

Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake
Kolkata – 91.

Memo No. ED- 103/2013

Dated, the 18 February 2013

To

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

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

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

Director of Public Instruction, West Bengal

ANNEXURE-A

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

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

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

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

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

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

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

(Signature of the President/Administrator)

APPENDIX II

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

PART A: GENERAL INFORMATION

1. Name (Block letters) :
2. Father's /Mother's name/
Husband's name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with pin
code) :
7. Permanent Address (with pin code) :

Telephone No.: _____ Mobile No. _____
E-mail: _____

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

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

10. a. Date of Appointment :
- b. Date of Confirmation :
11. Past Service, if any :
(Please attach specific G.O. for
counting of past service for
promotion under CAS)
12. For which position & AGP you are applying under CAS :
13. Date of eligibility for Promotion :

14. Educational Qualification (Graduation onwards):

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

15. Research Degree(s):

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

16. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service		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 Incumbent

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

Signature of the Coordinator, IQAC

Date:

Seal:

Signature of the Principal/TIC

Date:

Seal:

Part B: Academic Performance Indicators (API)

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

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

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

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

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

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

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

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

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided	API Score
API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. score: 20)					

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

- (a) Updating of Courses/Curriculum Design: 5 per course – Max 10
- (b) Participation/Innovative – Interactive courses: 5
- (c) Participn./Innovative – Learning Modules: 5 Max 10
- (d) Participn./Innovative – Case Studies prepared: 5
- (e) Use of ICT or Computer-aided methods – ppt: 5
- (f) Use of ICT – Multi-media/Simulation etc: 5 Max 10
- (g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10
- (h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10
- (i) Special Programs in Phys.Edn./Library: 5 each Max 10
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10
- (k) Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching:
Workshop/Training - 10 points; Popularization program - 5 points

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

(iv) Examination duties Assigned and Performed

- (a) Invigil.- 10, Evalua.- 5, Q. paper setting/ Moderation- 5; Max : 20 [100% compliance]
- (b) Internal/Continuous Assessment work as allotted-10 [100% compliance];
- (c) Exam Coordination Cell/Outstation or Flying Squad: 10 [100% compliance]

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

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

Please mention your contribution to any of the following:

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

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

API Score – Cat. I /International – 50

Cat. II /National – 25

Cat. III /Regional –15

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

C) Ongoing and Completed Research Projects and Consultancies

API Score for Projects-

Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5 lakhs +): 20

Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3 lakhs +): 15

Cat III: (Sc -Rs 0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+): 10

Other approved projects of Univ/Other agencies : 5

API Score for Consultancies–

(Sc -Rs 10 lakhs+ Non-Sc: Rs 2 lakhs +): 10

API Score for Quality Evaluation–

Major (Completed) Project Eval: 20

Minor (Completed) Project Eval: 10

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

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

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

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

D) Research Guidance

(i) Degree-oriented: API Score – Ph.D. awarded – 10; Ph.D. Submitted – 7;
M.Phil. awarded – 3;

(ii) Non-Degree Products: API Score – Post-Doctoral – 7; National Scholar – 5;
Guidance to Scholars & Master’s level – 3;

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

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

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

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

Sl. No.	Programme	Duration	Organized by	API Score

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

API Score – Category 1 International – 10

Category 2 National – 7.5

Category 3 Regional – 5

Category 4 Local – 3

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

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

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

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

IV. Summary of API scores

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

Signature of the incumbent with designation and date

Signature of the Coordinator IQAC with Seal

Signature of the Principal/ TIC with date and Seal

Part C: For use of the Screening/ Selection Committee

Name of the College:

Date of the Meeting:

Venue:

Name of the Incumbent: Shri/Smt/Dr.

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

Date of joining:

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

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

Designation after promotion: Assistant Professor (Stage 2 / Stage 3) /Associate Professor (Stage

4) Scale of Pay: ₹ 15600-39100/- or ₹ 37400-67000/- with AGP of ₹ 7000 / 8000 / 9000

Date of effect:

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

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

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

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

Signature of the Expert with Date and Seal

(Nominated by the VC of the affiliating University)

Signature of the Expert with Date and Seal

(Nominated by the VC of the affiliating University)

Signature of Govt. Nominee with Date and Seal

(Nominated by the DPI, West Bengal)

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

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

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

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

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

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

Date:

Signature of the President/ Administrator
Seal:

APPENDIX -I

TABLE 1

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

PBAS-I: Applicable for Teachers of the Colleges

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

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

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

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

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

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

The model table below gives groups of activities and 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.

