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

No. **1197(28) - Edn(U)/1U-41/11(Pt)**   Date: **31.12.2012**

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

To   : The Vice Chancellor/Registrar,

              _____University,

              _____

Sub : Applicability of the terms and conditions towards Redesignation & Career Advancement Scheme for the teachers of the State-aided-Universities 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. 502-Edn(U) dt. 28.08.2009, references were received in this Department seeking clarification as regards the redesignation of teachers and equivalent cadres of Universities 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 the local conditions in the state, the Governor has been pleased to decide that the **Career Advancement Scheme and Other Service Conditions of Teachers in State-aided Universities in West Bengal,** as annexed, will be followed by all State-aided Universities in West Bengal under the administrative control of this Department in regard to Redesignation and Career Advancement Scheme of Teachers and Other Academic Staff so that the revised pay structure as introduced in terms of G.O. No. 502 - Edn (U) dated 28.08. 2009 and the scheme of Career advancement and other service conditions of teachers of Universities, as annexed, will be considered a composite one.

3.   The above scheme will be applicable only in respect of the teachers and other academic staff of State-aided Universities under the administrative control of this Department and will take effect from 01.11.2012 with the concurrence of the 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 546-Edn(U) dt. 16.09.2009; 715- Edn(U) dt. 18.12.2009; 343-Edn(U) dt. 21.06.2010 and 138-Edn(U) dt. 25/28.02.2011 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.

5.   The University will send suitable proposal for amendment of rules and statutes or take necessary action for incorporation in regulations/ordinances etc., wherever necessary.

                                                                            Yours faithfully,

Enclo : As stated.   *Sd/- Vivek Kumar*
                                                                            Secretary.

No. 1197/1(60)-Edn(U)/1U-41/11(Pt)   **Date: 31.12.2012**

Copy forwarded for information and necessary action to:-

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

   _____ .
   _____ .
10 Finance Officer_____University,

11.Chancellor's Secretariat

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

                                        Sd/- Madhumita Ray
                                          Joint Secretary

GUIDELINES FOR REDESIGNATION AND SCHEME PRESCRIBING THE CAREER ADVANCEMENT AND OTHER SERVICE CONDITIONS OF TEACHERS IN STATE AIDED UNIVERSITIES IN WEST BENGAL.

1.   This Scheme should be called **Career Advancement Scheme and Other Service Conditions of Teachers in State Aided Universities in West Bengal** (hereafter referred to as "Scheme")

2.   **Coverage**
       These would apply to the teachers of State Aided Universities 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 a University if he/she does not fulfill the minimum qualifications and other conditions as stipulated by the Government of West Bengal on the basis of U.G.C. guidelines.
4.2   Constitution of an Internal Quality Assurance Cell (IQAC) in the line prescribed by the NAAC (National Assessment and Accreditation Council) is compulsory for each college and university and equivalent academic institution in West Bengal. It is emphasized that all the bodies and posts or positions formed/created in the institutions must always remain committed and true to the spirit behind their creation; any undesirable deviation from this has to be promptly and strictly dealt with and rectified by the competent hierarchical authority(ies). All actions or activities performed at any scale and at any level in the academic institutions must have to be buttressed not only on sound logic, but also on proper, honest, practical, rational, and legally and morally defendable basis, viewed in the short, medium as well as long term.

5.   **Pay Scales**
       The revised pay scales (see table 5.1) have already been notified by the Department of Higher Education vide G.O. No 502-Edn(U) 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 6000
Assistant Professor(stage 2)	Rs 15,600-Rs 39,100	Rs 7000
Assistant Professor(stage 3)	Rs 15,600-Rs 39,100	Rs 8000
Associate Professor(stage 4)	Rs 37,400-Rs 67,000	Rs 9000
Professor(stage 5)	Rs 37,400-Rs 67,000	Rs 10,000

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. No 175-Edn(U)/1U-7/99 dated 25.02.1999.**

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 out in the Appendix I of this Scheme.

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 LL.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.]

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).

6.2.5 *__For teachers of Netaji Subhas Open University (NSOU), a separate PBAS condition (defined as PBAS-II) covering the aforesaid three stages of Assistant Professors is separately specified in Appendix I Table 2.__*

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. 8000) 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. 9000) 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.9000) 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.

