage I)	Ramakrishna Mission Sikshanamandira, Belur Math (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)	19/09/2612	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.

Sature of Inclandidate

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

nit 9

Belur Math, Howrah-711 202

Signature of the coordinator, IQAC Date: 0⁴t | 01 | 202-1 Seal: Ramakrishna Mission Sikshanamandira (A NCTE Recognised Post-Graduate Autonomous College of Teacher Education)

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

Ramakrishna Mission Sikshanamandira

(Post Graduate Autonomous College UnderUniversity 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)

CATEGORY1: TEACHING, LEARNING AND EVALUATIONRELATED ACTIVITIES

(a) Directteaching (16/14) hoursperweek asapplicable)includingLectures, Tutorials, Practical, Project Supervision and Fieldwork

SI. 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 & M.Phil	2 nd Sem, & 4 th Sem	L , T, P,PS	247.5 hrs	33	33
2.2	3	- 357	1.100	1 A.		
			ge II : 70	52	ANN	EXURE - o

* Lectures, Tutorials , Practical, Project Supervision and FieldWork

WorkloadasperUGCRegulations2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	4

SL No.	Type of Examination Duties	Actual hours spent per Academic Year	ActualScore (Actual hours spent per Academic Year ÷ 10 for allTeachers)	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	ANNEXURE
3.	Paper Setter of Other University/ Institutions	10 hrs.	1.0	1.0 -10a;
	Maximum API Score : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20		= 30.1	ANNEXURE 10.8

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

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

- (a) Updating of Courses CurriculumDesign:
- (b) Participation/Innovative Interactivecourses:
- (c) Participn,/Innovative LearningModules
- (d) Participn. Innovative Case Studiesprepared:
- (e) Use of ICT or Computer-aided methods -ppt:
- (f) Use of ICT Multi-media/Simulationetc:
- (g) Dev/Teaching Remedial/BridgeCourses:
- (h) Dev/Teaching Soft skill/Communication/PersonalityDev:
- (i) Special Programs in Phys.Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, PerfArts:
- (k) Organizing & cond. Ofpopular Prog./Teaching Web-based/E- Library/IT-asstreaching:

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
	Updating of CurriculumDesign	-	++	

2,	Participation/Innovation- Preparation of Assignment (Digitalized or On-Line Class)			077.0
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 byteachers.

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, EXTENSIONAND PROFESSIONAL DEVELOPMENT RELATEDACTIVITY

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

LNo.	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-cur	rricular & fie	ld based Activit	ies	
	 i) Discipline related co-curricular ac (e.g. remedial classes, career counse study visit, student seminar and othe events.) 	eling.	(Study Visit & Student Seminar) 100 hrs.	10	10
	 ii) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) iii)Extension and dissemination activities (public /popular lectures/talks/seminars 			AN	NEXURE-
					-
	(Max API Score : 15)			Total=	10.0
(b)	through participation in through	participation	in responsibiliti	units and inst ies(including	itution 🗸 as
(b)	Contribution to Corporate life an through participation in through Principal / Director responsibilitie regular office hrs for its discharge	participation es(including # e)	in responsibiliti as Principal / Dir	units and inst ies(including	itution 🗸 as
(b)	Contribution to Corporate life an through participation in through Principal / Director responsibilitie	participation es(including a e) IQAC Jt. Coor AISHE Nodal NIRF Nodal C Exam. Observ WBUTTEPA	in responsibiliti as Principal / Dir dinator- 10hrs. Officer - 10 hrs. Officer- 10 hrs. er of	units and inst ies(including rector that re 10.8 ANNE)	itution 🗸 as
(b)	Contribution to Corporate life an through participation in through Principal / Director responsibilitie regular office hrs for its discharge (i)) Administrative Responsibility (including Dean/Principal/Chairperson/Con	participation es(including a e) IQAC Jt. Coor AISHE Nodal NIRF Nodal O Exam. Observ WBUTTEPA Total Member of Ac & BOS - 10h Member of Ph Committee of 2hrs.	in responsibiliti as Principal / Dir dinator- 10hrs. Officer - 10 hrs. Officer- 10 hrs. Officer- 10 hrs. er of - 78 hrs. = 108 hrs. = 108 hrs. ov. Body-10 hrs. cademic Council rs. hil comm10hrs. bil comm10hrs. SVCMRES-	INTERPORT	itution as quire 10.8 XURE - 1 2
(b)	Contribution to Corporate life an through participation in through Principal / Director responsibilitie 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)	participation es(including a e) IQAC Jt. Coor AISHE Nodal NIRF Nodal O Exam. Observ WBUTTEPA Total Member of Ac & BOS - 10h Member of Ph Committee of 2hrs.	in responsibiliti as Principal / Dir rdinator- 10hrs. Officer - 10 hrs. Officer- 10 hrs. er of - 78 hrs. = 108 hrs. eademic Council rs. hil comm10hrs. h. D / research	INTERPORT	itution as quire 10.8 XURE - 1 2 VEXURE - 1 EXURE - 1 3.2

as participation in seminary target, recumation membership of associations, dissemination othercontribution)	_		1
 Ph. D Registration Seminar & Thesis pre-Submission Seminar of SVCMRES 	5 hrs.	0.5 A	0.5 NINEXUR
 M Phil Dissertation Proposal & pre-Submission seminar 	5 hrs.	0.5	0.5
		AN	NEXURE
		Total =	<u>1.0</u>
(Max API Score : 15)			

nimum Ar	Score for entres	aired to be assessed cumulatively -
	Stage I to II	50/Assessment Period
	1840 The second second	50/Assessment Period
	Stage II to III	
		50/Assessment Period
	Stage III to IV	200700

Ramakrishna Mission Sikshanamandira

(Post Graduate Autonomous College: UnderUniversity of Calcutta under Section 22 UGC Act) Annual Self-Assessment for the Performance Based Appraisal System (PBAS) Sessions/ Years [1" July, 2018 to 30" June., 2019]

Part B: Academic Performance Indicators (API)

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

CATEGORY1: TEACHING, LEARNING AND EVALUATIONRELATED ACTIVITIES

(b) Directteaching (16/14) hoursperweek asapplicable)includingLectures, Tutorials, Practical, Project Supervision and Fieldwork

		Teaching*	hours spent per Academic Year	(Actual hours spent per Academic Year +7.5 for Assistant Prof. & + 7.75 for Associate Prof.)	
B.Ed, M.Ed & M.Phil	1 st Sem, 2 nd Sem, 3 rd Sem& 4 th Sem	L , T, P, PS	495 hrs.	66	<u>66</u>
Maximum API iv) Assistant Pr v) Assistant Pr vi) Assistant Pr	ofessor Sta	geni		ANN	EXURE -

Lectures, Tutorials, Practical, Project Supervision and FieldWork

WorkloadasperUGCRegulations2016:

• •••••	Direct Teaching Hours per week
B 1	16
Assistant Professor	14
Associate Professor	

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

Duties	hours spent per Academic Year	(Actual hours spent per Academic Year ÷ 10 for allTeachers)	
Exam. Coordinator& Invigilation (University exam)	140 hrs.	14	14
Paper setter, Evaluation and Scrutiny of	182.4 hrs.	18.2	18.2
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	20
	Exam. Coordinator& Invigilation (University exam) Paper setter, Evaluation and Scrutiny of answer scripts Paper Setter of Other University/ Institutions Maximum API Score : iv) Assistant Professor Stage I : 20 v) Assistant Professor Stage II : 20	Academic Year Exam. Coordinator& 140 hrs. Invigilation (University exam) 182.4 hrs. Paper setter, Evaluation and Scrutiny of answer scripts 182.4 hrs. Paper Setter of Other University/ Institutions 6 hrs. Maximum API Score : iv) Assistant Professor Stage I : 20 v) Assistant Professor Stage II : 20 vi) Assistant Professor Stage III :	PattersAcademic Yearspent per Academic Year ÷ 10 for allTeachers)Exam. Coordinator& Invigilation (University exam)140 hrs.14Paper setter, Evaluation and Scrutiny of answer scripts182.4 hrs.18.2Paper Setter of Other University/ Institutions6 hrs.0.6Maximum API Score : 20 v)20= 32.8v)Assistant Professor Stage II : 20 vi)= 32.8

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

19

- (a) Updating of Courses/CurriculumDesign:
- (b) Participation/Innovative Interactivecourses:
- (c) Participn./Innovative LearningModules
- (d) Participn/Innovative Case Studiesprepared:
- (e) Use of ICT or Computer-aided methods -ppt:
- (f) Use of ICT Multi-media/Simulationetc:
- (g) Dev/Teaching Remedial/BridgeCourses:
- (h) Dev/Teaching Soft skill/Communication/PersonalityDev:
- (i) Special Programs in Phys.Edn/Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, PerfArts;
- (k) Organizing & cond. Ofpopular 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 CurriculumDesign: B.Ed&M.Fd	20 hrs	20hrs./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>

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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 byteachers.

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

n	Stage 1 to 11	80/ Year
i)	Stage II to III	80/Year
ii)		75/Year
iii)	Stage III to IV	1912.201



CATEGORY2: CO-CURRICULAR, EXTENSIONANDPROFESSIONAL DEVELOPMENT RELATEDACTIVITY

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-cu	arricular & fie	ld based Activit	ies	
	i) Discipline related co-curricular a (e.g. remedial classes, career couns study visit, student seminar and oth events.)	seling,	(Study Visit & Student Seminar) 100 hrs.	- 10	10
	ii) Other co-curricular activates (Co NSS, NCC etc.)	ultural, Sports,	1.00	- - -	-
	iii) Extension and dissemination ac /popular lectures/talks/seminars	tivities (public	-		NNEXUR
				the second se	10
(b)	(Max API Score : 15) Contribution to Corporate life an through participation in through Principal / Director responsibiliti	ies(including a	in responsibility	rafmenered B	
(b)	(Max API Score : 15) Contribution to Corporate life an through participation in through Principal / Director responsibiliti regular office hrs for its discharg	participation ies(including a e)	s Principal / Dir	inits and inst es(including	itution /
(b)	(Max API Score : 15) Contribution to Corporate life an through participation in through Principal / Director responsibiliti	participation ies(including a ie)	ator- 20hrs. Officer -10 hrs. ficer- 10 hrs. r of	inits and inst es(including	itution /
(b)	(Max API Score : 15) Contribution to Corporate life an through participation in through Principal / Director responsibiliti regular office hrs for its discharg 1)) Administrative Responsibility (including Dean/Principal/Chairperson/Con venor/Teacher- in-charge/ similar	IQAC Coordina AISHE Nodal O NIRF Nodal O Exam. Observe WBUTTEPA –	ator- 20hrs. Officer -10 hrs. ficer- 10 hrs. r of	inits and inst es(including rector that re 11.8	itution as quire 11.8
	(Max API Score : 15) Contribution to Corporate life an through participation in through Principal / Director responsibiliti regular office hrs for its discharg 1)) Administrative Responsibility (including Dean/Principal/Chairperson/Con venor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)	ies(including a ies(including a AISHE Nodal O NIRF Nodal O Exam. Observe WBUTTEPA – Total = Member of Aca & BOS – 10hrs Mem.of M. Phi Member of P Committee of S	ator- 20hrs. Difficer -10 hrs. ficer- 10 hrs. r of 78 hrs. 118 hrs. demic Council 1 comm15hrs. h. D / research	inits and inst es(including rector that re 11.8	itution as quire
	(Max API Score : 15) Contribution to Corporate life an through participation in through Principal / Director responsibiliti regular office hrs for its discharg 1)) Administrative Responsibility (including Dean/Principal/Chairperson/Con venor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)	ies(including a ies(including a AISHE Nodal O NIRF Nodal O Exam. Observe WBUTTEPA – Total = Member of Aca & BOS – 10hrs Mem.of M. Phi Member of P Committee of S 8hrs.	ator- 20hrs. Difficer -10 hrs. ficer- 10 hrs. r of 78 hrs. 118 hrs. demic Council 1 comm15hrs. h. D / research	inits and inst es(including rector that re 11.8 AN 3.3	itution as quire 11.8 NEXURE-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 othercontribution)

