**GOVERNMENT OF WEST BENGAL**

**HIGHER EDUCATION, SCIENCE & TECHNOLOGY**

**AND BIOTECHNOLGY DEPARTMENT**

**(C. S. BRANCH)**

**BIKASH BHABAN, SALT LAKE**

**KOLKATA-700091**

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

**NOTIFICATION**

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

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

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

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

By Order of the Governor,

SD/-

(Madhumita Ray)

Secretary

Government of West Bengal

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**ANNEXURE (A)**

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

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

**APPENDIX – III: TABLE I**

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

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

|  |  |
| --- | --- |
|  | **Direct Teaching Hours per week** |
|  |  |
| Assistant Professor | 16 |
|  |  |
| Associate Professor | 14 |
|  |  |
| Professor | 14 |
|  |  |

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

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Catego** | **Nature of** |  |  | **Associate Professor** |
| **ry** | **Activity** | **Assistant Professor** |  |  |
|  |  |  |  |  |  |
|  |  | Max. | Actual Score | Max. | Actual Score |
|  |  |  |  |  |  |
| **I** | a. Direct | **70** | Actual hours | **60** | Actual hours |
|  | Teaching |  | spent per |  | spent per |
|  |  |  | academic year |  | academic |
|  |  |  | ÷7.5 |  | year ÷7.75 |
|  |  |  |  |  |  |
|  | b. Examination | **20** | Actual hours | **20** | Actual hours |
|  | duties (question |  | spent per |  | spent per |
|  | paper setting, |  | academic year |  | academic |
|  | Invigilation, |  | ÷10 |  | year ÷10 |
|  | evaluation of |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | answer scripts) |  |  |  |  |
|  | as per allotment |  |  |  |  |
|  |  |  |  |  |  |
|  | c. Innovative | **10** | Actual hours | **15** | Actual hours |
|  | Teaching – |  | spent per |  | spent per |
|  | learning |  | academic year |  | academic |
|  | methodologies, |  | ÷10 |  | year ÷10 |
|  | updating of |  |  |  |  |
|  | subject |  |  |  |  |
|  | contents/courses, |  |  |  |  |
|  | mentoring etc. |  |  |  |  |
|  |  |  |  |  |  |

**Note:**

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practical /Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

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

Based on the teacher’s self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor.

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

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

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

**CATEGORY-III:** **RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the teacher’s self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor.

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

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | as notified by the UGC# | notified by the UGC # | Publication |
|  |  |  |  |  |
| III | Publication | Text/Reference, Books | Text/Reference, Books | 30 per Book |
| (B) | s other than | published by | published by International | for Single |
|  | journal | International Publishers, | Publishers, with | Author |
|  | articles | with ISBN/ISSN number | ISBN/ISSN number as |  |  |
|  | (books, | as approved by the | approved by the |  |  |
|  | chapters in | University and posted on | University and posted on |  |  |
|  | books) | its website. The List will | its website. The List will |  |  |
|  |  | be intimated to UGC. | be intimated to UGC. |  |  |
|  |  |  |  |  |  |
|  |  | Subject Books, published | Subject Books, published | 20 per | Book |
|  |  | by National level | by National level | for | Single |
|  |  | publishers, with | publishers, with | Author |  |
|  |  | ISBN/ISSN number or | ISBN/ISSN number or |  |  |
|  |  | State/Central Govt. | State/Central Govt. |  |  |
|  |  | Publications as approved | Publications as approved |  |  |
|  |  | by the University and | by the University and |  |  |
|  |  | posted on its website. | posted on its website. The |  |  |
|  |  | The List will be | List will be intimated to |  |  |
|  |  | intimated to UGC | UGC |  |  |
|  |  |  |  |  |  |
|  |  | Subject Books, published | Subject Books, published | 15 per | Book |
|  |  | by other local publishers, | by other local publishers, | for | Single |
|  |  | with ISBN/ISSN number | with ISBN/ISSN number | Author |  |
|  |  | as approved by the | as approved by the |  |  |
|  |  | University and posted on | University and posted on |  |  |
|  |  | its website. The List will | its website. The List will |  |  |
|  |  | be intimate to UGC | be intimate to UGC |  |  |
|  |  |  |  |  |
|  |  | Chapters in Books | Chapters in Books | International |
|  |  | published by National | published by National and | -10 per |  |
|  |  | and International level | International level | Chapter |
|  |  | publishers, with | publishers, with | National – 5 |
|  |  | ISBN/ISSN number as | ISBN/ISSN number as | per Chapter |
|  |  | approved by the | approved by the |  |  |
|  |  | University and posted on | University and posted on |  |  |
|  |  | its website. The List will | its website. The List will |  |  |
|  |  | be intimate to UGC | be intimate to UGC |  |  |
|  |  |  |  |  |  |



