



South Calcutta Girls' College

METRIC POINT 6.2.2

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**IMPORTANT GOVT ORDERS, NOTIFICATION, CIRCULAR
AND ALLIED MATTERS**

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Government of West Bengal
Higher Education Department
6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091

MEMORANDUM

No. 892-Edn(U)/IU-79/13

Dated, the 4th Day of November, 2016

Whereas the issue of grant of incentives for Ph.D /M.Phil and other higher qualifications like LL.M., M.Tech etc. Degree, recognized by the relevant statutory body/council, was under active consideration of the State Government;

And whereas the State Government has, after due deliberation, come to a view that in order to attract and retain the best talent in the teaching profession, incentives such as advance increments for acquiring Ph.D./ M. Phil and other higher qualifications, shall be awarded to the University -and College teachers, College librarians and librarians as specified below:

Whereas the University Grants Commission, New Delhi, hereinafter called UGC, had notified on 30.06.2010, its Regulations on Minimum Qualifications for Appointment of Teachers and Others Academic Staff in Universities and Colleges and Measures for the Maintenance of Standard in Higher Education, 2010, hereinafter called UGC Regulations 2010;

And whereas the Higher Education Department, Govt. of West Bengal vide its Order no. 1196 Edn(A) dated 31.01.2012. No. 920-Edn(CS) dated 31.12.2012 and No. 1197(28)-Edn (U) dated 31.12.2012. adopted the guidelines prescribed by the UGC for the Appointment. Promotion including Career Advancement Scheme (CAS) of the Teachers, Librarians, Physical Instructors of the State Aided Universities. Government Colleges and Non-Government Aided Colleges in the state and extended all the benefits of UGC Regulations 2010 except the incentives for Ph.D M.Phil and other higher qualifications;

And whereas the incentives for Ph.D/ M.Phil and other qualifications as per Regulation 9.0 of the UGC Regulations, 2010 was so far not granted to the teachers, librarians, physical instructors of the State aided Universities, Government Colleges and Government aided Colleges in the State:

Now, the Governor is pleased to pass the following orders for the grant of incentives to the teachers, librarians, and physical instructors of the State aided Universities. Government Colleges and Government aided Colleges:

1. Teachers who have entered into service with Ph.D/M.Phil and other higher qualification in their relevant subject between 01.01.2006 and 31.08.2008 and the teachers who have acquired Ph.D., M.Phil and other higher qualifications while in service during 01.01.2006 to 31.08.2008 shall be awarded advance increments in their initial scale of pay at the entry or lower scale of pay on the day of award of Ph.D/ M.Phil and other higher qualifications as follows:
 - a) Four and two non-compounded advance increments shall be admissible to those who hold Ph.D and M.Phil Degree, respectively, at the time of recruitment as Assistant Professor (Stage-1) (erstwhile Lecturer). Candidates with D. Litt./ D. Sc. shall be given benefit on par with Ph.D and M. Litt on par with M.Phil.

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- b) Two non-compounded advance increment shall be admissible to those teachers College Librarians / Assistant Librarians who have acquired Ph.D Degree while in service.
 - c) Teachers, who had joined with M. Phil Degree and subsequently acquired Ph.D Degree within two years of his /her joining, shall be entitled to one advance increment.
2. Teachers who have entered into service on and after 01.09.2008 with Ph.D/ M. Phil and other higher qualifications in his/her relevant subject shall be awarded advance increments in their initial Scale of Pay at the entry or Lower Scale of Pay on the day of award of Ph.D/ M.Phil and other higher qualifications in the following manner:
- a) Five non-compounded advance increments at the entry level of recruitment as Assistant Professor (Stage-I) /College Librarian /Assistant Librarian possessing Ph. D Degree:
 - b) Three non-compounded advance increments from the day of award of Ph.D Degree to those who have acquired Ph.D Degree while in service;
 - c) Two non-compounded advance increments at the entry level of recruitment for possessing post-graduate Degree in a professional course such as LL.M./ M.Tech etc. recognizee by the relevant statutory body / council;
 - d) Those who acquire M. Phil / LL.M / M. Tech etc. degree, recognized by ihe relevant statutory bodies/ councils while in service shall be entitled to one advance increment.
3. For the present, the above Order shall not apply to individuals in the pay band of 37400-67000 +9000 AGP for acquiring Ph.D/M.Phil etc. while in service, since a clarification from UGC is essential. Upon receipt of UGC's clarification necessary instruction for this category shall be issued from this end.
4. This Memorandum is being issued with the concurrence of the Finance Department, Govt. of West Bengal vide its UO No: Group P1/2016-2017/0238 dated 29.09.2016.

