Note: The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

A format for Annual Self-Assessment for the performance Based Appraisal System (PBAS) in respect of Teachers is annexed for ready references to frame the same for Assistant/College Librarian in Colleges.

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ANNEXURE (B)

To G.O. No. 198–EH (CG) dated 07.12.2017

This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/ OIC of the concerned college.

Annual Self-Assessment for the performance Based Appraisal System (PBAS)
Session/ Year_____
(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

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

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

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

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

14.   Research Degree(s):

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

15.   Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of pay

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

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Co-ordinator, IQAC   Signature of the Principal/OIC
Date: Date:
Seal: Seal:

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED

ACTIVITIES

(a) Direct teaching (16/14) hours per week as applicable) including L e c t u r e s , T u t o r i a l s , Practical, Project Supervision and Field work

Sl. No.	Course/Paper	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof.)	API Score
	Maximum API Score : i) **Assistant Professor Stage I : 70** ii) **Assistant Professor Stage II : 70** iii) **Assistant Professor Stage III: 70**					

*Lectures, T u t o r i a l s , Practical, Project Supervision and Field Work

Workload as per UGC Regulations 2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment

Sl. No.	Type of Examination Duties	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score
	Maximum API Score : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage III : 20 iv) Associate Professor: 20			

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

    (a)   Updating of Courses/Curriculum Design:

    (b)   Participation/Innovative – Interactive courses:

    (c)   Participation./Innovative – Learning Modules

    (d)   Participation. /Innovative – Case Studies prepared:

    (e)   Use of ICT or Computer-aided methods – ppt:

    (f)   Use of ICT – Multi-media/Simulation etc:

    (g)   Dev/Teaching Remedial/Bridge Courses:

    (h)   Dev/Teaching Soft skill/Communication/Personality Dev:

    (i)   Special Programs in Phys. Edn./Library:

    (j)   Innovative Composition/Creation in Music, Fine Arts, Performing Arts:

    (k)   Organizing & cond. of popular Programme/Teaching Web-based/E-Library/IT-asst teaching:

Sl. No.	Short Description (in terms of items) as listed above	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷10)	API Score
	Maximum API Score : i) **Assistant Professor Stage I : 10** ii) **Assistant Professor Stage II : 10** iii) **Assistant Professor Stage III : 10**			

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):

i)	Stage I to II	80/ Year
ii)	Stage II to III	80/Year
iii)	Stage III to IV	75/Year

CATEGORY 2 : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY

Sl. No.	Type of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷10)*	API Score

(a)	**Student related Extension, Co-curricular & field based Activities**			
	i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)			
	ii) Other co-curricular activates (Cultural, Sports, NSS, and NCC etc.)			
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars			
	(**Max API Score : 15**)			
(b)	**Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)**			
	i)) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge)			
	iii) Participation in Board of Studies, Academic and Administrative committees			
	(**Max API Score : 15**)			
(c)	**Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)**			
	(**Max API Score : 15**)			
	*For all categories of Teachers (Assistant/Associate) Total Score (a + b +c) (**Max : 45**)			

Minimum API Score for CATEGORY II, required to be assessed cumulatively –

i)	**Stage I to II**	**50/Assessment Period**
ii)	**Stage II to III**	**50/Assessment Period**
iii)	**Stage III to IV**	**50/Assessment Period**

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:

Minimum API Score for CATEGORY I I I , required to be assessed cumulatively –

i)	**Stage I to II**	**20/Assessment Period**

ii)	**Stage II to III**	**50/Assessment Period**
iii)	**Stage III to IV**	**75/Assessment Period**

III (A) Research Papers Published in

- **Refereed Journals as notified by UGC in 'List of Journals' – 25/publication**

-**Other Reputed Journals as notified by UGC in 'List of Journals' -10 per publication**

Sl. No.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer Reviewed. Impact factor, if any	No. of Co-author	Whether you are the main author	API score

 * Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University :20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University :
  International -10 per chapter
  National – 05 per chapter

Sl. No.	Title of the publication with page no. and year of publication	Name of the of publisher	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API score

III (C) RESEARCH PROJECTS

III (C) (i) Sponsored Projects:

(a)Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) - 20 per project

(b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project

(c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

Sl. No.	Title of the Major /Minor Project	Sponsoring Agency	Period	Grant/ Amount ...ili..d	API score

III (C) (ii) Consultancy Projects:

Amount Mobilized with a minimum of Rs.10 lakhs(Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs

Sl. No.	Title of the Consultancy Project	Agency	Period	Grant/ Amount mobilized	API score

III (C) (iii) Projects outcome/outputs

- **API score:**

Patent / Technology transfer / Product/Process **(for Science)-**
International level output--30 / each output

National level output--- 20/each output

(a) For Science: Patent / Technology transfer / Product/Process:

Sl. No.	Details of the Patent / Technology transfer / Product/Process	Date and year of acceptance of the patent/Technolo	National /International	API score

(b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies (**for Arts**)—
  - a) Major Policy document prepared for International bodies-30
  - b) Central Government-20
  - c) State Government --10
  - d) Local Bodies---05

Sl. No.	Title of Major Policy document prepared	Date and year of acceptance of the Major Policy documents	Name of the body for which the policy was prepared	International/ National/Central Govt./State Govt./Local Bodies.	API score

III(D) Research Guidance

API Score – (i) Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per

candidate

(ii)M. Phil   Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/

candidate.

Sl. No.	Number enrolled	Degree awarded	Thesis Submitted	API score
	M.Phil. or equivalent			

	Ph.D.or equivalent			

III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

(III) E.(i) Fellowship /Award :

a) International Award/Fellowship from academic bodies- 15/award & 15 / fellowship

b) National Award/Fellowship from academic bodies- 10/award & 10 / fellowship

c) State /University level Award from academic bodies- 05/award

Sl. No.	Title of the Award /Fellowship	International /National/ State /University level	Name of the ward or Fellowship awarding Academic Body	Date &Year of achievement of Award/Fellowship	API Score

III) E.(ii) Invited Lectures/papers.

a)International-7/lecture or 5/paper presented
b) National-5/lecture or 3/paper presented
c)State /University level-3 /lecture or 2/paper presented

Sl. No.	Title of the invited lecture /paper presented	Title of Conference/ Seminar with date	Organized by	Whether International/ National/State or University	API score
Total* :					

*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

i)	Stage I to II	04/Assessment Period
ii)	Stage II to III	10/Assessment Period
iii)	Stage III to IV	15/Assessment Period

III(F) Development of e-learning delivery process /material
API score -10/ Module

Sl. No.	Title of the Module	Course/Paper for which the module was prepared	Year and Date of presentation	API Score

Minimum   total API scores   required for promotion under CATEGORY I + CATEGORY II:

i)	Stage I to II	90/Assessment Period
ii)	Stage II to III	120/Assessment Period
iii)	Stage III to IV	150/Assessment Period

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

IV. Summary of API scores: Name of the applicant: Subject:

	Criteria	API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion *from Stage I/II/III to Stage II/III/IV.*							Total- API score for assessment period	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee)
I	**CATEGORY I:** Teaching, learning and evaluation related activities **(to be assessed yearly)**									

II	**CATEGORY II:** Co- curricular, extension and professional development related activity (**to be assessed cumulatively for assessment period)**			
III	**CATEGORY III:** Research and Academic Contributions (**to be assessed cumulatively for assessment period)**			
II + III	**Total API score (Category II + Category III)/ Assessment Period)**			
	Signature of the incumbent	*Signature of the Coordinator, IQAC with date and Seal*	*Signature of the Principal /TIC / OIC with date and seal*	
	Date of Screening Committee / Selection committee and Venue	*Date:*	*Venue:*	
	Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion	• *Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strike out which are not applicable)* • *Date of effect*		
	Signature of the Principal/TIC/OIC with date and seal	*Signature of the DPI Nominee with date and seal*	*Signature of the Subject Expert/s with date and seal*	*Signature of the Subject Expert/s with date and seal*

