IQAC GUIDELINES FOR PROMOTION UNDER CAS

Murshidabad Maharaja Krishnanath University, Berhampore
Berhampore, Murshidabad, West Bengal, 742101

(Guidelines and terms and conditions towards Career Advancement Scheme subject to fulfillment of required API scores as prescribed in the UGC Regulations for the teachers and librarians of universities)

The Career Advancement Scheme (CAS) promotion guidelines for Teachers and Librarians of **Murshidabad Maharaja Krishnanath University, Berhampore** have been formulated in accordance with the guidelines specified below, as amended from time to time, and shall be subject to the fulfilment of the conditions prescribed under the relevant regulations:

1. West Bengal Higher Education Department (WBHED) GO No. 1197(28)–Edn (U)/ 1U–41/11 (Pt) dated 31.12.2012 corresponding to UGC 2010 regulations;
2. West Bengal Higher Education Department (WBHED) GO No. 1343–Edn (U)/1U–41/11 (Pt) dated 07.12.2017 corresponding to UGC 2016 regulations.
3. West Bengal Higher Education Department (WBHED) GO No.1047-Edn(U)/HED-12016(21)/3/2021-UNV SEC-Dept. of HE dated 15.07.2026 corresponding to UGC regulations 2018.

General Guidelines for Promotion of Teachers under CAS:

1. The Teachers/Librarians who are eligible for promotion under CAS can apply in writing to the Registrar, MMKUB within three months in advance of the due date or thereafter.
2. The Incumbents (from Assistant Professor Stage I to Stage III) need to submit at least 3 (three) sets of bound hard copies of the CAS application form with all relevant documents to the Registrar Office along with a soft copy of total set (form and documents) to directoriqac@msduniv.ac.in. However, for promotion from Assistant Professor Stage III to Associate Professor and Associate Professor to Professor, incumbents need to submit at least 6 (six) sets of hard copies with all relevant documents along with the soft copy.
3. For promotions with due dates falling before 07.12.2017, the eligibility criteria regarding academic qualifications and service requirements, as well as API score calculations, shall be governed by WBHED G.O. No. 1197(28)–Edn (U)/1U–41/11 (Pt), dated 31.12.2012, corresponding to the UGC Regulations, 2010.
4. For promotions with due dates falling on or after 07.12.2017, the eligibility criteria regarding academic qualifications and service requirements shall be governed by WBHED G.O. No. 1343–Edn (U)/1U–41/11 (Pt), dated 07.12.2017, corresponding to the UGC Regulations, 2016. However, the API score calculation falling under both

the regulations i.e. 2012 regulation and 2017 regulation shall be made in a combined manner, as applicable to the respective periods of service.

5. West Bengal Higher Education Department (WBHED) GO No. 920 Edn(CS)/5P-52/98 dated 31.12.2012 and WBHED GO No. 1197–Edn (U)/ 1U–41/11 (Pt) dated 31.12.2012 corresponding to UGC 2010 regulations and Order No. 1373-Edn (CS)/SP-52/98 Date: 07.12.2017 from CS Branch and GO No. 1343-Edn (U)/ 1U-41/11 (Pt) dt. 07.12.2017 of university branch will be applicable for the cases of promotions which are due before, on and after the day of enactment of the University Act. For the cases of promotions which are due on & after the day of enactment of the University Act the GO No. 1343-Edn (U)/ 1U-41/11 (Pt) dt. 07.12.2017 of University Branch read with GO No. 1197–Edn (U)/ 1U–41/11 (Pt) dated 31.12.2012 shall be required to follow strictly, as applicable to respective periods of promotion under CAS. For these cases above the applicability of those orders will be extended not beyond 31st December 2024.
6. The eligibility criteria for academic and service requirement and API calculations for promotions of teachers/librarians under CAS with due on and from 01.01.2025 will be based on WBHED GO No.1047-Edn(U)/HED-12016/3/2021-UNV SEC-Dept. of HE dated 15.07.2026 corresponding to UGC regulations 2018.
7. The completion of OP or/and RC within the assessment period is mandatory with the relaxation as per both UGC and WBHED orders from time to time. Promotions of candidates failing to complete the OP/RC within the assessment period will be deferred to the date of completion of the required OP or/and RC along with other eligibility criteria unless relaxation comes from UGC/WBHED.
8. Important Points Regarding Research Publications -

