JADAVPUR UNIVERSITY
KOLKATA-700032

No._____

Date_____

From
The Registrar
Jadavpur University
Kolkata- 700032

To
The Heads of the Departments/ Directors of Schools, JU

Subject: Application Form for Promotions of Teachers through CAS under UGC Regulations, 2010

Dear Sir/Madam,

The faculty members seeking promotions under CAS can now send their applications, and in future they may send the same three months before they become eligible for promotion to the undersigned.

Applications are invited on the enclosed Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) through the Head of the Departments/ Director of Schools from teachers eligible for promotion to Assistant Professor/equivalent cadres from (stage 1 to stage 2, stage 2 to stage 3), Assistant Professor stage 3 to Associate Professor (stage 4), Associate Professor (stage 4 to Professor/equivalent cadres (stage 5).

The teachers eligible for promotion under the Career Advancement Scheme should thoroughly go through the **Guidelines for Promotion of Teachers Under Career Advancement Scheme (CAS) (Annexure-I),** and the Scheme of **Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS)** (**Annexure -II)** and submit ten copies of **Application Form (Annexure-III)** duly filled in all respect and other relevant documents in support of their claim.

 Yours faithfully,

(Dr. Pradip Kumar Ghosh)
REGISTRAR

Enclosures:

Annexure-I: Guidelines for Promotion of University Teachers Under Career Advancement Scheme (CAS)
Annexure -II: Scheme of Academic Performance Indicator (API) Based Performance Based Appraisal System (PBAS)
Annexure-III: Application Form

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ANNEXURE-I
GUIDELINES FOR PROMOTION OF UNIVERSITY TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS)

1. The Teachers who are eligible for promotion under Career Advancement Scheme up to 29.06.2010 may be considered under UGC Regulations 2000 as amended from time to time subject to the fulfillment of conditions laid down in the Regulations 2000.

2. The Teachers eligible for promotion on or after 29.06.2010 shall be considered under UGC Regulations 2010. However, the teachers whose date of eligibility for promotions under CAS as per UGC Regulations 2010 falls due during 30.06.2010 and 31.10.2012 shall get effect of their promotions on and from 1.11.2012 (*vide* Higher Education Department, Govt. of West Bengal, G.O. No. 1197(28)-Edn (U)/1U-41/11(Pt), dated 31.12.12).

3. CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation or release of the individual incumbent, the said post shall revert back to its original cadre. (6.3.8.)

4. The incumbent teacher must be on the role and active service of the University on the date of consideration by the Selection Committee for Selection/CAS promotion. (6.3.9.)

5. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API System tables by submitting an application and the required PBAS proforma. Candidates who do not consider themselves eligible can also apply at a later date.

6. In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year. (6.3.11.)

7. A) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility (6.3.12).

   B) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.

   C) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

   D) However, the teachers whose date of eligibility for promotions under CAS as per UGC Regulations 2010 falls due during 30.06.2010 and 31.10.2012 shall get effect of their promotions on and from 1.11.2012 (*vide* Higher Education Department, Govt. of West Bengal, G.O. No. 1197(28)-Edn (U)/1U-41/11(Pt), dated 31.12.12).

8. Eligible teachers are required to apply in the Application Form (vide Annexure 3)

9. Stages of promotion of teachers under Career Advancement Scheme (UGC Regulation 2010).

(I)Assistant Professor - Stage-1: AGP Rs. 6000 (II) Assistant Professor - Stage-2: AGP Rs. 7000 (III) Assistant Professor- Stage – 3: AGP Rs. 8000 (IV) Associate Professor - Stage-4: AGP Rs. 9000 (V) Professor, Stage-5: AGP Rs. 10000.

(I) Promotion of Entry level Assistant Professors/ equivalent

A. Entry level Assistant Professors/ equivalent (Stage 1) would be recommended for promotion under the CAS provided they fulfill the eligibility as in the sub-clauses below:

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

Or

An entry level Assistant Professor/equivalent 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 service as Assistant Professor/equivalent.

Or

An entry level Assistant Professor/equivalent who does not have Ph.D. or M.Phil, or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years of service as Assistant Professor/equivalent.

(b) The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors /equivalent shall be subject to their satisfying the API based PBAS conditions laid down in Annexure-II.

B. Assistant Professor/equivalent who have completed five years of service in the stage 2 shall be eligible to move up to next higher grade (stage 3), subject to meeting the API based PBAS requirements laid down in Annexure-II.

C. Assistant Professor/equivalent completing three years of service in stage 3 shall be eligible to move to the next higher grade (stage 4) and to be designated as Associate Professor subject to fulfillment of the qualifying conditions and the API based PBAS requirements prescribed in Annexure-II.

(II) Promotion of Associate Professors/ equivalent

Associate Professor/equivalent possessing a Ph.D. Degree in the relevant discipline and completing three years of service in stage 4, 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 Annexure-II, and

(b) an assessment by a duly constituted Selection Committee for promotion as Professor.

Provided that no teacher, other than those with a Ph.D., shall be promoted as Professor.

(III) Minimum academic performance and Service requirements for promotion through CAS of the following categories of university teachers be:

I) For Category III (Research and Academic contributions), an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the minimum aggregate score over two previous stages, taken together. In case of promotion to Professor, the publication requirement shall be met over the two previous stages (Explanatory Note, UGC Regulations, 2010, p. 7953).

II) Minimum academic performance requirements for promotion from Associate Professor (Stage 4) to Professor (Stage 5) for directly recruited Associated Professors, and directly recruited Readers/ Readers promoted through thorough CAS/ Lecturers(SG) who do not belong to any stage, and who became Associate Professors through automatic upgradition/redesignation after three years of their completed service –
i) Teachers may combine last eleven years of their service to achieve minimum API scores, if required;
ii)A minimum of five publications in last six years of their service. (*vide* Jadavpur University, EC Resolution No. 26(a) dated 20.02.2014).
iii)counting length of service, the time during a person is engaged in his/her research for Ph.D. degree while in service may be reckoned for direct recruitment as well as promotion under CAS (*vide* Jadavpur University, EC Resolution No. 55(a) dated 28.05..2014).
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(IV) Counting of past service for the purpose of Promotion under Career Advancement Scheme

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 Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICMR, DBT, etc. should be counted for direct recruitment and promotion under CAS of a teacher as **Assistant Professor**, **Associate Professor**, **Professor** or any other nomenclature these posts are described, 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 candidate for direct recruitment has applied through proper channel only.
d) 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.
e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/Concerned Institution, for such appointments.
f) The previous appointment was not as guest lecture 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.
g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past service under this clause.

