# GOVERNMENT OF WEST BENGAL
## HIGHER EDUCATION, SCIENCE & TECHNOLOGY
## AND BIOTECHNOLGY DEPARTMENT
## (UNIVERSITY BRANCH)
## BIKASH BHABAN, SALT LAKE
## KOLKATA-700091

**No. 1343–Edn (U)/ 1U–41/11 (Pt)**                    **Date: 07.12.2017**

### NOTIFICATION

Consequent upon the Notification of the University Grants Commission's (4th Amendment) Regulations published vide Number F.1-2/2016 dated 11.07.2016, and in continuation of the Department's Order vide No. 1197–Edn (U) dated 31.12.2012, the matter regarding adoption of the Regulations was under active consideration of this Department for sometime past.

After careful consideration of all the aspects in this regard, the Governor, has now been pleased to direct that the teachers, librarians and other Academic staff of State-aided Universities in West Bengal, who come under the administrative jurisdiction of this Department, shall be guided by the Career Advancement Scheme (CAS) detailed in the Annexures to this notification.

In this connection, the Governor is further pleased to direct that if the assessment period of any incumbent for the purpose of Career Advancement falls under both the UGC's Regulations, 2010 and Regulations 2016, then for the purpose of computation of API score, the period prior to issuance of this notification shall be guided by the Department's Order vide No. 1197–Edn (U) dated 31.12.2012 and all corresponding orders issued in this regard, and for the period falling after the date of issuance of this Notification shall be guided by the scheme provided in the Annexures to this notification.

This notification shall take immediate effect from the date of its issuance.

By Order of the Governor,

SD/-
(Madhumita Ray)
Secretary
Government of West Bengal

**Guidelines and terms and conditions towards Career Advancement Scheme subject to fulfillment   of required API scores as prescribed in the UGC Regulations (4th Amendment) 2016  for the  teachers, librarians and other Academic Staff of the State-aided Universities in West Bengal.**

**APPENDIX – III: TABLE I**

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

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

|  | *Direct Teaching Hours per week |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |
| Professor | 14 |

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

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

| Category | Nature of Activity | Assistant Professor | | Associate Professor | | Professor | |
|---|---|---|---|---|---|---|---|
| | | Max. | Actual Score | Max. | Actual Score | Max. | Actual Score |
| I | a. Direct Teaching | 70 | Actual hours spent per academic year ÷7.5 | 60 | Actual hours spent per academic year ÷7.75 | 60 | Actual hours spent per academic year ÷7.75 |
| | b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment | 20 | Actual hours spent per academic year ÷10 | 20 | Actual hours spent per academic year ÷10 | 10 | Actual hours spent per academic year ÷10 |
| | c. Innovative Teaching – learning methodologies, updating of subject contents/courses, mentoring etc. | 10 | Actual hours spent per academic year ÷10 | 15 | Actual hours spent per academic year ÷10 | 20 | Actual hours spent per academic year ÷10 |

**Note:**
1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practical /Project Supervision/Field Work. .
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor 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. | Student related co-curricular, extension and field based activities<br><br>(i) Discipline related co-curricular activities (e.g. | 15 | Actual hours spent per academic |
| | remedial classes, career counseling, study visit, student seminar and other events.)<br><br>(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)<br><br>Extension and dissemination activities (public /popular lectures/talks/seminars etc.) | | year ÷10 |
| b. | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.<br><br>i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)<br><br>(ii). Participation in Board of Studies, Academic and Administrative Committees | 15 | Actual hours spent per academic year ÷10 |
| c. | 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 | 15 | Actual 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.

