

**Government of West Bengal  
Higher Education Department  
Technical Branch  
Bikash Bhavan, 6<sup>th</sup> Floor, Salt Lake, Kolkata - 700091**

**No.533 –Edn (T)/4A-4/2023**

**Dated: 12.12.2023**

**From:** Deputy Secretary, Govt. of West Bengal

**To:** The Director of Technical Education, Govt. of West Bengal

**Subject:** Terms and Conditions towards Promotion for the Teachers and Librarians of Govt. Engg. & Tech. Colleges in West Bengal.

Consequent upon implementation of revised pay-structure under the AICTE pay revision scheme in terms of this department Memo No. 11-Edn(T)/1P-2T-2019 dated 07.01.2020, the question of allowing Promotion in the light of AICTE Regulation 2019 vide F. No. 61-3/RIFD/7<sup>th</sup> CPC/2016-17 dated 01.03.2019 and subsequent Notifications for the Teachers and Librarians of Govt. Engg. & Tech. Colleges in West Bengal were under consideration for some time past.

2) Now after careful consideration and keeping in view of the local conditions applicable in the State, the Governor has been pleased to decide that the norms for promotion of Teachers/Librarians in Govt. Engg. & Tech. Colleges in West Bengal as annexed in I, II, III and IV will be followed by all Govt. Engg. & Tech. Colleges in West Bengal under the administrative control of this Department in regard to norms for Promotion for Teachers/Librarians so that the revised pay structure as introduced in terms of 11-Edn(T)/1P-2T-2019 dated 07.01.2020 and the scheme of promotion rules and other service conditions of the Teachers/Librarians of Govt. Engg. & Tech. Colleges, as annexed, will be considered a composite one. Enclosed Annexure-I contains the guidelines for scheme prescribing the Norms for promotion and other service conditions of teachers. Annexure II contains Constitution of Selection Committee for the promotion of Assistant Professor, Associate Professor and Professor. Annexure III contains Training Requirements for promotions of Teachers from all the Disciplines and Annexure IV contains General Information and the prescribed formats and scoring pattern as laid down in the scheme.

3) The above scheme will be applicable only in respect of the Teachers/Librarians (a) who are confirmed in service (b) who become eligible for promotion on or after 01.03.2019 of Govt. Engg. & Tech. Colleges under the administrative control of this Department and will take effect from 01.03.2019 i.e. the date of Notification of the aforesaid AICTE Regulation.

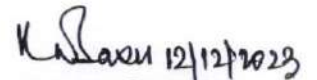
4) This order is issued in continuation of the earlier order in this Department vide no. 11-Edn(T)/1P-2T-2019 dated 07.01.2020 and with concurrence of Finance Department vide U.O. no. Group P1/2023-24/0398 dated 08.12.2023.

**Encl:** Annexure -I, II, III and IV

  
Deputy Secretary

**Copy Forwarded for information and necessary action to:**

1. The Principal Accountant General (A&E), West Bengal.
2. Finance Department Group P1, Govt. of West Bengal
3. Pay & Accounts Officer (1), 81/2/2, Phears Lane, Kolkata – 12.
4. Pay & Accounts Officer (2), p-1, Hyde Lane, Kolkata – 73.
5. Pay & Accounts Officer (3), Subhanna, SGO Complex, 5<sup>th</sup> and 6<sup>th</sup> floor, Plot no. 9, DF Block, Sector I, Saltlake, Kolkata-64
6. Director of Treasuries, Stephen House, 4, B.B.D. Bag (East) , Kolkata – 01.
7. Secretary, Public Service Commission, West Bengal.
8. Private Secretary to Hon'ble MIC, Higher Education Department, Govt. of West Bengal.
9. Sr. PS to Principal Secretary, Higher Education Department, Govt. of West Bengal.
10. Budget Branch of the Higher Education Department, Govt. of West Bengal.
11. Principal/ Officer-In-Charge, \_\_\_\_\_
12. Treasury Officer, \_\_\_\_\_
13. IT Cell of this Department with a request to upload in the Departmental website.
14. Guard File

  
Deputy Secretary

## Annexure - I

### 1. Minimum Qualification Norms for Promotions

#### (a) Qualification for promotion from Assistant Professor to Assistant Professor - Senior Scale (Level – 11, Entry Pay 68900/-)

(i) Qualifications prescribed for the post of Assistant Professor

**(a) Engineering / Technology**

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

**(b) MCA**

B. E. / B. Tech. / B. S. and M.E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with First Class or equivalent in any one of the degrees.

**OR**

B. E., B. Tech. and MCA with First Class or equivalent in any one of the two degrees.

**OR**

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.

**AND**

(ii) Should have completed requirements as per **Annexure – III**.

**AND**

(iii) Should have satisfied any one of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals / UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to < 8

**(b) Qualifications for promotion from Assistant Professor - Senior Scale (Level – 11, Entry Pay 68900/-) to Assistant Professor - Selection Grade (Level – 12, Entry Pay 79800/-)**

(i) Qualifications as prescribed for the post of Assistant Professor - Senior Scale

**AND**

(ii) Should have completed minimum training requirements as per **Annexure - III**.

**AND**

(iii) Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor - Senior Scale			
	Additional Qualification	Experience (Years)	Research publications in SCI journals / UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to < 8

**(c) Qualifications for promotion from Assistant Professor - Selection Grade (Level – 12, Entry Pay 79800/-) to Associate Professor (Level – 13A1, Entry Pay 131400/-)**

(i) Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

**AND**

(ii) Should have completed minimum training requirements as per **Annexure – III**.

**AND**

(iii) Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor – Selection Grade		
	Experience (Years)	Research publications in SCI journals / UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

**(d) Qualifications for promotion from Associate Professor (Level – 13A1, Entry Pay 131400/-) to Professor (Level – 14, Entry Pay 144200/-)**

(i) Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

**AND**

(ii) Should have satisfied any one of the below mentioned set of requirements.

Set No.	Ph.D. Guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor		
			Experience (Years)	Research publications in SCI journals / UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

**Notes on 360° Feedback:**

1. The 360° feedback score is to be calculated as per the method mentioned in Annexure IV of AICTE Regulation 2019 vide F. NO. 61-1/RIFD/7<sup>th</sup> CPC/2016-17 Dated 01<sup>st</sup> March, 2019.
2. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years in the assessment period added together required for promotions.
3. In case the candidate fails to achieve the maximum feedback score (8-10), the subsequent years may be taken into consideration while dropping the lowest feedback score in any one of the year.

**Note on eligibility of promotion:**

Those who are eligible for promotions under this new Scheme shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled by **31<sup>st</sup> July, 2024**, so as to enable the teachers in equipping them for requisite mandatory requirements of this scheme to avail the benefit of promotion retrospectively from the date of eligibility.

**2. Date of implementation:** The criteria for promotions laid down under this Scheme shall be effective from the date of notification of AICTE Regulation 2019. However, to avoid hardship to those faculty

members who have already qualified or are likely to qualify shortly under the existing Scheme, a choice may be given to them, for being considered for promotions under the existing Scheme. This option can be exercised by Degree teachers, but only within three years from the date of notification of AICTE Regulation 2019 and such candidates have to apply for their promotion within 31<sup>st</sup> July 2024.

### 3. Constitution of Screening cum Evaluation / Selection Committee:

Composition of Selection Committee for the promotion of Assistant Professor, Assistant Professor – Senior Scale, Assistant Professor – Selection Grade and Associate Professor is enumerated in Annexure - II

### 4. Annual process for promotion:

Interviews for promotions of the faculty member's shall be carried out at a regular span annually to avoid any stagnation in career growth of faculty members.

(a) A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma duly supported by all credentials to the Principal / O.I.C of the Government Engineering and Technology Colleges of West Bengal through proper channel, within three months in advance of the due date, that he/ she fulfills all requisite qualifications.

(b) Candidates, who do not fulfill the minimum requirement stipulated in this Gazette Notification, will have to be re-assessed after a period of one year. The date of promotion shall be the date on which he/ she satisfies all the minimum requirements after successful reassessment.

(c) The entry level and consecutive stages of promotions are shown in table below:

**Stages of Promotion**

Designation	Stage
Assistant Professor	Entry Level, Stage I
Assistant Professor (Senior Scale)	Stage II (Level 11)
Assistant Professor (Selection Grade)	Stage III (Level 12)
Associate Professor	Stage IV (Level 13 A1)
Professor	Stage V (Level 14)

### 5. Necessary conditions for promotion:

#### 5.1 Industrial Training

Since a requirement of industrial training has been stipulated for vertical movement of faculty members, Industrial training by incumbents from an organization empanelled under AICTE/Govt. of India/ State Government\_ or having affiliation/ certification from CII, FICCI, NASSCOM and other such industry bodies is required as mentioned in **Annexure III**.

## 5.2 Teaching Engagement

The faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in table below:

**Teaching Engagement of Faculty Members in Degree Level Institutions**

Designation	(Teaching / Laboratory hours) / week
Assistant Professor	16
Associate Professor	14
Professor	14

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like Head of the Department.

## 5.3 Mandatory Teacher Trainings

(a) Every teacher appointed / promoted to any position shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service. However, this will be applicable only for new inductee teachers and teachers into service with less than five years of experience.

(b) No newly appointed teacher shall be completing the probation without getting the certification of completion of these 8 modules. The newly appointed teachers who have completed their probation or have obtained confirmation in service without accomplishment of these 8 modules shall have to mandatorily undergo these modules as mentioned in **5.3 [point (a)]** for being considered for promotion under this new regulation.

(c) The requirement of completing these modules as mentioned in this regulation is applicable to all the incumbent teachers while applying for promotion / selection to next higher cadre only once in the career.

## 6. Additional Requirements

### 6.1 Research Publications

In order to ensure quality of publications for promotions, candidates must have published research papers in SCI journals or UGC approved Journals or AICTE approved list of journals

or jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India / Institute of Town Planners, India.

### **6.2 Equivalence for Ph.D.**

Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index (as defined by AICTE) of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state for national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

### **6.3 Eligibility of direct Ph.D. after B.E. / B.Tech.**

The qualification of Ph.D. acquired for the various level of posts directly after B.E/ B. Tech. is applicable in Technical Institutions, provided degree of Ph.D. awarded is in relevant discipline by a recognized University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e. IITs/IISc/NITs etc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering /Technology.

### **6.4 Nomenclature of relevant degrees**

Nomenclature of relevant degrees is to be guided vide Gazette issued by AICTE with F. No. 27/RIFD/Pay/01/2017-18 Dated 28<sup>th</sup> April 2017.

### **6.5 Incumbent faculty Members with previous qualifications**

Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M.Com and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13<sup>th</sup> March 2010 are to be considered as eligible for promotion in the same or other institutions, subject to fulfillment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

### **6.6 Faculty Members on deputation**

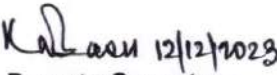
Any Faculty Member on deputation to some Government Organization / Autonomous Bodies such as Directorate of Technical Education (DTE) / All India Council for Technical Education



(AICTE) / University Grants Commission (UGC) / Ministry of Human Resource Development (MHRD) / Department of Science and Technology (DST) etc. on academic / administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training and 360° feedback. If the faculty has secured at least Very Good rating, it shall be considered equivalent to 8 points on a 10 point scale of 360° feedback in reference to this notification for the period of deputation

#### **7. Methodology of promotion for Librarians**

The qualifications for promotions for Librarians shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18<sup>th</sup> July, 2018.

  
Deputy Secretary

## Annexure - II

### Constitution of Screening cum Evaluation / Selection Committee

#### Composition of Selection Committee for the promotion of Assistant Professor, Associate Professor and Professor:

##### (I) For teachers in Technical Institutions:

(a) The Selection Committee for the promotion to the post of Assistant Professor (Senior Scale) / Assistant Professor (Selection Grade)/ Associate Professor/ Professor in the Govt. Engg. and Tech. Colleges shall have the following composition:

(i) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.

(ii) The Principal of the College.

(iii) Head of the Department of the concerned subject in the College.

(iv) Two nominees of the Vice-Chancellor or Acting Vice Chancellor of the affiliating University of whom one should be a subject-expert.

(v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.

(vi) An academicians representing SC / ST / OBC / Minority / Women / Differently-abled categories etc., if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.

  
Deputy Secretary

### Annexure - III

#### Training Requirements for Promotions of Teachers from all the Disciplines

**For Assistant Professor (Senior Scale):** Completion of following training requirements at the level of Assistant Professor.

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Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IITs / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

One week Faculty Development Programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

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**AND**

Completed minimum two weeks of relevant Industrial Training / Professional Training. (As mentioned in Point No. 5.1)

**For Assistant Professor (Selection Grade):** Completion of following training requirements at the level of Assistant Professor (Senior Scale)

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Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE/ UGC/ TEQIP/ NITTTR/ PMMMNMTT/ IISc/ IITs/ University/ Government/ DTE/ Board of Technical Education/ CoA/ IIA/ SPA/ ITPI/ NRCs/ ARPIT research organization/ other institute of National Importance/ Design Studio.

OR

One week Faculty Development Programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE.

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

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**AND**

Completed minimum two weeks of relevant Industrial Training / Professional Training (As mentioned in Point No. 5.1).

**For Associate Professor:** Completion of following training requirements at the level of Assistant Professor (Selection Grade)

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Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE/ UGC/ TEQIP/ NITTTR/ PMMMNMTT/ IISc/ IIT/ University/ Government/ DTE/ Board of Technical Education/CoA/IIA/SPA/ITPI/NRCs/ ARPIT research organization/other institute of National Importance/ Design Studio.

OR

One week Faculty Development Programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE.

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

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**AND**

Completed minimum two weeks of relevant Industrial Training / Professional Training. (As mentioned in Point No. 5.1)

  
Deputy Secretary

**Annexure IV**  
**Part – A**  
**General Information**

<b>Name</b>	
<b>Present Designation</b>	
<b>Assessment Period</b>	

1. Name :
2. Father's Name :
3. Department :
4. Date of Appointment in WBGS :
5. Date of Confirmation :
6. Current Designation :
7. Date of Last Promotion :
8. Position applying for under CAS :
9. Date of eligibility for Promotion :
10. Address for Correspondence :  
(With pin code)
11. Permanent Address :  
(With pin code)  
Telephone No. :  
E-mail :
12. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (%)	Class / Grade

13. Research Degree(s):

Degree	Name of the University	Date of award	Title of the Thesis

14. Date of Completion of 8 Online Modules of MOOCs (as per the AICTE teacher training policy):

Name of the Module	Duration	Date of completion

15. Industrial training:

Duration of the Training	Start Date	End Date	Name of the Organization from where Industrial Training is done	Type of Organization (e.g. empanelled under Govt. of India or affiliated to CII etc.)

16. Training Course:

Sl. No.	Title of the training course	Duration & Date	Organized by	Type of the Training Course (FDP/ MOOCs Course)

17. Details of Teaching/ Research/ Academic Experience:

Designation	Employer	Period of service		Scale of pay
		From	To	

18. Other Set of Requirements:

Set No.	Ph.D. guided (To be filled up by the candidate applying for promotion to Professor (Level 14))	Total Experience (Years) (To be filled up by the candidate applying for promotion to Professor (Level 14))	To have acquired in the cadre of <u>Assistant Professor/ Assistant Professor (Senior Scale)/ Assistant Professor (Selection Grade)/ Associate Professor</u>		
			Experience (Years)	Research publications in SCI journals / UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)

19. Details of journal publication (Attach separate sheet in below mentioned format, if required):

Sl. No.	Title of the paper	Name of the journal	Volume No. & Page No.	Journal Publication - whether  SCI / UGC / AICTE approved list of journals	ISSN No.	Date/ Month/ Year of publication	Published within Assessment Period (Yes/No)

I declare that 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 IQAC Coordinator  
Date:  
Seal:

.....  
Signature of the Principal/ O.I.C  
Date:  
Seal:

Part B

Year Wise Calculation of Credit Points

Name	
Present Designation	
Assessment Year	

**A. Teaching Process (Max Point 25)**

S. No	Semester	Course Code / Name	No. of Scheduled Classes (S)	No. of Actually Held Classes (H)	Enclosure No. along with page No.
<b>Total</b>					
<b>Point Earned (H/S)*25</b>					

**B. Student's feedback (Max Point 25)**

[The students' feedback has to be taken in the format as presented in Annexure IV of AICTE Regulation 2019 vide F. NO. 61-1/RIFD/ 7<sup>th</sup> CPC/ 2016-17 Dated 01<sup>st</sup> March, 2019. The claims should be supported by the feedback report signed by IQAC Coordinator & Principal.]

Sl. No	Semester	Course Code/Name	Average Student feedback on the scale of 25	Enclosure No. along with page No. (Feedback report signed by IQAC Coordinator & Principal)
<b>Total</b>				
<b>Points Earned</b>				



**C. Departmental Activities (Max Point 20)**

[The claims should be supported by an office order/ official communication from the Head of institute/ Head of Department/ Competent authority along with the duly signed activity report.]

Sl. No	Semester	Activity	Credit Point	Criteria	Enclosure No. along with page No.
<b>Total</b>					
<b>Points Earned</b>					

**D. Institute Activities (Max Credit 10)**

[The claims should be supported by an office order/ official communication from the Head of institute/ competent authority along with the duly signed activity report.]

Sl. No	Semester	Activity	Credit Point	Criteria	Enclosure No. along with page No.
<b>Total</b>					
<b>Points Earned</b>					

**E. ACR / SAR maintained at Institute Level (Max Credit 10)**

Sl. No	Year	Activity	Credit Point	Criteria	Enclosure No. along with page No.
<b>Points Earned</b>					

**F. Contribution to Society (Max Credit 10)**

[The claim should be supported by an office order/ official communication from the Head of institute/ competent authority]

Sl. No	Semester	Activity	Credit Point	Criteria	Enclosure No. along with page No.
<b>Total</b>					
<b>Points Earned</b>					

.....  
Signature of the IQAC Coordinator

Date:

Seal:

.....  
Signature of the Principal/ O-I-C

Date:

Seal:

**Part C**  
**Summary of 360° Feedback**

<b>Name</b>	
<b>Present Designation</b>	
<b>Assessment Period</b>	

Summary	Academic Year 1	Academic Year 2	Academic Year 3	Academic Year 4	Academic Year 5
A. Teaching Process (Max Points: 25)					
B. Students' feedback (Max Points: 25)					
C. Departmental Activities (Max Points: 20)					
D. Institute Activities (Max Points: 10)					
E. ACR / SAR (Max Points: 10)					
F. Contribution to Society (Max Points: 10)					
<b>Total</b>					
<b>Total on 10 Point Scale</b>					

.....  
**Signature of the IQAC Coordinator**

**Date:**

**Seal:**

.....  
**Signature of the Principal/ O-I-C**

**Date:**

**Seal:**

**Part D:**

**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 (Academic Level 10/11/12) / Associate Professor (Academic Level 13A1) of .....

Date of joining:..... Date of Confirmation: .....

.Awarded Ph.D on: ..... Scale of Pay:.....

Designation after promotion: Assistant Professor (Academic Level11/12) / Associate Professor (Academic Level 13A1) / Professor (Academic Level 14)

Scale of pay: ..... Date of effect: .....

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 (Academic Level 10/11/12) / Associate Professor (Level 13A1) to the post of Assistant Professor (Academic Level 11/12) / Associate Professor (Academic Level 13A1) / Professor (Academic Level 14). 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 (Academic Level 11/12) / Associate Professor (Academic Level 13A1) / Professor (Academic Level 14) with effect from \_\_\_\_\_.

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Academic Level 11/12) / Associate Professor (Academic Level 13A1) / Professor (Academic Level 14) with effect from \_\_\_\_\_ and the same would be reverted back to the post of Assistant Professor (Academic Level 10) / Associate Professor (Academic Level 13A1) 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 members of Screening-cum-Evaluation Committee / Selection Committee:**

- |    |    |    |    |
|----|----|----|----|
| 1. | 2. | 3. | 4. |
| 5. | 6. | 7. | 8. |

### Calculation of Credit Points

(Sample Calculations)

#### A. Teaching Process (Max Point 25)

Sl. No	Semester	Course Code / Name	No. of Scheduled Classes (S)	No. of Actually Held Classes (H)	Enclosure No.
1	1/ 2019-20	CET-100	42	39	
2	1/ 2019-20	CET-200	39	38	
3	2/ 2019-20	MED-100	41	39	
4	2/ 2019-20	BSE-100	42	41	
<b>Total</b>			<b>164</b>	<b>157</b>	
<b>Point Earned (H/S)*25</b>				<b>23.93</b>	

#### B. Students feedback (Max Point 25)

Sl. No	Semester	Course Code/Name	Average Student feedback on the scale of 25	Enclosure No.
1	1/ 2019-20	CET-100	$(40/45) \times 25 = 22.2$	
2	1/ 2019-20	CET-200	$(38/45) \times 25 = 21.1$	
3	2/ 2019-20	MED-100	$(35/45) \times 25 = 19.4$	
4	2/ 2019-20	BSE-100	$(42/45) \times 25 = 23.3$	
<b>Total</b>			<b>86.0</b>	
<b>Points Earned</b>			<b><math>(86.5/4) = 21.5</math></b>	

#### C. Departmental Activities (Max Point 20)

Sl. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2019-20	Lab I/C	3	3 Points / semester	
2	1/ 2019-20	Time Table I/C	3	3 Points / semester	
3	1/ 2019-20	NBA-AICTE work	3	3 Points / semester	
4	2/ 2019-20	Time Table I/C	3	3 Points / semester	
5	2/ 2019-20	NBA-AICTE work	3	3 Points / event	
6	2/ 2019-20	Lab I/C	3	3 Points / event	
7	2/ 2019-20	Time Table I/C	3	3 Points / semester	
<b>Total</b>			<b>21</b>		
<b>Points Earned</b>			<b>20</b>		

**D. Institute Activities (Max Credit 10)**

Sl. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2019-20	HOD	5	5 Points / semester	
2	2/ 2019-20	Co-Ordinator of NAAC Committee	5	5 Points / semester	
<b>Total</b>			<b>10</b>		
<b>Points Earned</b>			<b>10</b>		

**E. ACR / SAR maintained at Institute Level (Max Credit 10)**

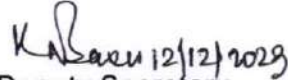
Sl. No	Year	Activity	Credit Point	Criteria	Enclosure No.
1	2019-20	SAR	10	Outstanding	
<b>Points Earned</b>			<b>10</b>		

**F. Contribution to Society (Max Credit 10)**

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2019-20	Induction Program	5	5 Points / semester	
2	1/ 2019-20	Unnat Bharat Abhiyan	5	5 Points / semester	
3	2/ 2019-20	Yoga Classes	5	5 Points / semester	
4	2/ 2019-20	Blood Donation	5	5 Points / semester	
<b>Total</b>			<b>20</b>		
<b>Points Earned</b>			<b>10</b>		

**Summary**

Summary	Academic Year	Academic Year	Academic Year	Academic Year
	1	2	3	4
A. Teaching Process (Max Points: 25)	24	23	24	24
B. Students' feedback (Max Points: 25)	22	21	20	22
C. Departmental Activities (Max Points: 20)	20	18	16	17
D. Institute Activities (Max Points: 10)	10	05	05	10
E. ACR / SAR (Max Points: 10)	10	08	10	08
F. Contribution to Society (Max Points: 10)	10	10	10	10
<b>Total</b>	<b>96</b>	<b>85</b>	<b>85</b>	<b>91</b>
<b>Total on 10 Point Scale</b>	<b>96/10=9.6</b>	<b>85/10=8.5</b>	<b>85/10=8.5</b>	<b>91/10=9.1</b>
<b>Final Score on 10 Point Scale</b>	<b>(9.6+8.5+8.5+9.1)/4=8.9</b>			

  
 Deputy Secretary