L

 Ph. D Registration Seminar & Thesis pre-Submission Seminar of SVCMRES 	20 hrs.	2.0	2.0 MEXURE - 20
 M.Phil Dissertation Proposal & pre-Submission seminar 	5 hrs.	0.5	0.5
pre-submission seminar		222.07	URE - 14
Conference/Seminar participation	45 hrs	4.5 ANNEX	URE -25
(Max API Score : 15)	5	Total =	7.0
 For all categories of Teachers (Assistant/Associate) Total Score (a +b+c) (Max :45) 		Total=	32

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
ш)	Stage III to IV	50/Assessment Period

Ramakrishna Mission Sikshanamandira

(Post Graduate Autonomous College UnderUniversity of Calcutta under Section 22 UGC Act) Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Sessions Years [1" 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)

CATEGORY1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(c) Directteaching (16/14) hoursperweek asapplicable)includingLectures. 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 Å M.Phil	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 AP vii) Assistant P viii) Assistant P ix) Assistant P	rofessor Sta	ge m		ANNE	XURE-26

* Lectures, Tutorials, Practical, Project Supervision and FieldWork

WorkloadasperUGCRegulations2016:

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

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	ActualScore (Actual hours spent per Academic Year ÷ 10 for allTeachers)	API Score
	Exam. Coordinator&	140 hrs.	14	14
-	Invigilation (University exam)	00 / (b.m.	9.26	9.26
2.	Paper setter, Evaluation and Scrutiny of	92.66 hrs.	,	
	answer scripts Paper Setter of Other University/ Institutions	6 hrs.	0.6	0.6
3.	Maximum API Score : vii) Assistant Professor Stage I :		= 23.86	20
	20 viii) Assistant Professor Stage II : 20 ix) Assistant Professor Stage III : 20		AN	

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

- (a) Updating of Courses/CurriculumDesign:
- (b) Participation/Innovative Interactivecourses:
- (c) Participn./Innovative LearningModules
- (d) Participn./Innovative Case Studiesprepared:
- (e) Use of ICT or Computer-aided methods -ppt:
- (f) Use of ICT Multi-media/Simulationete:
- (g) Dev/Teaching Remedial/BridgeCourses:
- (h) Dev/Teaching Soft skill/Communication/PersonalityDev:
- (i) Special Programs in Phys.Edn./Library:
- Innovative Composition/Creation in Music, Fine Arts, PerfArts:
- (k) Organizing & cond. ofpopular Prog/Teaching Web-based/E- Library/IT-asstteaching:

SI. 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
20	Updating of CurriculumDesign: B.Ed&M.Ed			-

	Participation/Innovation- Preparation of Assignment (Digitalized or On-Line Class)			
١.	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 academic performance, or to overcome a disadvantage and calculation of the API scores, 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 byteachers.

Minimum API Score required for promotion under CAS for CATEGORY I (to be

assessed yeariy).		0013/
-	Stage 1 to II	80/ Year
i)		80/Year
ii)	Stage II to III	
	Stage III to IV	75/Year
iii)	Stage III to 1	

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

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

LNo.	Type of Activity		Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year +10)*	API Score
(#)	Student related Extension, Co-cu	urricular & fie	ld based Activit	ies.	
	 i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other 		(Study Visit & Student Seminar) 60 hrs.	6.0	6.0
	events.) ii) Other co-curricular activates (Cu NSS, NCC etc.)	ultural, Sports,		ANN	EXURE -
	(ii) Extension and dissemination ac	tivities (public	-	-	-
	Unonular lectures/taixs/actinuas/				6.0
(b)	/popular lectures/talks/seminars (Max API Score : 15) Contribution to Corporate life an through participation in through December / Director responsibility	d managemen participation i es(including as	t of the sports u in responsibilitie s Principal / Dire	Total= nits and insti es(including a ector that rec	<u>6.0</u> tution is juire
(b)	(Max API Score : 15) Contribution to Corporate life an through participation in through Principal / Director responsibiliti	les(including a	t of the sports u in responsibilitie s Principal / Dire	nits and insti	tution
(b)	(Max API Score : 15) Contribution to Corporate life an through participation in through Principal / Director responsibiliti regular office hrs for its discharge i)) Administrative Responsibility (including Dean/Principal/Chairperson/Con venor/Teacher- in-charge/ similar venor/Teacher- in-charge/ similar	e)	s Principal / Dire stor- 20hrs. Micer - 10 hrs.	nits and insti es(including a ector that red 7.0	tution is juire 7.0
(b)	(Max API Score : 15) Contribution to Corporate life an through participation in through Principal / Director responsibiliti regular office hrs for its discharge i)) Administrative Responsibility (including Dean/Principal/Chairperson/Con	Participation (including an e) IQAC Coordina AISHE Nodal C NIRF Nodal Of NCTE-PAR No	s Principal / Dire stor- 20hrs. Officer - 10 hrs. fficer- 10 hrs.	nits and insti es(including a ector that red 7.0	tution is juire
	(Max API Score : 15) Contribution to Corporate life an through participation in through Principal / Director responsibiliti- 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) iii) Participation in Board of Studies, Academic and Administrative committees	Participation participation (including an e) ROAC Coordina AISHE Nodal OI NETE-PAR No Total = Member of Aca & BOS - 10hrs Memor M. Phil Member of Ph Committee of S	A Principal / Director stor- 20hrs. Officer - 10 hrs. fficer- 10 hrs. dal Off30 hrs. 70 hrs. demic Council comm2hrs. h. D / research	nits and insti- es(including a cetor that red 7.0 ANN 1.4	tution s quire 7.0 IEXURE - 1 1.4
	(Max API Score : 15) Contribution to Corporate life an through participation in through Principal / Director responsibiliti- 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) iii) Participation in Board of Studies, Academic and Administrative committees	Participation participation (including an e) ROAC Coordina AISHE Nodal OI NETE-PAR No Total = Member of Aca & BOS - 10hrs Memor M. Phil Member of Ph Committee of S 2hrs.	A Principal / Director stor- 20hrs. Officer - 10 hrs. fficer- 10 hrs. dal Off30 hrs. 70 hrs. demic Council comm2hrs. h. D / research	nits and insti- es(including a cetor that red 7.0 ANN 1.4	tution s quire 7.0 IEXURE -

membership of associations, dissemination a othercontribution)	nd general arti	ity developmen cles and any	1
 Ph. D Registration Seminar & Thesis Pre-Submission Seminar 	5 hrs	0.5	0.5
of SVCMRES		ANN	EXURE-
 Refresher Course participation 	75 hrs	7.5	7.5
		ANN	EXURE
×	1	Total =	8.0
(Max API Score : 15)		Total	~
 For all categories of Teachers (Assistant/Associate) Total Score (a +b+c) (Max :45) 		Total=	22.4

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

Minimum Arr	Score for children	50/Assessment Period		
	Stage I to II			
i)		50/Assessment Period		
10	Stage II to III			
ií)	1736 (1732-1	50/Assessment Period		
iii)	Stage III to IV			

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 -

Stage I to II	20/Assessment Period
	50/Assessment Period
) Stage II to III	
	75/Assessment Period
i) Stage III to IV	/5/Assessment

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

	Other Reputeu .	Unit martin and			No. of	Whether	API	
SL No.	Title with pageno.	Journal	ISSN/IS BN No.	Whether peer Reviewed. Impact factor, ifany	No. of Co- author	you are the main author	score	
1.	IONIC AND	Review Of Research	1SSN: 2249-	YES, Impact	01	YES	45 x 0.5 = 22.5	
	ELECTRONIC TRANSPORT OF ALKALIHALI DE CRYSTALLIN E SOLIDS; 2019, Volume - 8, Issue - 6, 1019	Reading and	894X	Factor: 5.7631	01	ANN	EXURE	
2.	March -2019 FIELD EMISSION STUDIES OF NITROGEN DOPED DIAMOND LIKE CARBON FILMS DEPOSITED BY ELECTROLY SIS OFORGANIC LIQUID; 2018, Volume 7, Issue 4, April 2018,	INTERN ATIONA L JOURNA L OF ENGINE ERING, SCIENCE AND MATHE MATICS	1SSN: 2320- 0294	YES, Impact Factor: 6.765	01		= 22.5	34

-	pp. 400-407						
					01	YES	45 x 0.5
	KNOWLEDGE ABOUT GREEN CHEMISTRY OF TRIBAL AND NON- TRIBAL STUDENTS AT HIGHER SECONDARY LEVEL; 2018, Volume - 7,	Review Of Research	ISSN: 2249- 894X	YES, Impact Factor: 5.7631			= 22,5
	Issue - 11,				01	YES	25 x 0.5
4.	August- 2018 Parental Attitude towards Girls' Education of Urban and rural areas; 2018, Vol. VIII, Number 2, March-April	EDU WORLD	ISSN 2319- 7129	YES			=12.5 IEXURE
5.	2018 Parental Attitude towards Girls' education: In Relation to Community and Gender; 2018, Vol. 8 Issue 2, pp 282-	Internatio nal Journal of Research in Social Sciences	ISSN: 2249- 2496	YES, Impact Factor: 7.081	01	IES	NNEXUF
	293,February 2018	Internatio	ISSN: 2249-	YES,	01	YES	45x0.5
6.	Effect of internalization as evincive on academic achievement in science; 2020, Volume 10, Issue 9, pp. 63-98 (September 2020)	nal Journal of Research in Social Sciences	2496	Impact Factor: 7.081		Å	NNEXU
					-	Total API	125.0

 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 otherauthors.

111 (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 orState /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

		Contraction of the second s
National	0.5 .	ar chanter
National	$-v_{0}p$	Ci cuaprei

SL No.		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	GCELT, Kolkata, 700106,	ISBN- 978-81- 8211-146- 2	01	NO Al	05
2	2019, pp. 324-326 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		05 ANNEXURE-4
-				1	Total API	<u>10</u>

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	Sponsori ng Agency	Period	Grant/ Amount mobilized	API score	
-	<i>14</i>		**			-

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

	crei y isare	Press Connects		Grant/	API score
SL No.	Title of the Consultancy Project	Agency	Period	Amount	
	-	18 A A			

III (C) (iii) Projects outcome/outputs

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

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

	Details of the Patent / Technology transfer /	acceptance of the	National /International	API score
No.	Product/Process	patent/Technology		
				÷.