    a. Before 7th December, 2017; publications in refereed journals will be awarded 15 points but publications in any other journals with ISSN/ISBN numbers and Conference proceedings (full paper) with ISSN/ISBN will be awarded 10 points. **(**See ***ANNEXURE I*****, Table 5, Based on 2012 Regulation)**

    b. From 7th Dec, 2017 onwards, publications in UGC listed journals will be preferably considered for academic purpose and awarded 25 points. However, publications in any other peer reviewed journals with ISSN numbers may be considered but will be awarded 10 points only. Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website be provided 10 points for international and 5 points for national publishers **(**See ***ANNEXURE IIA & IIB*****, Table 5, Based on 2017 Regulation).**

    c. On and from 01.01.2025, publications of Research Papers in Peer-Reviewed or UGC listed Journals will be awarded 8 points for faculty of science and 10 points for faculty of arts, humanities, library and other related disciplines. The Research score for each research papers would be augmented by 5 points in case of Paper in refereed journals without impact factor and in case of Impact factor to be determined as per **Thomson Reuters list.** (See ***ANNEXURE IIIA*****, Table 3, Based on 2025 Regulation**).

d. Further, keeping in mind the dynamic nature of UGC list or UGC CARE journal list, teachers/librarians are advised to keep a certified copy (by IQAC director / Dean) of screenshot showing the journal enlisted in UGC list/ UGC CARE during the time of publication and submit it with the form for their claim and own convenience.

e. The sharing of API score among different authors in cases of joint/co-authored publications, as well as the calculation of API score for research outputs other than research articles/papers, shall be carried out in accordance with the provisions of the respective regulations specified in Tables in ***ANNEXURES I, II, and III***, as applicable.

9. For counting of API for Ph D supervision, other than supervisors, only Co-Supervisor / Joint Supervisor will be considered. No weightage will be given to Associate Supervisor.

10. Each incumbent shall, at the end of every calendar year, submit a Self-Assessment Report (SAR) in the prescribed format to the concerned Head of the Department (H.O.D.), along with duly signed copies of all supporting documents. The API (Academic Performance Indicators) scores shall be calculated by the incumbent teacher and be submitted to IQAC (Internal Quality Assurance Cell) for verification.

11. Candidates shall offer themselves for assessment for promotion, if they fulfil the minimum API scores indicated in the appropriate API System tables by submitting an application and the required PBAS proforma. Candidates who do not consider themselves eligible can also apply at a later date.

12. Incumbents who either fail to fulfil the minimum API score prescribed under the PBAS Proforma or obtain less than 50% marks in the Expert Assessment, wherever applicable, shall be reassessed only after acquiring minimum requirement for promotion.

    - If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
    - If, however, the candidates find that he/she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of fulfilling the criteria.
    - If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

13. For consideration of **counting of past service** for the purpose of Promotion under Career Advancement Scheme, applicants are advised to apply to the competent authority with all relevant documents.

14. Any doubts, disputes or consideration of equivalence related to academic, research, service, publication or any other parameters; shall be cleared or decided by university administration and the concerned Screening Committee/selection committee/scrutiny committee (for professors only). However, the Registrar, MMKUB deals with the promotion of all teachers/librarians and will be governed in

accordance with the provisions of extant Government orders and Ordinances for the purpose and present all such cases to the Establishment Committee with the concurrence of the Vice-Chancellor.

ANNEXURE I

(Based on WBHED 2012 Regulation)

(Eligibility Criteria and API calculation details for teachers with due date before 07/12/2017)

The minimum academic performance and service requirements for promotion of teachers is based on WBHED GO No. 1197–Edn (U)/ 1U–41/11 (Pt) dated 31.12.2012 corresponding to UGC 2010 regulations**.**

Table 1

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**	i) Assistant Professor in Stage 1 and completed four years of service with Ph.D. or ii) five years of service who are with M.Phil/PG Degree in Professional Courses such LLM, M.Tech., M.V.Sc., MD etc. or iii) six years of service without Ph.D/ M.Phil / PG Degree in Professional Courses	i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms Provided. ii) One Orientation and one Refresher/Research Methodology Course 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	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms Provided. (ii) One course / programme from among the categories of refresher courses/ methodology workshop/Faculty Development Programme of 2/3 weeks 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 API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided. ii) At least three publications in the entire period as Assistant Professor (twelve years). iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology iv) A selection committee process as stipulated in this regulation.
4	**Associate Professor (Stage 4) To Professor/ equivalent cadres (Stage 5)**	Associate Professor with three years of completed service in Stage 4.	i) Minimum yearly cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided. 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 this regulation.
5	**Professor (Stage 5) to Professor (Stage 6)**	Professor with ten years of completed service (universities only)	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.D., 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.