1. **RESEARCH PROJECTS**

**(C)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | (a) | Major | Major | Projects | with | 20 per Project |  |
|  |  | Projects | with | grants | above | Rs. | 5 |  |  |
|  |  | grants above Rs. | lakhs |  |  |  |  |  |
| III (C) | Sponsored | 30 lakhs |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| (i) | Projects: | (b) | Major | Major | Projects | with | 15 per project |  |
|  |  | Projects | with | grants | above | Rs. | 3 |  |  |
|  |  | grants above Rs. | lakhs up to Rs. 5 lakhs |  |  |
|  |  | 5 lakhs up to Rs. |  |  |  |  |  |  |
|  |  | 30 lakhs |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

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

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presented

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

|  |  |
| --- | --- |
| III (F) Development of e-learning delivery process/material | 10 per module |
|  |  |

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points:

(v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

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

Committee shall be included “List of Journal” notified by the UGC.

**APPENDIX - III TABLE - II (A)**

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cate** | **Activity** |  | **Assistant** | **Assistant** | **Assistant** |
| **gory** |  |  | **Professor /** | **Professor /** | **Professor** |
|  |  |  | **equivalent** | **equivalent** | **(Stage 3)** |
|  |  |  | **cadres:** | **cadres: (Stage** | **to Assoc.** |
|  |  |  | **(Stage** | **2 to Stage 3)** | **Professor/equivalent** |
|  |  |  | **1 to Stage 2)** |  | **cadres (Stage 4)** |
| I | Teaching- |  | 80/Year | 80/year | 75/year |
|  | learning, |  |  |  |  |
|  | Evaluation |  |  |  |  |
|  | Related |  |  |  |  |
|  | Activities |  |  |  |  |
|  |  |  |  |  |  |
| II | Professional |  | 50/ | 50/ Assessment | 50/ Assessment period |
|  | Development |  | Assessment | period |  |
|  | and Extension | period |  |  |
|  | activities | - |  |  |  |
|  | Minimum score |  |  |  |
|  | required to | be |  |  |  |
|  | assessed |  |  |  |  |
|  | cumulatively |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | Page **7** of **30** |  |