(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

SI. No.	Title of Major Policy document prepared	year of acceptance of the Major	Name of the body for which the policy was prepared	International/ National/Cent ral Govt./State Govt./Local Bodies.	
-			C7 3		

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-4

2		
	Ľ	
-		

				Thesis	API score
SI. No.	I OUTSPS	Number	Degree awarded	Submitted	
31. 140.		enrolled	1.	. 00	10
	M.Phil. or equivalent	04	02		30
	14	05	02	00	
. 1	Ph.D.or equivalent	10000	1000	Total API	40
				Total	
					ANNEXU

-42

12

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

(111)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

in tools Excellence National Level	SI. Title of the Award No. /Fellowship	International /National/ State /University level	Name of the ward or Fellowship awarding Academic Body	Date & Year of achievement of Award/ Fellowship	API Score
Award Scholars	Academic Excellence	National Level	Institute of Scholars	September, 2020	<u>10</u>

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

SI. 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	OF	ANNEXU	
2.	Role of Teacher in Society and Education	National Seminar on Trends of Techer Education in 21st century " A Broad Spectrum"; 26th & 27th May, 2018	SatyaKinkarDey Academy, Birbhum,	ANNEXUE	e - 44
-	Total* :	a var magg sore			<u>06</u>

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

10/Assessment Period
1. 2. C.
15/Assessment Period

III(F) Development of e-learning delivery process/material API score -10/ Module

SL No.	Course/Paper for which the module was prepared	Year and Date of presentation	

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	1	
i		1

*Minimum total API scores required for promotion under

CATEGORY II + CATEGORY III*:

i)	Stage I to II	90/Assessment Period
<u>0</u>	Stage II to III	120/Assessment Period
ii)		150/Assessment Period
iii)	Stage III to IV	150/100 100/

* 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 oftheapplicant: Dr. SatvajitKarSubject: Physics

	Criteria	API Score for 3+4+5+6 aca applicable for stage of promo 544/111 to Stage	demic y specific stion fro e H4H/I	ears as proposed m Stage	Total• API score for assessme nt period	Percentage Distributio of Weightage Points in the Expert Assessment (applicable only for selectioncommittee)
		mail	3518-1	120		
	CATEGORY I: Leaching, learning and evaluation related activities (to be assessed yearly)	110+54.2	89.2	83.46	336.46 +3 =112.15	
n	CATEGORY II: Cocurricular, extension and professional development related activity (to be assessed cumulatively for assessment period)	(21+25)	+32+22	14	100.4	
u	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)		91		191	
11	TTTL A STOREMENT				291.4	
	Saturait-Kur_ signature of the incumbent	Signature of Coordinator, date and Sea	HAL	with:	Signature / OTC will	Oryagunaninda - of The Principal The data grad start 8.
Ī	Date of Screening Committee / Selection committee and Venue	Date: sy·oa·2021			Venue: R.K.Mission Stkshanamandira Belur Malk	
	Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion	Stage HAH	IV (Str	ike out w	omotion fr hich are n 09 • 20	om Stage 144/111 to otapplicable) 2.0
	6	- jato	(n		SRIDIPA S	
	Signature of the Drincipal/TIC/OIC with date and seal Swatu Divyagunananda	Signature of DPI Nomina with date an	er.	Signath Subject	ment of Ed	Subject Expert's

SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016

(4thAMENDMENT)

Date of Sereening Committee / Selection committee: 04.02.2021

· Venue: Ramakrishna Mission Sikshanamandira

. Name oftheapplicant: Dr. SatyajitKar

Subject: Physics

Date of RC/OP/ WORKSHOP: 19.08.2019 to 02.09.2019

			Assess	ment per	I score w.e.f07	12 2017
API se	core up to06.12	.2017	-	AP	score w.e.10	
		API (A)		API (B)	Total AP1 score in Assessment period (A +B)	Percentage Distribution of Weightage Points in the ExpertAssessment (applicable only for selection committee for Associate Professor)
CAT 1	CATEGO RY I: Teaching, learning and evaluation related activities (to be assessed yearly)	110	CATEGOR Y I: Teaching, learning and evaluation related activities (to be assessed yearly)	226.46	336.46 ÷3 = 112.15	
CAT II	CATEGO RYII: Co- curricular, extension and professional development related activity (to be assessed yearly)	21	CATEGOR YII: Co- curricular, extension and professional development related activity (to be assessed cumulatively for assessment period	79.4	190.4	

CAT CATEGO CATEGOR m RY III: VIII: Research and Research and Academic Academic Contributions Contribution 191 191 (to be 4 0 to be assessed assessed cumulatively **cumulatively** for for assessment assessment period period) Recommendation of Recommended for promotion from Stage 3/44/111 to Stage the ٠ 11/11/IV (Strikeout which are not applicable) Screening/Selection **Committee for** Date ofeffect 19.09. 2020 . promotion on CAS ٠ with date of effect of 12 promotion Hd. K. t. Indel Halker \$4. 01.1021 Inidipation 04/02/2021 3 DR. SRIDIPA SINHA one Director of Public Instruction Head Signature of the Signature of the DPJ Principal/TIC/OIC si Nominee with date and Signaturent of Federall febr Signature of the Experies with Gaine and SubjectExpert/s with date and seal seal scal with date and"

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Swami Divyagunananda Principál Durate hna Mission Sikshanamandira Mult, Hewtah-7 11202, W.B.

OK 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 @www.rkmsm.org (033)2654-6081/9281/1635 Editansmeargmail.com. rkmsmittrediffmail.com Belur Math, Howrah - 711 202, West Bengal April/ 3, 2023 Hef. No. 41-FTS / CAS / 118 / 22-23 Tu The Director of Public Instruction Education Directorate Govt. of West Bengal Bikash Bhawan Salt Laite, 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 Sackar, Assistant Professor (Geography) stage-3 who have completed his three years of cuntinuous 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 taithfully, -9.1 (Swami Vidyamritananda) 4 (Principal (Offg.) If Swami Vidyamritananda Principal (Offg.) Remakrial nu Vission Exutanamandira Sour Viets, Howraty 711202, W.B. Enclosures : 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 incombent 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 monifestation of the perfection already in man." Swami Vivekananda

Name of the College: Ramakrishna Mission Sikshanamandira Address: P.O. Belur Math. Howrah. E-mail: rknism@nchiftmail.com

Proposal for promotion of Dr. Pradip Sarkar. Assistant Professor stage-3 (Geography) to the post of Associate. Professor_under CAS in respect of G.O. No. 1373 Edn(CS) 07.12.2017

SI. No.	-	L
Name, Designation and Date of birth.	Dr. Pradip Sarkar, Assistant Professor, slage-3 (Geography), 13.11.1971	Frandije Jan Que
Date of Appointment at present College College	26.09.2008	an Cu.
Date of placement in the post of Assistant Professor, stage-3	26.09.2019	
Due date for Promotion to the post of Associate Professor, under CAS	26.09.2022	
Evisiting 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 ' h) Celf b) Celf c)Basic pay d)Scale of pay	a) 12 b) 6 c) 92500/- d) 79800- 2.11.500/-	
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) Seale of pay f) Dt. of next inc	 g) 13A¹- h) 1 i) 131400¹- i) 26.09.2022 k) 131400- 2.17,100- 01.07.2023 	9
e) Designated as d) W.e.f.	 c) Associate Professor (Geography) d) 26 (90.2022) 	(ganner (gan)
	After completing (6+5+3) = 14 years of service.	

Swami Vidyamritananda Principal (Ofig.) Ramskristna Mission Siskhanamatdira Belur Math, Howrah-71202, W.B.

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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.

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:

All Pay Fixation memos countersigned by thePrincipal/TIC.

Year-wise detailed leave statement countersigned by the Principal/TIC.

righo

Date: 10/4/2023

ii.



Signature of the President/Administrator

Scalesident Governing Body Ramakrishea Mission Sikshanamandira Belur Math, Howrah

Part C: For use of the Sereening/ Selection Committee

Name of the College: Ramakrishna Mission Sikshanamandira

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

Name of the Incumbent: Shri/Sent/Dr. Pradip Sarkar

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

Dateofjoining: 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

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

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/ Stage 2/Stage 3) to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. 920 Edn(CS)/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 fallen vacant due to superannuation or any otherreason.

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

Signature of the Expert with Date and Seal

(Nominated by the VG softhy affiliating University) Professor of Geography University of Calcutta Kolkata-700 019

Signature of the Expert with Date and Seal 3 (Nominated by the VC of the uffiliatingUniversity)

Department of Geography iversity of Calcutta

Signature of Govt. Nominee with Date and Seal Joint Director of Public Instruction (Nominated by the DPI, West Busselon Directorate Government of West Bengal Bikash Shavan, Salt Lake Kolkata - 91

Signature of the Principal/ TIC 5/04/2023 College with Date and Seal

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



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

1

GEOGRAPHY (Internol) ActoDEMICATION Miscing Sitshamamedia LLEVE TAKEN No of days No of days No of days Cl. EL O.D. Total Allotted Theory PastIcal 165 165 0 0 0 0 0 0 448 85 448 85 165 165 0 0 0 0 0 240 40 40 265 265 0 0 0 0 240 40 40 265 265 160 0 0 0 14 240 40 40 265 265 160 0 0 14 240 40 40 266 256 126 0 12 240 40 40 40 266 256 120 240 40 240 40 20 120 120 120 120	Name				DR. PRA	DR. PRADIP SARKAR	CAR			-				
Ramakrithina Mission Sitishanamendia ACADEMIC AUDIT ILAVE TAKEN ACADEMIC AUDIT Nort No t No t Allotted Meory Practical Tactical Classes <	Department			-	GEOGRAD	PHY (Met	(poq)			1				
IEAVE TAKEN IEAVE TAKEN No of days Wo of days No of days No of days No of days No of days Immonon partical (asses) Immonon partical (asses) Practical fastes Practical fastes Practical fastes Practical (asses) 165 165 0 0 0 0 0 0 448 85 448 85 165 165 0 0 0 0 0 0 448 85 448 85 136 265 265 265 270 448 85 448 85 48 85 35 265 255 256 120 240 40	College			Ramakris	thna Mis	sion Siks	hanama	ndira			ACADEM	IC AUDIT		Remarks
No of ders ders ders abysNo of ders 						LEAVE	E TAKEN				MUNUCIN .	These	Described	
165 165 0 0 0 0 0 0 448 85 448 85 265 265 265 0 0 0 0 0 240 40 40 265 255 0 0 0 0 0 14 40	Year	No of days college open	No of days attended college	đ		ML	CCL &/ EOL	0.0.	Total	Allotted theory classes	Allotted practical classes	classes taken	classes taken	
265 265 0 0 0 0 0 1 1 40	26.09.2019 -	165	165	0	٥	0	۰	0	۰	448	85	448	85	•
224 224 0 14 0 14 28 502 120 502 120 67 57 0 0 0 0 14 28 502 120 502 120 67 57 0 0 0 0 0 112 18 113 18 721 721 0 14 0 0 14 28 1302 263 1302 263	01.07.2020 - 30.06.2021	265	265	0	0	٥	0	0	0	240	40	240	40	1
67 57 0 0 0 0 0 0 112 18 112 18 721 721 0 14 0 14 28 1302 263 1302 263 721 721 0 14 28 1302 263 1302 263	01.07.2021 - 30.06.2022	224	224	•	P.	•	0	14 (Refresher Course)	28	502	120	502	120	Attending Refresher Course
721 721 0 14 0 14 28 1302 263 263 721 721 0 14 28 1302 263 263	2022	63	25	۰	0	0	0	•	•	112	18	112	18	2
	Total	721	721	۰	34	0	•	2	28	1302	263	1302	263	19
										% of cl	asses	10	160	

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

Nerr Signature of Intumbent NNOG

Signature of Principal/Ole/FIE 05 64 hors (Farmer (Par) Reproduction March 1, 1-1-2, 2700 date Fracepat (60%)

Signature of IQAC Cordinator Coordinator

Mm osfof 12023

Rattrakrishna Mission Silishanamandira Belur Math, Howtah 711202, W.B.

BEUTAD, DAVAR 2012, N.S.