BY Order of the Governor,
Sd/-M. Ray
Secretary to the Government of West Bengal
Higher Education Department

Government of West Bengal

Higher Education Department

6th Floor, Bikash Bhavan, Salt Lake, Kolkata-700091

CORRIGENDUM

No. 896 - Edn(U)/IU-79/13

Dated, the 8th Day of November, 2016

In this Department's Memorandum No. 892-Edn(U)/I U-79/13 dated the 4/1 1/2016, 2016 please read -

2. *Teachers who have entered into service on and after 01.09.2008 with Ph.D/ M. Phil and other higher qualifications in his/her relevant subject and the teachers who have acquired Ph.D., M.Phil and other higher qualifications while in service on and after 01.09.2008 shall be awarded advance increments in their initial Scale of Pay at the entry or Lower Scale of Pay on the day of award of Ph.D/ M.Phil and other higher qualifications in the following manner*
In place of-
2. *Teachers who have entered into service on and after 01.09.2008 with Ph.D/ M. Phil and other higher qualifications in his/her relevant subject shall be awarded advance increments in their it-initial Scale of Pay at the entry or Lower Scale of Pay on the day of award of Ph.D/ M.Phil and other higher qualifications in the following manner:*

All other matters as mentioned in the above Memorandum will remain unchanged.

By Order of the Governor,

Sd/- M. Ray

Secretary to the Government of West Bengal

Higher Education Department

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**Government of West Bengal
Department of Higher Education,
Science and Technology and Biotechnology
University Branch
Bikash Bhavan, 6th Floor, Bidhannagar, Kolkata - 700 091.**

CORRIGENDUM

No. 910- Edn (U)/1 U - 79/13

Dated, Kolkata, the 20th September, 2018.

Please **insert** the following para between para 2.a) and 2.b) in this Department's Memorandum No. 892-Edn (U)/1U-79/13 dated the 04/11/2016-

2. aa) Two non-compounded advance increments at the entry level of recruitment as Assistant Professor (Stage-I) /College Librarian /Assistant Librarian possessing M. Phil. Degree;

All other matters as mentioned in the above Memorandum will remain unchanged.

**By Order of the Governor,
Special Secretary to the
Government of West Bengal**

SILADITYA BASURAY

WBCS (Exe.)

SPECIAL, SECRETARY'

DEPTT. OF HIGHER EDUCATION

SCIENCE & TECH AND BIOTECH

GOVT. OF WEST BENGAL

Government of West Bengal
Department of Higher Education, Science & Technology and
Biotechnology
(CS. Branch)

Bikash Bhavan, Salt Lake, Kolkata -700091.

No. 100-L/IC-63-L/2012(Part).

Date : 5th April, 2017.

CORRIGENDUM

Subject: Conferment of the status of Non-teaching to the Hostel/Mess employees and the benefit of General Provident Fund and Pension to the Hostel/Mess employees of State-aided Universities, Government-aided colleges including Government General Degree Colleges and Government Engineering and Technology Colleges in West Bengal.

Vide Government Order No. 874-Edn(CS)/1C-63-L/12 dated 28.10.2014, the Governor was pleased to extend the status of Non-teaching staff to the Hostel/Mess employees (and the attendant benefits of General Provident Fund and Pension) of State-aided Universities, Government-aided Colleges, Government General Degree Colleges and Government Engineering and Technology Colleges in West Bengal.

Now, for implementation of the said Government Order in the case of Government General Degree Colleges and Government Engineering and Technology Colleges, Note (c) under Paragraph 7 shall be modified to the following extent:

“7(c)-for the Government General Degree Colleges and for the Government Engineering and Technology Colleges, the appointing authority shall be the Principal.” All concerned be informed accordingly.

By order of Governor
Sd/- M. Ray
(Madhumita Ray)
Secretary

No. 100/ 1(7)-ILC/ IC-63L/2012(Pt.)

