

Guidelines prescribing the Career Advancement and other service conditions of Teachers in State Aided Universities in West Bengal (relevant excerpts only). As detailed to UGC Notification no. 1-2/2017 dated 18.07.2018

ANNEXURE-I

Stage of CAS	Eligibility Criteria
From Assistant Professor Academic Level 10 to Assistant Professor Senior Scale/Academic Level 11	1. Completed four years service with a Ph.D. or five years service with a M.Phil./PG in professional courses, such as LL.M./M.Tech./M.V.Sc/M.D. or six years service in case of those without a Ph.D./M.Phil./PG in a professional course and satisfies the following conditions: 2. Attended one orientation course of 21 days duration on teaching methodology; 3. Any one of the following: completed refresher/ research methodology course/ workshop/ syllabus up-gradation workshop/ training teaching-learning-evaluation, technology programme/ faculty development programme of at least one week duration or taken one MOOCs course (with e-certification) or development of e-contents on four quadrants/MOOCs course during the assessment period; and 4. Published one research publication in the peer-reviewed journals or UGC listed journals during assessment period
From Assistant Professor Senior Scale/Academic Level 11 to Assistant Professor Selection Grade/Academic Level 12	1. Assistant Professor who has completed five years of service in Academic Level 11; 2. A Ph.D. Degree in the subject relevant/allied/relevant discipline; 3. Has done any two of the following in the last five years of Academic Level 11: Completed a course/ programme from amongst the categories of Refresher course/ research methodology/ workshop/ syllabus up-gradation workshop/ training teaching-learning-evaluation, technology programme/ faculty development programme of at least two weeks duration (or completed two courses of at least one week duration in lieu of every single course/ programme of at least two weeks duration or completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment; and 4. Published three research papers in the peer-reviewed journals or UGC listed journals during assessment period
From Assistant Professor Academic Level 12 to Associate Professor Academic Level 13A	1. Assistant Professor who has completed three years of service in Academic Level 12; 2. A Ph.D. Degree in the subject relevant/allied/relevant discipline; 3. Any one of the following during last three years: Completed a course/ programme from amongst the categories of Refresher course/ research methodology/ workshop/ syllabus up-gradation workshop/ training teaching-learning-evaluation, technology programme/ faculty development programme of at least two weeks duration (or completed two courses of at least one week duration in lieu of every single course/ programme of at least two weeks duration or completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment; and 4. Published a minimum of seven publications in the peer-reviewed journals or UGC listed journals out of which three research papers should have been published during the assessment period; 5. Evidence of having guided at least one Ph.D candidate.
Requirement of Orientation Course and Refresher Course for promotion due under CAS shall not be mandatory up-to 31 st December, 2018	

ANNEXURE-II

Guidelines prescribing the Career Advancement and other service conditions of Teachers in State Aided Universities in West Bengal (relevant excerpts only). As detailed to UGC Notification no. 1-2/2017 dated 18.07.2018

Stage of CAS	Eligibility Criteria
From Associate Professor Academic Level 13A to Professor Academic Level 14	1. An Associate Professor who has completed three years of service in Academic Level 13A; 2. A Ph.D. Degree in the subject relevant/allied/relevant discipline; 3. A minimum of ten research publications in the peer-reviewed journals or UGC listed journals out of which three research papers should have been published during the assessment period; 4. Evidence of having successfully guided doctoral candidate; 5. A minimum of 110 research score as per appendix II, Table 2
Professor Academic Level 14 to Senior Professor Academic Level 15	A Professor can be promoted to the post of Senior Professor under the CAS. The Promotion shall be based on academic achievement, favourable review from three eminent subject experts who are not of the rank lower than the rank of a senior Professor or a Professor having at least ten years of experience. The Selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with the regulations. Eligibility: 1. 10 years experience as a Professor; 2. A minimum of ten research publications in the peer-reviewed journals or UGC listed journals and Ph.D. Degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

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ANNEXURE-III

Counting of past service:

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other Scientific/ Professionals organizations such as the CSIR/ICAR/DRDO/UGC/ICSSR/ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a Teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

1. The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
2. The post is/was in an equivalent grade or of the pre revised scale of pay as the post of Assistant Professor (Lecturer), Associate Professor (Reader) and Professor.
3. The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the posts of Assistant Professor, Associate Professor and Professor, as the case may be.
4. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/Institutions concerned, for such appointments.
5. The previous appointment was not as guest lecturer for any duration.
6. The previous ad-hoc or temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - a. the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
 - b. the incumbent was appointed on the recommendation of a duly constituted Selection Committee/ Selection Committee constituted as per the rules of the respective University;
 - c. the incumbent was drawing total gross emoluments not less than the monthly gross salary of the regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
7. No distinctions shall be made with reference to the nature of management of the institutions where previous service was rendered (private/local body/Government), while counting he past service under this clause.

Appendix IITable 1**Assessment Criteria and Methodology for University/College Teachers**

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2**Methodology for University and College Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (420 credit course)(In case of MOOCs of lesser credits 05 marks/credit)		20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		

	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Table: 3 A

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil + Ph.D Maximum - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks

- (B) Number of candidates to be called for interview shall be decided by the concerned universities.