6.3.3 *For teachers of Netaji Subhas Open University (NSOU) seeking CAS promotion to the post of Associate Professor, PBAS-II proforma would be applicable, in conformity with clause 6.2.5*

6.4.1 Associate Professor in Universities completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to –

a) satisfying the required credit points as per API based PBAS methodology provided in Table 1 or 2 and 3 of Appendix I stipulated in this Scheme, and

b) An assessment by a duly constituted selection committee as suggested for direct recruitment of Professors.

However, it is emphasized that the elevation to the post of Professor will not be automatic. Only the academically outstanding candidates among the Associate Professors will be considered for the post of Professor.

6.4.2 *For teachers of Netaji Subhas Open University (NSOU) seeking CAS promotion to the post of Professor, PBAS-II proforma would be applicable, in conformity with clauses 6.2.5 & 6.3.3*

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 Department as the Chairman, and one subject expert nominated by the respective Dean of Faculty of the university and one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by the Vice-Chancellor of the University, 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 Department as the Chairman, two subject experts nominated by the respective Dean of Faculty of the university and one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by the Vice-Chancellor of the University. The quorum in the Selection Committee meeting would be obtained if only the Chairman, one nominee of the Dean and one expert nominated by the Vice-Chancellor 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.   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 and 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 and 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) and Professor.

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

9. Service Agreement and Fixing of Seniority

9.1 The service of the university teachers will be regulated by the relevant provisions in the university statutes.

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

9.3 Inter-se seniority between the direct recruited and teachers promoted under CAS: The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the State Government will apply for all other matters of seniority.

10. Other Service Conditions

10.1 Teaching Days

The University 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. If the university adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks of actual teaching with a 6 day week.

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

10.2 **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 university for which necessary space and infrastructure should be provided by the university. Direct teaching-learning process hours should be as follows:

Post	*Direct Teaching-Learning hours
Assistant professor	16 hours
Associate Professor and Professor	14 hours

In case of teachers of Netaji Subhas Open University (NSOU), the teaching-learning may not be direct as in case of other conventional universities.

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.

10.3 **Accountability:**

Promotion in service through Career Advancement Scheme (CAS) as envisaged in the UGC Regulations, 2010, is a well-deserved as well as a coveted benefit for the teachers and officers 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 college and university and equivalent academic institution in West Bengal. It is emphasized that all the bodies and posts or positions formed/created in the institutions must always remain committed and true to the spirit behind their creation; any undesirable deviation from this has to be promptly and strictly dealt with and rectified by the competent hierarchical authority(ies). All actions or activities performed at any scale and at any level in the academic institutions must have to be buttressed not only on sound logic, but also on proper, honest, practical, rational, and legally and morally defendable basis, viewed in the short, medium as well as long term.

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) in the prescribed format along with signed copies of all supporting documents to the Head of the Department (H.O.D.) 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 instruction. Each such authenticated report (SAR) would be ultimately the Personal Files of the teachers maintained by the respective office of the University. Additionally, soft copy including all such reports arranged department-wise and alphabetically for the year is to be duly preserved in the institution for ease of later reference and also for emailing to higher authorities as and when required.

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 university 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.

11.   On the Refresher Course attendance requirement

11.1   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. No one should face trouble due to the inherent shortcomings in any rule.

11.2   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. The universities are advised to post in their web-site(s) in advance the approved list of the alternative allied subjects corresponding to the different core subjects in the context of Refresher Courses, as this will significantly help in minimizing the teacher's worries.

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

12.1   Candidates who fulfill the minimum API scores indicated in **Tables 1 or 2 (as applicable) and Table 3** 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.

12.2   If, however, on final assessment, candidates do not either fulfill the minimum criteria under ***Rows III and IV of Table 3*** or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.

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

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

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

13.   **Superannuation Benefits:**
Superannuation benefits will be governed by existing rules applicable to Universities and other orders as may be issued from time to time.

14.   **Leave Rules:**
These will be governed by the existing rules of Universities.

15.   **Code of Professional Ethics:**
Each University should evolve its own professional ethics after full discussion in the academic bodies and associations and should incorporate in its Act, Statutes and Ordinances. It should be applicable to all teaching and non-teaching staff.

16.   **Appendices**

     a) APENDIX I –
         i) Table 1 – PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY TEACHERS : PBAS-I: Applicable for Teachers of State aided Universities other than Netaji Subhas Open University

         ii) Table 2 – PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY TEACHERS : PBAS-II: Applicable for Teachers of Netaji Subhas Open University (NSOU).

         iii) Table 3 - MINIMUM APIs AS PROVIDED IN APPENDIX-I & APPENDIX - II TO BE APPLIED FOR THE PROMOTION OF TEACHERS

UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT

iv) Table 4 - MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES

b) APPENDIX – II - Annual Self-Assessment for the performance Based Appraisal System (PBAS) Format

17. <u>**Anomalies**</u>

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. It is suggested that wherever needed appropriate amendments in the relevant provisions in the statutes of the universities would have to be made, in order that the recommendations outlined here are duly accommodated there.