Date : 5th April, 2017.

Copy forwarded for information and/or taking necessary action to :

1. The Accountant General, West Bengal, 2, Government Place (West), Treasury Buildings, Kolkata- 700001.
2. The Joint Secretary (University), Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata -700091.
3. The Vice Chancellor University.
4. The Registrar, University.

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5. The Director of Public Instruction, West Bengal, Bikash Bhavan, 6th Floor, Salt Lake, Kolkata -700091.
6. The Director of Technical Education, West Bengal, Bikash Bhavan, 6th Floor, Salt Lake, Kolkata -700091.
7. The Secretary, Technical Education & Training Department, Vocational Training Institute, Plot B/7, Action Area-III, New Town, Rajarhat, Kolkata -700156.
8. The Director of Technical Education & Training, Vocational Training Institute, Plot B/7, Action Area-III, New Town, Rajarhat, Kolkata -700156.
9. The Deputy Secretary (Estt.), Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata -700091.
10. The Deputy Secretary (C.S. Branch), Bikash Bhavan, Salt Lake, Kolkata -700091.
11. P.S. to Hon'ble MIC, Higher Education, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata -700091.
12. P.A. to Principal Secretary, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata -700091.
13. Law Officer, Integrated Law Cell, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata -700091.
14. Statistical Cell, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata -700091, with request to upload the Order in the Department's website.

Law Officer

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

Government of West Bengal

Department of Higher Education, Science & Technology and Biotechnology

6th Floor, Bikash Bhavan, Bidhannagar, Kolkata-700091

No. 503-Edn(U)/1U-79/13

Dated, the 12th Day of May, 2017

NOTIFICATION

In continuation of the Department's Memorandum No. 892-Edn(U)/IU-79/13 dated 04.11.2016 and Corrigendum No. 896-Edn(U)/IU-79/13 dated 08.11.2016 regarding grant of incentives for Ph.D./ M.Phil and other higher qualifications(OHQ) to the Teachers, Librarians and Physical Instructors of State-aided Universities, Government Colleges and Government-aided colleges of West Bengal, the Governor is pleased to allow the benefit of advance increments to Teachers, Librarians and Physical instructors who acquired Ph.D./ M.Phil and other higher qualifications while in service as Associate Professor in the Pay Band of Rs. 37400-67000, with AGP of Rs.9000/- , as per the provisions laid down in Para 1 and Para 2 of this Department's Memorandum No. 892-Edn (U)/IU-79/13 dated 04.11.2016 read with Corrigendum No. 896-Edn(U)/IU-79/13 dated 08.11.2016.

By order of the Governor,
secretary to the Government of West Bengal
Department of Higher Education. Science & Technology and Biotechnology

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GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
(C.S. BRANCH)
BIKASH BU ABAN, SALT LAKE.
KOLKATA-700091

No 874-Edn (C.S)1C-63L/12

Dale: 28.10.2014

MEMORANDUM

Subject: (Conferment of the status of non-teaching Hostel/Mess employees and the benefit of General Provident fund and Pension to the Hostel/ Mess employees of State-aided Universities, Government-aided Colleges including Government General Degree Colleges and Government Engineering and Technology Colleges in West Bengal

Consequent upon the introduction of uniform service conditions and revision of salaries and allowances of the Hostel/ Mess employees attached to the Hostel/ Messes of State-aided Universities and Government-aided Colleges, including Government General Degree Colleges and Government Engineering and Technology Colleges in West Bengal, vide this Department Order No. 1583-edn (U) dated 19.10.1981 and 148-Edn (U) dated 14.02.2000 and subsequent orders in this regard, the Governor is hereby pleased to direct as follows.-:

1. The Hostel/ Mess employees of the State-aided Universities in West Bengal shall henceforth, be treated as non-teaching employees of the respective Universities and their salaries and allowances including other service benefits shall be the same as are available to the other non-teaching employees of the University.
2. The Hostel/ Mess employees of the State-aided Universities in West Bengal shall be eligible for the benefit of General Provident Fund, Death or Retirement (Gratuity and Pension, including Family Pension and such other retirement benefits as are available to other non-teaching employees of the University, with effect from 01.02.2000, as per the extant rules/ provisions/scheme of the University as are applicable to the other non-teaching employees of the University. The employees, who have died or retired from service on or after 01.02.2000 shall be eligible only for Death or Retiring Gratuity, as the case may be, and Pension or Family Pension, as the case may be, as per the extant rules/ provisions/ schemes of the University. The benefit of General Provident shall however, not be open to those employees who have died or retired from service prior to the issuance of this Order.
3. The Hostel/Mess employees attached to the Government aided Colleges shall henceforth be treated as Non-teaching employees of the respective colleges and their salaries and allowances including other service benefits shall be the same as are available to the other non-teaching employees of the college.
4. The Hostel/ Mess employees of the Government-aided Colleges shall be eligible for the benefit of General Provident Fund, Death or Retirement Gratuity and Pension, including Family Pension and such other retirement benefits as are available to the other non-teaching employees of the College, with effect from 01.02.2000, as per the provisions of the West Bengal Non-Government College Employees and Day Students' Home Employees (Death-

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cum-Retirement Benefit) Scheme notified vide this Department No. 1955-Edn (CS) dated 23.12.1981 and the orders made thereunder. The employees, who have died or retired from service on or after 01.02.2000 shall be eligible for only Death or Retiring Gratuity, as the case may be, and Pension or Family Pension, as the case may be, as per the provisions of the said scheme. The benefit of General Provident shall however, not be open to those employees who have died or retired from service prior to the issuance of this Order.

5. The Hostel/ Mess employees of Government General Degree Colleges and Government Engineering and Technology Colleges shall henceforth, be treated as the Group-D Government employees and shall be eligible for all service benefits including the benefits of General Provident Fund, Death or Retirement Gratuity and Pension including Family Pension as are available to other Group-D Government employees, as per the extant provisions of the relevant rules as applicable to other Government employees in West Bengal. However, such benefit can be extended to only those employees who have retired on “or after 01.02.2000. The benefit of General Provident Fund shall however, not be open to the employees who have died or retired from service prior to the issuance of this Order.
6. The duty-hours and work pattern of the Hostel/ Mess employees shall be determined by the concerned University or the Governing Body of the concerned colleges considering their work-load and other local conditions and every such employee shall be bound to carry out the directions of the University or the Colleges, as the case may be, in this regard., Every such employee shall be liable for disciplinary proceedings and punishment thereunder, for violation of service terms and conditions as per the extant rules of the University or the West Bengal College Teachers (Security of Services) Rules, 1977 notified vide this Department No. 1685-Edn (CS) dated 24.11.1977 or the West Bengal Service Rules, 1971. West Bengal Services Classification, Control and Appeal) Rules, 1971 and the West Bengal Services (Right, Duties and Obligation) Rules, 1980, as the case may be and any other Act framed in future and Rules made in addition for this purpose.
7. The Hostel/ Mess employees of the University and the Colleges shall be considered as non-vacational non-teaching employees of the University or the Colleges and shall be entitled for such leave as may be determined by the State Government from time to time, made in accordance to their work pattern and duty-hours. The appointing authority shall be the leave sanctioning authority for the Hostel /Mess employees.

Note:- (a) For State-aided Universities, the appointing authority of the Hostel/ Mess-employees shall be the Executive Council, or such other; authority decided by the Executive Council, or any other officer entrusted by the Executive Council of the concerned University as it deems fit and proper; (b) for the employees of Government-aided colleges, the appointing authority shall be the Governing Body/ Managing Committee/Administrator; and (c) for the Government General Degree Colleges, the appointing authority shall be the Director of Public Instruction, West Bengal and for the Government Engineering and Technology Colleges, the Director of Technical Education, West Bengal.

8. All existing posts of Hostel/ Mess employees in all State-aided Universities, Government-aided Colleges and Government Colleges shall be considered to be a “dying cadre” and all such post shall be treated as personal to the present incumbent. No further recruitment, either

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contractual or permanent, including appointment on compassionate ground shall be allowed in such post with effect from the date of issue of this Order. The Hostel and Messes of all such Universities and Colleges shall be maintained by outsourcing through private entrepreneurs for which the State Government may grant annual ad-hoc grants. The detailed procedure in this regard will be laid down in due course.

