बिहार सरकार
विज्ञान एवं प्रावैधिकी विभाग

पत्रांक – वि० प्रा० (I) स्था०–01/2014– 54 2पटना, दिनांक – 4-3-2015

प्रेषक,

निदेशक,
विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना।

सेवा में,

सभी प्राचार्य / प्रभारी प्राचार्य / विशेष कार्य पदाधिकारी
राजकीय अभियंत्रण महाविद्यालय।

विषय – बिहार अभियंत्रण शिक्षा सेवा के शिक्षकों के कैरियर संवर्धन योजना का लाभ की मंजूरी हेतु विहित प्रपत्र में सूचना उपलब्ध कराने के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में निदेशानुसार कहना है कि आपके अधीनस्थ बिहार अभियंत्रण शिक्षा सेवा के जिन शिक्षकों को कैरियर संवर्धन योजना का लाभ अनुमान्य है, उन शिक्षकों का सेवा संबंधी सूचना संलग्न विहित प्रपत्र में अंकित कर यथाशीघ्र उपलब्ध कराया जाय ताकि कैरियर संवर्धन योजना का लाभ की मंजूरी के संबंध में आवश्यक कार्रवाई प्रारंभ की जाय। विहित प्रपत्र को विभागीय वेवसाइट से डाउनलोड भी किया जा सकता है।

विश्वासभाजन,

03.03.15

निदेशक,
विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना।

अनु०–विहित प्रपत्र।

पत्रांक – वि० प्रा० (I) स्था०–01/2014– 54 2पटना, दिनांक – 4-3-2015

For promotion as : Assistant Professor **Stage 1** to Assistant Professor **Stage 2**, Assistant Professor **Stage 2 to** Assistant Professor **Stage 3**, Assistant Professor **Stage 3** to Associate Professor **Stage 4**, Associate professor **Stage 4** to Professor **Stage 5**, and Professor **Stage 5** to Professor **Stage 6**

Total API Score calculated as per **PART B**: _____

Period of Assessment for the purpose of promotion: _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	:	
2	Father's Name / Mother's Name/ Husband's Name	:	
3	Department	:	
4	Current Designation & Grade Pay	:	
5	Date of Last Promotion	:	
6	Date of re-designation (as per 6th pay)	:	
7	Whether acquired any degree or fresh academic qualification during the year?	:	
8	Which position and grade pay are you an applicant under CAS?	:	
9	Date of eligibility for promotion	:	

10	Date and Place of Birth	:	
15 11)	Address for correspondence (with Pin code)	:	
16 12	Permanent Address (with Pin code	:	
17 13	Contact Number/ Mobile Number	:	
18 14	E-Mail	:	

15.   Academic Qualifications

Examination	Board / University	Year of Passing	Marks Obtained	Class with Percentage
High School /SSC				
Intermediate / HSC				
Graduate Degree (UG)				
M. Tech/ M.E (Engineering) as per AICTE norms M. Sc (Science and Humanities) as per AICTE norms				
M. Phil. /M. Litt.				
Ph.D. as per UGC Regulation after 2009 {Regulation of UGC published in the Gazette of India, Part III Sector 4 No-No.F.3-1/2009 (PS) Sept, 2009}/ before 2009 without UGC regulation				
Other Exams (if any)				

16. Record of academic service prior to joining Department of Science and Technology, Government of Bihar, Patna (please attach relevant certificates of service experience)

Institution	Designation	Essential qualifications required as per AICTE norms or DST, Patna condition for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/ Temporary/ Adhoc)	Nature of Duties	Pay-Scale	Date of Joining	Date of Leaving	Reasons of Leaving

17.   Record of service in Department of Science and Technology, Government of Bihar, Patna

Designation	Pay Scale/ Pay band With AGP	Date of Joining	Total period		
			Years	Months	Days

18.   Period of teaching Experience: P.G. Classes (in Years) ☐

U.G. Classes (in Years) ☐

19.   Research Experience excluding years spent in M.E. / M. Tech. / M. Phil. / Ph.D. (in Years) ☐

20.   Fields of Specialization under the Subject/Discipline

a)

b)

21.   Any other relevant information:

22.   FUTURE PLANS

   (Please provide a brief resume of your future plans for teaching and research)

   i)   Teaching:

   ii)   Research:

Date: /   /

Signature of Applicant

COUNTERSIGNED

Head of the Department/Institute

(Office Stamp)

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i)   Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

S. No.	Course/Paper	Level (Class taught)	Mode of Teaching*	No. of classes per week allotted	Total classes conducted in whole semester	% of classes taken as per documented record

*Lecture (L), Seminars (S), Tutorials (T), Practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100% performance & Proportionate Score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of AICTE norm (02 pts for each extra class; max. score: 10)	

(ii) **Reading/Instructional material consulted and additional knowledge resources provided to students**

Sr. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
API Score based on preparation and imparting of knowledge/Instruction as per curriculum & syllabus enrichment by providing additional resource to Students (max. score: 20)				API Score

(iii) **Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc.**

S. No.	Short Description	API Score
	Total Score (Max. Score: 20)	

(iv)   Examination Duties Assigned and Performed

S No.	Type of Examination Duties*	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max. 25)			

* Please refer to page no. 73 of AICTE Regulation 2012. The Gazette of India

Summary of API Scores CATEGORY: I

	Nature of Activity	Max. Score	API calculated
i (a)	Lectures, seminars, tutorials practicals, contact hours undertaken as percentage of lectures allocated	50	
i (b)	Lectures or other teaching duties in excesses of AICTE norms	10	
ii	Preparation and imparting of knowledge/instruction as per curriculum, syllabus enrichment by providing additional resource to students	20	
iii	Use of participatory and innovative teaching-learning Methodologies, updating of subject content. course improvement ,	20	
iv	Examination duties (Invigilation; question paper setting. Evaluation/assessment of answer scripts) as per allotment.	25	
	Total Score (Max. 125)		
	Minimum API score required		75

