

**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

Teacher's self appraisal details

South Calcutta Girls' College

Details of Online Classes for the month of April for 2020-2021 academic session

Name of the faculty- Dr. Partha Malakar Department -Psychology

Date	Total No. of				Total No. of				Total No. of				
	Hons/Gen	Alloted	Taken		Hons/Gen	Alloted	Taken		Hons/Gen	Alloted	Taken		
1.04.21	H-13, G-20				H-14, G-6				H-11, G-3				
2.04.21	H-13, G-20				H-14, G-6				H-11, G-3				
3.04.21	H-13, G-20				H-14, G-6				H-11, G-3				
4.04.21	H-13, G-20				H-14, G-6				H-11, G-3				
5.04.21	H-13, G-20	NA	NA	NA	H-14, G-6	NA	NA	NA	H-11, G-3	1	1	7	NA
6.04.21	H-13, G-20	NA	NA	NA	H-14, G-6	2	2	11+13	H-11, G-3	2	2	7+9	NA
7.04.21	H-13, G-20	1	1	12	H-14, G-6	1	0	0	H-11, G-3	2	0	0	3
8.04.21	H-13, G-20	3	3	13+12+15	H-14, G-6	NA	NA	NA	H-11, G-3	1	1	10	NA
9.04.21	H-13, G-20				H-14, G-6				H-11, G-3				
10.04.21	H-13, G-20	2	2	12+14	H-14, G-6	1	1	6	H-11, G-3	NA	NA	NA	NA
11.04.21	H-13, G-20				H-14, G-6				H-11, G-3				
12.04.21	H-13, G-20	NA	NA	NA	H-14, G-6	NA	NA	NA	H-11, G-3	1	1	9	NA
13.04.21	H-13, G-20	NA	NA	NA	H-14, G-6	2	2	13+13	H-11, G-3	2	2	10+9	NA
14.04.21	H-13, G-20				H-14, G-6				H-11, G-3				
15.04.21	H-13, G-20				H-14, G-6				H-11, G-3				
16.04.21	H-13, G-20	NA	NA	NA	H-14, G-6	2	2	12+9	H-11, G-3	2	2	10+8	NA
17.04.21	H-13, G-20	2	2	13+13	H-14, G-6	1	1	4	H-11, G-3	NA	NA	NA	NA
18.04.21	H-13, G-20				H-14, G-6				H-11, G-3				
19.04.21	H-13, G-20	1	1	13	H-14, G-6	NA	NA	NA	H-11, G-3	1	1	10	NA
20.04.21	H-13, G-20	NA	NA	NA	H-14, G-6	2	2	9+10	H-11, G-3	2	2	7+5	NA
21.04.21	H-13, G-20	NA	NA	NA	H-14, G-6	1	1	10	H-11, G-3	2	2	10+3	NA
22.04.21	H-13, G-20	3	3	11+13+15	H-14, G-6	NA	NA	NA	H-11, G-3	1	1	10	NA
23.04.21	H-13, G-20	NA	NA	NA	H-14, G-6	2	2	10+13	H-11, G-3	2	2	10+9	NA
24.04.21	H-13, G-20	2	2	12+11	H-14, G-6	1	1	5	H-11, G-3	NA	NA	NA	NA
25.04.21	H-13, G-20				H-14, G-6				H-11, G-3				
26.04.21	H-13, G-20	NA	NA	NA	H-14, G-6	NA	NA	NA	H-11, G-3	1	1	9	NA
27.04.21	H-13, G-20	NA	NA	NA	H-14, G-6	2	2	8+13	H-11, G-3	2	2	11+11	NA
28.04.21	H-13, G-20	1	1	10	H-14, G-6	1	1	11	H-11, G-3	2	2	8+2	NA
29.04.21	H-13, G-20	3	3	11+9+13	H-14, G-6	NA	NA	NA	H-11, G-3	1	1	9	NA
30.04.21	H-13, G-20	NA	NA	NA	H-14, G-6	2	2	11+8	H-11, G-3	2	2	11+6	NA

Remarks
Scripts checked, scrutinized, marks uploaded and prepared for even semesters
Holiday for Good Friday, Scripts checked, scrutinized, marks uploaded
Attended G-Meet conducted by Principal Mam from 3pm to 6:30pm, prepared for even semesters
Sunday, NAAC work in the evening to night
Examination related work. Attended NAAC Criterion3 meeting from 5 to 6pm
Prepare GE and CC group of students for new session. Prepare name, college roll, CU roll & registration of students appeared sem2, 3,4, 5, till 11pm.
Visited College for PF declaration and important administrative work
Attended NAAC Criteria3 meeting from 4:30pm-6:30pm, examination related work
Holiday, Naac work in the evening,
SUNDAY
NAAC criterion1 work for 3hours in the evening
Examination related urgent work in the evening as per instructions
Holiday (Ambedkar's birthday)
Holiday (Bengali New year)
NAAC work for criterion2
NAAC work for criterion2
Sunday
Work for Counselling cell in evening (3 hours)
Departmental administrative work
SUNDAY
Departmental administrative work
NAAC WORK
NAAC WORK

South Calcutta Girls' College

Details of Online Classes for the month of December for 2020-2021 academic session

Name of the faculty- Dr. Partha Malakar Department -Psychology

Date	Total No. of students in 1st Semester	Classes in Hour(s)		No. of Students attended	Total No. of students in 3rd Semester	Classes in Hour(s)		No. of Students attended	Total No. of students in 5th Semester	Classes in Hour(s)		No. of Students attended	Classes not held in hours
		Alloted	Taken			Alloted	Taken			Alloted	Taken		
	Hons/Gen				Hons/Gen				Hons/Gen				
1.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
2.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
3.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
4.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
5.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
6.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
7.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
8.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
9.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
10.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
11.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
12.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
13.12.20					H-14, G-2				H-11, G-4				
14.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
15.12.20	NA	NA	NA	NA	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
16.12.20	H-14, G-20	1	1	15	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
17.12.20	H-14, G-20	3	3	10+12+23	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
18.12.20	H-14, G-20	0	0	0	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
19.12.20	H-14, G-20	2	2	13+16	H-14, G-2	NA	NA	NA	H-11, G-4	NA	NA	NA	NA
20.12.20	H-14, G-20				H-14, G-2				H-11, G-4				
21.12.20	H-14, G-20	0	0	0	H-14, G-2	0	0	0	H-11, G-4	1	1	9	NA
22.12.20	H-14, G-20	0	0	0	H-14, G-2	2	2	13+11	H-11, G-4	2	2	10+9	NA
23.12.20	H-14, G-20	1	1	14	H-14, G-2	1	0	0	H-11, G-4	2	0	0	3
24.12.20	H-14, G-20	3	3	13+13+17	H-14, G-2	0	0	0	H-11, G-4	1	1	11	NA
25.12.20	H-14, G-20				H-14, G-2				H-11, G-4				
26.12.20	H-14, G-20				H-14, G-2				H-11, G-4				
27.12.20	H-14, G-20				H-14, G-2				H-11, G-4				
28.12.20	H-14, G-20	0	0	0	H-14, G-2	0	0	0	H-11, G-4	1	1	8	NA
29.12.20	H-14, G-20	0	0	0	H-14, G-2	2	2	9+9	H-11, G-4	2	2	11+10	NA
30.12.20	H-14, G-20				H-14, G-2				H-11, G-4				
31.12.20	H-14, G-20	3	3	13+13+11	H-14, G-2	0	0	0	H-11, G-4	1	1	10	NA

Remarks
Conducted examination whole day, Paper checking (4hrs), emergency google meet with departmental teachers (1.30hrs)
Marks uploaded of ongoing examination (1pm-2:50pm), Admission meeting by Principal mam (3pm-5pm), examination work (5-6pm), Exam committee google meet (8.30-9.30pm), students' registration list check (10-11pm)
Conducted examination whole day, Marks uploading for GECC2 (1hr), Google meet for document verification of SEM1(H) (1.30 hr), Tomorrow's examination related work (2hrs)
Admission work for sem1 (5hrs), Examination work (3hrs), visited college for exam (SEC) & admission (12:10pm-5pm)
Conducted examination whole day, answer scripts checked at evening for 2hours
Conducted examination whole day
Scripts checked of semester students for whole day (6 hours)
Conducted examination for first half, Administrative activities for counselling cell
Scripts checked for semester students (2 hrs), Administrative activities for counselling cell, Administrative work related to examination
Administrative activities for counselling cell (3 hrs), marks uploaded (2hrs), arrangement to conduct classes for sem1(evening), Other examination works
Admission work for semester1, Marks uploaded for CC9 (1 hr), activities for the examination, arrangements for orientation prog. (counseling)
Organized Orientation program for Counselling (9:45-11:15am), (11:30am-12:40pm), Conducted CU exam for 1+1+1 students, others examination related activities
Sunday, Examination related work done
Organized Orientation program for Counselling (2:00pm-3:00pm), (3:30pm-4:30pm), marks uploaded (2hrs), other exam related work
administrative work for counselling cell, uploaded marks, other works related to the examination
Examination related work, Admission committee work of data verification
Examination related activities
Examination related activities, Prepared and uploaded materials for semester1 hors students
Examination related activities, Principal mam's meeting attended (2:30pm-4pm), materials uploaded for sem1 hors student
Sunday, Uploading related to the examination activities for Part1 and 2 Hons
Departmental meeting conducted through google meet (3pm-4pm), administrative work for Counselling cell, exam related work
administrative work for counselling cell, examination related work, organized and uploaded materials for semesters
visited college to submit documents for income tax deductions and for departmental work (organized materials for NIRF)
Admission related work, examination related work
Holiday (Christmas), meeting attended for generation of Awardlist for SEC general and marks uploaded(7:30pm-11pm), Attended students magazine inaguration meeting from 11am-12pm
Could not attend class because of sickness and also informed the same
Sunday
Admission related activities
Visited College for urgent admission related work as per instructions of the Authority

No: 3HEHO00319/2021-2022/0042381

Date : 17/07/2021

The Pay of the Officers/Staffs under Non Teaching Staff Cadre who are now posted in the Departments/Directorates/Offices mentioned against their names have been fixed as shown in the annexure below as per ROPA COLLEGE ROPA 2019 FOR NTS as a result of his/her/their Career Advancement Scheme (CAS)/Non Functional Promotion

2) The below mentioned officers/staffs will be entitled to draw their Pay as per his/her/their revised pay as mentioned above together with usual allowances as admissible in terms of Government Orders issued from time to time after fixation of Pay with effect from the respective dates as shown

3) An undertaking shall have to be obtained from the officer/staff concerned to the effect that he/she/they will be liable to refund the amount drawn in excess, if any, in terms of erroneous pay fixation in a single instalment if detected later on.

4) Pay Fixation of Sri Bablu Malakar under the benefit of MCAS for 10 years w.e.f 15.12.2020

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APARNA DE

PRINCIPAL

SOUTH CALCUTTA GIRLS COLLEGE

No: 3HEHO00319/2021-2022/0042381

Date : 17/07/2021

Copy forwarded for information and taking necessary action

- 1 The Accountant General (A&E) West Bengal, Treasury Building, 1 Kiran Shankar Roy Road Kolkata-700001
- 2 Principal and Secy, South Calcutta Girls College, 72 SARAT BOSE RD
- 3 The Pay and Accounts Officer, Calcutta PAO-II
- 4 Office Copy
- 5 BABLU MALAKAR

APARNA DE

PRINCIPAL

SOUTH CALCUTTA GIRLS COLLEGE

SOUTH CALCUTTA GIRLS COLLEGE

72 Sarat Bose Road, Kolkata, Kolkata, Landsdown

No: 3HEHO00319/2021-2022/0042543

Date : 17/07/2021

The Pay of the Officers/Staffs under Non Teaching Staff Cadre who are now posted in the Departments/Directorates/Offices mentioned against their names have been fixed as shown in the annexure below as per ROPA COLLEGE ROPA 2019 FOR NTS as a result of his/her/their Career Advancement Scheme (CAS)/Non Functional Promotion

2) The below mentioned officers/staffs will be entitled to draw their Pay as per his/her/their revised pay as mentioned above together with usual allowances as admissible in terms of Government Orders issued from time to time after fixation of Pay with effect from the respective dates as shown

3) An undertaking shall have to be obtained from the officer/staff concerned to the effect that he/she/they will be liable to refund the amount drawn in excess, if any, in terms of erroneous pay fixation in a single instalment if detected later on.

4) Pay fixation of Sri Prafulla Kumar Das, Guard, under the benefit of MCAS for 20 years w.e.f. 01.07.2020

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SOUTH CALCUTTA GIRLS COLLEGE

No: 3HEHO00319/2021-2022/0042543

Date : 17/07/2021

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