



GOVERNMENT COLLEGE OF ENGINEERING AND CERAMIC TECHNOLOGY

Established 1941

Accredited by NAAC with Grade A

(2015)

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West Bengal, India

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Different Government orders regarding appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression etc.

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION, SCIENCE & TECHNOLOGY
AND BIOTECHNOLOGY DEPARTMENT
(C. S. BRANCH)
BIKASH BHABAN, SALT LAKE
KOLKATA-700091**

No. 1373–Edn (CS)/5P-52/98

Date: 07.12.2017

NOTIFICATION

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

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

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

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

By Order of the Governor,
SD/-
(Madhumita Ray)
Secretary
Government of West Bengal

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

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

APPENDIX – III: TABLE I(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

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

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

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

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category	Nature of Activity	Assistant Professor		Associate Professor	
		Max.	Actual Score	Max.	Actual Score
I	a. Direct Teaching	70	Actual hours spent per academic year ÷7.5	60	Actual hours spent per academic year ÷7.75
	b. Examination duties (question paper setting, Invigilation, evaluation of	20	Actual hours spent per academic year ÷10	20	Actual hours spent per academic year ÷10

	answer scripts) as per allotment				
	c. Innovative Teaching – learning methodologies, updating of subject contents/courses, mentoring etc.	10	Actual hours spent per academic year ÷10	15	Actual hours spent per academic year ÷10

Note:

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

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

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

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

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

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

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

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

		as notified by the UGC#	notified by the UGC #	Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author
		Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	15 per Book for Single Author
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	International -10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects:	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project

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

			presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III (F)	Development of e-learning delivery process/material		10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

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

APPENDIX - III TABLE - II (A)

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

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

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

III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period
IV	Expert Assessment system	Screening cum evaluation committee	Screening Cum evaluation committee	Selection Committee
	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% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance

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

APPENDIX-III - TABLE: III

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

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

Sl.	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 four years of service with Ph.D. or 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 six years of service who are without Ph.D/ M.Phil / PG Degree in	(i) Minimum proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher course/ Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.

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

APPENDIX- III TABLE VII

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the

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

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

APPENDIX - III TABLE - VII (A)

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

MINIMUM APIS FOR THE CAREER ADVANCEMENT SCHEME (CAS) OF PROMOTION OF FOR PROMOTIONS OF ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN COLLEGES

Category	Activity	Assistant/ College Librarian: (Stage 1 to Stage 2)	Assistant/ College Librarian: (Stage 2 to Stage 3)	Assistant/ College Librarian (Stage 3 to Stage 4)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period
	Expert Assessment system	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee
IV	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% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20% - Interview performance

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

APPENDIX-III - TABLE: IX

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

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

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

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

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

ANNEXURE (B)

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

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

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

Session/ Year _____

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

PART A: GENERAL INFORMATION

1. Name (Block letters) :
2. Father's /Mother's name/
Husband's name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence :
(with pin code)
7. Permanent Address :
(with pin code)
Telephone No.:
- E-mail:
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

10. Date of Appointment :
11. For which position & AGP you are applying under CAS :
12. Date of eligibility for Promotion :
13. Educational Qualification (Graduation onwards):

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

14. Research Degree(s):

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

15. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service		Scale of pay
		From	To	

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

Signature of the Candidate

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

Signature of the Co-ordinator, IQAC

Date:

Seal:

Signature of the Principal/TIC

Date:

Seal:

Part B: Academic Performance Indicators (API)

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

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work

Sl. No.	Course/Paper	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.)	API Score
	Maximum API Score :					
	i) Assistant Professor Stage I :					
	70					
	ii) Assistant Professor Stage II :					
	70					
	iii) Assistant Professor Stage III:					
	70					

* Lectures, Tutorials, Practical, Project Supervision and Field Work

- Workload as per UGC Regulations 2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

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

Sl. No.	Type of Examination Duties	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score

	Maximum API Score : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20			

(c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.

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

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

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

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

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

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

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

	iii) Participation in Board of Studies, Academic and Administrative committees			
	(Max API Score : 15)			
(c)	Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)			
	(Max API Score : 15)			
	*For all categories of Teachers (Assistant/Associate) Total Score (a + b +c) (Max : 45)			

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

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

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:

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

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

III (A) Research Papers Published in

- Refereed Journals as notified by UGC in ‘List of Journals’ –
25/publication

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

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

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University :20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University :
International -10 per chapter
National – 05 per chapter

Sl. No.	Title of the publication with page no. and year of publication	Name of the of publisher	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API score

III (C) RESEARCH PROJECTS

III (C) (i) Sponsored Projects:

(a)Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) - 20 per project

(b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project

(c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

Sl. No.	Title of the Major /Minor Project	Sponsoring Agency	Period	Grant/ Amount mobilized	API score

III (C) (ii) Consultancy Projects:

Amount Mobilized with a minimum of Rs.10 lakhs(Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs

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

III (C) (iii) Projects outcome/outputs

- **API score:**

Patent / Technology transfer / Product/Process (**for Science**)-
 International level output--30 / each output
 National level output--- 20/each output

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

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

(b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies (**for Arts**)—
 - a) Major Policy document prepared for International bodies- 30
 - b) Central Government-20
 - c) State Government --10
 - d) Local Bodies---05

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

III(D) Research Guidance

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

(ii) M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

Sl. No.	Number enrolled	Degree awarded	Thesis Submitted	API score
	M.Phil. or equivalent			
	Ph.D.or equivalent			

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

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

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

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

III)E.(ii) Invited Lectures/papers.

- a) International-7/lecture or 5/paper presented
- b) National-5/lecture or 3/paper presented
- c) State /University level-3 /lecture or 2/paper presented

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

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

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

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

API score -10/ Module

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

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

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

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

IV. Summary of API scores: Name of the applicant:

Subject:

	Criteria	API Score for previous 3 / 4 / 5 / 6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV.					Total-API score for assessment period	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee)
I	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)							
II	CATEGORY II: Co- curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)							
III	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)							
II + III	Total API score (Category II + Category III)/ Assessment Period)							
	<i>Signature of the incumbent</i>	<i>Signature of the Coordinator, IQAC with date and Seal</i>					<i>Signature of the Principal /TIC / OIC with date and seal</i>	
	<i>Date of Screening Committee / Selection committee and Venue</i>	<i>Date:</i>					<i>Venue:</i>	
	<i>Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion</i>	<ul style="list-style-type: none"> <i>Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strike out which are not applicable)</i> <i>Date of effect</i> 						
	<i>Signature of the Principal/TIC/OIC with date and seal</i>	<i>Signature of the DPI Nominee with date and seal</i>						
					<i>Signature of the Subject Expert/s with date and seal</i>			<i>Signature of the Subject Expert/s with date and seal</i>

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

• Date of Screening Committee / Selection committee :

• Venue:

• Name of the applicant:

Subject:

• Date of RC/OP/ WORKSHOP :

Assessment period						
API score up to 06.12.2017			API score w.e.f 07.12.2017			
		API (A)		API (B)	Total API score in Assessment period (A +B)	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor)
CAT I	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)		CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)			
CAT II	CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed yearly)		CATEGORY II: Co-curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)			

CAT III	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)		CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)			
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion			Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strikeout which are not applicable) • Date of effect			
Signature of the Principal/TIC/OIC with date and	Signature of the DPI Nominee with date and seal					
		<i>Signature of the Subject Expert/s with date and seal</i>	<i>Signature of the Subject Expert/s with date and seal</i>			

Part C: For use of the Screening/ Selection Committee

Name of the College:

Date of the Meeting:

Venue:

Name of the Incumbent: Shri/Smt/Dr.

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

Date of joining:

Awarded Ph. D. on:

Date of Confirmation:

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

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

Date of effect:

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

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

8000 / 9000 with effect from

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

9000 with effect from and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

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

Signature of the Expert with Date and Seal
(Nominated by the VC of the affiliating University)

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
College with Date and Seal

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

The Governing body in its meeting held on Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, Sri/Smt./Dr..... of the Department of of this college be promoted to the post of Assistant/ Associate Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 with effect from

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

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

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

Date:

Signature of the President/ Administrator

Seal

Copy forwarded for information and for necessary action to:–

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

Joint Secretary



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग III—खण्ड 4

PART III—Section 4

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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No. 247]

NEW DELHI, THURSDAY, NOVEMBER 8, 2012/KARTIKA 17, 1934

अखिल भारतीय तकनीकी शिक्षा परिषद्

अधिसूचना

नई दिल्ली, 8 नवम्बर, 2012

अखिल भारतीय तकनीकी शिक्षा परिषद् [तकनीकी संस्थाओं (डिग्री) में शिक्षकों तथा अन्य शैक्षणिक स्टाफ के लिए कैरियर उन्नति योजना] विनियम, 2012

फा. सं. 37-3/विधिक/अभातशिप/2012.— अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम, 1987 (1987 का 52) की धारा 10 (i) और (v) के साथ पठित धारा 23 की उप-धारा (1) के अधीन प्रदत्त अपनी शक्तियों का प्रयोग करते हुए अखिल भारतीय तकनीकी शिक्षा परिषद् निम्न विनियम बनाती है :-

1. संक्षिप्त नाम, प्रयोज्यता एवं आरंभ :

- 1.1 इन विनियमों को अखिल भारतीय तकनीकी शिक्षा परिषद् [तकनीकी संस्थाओं (डिग्री) में शिक्षकों तथा अन्य शैक्षणिक स्टाफ के लिए कैरियर उन्नति योजना] विनियम, 2012 कहा जाएगा।
- 1.2 ये उन सभी अभातशिप अनुमोदित तकनीकी संस्थाओं तथा मानित विश्वविद्यालय जैसी संस्थाओं सहित, उन विश्वविद्यालयों पर लागू होंगे, जो तकनीकी शिक्षा तथा ऐसे अन्य पाठ्यक्रम/कार्यक्रम और विषय-क्षेत्र संचालित कर रहे हैं, जैसेकि परिषद् द्वारा समय-समय पर अधिसूचित किए गए हैं।

1.3 ये इनके राजपत्र में प्रकाशन की तारीख से प्रवृत्त होंगे।

परंतु किसी स्थिति में, कोई अभ्यर्थी इन विनियमों की शर्तों के अनुसार दिनांक 05 मार्च, 2010 को या उसके बाद कैरियर उन्नति योजना के अंतर्गत पदोन्नति के लिए पात्र होता है, तो उसकी पदोन्नति इन विनियमों के प्रावधानों के अनुसार होगी।

2. कैरियर उन्नति योजना (सी.ए.एस.) :

- 2.1 जो शिक्षक सी.ए.एस. के अंतर्गत पदोन्नति के लिए विचार किए जाने हेतु इच्छुक है, वह नियत तिथि से पूर्व तीन माह के भीतर विश्वविद्यालय/महाविद्यालय को लिखित में यह प्रस्तुत करेगा/करेगी कि वह सी.ए.एस. के अंतर्गत सभी अर्हताओं की पूर्ति करता/करती है तथा संबंधित विश्वविद्यालय द्वारा तैयार किए गए प्रपत्र में विश्वविद्यालय/महाविद्यालय को निष्पादन आधारित मूल्यांकन प्रणाली (पी.बी.ए.एस.) को प्रस्तुत करेगा/करेगी, जिसके साथ इन विनियमों में निर्धारित अकादमिक निष्पादन सूचकांक (ए.पी.आई.) दिशानिर्देश (परिशिष्ट-1) के अनुसार प्रत्यायक अवश्य ही संलग्न किए जाने चाहिए।
- 2.2 सी.ए.एस. के अंतर्गत विभिन्न पदों में चयन समिति की बैठकों को आयोजित करने में होने वाले विलंब को बचाने के लिए विश्वविद्यालय/महाविद्यालय को रक्रीनिंग/चयन की प्रक्रिया को तत्काल आरंभ करना चाहिए तथा आवेदन की तिथि से छः माह के भीतर प्रक्रिया को पूरा कर लेना चाहिए। इसके अलावा, किसी भी कठिनाई से बचने के लिए, जो अभ्यर्थी इन विनियमों में उल्लिखित अन्य मानदंडों की दिनांक 5 मार्च, 2010 तक तथा इस विनियम के अधिसूचित होने की तिथि तक पूर्ति करते हैं, उनके नामों पर 5 मार्च, 2010 को अथवा उसके पश्चात् उस तिथि से जब वे इन पात्रता शर्तों की पूर्ति करते हैं, पदोन्नति पर विचार किया जा सकता है।
- 2.3 जो अभ्यर्थी परिशिष्ट-1 की तालिका-II (क और ख) के अनुसार विनियमों में प्रस्तावित ए.पी.आई. अंक प्रणाली के अंतर्गत न्यूनतम अंक अपेक्षा पूरी नहीं करते हैं अथवा जो चयन प्रक्रिया के विशेषज्ञ आकलन में 50 प्रतिशत से कम अंक प्राप्त करते हैं, उनका पुनःमूल्यांकन न्यूनतम एक वर्ष की अवधि के पश्चात् ही किया जाएगा। पदोन्नति की तिथि वह तिथि होगी, जिसको उसका सफलतापूर्वक पुनः मूल्यांकन कर लिया गया है।
- 2.4 इन विनियमों के खंड 4 में यथाविनिर्दिष्ट चयन समिति के विनिर्देशन सहायक प्रोफेसर से एसोसिएट प्रोफेसर तथा एसोसिएट प्रोफेसर से प्रोफेसर के लिए कैरियर उन्नति के अंतर्गत पदोन्नतियों पर लागू होंगे।
- 2.5 किसी निम्न ग्रेड से सहायक प्रोफेसर/एसोसिएट प्रोफेसर के उच्च ग्रेड के लिए सी.ए.एस. पदोन्नतियां "रक्रीनिंग-सह-मूल्यांकन समिति" द्वारा संचालित की जाएंगी, जिसमें परिशिष्ट-1 की तालिकाओं में निष्पादन आधारित मूल्यांकन प्रणाली (पी.बी.ए.एस.) में अकादमिक निष्पादन सूचकांक (ए.पी.आई.) अंक के अनुसार निर्धारित मानदंडों का अनुपालन किया जाएगा।

2.6 सहायक प्रोफेसरों/एसोसिएट-प्रोफेसरों की एक एजीपी से अन्य उच्च एजीपी के सी.ए. एस. पदोन्नति के लिए "स्क्रीनिंग-सह-मूल्यांकन समिति" निम्न से मिलकर बनेगी :-

(1) विश्वविद्यालयों के शिक्षकों के लिए "स्क्रीनिंग-सह-मूल्यांकन समिति" :

- (i) कुलपति अथवा कार्यवाहक कुलपति, समिति के अध्यक्ष के रूप में ;
- (ii) संबंधित संकाय का डीन;
- (iii) स्कूल का अध्यक्ष/विभागाध्यक्ष; तथा
- (iv) कुलपति अथवा कार्यवाहक कुलपति द्वारा विश्वविद्यालय के विशेषज्ञों के पैनल में से विषय का एक नामित विशेषज्ञ।

(2) महाविद्यालयों (कालेजों) के शिक्षकों के लिए "स्क्रीनिंग-सह-मूल्यांकन समिति" :

- (i) महाविद्यालय का प्राचार्य/निदेशक;
- (ii) महाविद्यालय के संबंधित विभागाध्यक्ष, जहां विभागाध्यक्ष नहीं है, वहां पर प्राचार्य/निदेशक द्वारा नामित कोई प्रोफेसर, जोकि उसी संस्थान अथवा संबंधित विश्वविद्यालय के अधिकार क्षेत्र के किसी भी संस्थान का हो सकता है ; तथा
- (iii) कुलपति अथवा कार्यवाहक कुलपति द्वारा विश्वविद्यालय के विशेषज्ञों के पैनल में से संबंधित विषय के दो नामित विशेषज्ञ

(3) सरकारी/सरकारी सहायता प्राप्त/सरकारी स्वायत्त महाविद्यालयों हेतु :

- (i) जैसा कि संबंधित राज्य सरकारों/शासी मंडल द्वारा निर्धारित किया जाएगा।

2.7 उपयुक्त वर्णित दोनों श्रेणियों की इन समितियों के कोरम हेतु एक विषय विशेषज्ञ/विश्वविद्यालय के नामिती सहित कम से कम तीन व्यक्तियों की उपस्थिति आवश्यक है।

2.8 इन विनियमों पर आधारित 'पी.बी.ए.एस.' पद्धति, जोकि संबंधित विश्वविद्यालय/तकनीकी शिक्षा निदेशालय द्वारा बनाई गई है, के माध्यम से तथा परिशिष्ट-I की तालिका-II और III में निर्दिष्ट न्यूनतम अपेक्षा के अनुसार अभ्यर्थियों द्वारा प्राप्त ए.पी.आई. अंकों के सत्यापन/मूल्यांकन पर स्क्रीनिंग-सह-मूल्यांकन समिति सी.ए.एस. के अंतर्गत अभ्यर्थी (र्थियों) की पदोन्नति के लिए उपयुक्तता के बारे में, सहायक प्रोफेसर के प्रत्येक कैडर के लिए विश्वविद्यालय/महाविद्यालय के सिंडिकेट/कार्यकारिणी परिषद्/प्रबंधन मंडल को क्रियान्वयन के लिए सिफारिश करेगी।

- 2.9 उपर्युक्त चयन की समस्त प्रक्रियाएं चयन समिति की बैठक के दिन ही पूरी हो जाएंगी, जिसमें बैठक का कार्यवृत्त दर्ज किया जाएगा, जिसमें चयनित के पी.बी.ए.एस. स्कोरिंग प्रपत्र सहित चयनित का ब्यौरा तथा मेरिट के आधार पर जो अनुसंशा की गई, को कार्यवृत्त में दर्ज करते हुए चयन समिति के सभी सदस्यों द्वारा हस्ताक्षरित होंगे।
- 2.10 सी.ए.एस. पदोन्नति पदधारी शिक्षक की वैयक्तिक पदोन्नति होने के नाते, वह मूल स्वीकृत पद धारण करता है और उसकी सेवानिवृत्ति में उक्त पद अपने मूल संवर्ग में वापस चला जाएगा।
- 2.11 पदधारी शिक्षक को चयन/सी.ए.एस. पदोन्नति हेतु चयन समिति द्वारा विचार करने की तिथि को विश्वविद्यालयों/महाविद्यालयों की सक्रिय सेवा में होना चाहिए।
- 2.12 अभ्यर्थी यदि उपयुक्त ए.पी.आई. प्रणाली तालिका में दर्शाए गये न्यूनतम ए.पी.आई. अंकों को पूरा करते हैं, तो उन्हें पदोन्नति के लिए मूल्यांकन हेतु स्वयं आवेदन करना चाहिए। यदि वे अपने आपको अर्हक मानते हैं, तो पदोन्नति की नियत तिथि से तीन माह पूर्व वे ऐसा कर सकते हैं। सी.ए.एस. पदोन्नतियों के लिए पात्र अभ्यर्थियों के सूचनार्थ तथा इसके लिए आवेदन मांगने हेतु संबंधित विश्वविद्यालय/महाविद्यालय वर्ष में दो बार सामान्य परिपत्र जारी करेगा।
- 2.13 मुख्य मूल्यांकन में, यदि अभ्यर्थी प्रस्तावित पी.बी.ए.एस. प्रोफार्मा के अधीन न्यूनतम आवश्यक अंक पाने में अथवा चयन प्रक्रिया के विशेषज्ञ मूल्यांकन में 50 प्रतिशत अंक पाने में असफल होते हैं, जैसा भी लागू हो, उन अभ्यर्थियों का न्यूनतम एक वर्ष की अवधि के बाद पुनः मूल्यांकन किया जाएगा।
- 2.14 यदि कोई अभ्यर्थी न्यूनतम अर्हता अवधि के पूर्ण होने के ठीक बाद पदोन्नति हेतु आवेदन करता है और सफल हो जाता/जाती है, तो पदोन्नति की तिथि न्यूनतम पात्रता अवधि पूरी होने की तिथि से लागू होगी।
- 2.15 जबकि, यदि, अभ्यर्थी बाद की तिथि को यह पाता है कि वह पात्रता अर्हता पूरी करता/करती है तथा वह उस तिथि को आवेदन करता/करती है और सफल हो जाता/जाती है, तब उसकी पदोन्नति आवेदन की तिथि से प्रभावी मानी जाएगी।
- 2.16 यदि अभ्यर्थी पहले मूल्यांकन में सफल नहीं होता है, परंतु पश्चात्तवर्ती मूल्यांकन में सफल हो जाता/जाती है, तो उसकी पदोन्नति सफलतापूर्वक मूल्यांकन होने की तिथि से मानी जाएगी।
3. पदधारियों और नवनियुक्त सहायक प्रोफेसरों/एसोसिएट-प्रोफेसरों/प्रोफेसरों की कैरियर उन्नति योजना के अंतर्गत पदोन्नति के चरण :
- 3.1 प्रवेश स्तर पर सहायक प्रोफेसर (चरण-एक) कैरियर उन्नति योजना (सी.ए.एस.) के अंतर्गत दो पावती चरणों (चरण दो और चरण तीन) के बाद पदोन्नति के लिए पात्र होंगे, बशर्ते कि