| Category | Activity | Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences | Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management | Maximum score for University / College teacher* |
|---|---|---|---|---|
| III (A) | Research Papers published in: | Refereed Journals as notified by the UGC# | Refereed Journals as notified by the UGC# | 25 per Publication |
| | | Other Reputed Journals as notified by the UGC# | Other Reputed Journals as notified by the UGC # | 10 per Publication |
| III (B) | Publications other than journal articles (books, chapters in books) | Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | 30 per Book for Single Author |
| | | Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC | Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC | 20 per Book for Single Author |

| | | Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC | Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC | 15 per Book for Single Author |
|---|---|---|---|---|
| | | Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC | Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC | International-10 per Chapter National – 5 per Chapter |
| | | | | |

| III (C) | **RESEARCH PROJECTS** | | | |
|---|---|---|---|---|
| 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. 1 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 |
| III (D) | **RESEARCH GUIDANCE** | | | |

| III (D) (i) | M.Phil. | Degree awarded | Degree awarded | 5 per candidate |
|---|---|---|---|---|
| III (D) (ii) | Ph.D. | Degree awarded / Thesis submitted | Degree awarded / Thesis submitted | 15/10 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 |

* 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.

# The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing

Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto; recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

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

**(Please refer to UGC notification no. F.1-2/2016 dated 11th 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**

| Category | Activity | Assistant Professor / equivalent cadres: (Stage 1 to Stage 2) | Assistant Professor / equivalent cadres: (Stage 2 to Stage 3) | Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4) | Associate Professor (Stage 4) to Professor/equivalent cadres (Stage 5) |
|---|---|---|---|---|---|
| I | Teaching-learning, Evaluation Related Activities | 80/Year | 80/year | 75/year | 70/year |
| II | Professional Development and Extension activities - Minimum score required to be assessed cumulatively | 50/ Assessment period | 50/ Assessment period | 50/ Assessment period | 50/ Assessment period |
| III | Research and Academic Contributions- Minimum Score required - to be assessed cumulatively | 20/ Assessment period | 50/ Assessment period | 75/ Assessment period | 100/ Assessment period |
| II + III | Minimum total API score under Categories II and III* | 90/ Assessment period | 120/ Assessment period | 150/ Assessment period | 180/ Assessment period |
| IV | 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 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance | 50% - Research Contribution 30% - Assessment of domain knowledge & teaching practices. 20% - Interview performance |

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

## APPENDIX-III - TABLE: III

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

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

| Sl. No. | 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 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). <br><br> (ii) ne Orientation and one Refresher course/ Research Methodology Course of 2/3 weeks duration. <br><br> (iii) Screening cum Verification process for recommending promotion. |
| 2. | 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) <br> (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. | (i) ) Minimum cumulative API scores using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table II (A). (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. (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. (iv) A selection committee process as stipulated in the regulation and in Tables II(A). |
| 4. | Associate Professor (Stage 4) to Professor (Stage 5) | Associate Professor with three years of completed service in Stage 4. | (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. (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 the regulation and in Tables II (A). |

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

**ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES FOR LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) OF DEPUTY LIBRARIAN AND LIBRARIAN IN UNIVERSITIES.**

**Direct Work load and weightage to be given to different levels of Librarians**

|  | Direct working hours per week | Direct working hours per week |
|---|---|---|
| Assistant Librarian/ University Librarian | 40 | 100 |
| Deputy Librarian | 36+4* | 90 |
| Librarian | 32+8* | 80 |

**Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources** organization and maintenance of books, journals, reports, Development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and

(c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

**\*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

**CATEGORY I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES**

| Nature of Activity | Univ. Assistant Librarian/College Librarian | | Deputy Librarian | | Librarian | |
|---|---|---|---|---|---|---|
|  | Max. Score | Actual Score | Max. Score | Actual Score | Max. Score | Actual Score |
|  |  |  |  |  |  |  |

| | | | | | |
|---|---|---|---|---|---|
| a) Library resources organization and maintenance of books, journals, reports; Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (**40 Points**) | **70** | Actual Score (Actual hours spent per Academic Year ÷20) | **60** | Actual Score (Actual hours spent per Academic Year ÷20) | **55** | Actual Score (Actual hours spent per Academic Year ÷20) |
| Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. <br> **(15 Points)** <br> User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc**. (15 Points)** | | | | | | |
| b) ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools(software), Intranet management | **15** | Actual Score (Actual hours spent per Academic Year ÷10) | **15** | Actual Score (Actual hours spent per Academic Year ÷10) | **15** | Actual Score (Actual hours spent per Academic Year ÷10) |

| | 15 | Actual Score (Actual hours spent per Academic Year ÷10) | 15 | Actual Score (Actual hours spent per Academic Year ÷10) | 10 | Actual Score (Actual hours spent per Academic Year ÷10) |
|---|---|---|---|---|---|---|
| c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms | 15 | Actual Score (Actual hours spent per Academic Year ÷10) | 15 | Actual Score (Actual hours spent per Academic Year ÷10) | 10 | Actual Score (Actual hours spent per Academic Year ÷10) |

## CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the Librarian Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. 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 Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

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.

| Nature of Activity | Maximum API Score | Actual Score |
|---|---|---|
| a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels. | 15 | Actual hours spent per academic year ÷10 |
| b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities. | 15 | Actual hours spent per academic year ÷10 |
| c) Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) | 15 | Actual hours spent per academic year ÷10 |

## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/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 Librarian/College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian

| Category | Activity | University Librarian | Maximum score* |
|---|---|---|---|
| III (A) | Researc Papers publish ed in: | Refereed Journals as notified by the UGC# | 25 per Publication |
| | | Other Reputed Journals as notified by the UGC# | 10 per Publication |
| III (B) | Publicati ons other than journal articles (books, chapters in books) | Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | 30 per Book for Single Author |
| | | Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC | 20 per Book for Single Author |
| | | Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC | 15 per Book for Single Author |
| | | Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC | International-10 per Chapter<br><br>National – 5 per Chapter |
| III (C) | **RESEARCH PROJECT** | | |
| III (C) (i) | Sponsored Projects: | (a) Major Projects with grants above Rs. 5 lakhs | 20 per Project |
| | | (b) 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.3 lakhs | 10 per project |
| III (C) (ii) | Consultancy Projects | Amount mobilized with a minimum of Rs.. 2 lakhs | 10 for every Rs. 2 lakhs |

| III (C) (iii) | Projects Outcome/ Outputs | Major policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./ Local bodies prepared | Major policy document of International bodies – 30 Central Government – 20, State Govt.- 10 Local bodies – 5 |
|---|---|---|---|
| III (D) | **RESEARCH GUIDENCE** | | |
| III (D) (i) | M. Phil. | Degree awarded | 5 per candidate |
| III (D) (ii) | Ph.D. | Degree awarded / Thesis submitted | 15/10 per candidate |
| III (E) | | | |
| III (E)(i) | Awards / Fellowship | International Award/Fellowship from academic bodies | 15 per Award/15 per Fellowship |
| | Awards / Fellowship | National Award/Fellowship from academic bodies/ association | 10 per Award/10 per Fellowship |
| | Awards / Fellowship | State/University level award from academic bodies/ association | 05 per Award |
| III (E)(ii) | Invited lectures/ papers | International | 7 per lecture/5 per paper presented |
| | | National level | 5per lecture/3 per paper presented |
| | | 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 |

* 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.

**#** The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo moto; recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

## APPENDIX - III TABLE - VII (A)

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

**MINIMUM APIₛ FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT LIBRARIAN AND DEDUTY LIBRARIAN AND WEIGHTAGE FOR EXPERT ASSESSMENT IN SELECTION COMMIITTEES, IN UNIVERSITIES.**

| Category | Activity | Assistant/ College Librarian: (Stage 1 to Stage 2) | Assistant/ College Librarian: (Stage 2 to Stage 3) | Assistant/ College Librarian (Stage 3) to Deputy/College (Stage 4) | Deputy Librarian (Stage 4) to Librarian (Stage 5) |
|---|---|---|---|---|---|
| I | Procurement, organization, and delivery of knowledge and information through Library services | 80/Year | 80/year | 75/year | 70/year |
| II | Professional | 50/ | 50/ | 50/ Assessment | 50/ |
| | Development and Extension activities - Minimum score required to be assessed cumulatively | Assessment period | Assessment period | period | Assessment period |

| | | | | | |
|---|---|---|---|---|---|
| III | Research and Academic Contributions- Minimum Score required - to be assessed cumulatively | 20/ Assessment period | 50/ Assessment period | 75/ Assessment period | 100/ Assessment period |
| II + III | Minimum total API score under Categories II and III* | 90/ Assessment period | 120/ Assessment period | 150/ Assessment period | 180/ Assessment period |
| | Expert Assessment system | Screening cum evaluation | Screening cum evaluation committee | Selection Committee | Selection Committee |
| IV | 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% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20% - Interview performance | 50% Library publication work 30% Assessment of innovative Library service and organization of digital library service 20% Interview performance |