Table 2

Minimum API Score Required Using PBAS Proforma

MINIMUM API SCORE REQUIRED				
	Asst. Prof. (Stage 1 to Stage 2)	Asst. Prof. (Stage 2 to Stage 3)	Assistant Prof. (Stage 3) to Associate Prof. (Stage 4)	Associate Prof. (Stage 4) to Professor (Stage 5)
I. Teaching-learning, Evaluation Related Activities (Category 1)	75/Year	75/Year	75/Year	75/Year
II. Co-curricular, Extension and Profession related activities (Category 2)	15/Year	15/Year	15/Year	15/Year
I + II. Category 1 & 2 minimum total taken together	100/Year	100/Year	100/Year	100/Year
III. Research and Academic Contribution (Category 3)	10/Year (40/assessment period)	20/Year (100/assessment Period)	30/Year (90/assessment period)	40/Year (120/assessment period)
Expert Assessment System	Screening Committee	Screening 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% contribution to Research 50% Assessment of domain, know-ledge & teaching practices 20% Interview	50% Contribution to Research 30% Assessment of domain knowledge & teaching practices 20% Interview

*** Teachers may score 10 points from either Category 1 or Category 2 to achieve the minimum score required under Category 1 + 2.*

Note: Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

Table 3

CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

SL. No	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20

4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Exam duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	Total Score	**125**
	Minimum APl Score Required	**75**

Table 4

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

Sl. No.	Nature of Activity	Maximum Score
1	Student 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)	20
2	Contribution to Corporate life and management of the department Institution through participation in academic and administrative committee and responsibilities.	15
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)	15
Total Score		**50**
Minimum APl Score Required		**15**

Table 5

CATEGORY- 3: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self- assessment, APl scores are proposed for research and academic contribution. The minimum APl score required by teachers from this category is different for different levels of promotion. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sl.	APIs	Faculties of Science	Faculties of Arts/Humanities/Social Science/Commerce/ Management/ Library Science	Maximum points for University teachers
3.A	**Research papers published in**	Refereed Journal*	Refereed Journal*	15/publication*
		Non-refereed but Recognized and reputable journals and periodicals, media having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, media having ISBN/ISSN numbers	10/ publication*

		Conference proceedings as full papers etc. (Abstracts not be included)	Conference proceedings as full papers etc. (Abstracts not be included)	10/ Publication*
3.B	**Research publications, books other than refereed articles**	Text or Reference Books published by International Publishers with an established peer review system	Text or Reference Books published by International Publishers with an established peer review system	10/ Publication*
		Subject Books by National level publishers/ State level and Central Govt. publications with ISBN/ISSN numbers	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	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	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	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**			
3.C	Sponsored Projects carried	a) Major projects amount mobilized with grants above Rs.30 lakhs	a) Major projects amount mobilized with grants above Rs.5 lakhs Major	20/ project
		b) Major projects amount mobilized with grants above Rs.5 lakhs up to Rs.30 lakhs	b) Major projects amount mobilized with grants above Rs.3 lakhs up to Rs.5lakhs	15/ project

		c)Minor projects amount mobilized with grants above Rs.50000/- up to Rs.5 lakhs	c)Minor projects amount mobilized with grants above Rs.25000/- up to Rs.3 lakhs	10/ project
3.C	Consultancy projects carried out/ ongoing	Amount mobilized with minimum of Rs.10lakhs	Amount mobilized with minimum of Rs.2 lakhs	10/every Rs.10 lakhs and Rs.2 lakh respectively
3.C	Completed projects: Quality evaluation	Completed project Report (acceptance from funding agency)	Completed project Report (acceptance from funding agency)	20/major project and 10/ minor project
3.C	Project outcome/ outputs	Patent/ Technology transfer/ product/ process	Major policy document of Govt. Bodies at Central and State level	30/ national level or patent/ 50 for international level