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-			
	Gover	nment of West Bengal	
		ucation Directorate Salt Lake City, Kolkata	700 091
	Bikash Bhavan,	Salt Lake City, Ho	
			Date : 15" Federation (1.2.)
	ND 18742 (CAS)		
	To The Principal Ramkrishna Mission Sikshanamandira Howrah		
	Ret No. SM	ct: DPI Nominee for CAS /CAS/89/22 dt 03/11	14 des
	I am to inform you that Dr. Bikash De, JD	PI, Education Directoral	e, Bikash Bhavan, sair tara Triana
•	I am to inform you that Dr. Bikash De, JD will act as DPI Nominee towards the proce	ssing of CAS proposal of	all two teachers as mentioned states
	-	Subject	5\$984
	Name		Stage 2 to 4
	1. Dr. Madan Mohan Mandal 2. Dr. Pradip Sarkar	Geography	itage 2 to ∓
	The API format and service book may plea	ase be kept ready during	the screening.
	vours taithfully 23		
	(Dr. 8, De)		
	For Director of Public Instruction Government of West Bengal		
6			
~	Copy to - 1 Dr. Bikash De. IDPI, Education 2. Guard File	Directorate, Bikash Bhav	an, Salt Lake, Kolliu a

Attested Swami Vidyamptekanda Principal (0/19.) Ranakrishra Mason Skararandra Belu Math, Hourab 711201, W.B.

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.
- Prof. Sunando Bandyopadhyay Dept. of Geography, C.U.
 - (b) Prof. Sumana Bandyopadhyay Dept. of Geography, C.U.

Thanking you,

Name of the Candidates

 Dr. Madan Mohan Mandal Asst. Professor (Stage-3) in History

 Dr. Pradip Sarkar Asst. Professor (Stage-3) in Geography

Yours faithfully, Dy. Inspector of Colleges

Copy forwarded for information to :

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

- Prof. Amit Dey Department of History, C.U.
- Prof. Rachana Chakraborti Department of History, C.U.
- Prof. Sunando Bandyopadhyay Department of Geography, C.U.
- Prof. Sumana Bandyopadhyay Department of Geography, C.U.

Attested 23 MARANES Swami Vickamcitanonda Principal (Offg.14) Ramakrishna Mailion Sashanamardin Belur Math, Howten-711202, W.B.

⇒.∆ 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,

1 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. 13⁺3-Edu (CS) 3P-52.98 stated 0⁺ 12.201⁺.

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

Thanking you and pranam.

Place : Belur Math Date : 26.09.2022

Yours faithfully.

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

Attested DEAN Swami Vorumritanet

Principal 30/1/3/11/4/2-Ramakratea Mission Skistarandedol Belur Math, Howtoh-711202, W.B.

Zeen 12) 26/9/22



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This FORMAT for Annual Self-Assessment for the Performance Based Appraival 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 UnderUniversity of Calcutta under Section 22 UGC Act) Annual Self-Assessment for the Performance Based Appraisal System (PBAS) Sessions/ Years [26th Sept., 2019 - 25thSept., 2022]

PART A: GENERAL INFORMATION

		Linki	A. OENERAL INF	ORMATION	
	1.	Name (in Block Letters):	DR. PRADIP SA	RKAR	
	2.	Father's Name/Mother's Name/H	lusband's Name :	Sri Matilal Sarkar	
		Department:	Geography		
-	4.	Current Designation & Grade Pay	: Assistant Professo	r (Stage III) & Rs 800	10/-
	5.	Date of Last Promotion:	26.09.2019		
	6,	Address for correspondence (with	h Pin code): 7/D R K	Road	
				oally, P.O Nona Cha	
				orth 24 Parganas, We	st Bengal
	-	Press till of the	Pin -70) 122.	
	1.	Permanent Address (with Pin co			
		Telephone No: (+91) 947727 Email: n13din@m			
		Email: p13dip@g	mail.com		
	8	. Whether acquired any degrees or	r fresh academic qualit	ications during the year	T. Yes
			1997 (1997) (1997) (1997) (1997) 1997 (1997) (1997) (1997) (1997)		
	5	 AcademicStaffCollege Orientati 		the second data and the second s	
		Name of the Course/Summer	Place	Duration	Sponsoring
-	. 1	School			Agency
1					ANNEXURE - O
	2.4	Refresher Course in	JNU	20.09.2021 to	UGC-HRDC,
		Environmental Studies (IDC)	80359480	04.10.2021	JNU
			The second second second	1 1	
		 a. Date of Appointment : 	26.09.2008 V	/ 41	NEVIOR
		b. Date of confirmation :	26.09.2008	AN	NEXURE -02
		11. Past Service, if any	Not Appl		74.0
		(Please attach specific G.O. for	counting of past servic	e for promotion under s	-AS)
	- 2	2. For which position & AGP you	are applying under CA	S: Associate Profes	sor &

- AGP Rs 9000/-
- 13. Date of eligibility for promotion : 26.09.2022
- 14.Educational Qualification (Graduation onwards):

62.12	1"
	ANN



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

15. Research Degree(s)

ANNEXURE - 06

Title	Data	
	Date of award	University
Attitude Veesbal	***	
in Relation to Achievement of	27.12.2016	University of Calcutta
Geography		ANNEXURE
	Attitude, Vocabulary and Concept in Relation to Achievement of secondary school Students in	Attitude, Vocabulary and Concept in Relation to Achievement of secondary school Students in 27.12.2016

o. Details of	Teaching/	Research/	Academic	Experience :
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Designation		Date o	f Joining	Scale of pay	
Designation	Employer	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.

pan u. Signature of the candidate

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

Signature of the coordinator, IQAC Date: Seal: Coordinator

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

S 7 2+23

Signature of the Principal/TIC Date: Swami Vidyamritananda Seal: Principal (Offg.) Ramakristna Nission Skishanamandira Belur Math, Howrah-711202, W.B.



Ramakrishna Mission Sikshanamandira

(Post Graduate Autonomous College UnderUniversity 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)

CATEGORY1: 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.	B.Ed, M.Ed	1 ⁹ Sem, 2 nd Sem, 3 rd Sem& 4 th Sem	L, T, P,PS	399.75Hrs	399.75/7.5 = 53.3	53.3
			age II : 70		ANN	XURE-08+

* Lectures, Tutorials, Practical, Project Supervision and FieldWork

WorkloadasperUGCRegulations2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

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6	6		
		b)
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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 A.N	NEXUR
2.	Paper setter, Evaluation and Scrutiny of answer scripts	28 Hrs.35 mins	2.85	2.85	NNEXUR
3.	Evaluation of Learning Design & pedagogy Analysis	120 Hrs.	12.0	12.0	HICKUR
4.	Paper Setter of Other University/ Institutions			A	NEXUR
	Maximum API Score : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20			<u>19.05</u>	14

(c) Innovative teaching. learning methodologies; updating of subject content/

course, mentoringetc.

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

SL No.	Short Description (in terms of items) as listed above	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year +10)	API Score
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 Metho	ICT or Computer-Aided ds -Microsoft Power Point (ppt)	40 hrs	
Max i) ii) iii)	imum API Score : Assistant Professor Stage I : 10 Assistant Professor Stage II : 10 Assistant Professor Stage III : 10		<u>4.0</u>

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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 byteachers.



Ramakrishna Mission Sikshanamandira

(Post Graduate Autonomous College UnderUniversity of Calcutta under Section 22 UGC Act) Annual Self-Assessment for the Performance Based Appraisal System (PBAS) Sessions/ Years [1" 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)

CATEGORY1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

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

SI. 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 ^{sd} Sem, 3 rd Sem& 4 th Sem	L, T, P,PS	210Hes	210/7.5 = 28	28
			nge II : 70	1	AN	EXURE-15

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

WorkloadasperUGCRegulations2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

SL No. Type of Examination Actual Actual Score API Score hours spent Dutics (Actual hours per Academic spent per Year Academic Year ~ 10 for all Teachers) Invigilation (University exam) 42 hrs. 4.2 4.2 ANNEXURE-17 b., Paper setter, Evaluation and Scrutiny of 55 Hrs. 5.53 answer scripts ANNEXURE 20mins 3. Evaluation of Learning Design & pedagogy 120 Hrs. 12.0 12.0 - 18 Analysis 4. Paper Setter of Other University/ Institutions ANNEXURE -14 Maximum API Score : Assistant Professor Stage I : iv) 20.0 20 v) Assistant Professor Stage II : 20 vi) Assistant Professor Stage III : 20

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

(d) Innovative teaching* learning methodologies; updating of subject content/ course, mentoringetc.

- (a) Updating of Courses/CurriculumDesign:
- (b) Participation/Innovative Interactivecourses:
- (c) Participn/Innovative LearningModules
- (d) Participn/Innovative Case Studiesprepared:
- (e) Use of ICT or Computer-aided methods -ppt:
- (f) Use of ICT Multi-media/Simulationetc:
- (g) Dev/Teaching Remedial/BridgeCourses:
- (h) Dew/Teaching Soft skill/Communication/PersonalityDev:
- (i) Special Programs in Phys.Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, PerfArts:
- (k) Organizing & cond. Ofpopular Prog/Teaching Web-based/E-Library/IT-assteaching:

SI. Short Description (in terms of items) as No. listed above	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year +10)	API Score
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1.

Updating of Curriculum Design : B.Ed & M.Ed			
Participation/Innovation- Preparation of Assignment (Digitalized or On-Line Class)	B.Ed, M.Ed& M. Phil	40 hrs./10	4,0
Use of ICT or Computer-Aided Methods –Microsoft Power Point (ppt)	Courses 40 hrs		
Maximum API Score : iv) Assistant Professor Stage 1 : 10 v) Assistant Professor Stage II : 10			<u>4.0</u>
vi) Assistant Professor Stage III : 10			

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

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

Part B: Academic Performance Indicators (API)

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

CATEGORY1: 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.	B.Ed, M.Ed	1"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 Al vii) Assistant I viii) Assistant I ix) Assistant I	Professor Sta Professor Sta	age II : 70		AN	EXURE	19#20

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

WorkloadasperUGCRegulations2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

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SI. 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	
t	Invigilation (University exam)	42 hrs.	4.2	4.2	NEXU
2	Paper setter, Evaluation and Scrutiny of answer scripts	112Hrs.40min	11.26	11.26 A	NNEXU
3.	Evaluation of Learning Design & pedagogy Analysis	120 Hrs.	12.0	12.0	ANNEX
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			20.0	

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

(e) Innovative teaching- learning methodologies; updating of subject content/ course, mentoringetc.

(a) Updating of Courses/CurriculumDesign:

- (b) Participation/Innovative Interactivecourses:
- (c) Participn,/Innovative LearningModules
- (d) Participn./Innovative Case Studiesprepared:
- (e) Use of ICT or Computer-aided methods -ppt:
- (f) Use of ICT Multi-media/Simulationetc:
- (g) Dev/Teaching Remodial/BridgeCourses:
- (h) Dev/Teaching Soft skill/Communication/PersonalityDev:
- (i) Special Programs in Phys.Edn/Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, PerfArts:
- (k) Organizing & cond. Ofpopular Prog/Teaching Web-based/E- Library/IT-assitteaching

SI. 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			



Participation/Innovation- 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 : vii) Assistant Professor Stage 1 : 10 viii) Assistant Professor Stage II : 10			<u>4.0</u>
ix) Assistant Professor Stage III : 10			

In consonance with established academic and teaching traditions, and with a view to treinforcing 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 UnderUniversity of Calcutta under Section 22 UGC Act) Annual Self-Assessment for the Performance Based Appraisal System (PBAS) <u>Sessions/ Years</u> [1^{at} 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)

CATEGORY1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

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

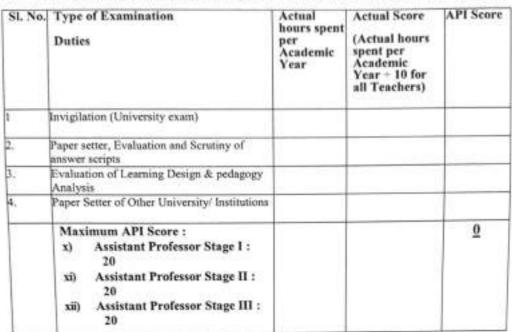


SL No.	Course/Paper	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year +7.5 for Assistant Prof. & +7.75 for Associate Prof.)	API Score
	B.Ed, M.Ed	1 ^{ss} Sem, 2 ^{sd} Sem, 3 rd Sem& 4 th Sem	L , T, P,PS	97.5Hrs	97.5/7.5 = 13	13
		Professor St Professor St	age 11 : 70		ANNE	XURE-2

* 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

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(f) Innovative teaching+ learning methodologies; updating of subject content/ course, mentoringetc.