# APPENDIX-III - TABLE: IX

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

## MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES

| Sl. No. | Promotion of Librarian Cadres through CAS | Service (as prescribed by the MHRD Notification) requirement | Minimum Academic Performance Requirements and Screening/Selection Criteria |
|---|---|---|---|
| 1. | Assistant Librarian/College Librarian to Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (Stage 1 to Stage 2) | Assistant Librarian/College Librarian completed four years of service in Stage 1 with Ph. D or five years of service in Stage 1 with Ph.D or five years of service with M.Phil or six years of service without Ph.D./M.Phil | (i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII(A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. <br> (ii) One Orientation and one Refresher Course of 3/4 weeks duration <br> (iii) Screening cum Verification process for recommending promotion. |
| 2. | Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3) | Assistant Librarian (senior scale)/College Librarian (senior scale) with completed service of five years in Stage 2 | (i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provide in Table VIII(A) of Appendix III for Librarian Cadres in universities and for college Librarian cadres. <br> (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. <br> (iii) Screening cum Verification process for recommending promotion. |
| 3. | Assistant Librarian (Selection Grade)/College Librarian (Selection | Deputy Librarian/Assistant Librarian (Selection Grade)/College | (i) Minimum API scores using the PBAS scoring Proforma developed by university as per the norms provided in Table VIII (A) of Appendix-III  Three publications over 12 years. In |

| | | |
|---|---|---|
| Grade) ( stage 3 to stage 4) | Librarian (selection Grade) with three years of completed service in stage 3. | Colleges, a exemption of one publication may be given to M. Phil holders and an exemption of two publications may be given to Ph.D. holders.<br>(ii) Additionally one course/training under the categories of Library automation/Analytical tool Development for Academic documentation.<br>(iii) A selection committee process as stipulated in the regulation and in Tables VIII(A). |
| 4. | University Librarian (Stage 5) (For universities only) | Deputy Librarian in universities with three years of completed service in Stage 4. | (i) Minimum cumulative API scores using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment period (in Stages 3 and 4) to achieve minimum API scores, if required.<br>(ii)A minimum of five publications since the period that the teacher is placed in stage 3.<br>(iii) Evidence of innovative library service and organization of published work.<br>(iv) A selection committee process as stipulated in the regulation and in Table VIII (A) |

**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/Deputy Librarian in Universities.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**To G.O. No. 1343–Edn (U)/ dated 07.12.2017**

**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 t | 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**

**Part B: Academic**

**Performance Indicators (API)**

(Please see detailed instruction of the **PBASI** Proforma before filling out this section)

**CATEGORY 1:   TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**(a) Direct teaching (16/14/14 hours per week as applicable) including Lectures , Tutorials ,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. /Professor) | API Score |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Maximum API Score :** <br> i)      **Assistant Professor Stage I :     70** <br> ii)     **Assistant Professor Stage II :     70** <br> iii)    **Assistant Professor Stage III :   70** <br> iv)     **Associate  Professor: 60** |  |  |  |  |  |

* **Lectures, Tutorials, Practical, Project Supervision and Field Work**

- **Workload as per UGC Regulations 2016:**

|  | **Direct Teaching Hours per week** |
|---|---|
| Assistant Professor | 16 |
| Associate Professor | 14 |
| 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 :**<br>i) **Assistant Professor Stage I : 20**<br>ii) **Assistant Professor Stage II : 20**<br>iii) **Assistant Professor Stage : 20**<br>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)   Participn./Innovative – Learning Modules
        (d)   Participn./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, Perf Arts:
        (k)   Organizing & cond. of popul. Prog.  /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 for all Teachers ) | API Score |
|---|---|---|---|---|
| | | | | |
| | **Maximum API Score :**<br>i)   **Assistant Professor  Stage I : 10**<br>ii)  **Assistant Professor Stage II : 10**<br>iii) **Assistant Professor Stage III :10**<br>iv) **Associate  Professor:15** | | | |