SUMMARY OF API SCORE : FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS , 2016 (4th AMENDMENT)

- **Date of Screening Committee / Selection committee :**
- **Venue:**
- **Name of the applicant:** **Subject:**

- **Date of RC/OP/ WORKSHOP :**

Assessment period					
API score up to 06.12.2017			**API score w.e.f 07.12.2017**		
		API (A)		**API (B)**	**Total API score in Assessment period (A +B)**	**Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee for Associate Professor)**
CAT I	**CATEGORY I:** Teaching, learning and evaluation related activities **(to be assessed yearly)**		**CATEGORY I:** Teaching, learning and evaluation related activities **(to be assessed yearly)**		
CAT II	**CATEGORY II:** Co- curricular, extension and professional development related activity (**to be assessed yearly)**		**CATEGORY II:** Co- curricular, extension and professional development related activity (**to be assessed cumulatively for assessment period**		
CAT III	**CATEGORY III:** Research and Academic Contributions (**to be assessed cumulatively for assessment period**)		**CATEGORY III:** Research and Academic Contributions (**to be assessed cumulatively for assessment period**		
Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion			**Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strikeout which are not applicable)** • **Date of effect**		
Signature of the Principal/TIC/OIC with date and		**Signature of the DPI Nominee with date and seal**	*Signature of the Subject Expert/s with date and seal*	*Signature of the Subject Expert/s with date and seal*	

Part C: For use of the Screening/ Selection Committee

Name of the College:

Date of the Meeting: Venue:

Name of the Incumbent: Shri/Smt/Dr.

Present designation: Assistant Professor (Stage 1/ Stage 2/ Stage 3) of ……………………….

Date of joining: Awarded Ph. D. on:

Date of Confirmation:

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. 6000 / 7000 / 8000

Designation after promotion: Assistant Professor (Stage 2 / Stage 3) /Associate Professor (Stage 4) Scale of Pay: Rs. 15600-39100/- or Rs. 37400-67000/- with AGP of Rs. 7000 / 8000 / 9000

Date of effect:

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]:

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/ Stage 2/ Stage 3) to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. ……… dated ………….. for promotion under CAS , the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ` 7000 / 8000 / 9000 with effect from

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ` 7000 / 8000 /

9000 with effect from …………………….. and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal   Signature of the Expert with Date and Seal

(*Nominated by the VC of the affiliating University*)   (*Nominated by the VC of the affiliating University*)

Signature of Govt. Nominee with Date and Seal   Signature of the Principal/ OIC of

(*Nominated by the DPI, West Bengal)*   College with Date and Seal

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No. 198/ 1(16)–EH/ (CG)/ (A) 5P–90/12 (Pt)   **Date: 07.12.2017**

Copy forwarded for information and for necessary action to:–

(1)   Accountant General, (A&E), West Bengal,
(2)   Finance Department, Group – P (Pay) of the State Government,
(3)   Finance Department (Group –B) of the State Government,
(4)   Special Secretary, Appointment Branch of this Department,
(5)   Joint Secretary, Budget Branch of this Department,
(6)   Director of Public Instruction, West Bengal, Bikash Bhavan, Kolkata – 91.
(7)   The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata – 700 001.
(8)   The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-700012.
(9)   The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jahar Building, Kolkata – 73.
(10) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Block, Sector III, Salt Lake City, Kolkata – 106.
(11) The Treasury Officer, _____ Treasury,
(12) P.S. to Hon'ble MIC, Higher Education Department, Government of West Bengal.
(13) Sr. P.A. to the Additional Chief Secretary of this Department,
(14) Sr. P.A to the Secretary of this Department,
(15) Computer Cell of this Department,
(16) Guard File.

Joint Secretary