3.D	**Research Guidance**			
3.D	M.Phil.	Degree awarded only	Degree awarded only	3/ candidate
3.D	Ph.D.	Degree awarded	Degree awarded	10/ Candidate
		Thesis submitted	Thesis submitted	7/ Candidate
3.E	**Training Courses and Conferences/ Seminar/ Workshop papers**			
3.E	a) Refresher courses, Orientation Course, Methodology workshops, Training, teaching-Learning evaluation Technology programs, Soft Skills development programs, Faculty Development programme	a) not less than two weeks duration	a) not less than two weeks duration	20 each
		b) one week duration	b) one week duration	10 each

3.E	Paper in Conferences/ Seminars#/ Workshops*** etc.	Participation and presentation of research paper (poster or oral) in a) International Conference b) National Conference c) Regional/ State level d) Local-University/ college	Participation and presentation of research paper (poster or oral) in a) International Conference b) National Conference c) Regional/ State level d) Local-University/ college	a) 10 each b) 7.5 each c) 5 each d) 3 each
3.E	Invited lectures/ Chairing the session or presentation for conferences/ symposia	a) International b) National	a) International b) National	a) 10 each b) 5 each

- Wherever relevant to any specific discipline the API score for paper in refereed journal would be augmented as follows: i) Indexed journal – by 5 points, ii) Papers with impact factor 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 25 points.

*Points divided by number of authors

***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)}.

#Papers accepted at National/ International conferences may be reckoned as equivalent to papers presents.

Note:

1. **The API for joint publications will have to be calculated in the following manner:**
   Of the total score for the relevant category of publication by the concerned teacher, the first/ Principal author and the corresponding author/ supervisor/ mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.
2. **Weighatge to be given in case of non-accredited departmental/ in-house journal**:
   A paper published in an unaccredited Departmental Journal or in other type of in-house journal will get 50% of weighatge allocated for a paper published in an ISSN/ISBN accredited journal.
3. **Regarding jointly undertaken research projects:**
   For research projects carried out jointly, the Principal Investigator (PI) will be credited with 60% marks, while the rest 40% will be divided equally among the Co-PIs. 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.
4. **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.

ANNEXURE- IIA

(Based on WBHED 2017 Guidelines for Teachers)

Eligibility Criteria and API calculation details for Teachers with due date on or after 07/12/2017

The minimum academic performance and service requirements for promotion of teachers is based on WBHED GO No. 1343–Edn (U)/ 1U–41/11 (Pt) dated 07.12.2017 corresponding to UGC 2016 regulations**.**

Table 1

The minimum academic performance and service requirements for promotion

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- i) 4 years of service with Ph.D., or ii) 5 years of service with M.Phil/ PG Degree in Professional Courses such LLM, M.Tech., etc., or iii) 6 years of service without Ph.D/M.Phil / PG Degree in Professional Courses	i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided by the UGC. ii) One Orientation and one Refresher course/Research Methodology of 2/3 weeks duration. iii) Screening cum Verification process for recommending promotion.
2	**Assistant Professor Stage 2 To Stage 3**	Assistant Professor with completed service of five years in stage 2	iv) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms Provided by UGC. v) One course / programme from among the categories of refresher courses, methodology workshop, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. vi) 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 API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided by UGC. ii) At least three publications in the entire period as Assistant Professor (twelve years). iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning -Evaluation iv) Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. v) A selection committee process as stipulated in this regulation.
4	**Associate Professor (Stage 4) to Professor (Stage 5)**	Associate Professor with three years of completed service in Stage 4	i) Minimum yearly cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided by UGC. 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 this regulation.

Table 2

Minimum API Score Required Using PBAS Proforma

MINIMUM API SCORE REQUIRED				
	Asst. Prof. (Stage 1 to Stage 2)	Asst. Prof. (Stage 2 to Stage 3)	Assistant Prof. (Stage 3) to Associate Prof. (Stage 4)	Associate Prof. (Stage 4) to Professor (Stage 5)
I. Teaching, Learning, Evaluation Related Activities (Category 1)	80/Year	80/year	75/year	70/year
II. Professional Develop-ment and Extension activities (Category 2)	50/ Assessment period	50/ Assessment period	50/ Assessment period	50/ Assessment period

III. Research and Academic Contribution (Category 3)	20/ (assessment period)	50/ (Assessment period)	75/ (Assessment period)	100/ (Assessment period)
IV. Minimum total API score under **Categories (II + III)** taken together	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**
V. 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 know-ledge and teaching practices. 20% Interview performance	50% Contribution to Research 30% Assessment of domain knowledge and teaching practices. 20% Interview performance