V. The Screening/Selection process

The Screening/Selection process involved in the promotion under Career Advancement Scheme is laid down in the following table:

Constitution of Screening/Selection Committees for Different Stages for the Purpose of Promotion of the University Teachers through CAS		
Designation & Stage	Process	Remarks
Promotion from Assistant Professor Stage 1 to Assistant Professor Stage 2	Screening Committee	Promotion to Assistant Professor Stage 2 shall be subject to the recommendation of the Screening Committee
	Interview not required	
Promotion from Assistant Professor Stage 2 to Assistant Professor Stage 3	Screening Committee	Promotion to Assistant Professor Stage 3 shall be subject to the recommendation of the Screening Committee
	Interview not required	
Promotion from Assistant Professor Stage 3 to Associate Professor Stage 4	Screening Committee	Promotion to Assistant Professor Stage 4 shall be subject to the recommendation of the Selection Committee
	Selection Committee	
Promotion from Associate Professor Stage 4 to Professor Stage 5	Screening Committee	Promotion to Assistant Professor Stage 4 shall be subject to the recommendation of the Selection Committee
	Selection Committee	

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ANNEXURE-II

SCHEME OF ACADEMIC PERFORMANCE INDICATOR (API) BASED PERFORMANCE BASED APPRAISAL SYSTEM (PBAS

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) OF JADAVPUR UNIVERSITY TEACHERS BASED ON THE ACADEMIC PERFORMANCE   INDICATORS (APIs) DEVELOPED BY UGC AND RATIFIED BY HIGHER EDUCATION DEPARTMENT, GOVERNMENT OF WEST BENGAL FOR ASSISTANT PROFESSOR/ ASSOCIATE PROFESSOR/ PROFESSOR.

The self appraisal score should be based on objectively verifiable criteria wherever possible and will be finalized by screening/ selection committee.
Proposed scores for APIs for Career Advancement Scheme (CAS) promotions of university teachers are given in table I.
Minimum API required in the entire assessment period for promotion from one stage to the next stage and guidelines for expert assessment are given in table II.
Minimum API along with other academic performance required for promotion from one stage to the next stage is given in table III.

TABLE- I: PROPOSED SCORES FOR APIs FOR PROMOTION OF JADAVPUR UNIVERSITY TEACHERSUNDER CAREER ADVANCEMENT SCHEME (CAS)

CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sl. No.	Nature of Activity	Maximum API Score Allotted	Self Appraisal Score (to be submitted by the applicant)	Verified API Score (for office use only)
1	Lecturers, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated: 80% or above– full score 65% to 79%- 35 50% to 64%- 20 Less than 50%- no score (Self declaration)	50		
2	Lectures or other teaching duties in excess of UGC norms: (i)Evening classes/ courses of the University: per semester- 6 (ii)Classes taken in courses in other universities /institutes/ colleges: per semester- 4 (Self declaration)	10		
3	Preparation and imparting of knowledge /instruction as per curriculum-10 Syllabus enrichment by providing additional resources to students-10 (Self declaration with examples)	20		
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement , etc.: (Self declaration with examples)	20		
5	Examination duties (Invigilation, paper setting, evaluation/ assessment of answer scripts) as per allotment: (Duties performed as per allotment or not - Self declaration)	25		
Total Score:		125		
Minimum API Score Required:		75		

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

Sl. No.	Nature of Activity	Maximum API Score Allotted	Self Appraisal Score(to be given by the applicant)	Verified API Score (for office use only)
1	Student related co-curricular/extension / field based activities (such as extension work through NSS/NCC / other channels/ cultural activities/subject related events/ advisement and counseling/ exhibition/ educational/ industrial tour, etc.) - 15 per activity (Self declaration with examples)	20		
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities- 10 per activity (Self declaration with examples)	15		
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) – 10 per activity (Self declaration with examples)	15		
Total Score:		50		
Minimum API Score Required:		15		

*Teachers may score 10 points from either Category-I or Category-II to achieve the minimum score required under Category I+II.

CATEGORY-III: RESEARCH AND (RELATED) ACADEMIC CONTRIBUTIONS

Sl. No.	Engineering/ /Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/ /Management	API Score Allotted	Self-Appraisal Score (to be submitted by the applicant)	Verified API Score (for office use only)
III(A) Research publications (Journals, Periodicals, Conference proceedings) and Editing Journals and Periodicals	Category-A Journals*	Category-A Journals*	20/Publication per author		
	Category-B Journals*	Category-B Journals*	15/ Publication per author		
	Recognized and reputable periodicals/media*	Recognized and reputable periodicals/media*	10/ Publication per author		
	Full papers in conference (seminar/ workshop/ symposium) proceedings, etc (Abstract not to be included)	Full papers in conference (seminar/ workshop/ symposium) proceedings, etc (Abstract not to be included)	10/ Publication per author		
	Popular articles published in newspapers/ Professional magazines	Popular articles published in newspapers/ Professional magazines	3/ Publication per author [max -30]		
	Referring: (i) Journal Papers (ii) Conference Papers (iii) Books	Referring: (i) Journal Papers (ii) Conference Papers (iii) Books	(i) 5/Journal Paper (ii) 3/ Conference Paper (iii)10/ Book [max -30 for one or more wok(s) under referring]		