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

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

**APPENDIX-III - TABLE: III**

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

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR**

**PROMOTION OF TEACHERS IN COLLEGES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** |  | Service requirement |  | Minimum Academic Performance |  |
|  | Promotion of |  |  | Requirements and Screening/Selection |  |
|  | Teachers |  |  | Criteria |  |  |
|  | through CAS |  |  |  |  |  |
| **1.** | Assistant | Assistant Professor in |  | (i) Minimum proforma developed by the |  |
|  | Professor/ | Stage 1 and completed |  | UGC as per the norms provided in Table II |  |
|  | Equivalent |  |  |
|  | cadres from | four years of service |  | (A). |  |  |
|  | Stage 1 to |  |  |  |
|  |  |  | (ii) One | Orientation and one |  |
|  | Stage2 | with Ph.D. or five |  |  |
|  |  | years of service who |  | Refresher course/ Research Methodology |  |
|  |  |  | Course of 2/3 weeks duration. |  |
|  |  | are with M.Phil / PG |  |  |
|  |  |  | (iii) Screening cum Verification process for |  |
|  |  | Degree in Professional |  |  |
|  |  |  | recommending promotion. |  |
|  |  | Courses such as LLM, |  |  |
|  |  |  |  |  |  |
|  |  | M.Tech, M.V.Sc., |  |  |  |  |
|  |  | M.D., or six years of |  |  |  |  |
|  |  | service who are without |  |  |  |  |
|  |  | Ph.D/ M.Phil / PG |  |  |  |  |
|  |  | Degree in |  |  |  |  |
|  |  | Page **8** of **30** |  |  |  |

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

**APPENDIX- III TABLE VII**

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

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

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

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

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

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

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

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Nature of Activity** |  |  |  | **Assistant** | **Assistant** |  |
|  |  |  |  | **Librarian/College** | **Librarian/College** |  |
|  |  |  |  | **Librarian (Stage 1 to 2** | **Librarian (Stage 3** |  |
|  |  |  |  | **& Stage 2 to 3)** |  | **to 4)** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Max.** |  | **Actual Score** | **Max.** |  | **Actual** |  |
|  |  |  |  | **Score** |  |  | **Score** |  | **Score** |  |
|  |  |  |  |  |  |  |  |  |  |
| a) Library | resources | organization and | **70** |  | Actual Score | **60** |  | Actual |  |
| maintenance of books, journals, reports; |  |  | (Actual hours |  |  | Score |  |
| Provision of library reader- services, |  |  | spent per |  |  | (Actual |  |
| literature retrieval services to researchers |  |  |  |  |  |
|  |  | Academic |  |  | hours |  |
| and analysis of reports; Provision of |  |  |  |  |  |
|  |  | Year ÷20) |  |  | spent per |  |
| assistance to the departments of |  |  |  |  |  |
|  |  |  |  |  | Academic |  |
| University/College with the required inputs |  |  |  |  |  |  |
|  |  |  |  |  | Year |  |
| for preparing reports, manuals and related |  |  |  |  |  |  |
| documents; | Assistance | towards updating |  |  |  |  |  | ÷20**)** |  |
| institutional website with activity related |  |  |  |  |  |  |  |
| information | and for | bringing out |  |  |  |  |  |  |  |
| institutional Newsletters, etc. (40 Points) |  |  |  |  |  |  |  |
| Development, organization and management |  |  |  |  |  |  |  |
| of e-resources including their accessibility |  |  |  |  |  |  |  |
| over Intranet/Internet, digitization of library |  |  |  |  |  |  |  |
| resources, e-delivery of information, etc. |  |  |  |  |  |  |  |
| (15 Points) |  |  |  |  |  |  |  |  |  |  |
| User awareness and | instruction |  |  |  |  |  |  |  |
| programmes (Orientation lectures, users’ |  |  |  |  |  |  |  |
| training in the use of | library services as e- |  |  |  |  |  |  |  |
| resources, OPAC; knowledge resources |  |  |  |  |  |  |  |
| user promotion programmes like organizing |  |  |  |  |  |  |  |
| book exhibitions, other interactive latest |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Page **10** of **30** |  |  |  |  |  |  |

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

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

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

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

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

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian/College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian/College Librarian (Stage 3 to Stage 4).