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

CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

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

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

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

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

*Points divided by number of authors

***If a paper presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the publication {3.A} and not under presentation {3.E (ii)}.

#Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

Note:

1. **The API for joint publications will have to be calculated in the following manner:**

Of the total score for the relevant category of publication by the concerned teacher, the first/ Principal author and the corresponding author/ supervisor/ mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

2. **Weightage to be given in case of non-accredited departmental/ in-house journal:**

A paper published in an unaccredited Departmental Journal or in other type of in-house journal will get 50% of weightage allocated for a paper published in an ISSN/ISBN accredited journal.

3. **Regarding jointly undertaken research projects:**

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

4. **Seminar attendance as listener only:**

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

TABLE 2

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

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

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

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

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

SL.No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed <u>four</u> years of service with Ph.D. or <u>five</u> years of service who are with M.Phil/PG Degree in Professional Courses such LLM, M.Tech., M.V.Sc., MD etc. or <u>six</u> years of service without Ph.D/M.Phil / PG Degree in Professional Courses	<ul style="list-style-type: none"> i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms Provided. ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration. iii) Screening cum Verification process for recommending promotion.
2	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in stage 2	<ul style="list-style-type: none"> (i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms Provided. (ii) One course / programme from among the categories of refresher courses/ methodology workshop/Faculty Development Programme of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<ul style="list-style-type: none"> i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided. ii) At least three publications in the entire period as Assistant Professor (twelve years). iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology iv) A selection committee process as stipulated in this regulation.

Detailed Guidelines to Calculate API Score

The promotion of teachers who have become eligible for promotion on or after 31-12-2008 shall be governed by the Career Advancement Scheme, 2010

The self-assessment scores are subject to verification by the Screening-cum-Evaluation Committee or the Selection Committee as the case may be.

Minimum Point Norms of the APIS to be applied for the promotion of teachers in University Departments under CAS, 2010:

S.No.	Category	Assistant Professor (From AGP Rs. 6000 to Rs. 7000)	Assistant Professor (From AGP Rs. 7000 to Rs. 8000)	Assistant Professor to Associate Professor (From AGP Rs. 8000 to Rs. 9000)	Associate Professor to Professor (From AGP Rs. 9000 to Rs. 10,000)
1.	Category I (Teaching Learning etc.)	75/year	75/year	75/year	75/year
2.	Category II (Co-curricular activities etc.)	15/year	15/year	15/year	15/year
3.	Minimum score requirement (I+II)*	100/year	100/year	100/year	100/year
4.	Category III (Research activities etc.)	10/year (40/assessment period)	20/year 100/assessment period)	30/year (90/assessment period)	40/year (120/assessment period)
5.	Minimum score required (I+II+III)	110/year	120/year	130/year	140/year
6.	Assessment Procedure	Screening committee to verify API score	Screening committee to verify API score	Selection committee Comprehensive assessment by selection committee	Selection committee

*Required 10 points may be achieved either from Category I or Category II.

API Capping/Year

S. No.	Category	Maximum API/Year
1.	Category I (Teaching Learning etc.)	120 points/year (Minimum requirement: 75/Year)
2.	Category II (Co-curricular activities etc.)	50 points/year (Minimum requirement: 15/year)
Consolidated score (I+II) required		100/Year
3.	Category III (Research activities etc.)	No upper capping* (However, following distribution pattern should be followed while calculating the aggregate)

* Category III (Research activities etc.)

Sub category	Cap as % of API (for 100%)
(A): Research papers/Publications (Journals & Books).	55%
(B) Research Projects	20%
(C) Research Guidance/Undergraduate Dissertations	10%
(D) Training Courses and conference/seminars etc.	15%

Scores for Academic Performance Indicator for promotion under CAS, 2010

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S.No.	Nature of Activity	Maximum Score
1.	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	60
2.	Preparation and Imparting knowledge/ instruction as per curriculum, syllabus enrichment by providing additional resources to students	20
3.	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
4.	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	Total score	125
	Minimum API score required	75

Note:

1. While calculating the number of hours allocated, only working days/weeks will be taken in account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in the University/College that teaches for 16 weeks per semester, the teacher would write 320 hours (similarly, there would be 320 hours if her teaching load is same in the second semester) in the row 1A (i). If she has actually taught for 275 hours in that semester, she would claim 275 hours in row 1A(ii). So, in all, she would get credit for $320+275 = 627$ hours for that semester. She would do similar calculation for the second semester and the total would be earned in each row.