	Editor of Journals/Periodicals	Editor of Journals/Periodicals	5 each [max-10]		
	Member of Board of Editors of Journals/Periodicals	Member of Board of Editors of Journals/Periodicals	3 each [max-9]		
III(B) Research publications (books, chapters in books, etc.)	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	50/sole Author 30/ per author in case of multiple Authors 10 / chapter in an edited book in case of sole Author 6/ chapter in an edited book per author in case of multiple Authors		
	Subject Books by National //State level publishers and State /Central Govt./University/College / Institutional Publications	Subject Books by National /State level publishers and State /Central Govt./ University/ College/ institutional Publications	25/sole Author 15/ per author in case of multiple Authors 5/chapter in an edited book in case of sole Author 3/ chapter in an edited book per author in case of multiple Authors		
	Chapters contributed to edited knowledge based volumes published by (i)International Publishers (ii) Indian Publishers	Chapters contributed to edited knowledge based volumes published by (i)International Publishers (ii) Indian Publishers	(i)International Publishers: 10/ chapter in an edited book in case of sole Author 6/ chapter in an edited book per author in case of multiple Authors (ii) Indian Publishers: 5/ chapter in an edited book in case of sole Author 3/ chapter in an edited book per author in case of multiple Authors		
	Peer reviewed Monographs	Peer reviewed Monographs	25 per Monograph		
	Translation work	Translation work	20 per book 10/ published work other than book		
	Editing of volumes	Editing of volumes	15/ volume in case of sole editor 10/ volume per editor in case of multiple editors		
III(C)	RESEARCH PROJECT ###				
III(C)(i) Sponsored projects carried out/ongoing	(a) Major Projects amount mobilized with grants above Rs. 30 lakhs	(a)Major Projects amount mobilized with grants above Rs. 5 lakhs	20/ Project per investigator		
	(b)Major Projects amount mobilized with grants of Rs. 5 lakhs up to Rs. 30 lakhs	(b)Major projects amount mobilized with grants above Rs.3 lakhs up to Rs.5 lakhs	15/ project per investigator		
	(c)Minor projects amount mobilized with grants of Rs. 50,000 to Rs. 5 lakhs	(c)Minor projects amount mobilized with grants of Rs. 25,000 to Rs. 3 lakhs	10/ project per investigator		
III(C)(ii) Consultancy Projects	Amount mobilized with minimum of Rs.10 lakhs	Amount mobilized with minimum of Rs.2 lakhs	10/ every Rs. 10 lakhs and Rs. 2 lakhs respectively		

carried out/ongoing			per project consultant			
III(C)(iii) 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 per project investigator or consultant			
III(C)(iv) Project outcome/ outputs	Patent/Technology transfer/product/Process	Major Policy document of Govt. Bodies/ Govt. recognized public or private institutions, societies and agencies , etc. at central and state level	30/national level patent/ technology transfer/product/ process /major policy document at state level, and 50/ international level patent/ technology Transfer /product/ process /major policy document at national level per project investigator/ consultant/ author of policy document			
III(C)(v) Consultancy (Honorary)	Honorary Consultancy to govt. bodies/ govt. recognized public or private institutions, societies and agencies/ industries, etc.	Honorary Consultancy to govt. bodies/ govt. recognized public or private institutions, societies and agencies/ industries, etc.	5/ assignment per consultant [max-20]			
III(D)	RESEARCH GUIDANCE					
III(D)(i)	Master's Thesis or equivalent Work**	Degree awarded only	Degree awarded only	4 / candidate per supervisor [max- 40]		
III(D)(ii)	M.Phil/ M.Tech/ M.E/ Equivalent thesis**	Degree awarded only	Degree awarded only	6/ candidate per supervisor		
III(D)(iii)	Ph.D. Course Work- Project	Course Work completed only	Course Work completed only	6/ candidate per supervisor [max-40]		
III(D)(iv)	Ph.D.	Degree awarded	Degree awarded	20/ candidate per supervisor		
III(D)(v)	Ph.D.	Thesis submitted	Thesis submitted	10/ candidate per supervisor		
III(D)(vi)	Ph.D.	Registered/Ongoing	Registered/Ongoing	5/ candidate per supervisor		
III(E)(I)	THESIS EVALUATION AS EXTERNAL EXAMINER					
	Ph. D. thesis			5/ thesis per examiner [max-30]		
III(E)(II)	M.Phil/ M. Tech or equivalent thesis**			3/ thesis per examiner [max-20]		
III(E)(III)	MA/MSc or equivalent thesis**			1/thesis per examiner [max-20]		
III(F) TRAINING COURSES & CONFERENCE/SEMINAR/WORKSHOP PAPERS						
III(F)(i)Organization## or participation in Refresher courses/ Orientation courses Methodology Workshops,	(a) Not less than two weeks duration		20 each event			
	(b) One week duration		10 each event			

Training, Teaching-Learning Evaluation Technology Programmes, Soft Skill Development Programme, Faculty Development Programmes, etc.	(c) less than one week duration	5 each event		
III(F) (ii) Presentation of research papers (oral/ poster) in conferences, Seminars, Workshops, etc.#	(a)International/Foreign Conference, etc.	10 each		
	(b) National	7.5 each		
	(c) Regional/State level	5 each		
	(d) Local-University/College level	3 each		
III(F)(iii) (a) Resource persons or chairing the session in Invited lectures /invited presentations/ refreshers courses /training courses /study circles/ seminars /symposia/ conferences/ workshops/ academic courses, etc. **(b)** Organisation of **(a)** as above##	(b) International	10 each event		
	(b) National	7.5 each event		
	(c) Regional/State level	5 each event		
	(d) Local-University/College level	3 each event		
III(G)(i) Recognition of Research: Prestigious Honours and Awards of national/international importance or recognized by the international agencies or the departments/ agencies of national/ state governments	International	30 each (max-30)		
	National	20 each (max-20)		
III(G)(ii) Post-doctoral Fellowships: Post-doctoral fellowships of at least 8-week/2 months duration received and availed of		15 each [max-30]		
Total				

*Journals under Category-A and Category-B and Recognized and reputable periodicals/media to be decided by respective departments.

