

UTTAR BANGA KRISHI VISWAVIDYALAYA

API for CAS Promotion

Under Career Advancement Scheme (CAS)

[In consonance to the Higher Education Order G.O. No. 1197(28)- Edn(U)/1U-41/11(Pt), dated 31.12.12]

CATEGORY 1: ACADEMIC PERFORMANCE INDICATORS

SL. No.	Nature of Activity	Activities included	Evidence to be submitted
1	Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated [Max Score: 50/yr]	Activities: Classes and/or research trials and field demonstrations /production/ survey allocated. [Assignment upto 5 cr-hr/semester: 25 and an increment of 5 for each cr-hr or upto 5 trials / farm activity / field demonstration / research survey unit/crop season: 25; and an increment of 5 for each one] Performance category: 100% = 25 score; 80%=20 score; <80%=0 score. Proportional increase in score between 80% to 100% performers.	Relevant papers/ certificates/ invitation letter and/or CAS application duly verified and endorsed by the unit Head and certified by the controlling officer.
2	Lectures or other teaching duties in excess of the UGC norms. [Max Score: 10/yr]	Activities: conduction of educational tours, field trips for educational purpose, delivering lectures on scientific gathering/farmers/unemployed youths/govt. trainees and similar activities/student advisory for higher education/farmers advisory services/other teaching assignment [Score: 5/activity] And points gained in excess of Maximum from Sl. No.-1;	Relevant papers/ certificates/ invitation letter and/or CAS application duly verified and endorsed by the unit Head and certified by the controlling officer.
3	Preparation and Imparting of knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students [Max Score: 20/yr]	Activities: Additional references, study materials, laboratory manual preparation, hand-out, lesson plan, AV aids, virtual lab, engineering implement model and hub, instructional farm and models, booklets, extension literature, software development, farmers' participatory breeding/training etc. facilitating modules and RAWE/RHWE/ Industrial training. Preparation of training manual, farmers' resource material/routine farmers' advisory services. [Score: 5/activity]	Relevant papers/ certificates/ invitation letter and/or CAS application duly verified and endorsed by the unit Head and certified by the controlling officer.

4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. [Max Score: 20/yr]	Activities: Attending workshop, Use of Computer/media aided instruction (CAI) and advisory methods, participatory and farmers' field research, field day, farmers exchange programme, farmer field school, mobile advisory services, etc. [Score: 5/activity]	Relevant papers/ certificates/ invitation letter and/or CAS application duly verified and endorsed by the unit Head and certified by the controlling officer.
5	Association with exam and evaluation methods [Max Score: 25/yr]	Activities: Examination duties (Invigilation; question paper setting of Mid-term and End Term, evaluation of Mid Term, End term Answer scripts and conducting Practical exam). External examiner, question setter and examiner (except thesis evaluation) of answer scripts of other universities, institutes, etc. Attending evaluation discussion/ conference/group meeting/review meetings and/ or interface meetings for the projects, evaluator/expert in farmers' fair/exhibition etc. [Score: 5/activity]	Relevant papers/ certificates/ invitation letter and/or CAS application duly verified and endorsed by the unit Head and certified by the controlling officer.
Max Scores: 125/yr		Minimum API required: 75/yr	

CATEGORY 2: CO-CURRICULAR AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES, CONTRIBUTION TO INSTITUTIONAL CORPORATE LIFE AND OTHER ACADEMIC ENVIRONMENT

Sl. No.	Nature of Activity	Activities included	Evidence to be submitted
1	Student/farmer related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling) [Max Score: 20/yr]	Activities: Organizing Training/other institutional events, Method Demonstration, Survey, TV & Radio talk, Resource Person in Capacity building, other HRD issues attended with Govt., Farmers & other stake holders/ agribusiness, etc. [Score: 5/activity]	Relevant papers/ certificates/ invitation letter and / or CAS application duly verified and endorsed by the unit Head and certified by the controlling officer.