2. In most sub categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But he will be awarded the maximum of 20 points in this category.

Table for API Calculation under Category I

Category	Nature of activity	Notes	Unit of assessment
Category I	Teaching, Learning and Evaluation Related Activities		
I (i)	Classroom teaching (including lectures, seminars)	As per allocation	Hours per academic year
	Classroom teaching (including lectures, seminars) preparation time	Same as actual teaching hours as per attendance register	Hours per academic year
	Tutorials and Practicals	Actuals as per attendance register	Hours per academic year
	Outside classroom interaction with students	Max 0.5 of hours in first row of I (i)	Hours per academic year
	Sub total	Score = hours/10 (max score 100)	
I (ii)	Research Supervision for enriching knowledge (including Master thesis)	Max 1 hour per student per working week	Hours per academic year
	Sub-total	Score = hours/10 (max score = 30)	
I (iii)	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/multilingual teaching	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1
	Preparation of new teaching-learning materials including translation, bridge materials, study pack or similar additional resource for students	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1
	Use of anonymous students feedback on the quality of classroom teaching and student's interaction	Proforma and summary feedback to be attached	2 points per course (max 10 points)

I (iv)	Question paper setting. Moderation and related work	Actual hours	Hours per academic year
	Invigilation/supervision and related examination duties	Actual hours	Hours per academic year
	Evaluation/assessment of answer scripts and assignment related to internal assessment, external and re-evaluation	Max 20 minutes per full script	Hours per academic year
	Sub-total	Score = hours/10 (max score = 20)	

Note: Under the last row of I (iii), the teacher is only required to give a proof that he/she administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of his/her teaching. He/ She would be entitled to the points irrespective of the contents of feedback. The comments given by the students may not be used against the teacher in this exercise.

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

Nature of Activity	Maximum Score
Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counselling).	20
Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
Professional development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in category III)	15
Total score	50
Minimum API Score Required	15

Table for API Calculation under Category II

Category	Nature of activity	Notes	Unit of assessment
Category II: Co-curricular, extension and professional development related activities			
II (i)	Discipline related co-curricular activities (e.g. field work, study visit, student seminars, events, career counselling etc.)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1
	Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)	Scores to be finalized by the screening committee	Good = 5 Average = 3 Modest = 1
	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under III)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1
	Sub-total		
II (ii)	Administrative responsibilities (including Dean, Head, Warden, Resident Tutor, Principal, Chairperson, Convenor, Teacher in-charge or similar duties that require regular office hours for its discharge)	Actual hours spent	Hours per academic year
	Participation in Board of Studies, Academic and Administrative committees	Actual hours spent	Hours per academic year
	Sub-total	Score = hours/10 (Max score = 30)	

II (iii)	Overall contribution to the collective corporate life of the institution (including 5. 6 and any other contribution)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1
----------	--	--	--

CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Table for API Calculation under Category III

S.No.	APIs	Faculties of Engineering / Agriculture/ Veterinary/ Medical Sciences/ Science	Faculties of Languages Arts/ Humanities/ Social Sciences/ Library/ Physical Education/ Management	Max. points for University and college teacher position
III A	Research/ Review Papers	Research papers (in related area/subject) published in recognized and reputable journals and periodicals, having ISBN/ ISSN numbers	Research papers (in related area/subject) published in recognized and reputable journals and periodicals, having ISBN/ ISSN numbers	15/ publication
		Conference proceedings (in related area/subject) as full papers, etc. (Abstracts not to be included)	Conference proceedings (in related area/subject) as full papers, etc. (Abstracts not to be included)	10/ publication
III B	Research Publications (Text/Subject or Reference Books)	Text/Subject or Reference Books (in related area/subject) published by International/National publishers / State and Central Govt. Publications with an	Text or Reference Books (in related area/subject) published by International/National publishers / State and Central Govt. Publications with an	40/sole author; 30 co-author. Text/ Subject or Reference book author.