9. This order is issued in concurrence with the Finance Department vide their U.O Reference No. 742-F (Pen) dated 19.09.2014.
10. All other previous orders made in this regard, to the extent they are inconsistent with this Memorandum, shall stand modified.
11. Any dispute in relation to interpretation or clarification of this Memorandum shall be referred to the State Government and the decision of the State Government shall be final.

By order of the Governor

SD/- Vivek Kumar
Principal Secretary

No 874/1(11)-Edn(CS)/1C-63L/12

Date: 28.10.2014

Copy forwarded for information and/or taking necessary action to:

1. The Principal Secretary, Finance Department, Nabanna. Howrah, PIN-71 I 102,
2. The Jt. Secretary (Univ), H.E. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091.
3. Jt. Secretary, (Appt), H.E. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091,
4. The Vice Chancellor, _____, _____ University.
5. The Director of Public Instruction, Bikash Bhaban, Salt Lake, Kolkata-70000, with request to circulate the order in all Government and Government-aided Colleges,
6. The Director of Technical Education, Bikash Bhaban, Salt Lake, Kolkata-700091, with request to circulate the order in all Government Engineering and Technological Colleges,
7. The Deputy Secretary (Estl.), Bikash Bhaban, Salt Lake, Kolkata-700091.
8. The Deputy Secretary (C. S, Branch), Bikash Bhaban, Salt Lake, Kolkata-700091.
9. P.S to Hon'ble MIC, H.E. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091.
10. P.A to Principal Secretary, Bikash Bhaban, Salt Lake, Kolkata-700091,
11. Statistical Cell, H.E. Deptt, Bikash Bhaban, Salt Lake, Kolkata-700091, with request to upload the order in the Department's website.

Additional Secretary

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Government Of West Bengal
Higher Education Department

CS. Branch
Bikash Bhavan, Salt Lake Kolkata - 700 091

No. 1045-Edn(CS)/5P-50/11

Date : 18.11.2015.

From: Joint Secretary to the Govt, of West Bengal

To : The Director of Public Instruction, West Bengal, Salt take, Kolkota - 700 091.

Sub : *Protection of pay of Teachers of Non-Government Colleges on their movement from Government/Goverment-aided School to a Government-aided College.*

In continuation of this Department's Order no. 374-Edn(CS) dated 30.05.1995, the undersigned is directed by order of the Governor to say that the Governor has been pleased to order that when an employee holding a teaching post in a Govt./Non-Govt.-aided school is appointed on the recommendations of the West Bengal College Service Commission after observing prescribed norms of recruitment to a teaching post in a non-Govt.- aided college, his pay in the latter post shall be fixed In the following manner and also subject to fulfillment of the following conditions :

1. (a) Temporary service less than 3 (three) years period In a Govt./non-Govt.- aided school is not eligible for benefit of last pay protection. In such cases, appointment on the recommendation of the West Bengal College Service Commission to a leaching post in non-Government-aided Colleges should be heated as a fresh appointment and pay should be fixed at the entry point pay of the corresponding pay structure attached to the post.
- (b) Permanent service for more than 3 years in a Govt./non-Govt.- aided school is eligible for the benefit of last pay protection and the pay shall be fixed in the revised pay-structure of the new post in such a manner that the basic, pay (Pay in the Pay Band plus Grade Pay) of the new post is same as the basic pay (Pay in the Pay Band plus Grade Pay) of the former post provided that the new post carries duties and responsibilities of greater importance.
- (c) The date of increment shall be the 1st clay of July provided that he has completed six months or more in the revised pay structure as on 1st day of July.
- (d) There shall not be any break in service between leaving the former post and joining the latter post, reasonable journey time being not heated as break-in-service.
2. The College Authority shall be required to move to the DPI, West Bengal for pay fixation in the above manner.
3. The order lakes retrospective effect from 01.01.2006 nationally and actually from 01.04.2008.
4. The order is issued with the concurrence of the Finance Department vide their U.O. No. 0289, Group P (Pay) dated 13.10.2015.
5. All concerned may be informed accordingly.