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

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

* 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

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

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

**APPENDIX - III TABLE - VII (A)**

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

**MINIMUM APIS FOR THE CAREER ADVANCEMENT SCHEME (CAS) OF**

**PROMOTION OF FOR PROMOTIONS OF ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN COLLEGES**

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

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

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**APPENDIX-III - TABLE: IX**

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

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

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

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

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

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**ANNEXURE (B)**

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

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

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

**Session/ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

|  |  |
| --- | --- |
|  | **PART A: GENERAL INFORMATION** |
| 1. | Name (Block letters) | : |

1. Father’s /Mother’s name/

|  |  |  |
| --- | --- | --- |
|  | Husband’s name | : |
| 3. | Department | : |
| 4. | Current Designation & Grade Pay | : |
| 5. | Date of last Promotion | : |
| 6. | Address for correspondence | : |
|  | (with pin code) |  |
| 7. | Permanent Address | : |
|  | (with pin code) |  |
|  | Telephone No.: |  |
|  | E-mail: |  |

1. Whether acquired any degrees or fresh academic qualifications during the year:
2. Academic Staff College Orientation/ Refresher Course attended during the year:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the** | **Place** | **Duration** | **Sponsoring** |
| **Course/Summer School** |  |  | **Agency** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 10. | Date of Appointment | : |
| 11. | For which position & AGP you are applying under CAS : |
| 12. | Date of eligibility for Promotion | : |

1. Educational Qualification (Graduation onwards):

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Examination** | **Name of the University** | **Year of** | **Marks** |  | **Class/** |  |
|  |  |  |  |  | **passing** | **obtained** |  | **grade** |  |
|  |  |  |  |  |  | **(%)** |  |  |  |
|  | BA/B.Sc./ |  |  |  |  |  |  |  |
|  | B.Com. |  |  |  |  |  |  |  |
|  | MA/M.Sc./ |  |  |  |  |  |  |  |
|  | M.Com. |  |  |  |  |  |  |  |
|  | Other |  |  |  |  |  |  |  |
|  | examination, |  |  |  |  |  |  |  |
|  | if any |  |  |  |  |  |  |  |
| 14. | Research Degree(s): |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | **Degree** |  | **Name of the University** |  | **Date of** |  | **Title** |  |
|  |  |  |  |  | **award** |  |  |  |  |
|  | M.Phil |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Ph.D/ D.Phil |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | D.Sc./ D.Lit |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

1. Details of Teaching/ Research/Academic Experience:

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Employer** | **Period of service** | **Scale of pay** |
|  |  | **From** | **To** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

Signature of the Candidate

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

Signature of the Co-ordinator, IQAC

Date:

Seal:

Signature of the Principal/TIC

Date:

Seal:

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**Part B: Academic Performance Indicators (API)**

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

**CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **(a) Direct** | **teaching (16/14) hours per week as applicable) including L e c t u r e s ,** |  |  |
| **T u to r i a l s , Practical, Project Supervision and Field work** |  |  |
|  |  |  |  |  |  |  |  |
| **Sl.** | **Course/Paper** | **Level** | **Mode of** | **Actual** | **Actual Score** | **API** |  |
| **No.** |  |  |  |  | **hours** |  | **Score** |  |
|  |  |  |  | **Teaching\*** | **spent** | **(Actual hours spent** |  |  |
|  |  |  |  |  | **per** | **per Academic Year** |  |  |
|  |  |  |  |  | **Acade** |  |  |
|  |  |  |  |  | **÷7.5 for Assistant** |  |  |
|  |  |  |  |  | **mic** |  |  |
|  |  |  |  |  | **Year** | **Prof. & ÷ 7.75 for** |  |  |
|  |  |  |  |  |  | **Associate Prof.** ) |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Maximum API Score :** |  |  |  |  |  |
|  | **i)** | **Assistant Professor** | **Stage I :** |  |  |  |  |
|  |  | **70** |  |  |  |  |  |  |
|  | **ii)Assistant Professor Stage II :** |  |  |  |  |
|  |  | **70** |  |  |  |  |  |  |
|  | **iii)** | **Assistant Professor Stage III:** |  |  |  |  |
|  |  | **70** |  |  |  |  |  |  |