		established peer review system and ISBN/ ISSN numbers.	established peer review system and ISBN/ ISSN numbers	
	Book chapters in book, other than journal articles	Chapter in Text/Subject or Reference Books (in related area/subject) published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers (Chapter in self-Edited volume should not be considered)	Chapter in Text/Subject or Reference Books (in related area/subject) published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers (Chapter in self-Edited volume should not be considered)	10/chapter
	Text/Subject or Reference Books/ Journals Edited	Text/Subject or Reference Books/ Journals Edited (in related area/subject) and published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers	Text/Subject or Reference Books/ Journals (in related area/subject) Edited and published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers	20/ Sole editor; 10/co-editors
		Books translated (in related area/subject) and published by International/ National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers	Books translated (in related area/subject) and published by International/National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN	20/sole translator 10/co-translator

			numbers	
		Chapters (in related area/subject) contributed to edited knowledge based volumes published by International/National publishers / State and Central Govt. Publications with ISBN/ ISSN numbers (Chapter in self-Edited volume should not be considered)	Chapters (in related area/subject) contributed to edited knowledge based volumes published by International/National publishers / State and Central Govt. Publications with ISBN/ ISSN numbers (Chapter in self-Edited volume should not be considered)	10/chapter
		Popular article (in related area/subject) in proceedings/ newsletter of learned bodies/ societies or Newspaper article in area of interest.	Popular article (in related area/subject) in proceedings/ newsletter of learned bodies/ societies or Newspaper article in area of interest.	10/chapter
III C	Research Project			
III C(i)	Sponsored Projects carried out/ ongoing	Major Projects (as per the UGC project guidelines)	(a) Major Projects (as per the UGC project guidelines)	20/ each Project to PI 10/each to co-PI/joint PI
		Minor Projects (as per the UGC project guidelines)	(a) Minor Projects (as per the UGC project guidelines)	15/ each Project 8/each to co-PI/joint PI
III C(ii)	Consultancy Projects routed to concerned Institutions carried out/ ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.00 lakh	10/each
III C(iii)	Completed projects Quality Evaluation	Completed project Report (Acceptance from	Completed project report (Accepted by funding agency)	20/each major project

		funding agency)		and 10/each minor or innovative research project
III C(iv)	Project Outcome/ Output	Patent/ Technology transfer/Product/Process	Major Policy document of Govt. Bodies at Central and State level	30/each national level output or patent/ 50/ each for International level
III D	Research Guidance			
III D(i)	M.Phil.	Degree awarded only	Degree awarded only	3/each candidate
III D(ii)	Ph.D.	Degree awarded	Degree awarded	10/each candidate
		Thesis submitted	Thesis submitted	7/each candidate
III D(iii)	Undergraduate Research project guidance	Project completed	Project completed	2/year
III E	Training Courses and Conferences/Seminars/Workshop papers			
III E(i)	Refresher courses, Methodology, workshop, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each
		(b) One week	(b) One week	10/each

		duration	duration	
III E(ii)	Papers in Conferences/ Seminars/ Workshop	Presentation of Research paper (Oral/ Poster) in:	Presentation of Research paper (Oral/ Poster) in:	
		(a) International conference	(a) International conference	10 each
		(b) National	(b) National	7.5 each
		(c) Regional/ State level	(c) Regional/State level	5 each
		(d) Local- University/ College level	(d) Local- University/ College level	3 each
III E(iii)	Invited lectures/ special lecture or presentations for conferences/ symposia	(a) International conference	(a) International conference	10/each
		(b) National	(b) National	5/each
		(c) Regional/ State level	(c) Regional/State level	3/each
		(d) Local- University/ College level	(d) Local- University/ College level	2/each

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication “III(A)” and not under presentation “III(E-ii)”

The parameters in table of Category-III (Research and Academic Contributions) shall have following capping in relation to the total API score claimed by the candidate.

Sub category	Cap as % of API (for 100%)
(A): Research papers/ publication (Journals, Books etc.)	55%
(B) research Projects	20%
(C) Research Guidance	10%
(D) Training Courses and conference/seminars etc.	15%



**University of Delhi
Delhi-110007**

**Proforma for Performance Based Appraisal System (PBAS) for
Promotion under CAS 2010**

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Pay Band with Academic Grade Pay:
9. Date of Last Appointment/Promotion:
10. Position and Academic Pay for which you are an applicant under CAS 2010:
11. Date of eligibility for promotion under CAS 2010:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):

Telephone No:

Mobile No:

Email:

14. Permanent Address (with Pin code), in case different from Sl.No.13:

Telephone No. (with STD Code):

15. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

16. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

17. Appointments including Post-doctoral positions such as Research Associate, Research Scientist, etc. held prior to joining the University of Delhi as a faculty member:

S.No.	Designation	Name of the Employer	Date of		Pay Band with Grade Pay	Reasons for Leaving
			Joining	Leaving		

18. Posts held since joining this institution:

S.No.	Designation	Department	Duration		Pay scales/Pay Band with Grade Pay
			From	To	

19. Period of Teaching experience:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Only Ad- hoc/ Temporary/ Permanent	From	To	Total Experience (as on.....)		
					Years	Months	Days

20. Total period of teaching experience:

P.G. Classes (in years):

U.G. Classes (in years):

21. Courses taught at various levels (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

22. Total duration of Research Experience excluding the period spent in acquiring M.Phil./Ph.D.

23. Field of Specialization under the Subject/Discipline:

a)

b)

24. Academic Staff College Orientation/Refresher Course attended:

Name of the Course	Place	Duration	Sponsoring Agency

PART-B: ACADEMIC PERFORMANCE INDICATORS (API)

(Please refer to “Detailed Guidelines” for completing Part B)

CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Minimum API score required: 75/year)

(i) Details of Lectures, Tutorials, Practicals, Contact hours Undertaken

S. No.	Year	Course/paper	Level (PG/UG)	Teaching Mode	Lectures/Tutorials/Practicals		% of allotted classes undertaken	API Score
					Allotted	Undertaken		
Total API Score (maximum 60 points/year)								

(ii) Preparation and imparting knowledge/instruction as per curriculum, syllabus enrichment by providing additional resources to students.

S.No.	Course/Paper	Material Consulted	Additional Resources provided
Total API Score (maximum 20 points/year)			

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement, etc.

S. No.	Year	Brief Description	API Score
Total API Score (maximum 20 points/year)			

(iv) Examination-related Duties Assigned and Performed

S. No.	Year	Nature of examination related work	Assigned number of days	Actual number of days performed	API Score
Total API Score (maximum 25 points/year)					

TOTAL API SCORE UNDER CATEGORY-I:

API (i)	API (ii)	API (iii)	API (iv)	Total API Score (CATEGORY- I)

(Please attach supporting documents wherever required)

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

Please mention your contribution to any of the following (Minimum API score required is 15):

SI. No.	Year	Type of Activities performed	API score
(i) Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counselling).			
Total API Score(maximum 20 points/year)			
(ii) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and Responsibilities.			
Total API Score(maximum 15 points/ year)			
(iii) Professional development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III)			
Total API Score(maximum15 points/year)			

TOTAL API SCORE UNDER CATEGORY-II:

API (i)	API (ii)	API (iii)	Total API Score (CATEGORY- II)

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

For promotion from the post of Associate Professor to the post of Professor, the applicant should attach three copies of five major publications published subsequent to the period from which he was placed in the Assistant Professor stage-II (i.e. AGP-7000).

For promotion to the post of Associate Professor, the applicant should attach three copies of three major publications made during the period of service as Assistant Professor.

A (i) Published Research Articles/Papers in Journals/Periodicals

S.No.	Title with page Nos.	Journal with ISSN & Publisher	Whether Refereed	Latest Impact Factor, if any	No. of Co-authors	Whether First/Corresponding/Co-Author	API Score
Total API Score							

A (ii) Full Papers in Conference Proceedings (in related area/subject) (Abstracts not to be included)

S.No.	Title with Page Nos.	Details of Conference Publication	ISBN/ISSN	Whether sole/Corresponding Author	API Score

B (i) Books Published as Author/Co-Author

S. No.	Title of the Book	Whether Sole or Co-Author	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	API Score
Total API Score						

B (ii) Text/Subject or Reference Books/Journals as Editor/Co-Editor

S. No.	Title of the Book/Journal	Whether Sole or Co-Editor	Publisher (with city/ country) & Year of Publication	ISBN/ISSN	Whether Refereed	API Score
Total API Score						

B (iii) Chapters published in Books/Reference books/Edited books (other than journal) (Chapter in self-edited books should not be included).

S. No.	Title of the Chapter	Whether Sole or Co-author	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	API Score

Total API Score						

B (iv) Books Translated and Published

S. No.	Title of the Book	Whether Sole or Co-Translator	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	API Score
Total API Score						

B (v) Popular articles (in related area/subject)

S.No.	Title of the article	Name of the newspaper etc. in which published	Publisher (with city/ country) & Date/Year of Publication	API Score
Total API Score				

C (i) Ongoing Projects

S.No.	Title of Research Project	Major/ Minor (as per UGC Project guidelines)	PI/ co-PI/ joint PI	Period	Total Grants sanctioned & received (in rupees); Name of the Funding Agency	National/ International	API Score
Total API Score							

C (ii) Consultancy Projects routed to concerned Institutions, Carried out/Ongoing.