Any difficulty which may arise in implementing the provisions enumerated in these guidelines may be brought to the notice of the State Government for a decision.

Anomalies, if any, may be brought to the notice of the State Govt. for a decision.

APPENDIX –I

TABLE 1

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

PBAS-I: Applicable for Teachers of State aided Universities other than NSOU

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

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

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

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

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

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

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

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

CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

Sl.	APIs	Faculties of Science	Faculties of Arts/Humanities/Social Science/Commerce/ Management/ Library Science	Maximum points for University 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	Chapters contributed to edited knowledge based	10/ chapter

		based volumes published by International Publishers	volumes published by International Publishers	
		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/ chapter
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 evaluation Technology programmes, Soft Skills development programmes, Faculty Development programme	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
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. **Weighatge 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 weighatge 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

PBAS-II: Applicable for Teachers of Netaji Subhas Open University (NSOU)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

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

SL. No	Nature of Activity	Maximum Score
1.A	(i). Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated. (ii). Programme/ Course development, unit writing, editing, course maintenance, Revision of programme/course etc. (iii). Programme Implementation, delivery, monitoring, counseling, (iv). Audio video related activities	60
1.B	(i). Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students (ii). Production of material like Preparation of information Brochures / Programme guides / Instructional guidelines to students / counselors (programme wise / course wise) / practical manual, Project guide etc.)	20
1.C	(i). Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. (ii). Programme / Course Coordination / Maintenance including Coordination of Workshops/ Training/ Seminar (iii). Innovations in design and planning, pedagogy and Distance Education	20
1.D	(i). Exam duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	Total Score	**125**
	Minimum APl Score Required	75

Details of Category 1

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

Class/ level	Paper	Mode of Teaching in terms of Contact hours #	Class allotted as per schedule	% of classes taken as per record

#Lecture (L), Practical(P)

		API
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)	

1.A(ii). Programme/ Course development, unit writing, editing, course maintenance, Revision of programme/course etc.

i) Writing course	10/unit of minimum10 pages
ii) Transformation/formatting	10/Paper(for 100 marks)
iii) Translation	6/unit
iv) Editing (content/language)	3/unit
v) Proof reading	1/unit
vi) Pre-admission counseling and guidance	5/session
vii) Preparation of assignments	5/assignment
viii) Major Revision	5/unit
ix) Preparation of errata	3/paper
x) Question bank	10/250 questions
xi) Tele-conferencing/radio counseling	
– Resource person	5/session
– Resource Anchor	2/session
xii) Orientation Programme to counsellors/ Coordinators	
-Programme In-charge	5/programme
-Coordination/ Conduct of Induction	2/session
Lectures/ programmes.	5/induction lecture delivered

1.A (iii). Programme Implementation, delivery, monitoring, counselling,

i) Identification and Activation of Study Centres under various categories.	10/ centre
ii) Activation of new programmes	5 / programme per centre
iii) Identification of Counsellors	5/programme/paper
iv) Post admission counseling and guidance to the learners.	5/programme
v) Monitoring of academic activities at SCs (counseling/library/use of audio-video facilities/Assignments at Study Centres.	15/centre
vi) Collaborative Programme related activities	5/activity
vii) Managing MoU with outside agencies for admission and extension activities of the University	10/MoU

1.A (iv). Audio video related activities

i)	Developing a course into on-line delivery	30/CD
ii)	Planning & Developing a curriculum based CD	5/CD
iii)	Monitoring teleconferencing	5/session
iv)	On-line academic support	50/4credit paper
v)	Interactive webpage	2/paper
vi)	Coordination of Gyan Vani, Production work of Schools/ Centres/ Units, Audio Acquisition, Video etc.	10/year/activity
vii)	Coordination/development of e-content	10/ paper of 100marks
viii)	Production of curriculum based multi media programme with contribution as member of course development team, researcher, instructional designer, media selection etc.	Max. 10 points./ Min. 2 points/ Per activity

1.B(i). Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students

1.B (ii). Production of material like Preparation of information Brochures / Programme guides / Instructional guidelines to students / counselors (programme wise / course wise) / practical manual, Project guide etc.)