Table 3

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
I. b	Examination duties (question paper set-ting, Invigilation, evaluation of answer scripts, etc.)	20	Actual hours spent per academic year ÷10	20	Actual hours spent per academic year ÷10	10	Actual hours spent per academic year ÷10
I. c	Innovative Teaching Learning methodologies, updating of subject content, 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

Table 4

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR & EXTENSION ACTIVITIES

Category II	Nature of Activity	Maximum API Scores	Actual Score
II. a	Student related co-curricular, extension and 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.) Extension and dissemination activities (public/popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷10
II. b	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷10
II. c	Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures in refreshers/ faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷10

Table 5

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS (On or after 07/12/2017)

	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)		(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	MajorPolicy 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 Govt-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	5per 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.

ANNEXURE- IIB

(Based On WBHED 2017 Guidelines for Librarians)

Eligibility Criteria and API calculation details for Librarians with due date on or after 07/12/2017

The minimum academic performance and service requirements for promotion of librarians is based on WBHED GO No. 1343–Edn (U)/ 1U–41/11 (Pt) dated 07.12.2017 corresponding to UGC 2016 regulations**.**

Table 1

The minimum academic performance and service requirements for promotion of Librarian

Sl. No.	Promotion of Librarians through CAS	Service / Educational requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	**Assistant Librarian (Stage 1) To Assistant Librarian (Stage 2)**	Assistant Librarian in Stage 1 and completed- i) 4 years of service with Ph.D., or ii) 5 years of service with M.Phil., or iii) 6 years of service without Ph.D/M.Phil	i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided for librarian cadres in universities. ii) One Orientation and one Refresher Course of 2/3 week duration. iii) Screening cum Verification process for recommending promotion.
2	**Assistant Librarian (Stage 2) To Assistant Librarian (Stage 3)**	Assistant Librarian with completed service of five years in stage 2	i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided for librarian cadres in universities. ii) Additionally, two refresher courses, for a minimum period of 3-to-4-week duration to have been undergone during the assessment period. iii) Screening cum Verification process for recommending promotion.

3	**Assistant Librarian (Stage 3) To Deputy Librarian (Stage 4)**	Assistant Librarian with three (3) years of completed service in Stage 3.	i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided. ii) Three publications over 12 years. iii) One course/training in Library Automation/Analytical Tool Development for Academic Documentation. iv) A selection committee process as stipulated in this regulation.
4	**Deputy Librarian (Stage 3) To Librarian (Stage 4)**	Deputy Librarian with three years of completed service in Stage 4	i) Minimum yearly cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided. The incumbent 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 librarian is placed in stage 3. iii) Additional requirement: Evidence of innovative library services and organization of published work. iv) A selection committee process as stipulated in this regulation.

Table 2

Minimum API Score Required Using PBAS Proforma For Librarian

MINIMUM API SCORE REQUIRED				
	Asst. Librarian (Stage 1 to Stage 2)	Asst. Librarian (Stage 2 to Stage 3)	Assistant Librarian (Stage 3) to Deputy Librarian (Stage 4)	Deputy Librarian (Stage 4) to Librarian (Stage 5)
I. Procurement, organization, and delivery of knowledge and information through library services (Category 1)	80/Year	80/year	75/year	70/year
II. Professional Development and Extension activities	50/ Assessment period	50/ Assessment period	50/ Assessment period	50/ Assessment period

(Category 2)				
III. Research and Academic Contribution (Category 3)	20/ (assessment period)	50/ (Assessment period)	75/ (Assessment period)	100/ (Assessment period)
IV. Minimum total API score under **Categories (II + III)** taken together	90/ assessment period	120/ assessment Period	150/ assessment period	180/ assessment period
Expert Assessment System	Screening cum Evaluation Committee	Screening cum Evaluation Committee	**Selection Committee**	**Selection Committee**
V. 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 and teaching practices 20% Interview	50% Contribution to Research 30% Assessment of domain knowledge and teaching practices 20% Interview

Table 3

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. **(15 Points)** 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)
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)

Table 4

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

Category II	**Nature of Activity**	**Maximum API Score**	**Actual Score**
II. a	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
II. b	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

II. c	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

Table 5

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS (On or after 07/12/2017)

	Activity	**University Librarian**	**Maximum score***
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publicatio ns 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 National – 5 per Chapter

III(C)	**RESEARCH PROJECT**		
(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 Govt. – 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	5 per 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.