** Equivalent Work of Master's Thesis and M.Phil/ M.Tech/ M.E Thesis is to be decided by respective departments.

If paper presented in Conference/Seminar/Workshop, etc. is published in the form of proceedings, the points would accrue for the research publications [III (A)] and not under presentation [III(E)(ii)]. Paper accepted in Conference/ Seminar/ Workshop, etc. may be reckoned as equivalent to papers presented.

Each of the organisers of the programmes shall get same score. However for each of these programmes if one opts to get score as organiser he/she shall not be entitled to get score in other capacity/ies.

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.

TABLE – II: MINIMUM APIS AS PROVIDED IN TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Sl. No.		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 (Stage 4) to Professor/ equivalent cadres: (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning Evaluation Related Activities (Category I)	75/ Year	75/ Year	75/ Year	75/ Year	75/ Year
II	Co-curricular, Extension and Profession related activities (Category II)	15/ Year	15/ Year	15/ Year	15/ Year	15/ Year
III	Minimum total average annual score under Categories I and II*	100/ Year	100/ Year	100/ Year	100/ Year	100/ Year
IV	Research and Academic Contribution (Category III)	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 20%- Interview/ Discussion performance	50%- Contribution to Research 30%- Assessment of domain knowledge and teaching practices 20%- Interview / Discussion performance	50%- research 50%- Performance evaluation and other credential by referral procedure

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.
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- III: MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES

Sl. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ equivalent cadres from stage 1 to Stage 2	Assistant Professor in Stage 1 and Completed (ia)four years of service with Ph.D. or (ib) five years of service who are with M.Phil./ PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or (ic) six years of service who are without Ph.D./ M.Phil./PG Degree in Professional Courses	i) Minimum API scores using PBAS scoring proforma developed by the 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 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 workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of 2/3 week duration. iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	i) Minimum API scores using PBAS scoring proforma developed by the 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 Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration. iv) A selection committee process for promotion.
4.	Associate Professor (Stage 4) [Associate Professor- direct recruits, and directly recruited Readers/ Readers promoted through thorough CAS/ Lecturers (SG) who do not belong to any stage, and who became Associate Professor through automatic upgradition/ redesignation after three years of their completed service] to Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	i) Minimum yearly/cumulative API scores using PBAS scoring proforma developed by the 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. [For directly recruited Associated Professors, and directly recruited Readers/ Readers promoted through thorough CAS/ Lecturers(SG) who do not belong to any stage, and who became Associate Professors through automatic upgradition/ redesignation after three years of their completed service -- i) Teachers may combine last eleven years of their service to achieve minimum API scores, if required; ii)A minimum of five publications in last six years of their service.] iii) A selection committee process for promotion.
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 in Table II (A) of Appendix III. ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of 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 as stipulated in this regulation.

1) For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the existing requirement of Ph.D. or equivalent publications will continue to apply. In case, some teachers do not also meet this criteria, the selection committee may give due weightage to criteria mentioned in Categories I and II. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

2) Minimum academic performance and Service requirements for promotion through CAS of the following categories of university teachers be:
I) For Category III (Research and Academic contributions), an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the minimum aggregate score over two previous stages, taken together. In case of promotion to Professor, the publication requirement shall be met over the two previous stages (Explanatory Note, UGC Regulations, 2010, p. 7953).

II) Minimum academic performance requirements for promotion from Associate Professor (Stage 4) to Professor (Stage 5) for directly recruited Associated Professors, and directly recruited Readers/ Readers promoted through thorough CAS/ Lecturers(SG) who do not belong to any stage, and who became Associate Professors through automatic upgradition/redesignation after three years of their completed service –

i) Teachers may combine last eleven years of their service to achieve minimum API scores, if required;

ii)A minimum of five publications in last six years of their service. (*vide* Jadavpur University, EC Resolution No. 26(a) dated 20.02.2014).

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ANNEXURE- III

APPLICATION FORM FOR PROMOTION OF UNIVERSITY TEACHERS UNDER CAREER ADVANCEMENT SCHEME

From:
Stage/Designation_____

To:
Stage /Designation _____

(Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4) to Professor/equivalent cadres (Stage 5).

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters):					
2.	Father's Name/Mother's Name:					
3.	Date of Birth:					
4.	Category: Please tick (√) in appropriate box.	SC	ST	OBC-A	OBC-B	GEN
5.	Department/School:					
6.	Current Designation & Academic Grade Pay(AGP):					
7.	Date of last Promotion, if any:					

8. Date of eligibility for promotion as per Higher Education Department, Govt. of West Bengal, G. O. No. 1197(28)-Edn (U)/1U-41/11(Pt), dated 31.12.12): *(Date of effect: 1st November, 2012 onwards as per Higher Education Department, Govt. of West Bengal, G. O. No. 1197(28)-Edn (U)/1U-41/11(Pt), dated 31.12.12)* N.B.: Counting of past service, if any, is to be considered while deciding the date of eligibility for promotion.	Applicant's Claim (In case of counting of past service for the date of eligibility for promotion, justification for the same is to be given)	Official Note on Verification of the Claim

9.	Address for correspondence(with pin code):	
	Permanent Address (with pin code):	
11.	Telephone No.:	
12.	E-mail Id:	

All information provided here should duly be supported by documentary proof.

13. Academic Qualifications:

A. Last Academic Qualification (other than research degree(s)):					
Degree/ Certificate	Name of The Board/ University	Year of Passing	Percentage of Marks Obtained	Division/ Class/Grade	Subject (s)

B. Research Degrees:			
Degree	Title of Dissertation/Thesis	Date of Award	Name of the University
M. Phil.			
Ph. D. / D. Phil.			
D. Sc. / D. Litt.			