i)	Preparation of the Programme Guide	10/manual
ii)	Revision of Programme Guide	5/manual
iii)	Preparation of Counsellors/Teachers/ Student Manual	10/manual
iv)	Practical Manual	10/manual

v)	Assignments Manual	10/manual
vi)	Revision of Manuals (iii to viii)	10/manual
vii)	Coordinators Management Manual/Field work	5/manual/ 5days field-work
viii)	Information Brochure/Leaflet for the learners	15/brochure
ix)	Meeting with the Academic Counsellors	10/meeting
x)	Meeting with the Coordinators	10/meeting

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

1.C (ii) Programme / Course Coordination / Maintenance including Coordination of Workshops/ Training/ Seminar

1.C(iii) Innovations in design and planning, pedagogy and Distance Education

i)	Expert committee meetings(preparation & participation)	15/ meeting
ii)	Course writers meetings (Preparation and Participation)	15/ paper
iii)	Delivery of Lecturer in Induction Meetings.	10/ meeting
iv)	Monitoring of Counselling / Lab Activity assignment including feedback from learners/ academic counselors	10/visit
v)	Planning and Designing the Curriculum of a Programme/ and its implementation (as programme proposer/coordinator)	20/new programme
vi)	PG Board of Studies-Member	10/year
vii)	UG Board of Studies –Member	7/year
viii)	Ph.D Committee-Member	15/year
ix)	Lab setting	10/year
x)	Departmental library in-charge	5/year
xi)	Correction & modification	6/unit
xii)	Design and coordination of training programme/ workshop/ orientation programme for cooradinator/ academic counselors	<3 days – 10/ programme 3-5 days –15/ programme 6 & above days – 25/programme
xiii)	Outline of the course	20/paper
xiv)	Researching & designing course units	10/programme

1.D(i). Exam duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.

i)	Setting of Question Paper (assignment & TEE)	5/paper
ii)	Translation of question paper	2/paper
iii)	Moderation of question paper	5/meeting
iv)	Observer duty for Term-end examination	2/day
v)	Evaluation of answer scripts	1/10copies
vi)	Scrutiny of Answer scripts	1/100scripts
vii)	Evaluation of Thesis	2 for M.Phil, 5 for Ph.D
viii)	Project /dissertation/field-work evaluation & viva-voce	2/ project
ix)	Coordination & conduct of lab practical	5/Paper/session(50students)
x)	Design of evaluation methodology	1/paper
xi)	Surprise visit to examination centre	2/visit

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

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

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

Sl.No	Nature of Activity	Maximum Score
2.A	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.B	Contribution to Corporate life and management of the department and / or School Division / Institution / Units / Various Academic schemes etc.	15
2.C	Professional Development activities (such as participation	15

	in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles (other than those included in Category 3)	
	Total Score	50
	Minimum APl Score Required	15

Details of Category-2 (Inclusive of 2.A, 2.B and 2.C):

i) Conduct of Convocation as	
a) member of different committees	5/year
b) Chairman of the committee	10/year
ii) Contribution to corporate life & professional development	5/activity/year
iii) Membership of EC/AC/CIQA/other University statutory Committee	5/year
iv) Administration Committee/ organizing/ selection committee member	2/year
v) Conducting seminar, conference, Lectures as	
a. member of committees	2/activity; max.10/year
b. Convener/ Organizing Secretary	5/activity; max.10/year
vi) Convener/ Chairperson of University Committee constituted by EC/Vice-Chancellor	2/committee/year; max.10/year
vii) Membership of external Professional/academic Bodies/Institution	1/body/year
viii) Member of Board of Institutional Publication committee constituted by Vice-Chancellor	5/year
ix) Discipline/ Programme Coordinator	5/year
x) Member -Infrastructural Planning & Development	2/meeting, , 5/year, max-10.
xi) Participation in sports/ cultural activities	1/activity
xii) Participation in seminar/conference /workshop/ lectures of the University	1/event
xiii) Publicity through articles in media/newspaper	2/article, max -10
xiv) Participation in major state level committees/other state universities	1/committee
xv) Participation in major National level committees/other universities	2/committee
xvi) Participation in major International level committees/Universities/ Projects	3/committee
xvii) Award/ prize	International-5/event National - 3/event Local - 2/event

CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

Sl.	APIs	Faculties of Science	Faculties of Arts/Humanities/Social Science/Commerce/ Management/ Library Science	Maximum points for University 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	Chapters contributed to edited knowledge based volumes published by International Publishers	10/ chapter