पात्रता और कार्य निष्पादन मानदंड, जैसे कि अगले खण्ड में दर्शाये गये हैं, के अनुरूप उनका मूल्यांकन किया जाए।

- 3.2 भूतलक्षी प्रभाव से सूचना को एकत्र करने और सी.ए.एस. पदोन्नतियों में 05 मार्च, 2010 से इन विनियमों के क्रियान्वयन में कठिनाईयों को समाप्त करने के उपाय के रूप में ए.पी.आई. आधारित पी.बी.ए.एस. को भविष्य में उत्तरोत्तर समाप्त कर दिया जाएगा। तदनुसार, जैसाकि परिशिष्ट- I की तालिकाओं में उल्लेख किया है, श्रेणी एक और दो का ए.पी.आई. के अंकों के आधार पर पी.बी.ए.एस. को एक वर्ष के लिए क्रियान्वित करना है, प्रारम्भ में विश्वविद्यालयों/महाविद्यालयों की मौजूदा प्रणाली के आधार पर विश्वविद्यालय तथा महाविद्यालय के शिक्षकों हेतु तालिका - II (क) तथा II (ख) में दर्शाये गए न्यूनतम वार्षिक अंक एक वर्ष के लिए होंगे। वर्षीयकृत ए.पी.आई. अंकों को प्रगामी रूप से सहयोजित किया जा सकता है, जब शिक्षक अगले संवर्ग में सी.ए.एस. पदोन्नति के लिए योग्य हो जाएं। यदि किसी शिक्षक पर 2013 में सी.ए.एस. पदोन्नति के लिए विचार किया जाता है, तो 2012-13 के लिए केवल एक वर्ष के ए.पी.आई. अंक मूल्यांकन के लिए अपेक्षित होंगे। यदि शिक्षक पर 2014 में सी.ए.एस. पदोन्नति के लिए विचार किया जा रहा है, तो इन श्रेणियों के लिए दो वर्ष के ए.पी.आई. अंक संचयी अंक मूल्यांकन के लिए अपेक्षित होंगे तथा इसी प्रकार पूर्ण मूल्यांकन अवधि के लिए उत्तरोत्तर रूप से आगे चलेंगे।
- 3.3 चार वर्ष की सेवा पूर्ण कर चुके सहायक प्रोफेसर, जो प्रासंगिक विषयक्षेत्र में पीएच.डी. डिग्रीधारक हों, वे अगला रू० 7000/- का उच्च ग्रेड (चरण-2) प्राप्त करने के पात्र होंगे।
- 3.4 पाँच वर्ष की सेवा पूर्ण कर चुके सहायक प्रोफेसर, जो संगत सांविधिक निकाय द्वारा अनुमोदित व्यावसायिक पाठ्यक्रम में स्नातकोत्तर अथवा एम.फिल. डिग्रीधारक हों, वे अगला रू० 7000/- का उच्च ग्रेड (चरण-2) प्राप्त करने के पात्र होंगे।
- 3.5 सहायक प्रोफेसर, जोकि प्रासंगिक व्यावसायिक पाठ्यक्रम में पीएच.डी. अथवा एम.फिल. अथवा स्नातकोत्तर डिग्री धारक नहीं है, वे सहायक प्रोफेसर के रूप में छः वर्ष की सेवा पूर्ण होने पर ही अगला रू० 7000/- का उच्च ग्रेड (चरण 2) प्राप्त करने के पात्र होंगे।
- 3.6 सभी सहायक प्रोफेसरों के लिए प्रवेश स्तर ग्रेड (चरण एक) से रूपये 7000/- के अगले उच्च ग्रेड (चरण दो) में पहुंचना अखिल भारतीय तकनीकी शिक्षा परिषद् द्वारा इस विनियम में बनाए ए.पी.आई. आधारित पी.बी.ए.एस. की शर्तों के अधीन होगा।
- 3.7 रूपये 7000/- (चरण दो) ग्रेड में पाँच वर्ष की सेवा पूर्ण कर चुके सहायक प्रोफेसर, इन विनियमों में उल्लिखित ए.पी.आई. आधारित पी.बी.ए.एस. की शर्तों को पूरा करने के बाद ही रूपये 8000/- (चरण तीन) के अगले उच्च ग्रेड में जाने के पात्र होंगे।
- 3.8 रू० 8000/- के ग्रेड (चरण-तीन) में तीन वर्षों की सेवा पूर्ण कर चुके सहायक प्रोफेसर रूपये 9000/- के अगले उच्च ग्रेड (चरण-चार) के साथ रू० 37400-67000 के वेतन बैंड में जाने के लिए इन विनियमों में उल्लिखित अर्हक शर्तों तथा ए.पी.आई. आधारित पी.बी.ए.एस. शर्तों को पूरा करने के बाद ही पात्र होंगे तथा एसोसिएट-प्रोफेसर के रूप में

पदनामित किए जाने के पात्र होंगे। यद्यपि दिनांक 5 मार्च, 2010 के बाद सेवा में आने वालों को चरण-4 में जाने हेतु ऊपर उल्लिखित अपेक्षाओं के साथ-साथ पीएच.डी. डिग्री भी अर्जित करनी होगी।

3.9 चरण-4 में तीन वर्षों की सेवा पूर्ण कर चुके एसोसिएट-प्रोफेसर, जोकि प्रासंगिक विषयक्षेत्र में पीएच.डी. डिग्रीधारक हैं, अगले रू० 10000/- के उच्च ग्रेड (चरण-पाँच) में नियुक्त होने तथा प्रोफेसर के रूप में निम्नलिखित शर्तों के साथ पदनामित होने के पात्र होंगे :-

(क) परिशिष्ट-1 की सारणी में दिए गए ए.पी.आई. आधारित पी.बी.ए.एस. आवश्यकताओं के अनुसार आवश्यक क्रेडिट अंकों की पूर्ति होने पर, तथा

(ख) प्रोफेसर की सीधी भर्ती हेतु गठित की जाने वाली चयन समिति द्वारा मूल्यांकन के बाद पात्र होंगे।

परन्तु गैर पी.एच.-डी. डिग्रीधारक शिक्षक को प्रोफेसर के रूप में पदोन्नत अथवा नियुक्त नहीं किया जाएगा।

4. चयन समितियों एवं चयन प्रक्रिया के लिए दिशा-निर्देश :

अभातशिप ने इस हेतु निम्न दिशा-निर्देशों को विकसित किया है :

(क) सीधी भर्ती तथा सी.ए.एस. के अंतर्गत सहायक प्रोफेसर, एसोसियेट-प्रोफेसर, प्रोफेसर के चयन हेतु चयन समितियों का गठन।

(ख) विश्वविद्यालयों एवं महाविद्यालयों में शिक्षकों की सीधी भर्ती एवं कैरियर उन्नति योजना (सी.ए.एस.) विनियमों के अंतर्गत पदोन्नति के लिए विनिर्दिष्ट चयन प्रक्रिया। जबकि, विश्वविद्यालयों/महाविद्यालयों में अन्य शैक्षणिक स्टाफ के लिए दिनांक 30.06.2009 के यू.जी.सी. दिशा निर्देशों तथा इसके बाद यू.जी.सी. द्वारा जारी किए गए इसके अन्य संशोधनों/शुद्धिपत्रों/स्पष्टीकरणों का अनुपालन किया जाए।

5. चयन समिति विनिर्देश :

5.1 विश्वविद्यालय में सहायक प्रोफेसर :

विश्वविद्यालय में सहायक प्रोफेसर के पद के लिए चयन समिति का गठन निम्न प्रकार से होगा :

- 1 कुलपति अथवा कार्यवाहक कुलपति ही इस चयन समिति के अध्यक्ष होंगे।
- 2 संबंधित विश्वविद्यालय के सांविधिक निकाय द्वारा जिन सदस्यों के नामों के पैनल को अनुमोदित किया गया हो-उनमें से तीन संबद्ध विषय के विशेषज्ञों को कुलपति अथवा कार्यवाहक कुलपति द्वारा नामित किया जाएगा।
- 3 जहाँ पर भी लागू हो, संबंधित संकाय का डीन।

- 4 विभाग/स्कूल का प्रमुख/अध्यक्ष।
- 5 विजिटर/कुलाधिपति द्वारा नामित एक अकादमिशियन, जहाँ लागू हो।
- 6 अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग/अल्पसंख्यक/महिलाएं/पृथक रूप से शारीरिक विकलांग श्रेणियों का प्रतिनिधित्व एक अकादमिशियन द्वारा किया जाना चाहिए, ऐसी स्थिति में जबकि उन श्रेणियों का प्रतिनिधित्व करने वाले प्रत्याशियों में ही कोई एक व्यक्ति ही आवेदक हो; तथा उस अकादमिशियन को कुलपति अथवा कार्यवाहक कुलपति द्वारा नामित किया जाना चाहिए—उस स्थिति में, यदि चयन समिति के उपरोक्त सदस्यों में से कोई भी इन श्रेणियों से संबद्ध नहीं है।

बैठक के लिए समिति का कोरम न्यूनतम पाँच सदस्यों का होगा—जिनमें तीन विषय विशेषज्ञों में से कम से कम दो उपस्थित होंगे।

5.2 विश्वविद्यालयों में एसोसिएट-प्रोफेसर :

विश्वविद्यालय में एसोसिएट-प्रोफेसर के पद के लिए चयन समिति का गठन निम्न प्रकार से होगा :

- 1 कुलपति अथवा कार्यवाहक कुलपति ही इस चयन समिति के अध्यक्ष होंगे।
- 2 विजिटर/कुलाधिपति द्वारा नामित एक अकादमिशियन, जहाँ लागू हो।
- 3 संबद्ध विश्वविद्यालय के सांविधिक निकाय द्वारा जिन सदस्यों के नामों के पैनल को अनुमोदित किया गया हो, उनमें से तीन संबद्ध विषय/क्षेत्र के विशेषज्ञों को कुलपति द्वारा नामित किया जाएगा।
- 4 संकाय का डीन, जहाँ लागू हो।
- 5 विभाग/स्कूल का प्रमुख/अध्यक्ष।
- 6 अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग/अल्पसंख्यक/महिलाएं/पृथक रूप से शारीरिक विकलांग श्रेणियों का प्रतिनिधित्व एक अकादमिशियन द्वारा किया जाना चाहिए, ऐसी स्थिति में जबकि उन श्रेणियों का प्रतिनिधित्व करने वाले प्रत्याशियों में ही कोई एक व्यक्ति ही आवेदक हो; तथा उस अकादमिशियन को कुलपति द्वारा नामित किया जाना चाहिए—उस स्थिति में, यदि चयन समिति के उपरोक्त सदस्यों में से कोई भी इन श्रेणियों से संबद्ध नहीं है।

चयन समिति की बैठक का कोरम न्यूनतम पाँच सदस्यों का होगा—जिसमें तीन विषय-विशेषज्ञों में से कम से कम दो उपस्थित होंगे।

5.3 विश्वविद्यालयों में प्रोफेसर :

विश्वविद्यालय में प्रोफेसर के पद के लिए चयन समिति का गठन ठीक उसी प्रकार का

होगा जैसा कि उर्पयुक्त खण्ड में एसोसिएट-प्रोफेसर के पद के लिए चयन समिति का गठन किया गया है।

5.4 निजी महाविद्यालयों सहित महाविद्यालयों में सहायक प्रोफेसर :

निजी महाविद्यालयों सहित महाविद्यालयों में सहायक प्रोफेसर के पद के लिए चयन समिति का गठन निम्न प्रकार से होगा :

- 1 इस चयन समिति का अध्यक्ष, महाविद्यालय के शासी निकाय का अध्यक्ष अथवा उसके द्वारा नामित व्यक्ति, जो उनके सदस्यों में से होगा-वही चयन समिति का अध्यक्ष होगा।
- 2 महाविद्यालय का प्रिंसिपल/निदेशक।
- 3 महाविद्यालय में सम्बद्ध विषय का विभागाध्यक्ष।
- 4 संबद्ध विश्वविद्यालय के कुलपति अथवा कार्यवाहक कुलपति की ओर से नामित दो व्यक्ति हों, जिनमें से एक व्यक्ति विषय विशेषज्ञ होना चाहिए। ऐसे महाविद्यालय, जिन्हें अल्पसंख्यक शैक्षिक संस्थानों के रूप में अधिसूचित/घोषित कर दिया गया है, उस स्थिति में महाविद्यालय के अध्यक्ष की ओर से दो नामित व्यक्ति-पांच व्यक्तियों की नामसूची में से होंगे जो कि अधिमान्य तौर से अल्पसंख्यक समुदायों से हों-जिन्हें सम्बद्ध विश्वविद्यालय के कुलपति अथवा कार्यवाहक कुलपति द्वारा, विशेषज्ञों के उस पैनल में से अनुशंसित किया गया हो, जिस पैनल को महाविद्यालय के संगत सांविधिक निकाय ने प्रस्तावित किया हो-तथा जिनमें से एक व्यक्ति विषय विशेषज्ञ हो।
- 5 महाविद्यालय के शासी निकाय के अध्यक्ष द्वारा ऐसे दो विषय-विशेषज्ञों को नामित किया जाना चाहिए, जो उस महाविद्यालय से जुड़े हुए नहीं हों-और जिन व्यक्तियों को कुलपति अथवा कार्यवाहक कुलपति द्वारा, विषय-विशेषज्ञों के पांच नामों के उस पैनल में से अनुशंसित किया गया हो, जिस सूची को संबंधित विश्वविद्यालय के संगत सांविधिक निकाय द्वारा अनुमोदन किया गया हो।
- 6 ऐसे महाविद्यालय, जिन्हें अल्पसंख्यक शैक्षिक संस्थानों के रूप में अधिसूचित/घोषित कर दिया गया है-उस स्थिति में उस संबंधित महाविद्यालय के शासी निकाय के अध्यक्ष द्वारा दो ऐसे विषय विशेषज्ञों को नामित किया जाना चाहिए, जिनका विश्वविद्यालय से संबंध न हो, और जिनको, उन पांच व्यक्तियों की सूची में से नामित किया गया हो, जो अधिमानतः अल्पसंख्यक समुदाय से हों-और उस सूची की अनुशांसा कुलपति अथवा कार्यवाहक कुलपति द्वारा विषय विशेषज्ञों की उस सूची में से की गई हो-जिसे कि महाविद्यालय के संगत सांविधिक निकाय द्वारा अनुमोदित किया गया हो।

- 7 अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग/अल्पसंख्यक/महिलाएं/पृथक रूप से शारीरिक विकलांग श्रेणियों का प्रतिनिधित्व एक अकादमीशियन द्वारा किया जाना चाहिए, ऐसी स्थिति में जबकि उन श्रेणियों का प्रतिनिधित्व करने वाले प्रत्याशियों में ही कोई एक व्यक्ति ही आवेदक हो; तथा उस अकादमीशियन को कुलपति अथवा कार्यवाहक कुलपति द्वारा नामित किया जाना चाहिए—उस स्थिति में, यदि चयन समिति के उपरोक्त सदस्यों में से कोई भी इन श्रेणियों से संबद्ध नहीं है।

चयन समिति की बैठक का कोरम न्यूनतम पाँच सदस्यों का होगा—जिसमें तीन विषय-विशेषज्ञों में से कम से कम दो उपस्थित होंगे।

सरकारी/सरकारी सहायता प्राप्त/सरकारी स्वायत्त महाविद्यालयों में समस्त अध्यापन स्तर वाले पदों के लिए राज्य लोक सेवा आयोगों/शिक्षक भर्ती बोर्डों द्वारा अनिवार्य तौर से तीन विषय विशेषज्ञों को आमंत्रित करना चाहिए—जिसके लिए संबंधित विश्वविद्यालय को भी नियोक्ता प्राधिकरण द्वारा चयन प्रक्रिया में सम्मिलित किया जाना चाहिए।

किसी भी विश्वविद्यालय के आंगिक महाविद्यालयों में अध्यापन पदों के समस्त स्तरों के लिए, चयन समिति के मानदंड वे ही होंगे, जैसे कि उस विश्वविद्यालय के विभागों में विद्यमान पदों के लिए हैं।

5.5 निजी महाविद्यालयों सहित महाविद्यालयों में एसोसिएट-प्रोफेसर :

निजी महाविद्यालयों सहित महाविद्यालयों में एसोसिएट-प्रोफेसर के पद के लिए चयन समिति का गठन निम्न प्रकार से होगा :

- 1 इस चयन समिति का अध्यक्ष, महाविद्यालय के शासी निकाय का अध्यक्ष अथवा उसके द्वारा नामित व्यक्ति, जो उनके सदस्यों में से होगा—वही चयन समिति का अध्यक्ष होगा।
- 2 महाविद्यालय का प्रिंसिपल/निदेशक।
- 3 महाविद्यालय में सम्बद्ध विषय का विभागाध्यक्ष।
- 4 विश्वविद्यालय के कुलपति अथवा कार्यवाहक कुलपति की ओर से नामित दो व्यक्ति होंगे, जिनमें से एक महाविद्यालय विकास परिषद् का डीन अथवा विश्वविद्यालय में उसके समकक्ष पद वाला व्यक्ति होना चाहिए तथा दूसरा व्यक्ति विषय विशेषज्ञ होना चाहिए। ऐसे महाविद्यालय, जिन्हें अल्पसंख्यक शैक्षिक संस्थानों के रूप में अधिसूचित/घोषित कर दिया गया है, उस स्थिति में महाविद्यालय के अध्यक्ष की ओर से दो नामित व्यक्ति—पांच व्यक्तियों की नामसूची में से होंगे जो कि अधिमान्य

तौर से अल्पसंख्यक समुदायों से हों—जिन्हें सम्बद्ध विश्वविद्यालय के कुलपति द्वारा, विशेषज्ञों के उस पैनल में से अनुशंसित किया गया हो, जिस पैनल को महाविद्यालय के संगत सांविधिक निकाय ने प्रस्तावित किया हो—तथा जिनमें से एक व्यक्ति विषय विशेषज्ञ हो।

- 5 महाविद्यालय के शासी निकाय के अध्यक्ष द्वारा ऐसे दो विषय-विशेषज्ञों को नामित किया जाना चाहिए, जो उस महाविद्यालय से जुड़े हुए नहीं हों—और जिन व्यक्तियों को कुलपति द्वारा, विषय-विशेषज्ञों के पांच नामों के उस पैनल में से अनुशंसित किया गया हो, जिस सूची को संबंधित विश्वविद्यालय के संगत सांविधिक निकाय द्वारा अनुमोदन किया गया हो। ऐसे महाविद्यालय, जिन्हें अल्पसंख्यक शैक्षिक संस्थानों के रूप में अधिसूचित/घोषित कर दिया गया है—उस स्थिति में उस संबंधित महाविद्यालय के शासी निकाय के अध्यक्ष द्वारा दो ऐसे विषय विशेषज्ञों को नामित किया जाना चाहिए, जिनका विश्वविद्यालय से संबंध न हो, और जिनको, उन पांच व्यक्तियों की सूची में से नामित किया गया हो, जो अधिमानतः अल्पसंख्यक समुदाय से हों—और उस सूची की अनुशंसा कुलपति अथवा कार्यवाहक कुलपति द्वारा विषय विशेषज्ञों की उस सूची में से की गई हो—जिसे कि महाविद्यालय के संगत सांविधिक निकाय द्वारा अनुमोदित किया गया हो।

- 6 अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग/अल्पसंख्यक/महिलाएं/पृथक रूप से शारीरिक विकलांग श्रेणियों का प्रतिनिधित्व एक अकादमीशियन द्वारा किया जाना चाहिए, ऐसी स्थिति में जबकि उन श्रेणियों का प्रतिनिधित्व करने वाले प्रत्याशियों में ही कोई एक व्यक्ति ही आवेदक हो; तथा उस अकादमीशियन को कुलपति द्वारा नामित किया जाना चाहिए—उस स्थिति में, यदि चयन समिति के उपरोक्त सदस्यों में से कोई भी इन श्रेणियों से संबद्ध नहीं है।