14. Position(s) held Prior to Joining this University, if any:

Designation	Name of Employer	Date of		Gross salary with AGP/Scale of Pay/ Total Pay	Reason for Leaving
		Joining	Leaving		

15. Posts held after Appointment at the University:

Designation	Department/School	Period		Pay Scale/Academic Grade Pay (AGP)/Total Pay
		From	To	

16. Period of Teaching and/ or Research Experience (Other than time taken for obtaining PhD degree:

Teaching and/ or Research Experience	No. of Years	Total Experience(In Years)
I)Level of Classes		
PG Classes		
UG Classes		
Total:		
II)Research Experience		
Total:		
Total (I+II):		

17. Field(s) of Specialisation under the Subject/ Discipline:

  (a)

  (b)

18.Orientation/ Refresher Course(s)/ Other Courses(One Week Duration) Attended:

Title of the Course	Place	Duration (No. of Weeks)	Period

PART B: ACADEMIC PERFORMANCE INDICATORS

Please see details of API scoring points for each category in Annexure II.
All information provided in the API based PBAS proforma must be supported by documentary proof and Document Tag No. against the relevant indicator.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sl. No.	Nature of Activity			Self Appraisal Score (to be Submitted by the Applicant)	Verified API Score (for Office Use Only)	Supporting Document Tag No. (1, 2, 3,
1	Lecturers, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated: **Maximum API Score Allotted: 50** (Self declaration)	**Allotted (hours)**	**Undertaken (%)**	**Percentage of allotted hours undertaken during the whole assessment period.**		
	80% or above– full score					
	65% to 79%- 35					
	50% to 64%- 20					
	Less than 50%- no score					
2	**Lectures or other teaching duties in excess of UGC norms:** **Maximum API score allotted: 10** (Self declaration)	**No. of semester(s) X score allotted per semester = Total score**		**Total score in (i) and/or (ii)**	**Total verified score in (i) and/or (ii)**	
	(i)Evening classes/ courses of the University: per semester- 6					
	(ii)Classes taken in courses in other universities /institutes/ colleges: per semester- 4					
3	**Reading/ Instructional material consulted and additional knowledge resources provided to students:** **Maximum API score allotted: 20** (Self declaration with examples)	**Provided/Not provided**		**Total score in (i) and/or (ii)**	**Total verified score in (i) and/or (ii)**	
	(i)Syllabus enrichment by providing additional resources to students-10 **Score:**					
	(ii)Preparation and imparting of knowledge /instruction as per curriculum-10 **Score:**					

4	Use of participatory and innovative teaching-learning methodologies; **updating of subject content, course improvement**, etc.: **Maximum API score allotted: 20** (Self declaration with examples)	**Yes/No**			
5	Examination duties (Invigilation, paper setting, evaluation/ assessment of answer scripts) as per allotment: **Maximum API score allotted: 25** (Duties performed as per allotment or not - Self declaration)	**Yes/No**			
Total API Score: 125		TOTAL API SCORED UNDER CATEGORY-I (1-5):			
Minimum API Score Required: 75					
		TOTAL API SCORED UNDER CATEGORY-II (1-3) FOR THE ENTIRE ASSESSMENT PERIOD:			

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

Sl. No.	Nature of Activity		Self Appraisal Score(to be Submitted by the applicant)	Verified API Score (for office use only)	Supporting Document Tag No. (1, 2, 3, …)
1	**Student related co-curricular/extension / field based activities (such as extension work through NSS/NCC / other channels/ cultural activities/subject related events/ advisement and counseling/ exhibition/ educational/ industrial tour, etc.) - 15 per activity** **Maximum API Score Allotted: 20** (Self declaration with examples)	**No. of activity (ies) X Score allotted per activity = Total score**			
2	**Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities- 10 per activity** **Maximum API Score Allotted: 15** (Self declaration with examples)	**No. of activity (ies) X Score allotted per activity = Total score**			
3	**Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) – 10 per activity** **Maximum API Score Allotted: 15** (Self declaration with examples)	**No. of activity (ies) X Score allotted per activity = Total score**			
Total Score: 50		TOTAL API SCORED UNDER CATEGORY-II (1-3):			
Minimum API Score Required: 15					
		TOTAL API SCORED UNDER CATEGORY-II (1-3) FOR THE ENTIRE ASSESSMENT PERIOD:			

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

**Category I and II provide requirements of API score per year. Applicants are required to calculate and provide their total API score for the entire assessment period.

CATEGORY-III: RESEARCH AND (RELATED) ACADEMIC CONTRIBUTIONS

Sl. No./ Category	Engineering/ /Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/ /Management	API Score Allotted	Self- Appraisal Score (to be submitted by the applicant)	Verified API Score (for office use only)	Supporting Document Tag No. (1, 2, 3, …)
III(A) Research publications (Journals, Periodicals, Conference proceedings) and Editing Journals and Periodicals	Category-A Journals	Category-A Journals	20/Publication per author	No. of papers X Score allotted per paper =		
	Sl. No., Title, Journal					
	Total score:					
	Category-B Journals	Category-B Journals	15/ Publication per author	No. of papers X Score allotted per paper =		
	Sl. No., Title, Journal					
	Total score:					
	Recognized and reputable periodicals/media	Recognized and reputable periodicals/ media	10/ Publication per author	No. of articles X Score allotted per article =		
	Sl. No., Title, Periodicals/Media					

Total score:				
Full papers in conference (seminar/ workshop/ symposium) proceedings, etc. (Abstract not to be included)	**Full papers in conference (seminar/ workshop/ symposium) proceedings, etc (Abstract not to be included)**	**10/ Publication per author**	**No. of papers X Score allotted per paper =**	
Sl. No., Title, Conference (Seminar/ Workshop/ Symposium) Proceedings, etc.				
Total score:				
Popular articles published in newspapers/ Professional magazines	**Popular articles published in newspapers/ Professional magazines**	**3/ Publication per author [max - 30]**	**No. of articles X Score allotted per article =**	
Sl. No., Title, newspapers/ Professional magazines				
Total score:				
Referring: **(i) Journal Papers** **(ii) Conference Papers** **(iii) Books**	**Referring:** **(i) Journal Papers** **(ii) Conference Papers** **(iii) Books**	**(i) 5/Journal Paper** **(ii) 3/ Conference Paper** **(iii)10/ Book** **[max - 30 for one or more work(s) under referring]**	**No. of referring items X Score allotted for referring each of the items [i.e. sum of score earned from (i) and/or (ii) and/or (i)] =**	
Sl. No., Title, Journal/Conference volume/Book				
Total score:				
Editor of Journals/Periodicals	Editor of Journals/ Periodicals	5 each **[max-10]**	No. of Journals/Periodicals edited/editing X Score allotted for editing each one of them =	