		International Publishers		
		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/ chapter
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 d)Mini Projects amount mobilized up to Rs.50,000/-	c)Minor projects amount mobilized with grants above Rs.25000/- up to Rs.3lakhs d)Mini Projects amount mobilized up to Rs.25000/-	10/ project 5/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 evaluation Technology programmes, Soft Skills development programmes, Faculty Development programme	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
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/	c) International d) National	a)International b)National	a)10 each b)5 each

	Chairing the session or presentation for conferences/ symposia			

- Wherever relevant to any specific discipline the API score for paper in refereed journal would be augmented as follows:
j) 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.
k)
*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. **Weighatge 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 weighatge 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 3

MINIMUM APIs AS PROVIDED IN APPENDIX-I & APPENDIX -II TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, 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)	Associate Professor(Stage4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I. Teaching-learning, Evaluation Related Activities (Category 1)	75/Year	75/Year	75/Year	75/Year	75/Year
II. Co-curricular, Extension and Profession related activities (Category 2)	15/Year	15/Year	15/Year	15/Year	15/Year
III. Minimum total average annual Score under Categories 1 and 2*	100/Year	100/Year	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)	40/Year (120/assessment period)	50/Year (500/assessment period)
Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert 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	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices.	50% - Contribution to Research. 30 % - Assessment of domain knowledge and teaching practices.	50% - research. 50 % - Performance evaluation and other credential by referral procedure

			20 % - interview performance	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, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

TABLE 4

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

SL.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed <u>four</u> years of service with Ph.D. or <u>five</u> years of service who are with M.Phil/PG Degree in Professional Courses such LLM, M.Tech., M.V.Sc., MD etc. or <u>six</u> years of service without Ph.D/M.Phil / PG Degree in Professional Courses	i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms Provided. ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration. iii) Screening cum Verification process for recommending promotion.
2	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms Provided. (ii) One course / programme from among the categories of refresher courses/ methodology workshop/Faculty Development Programme of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided. ii) At least three publications in the entire period as Assistant Professor (twelve years). iii) One course / programme from

				among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology
			iv)	A selection committee process as stipulated in this regulation.
4	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	i)	Minimum yearly cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.
			ii)	A minimum of five publications since the period that the teacher is placed in Stage 3.
			iii)	A selection committee process as stipulated in this regulation.
5	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (universities only)	i)	Minimum yearly cumulative API scores for the assessment period as per the norms provided.
			ii)	Additional credentials are to be evidenced by: (a) post- doctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.B., etc.,
			iii)	A review process by an Expert Committee

*For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professor in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2 subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

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.:
   E-mail:

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

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

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

10. Date of Appointment :

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

12. Date of eligibility for Promotion :

13. Educational Qualification (Graduation onwards):

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

14. Research Degree(s):

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

15. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of pay

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

Signature of the Candidate

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

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) 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	No. of Classes conducted	% of classes/Practical taken as per record

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

		API
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 based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (**Max. score: 20**)				**API Score**

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

Sl. No.	Short description	API Score
	Total score (**Max. score:20)**	

(iv) Examination duties Assigned and Performed

Sl. No.	Type of Examination duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score **(Max. 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**		
	Total (**Max:20)**		
	ii) **Contribution to Corporate life and management of the Institution**	Yearly/ Semester wise responsibilities	API score
	Total (**Max:15**)		
	iii) **Professional Development activities**		
	Total (**Max:15**)		
	Total score (i+ii+iii) **(Max:25)**		

CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

A)   **Published Papers in Journals**

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

B(i) Articles/ Chapters published in Books

Sl. No.	Title with page no.	Book title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of Co-author	Whether you are the main author	API score

ii) Full papers in Conference Proceedings

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

iii)Books published as single author or as editor

Sl. No.	Title with page no.	Type of Book, & authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed.	No. of Co-author	Whether you are the main author	API score

C) Ongoing and Completed Research Projects and Consultancies

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

Sl. No.	Number enrolled	Thesis submitted	Degree awarded	API score
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)

Sl. No.	Programme	Duration	Organized by	API Score

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

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.

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 academic year	Total-API score for assessment period	Annual Average API score for Assessment period
I	Teaching, learning and Evaluation related Activities			
II	Co-curricular, Extension and Professional Development related Activities			
	Total (I+II)			
III	Research and Academic Contributions			