चयन समिति की बैठक का कोरम न्यूनतम पाँच सदस्यों का होगा—जिसमें तीन विषय-विशेषज्ञों में से कम से कम दो उपस्थित होंगे।

सरकारी/सरकारी सहायता प्राप्त/सरकारी स्वायत्त महाविद्यालयों में समस्त अध्यापन स्तर वाले पदों के लिए राज्य लोक सेवा आयोगों/शिक्षक भर्ती बोर्डों द्वारा अनिवार्य तौर से तीन विषय विशेषज्ञों को आमंत्रित करना चाहिए जिसके लिए संबंधित विश्वविद्यालय को भी नियोक्ता प्राधिकरण द्वारा चयन प्रक्रिया में सम्मिलित किया जाना चाहिए।

किसी भी विश्वविद्यालय के आंगिक महाविद्यालयों में अध्यापन पदों के समस्त स्तरों के लिए, चयन समिति के मानदंड वे ही होंगे, जैसे कि उस विश्वविद्यालय के विभागों में विद्यमान पदों के लिए हैं।

5.6 निजी महाविद्यालयों सहित महाविद्यालयों में प्रोफेसर :

निजी महाविद्यालयों सहित महाविद्यालयों में प्रोफेसर के पद के लिए चयन समिति का गठन ठीक उसी प्रकार का होगा जैसा कि उपर्युक्त खण्ड में एसोसिएट-प्रोफेसर के पद के लिए चयन समिति का गठन किया गया है।

सरकारी/सरकारी सहायता प्राप्त/सरकारी स्वायत्त महाविद्यालयों में समस्त अध्यापन स्तर वाले पदों के लिए राज्य लोक सेवा आयोगों/शिक्षक भर्ती बोर्डों द्वारा अनिवार्य तौर से तीन विषय विशेषज्ञों को आमंत्रित करना चाहिए-जिसके लिए संबंधित विश्वविद्यालय को भी नियोक्ता प्राधिकरण द्वारा चयन प्रक्रिया में सम्मिलित किया जाना चाहिए।

किसी भी विश्वविद्यालय के आंगिक महाविद्यालयों में अध्यापन पदों के समस्त स्तरों के लिए, चयन समिति के मानदंड वे ही होंगे, जैसे कि उस विश्वविद्यालय के विभागों में विद्यमान पदों के लिए हैं।

5.7 महाविद्यालयों में प्रिंसिपल/निदेशक :

महाविद्यालयों में प्रिंसिपल/निदेशक के पद के लिए चयन समिति का गठन निम्न प्रकार से होगा:

- 1 महाविद्यालय के शासी निकाय के अध्यक्ष ही इस चयन समिति के अध्यक्ष होंगे।
- 2 महाविद्यालय के शासी निकाय के अध्यक्ष द्वारा नामित शासी निकाय के दो सदस्य जिनमें से एक अकादमिक प्रशासन में विशेषज्ञ हो।
- 3 कुलपति द्वारा नामित एक सदस्य जोकि उच्च शिक्षा विशेषज्ञ हो।
- 4 संबंधित विश्वविद्यालय के सांविधिक निकाय द्वारा जिन छह सदस्यों के नामों के पैनल को अनुमोदित किया गया हो-उनमें से तीन विशेषज्ञों को महाविद्यालय के शासी निकाय द्वारा नामित किया जाएगा, जिनमें से एक महाविद्यालय के प्रिंसिपल/निदेशक हो, एक प्रोफेसर हो तथा एक निपुण शिक्षाविद हो, जोकि प्रोफेसर से स्तर से कम न हों।
- 5 अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग/अल्पसंख्यक/महिलाएं/पृथक रूप से शारीरिक विकलांग श्रेणियों का प्रतिनिधित्व एक अकादमीशियन द्वारा किया जाना चाहिए, ऐसी स्थिति में जबकि उन श्रेणियों का प्रतिनिधित्व करने वाले प्रत्याशियों में ही कोई एक व्यक्ति ही आवेदक हो; तथा उस अकादमीशियन को कुलपति द्वारा नामित किया जाना चाहिए-उस स्थिति में, यदि चयन समिति के उपरोक्त सदस्यों में से कोई भी इन श्रेणियों से संबद्ध नहीं है।

बैठक के लिए समिति का कोरम न्यूनतम पाँच सदस्यों का होगा—जिनमें से तीन विषय विशेषज्ञों में से कम से कम दो उपस्थित होंगे।

चयन समिति की समस्त कार्यवाहियाँ उनकी बैठक के दिन ही पूरी हो जाएंगी—जिसमें बैठक का कार्यवृत्त दर्ज किया जाएगा, जिसमें स्कोरिंग प्रपत्र सहित, मेरिट के आधार पर जो भी अनुशंसा की गई हो—चयनित की सूची तथा प्रतीक्षा सूची वाले प्रत्याशी/मेरिट के आधार पर नामों की सूची, ये सभी दस्तावेज चयन समिति के सभी सदस्यों द्वारा हस्ताक्षरित होंगे।

महाविद्यालय के प्रिंसिपल/निदेशक की नियुक्ति की अवधि (कार्यकाल) पांच वर्षों की होगी, जिसकी पुनर्नियुक्ति पात्रता पूरी होने पर इसी तरह चयन समिति की प्रक्रिया के बाद एक और अवधि के लिए की जा सकती है।

6. सीधी भर्ती तथा कैरियर उन्नति योजना (सी.ए.एस.) के अंतर्गत पदोन्नति के लिए पिछली सेवाओं को सम्मिलित करना :

6.1 विश्वविद्यालय, महाविद्यालय, राष्ट्रीय प्रयोगशालाओं अथवा अन्य वैज्ञानिक/व्यावसायिक संगठनों जैसे कि, सी.एस.आई.आर., आई.सी.ए.आर., डी.आर.डी.ओ., यू.जी.सी., आई.सी.एस. एस.आर., आई.सी.एच.आर., आई.सी.एम.आर., डी.बी.टी. इत्यादि में सहायक प्रोफेसर, एसोसिएट प्रोफेसर अथवा प्रोफेसर के रूप में अथवा इनके समकक्ष की गई पिछली नियमित सेवाओं, चाहे वे राष्ट्रीय हों अथवा अंतर्राष्ट्रीय, को सीधी भर्ती हेतु तथा कैरियर उन्नति योजना (सी.ए.एस.) के अंतर्गत सहायक प्रोफेसर, एसोसिएट प्रोफेसर, प्रोफेसर अथवा परिशिष्ट-1 तालिका संख्या-II में दिए गए अन्य किसी नाम वाले पदों हेतु पदोन्नति के लिए गिना जाना चाहिए, बशर्ते कि :-

(क) धारण किए गए पद हेतु अर्हता, सहायक प्रोफेसर, एसोसिएट प्रोफेसर तथा प्रोफेसर जैसा भी मामला हो, के पद हेतु अभातशिप द्वारा निर्धारित की गई अर्हताओं की तुलना में न्यून (कम) नहीं होनी चाहिए।

(ख) पद समकक्ष ग्रेड में हो/रहा हो अथवा वेतनमान सहायक प्रोफेसर, (लैक्चरर), एसोसिएट प्रोफेसर (रीडर) तथा प्रोफेसर के पदों के पूर्व संशोधित वेतनमान स्तर के हो।

(ग) अभ्यर्थी ने सीधी भर्ती के लिए उचित माध्यम से आवेदन किया हो।

(घ) संबंधित सहायक प्रोफेसर, एसोसिएट प्रोफेसर, तथा प्रोफेसर की न्यूनतम अर्हता, सहायक प्रोफेसर, एसोसिएट प्रोफेसर तथा प्रोफेसर, जैसा भी मामला हो, के पद पर नियुक्ति के लिए अभातशिप द्वारा निर्धारित की गई न्यूनतम योग्यता के समान होनी चाहिए।

- (ङ) पदों को, इन नियुक्तियों हेतु विश्वविद्यालय/राज्य सरकार/केन्द्र सरकार/संबंधित संस्थाओं के विनियमों में निर्धारित की गई चयन प्रक्रिया के अनुसार भरा गया हो।
- (च) पिछली नियुक्ति किसी भी समयावधि में, अतिथि लेक्चरर अथवा तदर्थ अथवा छुट्टी रिक्ती में, एक वर्ष से कम अवधि के लिए न की गई हो। एक वर्ष से अधिक समयावधि के लिए तदर्थ अथवा अस्थाई सेवाओं को इसके लिए गिना जा सकता है, बशर्ते कि :-
- i) सेवा की समयावधि एक वर्ष से अधिक की हो ;
 - ii) पदधारी की नियुक्ति विधिवत् तौर पर गठित समिति की अनुशंसा से की गई हो ;
 - iii) पदधारी का चयन तदर्थ अथवा अस्थाई सेवा से निरंतरता में स्थाई पद पर कर लिया गया हो ; तथा
 - iv) स्थाई आधार पर नियुक्त कर्मचारी की सेवा में कृत्रिम अंतराल का प्रयोग कर्मचारी पर प्रतिकूल प्रभाव डालने के लिए नहीं किया जाएगा। स्थाई आधार पर नियुक्त किए गए व्यक्ति को उसके द्वारा प्रदान की गई संपूर्ण सेवाओं का लाभ कृत्रिम अंतराल/सेवा में अंतराल होते हुए भी उसकी प्रथम नियुक्ति (अस्थाई/संविदा/तदर्थ) की तिथि से दिया जाना चाहिए।
- (छ) इस खण्ड के अंतर्गत पिछली सेवाओं को गिनने (शामिल) करने पर विचार करते समय उस संस्था (निजी/स्थानीय निकाय/सरकारी) जहां पिछली सेवाएं पूरी की गई हैं, के प्रबंधन प्रकार संबंधी कोई भेद (अंतर) नहीं किया जाएगा।

डॉ. कं. पी. आई. जैक, सदस्य-सचिव

[विज्ञापन 00/4/162/12/असा.]

परिशिष्ट-1**तालिका-1**

विश्वविद्यालय/महाविद्यालय (कॉलेज) के शिक्षकों की भर्तियों तथा कैरियर उन्नति योजना (सी.ए.एस.) पदोन्नतियों में अकादमिक निष्पादन सूचकांक (ए.पी.आई) हेतु प्रस्तावित स्कोर

श्रेणी I : शिक्षण, अधिगम (लर्निंग) एवं मूल्यांकन संबंधी कार्यकलाप

संक्षिप्त ब्यौरा: शिक्षकों के स्व-मूल्यांकन पर आधारित अकादमिक निष्पादन सूचकांक स्कोर (क) शिक्षण संबंधी कार्यकलापों, (ख) कार्यक्षेत्र ज्ञान, (ग) परीक्षा तथा मूल्यांकन में सहभागिता; (घ) नवोन्मेषी शिक्षण, नवीन पाठ्यक्रमों आदि में योगदान हेतु प्रस्तावित हैं। इस श्रेणी के शिक्षकों द्वारा अपेक्षित न्यूनतम अकादमिक निष्पादन सूचकांक स्कोर 75 है। जहाँ तक संभव हो, स्व-मूल्यांकन स्कोर उद्देश्यपरक प्रामाण्य मानदण्ड पर आधारित होना चाहिए तथा यह स्क्रीनिंग/चयन समिति द्वारा निर्धारित किया जाएगा।

क्रम सं०	कार्यकलाप की प्रकृति	अधिकतम अंक (स्कोर)
1.	व्याख्यानों (लेक्चर्स), संगोष्ठियों, अनुशिक्षण कक्षाओं, प्रैक्टिकल्स, निर्धारित संपर्क घंटों, आबंटित व्याख्यानों (लेक्चर्स) के प्रतिशत रूप में *	50
2.	अभातशिप मानकों के अतिरिक्त व्याख्यान (लेक्चर्स) अथवा अन्य शिक्षण कार्य	10
3.	पाठ्यचर्या के अनुसार जानकारी/अनुदेशन देना अथवा तैयारी; विद्यार्थियों को अतिरिक्त संसाधन उपलब्ध कराते हुए पाठ्यक्रम संवृद्धि।	20
4.	सहभागिता एवं नवोन्मेषी शिक्षण-अधिगम पद्धति का उपयोग; विषयवस्तु को अद्यतन करना, पाठ्यक्रम सुधार आदि	20
5.	परीक्षा ड्यूटी (निरीक्षण, प्रश्न-पत्र तैयार करना, मूल्यांकन/उत्तर पुस्तिकाओं का मूल्यांकन/आंकलन) आबंटन अनुसार	25
	कुल स्कोर	125
	न्यूनतम अपेक्षित ए.पी.आई. स्कोर	75

विश्वविद्यालयों से अपेक्षा की जाती है कि वे कार्यकलापों का ब्यौरा दें तथा जहाँ संस्थागत विनिर्देशनों की अपेक्षा की जाती है, वहाँ इस श्रेणी के तहत अपेक्षित कुल न्यूनतम अकादमिक निष्पादन सूचकांक स्कोर में परिवर्तन किए बगैर वेटेज को समायोजित करें।

नोट : * शिक्षकों के विशेष वर्ग हेतु अभातशिप मानकों के अनुसार आबंटित व्याख्यानों (लेक्चर्स) तथा अनुशिक्षण कक्षाओं को शामिल करना। विश्वविद्यालय उपर्युक्त 1 हेतु, 80 प्रतिशत न्यूनतम कट ऑफ (निबलदेय अवकाश) निर्धारित कर सकता है, इन उप-वर्गों में इससे कम कोई स्कोर नियत नहीं है।

श्रेणी II : सह-पाठयेत्तर, विस्तार तथा व्यावसायिक विकास संबंधी कार्यकलाप

संक्षिप्त ब्यौरा: शिक्षक के स्व-मूल्यांकन के आधार पर, सह-पाठयेत्तर, विस्तार क्रियाकलापों, तथा व्यावसायिक विकास संबंधी योगदानों के लिए श्रेणी-II के अकादमिक निष्पादन सूचकांक (ए.पी.आई.) अंक प्रस्तावित हैं। पदोन्नति के लिए शिक्षक द्वारा अनिवार्य न्यूनतम अर्हता ए.पी.आई. अंक 15 हैं। मर्दों की सूची तथा प्रस्तावित अंक नीचे दिए गए हैं। यह नोट किया जा सकता है कि सभी शिक्षक अनेक मर्दों से अंक अर्जित कर सकते हैं, जबकि कुछ क्रियाकलाप केवल एक शिक्षक या कुछ शिक्षकों द्वारा किए जायेंगे। इस श्रेणी में न्यूनतम अपेक्षित (15) ए.पी.आई. अंकों हेतु क्रियाकलापों की सूची व्यापक है, जो सभी शिक्षकों के खाते में जमा होंगे। पूर्व की भाँति, स्व-मूल्यांकन अंक निष्पक्षता द्वारा निरीक्षित किए जाने वाले मानदंड पर आधारित होने चाहिए तथा इसे स्क्रीनिंग/ध्यान समिति द्वारा अंतिम रूप दिया जायेगा।

नीचे दी गई मानक तालिका ए.पी.आई. अंकों तथा क्रियाकलापों के समूहों को दर्शाती है। विश्वविद्यालय क्रियाकलापों का विस्तृत ब्यौरा दे सकता है अथवा यदि संस्थागत विशिष्ट अपेक्षित हो, तो उनके वेटेज का, इस श्रेणी के तहत अपेक्षित न्यूनतम कुल ए.पी.आई. अंकों को बिना बदले समायोजित करें।

क्रम सं०	कार्यकलाप की प्रकृति	अधिकतम अंक (स्कोर)
1.	विद्यार्थी संबंधी सह-पाठयेत्तर, विस्तार तथा क्षेत्र आधारित कार्यकलाप (जैसे एन.एस.एस./एन.सी.सी. तथा अन्य बैनलों, सांस्कृतिक कार्यकलापों, विषय संबंधी घटनाक्रम, विज्ञापन तथा परामर्श के माध्यम से विस्तार कार्य)।	20
2.	विभाग और संस्थान की अकादमिक तथा प्रशासनिक समितियों और उत्तरदायित्वों के माध्यम से प्रबंधन तथा कारपोरेट जीवन में योगदान।	15
3.	व्यावसायिक विकास कार्यकलाप (जैसे सम्मेलनों, संगोष्ठियों, अल्पकालीन प्रशिक्षण पाठ्यक्रमों, चर्चाओं, व्याख्यानो में भागीदारी, संघों की सदस्यता तथा प्रसार तथा सामान्य मर्द, जिन्हें नीचे श्रेणी III में सम्मिलित नहीं किया गया है)।	15
	कुल स्कोर	50
	न्यूनतम अपेक्षित ए.पी.आई. स्कोर	15

श्रेणी III : अनुसंधान (शोध) तथा अकादमिक योगदान

संक्षिप्त ब्यौरा: शिक्षक के स्व-मूल्यांकन के आधार पर, अनुसंधान तथा अकादमिक योगदानों के लिए अकादमिक निष्पादन सूचकांक (ए.पी.आई.) अंक प्रस्तावित हैं। इस श्रेणी के लिए अपेक्षित न्यूनतम अकादमिक निष्पादन सूचकांक (ए.पी.आई.) अंक विश्वविद्यालयों तथा कॉलेजों के बीच पदोन्नतियों के विभिन्न स्तरों के लिए अलग-अलग हैं। स्व-मूल्यांकन अंक सत्यापन किए जाने योग्य मानदंड पर आधारित हैं तथा इन्हें स्क्रीनिंग/चयन समितियों द्वारा अंतिम रूप दिया जायेगा।

क्रम सं०	अकादमिक निष्पादन सूचकांक (ए.पी.आई.)	इंजीनियरिंग	भाषा/मानविकी/सामाजिक विज्ञान/प्रबंधन संकाय	विश्वविद्यालय तथा कॉलेज शिक्षक के पद के लिए अधिकतम अंक
III (क)	इनमें प्रकाशित अनुसंधान पत्र :	संदर्भित जर्नल्स*	संदर्भित जर्नल्स*	15/प्रकाशन
		गैर-संदर्भित परंतु मान्य एवं जाने-माने जर्नल्स तथा पिरीयोडिकल, जिनके आई.एस.बी.एन./आई.एस.एन. नंबर हों।	गैर-संदर्भित परंतु मान्य एवं जाने-माने जर्नल्स तथा पिरीयोडिकल, जिनके आई.एस.बी.एन./आई.एस.एन. नंबर हों।	10/प्रकाशन
		पूर्ण कागजातों आदि के रूप में संगोष्ठी/सम्मेलन की कार्यवाहियों (सार सम्मिलित न किया जाए)	पूर्ण कागजातों आदि के रूप में संगोष्ठी/सम्मेलन की कार्यवाहियों (सार सम्मिलित न किया जाए)	अंतर्राष्ट्रीय 10/प्रकाशन राष्ट्रीय 5/प्रकाशन
III (ख)	अनुसंधान प्रकाशन (संदर्भित जर्नल लेखों के अतिरिक्त पुस्तकों, पुस्तकों में अध्याय)	पाठ्य या संदर्भ पुस्तकों, जिन्हें अंतर्राष्ट्रीय प्रकाशकों द्वारा जानी-मानी 'पीयर रिव्यू प्रणाली' द्वारा प्रकाशित किया गया हो।	पाठ्य या संदर्भ पुस्तकों, जिन्हें अंतर्राष्ट्रीय प्रकाशकों द्वारा जानी-मानी 'पीयर रिव्यू प्रणाली' द्वारा प्रकाशित किया गया हो।	एक मात्र लेखक द्वारा 50/, संपादित पुस्तक में 10/अध्याय।
		केन्द्र सरकार के प्रकाशनों तथा राष्ट्रीय/राज्य स्तर	केन्द्र सरकार के प्रकाशनों तथा राष्ट्रीय/राज्य स्तर के	एक मात्र लेखक द्वारा 25/, तथा संपादित पुस्तक