S.No.	Title of Consultancy Project	Period	Total Grants Mobilized (in rupees)&Name of the Funding Agency	National/ International	API Score
Total API Score					

C (iii) Completed Projects Quality Evaluation

S.No.	Title of Research Project	Major/ Minor (as per UGC Project guidelines)	PI/ Co-PI/Joint PI	Period	Total Grants Received (in rupees)& Name of the Funding Agency	National/ International	API Score

C (iv) Project Outcome/Output

S.No.	Title of Research Project	PI/ Co-PI/ Joint PI	Period	Total Grants Received (in rupees)& Name of Funding Agency	Patent/Technology/ Transfer/Product/ Process/Major Policy document of Govt. at central/state level	Output/ Patent: National or Internal level	API Score

D Research Guidance: Number of scholars who have been awarded M.Phil/Ph.D. degree and research guidance for UG projects under your supervision both as Guide and/or as Co-Guide.

Level of Guidance	Registered	Thesis/ Dissertation submitted/Project completed	Degree Awarded	API Score
MPhil. or equivalent				
Ph.D. or equivalent				
UG Research project guidance				
Total API Score				

E TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS

E (i) Refresher Course, Methodology, Workshops, Training, Faculty Development Programs, etc. attended. (of not less than one week duration)

S. No.	Name of the Course	Organised by	From ____ To ____	Duration in weeks	API Score
Total API Score					

E) (ii) Papers presented in Conferences/ Seminars/ Workshops/ Symposia. Indicate whether the Conference Proceedings are published.

(Merely attending the Conference, Seminar, Workshop, Symposia does not qualify for API score. Accepted full paper must be presented during the Conferences/ Seminars/ Workshops/ Symposia to qualify for API score).

S.No	Title of the Paper presented	Details of Conference / Seminar/ Workshop/ Symposia	Whether the Conference Proceedings are published. ISBN/ISSN	Whether First/ Corresponding /Co-Author	Whether International/National/Regional/State/ University/College level	API Score
Total API Score						

E (iii) Invited lectures/ special lectures or presentations for conferences/ symposia.

S. No.	Title/ Academic session/ Subject of Lecture delivered	Organizing Institution (Name of City & Country)	Whether National/ International	Date of Lecture	Duration	API Score
Total API Score						

TOTAL API SCORE UNDER CATEGORY-III:

API (A)		API (B)					API (C)				API (D)	API (E)			Total API Score (CATEGORY- III) (A+B+C+D+E)
i	ii	i	ii	iii	iv	v	i	ii	iii	iv		i	ii	iii	

SUMMARY OF API SCORES

Sl. No.	Category	API Score for the Assessment Period
1	Category-I: Teaching, Learning and Evaluation related activities	
2	Category-II: Co-curricular, Extension, Professional Development related activities	
3	Category-III: Research and Academic contribution	
CONSOLIDATED API SCORE (CATEGORY I + II+III)		

PART-C: OTHER RELEVANT INFORMATION

- (a) Academic awards and distinctions:

- (b) Membership/Fellowship of Learned bodies / Societies:

- (c) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

- (d) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.

- (e) Future Plans (In approximately 150 words):

Three Referees familiar with your academic work					
Full Name	Institutional Affiliation	Designation	Address	Mobile / Phone No.	Email

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

- | | |
|-----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

I certify that the information provided is correct as per records enclosed along with the duly filled PBAS proforma.

Date:

Place:

Signature & Designation of the Applicant

Certified that has been working asin this Department since

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Head of the Department/Centre

Government of West Bengal
Higher Education Department
C. S Branch
Bikash Bhavan, Salt Lake, Calcutta-91

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

Date: 31.12.2012

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

To : The Director of Public Instruction
Govt. of West Bengal

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

Sir,

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

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

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

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

Yours faithfully,

Enclo : As stated.

Sd/-

Secretary.