ANNEXURE- IIIA

(Based on WBHED 2026 Guidelines for Teachers)

(Eligibility Criteria and API calculation details for teachers with due date on or from 01.01.2025)

The minimum academic performance and service requirements for promotion of teachers is based on WBHED GO No.1047-Edn(U)/HED-12016/3/2021-UNV SEC-Dept. of HE dated 15.07.2026 corresponding to UGC regulations 2018.

Table 1

Minimum academic performance and service requirements for promotion of teachers in universities

Sl No	Promotion of Teachers through CAS	Service/ Educational requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	**Assistant Professor (Level 10 to Level 11)**	Assistant Professor in Level 10 and completed- i) 4 years with a Ph.D. ii) 5 years with M.Phil./PG Degree in Professional Courses such as LLM, M.Tech., M.V.Sc., M.D. iii) 6 years without Ph.D./M.Phil./professional PG degree in Professional Courses.	i) Minimum Grading Criteria to be fulfilled as prescribed in Assessment Criteria and Methodology for University Teachers of State Aided Universities. ii) One Orientation Course of **21 days** iii) **Training/Refresher/FDP etc**.: **Any one of:** a) Refresher Course; b) Research Methodology Course; c) Workshop/Syllabus Up-gradation Workshop; d) Training: Teaching-Learning-Evaluation Technology Programme; e) Faculty Development Programme: At least **1 week/5 days**; or One MOOCs course with e-certification; or Development of e-content in four quadrants/MOOCs. iv) **Research publication:** At least **1 research publication** in a **peer-reviewed or UGC-listed** journal during the assessment period. v) **Performance:** Satisfactory or Good grade in the required number of annual performance assessment reports of at least three/four/five years of the last four/five/six years of the assessment period. **(Based on Table 2)**

			vi) **Recommendation:** Screening-cum-Evaluation Committee recommendation.
2	**Assistant Professor (Level 11) To Assistant Professor Level 12)**	Assistant Professors with- i) **5 years** in Academic Level 11. ii) Ph.D. in the concerned/allied/ relevant discipline.	i) Minimum Grading Criteria to be fulfilled as prescribed in Assessment Criteria and Methodology for University Teachers of State Aided Universities. ii) Any **2 qualifying activities** of the following during assessment period: a) Refresher/Research Methodology/Workshop/Syllabus Up-gradation/Teaching-Learning-Evaluation Technology/FDP of at least **2 weeks/10 days**; b) Two courses of at least 1 week/5 days each in lieu of one 2-week course; or One relevant MOOCs course with e-certification; or Development of e-content/MOOC modules as specified in the Regulations. iii) **Research publications: 3 research papers** in peer-reviewed/UGC-listed journals during the specific assessment period. iv) **Performance:** Satisfactory/Good grade in at least **4 of the last 5 years**. **(Based on Table 2)** v) **Recommendation:** Screening-cum-Evaluation Committee.
3	**Assistant Professor (Level 12) to Associate Professor (Level 13A)**	Assistant Professors with- i) **3 years** in Academic Level 12. ii) Ph.D. in the concerned/allied/ relevant discipline.	i) Minimum Grading Criteria to be fulfilled as prescribed in Assessment Criteria and Methodology for University Teachers of State Aided Universities. ii) Any **one qualifying programme/course** during the last 3 years, including: a) Refresher/Research Methodology/Workshop/ Syllabus Up-gradation/Teaching-Learning-Evaluation Technology/FDP of at least **2 weeks/10 days**; b) Equivalent two 1-week/5-day courses; or One MOOCs course with e-certification; or Development of e-content/MOOC modules as prescribed.

			iii) **Research publications:** Minimum **7 publications** in peer-reviewed/UGC-listed journals, of which **3 research papers** must have been published during the **specific assessment period.** iv) **Ph.D. supervision:** Evidence of having guided at least **1 Ph.D. candidate**. v) **Performance:** Satisfactory/Good grade in at least **2 of the last 3 years**. **(Based on Table 2)** vi) **Research Score:** Minimum **70**. vii) **Recommendation:** Selection Committee.
4	**Associate Professor (Level 13A) To Professor (Academic Level 14)**	Associate Professors with- i) **3 years** in Academic Level 13A. ii) Ph.D. in the concerned/allied/ relevant discipline.	i) Minimum Grading Criteria to be fulfilled as prescribed in Assessment Criteria and Methodology for University Teachers of State Aided Universities. ii) **Research publications:** Minimum **10 publications** in peer-reviewed/UGC-listed journals, of which **3 research papers** must have been published during the **specific assessment period.** iii) **Ph.D. supervision:** Evidence of having **successfully guided doctoral candidate(s)**. iv) **Research Score:** Minimum **110**. v) **Performance:** Satisfactory/Good grade in at least **2 of the last 3 years**. **(Based on Table 2)** vi) **Recommendation:** Selection Committee.