		के प्रकाशकों द्वारा प्रकाशित विषयगत पुस्तकें, जिनकी आई.एस.बी.एन./आई.एस.एस.एन. संख्या हों।	प्रकाशकों द्वारा प्रकाशित विषयगत पुस्तकें, जिनकी आई.एस.बी.एन./आई.एस.एस.एन. संख्या हों।	में 5/अध्याय।
		आई.एस.बी.एन./आई.एस.एस.एन. संख्या वाली अन्य स्थानीय प्रकाशकों द्वारा प्रकाशित विषयगत पुस्तकें।	आई.एस.बी.एन./आई.एस.एस.एन. संख्या वाली अन्य स्थानीय प्रकाशकों द्वारा प्रकाशित विषयगत पुस्तकें।	एक मात्र लेखक द्वारा 15/; तथा संपादित पुस्तकें में 3/अध्याय।
		ज्ञान आधारित खंडों में अध्यायों का संपादन योगदान (अंतर्राष्ट्रीय प्रकाशकों द्वारा प्रकाशित)।	ज्ञान आधारित खंडों में अध्यायों का संपादन योगदान (अंतर्राष्ट्रीय प्रकाशकों द्वारा प्रकाशित)।	10/अध्याय
		ज्ञान आधारित खंडों में अध्यायों का संपादन योगदान (अंतर्राष्ट्रीय प्रकाशकों द्वारा प्रकाशित) भारतीय/राष्ट्रीय स्तर के प्रकाशकों द्वारा प्रकाशित ज्ञान आधारित खंडों में अध्याय (जिनके राष्ट्रीय और अंतर्राष्ट्रीय डायरेक्टरी के नंबरों सहित आई.एस.बी.एन./आई.एस.एस.एन. नंबर हों)।	भारतीय/राष्ट्रीय स्तर के प्रकाशकों द्वारा प्रकाशित ज्ञान आधारित खंडों में अध्याय (जिनके राष्ट्रीय और अंतर्राष्ट्रीय डायरेक्टरी के नंबरों सहित आई.एस.बी.एन./आई.एस.एस.एन. नंबर हों)।	5/अध्याय
III (ग)	अनुसंधान परियोजनाएं			
III. (ग) (ii)	प्रायोजित परियोजनाएं (समाप्त/चल रही परियोजनाएं)	30.0 लाख रुपये से ऊपर के अनुदान से चलाई जाने वाली बड़ी परियोजनाएं।	5.0 लाख रुपये से ऊपर के अनुदान से चलाई जाने वाली बड़ी परियोजनाएं।	20/प्रति परियोजना

		5.0 लाख रुपये से 30.00 लाख रुपए तक के अनुदान से चलाई जाने वाली बड़ी परियोजनाएं।	न्यूनतम 3.00 लाख से 5.00 लाख रुपए तक के अनुदान से चलाई जाने वाली बड़ी परियोजनाएं।	15/प्रति परियोजना
		लघु परियोजनाएं (50,000 रुपये से 5 लाख रुपए तक के अनुदान से चलाई जाने वाली लघु परियोजनाएं)	लघु परियोजनाएं (25,000 रुपये से 3 लाख रुपए तक के अनुदान से चलाई जाने वाली लघु परियोजनाएं)	10/प्रति परियोजना
III (ग) (ii)	परामर्शदात्री परियोजनाएं (समाप्त/चल रही परियोजनाएं)	न्यूनतम 3.00 लाख रुपए की धनराशि वाली परियोजनाएं	न्यूनतम 1.00 लाख रुपए की धनराशि वाली परियोजनाएं	10/प्रति 3 लाख रुपये पर तथा 1 लाख रुपये पर
III (ग) (iii)	पूर्ण की गई परियोजनाएं (गुणवत्ता मूल्यांकन)	पूर्ण की गई परियोजना की रिपोर्ट (वित्तपोषण करने वाली एजेंसी द्वारा स्वीकार्यता)	पूर्ण की गई परियोजना की रिपोर्ट (वित्तपोषण करने वाली एजेंसी द्वारा स्वीकार्यता)	20/प्रति बड़ी परियोजना 10/प्रति लघु परियोजना
III (ग) (iv)	परियोजनाएं निष्कर्ष/परिणाम	केन्द्र तथा राज्य स्तर के सरकारी निकायों के बृहद् नीतिगत दस्तावेज पेटेंट/प्रौद्योगिकी हस्तांतरण/उत्पाद/प्रक्रिया	केन्द्र तथा राज्य स्तर के सरकारी निकायों के बृहद् नीतिगत दस्तावेज पेटेंट/प्रौद्योगिकी हस्तांतरण/उत्पाद/प्रक्रिया	30/प्रति राष्ट्रीय स्तर परिणाम या पेटेंट 50/प्रति अंतर्राष्ट्रीय स्तर के लिए
III (घ)	अनुसंधान मार्गदर्शन			
III. (घ). (i)	एग.फिल./एम.ई. /एम.टेक	केवल डिग्री प्रदान की गई	केवल डिग्री प्रदान की गई	3/प्रति अभ्यर्थी
III. (घ). (ii)	पीएच.डी.	केवल डिग्री प्रदान की गई	केवल डिग्री प्रदान की गई	10/प्रति अभ्यर्थी
		शोध प्रबंध जमा किया गया	शोध प्रबंध जमा किया गया	7/प्रति अभ्यर्थी

III (ड) प्रशिक्षण पाठ्यक्रम तथा सम्मेलन/संगोष्ठी/कार्यशाला पत्र				
III. (ड). (i)	पुनश्चर्या पाठ्यक्रम, पद्धति कार्यशाला, प्रशिक्षण, शिक्षण-अधिगम-मूल्यांकन प्रौद्योगिकी कार्यक्रम, साफ्ट दक्षता विकास कार्यक्रम, संकाय विकास कार्यक्रम, जिनमें भाग लिया [अधिकतम 30 अंक (प्वाइंट)]	(क) दो सप्ताहों से कम की अवधि न हो।	(क) दो सप्ताहों से कम की अवधि न हो।	20/प्रति
		(ख) एक सप्ताह की अवधि	(ख) एक सप्ताह की अवधि	10/प्रति
III. (ड). (ii)	सम्मेलनों/संगोष्ठियों/कार्यशालाओं आदि में पत्र**।	निम्नलिखित में अनुसंधान पत्रों (मौखिक/पोस्टर) की भागीदारी तथा प्रस्तुतिकरण :	निम्नलिखित में अनुसंधान पत्रों (मौखिक/पोस्टर) की भागीदारी तथा प्रस्तुतिकरण :-	
		(क) अंतर्राष्ट्रीय सम्मेलन	(क) अंतर्राष्ट्रीय सम्मेलन	15/प्रति
		(ख) राष्ट्रीय	(ख) राष्ट्रीय	10/प्रति
		(ग) क्षेत्रीय/राज्य स्तर	(ग) क्षेत्रीय/राज्य स्तर	5/प्रति
		(घ) स्थानीय विश्वविद्यालय/कॉलेज स्तर	(घ) स्थानीय विश्वविद्यालय/कॉलेज स्तर	3/प्रति
III. (ड). (iii)	सम्मेलनों/परिसंवादों हेतु व्याख्यान या प्रस्तुतिकरण आमंत्रित	(क) अंतर्राष्ट्रीय	(क) अंतर्राष्ट्रीय	10/प्रति
		(ख) राष्ट्रीय स्तर	(ख) राष्ट्रीय स्तर	5/प्रति

*जहाँ कहीं भी विशिष्ट विधा के लिए संगत हो, संदर्भित जर्नलों में पत्रों हेतु ए.पी.आई. अंकों को निम्नानुसार बढ़ाया जायेगा (i) इन्डेक्सड जर्नल्स-5 अंकों से; (ii) 1 तथा 2 के बीच "इम्पेक्ट फैक्टर" वाले पत्रों के लिए-10 अंकों से; (iii) 2 से 5 के बीच "इम्पेक्ट फैक्टर" वाले पत्रों के लिए-15 अंकों से; (iv) 5 से 10 के बीच "इम्पेक्ट फैक्टर" वाले पत्रों के लिए-25 अंकों से।

**यदि किसी पत्र को किसी सम्मेलन/संगोष्ठी में रखा गया हो तथा कार्यवाही के रूप में प्रकाशित किया गया हो, तो अंक प्रकाशन के लिए ही जमा होंगे [III (क)], न की प्रस्तुतिकरण के लिए जमा होंगे [III (ड) (ii)]

नोट:

1. इन विनियमों में प्रस्तावित है कि समन्वय समिति तथा विश्वविद्यालय के लिए आवश्यक होगा कि वह छः माह के भीतर श्रेणी-III 'क' तथा 'ख' के तहत जर्नल्स, पिरीयाडिकल्स तथा प्रकाशकों की विषय-वार सूची तैयार करे तथा उसे प्रकाशित करे। उस समय तक, स्क्रीनिंग/चयन समितियां प्रकाशनों के श्रेणीकरण तथा अंकों का मूल्यांकन तथा सत्यापन करेंगी।
2. संयुक्त प्रकाशनों हेतु ए.पी.आई. का निम्नलिखित पद्धति से परिकलन करना होगा: संबंधित शिक्षक द्वारा संगत श्रेणी के प्रकाशन के कुल अंकों से प्रथम/मूल लेखक तथा उसके समकक्ष शिक्षक के लेखक/पर्यवेक्षक/मैन्टर कुल अंकों को समान रूप से बाँट लेंगे, यदि लेखकों की संख्या अधिक हो, तो पहले दो लेखकों को कुल अंकों के 60 प्रतिशत के बराबर अंक मिलेंगे तथा शेष 40 प्रतिशत अंक सभी अन्य लेखकों द्वारा बराबर बाँटे जायेंगे।

तालिका-II (क)

विश्वविद्यालय के विभागों में कैरियर उन्नति योजना (सी.ए.एस.) के अंतर्गत शिक्षकों की पदोन्नति के लिए, परिशिष्ट-I तालिका-I में दिये गये अनुसार, लागू किए जाने वाले न्यूनतम अकादमिक निष्पादन सूचकांक, (ए.पी.आई) तथा विशेषज्ञ मूल्यांकन हेतु वेटेज अंक

क्रम सं०		सहायक प्रोफेसर/ समवर्ती संवर्ग: (स्टेज 1 से स्टेज 2)	सहायक प्रोफेसर/ समवर्ती संवर्ग: (स्टेज 2 से 3 स्टेज तक)	सहायक प्रोफेसर (स्टेज 3) से एसोसिएट प्रोफेसर/ समवर्ती संवर्ग (स्टेज 4)	एसोसिएट प्रोफेसर (स्टेज 4) से प्रोफेसर/ समवर्ती संवर्ग (स्टेज 5)	प्रोफेसर (स्टेज 5) से प्रोफेसर (स्टेज 6)
I	शिक्षण-अधिगम, मूल्यांकन संबंधी क्रियाकलाप (श्रेणी-I)	75/वर्ष	75/वर्ष	75/वर्ष	75/वर्ष	75/वर्ष
II	सह-पाठ्यतर विस्तार तथा व्यवसाय संबंधी कार्यकलाप (श्रेणी-II)	15/वर्ष	15/वर्ष	15/वर्ष	15/वर्ष	15/वर्ष
III	श्रेणी-I और श्रेणी-II के तहत न्यूनतम कुल औसत वार्षिक अंक*	100/वर्ष	100/वर्ष	100/वर्ष	100/वर्ष	100/वर्ष
IV	अनुसंधान और अकादमिक योगदान (श्रेणी-III)	10/वर्ष (40/मूल्यांकन अवधि)	20/वर्ष (100/मूल्यांकन अवधि)	30/वर्ष (90/मूल्यांकन अवधि)	40/वर्ष (120/मूल्यांकन अवधि)	50/वर्ष (500/मूल्यांकन अवधि)
V	विशेषज्ञ मूल्यांकन प्रणाली	स्क्रीनिंग समिति	स्क्रीनिंग समिति	चयन समिति	चयन समिति	विशेषज्ञ समिति
	विशेषज्ञ मूल्यांकन में वेटेज अंकों का प्रतिशत वितरण (कुल वेटेज अंक = 100) पदोन्नति के लिए कम से कम 50 अंक अपेक्षित हैं।	अलग से कोई अंक नहीं। स्क्रीनिंग समिति को ए.पी.आई. अंकों (स्कोर) का सत्यापन करना है।	अलग से कोई अंक नहीं। स्क्रीनिंग समिति को ए.पी.आई. अंकों (स्कोर) का सत्यापन करना है।	अनुसंधान में योगदान 30 प्रतिशत। कार्यक्षेत्र ज्ञान का मूल्यांकन तथा शिक्षण प्रवर्धन-50 प्रतिशत। साक्षात्कार निष्पादन-20 प्रतिशत।	अनुसंधान में योगदान-50 प्रतिशत। कार्यक्षेत्र ज्ञान तथा शिक्षण प्रवर्धन-30 प्रतिशत। साक्षात्कार निष्पादन-20 प्रतिशत।	अनुसंधान में योगदान-50 प्रतिशत। निष्पादन मूल्यांकन तथा सदर्भ प्रक्रिया द्वारा अन्य प्रत्यय पत्र-50 प्रतिशत।

नोट: उन विश्वविद्यालयों के लिए जहाँ छठा पी.आर.सी. अवार्ड लागू है, वहाँ 6000, 7000, 8000, 9000, 10,000 तथा 12,000 रुपए की समवर्ती ए.पी.आई. की क्रमशः 1,2,3,4,5 और 6 स्टेज हैं।

तालिका II (ख)

कैरियर उन्नति योजना (सी.ए.एस.) के अंतर्गत महाविद्यालयों (स्नातक-पूर्व तथा स्नातकोत्तर) में शिक्षकों की पदोन्नति के लिए, तालिका 1 में दिए गये अनुसार, लागू किए जाने वाले अकादमिक निष्पादन सूचकांक (ए.पी.आई.) तथा विशेषज्ञ मूल्यांकन हेतु वेटेज अंक।

क्रम सं०		सहायक प्रोफेसर/समवर्ती संवर्ग: (स्टेज 1 से स्टेज 2)	सहायक प्रोफेसर/समवर्ती संवर्ग: (स्टेज 2 से स्टेज 3 तक)	सहायक प्रोफेसर (स्टेज 3) से एसोसिएट प्रोफेसर/समवर्ती संवर्ग (स्टेज 4)	निरूपित पदों के अनुसार महाविद्यालयों में एसोसिएट प्रोफेसर से प्रोफेसर के पद (स्टेज 5) पर पदोन्नति
I	शिक्षण-अधिगम, मूल्यांकन संबंधी क्रियाकलाप (श्रेणी-I)	75/वर्ष	75/वर्ष	75/वर्ष	75/वर्ष
II	सह-पाठ्येतर, विस्तार तथा व्यधसाय संबंधी क्रियाकलाप (श्रेणी-II)	15/वर्ष	15/वर्ष	15/वर्ष	15/वर्ष
III	श्रेणी-I और श्रेणी-II के तहत न्यूनतम कुल औसत वार्षिक अंक*	100/वर्ष	100/वर्ष	100/वर्ष	100/वर्ष
IV	अनुसंधान और अकादमिक योगदान (श्रेणी-III)	5/वर्ष (20/मूल्यांकन अवधि)	10/वर्ष (50/मूल्यांकन अवधि)	15/वर्ष (45/मूल्यांकन अवधि)	20/वर्ष (60/मूल्यांकन अवधि)
	विशेषज्ञ मूल्यांकन प्रणाली	स्क्रीनिंग समिति	स्क्रीनिंग समिति	चयन समिति	चयन समिति
V	विशेषज्ञ मूल्यांकन में वेटेज अंकों का प्रतिशत वितरण (कुल वेटेज अंक=100) पदोन्नति के लिए कम से कम 50 अंक अपेक्षित हैं।	अलग से कोई अंक नहीं। स्क्रीनिंग समिति को ए.पी.आई. अंकों का सत्यापन करना है।	अलग से कोई अंक नहीं। स्क्रीनिंग समिति को ए.पी.आई. अंकों का सत्यापन करना है।	अनुसंधान में योगदान-20 प्रतिशत। कार्यक्षेत्र ज्ञान तथा शिक्षण प्रेक्टिस-60 प्रतिशत। साक्षात्कार निष्पादन-20 प्रतिशत।	अनुसंधान में योगदान-30 प्रतिशत। कार्यक्षेत्र ज्ञान तथा शिक्षण प्रेक्टिस-50 प्रतिशत। साक्षात्कार निष्पादन-20 प्रतिशत।

* शिक्षक श्रेणी I या श्रेणी II में से 10 अंक प्राप्त कर सकते हैं, जिससे वे श्रेणी I+II के तहत न्यूनतम अपेक्षित अंक प्राप्त कर सकें।

नोट: उन विश्वविद्यालयों के लिए जहाँ छटा पी.आर.सी. अवार्ड लागू है, वहाँ 6000, 7000, 8000, 9000 तथा 10,000 रूपए की समवर्ती एजीपी की क्रमशः 1,2,3,4 और 5 स्टेज हैं।

तालिका II (क) तथा II (ख) के लिए व्याख्यात्मक टिप्पण

1. सभी विश्वविद्यालय/कॉलेज इन तालिकाओं में अकादमिक निष्पादन सूचकांक (ए.पी.आई.) से संबंधित अपेक्षित सूचना के लिए सत्यापन योग्य प्रणाली, इन विनियमों के अधिसूचित होने से तीन माह के भीतर स्थापित करेंगे; इनका विश्वविद्यालयों/कॉलेजों के आंतरिक गुणवत्ता मूल्यांकन प्रकोष्ठ (आई.क्यू.ए.सी.) द्वारा वार्षिक रूप से दरतावेजीकरण, तथा परितुलन करना होगा, ताकि विश्वविद्यालय/कॉलेज प्राधिकरण अनुवर्ती कार्यवाही करें। इस प्रक्रिया को सुगम बनाने के लिए, सभी शिक्षक वार्षिक रूप से आई.क्यू.ए.सी. को एक विधिवत रूप से भरा हुआ निष्पादन आधारित मूल्यांकन प्रणाली (पी.बी.ए.एस.) प्रपत्र प्रस्तुत करेंगे।
2. तथापि, पूर्ववर्ती की सूचना को एकत्रित करने में समस्या का समाधान करने हेतु तथा कैरियर उन्नति योजना (सी.ए.एस.) पदोन्नति में 31.12.2010 से इन विनियमों को कार्यान्वित करने के लिए ए.पी.आई. आधारित पी.बी.ए.एस. को भविष्य में उत्तरोत्तर समाप्त कर दिया जाएगा।
3. तदनुसार, प्रारंभ में विश्वविद्यालय/कॉलेजों में मौजूदा प्रणाली के तहत तालिका II(क) तथा II(ख) में यथा दर्शाए गए औसत न्यूनतम प्राप्तांक के साथ इन तालिकाओं में उल्लिखित श्रेणी I तथा II के ए.पी.आई. प्राप्तांकों के आधार पर पी.बी.ए.एस. एक वर्ष के लिए लागू की जाएगी। वार्षिक रूप से निकाले गए ए.पी.आई. प्राप्तांकों को तत्पश्चात् उत्तरोत्तर जोड़ना होगा, जैसे ही शिक्षक अगले संवर्ग में सी.ए.एस. के लिए योग्य हो जाता है। इस प्रकार से, यदि कोई शिक्षक वर्ष 2011 में सी.ए.एस. पदोन्नति के लिए पात्र होता है, तो केवल 2009-2010 के ए.पी.आई. प्राप्तांक ही मूल्यांकन के लिए अपेक्षित होंगे। यदि शिक्षक वर्ष 2012 में सी.ए.एस. पदोन्नति हेतु पात्र होता है तो, इन श्रेणियों के लिए दो वर्ष की औसत की ही मूल्यांकन हेतु आवश्यकता होगी, इसी प्रकार उत्तरोत्तर संपूर्ण मूल्यांकन अवधि पूर्ण की जाएगी।
4. जैसा कि तालिका II में दर्शाया गया है, प्रत्येक श्रेणी में न्यूनतम विहित प्राप्तांकों के अध्याधीन अपेक्षित न्यूनतम ए.पी.आई. प्राप्तांक के कुल जमा को किन्हीं दो विस्तृत श्रेणियों से जोड़ा जा सकता है। यह उन शिक्षकों को उचित महत्व (अंक) प्रदान करेगा, जो कि श्रेणी I तथा II में दिए गए किसी घटक के माध्यम से अतिरिक्त योगदान करते हैं साथ ही विभिन्न संस्थागत ढांचे में पृथक प्रकृति का योगदान भी करते हैं।
5. श्रेणी III के लिए (अनुसंधान तथा अकादमिक योगदान), शिक्षकों द्वारा पिछले रिकार्ड का रख-रखाव सामान्य आधार पर किया जाता है। इसलिए संपूर्ण मूल्यांकन अवधि के लिए इस श्रेणी हेतु ए.पी.आई. प्राप्तांक को लागू करने में किसी समस्या की परिकल्पना नहीं की गई है। इस श्रेणी में, प्रत्येक स्टेज में पदोन्नति के लिए कुल न्यूनतम प्राप्तांक अपेक्षित होता है। वैकल्पिक रूप से किसी शिक्षक को पिछले दो स्टेजों को एक साथ मिलाकर न्यूनतम कुल प्राप्तांक प्राप्त करने होंगे।
6. अभ्यर्थी, यदि तालिका-I और II में दर्शाए गए न्यूनतम ए.पी.आई. प्राप्तांकों को पूरा करते हैं, तो उन्हें पदोन्नति के लिए मूल्यांकन हेतु अपेक्षित प्रोफार्मा में स्वयं आवेदन करना चाहिए। यदि वे अपने आपको पात्र मानते हैं, तो अंतिम तिथि से तीन माह पूर्व वे ऐसा कर सकते हैं। जो अभ्यर्थी अपने आपको पात्र नहीं समझते हैं, वे भी बाद में आवेदन कर सकते हैं।
7. तथापि, यदि अभ्यर्थी अंतिम मूल्यांकन पर, तालिका II (क) तथा II (ख) की पंक्ति तीन और चार के तहत न्यूनतम मानदंड को पूरा नहीं करते हैं, या विशेषज्ञ मूल्यांकन में 50 प्रतिशत से कम अंक प्राप्त करते हैं तो उनका पुनःमूल्यांकन एक वर्ष की अवधि के बाद ही किया जाएगा।
8. (क) यदि अभ्यर्थी न्यूनतम पात्रता अवधि को पूरा होने पर पदोन्नति के लिए आवेदन करता है तथा सफल होता है तो पदोन्नति की तिथि पात्रता की न्यूनतम अवधि मानी जाएगी।
(ख) तथापि, यदि अभ्यर्थी यह पाता है कि वह बाद की तिथि में पात्रता की शर्तें पूरा करता है तथा उस तिथि को आवेदन करता है और सफल होता है तो उसकी पदोन्नति आवेदन की तिथि से मानी जाएगी।
(ग) यदि अभ्यर्थी प्रथम मूल्यांकन में सफल नहीं होता है परंतु बाद के मूल्यांकन में सफल होता है तो उसकी पदोन्नति बाद की तिथि से मानी जाएगी।