Joint Secretary to the Government of West Bengal

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

No. 1343-Edn (U)/ 1U-41/11 (Pt)

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. 1197-Edn (U) 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, has now been pleased to direct that the teachers, librarians and other Academic staff of State-aided Universities 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. 1197-Edn (U) 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

**Government of West Bengal
Higher Education, Science & Technology
and Biotechnology Department
(Appointment Branch)
Bikash Bhaban, Salt Lake Kolkata-700091**

No. 198-EH/ (CG)/ (A) 5P-90/12 (Pt)

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. 1196-Edn (A) 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, has now been pleased to direct that the teachers, librarians and Physical Instructor of Government College 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. 1196-Edn (A) 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. 198-EH/ (CG) 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 and Physical Instructors of Government Colleges in West Bengal.

APPENDIX - III: TABLE I(Please refer to UGC notification no. F.I-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 answer scripts) as per allotment	20	Actual hours spent per academic year ÷ 10	20	Actual hours spent per academic year ÷ 10
	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

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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 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.)	15	Actual hours spent per academic year -10
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15	Actual hours spent per academic year -10

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	(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		
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 as notified by the UGC#	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.	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

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		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)	Sponsor 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

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	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.I-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. 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 LL.M, M. Tech, M. V. Sc., M.D., or six years of service who are without Ph. D/ M. Phil / PG Degree in Professional courses	(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.
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	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 H(A).

Compendium

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
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)	70	Actual Score (Actual hours spent per Academic Year ÷ 20)	60	Actual Score (Actual hours spent per Academic Year ÷ 20)

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Development, organization and management of e-resources including their accessibility over Intranet/ Internet, digitization of library resources, e-delivery of information, etc. (15 Points) 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 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

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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

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III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period
11 +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.I-2/2016 dated 11th July, 2016)

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

Sl No	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	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.

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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).
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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. 198-EH (CG) 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/ 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:

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

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

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

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

14. Research Degree(s):

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

15. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of pay

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

Signature of the Candidate

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/OIC

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 iv) Associate Professor: 20				

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

- (a) Updating of Courses/Curriculum Design:
- (b) Participation/Innovative - Interactive courses:

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- (c) Participation./Innovative - Learning Modules
- (d) Participation. /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, Performing Arts:
- (k) Organizing & cond. of popular Programme/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

SI. 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			
	ii) Other co-curricular activities (Cultural, Sports, NSS, and 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

Compendium

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

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

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

Compendium

(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 :

- a) International Award/Fellowship from academic bodies- 15/award & 15 / fellowship
- b) National Award/Fellowship from academic bodies- 10/award & 10 / fellowship
- c) 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

Important Govt. Orders, Notifications, Circulars and Allied Matters of Universities

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 S with date and seal H</i>	

Compendium

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 seal		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/ OIC of
College with Date and Seal

Compendium

No. 198/ 1(16)-EH/ (CG)/ (A) 5P-90/12 (Pt)

Date: 07.12.2017

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) Special Secretary, Appointment Branch of this Department,
- (5) Joint Secretary, Budget Branch of this Department,
- (6) Director of Public Instruction, West Bengal, Bikash Bhavan, Kolkata -91.
- (7) The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata - 700 001.
- (8) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-700012.
- (9) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jahar Building, Kolkata-73.
- (10) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Block, Sector III, Salt Lake City, Kolkata - 106.
- (11) The Treasury Officer, Treasury,
- (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.

Sd/-
Joint Secretary

Compendium

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION, SICNCE TECHNOLGY
& BIOTECHNOLOGY DEPARTMENT
BIKASH BHAVAN, SALT LAKE,
KOLKATA-700 091**

No. 27-(ILC)/IC-190-L/2015

Date: 18.01.2017

ORDER

Sub: Relaxation of 5% marks for Scheduled Castes/Scheduled Tribes/Differently-abled (Physically and visually differently-abled)/Other Backward Classes (OBC)(Non-creamy layer) categories for direct recruitment to teaching positions.

The undersigned is directed by order of the Governor to state that the University Grants Commission in the Notification No. F. 1-2/2016(PS/Amendment) dated the 11th July, 2016 has amended the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of Standards in Higher Education) Regulations, 2010.