(a) Updating of Courses/CurriculumDesign:

ebino : usui-a

- (b) Participation/Innovative Interactivecourses:
- (c) Participn/Innovative LearningModules
- (d) Participn/Innovative Case Studiesprepared:
- (e) Use of ICT or Computer-aided methods -ppt:
- (f) Use of ICT Multi-media/Simulationete:
- (g) Dev/Teaching Remedial/BridgeCourses:
- (h) Dev/Teaching Soft skill/Communication/PersonalityDev:
- (i) Special Programs in Phys.Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, PerfArts:
- (k) Organizing & cond. Ofpopular Prog/Teaching Web-based/E- Library/IT-asstteaching:

SL Short Description (in terms of items) as No. listed above	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year +10)	API Score
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103 103	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, EXTENSIONANDPROFESSIONAL DEVELOPMENT RELATEDACTIVITY Sessions/ Years [26th Sept., 2019 - 30th June, 2020]

	Type of Activity		Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year +10)*	
(a)	Student related Extension, Co-cur	ricular & fiel	d based Activit	ties	
	 i) Discipline related co-curricular ac (e.g. remedial classes, career counse study visit, student seminar and othe events.) 	ling,	(Student Seminar) 80 Hrs.	80Hrs/10	8.0
	ii) Other co-curricular activates (Cu NSS, NCC etc.)	ltural, Sports,		ANN	EXURE-
	iii)Extension and dissemination acti /popular lectures/talks/seminars	vities (public			
	(Max API Score : 15)				8.0
	through participation in throu Principal / Director responsibility				
	 Inrough participation in throu Principal / Director responsibility regular office hrs for its discharge i) Administrative Responsibility (including Dean/Principal/Chairperson/Conven or/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) 	ties(including e) M.Phil. Cour 30	as Principal / se Coordinator Hrs.	Director that	
	Principal / Director responsibility regular office hrs for its discharge 1)) Administrative Responsibility (including Dean/Principal/Chairperson/Conven or/Teacher-in-charge/similar other duties that require regular Office	ties(including e) M.Phil. Cour 30 Member of Go Member of Ac & BOS - 10hr	as Principal / se Coordinator Hrs. v. Body-10 hrs. ademic Council	30Hrs/10 ANNEXU	require
	Principal / Director responsibility regular office hrs for its discharge i)) Administrative Responsibility (including Dean/Principal/Chairperson/Conven or/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)	ties(including e) M.Phil. Cour 30 Member of Go Member of Ac & BOS - 10hr Total	as Principal / se Coordinator Hrs. v. Body-10 hrs. ademic Council s. = 20Hrs.	Director that 30Hrs/10 ANNEXU 20Hrs/10 ANNEX ANN	3.0 JRE - 25 URE - 26 URE - 26 IEXURE -
(c)	Principal / Director responsibility regular office hrs for its discharge i)) Administrative Responsibility (including Dean/Principal/Chairperson/Conven or/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)	ties(including e) M.Phil. Cour 30 Member of Go Member of Ac & BOS – 10hr Total ies (such as p , lectures in r	as Principal / rse Coordinator Hrs. v. Body-10 hrs. ademic Council s. = 20Hrs. articipation in efresher / facult	Director that 30Hrs/10 ANNEXU 20Hrs/10 ANNEX ANNEX seminars activity y development of	3.0 JRE - 25 URE - 26 <u>5.0</u> <u>1EXURE -</u> ties (such courses,
(c	Principal / Director responsibility regular office hrs for its discharge i)) Administrative Responsibility (including Dean/Principal/Chairperson/Conven or/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)) Professional Development activity as participation in seminars talks membership of associations, disc	ties(including e) M.Phil. Cour 30 Member of Go Member of Ac & BOS – 10hr Total ies (such as p , lectures in r semination ar	as Principal / rse Coordinator Hrs. v. Body-10 hrs. ademic Council s. = 20Hrs. articipation in efresher / facult	Director that 30Hrs/10 ANNEXU 20Hrs/10 ANNEX ANNEX seminars activity y development of	3.0 JRE - 25 URE - 26 <u>5.0</u> <u>1EXURE -</u> ties (such courses,

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CATEGORY2: CO-CURRICULAR, EXTENSIONANDPROFESSIONAL DEVELOPMENT RELATEDACTIVITY

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

	Type of Activity		Actual hours spent per Academic Year	(Actual hours spent per Academic Year +10)*	API Score
(a)	Student related Extension, Co-cu	rricular & fie	ld based Activit	ties	
	 Discipline related co-curricular a (e.g. remedial classes, career couns study visit, student seminar and oth events.) 	etivities seling, ser	(Student Seminar) 80 Hrs.	80Hrs/10	8.0
	ii) Other co-curricular activates (Cr NSS, NCC etc.)	ultural, Sports,		ANNEX	URE - 2
	iii)Extension and dissemination act /popular lectures/talks/seminars	ivities (public			
	(Max API Score : 15)				8.0
(b)	and a composition and the and the				
	Contribution to Corporate life and a participation in through participation responsibilities (including as Principa 1) Administrative Responsibility (including Dean/Principal/Chairperson/Con venor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge)	n in responsibil al / Director tha M.Phil. Cours 30 l	lities(including as t require regular e Coordinator Hrs.	Principal / Direc office hrs for its 30Hrs/10	ctor discharge) 3.0
	 participation in through participation responsibilities(including as Princips i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/similar other duties that require regular Office hours for its discharge) iii) Participation in Board of Studies, Academic and Administrative committees 	M.Phil. Cours 30 1 Member of Gov Member of Aca & BOS - 10hrs	ities(including as t require regular e Coordinator Hrs. . Body-10 hrs. demic Council	Principal / Dires office hrs for its 30Hrs/10 ANNEX 20Hrs/10	ctor discharge)
	 Participation in through participation responsibilities (including as Principalies (including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/similar other duties that require regular Office hours for its discharge) Participation in Board of Studies, Academic and 	M.Phil. Cours 30 1 Member of Gov Member of Aca & BOS - 10hrs	ities(including as t require regular e Coordinator Hrs. . Body-10 hrs. demic Council	Principal / Dires office hrs for its 30Hrs/10 ANNEX 20Hrs/10	tor discharge) 3.0 URE - 25 2.0
(C)	 participation in through participation responsibilities(including as Princips i) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher- in-charge/similar other duties that require regular Office hours for its discharge) iii) Participation in Board of Studies, Academic and Administrative committees 	Member of Gov Member of Gov Member of Acas & BOS - 10hrs Total = Such as particip	ities(including as t require regular e Coordinator Hrs. Body-10 hrs. demic Council 20Hrs.	Principal / Direc office hrs for its 30Hrs/10 ANNEX 20Hrs/10 ANNEX rs activities (Methodal)	tor discharge) 3.0 URE - 29 2.0 URE - 29 5.0 EXURE -
(C)	 Participation in through participation Participation in through participation Participation in through participation Participation in the participation Participation in Board of Studies, Academic and Administrative committees (Max API Score : 15) Professional Development activities (participation in seminars talks, lecture) 	Member of Gov Member of Gov Member of Acas & BOS - 10hrs Total = Such as particip	ities(including as t require regular e Coordinator Hrs. Body-10 hrs. demic Council 20Hrs.	Principal / Direc office hrs for its 30Hrs/10 ANNEX 20Hrs/10 ANNEX rs activities (Methodal)	tor discharge) 3.0 URE - 2 2.0 URE - 2 5.0 EXURE -



CATEGORY2: CO-CURRICULAR, EXTENSIONANDPROFESSIONAL DEVELOPMENT RELATEDACTIVITY Sessions/ Years [1" July., 2021 – 30th June, 2022]

SLNo, Type of Activity Actual Score | API Score Actual hours (Actual hours spent per spent per Academic Academic Year Year+10)* Student related Extension, Co-curricular & field based Activities (n) i) Discipline related co-curricular activities (e.g. Student remedial classes, career counseling, study visit, Seminar) 80Hrs/10 8.0 80 Hes. student seminar and other events.) ANNEXURE 29 in) Other co-curricular activates (Cultural, Sports, NSS, NCC etc.) 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) Administrative Responsibility (including Dean/Principal/Chairperson/Con venor/Teacher- in-charge/ similar M.Phil. Course Coordinator 30Hrs/10 3.0 30 Hrs. ANNEXURE other duties that require regular Office hours for its discharge) Member of Gov. Body-10 hrs. iii) Participation in Board of Studies, Academic and 20Hrs/10 Member of Academic Council 2.0 & BOS-10hrs. ANNEXURE 26 Administrative committees Total = 20Hrs. (Max API Score : 15) 5.0Professional Development activities (such as participation in seminars actAmes SherRE-27 1 as participation in seminars talks, lectures in refresher / faculty development courses, membership of associations, dissemination and general articles and any other contribution) Refresher Course participation 75 hrs . 12.5 Conference/Seminar participation 12.5 . (10-Day National Level Workshop ; "Skill 50hrs ANNEXURE-01 Development on Indian Sign Language Total = 125 hrs Interpretation" ;26, 27March, 2, 3, 9, 10, 17, 23, 24 & 30th April, 022) ANNEXURE - 30 Max API Score : 15) *For all categories of Teachers 25.5 (Assistant/Associate) Total Score (a +b+c) (Max :45)



CATEGORY2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATEDACTIVITY

Sessions/ Years [1" July., 2022 - 25th Sept, 2022]

LNo	. Type of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year+10)*	API Scor
(a)	Student related Extension, Co-curricular & fi	d based Activit	ties	
	 b) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) 			
	ii) Other co-curricular activates (Cultural, Sports NSS, NCC etc.)			
	iii)Extension and dissemination activities (public /popular lectures/talks/seminars			
	(Max API Score : 15)			0.0
(b)	Contribution to Corporate life and manageme through participation in through participation Principal / Director responsibilities(including regular office hrs for its discharge)	in responsibilit	ies(including as	
(b)	through participation in through participation Principal / Director responsibilities(including regular office hrs for its discharge) 1)) Administrative Responsibility (including Dean/Principal/Chairperson/Con venor/Teacher- in-charge/ similar	in responsibilit	ies(including as	
(b)	through participation in through participation Principal / Director responsibilities(including regular office hrs for its discharge) ()) Administrative Responsibility (including Dean/Principal/Chairperson/Con venor/Teacher- in-charge/ similar other duties that require regular Office hours for its discharge) (ii) Participation in Board of Studies, Academic and	in responsibilit	ies(including as	
(b)	through participation in through participation Principal / Director responsibilities(including regular office hrs for its discharge) 1)) Administrative Responsibility (including Dean/Principal/Chairperson/Con venor/Teacher- in-charge' similar other duties that require regular Office hours for its discharge) iii) Participation in Board of	in responsibilit	ies(including as	
(b) I	through participation in through participation Principal / Director responsibilities(including regular office hrs for its discharge) (1)) Administrative Responsibility (including Dean/Principal/Chairperson/Con venor/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) Professional Development activities (such as p as participation in seminars talks, lectures in the membership of associations, dissemination and contribution)	a In responsibilit as Principal / Di articipation in efresher / facult	ies(including as rector that requ seminars activity y development c	<u>0.0</u> ties (such courses,
	through participation in through participation Principal / Director responsibilities(including regular office hrs for its discharge) 1)) Administrative Responsibility (including Dean/Principal/Chairperson/Con venor/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) Professional Development activities (such as p as participation in seminars talks, lectures in the membership of associations, dissemination a	a In responsibilit as Principal / Di articipation in efresher / facult	ies(including as rector that requ seminars activity y development c	<u>0.0</u> ties (such courses,