तालिका-11 (ग)

विश्वविद्यालय के विभागों/महाविद्यालयों (कालेजों) में शिक्षकों की सीधी भर्ती के लिए अकादमिक निष्पादन सूचकांक (ए.पी.आई.) हेतु न्यूनतम स्कोर तथा विनियमों में विनिर्धारित अन्य विशिष्ट पात्रता अर्हताओं के साथ-साथ चयन समिति द्वारा वेटेज दिए जाने वाले बिन्दु

	सहायक-प्रोफेसर/समवर्ती संवर्ग (स्टेज 1)	एसोसिएट प्रोफेसर/समवर्ती संवर्ग (स्टेज 4)	प्रोफेसर/समवर्ती संवर्ग (स्टेज 5)
न्यूनतम ए.पी.आई. अंक (स्कोर)	इन विनियमों में विनिर्धारित न्यूनतम अर्हता	ए.पी.आई. की श्रेणी III से 300 अंकों की समेकित ए.पी.आई. अंक अपेक्षा	ए.पी.आई. की श्रेणी III से 400 अंकों की समेकित ए.पी.आई. अंक अपेक्षा
चयन समिति मानदंड/वेटेज (कुल वेटेज =100)	<p>(क) अकादमिक रिकार्ड तथा अनुसंधान निष्पादन (50 प्रतिशत)</p> <p>(ख) कार्यक्षेत्र ज्ञान तथा शिक्षण कौशल का मूल्यांकन (30 प्रतिशत)</p> <p>(ग) साक्षात्कार निष्पादन (20 प्रतिशत)</p>	<p>(क) अकादमिक पृष्ठभूमि (20 प्रतिशत)</p> <p>(ख) ए.पी.आई. अंक तथा प्रकाशनों की गुणवत्ता के आधार पर अनुसंधान निष्पादन (40 प्रतिशत)</p> <p>(ग) कार्यक्षेत्र ज्ञान तथा शिक्षण कौशल का मूल्यांकन (20 प्रतिशत)</p> <p>(घ) साक्षात्कार निष्पादन (20 प्रतिशत)</p>	<p>(क) अकादमिक पृष्ठभूमि (20 प्रतिशत)</p> <p>(ख) ए.पी.आई. अंक तथा प्रकाशनों की गुणवत्ता के आधार पर अनुसंधान निष्पादन (40 प्रतिशत)</p> <p>(ग) कार्यक्षेत्र ज्ञान तथा शिक्षण कौशल का मूल्यांकन (20 प्रतिशत)</p> <p>(घ) साक्षात्कार निष्पादन (20 प्रतिशत)</p>

नोट: उन विश्वविद्यालयों/महाविद्यालयों के लिए जहाँ छठा पी.आर.सी. अवार्ड लागू है, स्टेज 1, 4 तथा 5 के लिए क्रमशः एजीपी के 6000, 9000 तथा 10,000 रूपए के वेतनमान हैं।

तालिका-III

विश्वविद्यालयों तथा कॉलेजों में शिक्षकों की पदोन्नति के लिए न्यूनतम अकादमिक निष्पादन तथा सेवा अपेक्षाएं

क्रम0 स0	सी.ए.एस. के माध्यम से शिक्षकों की पदोन्नति	सेवा अपेक्षा	अपेक्षित न्यूनतम अकादमिक निष्पादन तथा स्क्रीनिंग/चयन मानदंड
1.	सहायक प्रोफेसर/समकक्ष संवर्ग (स्टेज 1 से 2)	स्टेज 1 में सहायक प्रोफेसर तथा पीएच.डी. के साथ चार वर्ष की सेवा पूर्ण की हो अथवा एल.एल.एम., एम.टेक. जैसे व्यावसायिक पाठ्यक्रमों में एम.फिल./ स्नातकोत्तर डिग्री के साथ पाँच वर्ष की सेवा अथवा व्यवसायिक पाठ्यक्रमों में पीएच.डी./एम.फिल./ स्नातकोत्तर डिग्री के बिना छः वर्ष की सेवा पूरी की हो।	(i) परिशिष्ट-1 की तालिका II(क)/ II(ख) में उपबंधित मानदंडों के अनुसार संबंधित विश्वविद्यालय द्वारा विकसित पी. बी.ए.एस. अंक प्राप्ति प्रोफार्मा का उपयोग करते हुए न्यूनतम ए.पी.आई. अंक (स्कोर)। (ii) अभातशिप/केन्द्र/राज्य सरकार/ टी.ई.क्यू.आई.पी./सी.आई.आई.आई.एल. पी./आई.एस.टी.ई./एन.आई.टी.टी.टी. आर./आई.आई.टी./डी.टी.ई./एस.बी.टी. ई./विश्वविद्यालय इत्यादि द्वारा अनुमोदित अथवा संचालित 2/3 सप्ताह की अवधि का एक पुनश्चर्या/अनुसंधान पद्धति तथा एक अभिविन्यास पाठ्यक्रम। (iii) पदोन्नति की अनुशंसा के लिए स्क्रीनिंग सह सत्यापन प्रक्रिया।
2.	सहायक प्रोफेसर/समकक्ष संवर्ग (स्टेज 2 से 3)	सहायक प्रोफेसर, जिसने स्टेज 2 में पांच वर्ष की सेवा पूर्ण कर ली हो।	(i) परिशिष्ट-1 की तालिका II(क)/ II(ख) में उपबंधित मानदंडों के अनुसार संबंधित विश्वविद्यालय द्वारा विकसित पी. बी.ए.एस. अंक प्राप्ति प्रोफार्मा का उपयोग करते हुए न्यूनतम ए.पी.आई. अंक। (ii) अभातशिप/केन्द्र/राज्य सरकार/ टी.ई.क्यू.आई.पी./सी.आई.आई.आई.एल. पी./आई.एस.टी.ई./एन.आई.टी.टी.टी. आर./आई.आई.टी./डी.टी.ई./एस.बी.टी. ई./विश्वविद्यालय इत्यादि द्वारा अनुमोदित अथवा संचालित पुनश्चर्या पाठ्यक्रमों, पद्धति कार्यशालाओं प्रशिक्षण,

			<p>शिक्षण-अधिगम-मूल्यांकन प्रौद्योगिकी कार्यक्रमों, सॉफ्ट दक्षता विकास कार्यक्रमों की श्रेणी से एक पाठ्यक्रम/कार्यक्रम तथा 2/3 सप्ताह की अवधि का एक संकाय विकास कार्यक्रम।</p> <p>(iii) पदोन्नति की अनुशंसा के लिए स्क्रीनिंग सह सत्थापन प्रक्रिया।</p>
3.	सहायक प्रोफेसर (स्टेज 3) से एसोसिएट प्रोफेसर(स्टेज 4)	सहायक प्रोफेसर, जिसने स्टेज 3 में तीन वर्ष की सेवा पूर्ण कर ली हो।	<p>(i) परिशिष्ट-I की तालिका II(क)/II(ख) में उपबधित मानदंडों के अनुसार संबंधित विश्वविद्यालय द्वारा विकसित पी. बी.ए.एस. अंक प्राप्ति प्रोफार्मा का उपयोग करते हुए न्यूनतम ए.पी.आई. अंक।</p> <p>(ii) सहायक प्रोफेसर के रूप में संपूर्ण अवधि (बारह वर्ष) में कम से कम तीन प्रकाशन। तथापि, महाविद्यालयों (कालेजों) के शिक्षकों के मामले में एम.फिल. की डिग्री धारकों को एक प्रकाशन की छूट दी जाएगी तथा पीएच.डी. धारकों को दो प्रकाशनों की छूट दी जाएगी।</p> <p>(iii) अभातशिप/केन्द्र/राज्य सरकार/टी.ई.क्यू.आई.पी./सी.आई.आई.आई.एल.पी./आई.एस.टी.ई./एन.आई.टी.टी.टी.आर./आई.आई.टी./डी.टी.ई./एस.बी.टी.ई./विश्वविद्यालय इत्यादि द्वारा अनुमोदित अथवा संचालित पुनश्चर्या पाठ्यक्रमों, पद्धति कार्यशालाओं, प्रशिक्षण, शिक्षण-अधिगम-मूल्यांकन प्रौद्योगिकी कार्यक्रमों, सॉफ्ट दक्षता विकास कार्यक्रमों की श्रेणी से एक पाठ्यक्रम/कार्यक्रम तथा न्यूनतम एक सप्ताह की अवधि का एक संकाय विकास कार्यक्रम।</p> <p>(iv) परिशिष्ट-I की तालिका II(क) तथा II(ख) और इस विनियम में यथा अनुबधित चयन समिति प्रक्रिया।</p>

4.	एसोसिएट प्रोफेसर (स्टेज 4) प्रोफेसर/समकक्ष संवर्ग (स्टेज 5)	<p>एसोसिएट प्रोफेसर, जिसने स्टेज 4 में तीन वर्ष की सेवा पूर्ण कर ली हो।</p> <p>(i) परिशिष्ट-1 की तालिका II(क)/II(ख) में उपबंधित मानदंडों के अनुसार संबंधित विश्वविद्यालय द्वारा विकसित पी. बी.ए.एस. अंक प्राप्ति प्रोफार्मा का उपयोग करते हुए न्यूनतम वार्षिक/संचयी ए.पी. आई. अंक। शिक्षक, आवश्यकता होने पर, न्यूनतम ए.पी.आई. प्राप्त करने हेतु दो मूल्यांकन अवधियों (स्टेज 2 तथा 3 में) को जोड़ सकता है।</p> <p>(ii) शिक्षक को स्टेज 3 में रखे जाने की अवधि से न्यूनतम पांच प्रकाशन।</p> <p>(iii) परिशिष्ट-1 की तालिका II(क) तथा II(ख) और इस विनियम में यथा अनुबंधित चयन समिति प्रक्रिया।</p>
5.	प्रोफेसर(स्टेज 5) से प्रोफेसर (स्टेज 6)	<p>प्रोफेसर, जिसकी 10 वर्षों की सेवा पूर्ण हो गई हो (केवल विश्वविद्यालय)।</p> <p>(i) परिशिष्ट-1 की तालिका II(क) में उपबंधित मानदंडों के अनुसार मूल्यांकन अवधि के लिए न्यूनतम वार्षिक/संचयी ए.पी.आई. अंक।</p> <p>(ii) अतिरिक्त प्रत्ययों के लिए निम्नलिखित के साथ निम्नलिखित साक्ष्य देने होंगे : (क) वाचस्पति उपरांत उच्च स्तर के अनुसंधान कार्य; (ख) पुरस्कार/सम्मान/पहचान/पेटेंटों तथा उत्पादों एवं विकसित प्रक्रियाओं पर आई. पी.आर./प्राप्त प्रौद्योगिकी हस्तांतरण; तथा (ग) अतिरिक्त अनुसंधान डिग्री जैसे डी.एससी., डी.लिट., एल.एल.बी. आदि।</p> <p>(iii) परिशिष्ट-1 की तालिका II(क) तथा II(ख) और इस विनियम में यथा अनुबंधित विशेषज्ञ समिति द्वारा समीक्षा प्रक्रिया।</p>

*सी.ए.एस. के तहत एसोसिएट प्रोफेसर की पदोन्नति चाहने वाले शिक्षकों को, जो कि इस अधिसूचना की तिथि पर स्टेज 2 में सहायक प्रोफेसर हैं, उनके लिए पीएच.डी. अथवा समकक्ष प्रकाशनों की वर्तमान अपेक्षाएं लागू रहेंगी। यदि कुछ शिक्षक इस मानदंड को भी पूरा नहीं करते हैं, तो चयन समिति परिशिष्ट-1 की श्रेणी I तथा II में वर्णित मानदंड अनुसार यथोचित वेटेज दे सकती है। अन्य सभी जो इस अधिसूचना के उपरांत स्टेज 2 में प्रवेश करेंगे, उन पर विनियमों में परिभाषित, तीन प्रकाशनों की अपेक्षाएं लागू होंगी।

वर्ग : II

सह-पाठ्येत्तर, विस्तार, व्यावसायिक विकास संबंधी कार्यकलाप

कृपया निम्नलिखित में से किसी एक के लिए अपना योगदान दर्शायें :

क्रम सं०	कार्यकलाप का प्रकार	औसत घंटे / सप्ताह	ए.पी.आई. अंक स्कोर
	(i) विस्तार, सह-पाठ्येत्तर एवं विषयक्षेत्र आधारित कार्यकलाप		
	कुल (अधिकतम अंक : 20)		
	(ii) संस्थान के प्रबंधन तथा कारपोरेट जीवन में योगदान	वार्षिक / सेमेस्टर-वार उत्तरदायित्व	ए.पी.आई. अंक स्कोर
	कुल (अधिकतम अंक : 15)		
	(iii) व्यावसायिक विकासगत गतिविधियां		
	कुल (अधिकतम अंक : 15)		
	कुल अंक (i+ii-iii) (अधिकतम अंक : 25)		

(iii) एकल लेखक या संपादक के रूप में प्रकाशित पुस्तकें							
क्रम सं०	पृ.सं. सहित शीर्षक	पुस्तक का प्रकार एवं कर्तृव्य	प्रकाशक एवं आई.एस.एस. एन./आई.एस.बी.एन. संख्या	क्या समकक्ष समीक्षा की गई	सह-लेखकों की संख्या	क्या आप मुख्य लेखक हैं?	ए.पी.आई. स्कोर
(iii) (ग) चल रही एवं पूर्ण हो चुकीं शोध तथा परामर्शी परियोजनाएं							
(ग) (i एवं ii) चल रही परियोजनाएं/परामर्श कार्य							
क्रम सं०	शीर्षक	अभिकरण	अवधि	गतिशील अनुदान राशि (लाख रू० में)			ए.पी.आई. स्कोर
(ग) (iii एवं iv) पूर्ण हुई परियोजनाएं/परामर्श कार्य							
क्रम सं०	नामांकन सं०	अभिकरण	अवधि	गतिशील अनुदान राशि (लाख रू० में)	निष्कर्ष रूप में पॉलिसी दस्तावेज/पेटेंट	ए.पी.आई. स्कोर	

(घ) शोध मार्गदर्शन

क्रम सं०	अनुक्रमांक सं०	जमा किया गया शोध प्रबंध	प्रदत्त डिग्री	ए.पी.आई. स्कोर
एम.ई./एम.टैक. / उपयुक्त क्षेत्र में रनातकोत्तर				
पी. एच.डी. या समकक्ष				

(ड) (i) प्रशिक्षण पाठ्यक्रम, शिक्षण-अधिगम-मूल्यांकन प्रौद्योगिकी कार्यक्रम, संकाय विकास कार्यक्रम (एक सप्ताह की अवधि से कम नहीं)

क्रम सं०	कार्यक्रम	अवधि	द्वारा आयोजित	ए.पी.आई. स्कोर

(ड) (ii) सम्मेलनों, संगोष्ठियों, कार्यशालाओं, परिसंवादों में प्रस्तुत किए गए पत्र

क्रम सं०	प्रस्तुत पत्र का शीर्षक	सम्मेलन/संगोष्ठी का विषय	द्वारा आयोजित	क्या अंतर्राष्ट्रीय/राष्ट्रीय/राज्य/प्रादेशिक/कालेज या विश्वविद्यालय स्तर पर हुए	ए.पी.आई. स्कोर

(ड) (iii) राष्ट्रीय या अंतर्राष्ट्रीय सम्मेलन, संगोष्ठी आदि में आमंत्रित व्याख्यान एवं अध्यक्षता

क्रम सं०	व्याख्यान/अकादमिक सत्र का शीर्षक	सम्मेलन/संगोष्ठी का विषय	द्वारा आयोजित	क्या अंतर्राष्ट्रीय/राष्ट्रीय है?	ए.पी.आई. स्कोर

(iv) ए.पी.आई. अंकों का सार				
क्रम सं०	मानदण्ड	गत अकादमिक वर्ष	आकलन अवधि हेतु कुल ए.पी.आई. अंक	आकलन अवधि हेतु वार्षिक औसत ए.पी.आई. अंक
I	शिक्षण, अधिगम तथा मूल्यांकन संबंधी कार्यकलाप			
II	राह-पाठ्येतर, विस्तार, व्यावसायिक विकास आदि			
	कुल I + II			
III	शोध एवं अकादमिक योगदान			

भाग ग : अन्य संबंधित सूचना

कृपया किसी अन्य विश्वसनीय, महत्वपूर्ण योगदान, प्राप्त किए गए अवार्ड्स आदि का ब्यौरा दें, जिसे पूर्व में नहीं दर्शाया गया है :

क्रम सं०	ब्यौरा (जहां कहीं आवश्यक हो, वर्ष, मूल्य आदि दर्शाये)

संलग्नकों की सूची : (जहां कहीं आवश्यक हो, कृपया प्रमाणपत्रों, स्वीकृति आदेशों, पत्रों आदि की प्रतियां साथ लगाएं)

क्रम सं०	क्रम सं०
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

में प्रमाणित करता/करती हूँ कि यहां दी गई जानकारीयां, विश्वविद्यालय में उपलब्ध रिकार्ड के अनुसार सही हैं तथा विधिवत भरे गए पी.बी.ए.एस. प्रोफार्मा के साथ दस्तावेज लगाए गए हैं।

संकाय सदस्य के हस्ताक्षर
पद, स्थान एवं तिथि सहित

विभागाध्यक्ष/विद्यालय अध्यक्ष
/प्राचार्य के हस्ताक्षर

नोट : कैरियर उन्नति योजना (सी.ए.एस.) पदोन्नति हेतु वार्षिक स्व मूल्यांकित प्रोफॉर्मा, विधिवत भरा हुआ, की सभी संलग्नको सहित विश्वविद्यालय/कालेज द्वारा जांच की जायेगी तथा इसकी सूचना आई.क्यू.ए.सी., को प्रेषित की जायेगी।

पी.बी.ए.एस. प्रोफार्मा के भाग ख को भरने हेतु अनुदेश

प्रोफॉर्मा का भाग-ख, अमातशिप विनियम 2010 पर आधारित है। इसको हाल ही में समाप्त हुए अकादमिक वर्ष हेतु भरा जायेगा।

प्रोफॉर्मा, इन तालिकाओं तथा स्व-आकलन किए गए अंकों के आधार पर भरा जायेगा। प्रत्येक श्रेणी के लिए दिये जाने वाले अथवा अग्रसारित किये जाने वाले अधिकतम स्कोर को तालिका में दिया गया है।