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 |
| iv) | Stage IV to V | 70/Year |

## CATEGORY 2 : PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

| 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 activities (Cultural, Sports, NSS, 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)** | | | |
| | *For all categories of Teachers (Assistant/Associate/ Professor) Total Score (a + b +c)   (**Max: 45**) | | | |

**Minimum API Score required for CATEGORY I I  ( to be assessed cumulatively for assessment period)–**

| i) | Stage I to II | 50/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 50/Assessment Period |
| iv) | Stage IV to V | 50/Assessment Period |

## CATEGORYIII:  RESEARCH AND ACADEMIC CONTRIBUTIONS

**\*Minimum API scores required to be assessed cumulatively under CATEGORY III**

| i) | Stage I to II | 20/Assessment Period |
|---|---|---|
| ii) | Stage II to III | 50/Assessment Period |
| iii) | Stage III to IV | 75/Assessment Period |
| iv) | Stage IV to V | 100/Assessment Period |

**III (A) Research Papers Published in**

**- Refereed Journals as notified by UGC– 25/publication**

**-Other Reputed Journals as notified by UGC-10 per publication**

| Sl. No. | Title with page no. and date of publication | Name of the Journal | ISSN/ISBN No. | Whether Refereed Journal/ Other Reputed Journal. 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 subject book with page no. | Details of Publication (Text /Reference / Subject Books/Chapter in Books | ISSN/ ISBN No. | Level of Publishers(International / National/ State /Central Govt/ other local Publisher | 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 | Grant sanctioning Agency | Date of sanction of the project &  period | Grant/ Amount mobilized (Rs. lakh) | 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 with sanction order No. and Date | Name of the Agency & period of approval of the sanctioned project | Date of agreement with the Agency | Grant/ Amount mobilized (Rs. lakh) | API score |
|---|---|---|---|---|---|
| | | | | | |

**III (C) (iii) Projects outcome/outputs**

### API scores for Science:
- Patent / Technology transfer / Product/Process (for Science)-**30 for each International /20 for each National level output.**

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

| Sl. No. | Details of the Patent / Technology transfer / Product/Process | Date of acceptance with year | Whether the patent/Technology/ Product/Process belongs to the applicant individually or in group | National /International | API score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

**API Score for Arts**

- 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

**b) For Arts: Major Policy document prepared for International bodies**

| Sl. No. | Title of Major Policy document prepared | Name of the body for which documents prepared | Date of acceptance of the documents by the | International/ National/Central Govt./State Govt./Local Bodies. | API score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

**III(D) Research Guidance**

**API Score – (i)** Ph.D. awarded/ Thesis Submitted – 15 (science) & 10(Arts ) /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 Academic body awarding the Fellowship /Award | Date &Year of the achievement | 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 level | 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 |
| iv) | Stage IV to V | 20/Assessment Period |

**III(F) Development of e-learning delivery process /material**

(The following Table will duly be approved by the authorized person of the concerned University nominated by the Vice Chancellor, viz. Pro-Vice Chancellor or Dean or Head of the Department.

**API score -10/ Module**

| Sl. No. | Title of the Module | Module prepared for Course/Paper | Date and year of delivery /presentation | Whether uploaded the e-matter in the website of the institution for all after the | 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** |
| iv) | **Stage IV to V** | **180/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:**

| | Criteria | API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion | | | | | | | | 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 designation and date                                      Seal with date

**No. 1343/1 (17)–Edn (U)/ 1U–41/11 (Pt)**                                      **Date: 07.12.2017**

Copy forwarded for information and for necessary action to:–

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


                                                                               Joint Secretary