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 1 to 11	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

6

- 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

	Title with page nos.	Journal	ISSN/IS BN No.	Whether peer reviewed impact factor, if any	No. of Co- autho rs	Whether you are the main author	API Score
	Learning from Errors: An Analysis , 2020 March & June 2020, pp. 360-373	(A Peer- Reviewed Journal of Multidisciplina ry Studies UGC - CARE listed vide SL No. 168, Gr. D) March & June 2020 Vol. XXIV No. I & II Research Journal of Humanities and Social	1SSN 0975 - 0509 1SSN 0975- 6795 (Print) 2321- 5828 (Online)	Yes	1	Yes Supervisor ANN	25X0.7 =17.5
2.	A Comparative Study of History Textbook of Class X between WBBSE and CBSE, 2020, Vol. 11, Issue I, pp. 34-44.			Yes	I	Yes Supervisor A	25X0.7 -17.5 NNEXURE
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,	155N 2455 6211	Yes IF 7.429	1		45/2 -22.5
4	A comparative Study Between e-	International Journal of All	1SSN 2455 6211	Yes IF 7.429	1	Yes	45/2 =22.5

ANNEXURE -34

-	-	terming and	Paratel					
		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,	155N 2455 6211	Yes IF 7.429	1	Yes AN	45/2 -22.5 NEXURE
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 NEXURE
7	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	155N 2230 9136	Yes	1		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,	18SN 2455 6211	Yes IF 7.429	1		NEXURE -
	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,		Yes IF 7.429	1	Yes Supervisor	45X0.7 =31.5

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,	155N 2455 6211	Yes IF 7.429	0	Yes Supervisor AN	45 IEXURE
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	155N 2394 - 7500	Yes IF 8.4	0	Yes AN	45 NEXURE
12.	Information and Communication Technology : Evolution and challenges for transaction in school education	International Journal of Research and Analytical Reviews	155N 2349 5138	Yes IF 7.17	1	Yes Supervisor	45X0.7 -31.5 NEXURE
						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 otherauthors.

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 orState /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

0.4



SI. 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	Sponsori ng Agency	Period	Grant/ Amount mobilized	API score
_					_
_					1

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

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 AocalBodies

 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

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.	

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	Degree awarded	Thesis Submitted	API score
	M.Phil. or equivalent	01	01	90	5
		04	00	00	ANNEXURE -4
2.	Ph. D		AGER.		ANNEADING
-				Total API	5

.

23



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

SI. 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
4					1.04



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

SI. No.	Title of the invited lecture /paper presented	Title of Conference/ Seminar with date	Organized by	Whether International/ National/State or University	API score
E.				on currently	-
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 1 to II	04/Assessment Period
ii)	Stage II to III	10/Assessment Period
iii)	Stage III to IV	15/Assessment Period

HI(F) Development of e-learning delivery process/material API score -10/ Module

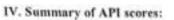
SI. No.	Title of the Module	Course/Paper for which the module was prepared	Year and Date of presentation	1.5 1.5 1.6 1.6 1.6 1.6 1.6
1.3				

*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



Name of the applicant: Dr. Pradip Sarkar Subject: Geography

C	riteria	3/4/6 applical stage of	are for po /-6-acade ble for sp / promot to Stage	emie yea pecific pr ion from	roposed Stage	Total- API score for assessment period	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selectioncommittee)	
To	ALEGORIT		11 -	-	01.7.2022 25.5.2022 15.0			
Pak	ATEGORY II: Co-curricular, extension and rofessional development related ctivity (to be assessed cumulatively for assessment period)		5	2.0		52.0		
m	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)		3	22.0		322.0		
п+ ш	Total API score (Category II + Category III)/ Assessment Period)		374.0			374.0		
		Cobe and S	Coordinator IQAC Bassiciana Marene Sikshanamand Cab Minindar, 10,10 - With Unit and Scal			Signatur k/ OI Com	al VIII en vezza ante a composition de la compos	
	Date of Screening Committee Selection committee and Venu	/ Date: 05-04-2023				Venue: Bikash Bhavan		
	Recommendation of the Servening/Selection Committee for promotion on CAS with dat of effect of promotion	10	e 11/111/	TV (Stri	ke out v		from Stage 141 4111 to notapplicable) 0े द. २	
	Swami Vidyamritananda Principai (Offg.) Sig Ranuvelar Vinien Sixhasanandia Principai Province With Value an seal	A TORUNCE WILL MRIS, D., MIN				5 B-by 5[4]7 Hillure of th ject Exper	na Dunheer meherso	

26



SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016

(4thAMENDMENT)

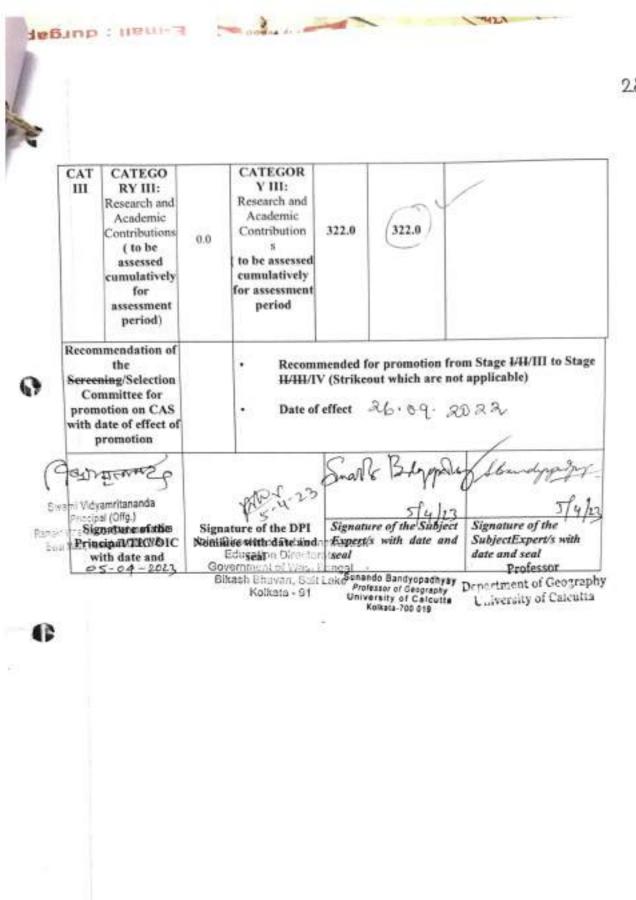
- Date of Screening Committee / Selection committee:
 Venue: Bikash Bhayan
- Name of the applicant: Dr. Pradip Sarkar

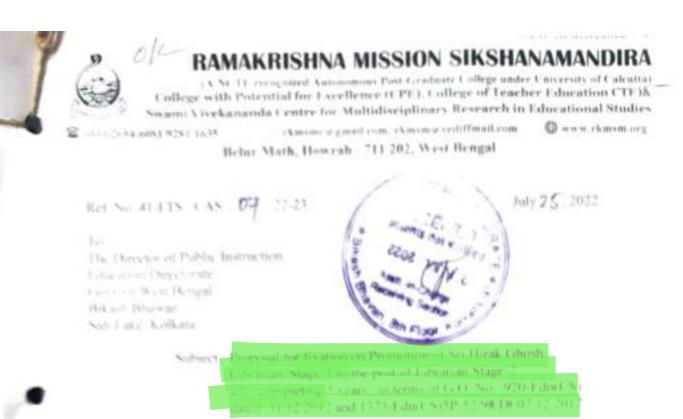
Subject: Geography

• Date of RC/OP/ WORKSHOP+ 20.09,2021 to 04.10.2021

				Assessn	ient peri	a data da ser a constructiva da se a	
AP	I sco	re up to06.12.3	2017		API	score w.e.f07	.12.2017
			API (A)		API (B)	Total API score in Assessment period (A +B)	Percentage Distribution of Weightage Points in the ExpertAssessment (applicable only for selection committee for Associate Professor)
1.222	AT I	CATEGO RY 1: Teaching, learning and evaluation related activities (to be assessed yearly)	0.0	CATEGOR Y I: Teaching, learning and evaluation related activities (to be assessed yearly)	229.55	229.55	
	CAT II	CATEGO RYII: Co- curricular, extension and professional development related activity (to be assessed yearly)	0.0	CATEGOR YII: Co- curricular, extension and professional development related activity (to be assessed cumulatively for assessment period	52.0	52.0	

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Respected No.

We are submitting herewith the proposal for fixation in respect of Promotion of See Hirak Ghosh Librarian. Stage-1 who have completed his: five years of continuous service in the same post as on 01.08 2020.

hill increasing papers as mentioned in the said G.O. is enclosed for your reference and increasing action in this recard.

hand), do the needful as early as it is possible from your end.

Thum.mg year.

Youry faithfully.

(No.am) 's idy ameritani**ntia**)

(Procepti Offg.)

Swami Vidyamintananda Principal (Offg.) Ranassena Misson Skistiananandra

1 .1, Spist Math, Howran-111202, W.S.

- Proposal sheet.
- All Pay fisation memos of the incumbent.
- Coverning Body Resolution in Part-D
- 4 Screening Committee Report Part-C
- 5 Exase Statement of the incumbent.
- 6 Copy of Appointment letters of the caperts 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,Librian-2 to the post of stage-2 under CAS in respect of G.O. No. 920-Edn(CS) dated 31.12.2012.& 1373-Edn(CS)/5P-52/98 Dated 07.12.2017

M. No. Name, Designation and Date of birth.	Sri Hirak Ghosh, stage-1 (Librarian, 05.12.1982
Date of Appointment	01.08.2015
Date of placement in the post of Assistant Professor, stage-1	01.08.2020 (Straightway)
Due date for Promotion to the post of Assistant Professor, stage-2 under CAS	01.08.2020 (Straightway)
Existing pay in the revised scale under ROPA-2009 as on 01.08.2020 Vide Pay fixation Memo No. 202008051432879 dated 06.08.2020 a) Level b) Cell c) Basic pay d) Scale of pay	a) 10 b) 7 c) 68,800/- d) 57,700- 182400/-
Existing pay in the revised scale moder ROPA-2009 as on 01.08.2020 Nemo No. Vide Pay fixation Memo No. 202008051432879 a) Level b) Cell b) Cell b) Cell c) Basic pay dated 06.08.2020 dated 06.08.2020 d) W.e.f. b) Cell d) W.e.f. b) Cell d) W.e.f. b) Cell d) W.e.f. b) Cell d) W.e.f.	a) 11 b) 1 c) 68900/- d) 01.08.2020 e) 68,900- 2,05,500/- f) 01.07.2021
Proposed Designation a) Designated as b) W.c.f.	a) Librarian Stage-2 b) 01.08.2020
Remarks	After completing 5 years of service.

Hire My Rosh

Arg. D. D. Signature of the Principal (Offig.) Signature of the Principal (Offig.) Swam: Vidyamitananda Principal (Offig.) Ramatrishina Mission Shisharamadra Belar Matri, Nowrah-111202, W.B.