स्व-मूल्यांकित प्राप्तांक अंक नीचे दर्शाये गए सूचकांकों/कार्यकलापों पर आधारित होंगे। विश्वविद्यालय, उनके अनुभवों एवं अपेक्षाओं पर आधारित विस्तृत सूचकांकों और संबंधित अंकों में परिशिष्ट III, तालिका I में वर्गों एवं उपवर्गों को दिए गए प्राप्तांकों में परिवर्तन किए बगैर, संशोधित कर सकते हैं।

नोट : स्व-मूल्यांकन अंकों का सत्यापन विश्वविद्यालय/कालेज द्वारा जांच तथा छानबीन-सह-जांच समिति या चयन समिति पर निर्भर करता है, जैसा भी मामला हो।

I शिक्षण तथा मूल्यांकन संबंधी कार्यकलाप :

		सूचकांक/कार्यकलाप	अधिकतम अंक
(i)	(क)	व्याख्यान/प्रायोगिक कक्षाएं/अनुशिक्षण/ली गई संपर्क कक्षाएं, जांच योग्य रिकार्ड पर आधारित होनी चाहिए। यदि किसी शिक्षक ने सौंपी गई कक्षाओं में से 80 प्रतिशत से कम कक्षाएं ली हैं उसे कोई अंक प्रदान नहीं किया जाएगा। विश्वविद्यालय, अवकाश की अवधि हेतु भत्ता प्रदान कर सकता है, जहां साधारणतः वैकल्पिक शिक्षण व्यवस्था की गई है। 100 प्रतिशत कार्य निष्पादन होने पर अधिकतम अंक	50
	(ख)	यदि, शिक्षक ने अमातशिप प्रतिमान से हटकर कक्षाएं ली हैं, ऐसे में कक्षाओं/क्रेडिट के प्रत्येक अतिरिक्त घंटे के लिए 2 अंक प्रदान किए जाएंगे	10

(ii)	निर्धारित सामग्री सहित (पाठ्य पुस्तक/नियमावली आदि), ज्ञान/अनुदेश : 20 देना तथा पाठ्यचर्या प्रणाली विज्ञान (100 प्रतिशत अनुपालन = 20 अंक)	
(iii)	सहभागिता एवं अभिनव शिक्षण-अधिगम पद्धतियों, अद्यतन विषयवस्तु, पाठ्यक्रम संवर्धन आदि का उपयोग। पाठ्यक्रमों, पाठ्य विवरण की रूपरेखा को अद्यतन करना (5-एकल 10 पाठ्यक्रम हेतु) संसाधन सामग्री, नव पाठन सामग्री प्रयोगशाला संहिता इत्यादि तैयार करना। नवाचारी शिक्षण/अधिगम में प्रशिक्षण पद्धतियों का उपयोग, सूचना एवं संचार प्रौद्योगिकी का उपयोग, अद्यतन विषयवस्तु एवं पाठ्यक्रम सुधार।	10
	क सूचना एवं संचार प्रौद्योगिकी पर आधारित शिक्षण सामग्री : प्रत्येक के लिए 10 अंक	
	ख अन्वोन्यक्रिया पाठ्यक्रम : प्रत्येक के लिए 5 अंक	
	ग सहभागितापूर्ण अधिगम मॉड्यूल्स : प्रत्येक के लिए 5 अंक	
	विकासात्मक तथा विदित उपचारात्मक/ब्रिज पाठ्यक्रम तथा परामर्शी मॉड्यूल्स (प्रत्येक कार्यकलाप : 5 अंक)	10
	विकासात्मक तथा विदित साफ्ट दक्षता/संचार दक्षता/व्यक्तित्व विकास पाठ्यक्रम/मॉड्यूल्स (प्रत्येक कार्यकलाप : 5 अंक)	10
	शारीरिक शिक्षा, पुस्तकालय में विकासात्मक विदित विशेषज्ञतापूर्ण शिक्षण-अधिगम कार्यक्रम; संगीत में नवाचारी सृजन एवं रचनात्मकता, कार्यनिष्पादन एवं दृश्यात्मक कला एवं अन्य पारंपरिक क्षेत्र (प्रत्येक कार्यकलाप : 5 अंक)	10
	विद्यार्थियों के लिए कम्प्यूटर सहायक शिक्षण/वैब आधारित शिक्षण तथा ई-पुस्तकालय कौशल में प्रचलित कार्यक्रमों/प्रशिक्षण पाठ्यक्रमों की व्यवस्था एवं संचालन	10
	क कार्यशाला/प्रशिक्षण पाठ्यक्रम : प्रत्येक के लिए 10 अंक	
	ख प्रचलित कार्यक्रम : प्रत्येक के लिए 5 अंक	
	अधिकतम पूर्णांक सीमा	20
(iv)	परीक्षा संबंधी कार्य कालेज/विश्वविद्यालय तथा सत्रीय/वार्षिक परीक्षा कार्य आंबटित ड्यूटी के अनुसार (निरीक्षण कार्य 10 अंक; उत्तर पुस्तिकाओं का मूल्यांकन-5 अंक; प्रश्नपत्र तैयार करना-5, अंक) (100 प्रतिशत अनुपालन = 20 अंक)	20
	कालेज/विश्वविद्यालय परीक्षा/मूल्यांकन उत्तरदायित्व, आंबटित किए गए अनुसार आंतरिक/निरंतर आकलन कार्य हेतु (100 प्रतिशत अनुपालन = 10 अंक)	10

	समन्वयन जैसे परीक्षा कार्य, या उड़नदस्ता ड्यूटी आदि (अधिकतम 5 या 10 अंक ड्यूटी की गंभीरता पर निर्भर (100 प्रतिशत अनुपालन = 10 अंक)	10
	अधिकतम पूर्णांक सीमा ख (iv)	25
II	सह-पाठ्येत्तर, विस्तार एवं व्यावसायिक विकास संबंधी कार्यकलाप तथा संस्थान के कोरपोरेट कार्यकलापों में भागीदारी	
	(i) विस्तार तथा सह-पाठ्येत्तर संबंधी कार्यकलाप	
	संस्थानात्मक सह-पाठ्येत्तर कार्यकलाप: विद्यार्थियों हेतु जैसे क्षेत्रगत अध्ययन/शैक्षिक दौरे, उद्योग स्थापना-प्रशिक्षण एवं नियोजन कार्यकलाप (प्रत्येक के लिए 5 अंक)	10
	पद/नेतृत्व की भूमिका जो विस्तारित कार्य तथा राष्ट्रीय सेवा योजना (एन.एस.एस.) एन.सी.सी. या कोई अन्य समानुरूप कार्यकलाप से संबद्ध संगठन में निभाई गई भूमिका (प्रत्येक कार्यकलाप के लिए 10 अंक)	10
	विद्यार्थियों एवं स्टाफ संबंधी सामाजिक सांस्कृतिक एवं खेलकूद कार्यक्रम, परिसर प्रकाशन (विभागीय स्तर--2 अंक, संस्थागत स्तर--5 अंक)	10
	सामुदायिक कार्य जैसे राष्ट्रीय एकीकरण, धर्मनिरपेक्षता, लोकतंत्र समाजवाद, मानवतावाद, शांति, वैज्ञानिक प्रकृति ; बाढ़ या सूखा राहत, छोटा परिवार मानदण्ड आदि (प्रत्येक के लिए 5 अंक)	10
	अधिकतम पूर्णांक सीमा	20
	(ii) संस्थान के प्रबंधन तथा कोरपोरेट कार्यकलापों में योगदान	
	बैठकों, प्रचलित व्याख्यानों, विषय संबंधी आयोजनों, कालेज पत्रिका तथा विश्वविद्यालय संस्करणों में आलेखों के माध्यम से विश्वविद्यालयों/महाविद्यालयों के कोरपोरेट कार्यकलापों में योगदान (प्रत्येक के लिए 2 अंक)	10
	संस्थानात्मक शासन उत्तरदायित्व-- जैसे उप-प्राचार्य, डीन, निदेशक, वार्डन, बर्सर, स्कूल अध्यक्ष, आई.क्यू.ए.सी समन्वयक (प्रत्येक के लिए 10 अंक)	10
	विभागीय या संस्थानात्मक प्रबंधन के किसी भी पहलू सहित समितियों में सहभागिता-- जैसे दाखिला समिति, परिसरीय विकास, पुरतकालय समिति (प्रत्येक के लिए 5 अंक)	10
	छात्र कल्याण, परामर्श एवं अनुशासन हेतु समितियों में सहभागिता अथवा उत्तरदायित्व (प्रत्येक के लिए 5 अंक)	10
	सम्मेलन/प्रशिक्षण का संगठन : अंतर्राष्ट्रीय (10 अंक) ; राष्ट्रीय/क्षेत्रीय (05 अंक)	10
	अधिकतम पूर्णांक सीमा	15

(iii)	व्यावसायिक विकास संबंधी कार्यक्रमलाप	
	व्यवसाय संबंधी समितियों की सदस्यता राज्य एवं राष्ट्रीय स्तर पर	10
	क राष्ट्रीय स्तर पर : प्रत्येक के लिए 3 अंक	
	ख राज्य स्तर पर : प्रत्येक के लिए 2 अंक	
	विषय संघों, सम्मेलनों, संगोष्ठियों में बगैर पत्र प्रस्तुतिकरण के सहभागिता	10
	(प्रत्येक कार्यक्रमलाप के लिए : 2 अंक)	
	शैक्षिक प्रौद्योगिकी, पाठ्यचर्या विकास, व्यावसायिक विकास, परीक्षा सुधार, संस्थानात्मक शासन में 1 सप्ताह से कम अवधि के अल्पकालीन प्रशिक्षण पाठ्यक्रमों में सहभागिता	10
	(प्रत्येक कार्यक्रमलाप के लिए : 5 अंक)	
	शिक्षा तथा राष्ट्रीय विकास पर निकायों/समितियों में सदस्यता/सहभागिता	10
	(प्रत्येक कार्यक्रमलाप के लिए : 5 अंक)	
	समाचार पत्रों, पत्रिकाओं या अन्य प्रकाशनों (जो वर्ग 3 में शामिल नहीं हैं) में आलेखों का प्रकाशन; रेडियो वार्ता आदि	10
	(प्रत्येक के लिए 1 अंक)	
	अधिकतम पूर्णांक सीमा	15

III अनुसंधान, प्रकाशन तथा अकादमिक योगदान

	इसको अभातशिप विनियम 2010 के अनुसार भरा जाएगा। जहां कहीं भी अनुसंधान (शोध) योगदान संयुक्त रूप से किया गया है, ए.पी.आई. अंकों को, तालिका-1 दर्शाये गए फार्मूले के अनुसार सहयोगियों के मध्य बांट दिया जाएगा।
(iii)	ए.पी.आई. अंकों का सारांश
	सूचकांकों के प्रत्येक सेट के लिए अधिकतम अंक (स्कोर) सीमा के सारांश को हिसाब में रखा जाएगा।
(iv)	इसी प्रकार पुस्तकालयाध्यक्ष/ उप-पुस्तकालयाध्यक्ष/सहायक पुस्तकालयाध्यक्ष तथा निदेशक, शारीरिक शिक्षा एवं खेलकूद/उप-निदेशक, शारीरिक शिक्षा एवं खेलकूद/सहायक निदेशक शारीरिक शिक्षा एवं खेलकूद के संवर्गों के लिए पी.डी.ए. एस. प्रपत्र, जो कि अभातशिप विनियम 2010 में रेखांकित किए गए ए.पी.आई. अंक पैटर्न पर आधारित है, विश्वविद्यालय द्वारा विकसित किया जायेगा।

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
NOTIFICATION**

New Delhi, the 8th November, 2012

**All India Council for Technical Education (Career Advancement Scheme for the
Teachers and other Academic Staff in Technical Institutions) (Degree) Regulations, 2012**

F. No. 37-3/Legal/AICTE/2012.—In exercise of its powers conferred under sub-section (1) of Section 23 read with Section 10(i) and (v) of the All India Council for Technical Education Act, 1987 (52 of 1987), the All India Council for Technical Education makes the following Regulations :

1.	SHORT TITLE, APPLICATION AND COMMENCEMENT :
1.1	These Regulations may be called the All India Council for Technical Education (Career Advancement Scheme for the Teachers and Other Academic Staff in Technical Institutions) (Degree) Regulations, 2012.
1.2	They shall apply to all technical institutions approved by the AICTE and Universities including Institution deemed to be Universities imparting technical education and such other courses/Programs and areas as notified by the AICTE from time to time.
1.3	They shall come into force with effect from the date of their publication in the Official Gazette. <i>Provided</i> that in the event, any candidate becomes eligible for promotion under Career Advancement Scheme in terms of these Regulations on or after 5 th March, 2010, the promotion of such a candidate shall be governed by the provisions of these Regulations.

2.	CAREER ADVANCEMENT SCHEME :
2.1	A teacher who wishes to be considered for promotion under CAS may submit in writing to the University / College, within three months in advance of the due date, that he / she fulfils all qualifications under CAS and submit to the University / College the Performance Based Appraisal System (PBAS) in a proforma as evolved by the concerned University / College duly supported by all credentials as per the Academic Performance Indicator (API) guidelines (Appendix 1) set out in these Regulations.
2.2	In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the University / College should immediately initiate the

		process of screening / selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in these Regulations, as on 05 th March, 2010 and till the date on which these Regulations is notified, can be considered for promotion from the date, on or after 5 th March, 2010, on which they fulfill the eligibility conditions.
2.3		Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Regulations as per Tables II (A and B) of Appendix 1 or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he / she is successfully re-assessed.
2.4		The Selection Committee specifications as delineated in Clause 4 are applicable to Career Advancement promotions of Assistant Professor to Associate Professor and Associate Professor to Professor.
2.5		CAS promotions from a lower grade to a higher grade of Assistant Professor / Associate Professor shall be conducted by a "Screening-cum-Evaluation Committee" adhering to the criteria laid out as API score in Performance Based Appraisal System (PBAS) in the Tables of Appendix 1.
2.6		The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors / Associate Professor from one AGP to the other higher AGP shall consist of :
	[1]	"Screening-cum-Evaluation Committee" for University teachers :
		[i] The Vice Chancellor or Acting Vice Chancellor, as the Chairperson of the selection committee;
		[ii] The Dean of the concerned Faculty;
		[iii] The Head of the Department / Chairperson of the School; and
		[iv] One subject expert in the concerned subject nominated by the Vice Chancellor or Acting Vice Chancellor from the University panel of experts.
	[2]	"Screening-cum-Evaluation Committee" for College teachers :
		[i] The Principal / Director of the College;
		[ii] Head of the concerned department from the College, where there is no HOD, Professor as nominated by the Principal / Director from the same or any other Institution in the jurisdiction of the concerned University; and

		[iii]	Two subject experts in the concerned subject nominated by the Vice Chancellor or Acting Vice Chancellor from the University panel of experts.
		[3]	For Government/ Government Aided/ Government Autonomous Colleges :
		[i]	As may be prescribed by the respective State Governments / Board of Governors
	2.7		The quorum for these committees in both categories mentioned above shall be three including one subject expert / University nominee need to be present.
	2.8		The Screening-cum-Evaluation Committee on verification / evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the respective University / Directorate of Technical Education based on these Regulations and as per the minimum requirement specified in Tables II and III of Appendix 1 for each of the cadre of Assistant Professor, shall recommend to the Syndicate / Executive Council / Board of Management of the University / College about the suitability for the promotion of the candidate(s) under CAS for implementation.
	2.9		All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.
	2.10		CAS promotion, being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert to its original cadre.
	2.11		The incumbent teacher must be on the roll and active service of the Universities / Colleges on the date of consideration by the Selection Committee for Selection / CAS Promotion.
	2.12		Candidates shall offer themselves for assessment for promotion, if they fulfil the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date of the promotion if they consider themselves eligible. In any event, the University / College concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.
	2.13		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.
	2.14		If a candidate applies for promotion immediately on completion of the minimum eligibility period and is successful, the date of promotion will be made applicable

		from the date of completion of minimum period of eligibility.
	2.15	If, however, the candidate finds that he / she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from the date of application.
	2.16	If the candidate does not succeed in the first assessment, but succeeds in the subsequent assessment, his / her promotion will be deemed to be from the later date of successful assessment.
3.	STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS /ASSOCIATE PROFESSORS / PROFESSORS :	
	3.1	Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and Stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid down in next clause.
	3.2	In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Regulations from 5 th March, 2010 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in the tables of Appendix I is to be implemented for one year, initially based on the existing systems in Universities / Colleges for one year only with the minimum annual scores as depicted in Table II (a) and II (b) for University and College teachers. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2013, one year API scores for 2012-13 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2014, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
	3.3	Assistant Professor, possessing Ph. D Degree in the relevant discipline shall be eligible, for moving to the next higher grade of Rs.7000 (stage 2) after completion of four years service as Assistant Professor.
	3.4	Assistant Professor possessing M. Phil Degree or a Post-Graduate Degree in professional courses, approved by the relevant statutory body, shall be eligible for the next higher grade of Rs.7000 (stage 2) after completion of five years service as Assistant Professor.
	3.5	Assistant Professor 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 of Rs.7000 (stage 2) only after completion of six years service as Assistant Professor.
	3.6	The upward movement from the entry level grade (stage 1) to the next higher grade of Rs.7000 (stage 2) for all Assistant Professors shall be subject to their satisfying

		the API based PBAS conditions laid down by the AICTE in this Regulation.
3.7		Assistant Professor who has completed five years of service in the grade of Rs.7000 (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by these Regulations, to move up to next higher grade of Rs.8000 (stage 3).
3.8		Assistant Professor completing three years of teaching in the grade of Rs.8000 (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the Pay Band of Rs.37400-67000 with next higher grade of Rs.9000 (stage 4) and to be designated as Associate Professor. However those joining the Service after 5 th March 2010 shall have also earned Ph. D in addition to above mentioned requirements to move to the stage 4.
3.9		Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade of Rs.10000 (stage 5) subject to following :
	(a)	satisfying the required credit points as per API based PBAS requirements as provided in Tables of Appendix 1; and
	(b)	an assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. Provided that no teacher other than those with a Ph.D shall be promoted or appointed as Professor.
4.	SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURES :	
	The AICTE has evolved following guidelines on :	
	(a)	Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor for direct recruitment and under CAS
	(b)	Specified selection procedures for direct recruitment and Career Advancement Scheme Regulations for Teachers in Universities and Colleges. However, for other academic staff in Universities / Colleges, UGC guidelines of 30.6.2009 and any amendments / corrigendum / clarifications issued subsequently by UGC be followed.
5.	SELECTION COMMITTEE SPECIFICATIONS :	
5.1	Assistant Professor in the University :	
	The Selection Committee for the post of Assistant Professor in the University shall have the following composition :	

	1.	The Vice Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee.
	2.	Three experts in the concerned subject nominated by the Vice-Chancellor or Acting Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University concerned.
	3.	Dean of the concerned Faculty, wherever applicable
	4.	Head/Chairperson of the Department/School.
	5.	An academician nominated by the Visitor / Chancellor, wherever applicable.
	6.	An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.
		To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.
	5.2	Associate Professor in the University :
		The Selection Committee for the post of Associate Professor in the University shall have the following composition :
	1.	Vice Chancellor or Acting Vice Chancellor to be the Chairperson of the Selection Committee.
	2.	An academician who is the nominee of the Visitor / Chancellor, wherever applicable.
	3.	Three experts in the concerned subject / field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the University concerned.
	4.	Dean of the faculty, wherever applicable.
	5.	Head/Chairperson of the Department/School.
	6.	An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
		To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.