Table 2

Assessment criteria and Methodology for University Teachers

Sl. 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/ Coordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper	Good-Involved in at least 3 activities Satisfactory-1-2activities Not-satisfactory - Not involved / undertaken any of the activities

	evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organizing 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.	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 3

Methodology for University Teachers 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.,)

Sl. No.	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
	National Publishers	10
	Chapter in Edited Book	05

	Editor of Book by International Publisher	10
	Editor of Book by National Publisher	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties	
	Chapter or Research paper	03
	Book	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
	(b) Design of new curricula and courses	02 per curricula/ course
	(c) MOOCs	
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20
	MOOCs (developed in 4 quadrant) per module/lecture	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08
	(d) E-Content	
	Development of e-Content in 4 quadrants for a complete course/e-book	12
	e-Content (developed in 4 quadrants) per module	05
	Contribution to development of e-content module in complete course/ paper/e-book (at least one quadrant)	02
	Editor of e-content for complete course/paper/e-book	10
4	(a) Research guidance	
	Ph.D.	10 per degree awarded 05 per thesis submitted
	M. Phil. /P.G dissertation	02 per degree awarded
	(b) Research Projects Completed	
	More than10 lakhs	10
	Less than 10 lakhs	05
	(c) Research Projects Ongoing:	
	More than 10 lakhs	05
	Less than 10 lakhs	02
	(d) Consultancy	03
5	(a) Patents	
	International	10
	National	07
	(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)	

	International	10
	National	07
	State	04
	(c) Awards/Fellowship	
	International	07
	National	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
	International (within country)	05
	National	03
	State/University	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.

• However, equivalence of the above-mentioned parameters based on academic / research experience/performances / publications/others (if required) may be decided by respective screening committee / IQAC of the concerned University.

ANNEXURE- IIIB
(Based on WBHED 2026 Guidelines for Librarians)

(Eligibility Criteria and API calculation details for librarians with due date on or from 01.01.2025)

The minimum academic performance and service requirements for promotion of librarians is based on WBHED GO No.1047-Edn(U)/HED-12016/3/2021-UNV SEC-Dept. of HE dated 15.07.2026 corresponding to UGC regulations 2018.

Table 1

Minimum academic performance and service requirements for promotion of librarians in universities

Sl No	Promotion of librarians through CAS	Service / Educational requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	**Assistant librarians (Level 10 to Level 11)**	Assistant librarians in Level 10 and completed- i) 4 years with Ph.D. in Library Science/Information Science/Documentation Science or equivalent degree; ii) 5 years with M.Phil. iii) 6 years without Ph.D./M.Phil	i) Minimum Grading Criteria to be fulfilled as prescribed in Assessment Criteria and Methodology for University Librarians. ii) One Orientation Course of **21 days**, and iii) Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days iv) **Performance:** Satisfactory/Good grade in the required number of annual performance assessment reports of at least **3/4/5 years** of the last **4/5/6 years** of the assessment period. **(Based on Table 2)** v) **Recommendation:** Screening-cum-Evaluation Committee recommendation.
2	**Assistant librarians (Level 11) To Assistant Professor Level 12)**	Assistant librarians with **5 years** in Academic Level 11.	i) Minimum Grading Criteria to be fulfilled as prescribed in Assessment Criteria and Methodology for University Teachers of State Aided Universities. ii) **Professional development:** Any **2** of the following during the last 5 years: a) Training/Seminar/Workshop/Course on automation and digitalisation; b) Maintenance and other library-related activities course/programme of at least **2 weeks/10 days**; Two 1-week/5-day courses in lieu of one 2-week course; c) One relevant MOOCs course with e-certification; or