	Sl. No., Journals/Periodicals, Publisher			
	Total score:			
	Member of Board of Editors of Journals/ Periodicals	**Member of Board of Editors of Journals/ Periodicals**	3 each [max-9]	No. of Journals/ Periodicals X Score allotted for each of the members for each editorial board
	Total score:			
III(B) Research publications (books, chapters in books, etc.)	**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**	50/sole Author 30/ per author in case of multiple Authors 10 / chapter in an edited book in case of sole Author 6/ chapter in an edited book per author in case of multiple Authors	No. of books authored X Score allotted for contribution by sole author= No. of books authored X Score allotted for contribution by multiple authors= No. of chapters contributed in an edited volume X Score allotted for contribution by sole author= No. of chapters contributed in an edited volume X Score allotted for contribution by multiple authors=
	Books contributed by sole author			
	Books contributed by multiple authors			
	Chapters contributed in an edited volume by sole author			
	Chapters contributed in an edited volume by multiple authors			
	Total score:			
	Subject Books by National /State level publishers and State / Central Govt./ University/ College/ Institutional Publications	**Subject Books by National /State level publishers and State /Central Govt./ University/ College/ institutional Publications**	25/sole Author 15/ per author in case of multiple Authors 5/chapter in an edited book in case of sole Author 3/ chapter in an edited book per author in case of multiple Authors	No. of books authored X Score allotted for contribution by sole author= No. of books authored X Score allotted for contribution by multiple authors= No. of chapters contributed in an edited volume X Score allotted for contribution by sole author= No. of chapters contributed in an edited volume X Score allotted for contribution by multiple authors=
	Books contributed by sole author			
	Books contributed by multiple authors			
	Chapters contributed in an edited volume by sole author			
	Chapters contributed in an edited volume by multiple authors			
	Total score:			
	Chapters contributed to edited knowledge based volumes published by: **(i) International Publishers**	**Chapters contributed to edited knowledge based volumes published by:** **(i) International Publishers**	(i)International Publishers: 10/ chapter in an edited book in case of sole Author	(i)International Publishers: No. of chapters contributed in an edited volume X Score allotted for contribution by sole author=

	(ii) Indian Publishers	(ii) Indian Publishers	6/ chapter in an edited book per author in case of multiple Authors (ii) Indian Publishers: 5/ chapter in an edited book in case of sole Author 3/ chapter in an edited book per author in case of multiple Authors	No. of chapters contributed in an edited volume X Score allotted for contribution by multiple authors= (ii) Indian Publishers: No. of chapters contributed in an edited volume X Score allotted for contribution by sole author= No. of chapters contributed in an edited volume X Score allotted for contribution by multiple authors=		
	(i)International Publishers:					
	Chapters contributed in an edited volume by sole author					
	Chapters contributed in an edited volume by multiple authors					
	(ii) Indian Publishers:					
	Chapters contributed in an edited volume by sole author					
	Chapters contributed in an edited volume by multiple authors					
	Total score:					
	Peer reviewed Monographs	**Peer reviewed Monographs**	25 per Monograph	No. of monographs X Score allotted for each monograph=		
	Total score:					
	Translation work	**Translation work**	20 per book 10/ published work other than book	No. of translation works in book form X Score allotted for such works in book form No. of translation works published in other than book form X Score allotted for such works published in other than book form		
	Book					
	Published Work other than Book					
	Total score:					
	Editing of volumes	**Editing of volumes**	15/ volume in case of sole editor 10/ volume per editor in case of multiple editors	No. of volumes edited by sole editor X Score allotted for edited by sole editor No. of volumes edited by multiple editors X Score allotted for edited by multiple editors		
	Volume edited by sole author					
	Volume edited by multiple editors					
	Total score:					
III(C)	**RESEARCH/ CONSULTANCY PROJECT**					
III(C)(i) Sponsored projects carried out/ongoing	**(a) Major Projects amount mobilized with grants above Rs. 30 lakhs**	**(a)Major Projects amount mobilized with grants above Rs. 5 lakhs**	20/ Project per investigator	No. of major projects with the stipulated amount mobilized in sciences, engg., etc. X Score allotted per project per investigator No. of major projects with the stipulated amount mobilized in humanities, social sciences, etc. X Score allotted per project per investigator		
	List of project titles, funding agency, amount mobilized and period alongwith proof is to be enclosed.					