* **Lectures, T u t o r i a l s , Practical, Project Supervision and Field Work**
	+ **W o r k l o a d a s p e r U G C R e g u l a t i o n s 2 0 1 6 :**

|  |  |
| --- | --- |
|  | **Direct Teaching Hours per week** |
|  |  |
| Assistant Professor | 16 |
|  |  |
| Associate Professor | 14 |
|  |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Type of Examination** |  | **Actual** | **Actual Score** | **API Score** |  |
|  |  |  | **hours spent** | **(Actual hours** |  |  |
|  | **Duties** |  | **per** |  |  |
|  |  |  | **Academic** | **spent per** |  |  |
|  |  |  | **Year** | **Academic** |  |  |
|  |  |  |  | **Year** ÷ **10 for** |  |  |
|  |  |  |  | **all Teachers)** |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Page **18** of **30** |  |  |  |

**Maximum API Score :**

* 1. **Assistant Professor Stage I : 20**
	2. **Assistant Professor Stage II : 20**
	3. **Assistant Professor Stage III : 20**
1. **Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**
	* 1. Updating of Courses/Curriculum Design:
		2. Participation/Innovative – Interactive courses:
		3. Participn./Innovative – Learning Modules
		4. Participn./Innovative – Case Studies prepared:
		5. Use of ICT or Computer-aided methods – ppt:
		6. Use of ICT – Multi-media/Simulation etc:
		7. Dev/Teaching Remedial/Bridge Courses:
		8. Dev/Teaching Soft skill/Communication/Personality Dev:
		9. Special Programs in Phys. Edn./Library:
		10. Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
		11. Organizing & cond. of popular Prog. /Teaching Web-based/E-Library/IT-asst teaching:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.** | **Short Description (in terms of items) as** | **Actual** | **Actual** |  |
| **No.** | **listed above** | **hours** | **Score** | **API Score** |
|  |  |  | **spent per** | **(Actual** |  |
|  |  |  | **Academic** | **hours spent** |  |
|  |  |  | **Year** | **per** |  |
|  |  |  |  | **Academic** |  |
|  |  |  |  | **Year** |  |
|  |  |  |  | **÷10)** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Maximum API Score :** |  |  |  |
|  | **i)** | **Assistant Professor Stage I :** |  |  |  |
|  |  | **10** |  |  |  |
|  | **ii)Assistant Professor Stage II :** |  |  |  |
|  |  | **10** |  |  |  |
|  | **iii) Assistant Professor Stage III :** |  |  |  |
|  |  | **10** |  |  |  |
|  |  |  |  |  |  |

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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 by teachers.

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

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

|  |  |  |
| --- | --- | --- |
| **CATEGORY 2 :** | **CO-CURRICULAR, EXTENSION AND PRO FE SSIO NA L** |  |
|  |  |  | **DEVELO PME NT RELATED ACTIVITY** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Sl.No.** | **Type of Activity** |  |  | **Actual** |  | **Actual** |  | **API Score** |  |
|  |  |  |  |  |  | **hours** |  | **Score** |  |  |  |
|  |  |  |  |  |  |  | **(Actual** |  |  |  |
|  |  |  |  |  |  | **spent per** |  |  |  |  |
|  |  |  |  |  |  |  | **hours** |  |  |  |
|  |  |  |  |  |  | **Academi** |  | **spent per** |  |  |  |
|  |  |  |  |  |  | **c Year** |  | **Academic** |  |  |  |
|  |  |  |  |  |  |  | **Year** |  |  |  |
|  |  |  |  |  |  |  |  | **÷10)\*** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **(a)** | **Student** | **related Extension, Co-curricular & field based Activities** |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | i) Discipline related co-curricular activities |  |  |  |  |  |  |
|  |  | (e.g. remedial classes, career counseling, |  |  |  |  |  |  |
|  |  | study visit, student seminar and other |  |  |  |  |  |  |  |  |
|  |  | events.) |  |  |  |  |  |  |  |  |  |
|  |  | ii) Other co-curricular activates (Cultural, Sports, |  |  |  |  |  |  |
|  |  | NSS, NCC etc.) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | iii) Extension and dissemination activities (public |  |  |  |  |  |  |
|  |  | /popular lectures/talks/seminars |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | (**Max API Score : 15**) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **(b)** | **Contribution to Corporate life and management of the sports units and institution** |  |
|  |  | **through** | **participation in through** | **participation in responsibilities(including as** |  |
|  |  | **Principal / Director responsibilities(including as Principal / Director that require** |  |
|  |  | **regular office hrs for its discharge)** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | i) ) Administrative Responsibility ( including |  |  |  |  |  |  |  |
|  |  | Dean/Principal/Chairperson/Convenor/Teacher- |  |  |  |  |  |  |  |
|  |  | in-charge/ similar other duties that require |  |  |  |  |  |  |  |
|  |  | regular Office hours for its discharge) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Page **20** of **30** |  |  |  |  |