2	Contribution to Corporate life and management of the department Institution through participation in academic and administrative committee and responsibilities. [Max Score: 15/yr]	Activities: Sports administration, member of statutory bodies – BOS, BRS member, EC, Court, Faculty Council, Academic Council, additional administrative work (HOD, In-Charge etc.), member of PG research advisory committee, departmental committee, RRS research/farm improvement or any other committee, provost ship, serving in outstation etc. [Score: 5/activity]	Relevant papers/ certificates/ invitation letter and / or CAS application duly verified and endorsed by the unit Head and certified by the controlling officer.
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles (other than those included in Category 3) [Max Score: 15/yr]	Activities: Rapoteur, fellow, member of scientific societies/associations, member of farmers club, reviewer/editorial board member of journal, organizing seminars, workshops, conference, training courses or any other event as one of the members, Awards, fellowship, honors etc. [Score: 5/activity]	Relevant papers/ certificates/ invitation letter and/or CAS application duly verified and endorsed by the unit Head and certified by the controlling officer.
Max Scores: 50/yr		Minimum API required: 15/yr	

CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sl..	APIs	Faculties of Science/Technology	Maximum points for University teachers	Remarks
3.A	Research publications	Refereed journals ^o	15/ publication*	Wherever relevant to any specific discipline the API score for paper in refereed journal would be augmented as follows: Indexed journal – by 5 points, ii) Papers with impact factor/equivalent rating 1 and 2 by 10 points; iii) papers with impact factor/ equivalent rating between 2 and 5 by 15 points; iv) papers with impact factor/ equivalent rating above 5 by 25 points.
		Non-refereed but recognized and reputable journals and periodicals, media having ISBN/ISSN number	10/ publication*	
		Conference proceedings as full papers etc. (Abstracts not to be included)	10/for full paper Publication*	
3.B	Books /Chapter in	Text or Reference Books published by International Publishers with an	50/ Publication*	*Points divided by number of authors as follows

	books	established peer review system		<p>The API for joint publications will have to be calculated in the following manner:</p> <p>Of the total score for the relevant category of publication by the concerned teacher, the First/ principal/ corresponding author/ supervisor/ mentor and rest of the authors will be credited the points to the tune of 60% and 40% each.</p> <p>Weightage to be given in case of non-accredited departmental/ in-house journal:</p> <p>A paper published in an unaccredited Departmental Journal or in other type of in-house journal will get 50% of weightage allocated for a paper published in an ISSN/ISBN accredited journal.</p>
		Subject Books by National level publishers/ State level and Central Govt. publications with ISBN/ISSN numbers	25/ sole author, and 5/ chapter in edited books	
		Subject Books by other local publisher with ISBN/ISSN number	15/ sole author and 3/chapter in edited books	
		Chapters contributed to edited knowledge based volumes published by International Publishers	10/ chapter	
		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/ chapter	
3.C	Research Projects			<p>Regarding jointly undertaken research projects:</p> <p>For research projects carried out jointly, the Principal Investigator (PI) will be credited with 60% marks, while all Co-PIs will be credited 40% each. Copies of the relevant page/s from the original project application and the final Project Report showing the name(s) of the research investigator(s) have to be enclosed.</p>
3.C (i)	Sponsored Projects carried	a) More than 1cr. Or International fund of any volume	30/project	
		b) Major projects amount mobilized with grants above Rs.30 to 1 cr.	20/ project	
		c) Major projects amount mobilized with grants above Rs.5 lakhs up to Rs.30 lakhs	15/ project	
		d) Minor projects amount mobilized with grants above Rs.50000/- up to Rs. 5 lakhs	10/ project	
3.C(ii)	Consultancy projects carried out/ ongoing	Amount mobilized with minimum of Rs.10 lakhs	10/every Rs.10 lakh and Rs.2 lakh respectively	
3.C(iii)	Completed projects:	Completed project Report (acceptance from funding agency)	20/major project and 10/ minor project	

	Quality evaluation			
3.C	Project outcome/ outputs	Patent/ Technology transfer/ product/ process	30/ national level or patent/ 50 for international level	
3.D	Research Guidance			
3.D(i)	M.Sc. (Ag.)/ M.Sc. (Hort.)/M. Tech. (Ag. Engineering). B.Tech (Project/In-plant/Industrial training evaluation)	Degree awarded / report submitted only	3/candidate	
3.D(ii)	Ph.D.	Degree awarded	10/ Candidate	
		Thesis submitted	7/ Candidate	
3.E	Training Courses and Conferences/ Seminar/ Workshop papers			<p>***If a paper presented in Conference/ Seminar is published in the form of proceedings, the points would accrue for the publication {3.A} and not under presentation {3.E (ii)}.</p> <p>Seminar attendance as listener only: For the teacher's attending of academic Seminars/ Conferences etc. for the purpose of updating of personal knowledge only (without presenting any paper or poster), no credit will be given if such attendance coincided with working days in the academic institution. But if such attendance in seminar took place during holidays or vacations, one-fourth of the credit meant for presenting a paper or poster would be given. Proper proof (s) must be made available for availing of this credit. (Participation Certificate)</p>
3.E (i)	a) Refresher courses, Orientation Course, Methodology workshops, Training, teaching-Learning evaluation Technology programmes, Soft Skills development programmes, Faculty Development programme	a) Abroad	30 each	
		b) not less than two weeks duration in India	20 each	
		c) one week duration (5-6 days) in India	10 each	
		d) less than 5 days	5 each	
3.E	Paper in Conferences/ Seminars#/ Workshops*** etc.	Participation and presentation of research paper (poster or oral) in		
		a) International Conference abroad	a) 15 each	
		b) International Conference in India	b) 10 each	
		c) National Conference	c) 7.5 each	
		d) Regional/ State level	d) 5 each	
		e) Local-University/ college	e) 3 each	