Copy forwarded for information and necessary action to:-

1. Accountant General, (A&E), West Bengal.
2. Finance Department, Group - P (Pay) of this Government.
3. Finance Department (Group -B) of this Govt.
4. Director of Public Instruction. West Bengal, Bikash Bhavan, Kolkata - 91.
5. The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata - 700 001.
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-700012.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jahar Building, Kolkata - 73.
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Block, Sector III, Salt Lake City, Kolkata - 106.
9. The Treasury Officer, _____ Treasury,

_____.
10. Budget Branch of this Department.
11. Statistical Cell of this Branch.
12. P.S. to Hon'ble MIC, Higher Education Department, Government of West Bengal.
13. P.A. to the Principal Secretary of this Department.
14. Computer Cell of this Department.
15. _____.
16. Guard File.

Joint Secretary

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

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

1. This Scheme should be called **Career Advancement Scheme and Other Service Conditions of Teachers, Librarians, and Physical Instructors of Government-aided colleges including erstwhile sponsored Colleges in West Bengal** (hereafter referred to as "Scheme")
2. **Coverage**
These would apply to the Teachers, Librarians, and Physical Instructors of Government-aided including erstwhile sponsored Colleges in West Bengal.
3. **Redesignation of Reader/Lecturer (Selection Grade) to Associate Professor**
This redesignation will be automatic without undergoing any screening or selection process, if the incumbent concerned becomes a Reader/Lecturer (Selection Grade) or Assistant Professor in the revised pay structure (2006) with AGP of Rs. 8000/- as the case may be on or before 29.06.2010, and such redesignation will take effect after completion of three years of service in the post of Reader/Lecturer (Selection Grade). *Example: One, who has become a Reader/Lecturer (Selection Grade) on 29.06.2010, will be redesignated as an Associate Professor with effect from 29.06.2013 and the remuneration will be fixed in Pay Band 4 with the Academic Grade Pay (AGP) of Rs.9000 from that date. If there still remains any ambiguous or non-obvious case, prayer for clarification and/or condonation may be placed through proper channel before the Higher Education Department, Government of West Bengal, on a case to case basis.*
4. **Qualifications and Other Service Conditions**
 - 4.1 No person shall be appointed in Government-aided including erstwhile sponsored Colleges if he/she does not fulfill the minimum qualifications and other conditions as stipulated by the Government of West Bengal on the basis of U.G.C. guidelines.
 - 4.2 Constitution of an Internal Quality Assurance Cell (IQAC) in the line prescribed by the NAAC (National Assessment and Accreditation Council) is compulsory for each college and university and equivalent academic institution in West Bengal. It is emphasized that all the bodies and posts or positions formed/created in the institutions must always remain committed and true to the spirit behind their creation; any undesirable deviation from this has to be promptly and strictly dealt with and rectified by the competent hierarchical authority(ies). All actions or activities performed at any scale and at any level in the academic institutions must have to be buttressed not only on sound logic, but also on proper, honest, practical, rational, and legally and morally defensible basis, viewed in the short, medium as well as long term.
5. **Pay Scales**
The revised pay scales (see table 5.1) have already been notified by the Department of Higher Education vide G.O. No 533-Edn (CS) dated 28/08/2009.

5.1 **Table I: Revised Pay scales of Teachers**

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

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

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

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

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

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

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

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

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

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

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

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

7. **Formation of Screening/Selection Committee:**

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

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

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

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

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

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

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

- 8.3 Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 without Ph.D and M.Phil in Library Science at the entry level, after completing 6 years of service in the AGP of Rs. 6,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.
- 8.4. Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000 on completion of five years service in the AGP of Rs. 7,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 8,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.
- 8.5. Incumbents continuing pre-revised designations of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade)who have been placed in the Pay band 15,600-39,100 with AGP of Rs. 8,000 up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage of Pay Band Rs 37,400-67,000 with AGP Rs. 9,000 as and when they complete 3 years of continuous service in pre-revised designations of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade).
- Example:** Incumbent Assistant Librarian(Selection Grade)/College Librarian (Selection Grade)who has reached in the Pay Band Rs. 15,600-39,100 with AGP of Rs 8,000 on 29.06.2010, will be placed in higher Pay Band 37,400-67,000 and AGP Rs. 9,000 with effect from 29.06.2013 and the remuneration will be fixed in the Pay band Rs. 37,400-67,000 with AGP of Rs.9,000 from that date.*
- 8.6. Effective 30.06.2013 and onwards, Assistant Librarian/College Librarian in the Pay Band Rs.15,600-39,100 with AGP of Rs. 8,000 completing three years of continuous service in the AGP of Rs. 8,000, will be eligible to move to the Pay Band 37,400-67,000 and AGP Rs. 9,000 by qualifying in the requisite selection process (CAS), subject to fulfillment of the minimum requirements (including necessary API scores using PBAS proforma) prescribed in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.
9. **Formation of Screening/Selection Committee in respect of Assistant Librarian/College Librarian**
- 9.1 In the case of the intra-grade career progression of Assistant Librarian /College Librarian, a 3 member Screening Committee will be constituted, which will consist of the Head of the Institution as the Chairman, and one subject expert nominated by the respective University, one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal as the two other members of the Committee.
- 9.2. In the case of the career progression from the grade of Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 8,000 completing three years of continuous service in the AGP of Rs. 8,000 to that of higher grade pay of Rs.9,000, a 4 member Selection Committee will be constituted, which will consist of the concerned Head of the Institution as the Chairman, two subject experts nominated by the respective university and one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal.

