



## **JADAVPUR UNIVERSITY**

**KOLKATA-700032**

### **GUIDELINES FOR PROMOTION OF UNIVERSITY TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) WHOSE PROMOTION IS DUE ON OR AFTER 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.

#### **APPENDIX – III: TABLE I**

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

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

	<b>*Direct Teaching Hours per week</b>
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.

## CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max.	Actual Score	Max.	Actual Score	Max.	Actual Score
<b>I</b>	a. Direct Teaching (self declaration)	<b>70</b>	Hours spent per academic year $\div 7.5$	<b>60</b>	Hours spent per academic year $\div 7.75$	<b>60</b>	Hours spent per academic year $\div 7.75$
	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) (self declaration)	<b>20</b>	Hours spent per academic year $\div 10$	<b>20</b>	Hours spent per academic year $\div 10$	<b>10</b>	Hours spent per academic year $\div 10$
	c. Innovative Teaching – learning methodologies, updating of subject contents/courses, mentoring etc. (self declaration)	<b>10</b>	Hours spent per academic year $\div 10$	<b>15</b>	Hours spent per academic year $\div 10$	<b>20</b>	Hours spent per academic year $\div 10$

### Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practical /Project Supervision/Field Work.

## 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 and Associate Professor to Professor and for direct recruitment of Associate Professor and 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.	<p>Student related co-curricular, extension and field based activities</p> <p>(i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</p> <p>(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)</p> <p>Extension and dissemination activities (public /popular lectures/talks/seminars etc.)</p> <p>(self declaration with examples)</p>	15	Hours spent per academic year ÷10
b.	<p>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</p> <p>i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)</p> <p>(ii). Participation in Board of Studies, Academic and Administrative Committees</p> <p>(self declaration with examples)</p>	15	Hours spent per academic year ÷10
c.	<p>Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution</p> <p>(self declaration with examples)</p>	15	Hours spent per academic year ÷10

### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

<b>Catego ry</b>	<b>Activity</b>	<b>Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences</b>	<b>Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management</b>	<b>Score for teachers</b>
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC	Refereed Journals as notified by the UGC	*As provided in Clarification :(A)
		Other reputed journals as notified by UGC and other subject specific reputed journals as identified by the University	Other reputed journals as notified by UGC and other subject specific reputed journals as identified by the University	*As provided in Clarification :(B)
III (B)	Publications other than journal articles (books, chapters in books)/ Review of journal papers	Text/Reference/Relevant Books, published by International Publishers, with ISBN/ISSN number.	Text/Reference / Relevant Books, published by International Publishers, with ISBN/ISSN number.	30 per Book for Single Author
		Subject / Relevant Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications.	Subject / Relevant Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications.	20 per Book for Single Author
		Subject/ Relevant Books, published by other local publishers, with ISBN/ISSN number.	Subject/ Relevant Books, published by other local publishers, with ISBN/ISSN number.	15 per Book for Single Author

		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number, Conf. Proc. with ISBN/ISSN number.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number, Conf. Proc. with ISBN/ISSN number.	International-10 per Chapter National – 5 per Chapter
		Referring of Journal Papers from UGC list	Referring of Journal Papers from UGC list	5/ Journal paper
<b>III (C)</b>	<b>RESEARCH PROJECTS</b>			
III (C) (i)	Sponsored Projects:	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project
		(c) Minor Project with grants above Rs. 1 lakh up to Rs.5 lakhs	Minor Project with grants above Rs. 0.5 lakh up to Rs. 3 lakhs	10 per project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 10 lakhs and Rs. 2 lakhs
III (C) (iii)	Projects Outcome / Outputs	Patent/Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central State Govt./Local Bodies	30 for each International/20 for each national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5
<b>III (D)</b>	<b>RESEARCH GUIDANCE</b>			
III (D) (i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate

III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted / Registered	Degree awarded / Thesis submitted / Registered	15/10 / 5 per candidate
III E Fellowships, Awards and Invited lectures delivered in conferences / seminars				
III (E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award/Fellowship from academic bodies/Associations	15 per award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/ Associations	10 per award / 10 per Fellowship
		State/University level award from academic bodies	State/University level award from academic bodies/ Associations	5 per award
III (E) (ii)	Invited lectures/ papers	International	International	7 per lecture /5 per paper presented
		National level	National level	5 per lecture/3 per paper presented
		State/University level	State/University level	3 per lecture /2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III (E) (iii)	Development of e-learning delivery process/material			10 per module

\* If the Research Paper is published in the Refereed Journals as notified by UGC, other reputed journals as notified by UGC and other reputed journals as identified by the University for a specific subject, API will be calculated as per following rules:

Clarification (A): If the Research paper is published in the Refereed Journals as notified by UGC, the API will be calculated in the following manner:

25 + API coming from Impact factor augmentation (paper with impact factor less than 1 - by 5 points; papers with impact factor between 1 and 2 by 10 points; papers with impact factor between 2 and 5 by 15 points; papers with impact factor between 5 and 10 by 20 points: papers with impact factor above 10 by 25 points)

For joint publications, API coming from Impact factor augmentation will be calculated like this: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

Clarification (B): If the Research Paper is published in other reputed journals as notified by and other subject specific reputed journals as identified by the University, author will get 10 for each publication.

**APPENDIX - III TABLE - II (A)**

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

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

<b>Categ ory</b>	<b>Activity</b>	<b>Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)</b>	<b>Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)</b>	<b>Assistant Professor (Stage 3) to Assoc. Professor/equiv alent cadres (Stage 4)</b>	<b>Associate Professor (Stage 4) to Professor/eq uivalent cadres (Stage 5)</b>
<b>I</b>	Teaching- learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year
<b>II</b>	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period	50/ Assessment period
<b>III</b>	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period	100/ Assessment period
<b>II + III</b>	Minimum total API score under Categories II and III <sup>a</sup>	90/ Assessment period	120/ Assessment period	150/ Assessment period	180/ Assessment period
<b>IV</b>	Expert Assessment system	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee

	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research Contribution <sup>b</sup> 50% - Assessment of domain knowledge & teaching Practices <sup>c</sup> . 20% - Interview performance	50% - Research Contribution <sup>b</sup> 30% - Assessment of domain knowledge & teaching Practices <sup>c</sup> . 20% - Interview performance
--	--	--	--	---	---

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

b. Research contribution weightage in the final interview will come directly from Category III. The candidate who will get minimum Academic Performance Indicator (API) (required for eligibility to apply under CAS) in Category III will get the maximum weightage for Research contribution in the final selection.

c. Domain Knowledge and Teaching Practices weightage in the final interview will come directly from Category I, Category II and Category III. The candidate who will get minimum combined Academic Performance Indicator (API) (required for eligibility to apply under CAS) in Category I, Category II and Category III will get the maximum weightage for Domain Knowledge and Teaching Practices in the final selection.



**APPENDIX-III - TABLE: III**

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

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR  
PROMOTION OF TEACHERS IN UNIVERSITIES**

<b>Sl. No.</b>	<b>Promotion of Teachers through CAS</b>	<b>Service requirement</b>	<b>Minimum Academic Performance Requirements and Screening/Selection Criteria</b>
<b>1.</b>	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses	(i ) Minimum cumulative API Score using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A).  (ii) One Orientation and one Refresher course/ Research Methodology Course of 2/3 weeks duration.  (iii) Screening cum Verification process for recommending promotion.
<b>2.</b>	Assistant Professor/equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.

3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<p>(i) ) Minimum cumulative API scores using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table II (A).</p> <p>(ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil holders and an exemption of two publications may be given to Ph.D. holders.</p> <p>(iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning -Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>(iv) A selection committee process as stipulated in the regulation and in Tables II(A).</p>
4.	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professors with three years of completed service in Stage 4.	<p>(i) Minimum cumulative API scores using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment Periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in stage 3.</p> <p>(iii) A selection committee process as stipulated in the regulation and in Tables II (A).</p>