	(b)Major Projects amount mobilized with grants of Rs. 5 lakhs up to Rs. 30 lakhs	**(b)Major projects amount mobilized with grants above Rs.3 lakhs up to Rs.5 lakhs**	**15/ project per investigator**	**No. of major projects with the stipulated amount mobilized in sciences, engg., etc. X Score allotted per project per investigator** **No. of major projects with the stipulated amount mobilized in humanities, social sciences, etc. X Score allotted per project per investigator**		
	List of project titles, funding agency, amount mobilized and period alongwith proof is to be enclosed.					
	(c)Minor projects amount mobilized with grants of Rs. 50,000 to Rs. 5 lakhs	**(c)Minor projects amount mobilized with grants of Rs. 25,000 to Rs. 3 lakhs**	**10/ project per investigator**	**No. of minor projects with the stipulated amount mobilized in sciences, engg., etc. X Score allotted per project per investigator** **No. of minor projects with the stipulated amount mobilized in humanities, social sciences, etc. X Score allotted per project per investigator**		
	List of project titles, funding agency, amount mobilized and period alongwith proof is to be enclosed.					
III(C)(ii) Consultancy Projects carried out/ongoing	**Amount mobilized with minimum of Rs.10 lakhs**	**Amount mobilized with minimum of Rs.2 lakhs**	**10/ every Rs. 10 lakhs, and Rs. 2 lakhs respectively per project consultant**	**No. of consultancy projects with the stipulated amount mobilized in sciences, engg., etc. X Score allotted per project per consultant** **No. of consultancy projects with the stipulated amount mobilized in humanities, social sciences, etc. X Score allotted per project per consultant**		
	List of project titles, funding agency, amount mobilized and period alongwith proof is to be enclosed. .					
III(C)(iii) 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 Per project investigator or consultant**	**No. of major project reports completed X Score allotted per major project per investigator/consultant** **No. of minor project reports completed X Score allotted per minor project per investigator/consultant**		
	List of project titles, consultancy grantee, amount mobilized and period alongwith proof is to be enclosed.					
III(C)(iv) Project outcome/ outputs	**Patent/Technology transfer/product/Process**	**Major Policy document of Govt. Bodies/ Govt. recognized public or private institutions, societies and agencies , etc. at central and state level**	**30/national level patent/technology Transfer/product/ process / major policy document at state level, and 50/ international level patent/technology transfer/product/ process /major policy document at national level per project investigator/consulta nt/ author of policy document**	**No. of project outcomes/outputs at national/state level X Score allotted per project investigator/consultant/ author of policy document** **No. of project outcomes/outputs at international level X Score allotted per project investigator/consultant/ author of policy document**		
	List of project outcomes, outputs, major policy documents having details alongwith proof is to be enclosed.					

III(C)(v) Consultancy (Honorary)	Honorary Consultancy to govt. bodies/ govt. recognized public or private institutions, societies and agencies/ industries, etc.	Honorary Consultancy to govt. bodies/ govt. recognized public or private institutions, societies and agencies/ industries, etc.	5/ assignment per Consultant [max-20]	No. of honorary consulantancies having details alongwith proof is to be enclosed.
	Details of honorary consulantancies along with proof are to be enclosed.			
	Total score:			
III(D)	**RESEARCH GUIDANCE**			
III(D)(i)	**Master's Thesis or equivalent Work**	**Degree awarded only**	**4 / candidate per supervisor [max- 40]**	No. of candidates X Score allotted per supervisor =
	A list having Sl. No., Name of the candidate, and Year of degree awarded duly authenticated by appropriate authority is to be enclosed as supporting document.		**Total score:**	
III(D)(ii)	**M.Phil/M.Tech./M.E./ Equivalent thesis**	**Degree awarded only**	**6/ candidate per supervisor**	No. of candidates X Score allotted per supervisor =
	List of candidates having Sl. No., Name and Year of Degree Awarded duly authenticated by appropriate authority is to be enclosed as supporting document.		**Total score:**	
III(D)(iii)	**Ph.D. Course Work- Project**	**Course Work completed only**	**6/ candidate per supervisor [max- 40]**	No. of candidates X Score allotted per supervisor =
	List of candidates having Sl. No., Name and Year of Course Work duly authenticated by appropriate authority is to be enclosed as supporting document.		**Total score:**	
III(D)(iv)	**Ph.D.**	**Degree awarded**	**20/ candidate per supervisor**	No. of candidates X Score allotted per supervisor =
	List of candidates having Sl. No., Name and Year of Degree Awarded duly authenticated by appropriate authority is to be enclosed as supporting document.		**Total score:**	
III(D)(v)	**Ph.D.**	**Thesis submitted**	**10/ candidate per supervisor**	No. of candidates X Score allotted per supervisor =
	List of candidates having Sl. No., Name and Date of Submission duly authenticated by appropriate authority is to be enclosed as supporting document.		**Total score:**	
III(D)(vi)	**Ph.D.**	**Registered/Ongoing**	**5/ candidate per supervisor**	No. of candidates X Score allotted per supervisor =
	List of candidates having Sl. No., Name and Date of Registration/Admission duly authenticated by appropriate authority is to be enclosed as supporting document.		**Total score :**	
	Total score [III(D)(ii) - III(D)(vi)] :			

III(E)(I)	THESIS EVALUATION AS EXTERNAL EXAMINER			
	Ph. D. thesis	5/ thesis per examiner [max-30]	No. of theses examined X Score allotted per examiner =	
	List of candidates having Sl. No., Name and Year of thesis evaluation duly authenticated by appropriate authority is to be enclosed as supporting document. Total score:			
III(E)(II)	M.Phil/M. Tech or equivalent thesis	3/ thesis per examiner [max-20]	No. of theses examined X Score allotted per examiner =	
	List of candidates having Sl. No., Name and Year of thesis evaluation duly authenticated by appropriate authority is to be enclosed as supporting document. Total score:			
III(E)(III)	MA/MSc or equivalent thesis	1/thesis per examiner [max-20]	No. of theses examined X Score allotted per examiner =	
	List of candidates having Sl. No., Name and Year of thesis evaluation duly authenticated by appropriate authority is to be enclosed as supporting document. Total score:			
	Total score [III(E)(I) - III(E)(III)]:			
III(F)	TRAINING COURSE/CONFERENCE/SEMINAR/WORKSHOP ORGANIZATION/PARTICIPATION, AND PAPER PRESENTATION			
III(F) (i) Organization/ participation in Refresher courses/ Orientation courses Methodology Workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skill Development Programme,	(a) Not less than two weeks duration	20 each event	No. of programmes organized/participated X Score allotted per event=	
	List having Name of the Programmes participated/organized, Organizing body and Duration of the Programmes alongwith documentary proof is to be enclosed.			
	(b) One week duration	10 each event	No. of programmes organized/participated X Score allotted per event=	
	List having Name of the Programmes participated/organized, Organizing body and Duration of the Programmes alongwith documentary proof is to be enclosed. Score:			
	(c) less than one week duration	5 each event	No. of programmes organized/participated X Score allotted per event=	
	List having Name of the Programmes participated/organized, Organizing body and Duration of the Programmes alongwith documentary proof is to be enclosed. Score:			
III(F) (ii) Presentation of research papers (oral/ poster) in Conferences, Seminars, Workshops, etc.#	(a)International/Foreign Conference, etc.	10 each	No. of papers presented X Score allotted for each paper presentation=	
	List having Title of the paper presented, Name of the conference, seminar/ workshop, etc., Organizing body and Duration of the programmes alongwith documentary proof is to be enclosed. Score:			
	(b) National	7.5 each	No. of papers presented X Score allotted for each paper presentation=	
	List having Title of the paper presented, Name of the conference, seminar/ workshop, etc., Organizing body and Duration of the programmes alongwith documentary proof is to be enclosed. Score:			
	(c) Regional/State level	5 each	No. of papers presented X Score allotted for each paper presentation=	
	List having Title of the paper presented, Name of the conference, seminar/ workshop, etc., Organizing body and Duration of the programmes alongwith documentary proof is to be enclosed. Score:			
	(d) Local-University/College level	3 each	No. of papers presented X Score allotted for each paper presentation=	
	List having Title of the paper presented, Name of the conference, seminar/ workshop, etc., Organizing body and Duration of the programmes alongwith documentary proof is to be enclosed. Score:			