1. Participation in Board of Studies, Academic and Administrative committees

(**Max API Score : 15**)

1. **Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any**

**other contribution)**

(**Max API Score : 15**)

\*For all categories of Teachers (

Assistant/Associate)

Total Score (a + b +c) **(Max : 45)**

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

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

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:**

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

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

1. **(A) Research Papers Published in**
	* **Refereed Journals as notified by UGC in ‘List of Journals’ –**

**25/publication**

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.** | **Title** | **with** | **Journal** | **ISSN/IS** | **Whether** | **No.of** | **Whether** | **API** |
| **No.** | **page no.** |  |  | **BN No.** | **peer** | **Co‐autho** | **you are** | **score** |
|  |  |  |  |  | **Reviewed.** | **r** | **the main** |  |
|  |  |  |  |  | **Impact** |  | **author** |  |
|  |  |  |  |  | **factor, if any** |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

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* 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.
1. **(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.** | **Title of the publication** | **Name of the of** | **ISSN/** | **No. of** | **Whether** | **API** |
| **No.** | **with page no. and year** | **publisher** | **ISBN** | **Co‐** | **you are the** | **score** |
|  | **of publication** |  | **No.** | **author** | **main author** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**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

1. Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project
2. Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** | **Title of the Major** | **Sponsori** | **Period** | **Grant/** | **API score** |
| **No.** | **/Minor Project** | **ng** |  | **Amount** |  |
|  |  | **Agency** |  | **mobilized** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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

**III (C) (iii) Projects outcome/outputs**

* **API score:**

Patent / Technology transfer / Product/Process **(for Science)-**

International level output--30 / each output

National level output--- 20/each output

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

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

1. **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** )—

* + 1. Major Policy document prepared for International bodies-30
			- 1. Central Government-20
			1. State Government --10

Local Bodies---05

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

**III(D) Research Guidance**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | candidate |  |  |  |  |
|  | (ii)M. Phil Degree Awarded/Thesis Submitted | –5 (for both Science & Arts)/ |
|  | candidate. |  |  |  |  |
|  |  |  |  |  |  |
| **Sl. No.** | **Number enrolled** | **Degree** |  | **Thesis** | **API score** |
|  |  | **awarded** |  | **Submitted** |  |
|  |  |  |  |  |  |
|  | M.Phil. or equivalent |  |  |  |  |
|  |  |  |  |  |  |
|  | Ph.D.or equivalent |  |  |  |  |
|  |  |  |  |  |  |

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

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

a) International Award/Fellowship from academic bodies- 15/award & 15 / fellowship b) National Award/Fellowship from academic bodies- 10/award & 10 / fellowship c) State /University level Award from academic bodies- 05/award