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

The Governing Body in its meeting held on 21:47:2022 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.LC/ Secretary would take up

the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

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

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

Date: 21 07 2022

ghow

Signature of the President/ Administrator with Seal Generating Body Concerning Body Consideration Meson Solshanamara Batu, Math. Howeah

Part C: For use of the Screening/ Selection Committee

Name of the College: Ramakrishna Mission Sikshanamandira

Date of the Meeting: 07 06 2022

Verse R.K. Mission Sikshmamandire

Name of the Incumberal 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 137400-67000/- with AGP of 17000/ 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 COLOS · 20.2.0 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 COLOS · 20.2.0 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 COLOS · 20.2.0 and the same would be reverted to the post of Librarian (Stage 1) as soon as it would fallen vacant for any reason whatsoever.

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

Banerice 7-6.22 Signature of Expert with Date and Seal Swapper Signature of Expert with Date and Seal (Nominated by the VC of the affiliating University) ating Liniversity) (Nominates of the other wapna Banerjee Dean BIVERTONTE OH6/22 oil for Post-Graduate Studies in . Journalism and Library & Signature of Govi. Nominee Wanto Desnie Sea Public Instruction Signature of the Principal/ TIC Education Directorate (Nominated by the DPI, West Battovernment of West Bengal of the College with Date and Seal Bikash Bhavan, Salt Lake Swami Vidyamritananda Principal (Offo Kolkata - 91 Ramakter Md. S . maitamandina Belur Stath, Humani, 11202, W.B.



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

Name				Mr. HIR	Mr. HIRAK GHOSH	-							
Department				n	LIBRARY								
College			Ramak	rishna Mis	sion Siksha	Ramakrishna Mission Sikshanamandira							
					LEAVE TAKEN	CEN				ACADEMIC AUDIT	IC AUDIT		Remarks
Year	No of days college open	No of days attended college	đ	ಹ	Ъ	CCL &/ EOL	0.D.	Totai	Allotted theory classes	Allotted practical classes	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	NH	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	NI	NIL	36	N.A.	N.A.	NA	NA	
2019-2020 (up to 31/07/2020)	200	156	14	23	1	NIC	Ĭ	44	NA.	N.A.	N.A.	N.A.	
Total	1103	960	99	22	27	NIL	NIL	150	NA	N.A.	NA	N.A.	
									Sofe	% of classes			

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

Hirak Bhash

Achigany og/6/2 Signature of Principal/OIC/TIC Swami Vidvamritananda

Előn California 15 (Ball and a state of the second seco .

27.00/91/40 ml Signature of IQAC Coordinator Coordinator

IQAC Ramakrishna Mission Sikshanamanfira Belur Math. Howan, 711202, W.B.

Date: 05.01.2022

The Principal,

To

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.

HURAK Shosh

(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 I) Library

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

Ref.: G.O. No. 920 Edn(CS) dt. 31.12.2012

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)	à	Mr. HIRAK GHOSH
2.	Father's Name/Mother's Name	4	Late Samir Kanti Ghosh
	/Husband's Name		
3.	Department	1	Library
4.	C	ł	Librarian (Stage I) & Rs. 6000/-
5.	Date of Last Promotion		N.A.
6.	Address of Correspondence (with PIN code)	4	Ramakrishna Mission
			Sikshanamandira,
			P.OBelur Math, Dist Howrah,
			Pin-711202
7.	Permanent Address (with PIN code)	i	125/1/2, Pirtala Road,
			P.OShyamnagar,
			P.SJagaddal, Dist24 PGS (N),
			Pin -743127
	- 201		033-26546081
			9874123861
	E-mail ID		hirak0512@gmail.com
			a second second second second second second

- Whether acquired any Degree or Fresh Academic Qualification during the year: Yes/M. Phil (28.12.2017)
 Encl. No.
- 9. Academic Staff College Orientation/Refreshers Course attended during the year:

2

2))

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)	USC
Refresher Course on Librarianship in the New Paradigm	UGC-HRDC, Jadavpur University, Kolkata	14 Days (27/08/2019 to 09/09/2019)	UGC Encl. No

- 10. a. Date of Appointment
- 01-08-2015

- b. Date of Confirmation
- 01-08-2015

11. Past Service, if any

N. A.

1

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

- 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):

Name of the University	Year of Passing	Marks Obtained (%)	Class/Grade
University of Calcutta	2009	74%	Encl. No
University of Calcutta	2011	78.7%	Encl. No
UGC	2012	N.A.	Eligibility for Lectureship(L5)
	University University of Calcutta University of Calcutta	University Passing University of Calcutta 2009 University of Calcutta 2011	UniversityPassingObtained (%)University of Calcutta200974%University of Calcutta201178.7%

15. Research Degree (s):

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

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

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

06

Signature of the Co-ordinator, IQAC

Seal:

IQAC

Ramakrishna Missioo Sikshanamandira Belur Math, Howralt 711202, W.B.

Coordinator

(95/ Darate 07/6/22

Encl. No. 0.7 ..

Signature of the Principal/TIC

Date: Seal:

Swrami Vidyamritananda Principal (Offg.) Ramakrishte Mission Sikshanamandim Belur Nath, Howrah-711202, W.B.



Part B: Academic Performance Indicators (API) Session: 2015-2016 (01/08/2015 to 30/06/2016) CATEGORY 1

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

SL No.	Nature of Activity Max.	Max. Score	Score	API Score
	Library resources organization and maintenance of books, journals, reports		10	09
	Provision of library reader services, literature retrieval services to researchers and analysis of reports		10	08
I.	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 10 10 10 10 10 05 02 05 05 05 05 03 15 10	05
	ICT and other new technologies' application for up gradation of library services such as automation of catalogue procurement functions		10	08
	Circulation operations including membership records	40 40 30 25 20 10 125*	05	05
2	Serial subscription system		02	02
-	Reference and information services	30	05	04
	Library security (technology based methods such as RFID, CCTV),	25	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
110	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 5 cc1	08
3	Knowledge resources User promotion programmes like organizing book exhibitions & other interactive latest learning resources.	20		04
	Additional services such as extending library facilities on holidays		02	
5	Shelf order maintenance	10	04	04
	Library user manual	2002	02	01
	Building and extending institutional library facilities to outsiders through external membership norms		10 10 10 10 10 10 05 02 05 03 15 03 15 10 10 10 10 10 10 10 10 10 10 10 10 10	02
(Anni	oure-1, for SI. No. 1, 2, 3, 44.5/Total Score	125*	125	85
	Minimum API Score required	75*		



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

SI, No.	Nature of Activity	Max. Score	Score	API Score	
	Student related co-curricular, extension and field based activities (such as Cultural exchange)		10	08	1.
1	Library service programmes (various level of extramural and intramural programmes)	20	05	0	1
	Extension, Library-literary work through different channels		05	0	1
	Contribution to Corporate life and management of the library units through participation in Library Committees.		10	10	
2	Contribution to Corporate life and management of the Institution through participation in administrative committees and responsibilities	15	.05	05	1
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 Enc	05 I. No	10
(Annexi	ire-II, for SL No.1,2&3)Total Score	50	50	28	
	Minimum API Score required	15	C2V37		

Encl. No. - 09

Please mention your contribution to any of the following:

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: 2016-2017 (from 01/07/2016 to 30/06/2017) CATEGORY 1

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

SL No.	Nature of Activity Max.	Max, Score	Score	API
	Library resources organization and maintenance of books, journals, reports		10	Scor 09
	Provision of library reader services, literature retrieval services to researchers and analysis of reports		10	08
3	Provision of assistance to the Departments of College with required inputs for preparing reports, manuals and related documents	40	10	05
	Assistance towards updating institutional website with activity related information and for bringing out Institutional Newsletters, etc.		10	05
	ICT and other new technologies' application for up gradation of library services such as automation of catalogue procurement functions		10	09
	Circulation operations including membership records	-	05	05
2	Serial subscription system	Score	02	02
10	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	T	03	02
3	Development, organization and management of e-resources including their accessibility over Intranet/ Internet	-	15	12
	Digitization of library resources, E-delivery of information.	25	10	05
4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e- resources, OPAC)	11.545	10	08
	Knowledge resources User promotion programmes like organizing book exhibitions & other interactive latest learning resources.	20	10	04
	Additional services such as extending library facilities on holidays		02	
5	Shelf order maintenance	10	04	04
	Library user manual	10	02	01
	Building and extending institutional library facilities to outsiders through external membership norms		02	02
4 <i>mi</i> na	ure-I, for Sl. No.1,2,3,4&5)Total Score	125	125	88
	Minimum API Score required	75		



SI. No.	100 million (100 million)			
of, 190,	Nature of Activity	Max. Score	Score	API
	Student related co-curricular, extension and field based activities (such as Cultural exchange)	Sente	10	Score
1	Library service programmes (various level of extramural and intramural programmes)		1.100	06
	Extension, Library-literary work through different	20	05	0
	CTHINNED:		05	0
2	Contribution to Corporate life and management of the library units through participation in Library Committees.		10	10
	Institution through participation in administrative committees and responsibilities	15	05	05
3	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talka, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	15 Enci.	No
(Annexar	v-II, for St. No.1,24 3)Total Score	50	50	25
	Minimum API Score required	15		

Please mention your contribution to any of the following:

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
	Library resources organization and maintenance of books, journals, reports		10	08
	Provision of library reader services, literature retrieval services to researchers and analysis of reports		10	07
1	Provision of assistance to the Departments of College with required inputs for preparing reports, manuals and related documents	40	10	04
	Assistance towards updating institutional website with activity related information and for bringing out Institutional Newsletters, etc.		10	03
	ICT and other new technologies' application for up gradation of library services such as automation of catalogue procurement functions		10	09
	Circulation operations including membership records		05	05
2	Serial subscription system	30	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.	23	10	06
4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e- resources, OPAC)		10	09
_	Knowledge resources User promotion programmes like organizing book exhibitions & other interactive latest learning resources.	20	10	05
	Additional services such as extending library facilities on holidays		02	
5	Shelf order maintenance	10	04	04
	Library user manual		02	01
	Building and extending institutional library facilities to outsiders through external membership norms		02	02
(Anne	sure-1, for SL No.1,2,3,44(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

Please mention your contribution to any of the following:

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

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



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 ISBN/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
t	Social Networking in Library: A Study, p. 5-8	College Libraries	0972-1975	Referred, No IF	One	Communicati ng Author Encl	7.5 No12
			Total S	core			7.5

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

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	Тмо	Yes	3.33 ncl. 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	Onie	Yes Enc	5.0 I. 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	16
		Total Sco	лé			13.33	1

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

SI. No.	Title with Page No.	Type of Book, & authorship	Publisher & ISSN/ISBN No. (I. International II. National III. Regional)	Whethe r Peer reviewe d	No. of co- authors	Whether you are the main author	API Scor c
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

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-	070
National level output or patent:	30
International level output or patent:	50
Ongoing Projects/ Consultancies	5,500

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

SI. 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

E١

SI. 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/Natio nal/State/Regional/ College or University level	AP1 score
1	Open Educational Resources	Open Educational Resources (OER), 18-19 December, 2015	School of Professional Studies, Netaji Subhas Open University	National Encl. No	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	7.5 1(

-	Refocusing the Vision of Public Libraries and Librarians in the 21" Century	Rebooting Public Libraries for the 21"Century to Recreate the Future, 3-4 March, 2016	DLIS, University of Calcutta	National Encl. No	7.5	1
4	I-School Movement: Present Scenario and Future Development	Libraries in Next Era, 16-17 December, 2016	DLIS, University of Kalyani & KULISAA	International Encl. No	10	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

SI. No.	Title of the Lecture/ Academic session	Title of Conference/ Seminar	Organized by	Whether International/National/St ate/Regional/College or University Level	API score
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
		Total	Score		N.A.