5.3	Professor in the University :
	The composition of the Selection Committee for the post of Professor in the University shall be similar in composition as that for the post of Associate Professor set out in above clause.
5.4	Assistant Professor in Colleges including Private Colleges :
	The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:
1.	Chairperson of the Governing Body of the College or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
2.	The Principal / Director of the College.
3.	Head of the Department of the concerned subject in the College.
4.	Two nominees of the Vice Chancellor or Acting Vice Chancellor of the affiliating University of whom one should be a subject expert. In case of Colleges notified / declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice Chancellor or Acting Vice Chancellor of the affiliating University from the list of experts suggested by the relevant statutory body of the College, of whom one should be a subject expert.
5.	Two subject-experts not connected with the College to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.
6.	In case of Colleges notified/ declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College
7.	An academician representing SC / ST/ OBC/ Minority/ Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
	To constitute the quorum for the meeting, five of which at least two must be from

		<p>out of the three subject-experts shall be present.</p> <p>For all levels of teaching positions in for Government / Government aided / Government autonomous Colleges, the State Public Services, Commissions / Teacher Recruitment Boards must invite three subject experts, for which the concerned University be involved in the selection process by respective appointing authority.</p> <p>For all levels of teaching positions in Constituent College(s) of a University, the selection committee norms shall be similar to that of the posts of departments of the University.</p>
	5.5	Associate Professor in Colleges including Private Colleges :
		The Selection Committee for the post of Associate Professor in Colleges including Private Colleges shall have the following composition :
	1.	The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
	2.	The Principal / Director of the College.
	3.	The Head of the Department of the concerned subject from the College.
	4.	Two University representatives nominated by the Vice Chancellor or Acting Vice Chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating University from the list of experts suggested by the relevant statutory body of the College of whom one should be a subject expert.
	5.	Two subject-experts not connected with the College to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned. In case of Colleges notified / declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.
	6.	An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of

		the above members of the selection committee does not belong to that category.
		<p>The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.</p> <p>For all levels of teaching positions in for Government / Government aided / Government autonomous Colleges, the State Public Service, Commissions / Teacher Recruitment Boards must invite three subject experts for which the concerned University, be involved in the selection process by respective appointing authority.</p> <p>For all levels of teaching positions in Constituent College(s) of a University, the selection committee norms shall be similar to that of the posts of departments of the University.</p>
	5.6	Professor in the Colleges including Private Colleges :
		<p>The composition of the Selection Committee for the post of Professor in the Colleges including private Colleges shall be similar in composition as that for the post of Associate Professor set out in the above clause.</p> <p>For all levels of teaching positions in For Government / Government aided / Government autonomous Colleges, the State Public Services, Commissions / Teacher Recruitment Boards must invite three subject experts for which the concerned University, be involved in the selection process by respective appointing authority.</p> <p>For all levels of teaching positions in Constituent College(s) of a University, the selection committee norms shall be similar to that of the posts of departments of the University.</p>
	5.7	College Principal / Director :
		The Selection Committee for the post of College Principal shall have the following composition :
		1. Chairperson of the Governing Body as Chairperson.
		2. Two members of the Governing Body of the College to be nominated by the Chairperson of whom one shall be an expert in academic administration.
		3. One nominee of the Vice Chancellor who shall be a Higher Education expert.
		4. Three experts consisting of the Principal / Director of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant statutory body of the University concerned.

	5.	An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
		<p>To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.</p> <p>All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.</p> <p>The term of appointment of the College Principal / Director shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process.</p>
6.		COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS :
	6.1	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, DfID, UGC, ICSSR, ICHR, 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 as per Appendix I - Table No. II provided that :
	(a)	The essential qualifications of the post held were not lower than the qualifications prescribed by the AICTE 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 AICTE for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.

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		(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 institutions, for such appointments.
		(f)	The previous appointment was not as guest lecturer for any duration, or an ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that :
		(i)	the period of service was of more than one year duration;
		(ii)	the incumbent was appointed on the recommendation of duly constituted Selection Committee;
		(iii)	the incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service; and
		(iv)	Artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on permanent basis shall be given the benefit of entire service rendered by him with effect from the date of initial appointment (temporary/contract/ad-hoc) notwithstanding the artificial break/breaks in service.
		(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 services under this clause.

Dr. K. P. ISAAC, Member-Secy.

[ADVT. III/A/162/12/Exty.]

APPENDIX - 1**TABLE - I****PROPOSED SCDRES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PRDMTIDNS OF UNIVERSITY / COLLEGE TEACHERS****CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Brief Explanation : Based on the teacher'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.

Sl. No.	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated ^a	50
2	Lectures or other teaching duties in excess of the AICTE 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	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	Total Score	125
	Minimum API Score Required	75

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

Note:^a Lectures and tutorials allocation to add up to the AICTE norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 above, below which no scores may be assigned in these sub-categories.

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

Brief Explanation: Based on the teacher's self-assessment, category II 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 number 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 scores 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 and institution through participation in academic and administrative committees 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, not covered in Category III below):	15
	Total Score	50
	Minimum API Score Required	15

CATEGORY- III : RESEARCH AND ACADEMIC CONTRIBUTIONS

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

Sl. No.	APIs	Engineering	Faculty of Languages Humanities/ Social Sciences/	Mox. points for University and College

			Management	teacher position
III A	Research Papers published in :	Refereed Journals *	Refereed Journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN number.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Seminar/ Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	International 10/ publication National 5 / publication
III (B)	Research Publications (books, chapters in books, nther than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to ediced knowledge based volumes published by International Publishers	10 /Chapter
		Chapters contributed to edited knowledge based volumes published by International Publishers Chapters in knowledge based volumes by Indian/National level publishers with	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international	5 / Chapter

		ISBN/ISSN numbers and with numbers of national and international directories	directories	
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects carried out/ ongoing	Major Projects amount mobilized with grants above Rs. 30.0 lakh	Major Projects amount mobilized with grants above Rs. 5.0 lakh	20 /each Project
		Major Projects amount mobilized with grants above Rs. 5.0 lakhs up to Rs. 30.00 lakh	Major Projects Amount mobilized with minimum of Rs.3.00 lakh up to Rs.5.00 lakh	15 /each Project
		Minor Projects (Amount mobilized with grants above Rs.50,000 up to Rs.5 lakh)	Minor Projects (Amount mobilized with grants above Rs.25,000 up to Rs.3 lakh)	10/each Project
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.3.00 lakh	Amount mobilized with minimum of Rs.1.0 lakh	10 per every Rs.3.0 lakh and Rs.1.0 lakh Respectively
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project
				10 / each minor Project
III (C) (iv)	Projects Outcome / Outputs	Major policy document of Govt. Bodies at Central and State level	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent
		Patent/ Technology transfer/ Product/ Process	Patent/ Technology transfer/ Product/ Process	50 /each for International level
III (D)	RESEARCH GUIDANCE			
III (D) (i)	M.Phil./ M.Tech	ME/ Degree awarded only	Degrec awarded only	3 / each candidate

III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 /each Candidate
		Thesis submitted	Thesis submitted	7 /each candidate
III (E)	TRAINING COURSES AND CONFERENCE /SEMINAR / WORKSHOP PAPERS			
III (E) (i)	Attended Refresher courses, Methodology workshops, Training, Teaching Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	Not less than two weeks Duration	Not less than two weeks duration	20/each
		One week duration	One week duration	10/each
III (E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	a) International conference	15 /each
		b) National	b) National	10/ each
		c) Regional/State level	c) Regional/State level	5 /each
	d) Local - University/College level	d) Local - University/College level	3 / each	
III (E) (iv)	Invited lectures or presentations for conferences / Symposia	(a) International	(a) International	10 /each
		(b) National level	(b) National level	5 /each
* Wherever relevant to any specific discipline, the API score for paper in refereed journal				

would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

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

Notes : 1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.

2. 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 total score, if the number of authors are more, then the first two authors would share equally 60% of the total points and the remaining authors would share equally 40% of the points.

TABLE – II (A)

MINIMUM APIs AS PROVIDED IN TABLE I

TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHT AGES FOR EXPERT ASSESSMENT

		Assistant Professor/ equivalent cadres : (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (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)
V	Expert Assessment System Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	Screening Committee No separate points. Screening committee to verify API scores	Screening Committee No separate points. Screening committee to verify API scores	Selection Committee 30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance	Selection Committee 50% - Contribution to Research 30 % - Assessment of domain knowledge and teaching practices. 20 % - Interview performance	Expert Committee 50% - Contribution to Research 50 % - Performance evaluation and other credential by referral procedure
<p>Note : For Universities for which Sixth PRC Awards are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs.6000, 7000, 8000, 9000, 10000 and 12000 respectively</p>						

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TABLE - II (B)

MINIMUM APIS AS PROVIDED IN TABLE I

TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS) 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 cadre (Stage 4)	Associate Professor to Professor Promotion in Colleges (Stage 5) as per assigned posts
I	Teaching learning, Evaluation Related Activities (category I)	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
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III)	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)	20/Year (60/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100.	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	30% - Contribution to Research. 50 % - Assessment of domain knowledge and teaching

Minimum required for promotion is 50)	practices. 20 % Interview performance	practices. 20 % Interview performance
* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.		
Note : For Universities for which Sixth PRC Awards are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs.6000, 7000, 8000, 9000 and 10000 respectively.		

Explanatory note for Tables II (A) and II (B)

1.	All Universities / Colleges will set up verifiable systems for the API related information required in these tables within THREE months of notification of these Regulations. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the Universities / Colleges for follow up by the Universities / College authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2.	However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Regulations from 31-12-2010 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.
3.	Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in Universities / Colleges, if any for one year only with the minimum average scores as depicted in Table II (a) and II (b). This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is eligible for CAS promotion in 2011, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher becoming for CAS promotion in 2012, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4.	As shown in Table II, the aggregate minimum API score required can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II, also for the differing nature of contributions possible in different institutional settings.
5.	For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together.
6.	Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so three months before the due date, if they consider themselves eligible. Candidates who do not consider themselves eligible, can also apply at a later date.

7.	If, however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables II(A) and II (B) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.	
8.	a.	If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
	b.	If however, the candidate finds that she / he fulfills the eligibility conditions at a later date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application.
	c.	If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.

TABLE - II(C)

Minimum Scores for APIs for direct recruitment of teachers in University departments/Colleges, and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulations.

	Assistant Professor/ equivalent cadres (Stage 1)	Associate Professor/ equivalent cadres (Stage 4)	Professor/equivalent cadres (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in these Regulations	Consolidated API score requirement of 300 points from category III of APIs	Consolidated API score requirement of 400 points from category III of APIs
Selection Committee criteria / weightages (Total Weightages = 100)	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge and Teaching Skills (30%) c) Interview performance (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%). c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance : (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications 40%). c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance : (20%)

Note : For Universities/Colleges for which Sixth PRC Awards are applicable, Stages 1, 4 and 5 correspond to scales with AGP of Rs.6000, 9000 and 10000 respectively.

TABLE : III			
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES			
Sl. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil /PG Degree in Professional Courses such as LLM, M.Tech, or 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 concerned University as per the norms provided in Table II(A)/II(B) of Appendix I. (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration approved or conducted by AICTE / Central Govt. / State Govt. /TEQIP / CIILP/ISTE/ NITTTR / IIT / DTE / SBTE / University , etc. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II(A) / II(B) of Appendix I (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 approved or conducted by AICTE / Central Govt. / State Govt. /TEQIP / CIILP / ISTE/ NITTTR / IIT / DTE / SBTE / University , etc. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor	Assistant Professors with three years of completed service in	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms

	(Stage 4)	Stage 3.	<p>provided in Table II(A) / II(B) of Appendix 1.</p> <p>(ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders.</p> <p>(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 approved or conducted by AICTE/Central/State Govt /TEQIP / CIILP/STE/ NITTTR / IIT / DTE / SBTE / University , etc.</p> <p>(iv) A selection committee process as stipulated in these Regulations and in Tables II(A) and II(B) of Appendix 1.</p>
4.	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>(i) Minimum yearly /cumulative API scores using the PBAS scoring prnforma developed by the concerned University as per the norms provided in Table II(A)/II(B) of Appendix 1. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection committee process as stipulated in this Regulation and in Tables II(A) and II(B) of Appendix 1.</p>
5.	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (Universities only)	<p>(i) Minimum yearly /cumulative API scores for the assessment period as per the norms provided in Table II(A) of Appendix 1</p> <p>(ii) Additional credentials are to be evidenced by: (a) postdoctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c)</p>

		Additional research degrees like D.Sc., D.Litt., LL.B., etc., (iii) A review process by an Expert Committee as stipulated in this Regulation and in Tables II(A) and II(B) of Appendix 1.
<p>* 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 Appendix 1, 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.</p>		
<p>Note : For Universities/Colleges for which Sixth PRC Awards are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs.6000, 7000, 8000, 9000, 10000 and 12000 respectively</p>		

University of _____

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 (in Block Letters)	:	
2. Father's Name / Mother's Name / Husband's Name	:	
3. Department	:	
4. Current Designation & Grade Pay	:	
5. Date of last Promotion	:	
6. Address for correspondence (with Pincode)	:	
7. Permanent Address (with Pincode, Telephone No. & E-mail)	:	
8. Whether acquired any degree or fresh academic qualifications during the year :	:	
9. Academic Staff College Orientation / Refresher Course attended during the year :	:	

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

PART B

(ACADEMIC PERFORMANCE INDICATORS)

(Please see detailed instructions of this PBAS proforma before filling out this section)

CATEGORY 1

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

Sl. No.	Course / Paper	Level	Mode of teaching *	No. of classes per week allotted	No. of Classes conducted	% of classes / practicals taken as per documented record

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

		API Score
(a)	Classes Taken (max. 50 for 100% performance & Proportionate score upto 80% performance, below which no score may be given)	
(h)	Teaching Load in excess of AICTE norm (max. score : 10)	
(ii)	Reading / Instructional material consulted and additional knowledge resources provided to students	

Sl. No.	Course / Paper	Consulted	Prescribed	Additional Resource Provided
API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students (max. Score : 20)				API Score
(iii)	Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement, etc.			
Sl. No.	Short Description			API Score
	Total Score (max Score : 20)			
(iv)	Examination Duties Assigned and Performed			
Sl. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (max. : 25)			

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CATEGORY II							
<u>CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES</u>							
Please mention your contribution to any of the following :							
Sl. No.	Type of Activity			Average Hrs. / Week	API Score		
	(i) Extension, Co-curricular & field based activities						
	Total (max. : 20)						
	(ii) Contribution to Corporate Life and Management of the Institution			Yearly / Semester wise responsibilities	API Score		
	Total (max. : 15)						
	(iii) Professional Development Activities						
	Total (max. : 15)						
	Total Score (i + ii + iii) (max. : 25)						
CATEGORY III							
<u>(RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS)</u>							
A) Published Papers in Journals							
Sl.	Title with	Journal	ISSN/ISBN	Whether peer reviewed, impact	No. of co-	Whether you are the main	API

No.	Page Nos.	No.	factor, if any	authors	author	Score

B(i) Articles / Chapters published in Books

Sl. No.	Title with Page Nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

(ii) Full Papers in Conference Proceedings

Sl. No.	Title with Page Nos.	Details of Conference Publication	ISSN/ISBN No.	No. of co-authors	Whether you are the main author	API Score

(iii) Books Published as single author or as editor

Sl.	Title with	Type of	Publisher &	Whether	No. of	Whether	API
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No.	Page Nos.	Book & Authorship	ISSN/ISBN No.	peer reviewed	co-authors	you are the main author	Score

iii (C) Ongoing and Completed Research Projects and Consultancies

(c) (i & ii) Ongoing Projects / Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score

(c) (iii & iv) Completed Projects / Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. in Lakh)	Whether policy document/patent as outcome	API Score

(D) Research Guidance

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.E./M.Tech./Master in appropriate field				

Ph. D. or equivalent		
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(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

Sl. No.	Programme	Duration	Organised by	API Score

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

Sl. No.	Title of the paper presented	Title of Conference / Seminar	Organised by	Whether international / national / state / regional / College or University level	API Score

E(iii) Invited Lectures and Chairmanships at national or International conference/seminar, etc.

Sl. No.	Title of Lecture / Academic Session	Title of Conference / Seminar, etc.	Organised by	Whether international / national	API Score

IV. SUMMARY OF API SCORES

Sl.No.	Criteria	Last Academic Year	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development, etc.			
	Total (I + II)			
III	Research and Academic Contribution			

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PART C : OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards, received, etc. not mentioned earlier.

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

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

Sl. No.	Sl. No.
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filed PBAS proforma.

Signature of the faculty with
Designation, Place & Date

Signature of HOD/School
Chairperson/Principal

N.B. : The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the University/College and information filed with the IQAC.

<u>PART C : OTHER RELEVANT INFORMATION</u>	
Please give details of any other credential, significant contributions, awards, received, etc. not mentioned earlier.	
Sl. No.	Details (Mention Year, value, etc. where relevant)
LIST OF ENCLOSURES : (Please attach copies of certificates, sanction orders, papers, etc. wherever necessary)	
Sl. No.	
I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filed PBAS proforma.	
Signature of the faculty with Designation, Place & Date	
Signature of HOI/School Chairperson/Principal	
N.B. : The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the University/College and information filed with the IQAC.	

Instructions for Filing up Part B of the PBAS Proforma

Part B of the Proforma is based on the AICTE Regulations 2010. It is to be filled out for the recently completed academic year.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

N.B. : The self-assessment scores are subject to verification by the University/College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

I Teaching and Evaluation Related Performance :

		Indicators/Activities	Maximum Score
(i)	(a)	Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievements	50
	(b)	If teacher has taken classes exceeding AICTE norm, then two point to be assigned for each extra hour of classes	10
(ii)		Imparting of knowledge/instruction vis-a-vis with the prescribed material (Text book / Manual , etc.) and methodology of the curriculum (100% compliance = 20 points)	20
(iii)		Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement , etc.	
		Updating of courses, design of curriculum, (5-single course)	10
		Preparation of resource material, fresh reading materials, Laboratory manuals , etc.	10
		Use of innovative teaching-learning methodologies; use of ICT;	10

	updated subject content and course improvement.	
	a. ICT Based Teaching material: 10 points/each	
	b. Interactive Courses : 5 points/each	
	c. Participatory Learning modules : 5 points/each	
	Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity : 5 points)	10
	Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10
	Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)	10
	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students	10
	a. Workshop/Training course : 10 points each	
	b. Popularization program : 5 points each	
	Maximum Aggregate Limit	20
(iv)	Examination Related Work	
	College/University end semester/Annual Examination work as per duties allotted. (Invigilation - 10 points, Evaluation of answer scripts - 5 points; Question paper setting - 5 points). (100% compliance = 20 points)	20
	College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance - 10 points)	10
	Examination work such as coordination, or flying squad duties, etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
	Maximum Aggregate Limit B (iv)	25
II	Co-curricular, Extension and Profession Related Activities and Participation in the	

Corporate Life of the Institution		
(i)	Extension and Co-curricular Related Activities	
	Institutional Co-curricular activities for students such as field studies/educational tours, industry-imparting training and placement activity (5 point each)	10
	Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC or any other similar activity (Each activity 10 points)	10
	Students and Staff Related Socio-Cultural and Sports Programmes, campus publications (department level 2 points, institutional level 5 points).	10
	Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or drought relief, small family norms, etc. (5 points each)	10
	Maximum Aggregate Limit	20
(ii)	Contribution to Corporate Life and Management of the Institution	
	Contribution to Corporate life in Universities/Colleges through meetings, popular lectures, subject related events, articles in College magazine and University volumes (2 point each).	10
	Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
	Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10
	Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
	Organization of Conference/Training: International (10 points); national/regional (5 points)	10
	Maximum Aggregate Limit	15
(iii)	Professional Development Related Activities	
	Membership in profession related committees at state and national level	10

	a.	At national level : 3 points each	
	b.	At state level : 2 points each	
		Participation in subject associations, conferences, seminars without paper presentation (Each activity:2 point)	10
		Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points)	10
		Membership/participation in Bodies/ Committees on Education and National Development (5 each)	10
		Publication of articles in newspapers, magazine or other publications (not covered in category 3); radio talks, etc. (1 point each).	10
		Maximum Aggregate Limit	15
III RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS			
This is to be filled as per the AICTE Regulations, 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table I.			
	iii.	Summary of API Scores	
The summary must take into account the maximum score limits for each set of indicators.			
	iv.	Similar PBAS proforma could be developed by the universities for the Cadres of Librarian/ Deputy Librarian /Assistant Librarian and Director of Physical Education & Sports/Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in AICTE Regulations, 2010.	

Government of West Bengal
Finance Department
Audit Branch

No.6042-F(P₂)

Dated, 7th November, 2019.

MEMORANDUM

It has been observed that the criterion for admissibility of the benefit of career advancement scheme published vide Memo. No-6075-F dt. 21.06.1990 since modified vide Memo. No-3015-F dt. 13.03.2001 and the provisions for fixation of pay on such benefits, which were prescribed keeping in view the pay structure (scales of pay) as were in force at that time, no longer match with the present structure of pay introduced through the WBS(ROPA)Rules,2019. Keeping in view such fact and the provisions laid down in Note-2 below Rule -11 of the WBS(ROPA) Rules,2019, the undersigned is directed by order of the Governor to revise the existing career advancement scheme for State Govt. employees in the manner as indicated in the following paragraphs and the scheme so revised shall be effective in respect of an existing government employee notionally from a date on which he opts to come under the revised pay structure under the WBS(ROPA) Rules,2019 and actually from 01.01.2020 and in respect of a new entrant who joined service on or after 01.01.2016, this scheme will be effective from the date of publication of the WBS (ROPA) Rules, 2019.