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

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

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

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

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

**API score -10/ Module**

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

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

**CATEGORY II\*:**

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

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

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|  |  |  |  |
| --- | --- | --- | --- |
| **IV. Summary of API scores: Name of the applicant:** |  | **Subject:** |  |
|  |  |  |  |  |
| **Criteria** | **API Score for previous** | **Total-** | **Percentage Distribution** |  |
|  | **3 / 4 / 5 / 6 academic years** | **API score** | **of Weightage Points in** |  |
|  | **as applicable for specific** | **for** | **the Expert Assessment** |  |
|  | **proposed stage of** | **( applicable only for** |  |
|  | **assessme** |  |
|  | **promotion *from Stage*** | **selection committee)** |  |
|  | ***I/II/III to Stage II/III/IV.*** | **nt period** |  |  |
|  |  |  |  |  |

1. **CATEGORY I:**

Teaching, learning and evaluation related activities **(to be assessed** **yearly)**

**II** **CATEGORY** **II:**

Co- curricular, extension and

professional development related

activity **( to be assessed**

**cumulatively for assessment**

**period)**

1. **CATEGORY III:** Research and Academic Contributions **( to be assessed** **cumulatively for assessment period)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **II +** | **Total API score (Category II +** |  |  |  |  |  |  |
| **III** | **Category III)/ Assessment** |  |  |  |  |  |  |
|  | **Period)** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | ***Signature of the incumbent*** | ***Signature of the*** | ***Signature of the Principal /TIC*** |  |
|  |  | ***Coordinator, IQAC with / OIC with date and seal*** |  |
|  |  | ***date and Seal*** |  |  |  |  |
|  |  |  |  |  |  |  |
|  | ***Date of Screening Committee /*** | ***Date:*** |  | ***Venue:*** |  |  |
|  | ***Selection committee and Venue*** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | ***Recommendation of the*** | ***•*** | ***Recommended for promotion from Stage I/II/III*** |  |
|  | ***Screening/Selection Committee*** | ***to Stage II/III/IV (Strike out which are not applicable)*** |  |
|  | ***for promotion on CAS with date*** | • |  |  |  |  |  |
|  | ***of effect of promotion*** | ***Date of effect*** |  |  |  |
|  |  |  |  |  |  |  |
|  | ***Signature of the*** | ***Signature of*** |  |  |  |  |
|  | ***Principal/TIC/OIC with date and*** | ***the DPI*** |  |  |  |  |
|  | ***seal*** | ***Nominee with*** |  |  |  |  |
|  |  |  |  |  |  |
|  |  | ***date and seal*** |  |  |  |  |
|  |  | ***Signature of the*** | ***Signature of the*** |  |
|  |  |  |  |  |
|  |  |  |  | ***Subject Expert/s*** | ***Subject Expert/s*** |  |
|  |  |  |  | ***with date and seal*** | ***with date and seal*** |  |
|  |  |  |  |  |  |  |  |