0

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 10 06/12/17)		
1	Teaching, learning Evaluation related Activities	85	88	87	260	
n	Co-curricular, Extension and Professional Development related Activities;	28	25	19	72	
	Total (I+II)	113	113	106	332	
m	Research and Contribution		53.33		53.33	

0

Hirak Shost

Signature of the incumbent with designation and date 07.06.202.2

06 Signature of the Coordinator

Signature of the Coordinato IQAC with Date and Seal

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

Browning 07/6/22

Signature of the Principal/TIC with Date and Seal

> Swami Vidyamritananda Principal (Offg.) Ranakrishna Marior 3 + manamandra Belur Math, Howan-J 11202, W.B.

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Ref. G.O. No. 1373 Edn.(CS) Dt. 07.12.2017

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
	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
a)	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
1	(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
ii) A S iii) J	ssistant Librarian/College Librarian tage I : 80 ssistant Librarian/College Librarian tage II : 80 Assistant Librarian/College Librarian tage III : 75		Total Score (a+ b+ c)= End	24.50+12.00+ 7.00 = 43.50 . No <u>21</u>

Workload as per UGC Regulations 2016:

Assistant Librarian/College Librarian	Direct Working Hours per week
(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.

0

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)	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.		10/10	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.	00+00+40=40	40/10	4.00
	(Max API Score : 15)			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)	00	00	00
	(Max API Score : 15)			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)= Encl.	5.00 No2

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

Ð	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	
	(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
i) A Lib ii) / Lib S iii) . Lib	iimum API Score : ssistant Librarian/College rarian stage I : 80 ssistant Librarian/College rarian stage II : 80 Assistant Librarian/College rarian stage III : 75		Total Score (a + b +c)=	54.50+14.00+13.00 =81.50 Encl. No

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

SI. 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)=	14.00
	Total Score (a + b +c) (Max : 45)		End.	No

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 1: 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 +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)			

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) 14()/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 = 1	13.00
	(Max API Score : 15)			13.00
i) A Lib ii) / Lib iii) Lib	ximum API Score : assistant Librarian/College orarian Stage I : 80 Assistant Librarian/College orarian Stage II : 80 Assistant Librarian/College orarian Stage III : 75		Total Score (a + b +c)=	55.00+14.00+13.00 =82.00 Encl. No

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)	
1)	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

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

i)	Stage I to H	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 –

Stage 1 to 11	20/Assessment Period
Stage II to III	50/Assessment Period
Stage III to IV	75/Assessment Period
	Stage II to III

III (A) Research Papers Published in

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

SI. No. Title Journal ISSN/IS Whether No. of Whethe API with BN No. Co-author peer r you score page no. Reviewed. are Impact the main factor, if author any N.A. N.A. N.A. N.A. N.A. N.A. N.A. N.A.

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

* 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
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A
		Tot	tal			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) - 15per project

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

SI, 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 ٠

· 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/Proces	Date and year of acceptance of the patent/Technolo gy / 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)-

- a) Major Policy document prepared for International bodies- 30
- b) Central Government-20
- c) State Government --10
- d) Local Bodies---05

SL No.	Title of Major Policy document prepared	Date and year of acceptance of the Major Policy documents	Name of the body for which the policy was prepared	International / National/Cen tral 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.

SI. No.	Number enrolled	Degree awarded	Thesis Submitted	API score
M. Phil or ea	quivalent			
Ph. D or equ	ivalent			

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

SI. 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/Fellow ship	API Score
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

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

a)International-7/lecture or 5/paper presented

b) National-5/lecture or 3/paper presented

c)State /University level-3 /lecture or 2/paper presented

Sl. No.	Title of the invited lecture /paper presented	Title of Conference/ Seminar with date	Organized by	Whether International/ National/State or University level	API score	
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 . No	2.3
		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

SI. 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.

i

	Criteria	academic ye specific pro	or previous 3. cars as applic: posed stage of VIVIII to Stag	able for f promotion	Total API score for assessmen t period	Percentage Distribution of Weightage Points in the Expert Assessmen (applicable only for selection committee)		
1	CATEGORY 1: Teaching, learning and evaluation related activities (to be assessed yearly)	07/12/17 to 30/06/18 43.50	01/07/18 to 30/06/19 81.50	01/07/19 to 31/07/20 82.00	207.00	selection committee)		
u	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			
п	 CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period) 		3.00		3.00			
11 + 11	Total API score				33.00			
	Signature of the incumbent Hirak Yhosh	Mm	of the Coord date and Se Coordidato IQAC	eal 2022	COIC with (Swatt) Ramakistr	f the Principal /TIC date and seal of (c) why an anenal dat (c) secipal (CHS) a Mas in Storianamandra n. nowian-Ti 1202, W.B.		
2	Date of Screening Committee / <u>Selection</u> committee and Venue	Date: (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	initiat of	Signature of the DPI Nominee with date and iscal by Joint Director of Public Instruction			H to Stage IL4H4V		
	Signature of the Principal/TIC/OIC with date and seal	Nominee				Signature		
	Swami Suyar Harrinda Princital (0115.) Band Camerida	E E GUCE				Signature of the Subject Expert/s with date and seal		
		Bikash I	ent of west (Bhavan, Salt Colkata - 91	Lake Feculty	Prof. Swapn. Dea Council for Post information UNIVERSITY OF	-Graduate Studies in		

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	and the second	
-	API score up to 06.12.201	7	API score w.e.	r. 07.12.2	017	
CAT		AP1 (A)		AP1 (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)
I	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed	\$5.00 \$8.00 \$7.00	CATEGORY 1: Teaching, learning and evaluation related activities (to	43.50 81.50 82.00	260.00 207.00 467.00	
•	yearly)	260.00	be assessed yearly)	207.00	467,00	
CAT II	CATEGORY II: Co-curricular, extension and professional development related	28.00 25.00 19.00	CATEGORY II: Co-curricular, extension and	05.00 14.00	72.00 .30.00	
	activity (to be assessed yearly)	72.00	professional development related activity (to be assessed cumulatively for assessment period	30.00	102.00	

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 computatively for assessment period	3.00	55.33	
Scree Com on C	mmendation of the ening/Selection mittee for promotion AS with date of effect omotion		Recommended f (Strikeout which • Date of effect	are not :	pplicable)	e I/H/HH to Stage II/HH/FV
1.507.05	wami V "yamriananda Princi a "Maji ordea	aint Ora		chon	Banagei 22	
	sture of the Principal date and seal	Signatu Nomine seal	re of the DP1 e with date and all	Subject	t Expert/s with id seal	seal
				# ACUID	rof, Swapna Dean Council for Post-Gr Cation, Journalism Information Sc UNIVERSITY OF CA	eduate Studies In



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

24

Swami Vidyamritananda Principal (Olfg.) Ramokrishna Mission Sikshanamandira Belur Math, Howab-711202, W.B.



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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):
- 2. Father's Name:
- 3. Mother's Name:
- Address:
- 5. Position Hold:
- 6. Date of joining:
- 7. Date of confirmation:
- -8. Educational Qualification:

_	AVIJIT CHAKRABORTY
_	SONATAN CHAKRABORTY
	APARATITA CHAKRABORTY
	KONIA SE TALA TALA BAGPARA,
P	KONA SE TALA TALA BAGPARA,
4	CIERK (MANAGEMENT & PPOINTED)
	01/02/2010
1	01/07/2014
12	B. COM

. . . .

PART B: PERFORMANCE APPRAISAL

A. Professional Responsibilities:

SI. No.	Statement	Good	Satisfactory	Poor
1.	Work Completion within schedule	~		
2.	Accuracy & speed of work	V	- 4 E	
3.	Ability to do new duties / works			
4.	Sense of Responsibility	V	-33	

B. Relation with others:

Sl. No.	Statement	Good	Satisfactory	Poor
1.	Faculties		\sim	
2.	Students		-	
3.	Co-workers			
4	Public (Parents, maintenance workers etc.)		1.10.4	

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C. Personal characters:

Sl. No.	Statement	Good	Satisfactory	Poor
1.	Attendance	~		1.0
2.	Punctuality			
3.	Discipline	~	-	
4.	Behaviour		1	

D. Attitude towards Institute:

SI. No.	Statement	Good	Satisfactory	Poor
1. ⁵¹⁺⁵	Knowledge of the RK Mission ideologies		/	
2.	Attitude towards ethos and values of the institution	1	1	
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:

gnature of the stat

Remarks of the Department Incharge:

Sustitution privally, Well-schund Vineare

Date: 08 03

Yu. Ujelanula Signature of the Dept. Incharge

Remarks of the Principal / Vice Principal:

Date:

Signature of the Principal/ Vice Principal

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Swami Vivekananda



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Performance Based Appraisal System (PBAS)

Annual Self-Assessment Form for Non-Teaching Staff

Academic Year: 2022-2023

PARTA: GEN

	1, .	Name	(in Block	Letters):) (1. 17 <u>31</u>
--	------	------	-----------	-----------	-----------------------

- 2. Father's Name:
- 3. Mother's Name:
- 4. Address:
- 5. Position Hold:
- 6. Date of joining:
- 7. Date of confirma
- 8. **Educational** Qua

):	SANDIPAN PANDIT
	Late Debendranash Pandit
	Rita Randiz
	4/1/1 Priyananh Deylane. Kolkara - Fooo36
2 7	Kolikana - 700036
	Typist
	24/12/2010
	24/12/2011
	M. Com.

PART B: PERFORMANCE APPRAISAL

A. Professional Responsibilities:

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

B. Relation with others:

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

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C. Personal characters:

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

D. Attitude towards Institute:

SI. 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	\checkmark		

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

Date:

Sandripan landrir.

Signature of the staff

Remarks of the Department Incharge:

Institution friendly, hell- behmed Vincere

Date: 00 03

Signature of the Dept. Incharge

Remarks of the Principal / Vice Principal: Comitted Date: 24 Signature of the Principal/ Vice Principal

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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):	KAJAL CHAKRADORTY
2.	Father's Name:	Late- Kalipada chokusbart
3.	Mother's Name:	Anypame charlosbaut
4.	Address:	Kpc Appartment marchle 2010. covt colony
	P.	0-matchla pt- Hoogens pin-712245
5.	Position Hold:	pen
6.	Date of joining:	1.2 1991
7.	Date of confirmation:	1.2.1992
8.	Educational Qualification:	m.p

PART B: PERFORMANCE APPRAISAL

A. Professional Responsibilities:

SL No.	Statement	Good	Satisfactory	Poor
1.	Work Completion within schedule	V	t	
2.	Accuracy & speed of work	V	¥) (\$115)	
3.	Ability to do new duties / works	· V		
4.	Sense of Responsibility	V		

B. Relation with others:

SL No.	Statement	Good	Satisfactory	Poor
1.	Faculties	V		
2.	Students	~		
3.	Co-workers	V	+	
A	Public (Parents, maintenance workers etc.)	V	19 M	

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C. Personal characters:

Sl. No.	Statement	Good S	atisfactory	Poor
1.	Attendance	~		.:
2.	Punctuality		_	
3.	Discipline	~		
4.	Behaviour	V		

D. Attitude towards Institute:

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

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

Date:

Kajal charkenaban

Remarks of the Department Incharge:

Date:

Signature of the Dept. Incharge

Remarks of the Principal / Vice Principal: mitto CP Date: 28 Signature of the Principal/ Vice Princ

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