2. Subject to fulfilment of usual norms of promotion and also subject to the provisions as undernoted, a government employee directly appointed to a post borne in revised Level-1 to 15 in the Pay Matrix of the WBS(ROPA) Rules,2019 or its corresponding pre-revised Pay Band and Grade Pay /scales of pay under the previous WBS(ROPA) Rules, is entitled to move to the first, second and third higher Level in relation to the basic Level, as shown in the annexure to this Memo., on completion of continuous and satisfactory service of 8 (eight), 16 (sixteen) and 25 (twenty five) years respectively.

i) (a) A government employee, who has not got any promotion within 8 (eight) years of service, will move to the first higher Level from the date of completion of 8 years of service, (b) if such employee has got one or more promotion (s) (functional/non-functional) below the second higher Level within 16 years of service, he will move to the second higher Level from the date of completion of 16 years of service and (c) if such an employee has got two or more promotions (functional/non-functional) below the third higher Level within 25 years of service, he will move to the third higher Level from the date of completion of 25 years of service.

In each of the above cases, the employee will get his pay fixed either from the date of entitlement or from the date of next increment as per his option.

(A) In case the employee opts to get his pay fixed from the date of entitlement, then on the date of entitlement one increment shall be added to the existing pay (in the lower Level) of the employee and he shall be placed at a Cell equal to the figure so arrived at in the higher Level to which he moves and if no such Cell is available in the higher Level, he shall be placed at the next higher Cell in that Level. His next increment will fall due on the 1st July on completion of at least six months service from the date of such fixation.

(B) In case the employee opts to get his pay fixed from the date of next increment, then on the date of entitlement, there will be no interim pay fixation and after allowing the normal annual increment on 1st July the procedure indicated at (A) above shall be followed.

ii) (a) A government employee, who has got only one promotion (functional/non-functional) before completion of 16 years of service in a Level higher than the first higher Level, will not be allowed to move further higher Level except pay fixation benefit of one increment in the same Level from the date of completion of 16 years of service without having any scope of option and (b) likewise, a government employee, who has got only two benefits before completion of 25 years of service in the form of pay fixation in the same Level as at (a) above or promotion(s) (functional/non-functional) - one of which in a Level higher than the second higher Level, will not be allowed to move further higher Level except pay fixation benefit of one increment in the same Level from the date of completion of 25 years of service without having any scope of option. In each of the cases mentioned herein, the employee will get next increment on next 1st July whether he completes six months service or not.

iii) A government employee, who, after availing 1st /2nd /3rd higher Level on completion of 8/16 /25 years of service gets promotion (functional/non-functional) in the same Level, will get pay fixation benefit of one increment in the same Level from the date of such promotion and he will get next increment on next 1st July whether he completes six months service or not.

iv) When a government employee is promoted to a post carrying lower Level than the Level he is holding due to non-functional movement, he shall be allowed to retain the higher Level in the promotion post as personal to him and his pay on promotion shall be fixed by allowing one increment from the date of such promotion and he will get next increment on next 1st July whether he completes six months service or not.

v) When the Level of a promotion post is same as that of the feeder post, it will be treated as the Level of the feeder post for the purpose of operation of the provisions of this Memo.

vi) (a) A pass graduate teacher of a government school who has got the benefit of movement to a Level (scale) similar to or above the second/third higher Level on the basis of higher qualification acquired during service will not get any further movement to higher Level except fixation benefit of one increment on each occasion of completion of 16 and 25 years of service with the date of next increment remaining the same. However, such a teacher if acquires such higher qualification after getting 1st higher Level on completion of 8 years of service will get pay fixation benefit in the same manner on completion of 25 years of service only and if such higher qualification is acquired after 16 years of service no further benefit is available on completion of 25 years of service. (b) An Assistant Master of a government school who before getting 1st higher Level on completion of 8 years of service has got the benefit of movement to a Level next above on the basis of higher qualification acquired during the service will only be eligible to move to second and third higher Level on completion of 16 and 25 years of service respectively with pay fixation benefit in the manner as indicated in preceding para 2 (i). (c) An Assistant Master of government school who acquires higher qualification after availing 1st higher Level on completion of 8 years of service will be eligible for movement to 2nd and 3rd higher Level on completion of 16 years and 25 years of service respectively with pay fixation benefit in the manner as indicated in preceding para 2(i).

3. (a) (i) Subject to fulfilment of usual norms of promotion, a government employee not belonging to any State Constituted Service, directly appointed to a post borne in the revised Level 16 in the Pay Matrix of the WBS(ROPA) Rules,2019 or its corresponding pre-revised Pay Band and Grade Pay/scale of pay under the previous WBS(ROPA) Rules, is entitled to move to Level 17 and Level-19 (as indicated in the annexure to this Memo.) from the date of completion of continuous and satisfactory service of 8 (eight) and 16 (sixteen) respectively provided he has not reached Level-17 during 8 years, Level-19 during 16 years of service by way of promotion or otherwise. In such cases the manner of pay fixation shall be same as indicated in the preceding para 2 (i).

(ii) Subject to fulfilment of usual norms of promotion, a government employee belonging to any State Constituted Service, directly appointed to a post borne in the revised Level 16 in the Pay Matrix of the WBS(ROPA) Rules,2019 or its corresponding pre-revised Pay Band and Grade Pay/scale of pay under the previous WBS(ROPA) Rules, is entitled to move to Level 17, Level-19 and Level 21 (as indicated in the annexure to this Memo.) from the date of completion of continuous and satisfactory service of 8 (eight), 16 (sixteen) and 25 (twenty five) years respectively provided he has not reached Level-17 during 8 years, Level-19 during 16 years and Level-21 during 25 years of service by way of promotion or otherwise. In such cases the manner of pay fixation shall be same as indicated in the preceding para 2 (i).

N.B. In the case of State Constituted Service other than WBSS, the period 8 years, 16 years and 25 years of service in respect of a member shall count from the date of joining such State Constituted Service either by direct recruitment or by promotion irrespective of the fact that such a promotee member has got any promotion or movement through CAS/MCAS in his feeder service.

(b) (ii) Subject to fulfilment of usual norms of promotion, a government employee whether belonging to any State Constituted Service or not, directly appointed to a post borne in the revised Level- 17 or Level – 18 in the Pay Matrix of the WBS(ROPA) Rules,2019 or its corresponding pre-revised Pay Band and Grade Pay/scale of pay under the previous WBS(ROPA) Rules, is only entitled to move to Level-19 (as indicated in the annexure to this Memo.) from the date of completion of 8 (eight) years provided he has not reached Level-19 during 8 years of service by way of promotion or otherwise. In such cases the manner of pay fixation shall be same as indicated in the preceding para 2 (i).

(c) Any employee as mentioned above when appointed to a post carrying same Level as that of the Level he is enjoying due to non-functional movement will get pay fixation benefit of one increment from the date of such appointment with next increment on 1st July after completion of at least six months service.

(d) When an employee mentioned in sub paras (a) and (b) above, is promoted to a post carrying lower Level than the Level (as per annexure to this Memo.) he is holding due to non-functional movement, he shall be allowed to retain the higher Level in the promotion post as personal to him and his pay on promotion shall be fixed by allowing one increment from the date of such promotion with next increment on 1st July after completion of at least six months service.

4. In respect of the State Constituted Services availability of posts in Level – 21 (Pre-revised Grade Pay Rs. 8700/- / Scale No. 19), Level – 22 (pre-revised Grade Pay Rs. 8900/- / Scale No. 20) and Level – 24 (Pre-revised Grade Pay Rs. 10000/- / Scale No. 21) as have been sanctioned in terms of Memo No. 6075 – F dated 21.06.1990 read with Memo No. 3015 – F dated 13.03.2001 and subsequent orders issued by Finance Department and various administrative departments (with the concurrence of F.D.) from time to time and eligibility criterion for admissibility of such higher Levels (Pay Scales) as prescribed therein or prescribed by any subsequent orders shall remain in force.

5. The orders allowing higher Levels as per this Memo in respect of the employees directly appointed to the posts borne in Level 13 and above in the Pay Matrix including the members of the State Constituted Service shall be issued by the respective administrative departments and in respect of others by the Head of Office.

6. If a regular promotion in due course is refused by an employee before he is entitled to movement to the higher Level or any pay fixation benefit in the same Level as per the provisions of this Memo., he shall not be allowed movement to higher Level or any pay fixation benefit because he has not been put to stagnate due to lack of promotional opportunity.

7. The period of service which does not count for increment will not be taken into account for computing 8/16/25 years of service for the purpose of this Memo.

8. All previous Orders/Memo.s /Clarifications issued in connection with admissibility of CAS/MCAS stand modified to the extent of the provisions of this Memo.

Sd/- H.K. Dwivedi

Additional Chief Secretary to the
Government of West Bengal

Annexure to Memo No.6042-F(P₂) Dated 7th November, 2019

Scale of pay under ROPA-98	First appointed (basic)	Level of pay in the Pay Matrix	First Higher Level (Scale)	Second Higher Level (Scale)	Third Higher Level (Scale)
	Pay Band and Grade Pay under ROPA-09		(2)	(3)	(4)
	(1)				
Rs.2600-4175/-	PB-1 with GP Rs.1700/-	Level 1	Level 2	Level 3	Level 4
Rs.2700-4400/-	PB-1 with GP Rs.1800/-	Level 2	Level 3	Level 4	Level 5
Rs.2850-4680/-	PB-2 with GP Rs.1900/-	Level 3	Level 4	Level 5	Level 6
Rs.3000-5230/-	PB-2 with GP Rs.2100/-	Level 4	Level 5	Level 6	Level 7
Rs.3150-5680/-	PB-2 with GP Rs.2300/-	Level 5	Level 6	Level 7	Level 8
Rs.3350-6325/- or Rs.3350-6325/- with higher initial start at Rs.3440/- or Rs.3350-6325/- with H.I. start Rs.3530/-	PB-2 with GP Rs.2600/- or PB-2 (Entry point Minimum pay Rs.6400/-) with GP Rs.2600/- or PB-2 with Gr. Pay Rs.2680/- (Entry point minimum pay Rs.6570/-)	Level 6 or Level 6 with higher initial at Rs.23400/- or Level 6A	Level 7	Level 8	Level 9
Rs.3600-7050/-	PB-2 with GP Rs.2900/-	Level 7	Level 8	Level 9	Level 10
Rs.3800-7775/-	PB-3 with GP Rs.3200/-	Level 8	Level 9	Level 10	Level 11
Rs.4000-8850/- or Rs.4000-8850/- with higher initial start at Rs.4250/-	PB-3 with GP Rs.3600/- or PB-3 (Entry point Minimum pay Rs.7910/-) with GP Rs.3600/-	Level 9 or Level 9 with higher initial at Rs.29800/-	Level 10	Level 11	Level 12
Rs.4500-9700/-	PB-3 with GP Rs.3900/-	Level 10	Level 11	Level 12	Level 13
Rs.4650-10175/-	PB-3 with GP Rs.4100/-	Level 11	Level 12	Level 13	Level 14
Rs.4800-10925/- or Rs.4800-10925/- with higher initial start at Rs.5675/-	PB-4 with GP Rs.4400/- or PB-4 (Entry point Minimum pay Rs.10560/-) with GP Rs.4400/-	Level 12 or Level 12 with higher initial at Rs.39100/-	Level 13	Level 14	Level 15
Rs.5000-11275/- or Rs.5000-11275/- with higher initial start at Rs.5525/5900/6100/-	PB-4 with GP Rs.4600/- or PB-4 (Entry point Minimum pay Rs.10280/ 10980/11350/-) with GP Rs.4600/-	Level 13 or Level 13 with higher initial at Rs.39300/40500/ 41700/-	Level 14	Level 15	Level 16
Rs.5500-11325/- or Rs.5500-11325/- with higher initial start at Rs.5700/6100/6300/6525/-	PB-4 with GP Rs.4700/- or PB-4 (Entry point Minimum pay Rs.10610/ 11350/ 11720/12140/-) with GP Rs.4700/-	Level 14 or Level 14 with higher initial at Rs.42430/43600/-	Level 15	Level 16	Level 17
Rs.6000-12000/- or Rs.6000-12000/- with higher initial start at Rs.6225/-	PB-4 with GP Rs.4800/- or PB-4 (Entry point Minimum pay Rs. 11580/-) with GP Rs.4800/-	Level 15	Level 16	Level 17	Level 19
	For the Officers belonging to State Constituted Service				
Rs.8000-13500/- or Rs.8000-13500/- with higher initial start at Rs.9100/-	PB-4A with GP Rs.5400/- or PB-4A (Entry point Minimum pay Rs.16930/-) with GP Rs.5400/-	Level 16 or Level 16 with higher initial at Rs.57800/-	Level 17	Level 19	Level 21
Rs.10000-15525/-	PB-4A with GP Rs.6600/-	Level 17	Level 19	-	-
Rs.10000-18000/-	PB-4A with GP Rs.7000/-	Level 18	Level 19	-	-
	For the Officers not belonging to any State Constituted service				
Rs.8000-13500/- or Rs.8000-13500/- with higher initial start at Rs.9100/-	PB-4A with GP Rs.5400/- or PB-4A (Entry point Minimum pay Rs.16930/-) with GP Rs.5400/-	Level 16 or Level 16 with higher initial at Rs.57800/-	Level 17	Level 19	-
Rs.10000-15525/-	PB-4A with GP Rs.6600/-	Level 17	Level 19	-	-
Rs.10000-18000/-	PB-4A with GP Rs.7000/-	Level 18	Level 19	-	-

No. 6042/1(500)–F(P₂).

Dated, Howrah, the 7th November, 2019.

Copy forwarded for information and taking necessary action to :-

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Treasury Buildings, 2, Govt. Place (West), Kolkata–700 001.
- 2) The Principal Accountant General (General & Social Sector Audit), West Bengal,
Treasury Buildings, 2, Govt. Place (West), Kolkata–700 001.
- 3) The Accountant General (Economic and Revenue Sector Audit), West Bengal,
3rd M.S.O. Building, C.G.O. Complex, DF Block, 5th Floor, Sector–1, Salt Lake, Kolkata–700 064.
- 4) The Chief Secretary to the Government of West Bengal, Nabanna, Howrah.
- 5) The Residential Commissioner, Government of West Bengal,
A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi–110 001.
- 6) The Governor's Secretariat, Governor House, Raj Bhavan, Kolkata–700 062.
- 7) The Additional Chief Secretary / Principal Secretary / Secretary, _____

- 8) The Divisional Commissioner, _____

- 9) The Commissioner / Additional Secretary / Special Secretary / Joint Secretary / Deputy Secretary of
Finance Department.
- 10) The Director of Treasuries and Accounts, West Bengal,
8, Lyons Range, Mitra Building, 2nd and 3rd Floor, Kolkata–700 001.
- 11) The District Magistrate, _____

- 12) The District Judge, _____

- 13) The _____
_____ Department / Directorate for necessary circulation.
- 14) The Director, _____
_____ for necessary circulation.
- 15) The Assistant Secretary & D.D.O., Finance Department, Accounts Branch, Nabanna, Howrah–711 102.
- 16) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–I,
81/2/2, Phears Lane, Kolkata–700 012.
- 17) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–II,
P–1, Hyde Lane, Jawahar Building, Kolkata–700 073.
- 18) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–III, Subhanna, S.G.O. Complex,
5th & 6th Floor, Plot No.9, DF Block, Sector–I, Salt Lake City, Kolkata–700 064.
- 19) The Sub–Divisional Officer, _____

- 20) The Superintendent of Police, _____

- 21) The Treasury Officer, _____

- 22) ✓ Shri Sumit Mitra, Network Administrator, Finance Department.
— for uploading this Memorandum in the Finance Department Website.
- 23) Office copy.


O.S.D & E.O. Deputy Secretary to the
Government of West Bengal.

**Government of West Bengal
Finance Department
Audit Branch**

No. : 1364-F(P)

Kolkata, the 15th February, 2012

MEMORANDUM

Consequent upon recommendation of the Fifth State Pay Commission for introduction of 'Child Care Leave' in favour of female State Government Employees, the matter has been under consideration of the Government for some time past.

After careful consideration of the matter, the undersigned is directed by order of the Governor to say that the Female Govt. employees having minor children may be granted Child Care Leave (CCL) by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service period for taking care of upto two children upto 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc. subject to the following conditions :

- (i) During the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (ii) It may not be granted in more than 3 (three) spells in a calendar year.
- (iii) It may not be granted for less than 15 days in a spell.
- (iv) Child Care Leave shall not be debited against the leave account.
- (v) It may be combined with leave of the kind due and admissible.
- (vi) Child Care Leave should not ordinarily be granted during the Probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.
- (vii) Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
- (viii) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.

2. This order shall take effect from 1st January, 2012.

3. Formal amendments in the relevant rules of the West Bengal Service Rules will be made in due course.

**Sd/- A.K. Das
Joint Secretary to the
Government of West Bengal,
Finance Department.**

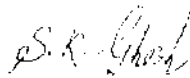
Contd...P/2.

No. : 1364/1(500)-F(P)

Kolkata, the 15th February, 2012

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03. The Director of Treasuries & Accounts, West Bengal, New India Assurance Buildings, 4, Lyons Range, Kolkata - 700 001.
04. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012.
05. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Buildings, Kolkata - 700 073.
06. The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kolkata - 700 001.
07. The Accounts Officer, West Bengal Secretariat, Bikash Bhawan, Salt Lake, Kolkata - 91.
08. The Sub-Divisional Officer,
09. The District Magistrate/Judge,
10. The Treasury Officer,
11. The , Department/Directorate.
12. The Commissioner,
13. The Principal, Industrial Training Institute,
14. The Superintendent of Police,
15. The Superintending Engineer/Ex. Engineer,
16.Branch/Group of Finance Department, Government of West Bengal.



**Assistant Secretary to the
Government of West Bengal,
Finance Department.**

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH

No. 1100- F(P)

Dated : 25.02.2016

MEMORANDUM

Sub : Grant of Paternity-cum-Child Care Leave for 30 days to the male State Government employees and employees of Panchayat Raj & other Local Bodies, Boards, sponsored/non-Govt. aided Schools & Colleges, State aided Universities and Companies, Corporations, Undertakings etc.

Introduction of Paternity-cum-Child Care Leave to the male State Government employees and such employees of Panchayat Raj & other Local Bodies, Boards, sponsored/non-Govt. aided Schools & Colleges, State aided Universities and Companies, Statutory Bodies, Undertakings and Corporations which are funded wholly or partially by the State Government was under active consideration of the Government for some time past.

2. Now, after careful consideration of the matter the Governor has been pleased to decide that all male State Government employees as well as such employees of the bodies, boards, educational institutions, entities etc. as above with less than two surviving children will be allowed Paternity-cum-Child Care Leave for 30 days in the following manner.

- i) Such leave may be availed of during child birth and upto the age of 18 years of the child.
- ii) During such leave he will be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- iii) Such leave can be combined with leave of any other kind.
- iv) This will not be debited against the leave account.

3. Necessary amendment in the West Bengal Service Rules, Part-I will be made in due course. In case of Panchayat Raj & Local Bodies, Boards, sponsored/non-Govt. aided Schools & Colleges etc. as above, the concerned Administrative Department will take steps for amendment in the relevant leave rules or regulations or bye-laws as applicable.

4. This order will take immediate effect.

Sd/- H. K. Dwivedi
Principal Secretary
to the Govt. of West Bengal

No. 1100/1(300)-F(P)

Dated : 25.02.2016

Copy forwarded to :

- 1) The Principal Accountant General (A&E) West Bengal, Treasury Buildings, Kolkata- 700 001.
- 2) The Addl. Chief Secretary/ Principal Secretary/ Secretary, _____ Department, Government of West Bengal.
- 3) The Divisional Commissioner, _____ Division.

- 4) The District Magistrate/District Judge, _____
- 5) The Superintendent of Police, _____
- 6) The Sub-Divisional Officer, _____
- 7) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
- 8) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-700 073.
- 9) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Market, 1st Floor, Salt Lake, Sector-III, Kolkata-700 106.
- 10) The Treasury Officer, _____
- 11) Sri Sumit Mitra, Network Administrator, Finance Department, for uploading this in the Finance Department Website.
- 12) Guard file.

Ans
23/2/16
OSD & E.O. Joint Secretary to the
Government of West Bengal