

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 in ..... in 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:

<b>Name of the Course/Summer School</b>	<b>Place</b>	<b>Duration</b>	<b>Sponsoring Agency</b>

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):

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

15. Research Degree(s):

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

16. Details of Teaching/ Research/Academic Experience:

<b>Designation</b>	<b>Employer</b>	<b>Period of service</b>		<b>Scale of pay</b>
		<b>From</b>	<b>To</b>	

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 ( <b>Maximum 50</b> 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 ( <b>Max score - 10</b> )	

**(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 ( <b>Max. score: 20</b> )					

**(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
	<b>(I) Extension, Co-curricular &amp; field based Activities (5 points each)</b>		
	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		
	<b>(Max API Score : 20)</b>		
	<b>(II) Contribution to Corporate Life and Management of the Institution</b>	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		
	<b>(Max API Score : 15)</b>		
	<b>(III) Professional Development Activities</b>		
	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		
	<b>(Max API Score : 15)</b>		
	<b>Total Score (I + II +III) (Max : 50)</b>		
	Minimum API Score required - 15		

**CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**A) (i) Published Papers in Journals**

API Score – Category 1- Refereed – 15/publication

Category 2- Non-Refereed – 10/publication

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

**A) (ii) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book [for Art/Music College]**

API Score – Category 1 – 15

Category 2 – 10

Sl.No	Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online /E-form/E-book version or Brochures	Company/ Agency/ Instt Name (Including TV/Radio etc)	Categorization I. International 15 each/ II. National 10 each (Venues/ event/ gallery/ studio/ museums)	Whether reviewed/ Impact factor (Reporting/ Coverage/ Reviews/ Hits/sales/ citations/ Commendations/ etc)	No of Co-performer or Co-authors (10 each)	Whether you are the Solo artist/ performer (15 each)	API Score





**(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
<b>I</b>	Teaching, learning Evaluation related Activities								
<b>II</b>	Co-curricular, Extension and Professional Development related Activities								
	<b>Total (I+II)</b>								
<b>III</b>	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
	<b>Total Score</b>	<b>125</b>
	Minimum API Score Required	<b>75</b>

**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
	<b>Total Score</b>	<b>50</b>
	Minimum API Score Required	<b>15</b>



**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
<b>3.A</b>	<b>Research papers published in</b>	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*
<b>3.B</b>	<b>Research publications, books other than refereed articles</b>	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	
<b>3.C Research Projects</b>				
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
<b>3.D Research Guidance</b>				
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
<b>3.E Training Courses and Conferences/ Seminar/ Workshop papers</b>				
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)
<b>I.</b> Teaching-learning, Evaluation Related Activities (Category 1)	75/Year	75/Year	75/Year
<b>II.</b> Co-curricular, Extension and Profession related activities (Category 2)	15/Year	15/Year	15/Year
<b>III.</b> Minimum total average annual Score under Categories 1 and 2*	100/Year	100/Year	100/Year
<b>IV.</b> Research and Academic Contribution (Category 3)	10/Year (40/assessment period)	20/Year (100/assessment Period)	30/Year (90/assessment period)
Expert Assessment System	<b>Screening Committee</b>	<b>Screening Committee</b>	<b>Selection Committee</b>
<b>V.</b> 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**

<b>SL.No.</b>	<b>Promotion of Teachers through CAS</b>	<b>Service requirement</b>	<b>Minimum Academic Performance Requirements and Screening/Selection Criteria</b>
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"> <li>i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms Provided.</li> <li>ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration.</li> <li>iii) Screening cum Verification process for recommending promotion.</li> </ul>
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"> <li>(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms Provided.</li> <li>(ii) One course / programme from among the categories of refresher courses/ methodology workshop/Faculty Development Programme of 2/3 weeks duration.</li> <li>(iii) Screening cum Verification process for recommending promotion.</li> </ul>
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"> <li>i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided.</li> <li>ii) At least three publications in the entire period as Assistant Professor (twelve years).</li> <li>iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology</li> <li>iv) A selection committee process as stipulated in this regulation.</li> </ul>