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

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

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

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

11. Counting of Past Service for Promotion Under CAS

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

- a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor as the case may be.
- b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader with three years of continuous service).
- c) The concerned Assistant Professor, Associate Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor, as the case may be.
- d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/ Concerned Institutions, for such appointments.
- e) The previous appointment was not as guest lecturer for any duration, or an ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
 - (i) the period of service was of more than one year duration;
 - (ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and

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

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

12. Service Agreement and Fixing of Seniority

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

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

13. Other Service Conditions

13.1 Teaching Days

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

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

13.2 Workload

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

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

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

Accountability:

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

- a) Constitution of an Internal Quality Assurance Cell (IQAC) in the line prescribed by the NAAC (National Assessment and Accreditation Council) is compulsory for each Government-aided including erstwhile sponsored colleges in West Bengal. It is emphasized that all the bodies and posts or positions formed/created in the institutions must always remain committed and true to the spirit behind their creation; any undesirable deviation from this has to be promptly and strictly dealt with and rectified by the competent hierarchical authority(ies). All actions or activities performed at any scale and at any level in the academic institutions must have to be buttressed not only on sound logic, but also on proper, honest, practical, rational, and legally and morally defensible basis, viewed in the short, medium as well as long term.
- b) Attendance of the teachers in their work-place must be recorded in the appropriate register(s) regularly by noting their arrival and departure times and by mentioning the number of classes allotted and actually taken by them and also by noting the other administrative work, academic work, research work, co-curricular and extra-curricular work etc. done by them on the day in the interest of the institution.
- c) At the end of every calendar year, each teacher will have to submit a Self-Assessment Report (SAR) along with signed copies of all supporting documents to the Head of the Institution concerned, where the scores based on API (Academic Performance Indicators) would be calculated by the incumbent teacher himself/herself. These would be subsequently authenticated after necessary verification by the IQAC (Internal Quality Assurance Cell) of the institution. Each such authenticated report (SAR) would be ultimately in the Personal Files of the teachers maintained by the respective office of the Government-aided Colleges including erstwhile sponsored colleges.
- d) Though it may sound obvious, still it is emphasized that the active presence of teachers in their work-place (i.e. in the concerned academic institutions) for the full working hours is a basic and primary requirement; any frequent or repetitive failure to do so without legally acceptable reason and proper approval (written/verbal) from the competent authority in the institution would be considered as a serious negligence of duty and also as a bad precedence in society. Apart from carrying out their usual teaching and research assignments, spontaneous and dedicated participation of the teachers is strongly advised in all the jobs assigned to them by the institutional authority for ensuring the smooth running and the fulfillment of the objectives of setting up of the institutions. Institutional authority will keep a proper record (confidential or open) of all the acts of deliberate aberrations from this. Such records of acts of undesirable deviations or aberrations from what is normally expected will be taken serious note of while deciding on the career progression of the teachers.
- e) No remunerative private tuition by a Government-aided College including erstwhile sponsored college teacher will be permitted and, apart from any other action to be taken by competent authority in this regard, this practice will be a disability for promotion through CAS.

14. On the Refresher Course attendance requirement

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

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

15. Certain important points on eligibility for CAS promotion:

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

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

- 15.3**
- (i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
 - (ii) If however, the candidate finds that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effective from that date of eligibility.
 - (iii) If the candidate does not succeed in the first assessment, but succeeds in a later assessment, his/her promotion will be effective from the later date.

16. Superannuation Benefits:

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

17. Leave Rules:

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

18. **Code of Professional Ethics:**

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

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

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

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

21. **Anomalies**

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

Joint Secretary