			No. of events participated or organized X Score allotted per event=			
III(F)(iii) (a) Resource persons or chairing the session in Invited lectures/ invited presentations / refreshers courses /training courses/ study circles/ seminars/ symposia/ conferences/ workshops/ academic courses, etc. III(F)(iii)(b) Organisation of (a) as above##	**(a) International**	10 each event				
	List of events participated/organized, Capacity in participation/organization, Organizing body and Duration of the programmes alongwith documentary proof is to be enclosed. **Score:**					
	(b) National	7.5 each event	No. of events participated or organized X Score allotted per event=			
	List of events participated/organized, Capacity in participation/organization, Organizing body and Duration of the programmes alongwith documentary proof is to be enclosed. **Score:**					
	(c) Regional/State level	5 each event	No. of events participated or organized X Score allotted per event=			
	List of events participated/organized, Capacity in participation/organization, Organizing body and Duration of the programmes alongwith documentary proof is to be enclosed. **Score:**					
	(d) Local-University/College level	3 each event	No. of events participated or organized X Score allotted per event=			
	List of events participated/organized, Capacity in participation/organization, Organizing body and Duration of the programmes alongwith documentary proof is to be enclosed. **Score:**					
	Total score III(F) (i) - III(F)(iii)(b):					
III(G)(i) Recognition of Research: Prestigious Honours and Awards of national international importance or recognized by the international agencies or the departments/ agencies of national/ state governments	**International Honours and Awards**	30 each (max-30)				
	Mention the name of award, sponsoring agency and the year of award, if any. .**Score:**					
	National Honours and Awards	20 each (max-20)				
	Mention the name of award, sponsoring agency and the year of award, if any. **Score:**					
III(G)(ii) Post-doctoral Fellowships: Post-doctoral fellowships of at least 8-week/2 months duration received and availed of	**Post-doctoral Fellowships**	15 each [max-30]	**No. of Post-doctoral Fellowships X Score allotted for each of such fellowships=**			
	List of Post-Doctoral Fellowships having the name of award, sponsoring agency and the year of award along with documentary proof is to be enclosed. **Score:**					
	Total score:					
	Total score [III(G)(i)- III(G)(ii)]:					
TOTAL API SCORED UNDER CATEGORY-III:						

IV. SUMMARY OF API SCORES FOR THE ENTIRE ASSESSMENT PERIOD

Sl. No.	Category	Criteria		API Score for the Assessment period (..................to...................)
I	Category - I	Teaching, Learning and Evaluation related activities **Score:**		
II	Category - II	Co-curricular, Extension, Professional Development, etc. **Score:**		
		Score - I +II		
III	Category - III	Research and Academic Contribution **Score - III**		
Total API Score (I+II+III)				

<table>
<tr><td colspan="2" style="background:gray;"></td></tr>
<tr><td style="background:gray;"></td><td style="background:orange;">PART C: OTHER RELEVANT INFORMATIION</td></tr>
</table>

Please give details of any other significant contributions not included above. All information provided here should be supported by documentary proof.

Sl. No.	Details (Mention year, value, etc., where relevant)

PART D: PUBLICATION REQUIREMENTS

Sl. No.	Stage/Designation	Minimum No. of Publications Required and Period Allowed for Meeting such Requirements	Document Tag No.
	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	At least three publications in the entire period as Assistant Professor (Twelve years)	
	Publication Details*:		
1.			
2.			
3.			
	Associate Professor (Stage 4) [Associate Professor- direct recruits, and directly recruited Readers/ Readers promoted through thorough CAS/ Lecturers (SG) who do not belong to any stage, and who became Associate Professor through automatic upgradition/ redesignation after three years of their completed service] to Professor/ equivalent cadres (Stage 5)	A minimum of five publications since the period that the teacher is placed in Stage 3. [For directly recruited Associated Professors, and directly recruited Readers/ Readers promoted through thorough CAS/ Lecturers(SG) who do not belong to any stage, and who became Associate Professors through automatic upgradition/ redesignation after three years of their completed service -- A minimum of five publications in last six years of their service.]	
	Publication Details*:		
1.			
2.			
3.			
4.			
5.			

*Photocopy of the publications in full alongwith their cover/title pages should duly be enclosed.

LIST OF ENCLOSURES: (Please attach, documentary proofs including copies of certificates, sanction orders, papers, etc. wherever necessary)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
..	
…	

I certify that all information including the personal data and duly filled PBAS proforma provided and documentary proof enclosed herewith are correct.

_____

Signature of the Applicant

Place:

Date:

Countersigned by:

_____

Head of the Department/ Director of School /Dean of the Faculty concerned (in case the candidate is Head/Director)

Office Seal:

Place:

Date: