

**Government of West Bengal  
Higher Education Department  
Technical Branch  
Bikash Bhavan, Salt Lake, Kolkata – 91**

No: 492-Edn(T)/5P-01/13

Dated: Kolkata, 19.11.2015

From: Dr. Amit Sanyal  
Special Secretary to the Govt. of West Bengal.

To: The Director of Technical Education, Govt. of W.B.

**Subject: Applicability of the Terms and Conditions towards re-designation and Career Advancement Scheme (CAS) for the Teachers 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. 434-Edn(T) dated 26.07.2010, references were received in this Department seeking clarification as regards the re-designation of teachers subsequent to revision of their pay and also seeking guidelines in regards to applicability of Career Advancement Scheme (CAS) in the light of AICTE Regulations for the Teachers in Technical Institutions (Degree) Regulations, 2012.

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 Career Advancement Scheme (CAS) and other service conditions of teachers in Govt. Engg. & Tech. Colleges in West Bengal, as annexed in – I & II, will be followed by all Govt. Engg. & Tech. Colleges in West Bengal under the administrative control of this Department in regard to re-designation and Career Advancement Scheme of Teachers so that the revised pay structure as introduced in terms of G.O. No. 434-Edn(T) dated 26.07.2010 and the scheme of Career Advancement and other service conditions of the Teachers of Govt. Engg. & Colleges, as annexed, will be considered a composite one. Enclosed **Annexure – I** contains the guidelines for re-designation and scheme prescribing the CAS and other service conditions of teachers and **Annexure – II** contains the prescribed formats and scoring pattern for Academic Performance Index (API) based Performance based Appraisal System (PBAS) conditions as laid down in the scheme.

3) The above scheme will be applicable only in respect of the teachers a) who are confirmed in service and b) who become eligible for promotion under C.A.S. on or after 05.03.2010 of Govt. Engg. and Tech Colleges under the administrative control of this Department and will take effect from 8<sup>th</sup> Nov, 2012 i.e. the date of Notification of the AICTE Regulation in this regard with the concurrence of the Finance Dept. **Vide U.O. No. Group P1/2015-2016/0181 dated 17/07/2015.**

4) This order is in continuation of the earlier order in this Dept. Vide No. 434-Edn(T) Dated 26.07.2010 and G.O.No. 518 – Edn(T) / (T) – 10M-36 /09 dated 13.09.2010 issued in this regard as an where applicable.

Encl: Annexure – I & II.

By order of the Governor

  
Special Secretary,

Higher Education Department, Govt. of West Bengal.

"Annexure I" to G.O. No. 492-Edn(T)/5P-01/13 Dated: Kolkata, 19.11.2015

GUIDELINES FOR REDESIGNATION AND SCHEME PRESCRIBING THE CAREER ADVANCEMENT AND OTHER SERVICE CONDITIONS OF TEACHERS OF GOVT. ENGG. & TECHNOLOGY COLLEGES IN WEST BENGAL

- 1.0 This Scheme should be called **Career Advancement Scheme and Other Service Conditions of Teachers in Government Engineering & Technological colleges in West Bengal** ( hereafter referred to as 'scheme').
- 2.0 **Coverage**  
These would apply to the regular teachers of **Government Engineering & Technological colleges** in West Bengal.
- 3.0 **Re-designation of Lecturer (Selection Grade)/Assistant Professor to Associate Professor upto 04.03.2010/ Designation of Assistant Professor to Associate Professor through Career Advancement Scheme (CAS) on and from 05.03.2010**
- 3.1 a) Lecturer (Selection Grade) / Assistant Professor who was in service on 01.01.2006 and had completed 3 (three ) years of service as Lecturer (Selection Grade) / Assistant Professor shall be automatically re-designated as Associate Professor and placed in the Pay Band of Rs. 37400-67000/- with AGP of Rs. 9000/- with effect from 01.01.2006.
- b) But Lecturer (Selection Grade) / Assistant Professor who was in service on or after 01.01.2006 ( that is to say who might have been upgraded to the post of Lecturer (Selection Grade) / Assistant Professor on or after 01.01.2006 in terms of G.O. No. 631(2) – Edn (T) dt. 21.11.2003) and had not completed 3 (three) years of service as Lecturer (Selection Grade) / Assistant Professor, shall be re-designated as Associate Professor and placed in the Pay Band of Rs. 37400-67000/- with AGP of Rs. 9000/- with effect from the date of their completion of 3 (three) years of service if they complete 3 (three) years of service as Lecturer (Selection Grade) / Assistant Professor on or before 04.03.2010. On and from 05.03.2010, such upliftment to higher grades of Associate Professor shall not be automatic and shall take place subject to qualifying conditions since the operation of the relevant AICTE Regulation dated 08.11.2012 has a retrospective effect covering the cases falling in the period from 05.03.2010 to 07.11.2012.
- 3.2 From 05.03.2010 the Lecturer (Selection Grade) / Assistant Professor completing three years of teaching in the grade of Rs.8000(stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these scheme, to move to Pay Band of Rs.37400-67000 with next higher grade of Rs.9000 (Stage 4) and to be designated as Associated Professor following an assessment by a duly constituted Selection Committee as suggested in this Career Advancement Scheme (CAS). The said Scheme will be effective on and from 08.11.2012. However, those joining the service after 05.03.2010 shall have to earn Ph.D in addition to the above mentioned requirements to reach to the stage 4.
- 4.0 **Qualifications and Other Service Conditions**
- No person shall be appointed in a Govt. Engineering College if he/she does not fulfill the minimum qualifications and other conditions as stipulated by the Government of West Bengal on the basis of AICTE guidelines.
- 5.0 **Pay Scales**
- The revised pay scales (see table 5.1) have already been notified by the Department of Higher Education Vide G.O. No 434-Edn (T)/T-10M-36/09 dated 26<sup>th</sup> July 2010.
- 5.1 **Table I: Revised Pay scales of Teachers**

Post	Revised Pay Band	Academic Grade Pay
Assistant Professor(stage 1)	Rs 15,600-Rs 39,100	Rs 6000
Assistant Professor(stage 2)	Rs 15,600-Rs 39,100	Rs 7000
Assistant Professor(stage 3)	Rs 15,600-Rs 39,100	Rs 8000
Associate Professor(stage 4)	Rs 37,400-Rs 67,000	Rs 9000
Professor(stage 5)	Rs 37,400-Rs 67,000	Rs 10,000

**6.0 Career Advancement for Teachers of Govt. Engg. College (effective from 08.11.2012)**

**6.1** This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 08/11/2012. In respect of all cases where the career advancement was due from **05.03.2010 to 07.11.2012 the scheme will also be effective from 08.11.2012**. In respect of all other cases where the career advancement was due from a date which is prior to 05.03.2010, the same & except as provided otherwise in para 3.1 will be guided by G.O. No.230-Edn(T) dated 18.05.1999 read with G.O. No. 289(2)-Edn(T) dated 28.04.2003.

**6.2** Entry level Asst. Prof. (Stage-1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid down in the Appendix I of the AICTE Regulation vide gazette notification F. No. 37-3/legal/AICTE/2012 dt.08.11.2012.

**6.2.1** In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Regulations from 5<sup>th</sup> March, 2010 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in the tables of Appendix I is to be implemented for one year, initially based on the existing systems in Colleges for one year only with the minimum annual scores as depicted in Table II for College teachers. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion in 2013, one year API scores for 2012-13 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2014, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.

**6.2.2** Assistant Professor, possessing Ph.D. Degree in the relevant discipline will be eligible, for moving to the next higher grade of Rs.7000/- (stage 2) after completion of four years of service as Assistant Professor (Stage 1).

**6.2.3** Assistant Professor possessing M. Tech. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, shall be eligible for the next higher grade of Rs 7000/- (stage 2) after completion of five years of service as Assistant Professor (Stage 1).

**6.2.4** Assistant Professor who does not have Ph.D. / M.Tech. or Master Degree in relevant professional courses, shall be eligible for the next higher grade of Rs.7000 (stage 2) only after completion of six years of service as Assistant Professor (Stage 1).

**6.2.5** The upward movement from the entry level grade (stage 1) to the next higher grade of Rs.7000 (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS (Performance Based Appraisal System) conditions as laid down in this Scheme.

**6.2.6** Assistant Professors who have completed five years of service in the second grade of Rs. 7000 (stage 2) shall be eligible, subject to meeting the API based PBAS requirements as laid down in this Scheme, to move up to next higher grade of Rs.8000 (stage 3).

**6.2.7** Assistant Professor completing three years of teaching in the grade of Rs.8000 (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these Scheme, to move to the Pay Band of Rs.37400-67000 with next higher grade of Rs.9000 (stage 4) and to be designated as Associate Professor . However , those joining the service after 05.03.2010 shall have also earned Ph. D in addition to above mentioned requirement to move to the stage 4. An assessment by a duly constituted Selection Committee as suggested in this Scheme is essential.

**6.2.8** Associate Professor completing three years of service in stage 4 and possessing a Ph. D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade of Rs.10000 (stage 5) subject to following :

a) satisfying the required credit points as per API based PBAS requirements as provided in Tables of Appendix- I ; and

b) An assessment by a duly constituted selection committee as suggested in this scheme.

**7.1. Formation of Screening/Selection Committee:**

In case of intra-grade Career Progression of Asst. Professors, a five Members Screening Committee has to be constituted in the following manner:

- a) The DTE, Govt. of West Bengal – Chairman
- b) The Principal/O-I-C of the College – Member Secretary,
- c) Two subjects experts in the concerned subject to be nominated by the H.E. Dept.
- d) An Officer of the H.E. Dept. not below the rank of Dy. Secretary.

The Quorum for this committee shall be three members including one subject expert need to be present.

**7.2 In the case of the Career Progression from the Grade of Asst. Prof. to that of Associate Professors and from Associate Professor to that of Professors, the Selection Committee will be constituted as per the following composition:**

- a) The DTE, Govt. of W.B. – Chairman,
- b) The Principal/O-I-C of the concerned college – Member Secretary.
- c) Three subjects experts to be nominated by the H.E. Dept. – Member.
- d) An Officer of the H.E. Dept. not below the rank of Dy. Secretary.

The Quorum for the Meeting should be at least five Members out of which two must be from the three subject experts.

i) All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.

ii) CAS promotion, being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert to its original cadre.

iii) The incumbent teacher must be on the roll and active service of the Government Engineering & Technology Colleges on the date of consideration by the Selection Committee for Selection / CAS Promotion.

vi) Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API Scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date of the promotion if they consider themselves eligible. In any event, the College concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.

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

viii) If a candidate applies for promotion immediately on completion of the minimum eligibility period and is successful, the date of promotion will be made applicable from the date of completion of minimum period of eligibility.

ix) If, however, the candidate finds that he / she fulfills the eligibility conditions at a later date and applies on that date and is successful, his / her promotion will be effected from the date of application.

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

**8.0 Service Agreement and Fixing of Seniority**

- i) The service of Govt. Engg & Tech. college teachers shall be regulated by the relevant provisions of W.B.S.R.
- ii) The self appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/record.

**8.1 Other Service Conditions**

**(a) Teaching Days**

The Government Engineering & Technological Colleges must adopt at least 90 days /semester, working days out of which number of contact days for teaching/practical is 75 days and exam conduct and preparation days is 15.

Total no. of teaching days , practical and contact hours with a student in a given academic session are strictly in accordance with the following schedule:-

Programme	Total no. of teaching days = 90, out of which no. of contact days for teaching / practical = 75 and exam. conduct and preparation days = 15.	Contact hours per semester
Engineering / Pharmacy / Architecture / HMCT /Arts and Crafts	75	525

**(b) Workload**

Work load of a teacher should not be less than forty hours a week of which teaching contact hours should be as follows :-

Principal/Head of Institution	:	4 hours/week
Professors	:	14 hours/week
Associate Professor	:	14 hours/week
Assistant Professor	:	16 hours/week

Note 1 : Relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6.00 hours/ week may have to be allocated for Research activities of a teacher.

Note 2 : For the above stipulations, two tutorial hours or two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected/promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying.

The work plan of teachers shall ensure in the most productive manner, the utilization of stipulated 40 working hours per week with regard to the rules, jobs and targets assigned to them by the Department /Institution. Teachers shall be present in the institution during the working hours unless engaged in official work outside.

**(c) Accountability:**

Promotion in service through Career Advancement Scheme (CAS) as envisaged in the AICTE Regulations, 2012, is a well-deserved as well as a coveted benefit for the teachers working in the Government Engineering and Technology colleges. No doubt, higher position or rank entails higher responsibility and accountability, and demands a stronger sense of commitment and dedication in the incumbents concerned.

- (i) Attendance of the teachers in their work-place must be recorded in the appropriate register(s) regularly by noting their arrival and departure times and by mentioning the number of classes allotted and actually taken by them and also by noting the other administrative work, academic

work, research work, co-curricular and extra-curricular work etc. done by them on the day in the interest of the institution. The format of recording these matters is already available in the Govt. Engg. & Tech. Colleges in the State and it should be strictly followed in all cases.

- (ii) At the end of every calendar year, each teacher will have to submit a Self-Assessment Report (SAR) in the prescribed format along with signed copies of all supporting documents to the Principal concerned, where the scores based on API (Academic Performance Indicators) would be calculated by the incumbent teacher himself/herself. These would be subsequently authenticated after necessary verification by the IQAC (Internal Quality Assurance Cell) of the Institution. Each such authenticated report (SAR) would be ultimately preserved in the Personal Files of the teachers maintained by the respective office of the College. Additionally, soft copy including all such reports arranged department wise and alphabetically for the year is to be duly preserved in the institution for ease of later reference and also for emailing to higher authorities as and when required.
- (iii) Though it may sound obvious, still it is emphasized that the active presence of teachers in their work-place (i.e. in the concerned academic institutions) for the full working hours is a basic and primary requirement; any frequent or repetitive failure to do so without legally acceptable reason and proper approval (written / verbal) from the competent authority in the institution would be considered as a serious negligence of duty and also as a bad precedent in society. Apart from carrying out their usual teaching and research assignments, spontaneous and dedicated participation of the teachers is strongly advised in all the jobs assigned to them by the institutional authority for ensuring the smooth running and the fulfillment of the objectives of setting up of the institutions. Institutional authority will keep a proper record (confidential or open) of all the acts of deliberate aberrations from this. Such records of acts of undesirable deviations or aberrations from what is normally expected will be taken seriously while deciding on the career progression of the teachers.
- (iv) No remunerative private tuition by a Government college teacher will be permitted and, apart from any other action to be taken by competent authority in this regard, this practice will be a disability for promotion through CAS.

**9.0 On the Refresher Course attendance requirement**

A teacher's career progression must not suffer simply due to the non availability or inadequate availability of the Refresher Course(s) in the country in his/her subject of specialization. No one should face trouble due to the inherent shortcomings in any rule. If /when a college teacher faces such a scarcity of Refresher Course, he/she may immediately inform the matter in writing through the head of the institution to the Director of Technical Education and seeks a solution after proposing a list of the alternative allied subjects.

**10.0 Superannuation Benefits:**

Superannuation benefits will be governed by existing rules applicable to Government Engineering and Technology Colleges and other orders as may be issued from time to time.

**11.0 Leave Rules:**

These will be governed by the existing rules of State Govt.

**12.0 Code of Professional Ethics:**

Government rules and orders will be applicable to teaching staff of Government Colleges as may be issued from time to time

**13.0 Anomalies**

Anomalies, if any, and any difficulty which may arise in implementing the provisions enumerated in these guidelines may be brought to the notice of the State Govt. for necessary clarification and decision of the State Govt. in this regard will be final.

 19/11/15

**Deputy Secretary**  
**Higher Education Department, Govt. of West Bengal**

**"Annexure II" to G.O. No. 492-Edn(T)/5P-01/13 Dated: Kolkata, 19.11.2015**

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

**-----Session/ Year-----**

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

**PART- A**

**GENERAL INFORMATION**

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

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

10. Date of Appointment in WBGS :
11. Date of Confirmation :
12. For which position & AGP you are applying under CAS :
13. Date of eligibility for Promotion :

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained(%)	Class/Grade
BE/B.Tech				
M.Tech/M.E				
Other examination, if any				

15. Research Degree(s):

Degree	Name of the University	Date of award	Title
Ph.D/ D.Phil			
D.Sc./ D.Lit			
Other Exam., if any			

16. 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 Principal/O-I-C,

Date:

Seal



**Part-B**

**Academic Performance Indicators (API)**

(Please see detailed instruction of the PBAS- proforma before filling out this section)

**CATEGORY 1:**

**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**(i) Lectures, seminars, tutorials, practical, contact hours (give semester-wise details, were necessary)**

Sl.No.	Course/ Paper	level	Mode of Teaching*	No. of Classes per week allotted	No. of Classes /practical conducted	% of Classes/Practicals taken as per documented record

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

		API
a)	Classes taken ( <b>maximum 50</b> for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
b)	(i) Teaching load in excess of AICTE norms (Maximum scores 10)	

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided
API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. score: 20)				<b>API Score</b>

**(iii) Use of participatory and innovative teaching learning methodologies; updating of subject content, course improvement etc.**

Sl. No.	Short description	API Score
Total score (Max. score: 20)		



**B(i) Articles/ Chapters published in Books**

Sl. No.	Title with page no.	Book title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of Co-author	Whether you are the main author	API score

**B (ii) Full papers in Conference Proceedings**

Sl. No.	Title with page no.	Details of Conference Publication	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API score

**B (iii) Books published as single author or as editor**

Sl. No.	Title with page no.	Type of Book, & authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed.	No. of Co-author	Whether you are the main author	API score

**C) Ongoing and Completed Research Projects and Consultancies**

**C.(i) & (ii) Ongoing Projects/ Consultancies**

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	API score

**C.(iii) & (iv) Completed Projects/ Consultancies**

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	Whether policy document. Patent as outcome	API score

**D) Research Guidance**

Sl. No.	Number enrolled	Thesis submitted	Degree awarded	API score
M.E/M.Tech. /Master in appropriate field				
Ph.D or equivalent				

**E) (i) Training Courses, Teaching-Learning -Evaluation Technology Programmes, Faculty Development Programme ( not less than one week duration)**

Sl. No.	Programme	Duration	Organized by	API Score

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

Sl. No.	Title of the paper presented	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score

**E) (iii) Invited lectures/ Chairman-ships at National or International conferences/seminar etc.**

Sl. No.	Title of the Lecture/ Academic session	Title of Conference/ Seminar	Organized by	Whether International/ National	API score

**PART C : OTHER RELEVANT INFORMATION**

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

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

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

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

**PART - D**

**Summary of API scores**

	Criteria	Last academic year	Total-API score for assessment period	Annual Average API score for Assessment period
I	Teaching, learning and Evaluation related Activities			
II	Co-curricular, Extension and Professional Development related Activities			
	<b>Total (I+II)</b>			
III	Research and Academic Contributions			

Signature of incumbent with Designation and date

Signature of the Principal/OIC with date and seal

**Instruction for Filling up Part B of the PBAS Proforma**

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

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

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

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

<b>I Teaching and Evaluation Related Performance :</b>			
		Indicators/Activities	Maximum Scores
(i)	(a)	Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No scores should be assigned if a teacher has taken less than (say) 80% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievements.	50

	(b)	If teacher has taken classes exceeding AICTE norm, then two point to be assigned for each extra hour of classes	10
(ii)		Imparting of knowledge/instruction vis-à-vis with the prescribed material (Text book / Manual etc.) and methodology of the curriculum (100% compliance = 20 points)	20
(iii)		Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of subject Content, Course Improvement, etc.	
		Updating of courses, design of curriculum, (5-single course)	10
		Preparation of resource materials, fresh reading materials, Laboratory manuals, etc.	10
		Use of innovative teaching-learning methodologies, use of ICT;	10
		updated subject content and course improvement.	
	a.	ICT Based Teaching material : 10 points/each	
	b.	Interactive Courses : 5 points/each	
	c.	Participatory Learning modules : 5 points/each	
		Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity : 5 points)	10
		Developing and imparting soft skills/communication skills/personality development courses/modules(Each activity : 5 points)	10
		Developing and imparting specialized teaching-learning programmes in physical education, library, innovative compositions and creations in music performing and visual arts and other traditional areas (Each activity : 5 points)	10
		Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students.	10
	a.	workshop/Training course : 10 points each	
	b.	Popularization program : 5 points each	
		<b>Maximum Aggregate Limit</b>	<b>20</b>
(iv)		<b>Examination Related Work</b>	
		College/University end semester/Annual Examination work as per duties allotted.(Invigilation - 10 points, evaluation of answer scripts - 5 points, Question paper setting - 5 points) (100% compliance = 20 points)	20

	College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance - 10 points)	10
	Examination work such as coordination or flying squad duties, etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance - 10 points)	10
	<b>Maximum Aggregate Limit B(iv)</b>	<b>25</b>
<b>II</b>	<b>Co-curricular, Extension and Profession Related Activities and Participation in the</b>	
	<b>Corporate Life of the Institution</b>	
	<b>(i) Extension and Co-curricular Related Activities</b>	
	Institutional Co-curricular activities for students such as field studies/educational tours, industry-imparting training and placement activity (5 point each)	10
	Positions held/Leadership role played in organization linked with Extension work and National service Scheme (NSS), NCC or any other similar activity (each activity 10 points)	10
	Students and Staff Related Socio-Cultural and Sports Programmes campus publications (department level 2 points, institutional level 5 points).	10
	Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms, etc.(5 points each)	10
	<b>Maximum Aggregate Limit</b>	<b>20</b>
	<b>(ii) Contribution to corporate life and management of the institution</b>	
	Contribution to Corporate life in Universities/Colleges through meetings, popular lectures, subject related events, articles in College magazine and University volumes (2 point each)	10
	Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
	Responsibility for or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
	Organization of Conference/Training International (10 points), national/regional (5 points)	10
	<b>Maximum Aggregate Limit</b>	<b>15</b>



	<b>(iii)</b>	<b>Professional Development Related Activities</b>	
		Membership in profession related committees at state and national level.	10
	a.	At national level : 3 points each	
	b.	At state level : 2 points each	
		Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
		Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points)	10
		Membership/participation in Bodies/Committees on Education and National Development (5 each)	10
		Publication of articles in newspapers, magazine or other publications (not covered in category 3) : radio talks etc.(1 point each).	10
		<b>Maximum Aggregate limit</b>	<b>15</b>
<b>III</b>	<b>RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS</b>		
	This is to be filled as per the AICTE Regulations, 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per formula provided in the Table I		
	iii	Summary of API Scores	
	The Summary must take into account the maximum score limits for each set of indicators.		

**APPENDIX -1**

**TABLE -I**  
**PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) FOR CAREER ADVANCEMENT**  
**SCHEME (CAS) PROMOTIONS OF GOVT. ENGG. COLLEGE TEACHERS.**  
**CATEGORY I**

**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Brief Explanation : Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge ; (c) participation in examination and evaluation ; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening /selection committee. Universities will be required to detail the activities and in case institutional specificities require, adjust the weight ages, without changing the minimum total API scores required under this category.

Sl. No.	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.	50
2	Lectures or other teaching duties in excess of the AICTE norms	10
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Exam duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	<b>Total Score</b>	<b>125</b>
	Minimum A.P.I. Score Required	75

Note: Lectures and tutorials allocation to add up to the AICTE norm for particular category of teacher. Govt. Engg. College may prescribe minimum cut-off (net of due leave), say 80 %, for SL. No. 1 below which no scores may be assigned in these subcategories.

**CATEGORY II**

**CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**Brief Explanation:** Based on the teacher's self- assessment, category II A.P.I scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum A.P.I required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a numbers of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

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

Sl. No	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department and Institution through participation in academic and administrative committee and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category -III below)	15
<b>Total Score</b>		50
<b>Minimum API Score Required</b>		15

**CATEGORY-III:  
RESEARCH AND ACADEMIC CONTRIBUTIONS**

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

Sl.No	APIs	Faculties of Engineering	Maximum points for Engg. college teacher position
<b>III(a)</b>	<b>Research papers published in</b>	Refereed Journal*	15/publication*
		Non-refereed but recognized and Reputable journals and periodicals, media having ISBN/ISSN numbers	10/publication*
		Seminar /Conference proceedings as full papers etc. (Abstracts not be included)	International 10/ National 5/ publication.
<b>III(b)</b>	<b>Research publications (Books, chapters in books, other than refereed journal articles)</b>	Text or Reference Books Published by International Publishers with an established peer review system.	50/ Sole author 10/ Chapter in edited book
		Subject Books by National level publishers/ State level and Central Govt. publications with ISBN/ISSN numbers	25/ sole author, and 5/ chapter in edited books
		Subject Books by other local publisher with ISBN/ISSN number	15/ sole author and 3/chapter in edited books

		Chapters contributed to edited knowledge based volumes published by International Publishers	10/ chapter
		Chapters contributed to edited knowledge based volumes published by International Publishers. Chapters contributed to edited knowledge based volumes published international publishers chapter in knowledge based volumes by Indian /National level publishers with ISBN/ISSN numbers and with numbers of national and international and directories.	5/ chapter
<b>III(c)</b>			
III(c)(i)	i) Sponsored Projects carried out/ongoing	a)Major projects amount mobilized with grants above Rs.30lakhs	20/ each project
		b)Major projects amount mobilized with grants above Rs.5lakhs up to Rs.30lakhs	15/ each project
		c)Minor projects (amount mobilized with grants above Rs.50, 000/- up to Rs.5.00 lakhs)	10/each project
III (c) (ii)	Consultancy projects carried out/ ongoing	Amount mobilized with minimum of Rs3.00lakhs	10/every Rs.3.00lakhs and Rs.1.00lakh respectively
III (c) (iii)	Completed projects Quality Evaluation	Completed project Report (acceptance from funding agency)	20/each major project and 10/each minor project
III(c) (iv)	Project outcome/ Outputs	Major policy document of Govt. Bodies at central and State level. Patent/Technology/transfer/Process product/process	30/each national level output or patent 50/ each for international Level
III(d)	<b>RESEARCH GUIDENCE</b>		
III(d)(i)	M. E/M.TECH	Degree awarded only	3/ each candidate
III(d) (ii)	Ph. D	Degree awarded	10/ each Candidate
		Thesis submitted	7/ each Candidate
III(e)	<b>TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS.</b>		
III(e) (i)	Attended Refresher	not less than two weeks duration	20 /each

	courses, Orientation Course, Methodology workshops, Training, teaching-Learning evaluation Technology programmes, Soft Skills development programmes, Faculty Development programme (Max.30 points)	one week duration	10 /each
III(e) (ii)	Paper in conferences/ Seminars/ Workshops etc.**	Participation and presentation of research paper (poster/oral) in a) International Conference b) National Conference c) Regional/State level d) Local-University/college level	a) 15/each b) 10/each c) 5 /each d) 3/ each
III(e) (iii)	Invited lectures or presentations for conferences/ symposia	a) International b) National	a) 10/each b) 5/ each

\*Wherever relevant to any specific discipline the API score for paper in refereed journal would be augmented as follows: (i) indexed journals—by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

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

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

2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/Mentor of the teacher would share equally total score, if *the* number of authors are more, then the first two authors would share equally 60% of the total points and the remaining authors would share equally 40% of the points.

**TABLE -II  
MINIMUM APIs AS PROVIDED IN APPENDIX-I**

**TO BE APPLIED FOR THE PROMOTION OF TEACHERS IN COLLEGES UNDER (UG & PG)  
CAREER ADVANCEMENT SCHEME (CAS) AND WEIGHTAGES FOR EXPERT ASSESSMENT**

	Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor to Professor promotion in colleges ( Stage -5 ) as per assigned posts
<b>I. Teaching-learning, Evaluation Related Activities (Category I)</b>	75/Year	75/Year	75/Year	75/Year
<b>II. Co-curricular, Extension and Profession related activities (Category II)</b>	15/Year	15/Year	15/Year	15/Year
<b>III. Minimum total average annual Score under Categories I and II*</b>	100/Year	100/Year	100/Year	100/Year
<b>IV. Research and Academic Contribution (Category III)</b>	5/Year (20/assessment t period)	10/Year (50/assessment Period)	15/Year (45/assessment period)	20/Year (60/assessment period)
<b>Expert Assessment System</b>	Screening Committee	Screening Committee	Selection Committee	Selection Committee
<b>V. Percentage distribution of weightage points in the Expert Assessment (total weightage = 100. Minimum required for promotion is 50)</b>	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	20% contribution to Research 60%. Assessment of domain knowledge and teaching practices, 20% interview performance	30% contribution to Research 50%. Assessment of domain knowledge and teaching practices, 20% interview performance

\*Teachers may score 10 points from either category I or category II to achieve the minimum score require under category I + II

Note: Stages 1,2,3,4,5 correspond to scales with AGP of Rs.6,000/- , 7,000/-, 8,000/-, 9,000/- and 10,000/- respectively.

**Explanatory note for Table II**

1. All Universities/Colleges will set up verifiable systems for the API related information required in these tables within THREE months of notification of these Regulations. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the Universities / Colleges for follow up by the Universities / College authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Regulations from 31-12-2010 in the CAS Promotion the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in Universities / Colleges, if any for one year only with the minimum average scores as depicted in Table II. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is eligible for CAS promotion in 2011. One year API scores for 2009-10 alone will be required for assessment. In case of a teacher becoming for CAS promotion in 2012, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II, also for the differing nature of contributions possible in different institutional settings.
5. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together.
6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so three months before the due date, if they consider themselves eligible. Candidates who do not consider themselves eligible, can also apply at a later date.
7. If however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Table II or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year
8. a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.  
b) If however, the candidate finds that she / he fulfills the eligibility conditions at a later date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application.  
c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.

**TABLE III**  
**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN GOVERNMENT ENGINEERING AND TECHNOLOGY COLLEGES.**

SL.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed <u>four</u> years of service with Ph.D. or <u>five</u> years of service who are with M. Tech/M.E in Professional Courses or <u>six</u> years of service who are without Ph.D/M.Tech./Degree Professional Courses	<p>i) Minimum API scores using PBAS scoring Proforma developed by the concerned Engg. College as per the norms Provided in Table II of Appendix I.</p> <p>ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration approved or conducted by AICTE/CentralGovt./StateGovt./TEQIP/CHILP/ISTE/NITTR/IIT/DTE/SBTE/University. Etc.</p> <p>iii) Screening cum Verification process for recommending promotion.</p>
2.	Assistant Professor /equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in stage 2	<p>(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms Provided in Table II of Appendix I.</p> <p>(ii) One course / programme from among the categories of refresher courses/ methodology workshop training, teaching, learning-evaluation, technology programmes, soft skill development programmes and Faculty Development Programme of 2/3weeks duration approved or conducted by AICTE/Central Govt. /State Govt. /TEQIP /CHILP/ISTE/NITTR/IIT/DTE/SBTE/University etc.</p> <p>(iii) Screening cum Verification process for recommending promotion.</p>



3.	Assistant Professor (Stage 3) to Associate Professor(Stage 4)	Assistant Professors with three years of completed service in Stage 3.	i) Minimum API scores using the PBAS scoring proforma developed by the concerned college as per the norms provided in Table II of Appendix I. ii) At least three publications in the entire period as Assistant Professor (twelve years).However, in the case of college teacher, an exemption of one publication will be given to M. Tech. holders and exemption of two publications will 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 approved of conducted by AICTE/Central/State Govt. /TEQIP /CHILP / ISTE/NITTR/IIT/DTE/ SBTE/University etc. iv)A selection committee process as stipulated in these Regulation and in Table-II of Appendix -I.
4.	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4	i) Minimum yearly/ cumulative API scores using the PBAS scoring proforma developed by the concerned College as Per the norms provided in Table-II of Appendix I. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. ii)A minimum of five publications since the period that the teacher is placed in Stage 3. iii)A selection committee process as stipulated in this Regulation and in Table-I I of Appendix I

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

 19/11/15

Deputy Secretary  
Higher Education Department, Govt. of West Bengal

No: 492-Edn(T)/5P-01/13

Dated: Kolkata, 19.11.2015

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19/11/15  
Deputy Secretary  
Higher Education Department, Govt. of West Bengal