Now, as per the aforesaid amendment a relaxation of 5% marks may be provided at the Graduate and Post Graduate level for the Scheduled Castes/Scheduled Tribes/Differently-abled (Physically and visually differently-abled)/Other Backward Classes (OBC)(Non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions in the state-aided Universities and in the Govt. and Govt.-aided Colleges. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

Sd/- H. Das
Deputy Secretary

No. 27/l(10)-(ILC)/IC-190-L/2015

Date: 18.01.2017

Copy forwarded for information and/or for taking necessary action to:-

1. Vice Chancellor,.....University,
2. The Chairman, WBCSC, Purta Bhaban 3rd Floor, DF Block, Kolkata-700091,
3. The Director of Public Instructions, Bikash Bhaban, Salt Lake, Kolkata-700091,
4. The Director of Technical Education, Bikash Bhaban, Salt Lake, Kolkata-700091,
5. Joint Secretary (Appt), H. E. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091,
6. Joint Secretary (University), H. E. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091,
7. P.S to Hon[^]ble MIC, H. E. Deptt. Bikash Bhaban, Salt Lake, Kolkata-700091,
8. Shri Supriyo Chattopadhyay, Advocate, High Court, Bar Association, Kolkata-700001,
9. Shri Shahan Sana, Advocate, High Court, Bar Association, Room No. 13, Kolkata-700001
10. Md. Kowsar Ansar, S/O Md. Azimuddin, Vill & P.O- Budhia, P.S. English Bazar, Dist: Maldah, PIN-732128.

Law Officer

**Government of West Bengal
Department of Higher Education,
Science & Technology and Biotechnology
Bikash Bhawan, Salt Lake, Kolkata - 700 091**

No. 361- Edn.(CS)/5P-56/2017

Dated, Kolkata, 10th April, 2017

MEMORANDUM

The University Grants Commission has notified in the Gazette of India the 'University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016' vide No.F.1-2/2016 (PS/Amendment) dated 11/07/2016, which, *inter alia*, specify the revised Academic Performance Indicators (API) for Career Advancement Scheme (CAS) promotion for Assistant Professor, Associate Professor and Professor and for Direct Recruitment of Associate Professor and Professor in Universities and Colleges.

Now, the University Grants Commission, vide its Notification No.F. 1-2/2016(PS) dated 10/01/2017, has informed that the Standing Committee constituted by the University Grants Commission has approved the List of Journals for the purpose of Career Advancement Scheme (CAS) and Direct Recruitment of teachers and other academic staff as required for API scores under Category-III (Research and Academic Contribution) of the UGC Regulations, 2016.

Accordingly, I am directed by the order of the Governor to clarify that all State-aided higher education institutions and Government Colleges which fall under the ambit of the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, are hereby informed that the extant UGC Regulations notified vide G.O No.1197 (28) -Edn (U)/IU-41/II(Pt) dt.31.12.2012, 1097-(17)-Edn(U)/IU-41/II(Pt.) dt. 14.11.2014, 667 Edn (U) /IU -41/II(Pt.) dt.21.06.2013, 962-Edn (U)-41/II(Pt.) dt. 5.10.2015, No.920 Edn(CS)/5P-52/98 dt.31.12. 2012, ED-103/2013 dt.18.02.2013, ED-275/2013 dt.24.04.2013, ED-293/2013 dt.07.05.2013, 558 Edn (CS) dt.14.06.2013 922-Edn (CS) dt. 14.11.2014 & ED-403/2015 dt.31.03.2015, 951-Edn (CS) dt. 06.10.2015, Noll96 Edn (A) dt.31.12.2012, ED-104/2013 dt.18.02.2013, ED-275(A)/2013 dt.24.04.2013, ED-293/2013 dt.07.05.2013 ED-594/2013 dt.14.06.2013, 1262 Edn (A) dt 14.11.2014, 568 Edn (A) dt.02.04.2015, ED-404/2015 dt.31.03.2015, 2171 Edn (A) dt. 6.10.2015, ED 049 dt.03.03.2016 shall cease to apply for processing promotions under Career Advancement Scheme (CAS) for computation of Academic Performance Indicators (API) score for cases that become eligible promotion on or after 10.01.2017. However, calculation of API scores for CAS up to 09.01.2017 will continue to be guided by the above mentioned orders. For cases becoming eligible for promotion under CAS on or after 10.01.2017, fresh guidelines based on the UGC Regulations, 2016 are under process.

Secretary to the Govt. of West Bengal