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

* **Date of Screening Committee / Selection committee :**
* **Venue:**

• **Name of the applicant:** **Subject:**

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

**Assessment period**

|  |  |  |
| --- | --- | --- |
| **API score up to 06.12.2017** |  | **API score w.e.f 07.12.2017** |
|  |  |  |  |  |  |  |
|  |  | **API** |  | **API** | **Total** | **Percentage Distribution of** |
|  |  | **(A)** |  | **( B)** | **API** | **Weightage Points in the** |
|  |  |  |  |  | **score in** | **Expert Assessment (** |
|  |  |  |  |  | **Assessm** | **applicable only for selection** |
|  |  |  |  |  | **ent** | **committee for Associate** |
|  |  |  |  |  | **period (** | **Professor)** |
|  |  |  |  |  | **A +B)** |  |
| **CAT** | **CATEGO** |  | **CATEGOR** |  |  |  |
| **I** | **RY I:** |  | **Y I:** |  |  |  |
|  | Teaching, |  | Teaching, |  |  |  |
|  | learning |  | learning and |  |  |  |
|  | and |  | evaluation |  |  |  |
|  | evaluation |  | related |  |  |  |
|  | related |  | activities **(to** |  |  |  |
|  | activities |  | **be assessed** |  |  |  |
|  | **(to be** |  | **yearly)** |  |  |  |
|  | **assessed** |  |  |  |  |  |
|  | **yearly)** |  |  |  |  |  |
| **CAT** | **CATEGO** |  | **CATEGOR** |  |  |  |
| **II** | **RY II:** |  | **Y II:** |  |  |  |
|  | Co- |  | Co- |  |  |  |
|  | curricular, |  | curricular, |  |  |  |
|  | extension |  | extension |  |  |  |
|  | and |  | and |  |  |  |
|  | professiona |  | professional |  |  |  |
|  | l |  | development |  |  |  |
|  | developme |  | related |  |  |  |
|  | nt related |  | activity **( to** |  |  |  |
|  | activity **( to** |  | **be assessed** |  |  |  |
|  | **be assessed** |  | **cumulativel** |  |  |  |
|  | **yearly)** |  | **y for** |  |  |  |
|  |  |  | **assessment** |  |  |  |
|  |  |  | **period** |  |  |  |

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|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CAT** |  | **CATEGO** |  | **CATEGOR** |  |  |  |  |  |  |
| **III** |  | **RY III:** |  |  | **Y III:** |  |  |  |  |  |  |
|  |  | Research |  | Research and |  |  |  |  |  |  |
|  |  | and |  |  | Academic |  |  |  |  |  |  |
|  |  | Academic |  | Contribution |  |  |  |  |  |  |
|  |  | Contributio |  |  | s |  |  |  |  |  |  |
|  |  | ns **( to be** |  |  | **( to be** |  |  |  |  |  |  |
|  |  | **assessed** |  |  | **assessed** |  |  |  |  |  |  |
|  |  | **cumulative** |  | **cumulativel** |  |  |  |  |  |  |
|  |  | **ly for** |  |  | **y for** |  |  |  |  |  |  |
|  |  | **assessment** |  |  | **assessment** |  |  |  |  |  |  |
|  |  | **period**) |  |  | **period** |  |  |  |  |  |  |
| **Recommendation** |  |  | **Recommended for promotion from Stage I/II/III to Stage** |  |
|  | **of the** |  |  | **II/III/IV (Strikeout which are not applicable)** |  |
| **Screening/Selectio** |  | **•** | **Date of effect** |  |  |
| **n Committee for** |  |  |  |  |  |  |  |  |  |
| **promotion on CAS** |  |  |  |  |  |  |  |  |  |
| **with date of effect** |  |  |  |  |  |  |  |  |  |
| **of promotion** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Signature of the** | **Signature of the DPI** |  |  |  |  |
|  | ***Signature of the Subject*** | ***Signature of the*** |  |
| **Principal/TIC/OI** | **Nominee with date and** |  | ***Expert/s with date and*** | ***Subject Expert/s with*** |  |
| **C with date and** |  | **seal** |  | ***seal*** | ***date and seal*** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Part C: For use of the Screening/ Selection Committee**

Name of the College:

Date of the Meeting: Venue:

Name of the Incumbent: Shri/Smt/Dr.

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

Date of joining: Awarded Ph. D. on:

Date of Confirmation:

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

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

Date of effect:

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

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

promotion under CAS , the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ` 7000 /

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8000 / 9000 with effect from

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

9000 with effect from …………………….. and the same would be reverted back to the post of

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

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

Signature of the Expert with Date and Seal

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

*affiliating University*)

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

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

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

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

The Governing body in its meeting held on ………. Resolved that on the basis of the

recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, Sri/Smt./Dr…………………….. of the Department of ………………

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

……………….

It is resolved that the post held by Sri/Smt./Dr. …………… be upgraded to the post Assistant/

Associate Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

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

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

Date: Signature of the President/ Administrator

Seal

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

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

Copy forwarded for information and for necessary action to:–

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

Joint Secretary

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