3.E	Invited lectures/ Chairing the session or presentation for conferences/ symposia	a) International abroad b) International India c) National d) Regional/Local	a) 15 each b)10 each c)5 each d)3 each	
3.F	Expert in Selection committee/BRS/other committee of other Institutions/National and International Committee members	a) International Level b) National Level	a)20 each b)10 each	Relevant papers
3.G	Thesis evaluation of other University	a) Ph.D. from India b) M.Sc level	a) 15 each b) 5 each	
Max. score: 60/yr.			Min score: as per stage of promotion (Min. API table)	

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

Sl. No.	API Category	Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)
I	Category 1: Teaching-learning Related Activities	75/Year	75/Year	75/Year	75/Year
II	Category 2: Co-curricular and professional development related activities, contribution to institutional corporate life	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories 1 and 2	100/Year	100/Year	100/Year	100/Year
IV	Category 3: Research and Academic Contribution#	10/Year or (40/50/60 / assessment period)	20/Year or (100/assessment Period)	30/Year or (90/assessment period)	40/Year or (120/assessment period)
V	Expert Assessment System	Screening Committee	Screening Committee	Selection committee	Selection Committee
VI	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% - Contribution to Research; 50% - Assessment of domain knowledge (Teaching/ Research/ Extension) and practices; 20% - interview performance	50% - Contribution to Research; 30% - Assessment of domain knowledge (Teaching/ Research/ Extension) and practices; 20% - interview performance

* Teachers may score 10 points from either Category 1 or Category 2 to achieve the minimum score required under Category 1 + 2. #To calculate percentage value of Research contribution, a maximum score of 60/yr in Category-3 and 100 score for interview is set.

Note: Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively.

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 <u>four</u> years of service with Ph. D. or <u>five</u> years of service who are with M.Phil/ PG Degree in Professional Courses such LLM, M. Tech., M. V. Sc., M. Sc(Ag/Hort/For), MD or equivalent etc. or <u>six</u> years of service without Ph.D/ M.Phil/ PG Degree in Professional Courses	<ul style="list-style-type: none"> i) Minimum API scores using PBAS-I scoring proforma. ii) One Training/ Orientation/ Refresher/ Research Methodology Course/ Winter/ Summer School of 2/3 weeks duration. 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	<ul style="list-style-type: none"> i) Minimum API scores using PBAS-I scoring proforma. ii) One Training/ Orientation/ Refresher/ Research Methodology Course/ Winter/ Summer School of 2/3 weeks duration. iii) Screening cum Verification process for recommending promotion. iv)
3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<ul style="list-style-type: none"> i) Minimum API scores using PBAS-I scoring proforma ii) At least three publications in the entire period as Assistant Professor (twelve years). iii) One Training programme from among the categories of methodology workshops, Teaching-Learning-Evaluation Technology, etc. of not less than 1 week iv) A Selection committee process as stipulated in the regulation
4	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<ul style="list-style-type: none"> i) Minimum API scores using PBAS-I scoring proforma. 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.
5	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (universities only)	<ul style="list-style-type: none"> i) Minimum yearly cumulative API scores for the assessment period as per the norms provided. ii) Additional credentials are to be evidenced by: (a) post- doctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.B., etc., iii) A review process by an Expert Committee

For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professor in Stage 2, the requirement of publications may be adjusted pro rata. For

all others who enter Stage 2 subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable. For incumbents whose assessment period (at least 60%) falls in a period prior to this notification requirement of training/school/refresher course may be adjusted with seven publication in ISSN/ISBN volumes or with participation of two seminar/symposium in the assessment period.