			Library up-gradation course. iii) **Performance:** Satisfactory/Good grade in at least **4 of the last 5 years**. **(Based on Table 2)** iv) **Recommendation:** Screening-cum-Evaluation Committee.
3	**Assistant librarian (Level 12) to Deputy Librarian (Level 13A)**	Assistant librarian with **3 years** in Academic Level 12.	i) Minimum Grading Criteria to be fulfilled as prescribed in Assessment Criteria and Methodology for University Teachers of State Aided Universities. ii) **Professional development:** Any **one** of the following during the last 3 years: a) Training/Seminar/Workshop/Course on automation and digitalisation; b) Maintenance and related activities programme of at least 2 weeks/10 days; c) Two 1-week/5-day courses in lieu of one 2-week course; d) One relevant MOOCs course with e-certification; e) Library up-gradation course. iii) **Performance:** Satisfactory/Good grade in at least **2 of the last 3 years**. **(Based on Table 2)** iv) **Recommendation:** Selection Committee.
4	**Deputy librarian (Level 13A) To Librarian (Academic Level 14)**	Associate librarians with- i) **3 years** in Academic Level 13A. ii) Ph.D. in Library Science/Information Science/Documentation/Archives and Manuscript-Keeping.	i) Minimum Grading Criteria to be fulfilled as prescribed in Assessment Criteria and Methodology for University Teachers of State Aided Universities. ii) **Professional development:** Any one during the last 3 years: a) Training/Seminar/Workshop/Course on automation and digitalisation; b) Maintenance and related activities programme of at least 2 weeks/10 days; c) Two 1-week/5-day courses in lieu of one 2-week course; d) One relevant MOOCs course with e-certification; e) Library up-gradation course. iii) Evidence of innovative library services, including integration of ICT in the library. v) **Performance:** Satisfactory/Good grade in at least **2 of the last 3 years**. **(Based on Table 2)** iv) **Recommendation:** Selection Committee based on interview performance.

Table 2
Assessment Criteria and Methodology for University Librarians

Sl. No.	Activity	Grading Criteria
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend). While attending in the library, the individual is expected to undertake, inter alia, following items of work: • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website.	90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory
2	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar. Satisfactory – 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/workshop or 4 institution level seminar / workshop. Unsatisfactory – Not falling in above two categories.
3	If library has a computerized database, then OR If library does not have a computerized database	Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not up to mark. (To be verified in random by the CAS Promotion Committee)
4	Checking inventory and extent of missing books	Good- Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or

		Checked inventory and missing books 1% or more.
5	(i) Digitization of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extra-curricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good: Involved in any two activities Satisfactory: At least one activity Not Satisfactory: Not involved/ undertaken any of the activities.

Overall Grading:
Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.
Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.
Not satisfactory: If neither good nor satisfactory in overall grading.
Note :
(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

Note: In case of any discrepancies the Govt. order will prevail.

Composition of Screening/ Selection and Scrutiny Committees:

<u>Screening-cum-Evaluation Committee</u> for CAS promotion of Assistant Professors/University Assistant Librarian from one level to the other higher level shall consist of-

1. The Hon'ble Vice Chancellor's nominee shall be the Chairperson of the Committee;
2. The Dean of the Faculty concerned/His or her nominee
3. The Head of the Department/The Librarian, University Library (for CAS promotion of Assistant Librarian) / One Hon'ble Vice Chancellor's nominee if HOD himself or herself is an applicant for the post of Professor and below the rank of professor in case the promotion is of Professor.
4. One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts / One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts (for CAS promotion of Assistant Librarian)

<u>Selection Committee</u> for CAS promotion of Associate Professors/University Deputy Librarian

from one level to the other higher level shall consist of

1. The Hon'ble Vice Chancellor's nominee shall be the Chairperson of the Committee;
2. The Dean of the Faculty concerned/His or her nominee
3. The Head of the Department/The Librarian, University Library (for CAS promotion of Assistant Librarian) / One Hon'ble Vice Chancellor's nominee if HOD himself or herself is an applicant for the post of Professor and below the rank of professor in case the promotion is of Professor.
4. Two subject experts in the subject concerned nominated by the Hon'ble Vice-Chancellor from the University panel of experts / One expert who is a working Librarian nominated by the Hon'ble Vice-Chancellor from the University panel of experts (for CAS promotion of Assistant Librarian)

<u>Scrutiny Committee</u> for CAS promotion of Associate Professors to Professor

1. One Hon'ble Vice Chancellor's nominee in place of HoD, not below the rank of Professor
2. The Dean of the Faculty concerned/ Hon'ble Vice Chancellor's nominee
3. One subject expert not below the rank of professor nominated by Hon'ble Vice Chancellor