CATEGORY: II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following (Please refer to page 74 of AICTE Regulations 2012)

S No.	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & Field based activities.		
	Institutional co-curricular activities for the students such as filed studies/educational tours, industry-imparting training, placement activity Extension work like NSS, NCC etc. (5 pts each; max. 10)		
	Extension work like NSS, NCC or similar activities (10 pts each; max. 10)		
	Student and staff related socio cultural and sports programmes (department level 2 pts. & institute level 5 pts / each Max. 10)		
	Community work such as values of national integration, secularism, democracy, socialism, humanism peace, scientific temper, flood or drought relief small family norms etc. (5 pts each; max. 10)		
	(Maximum Aggregate Limit : 20)		

	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibility	API Score
	Contribution to corporate life in Universities / colleges through meetings, popular lectures subject related events, articles in college magazine and university volumes (2 pts each; max. 10)		
	Institutional Governance responsibilities like Director, Dean, Head, Warden, Incharge etc. (10 pts each; max. 10)		
	Participation in committees concerned with any aspect of departmental or institutional management like admission committee, library committee, Staff Promotion committee etc. (5 pts each; max. 10)		
	Responsibility for or participation in committees for students welfare, counselling and Discipline (5 pts / each; max. 10)		
	Oraganisation of conference / training (International 10 pts /each and National/regional 5pts each; max. 10)		
	(Maximum Aggregate Limit : 15)		

(iii) **Professional Development Activities**	Yearly/Semest er wise responsibility	
Membership of Professional Bodies (National:3pts/each and Local:2pts/each; max. 10)		
Participation in subject associations, Conference/Seminar/workshop without paper presentation (2 pts each; max. 10)		
Participation in short term courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance (5 pts each; max 10)		
Membership/participation in bodies / committees on education and national development (5 pts each; max. 10)		
Publication of articles in newspaper, magazines or other publication (not covered in category 3); radio talks; television programme etc. (1 pts each; max. 10)		
(Maximum Aggregate Limit : 15)		
Total Score (i + ii + iii) (Max: 50; Minimum API Score required : 15		

Category III

Research, Publications & Academic Contributions

(Please refer to page no. 53-56 of AICTE Regulations 2012)

(A) Published Papers in Journals

S.N.	Title with page no.	Journal name with year/month/vol.	ISSN / ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author	API Score

NOTE: Refereed Journal: 15pts./publication; non-refereed Journal with ISSN/ISBN: 10 pts./publication

B (i) Articles/ Chapters published in Books

S.N.	Title with page nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of Co-authors and Date of Publication	Whether you are the main author	API Score

NOTE: International level edited book: 10pts/chapter; National level edited book: 5pts/chapter; Local level book: 3pts/chapter

B(ii) Full papers in Conference / Seminars Proceedings

S.N.	Title with page no.	Details of conference Publications with date	ISSN / ISBN No.	No. of Co-authors	Whether you are the main author	API Score

NOTE: International conference full paper: 10 pts.; National Conference full paper: 05 pts.

B (iii) Books published as single author or as editor

S.N.	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether Peer Reviewed	No. of Co-author & Date of Publication	Whether you are the main author	API Score

NOTE: International level publication with peer review based: 50/sole author; National level text /reference publication with ISSN/ISBN number: 25/sole author; Local level publication: 15/sole author

C (i & ii). Ongoing Research projects and consultancies

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	API Score

NOTE: Engineering: More than 30 lakhs: 20 pts; between 5 – 30 lakhs:15 pts; less than 5 lakhs:10 pts. Per projects
Humanities/Social Sciences/Management: More than 5 lakhs: 20 pts; between 3-5 lakhs: 15 pts; less than 3 lakhs: 10 pts per project

C (iii & iv) Completed project/Consultancies

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Pate nt as outcome	API Score

For completed projects: 20 pts each for major projects and 10 pts each for minor projects

For Consultancies: Engineering: 10 pts for every 3 lakhs mobilized. **Humanities/Social Sciences/Management:** 10 pts for every 1 lakh mobilized

(D) Research Guidance

S.N.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M.E./M. Tech./ M.Phil. or Equivalent				
Ph.D or Equivalent				

NOTE: ME / M. Tech / M. Phil. awarded.:3 pts /students; Ph.D. awarded 10 pts/student; Ph.D. thesis submitted: 7 pts/student

E(i) Training Courses, Teaching-Learning-Evaluation Technology Programmes and Faculty Development Programmes (Not less than one week duration) participated or organized

S.N.	Programme	Duration	Organised by	API Score

NOTE: 10 pts/programme of one week; 20 pts /programme for two weeks

E (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S.N.	Title of the paper presented	Title of Conference/Seminar etc	Date(s) of the event	Organised by	Whether International/ National/State/R egional/ University or College Level	API Score

NOTE: International Conference: 15 pts /paper; National: 10 pts. /paper; Regional: 5 pts. /paper: Local: 3 pts /paper

E(iii) Invited Lectures and Chairmanships at National or International Conference/ Seminar

S.N.	Title of Lecture/ Academic Session	Title of Conference/Seminar etc	Date(s) of the event	Organised by	Whether International / National	API Score

NOTE: International: 10 pts each; National 5 pts each

IV SUMMARY OF API SCORES

Category	Criteria	Total API Score for Assessment Period	Annual Average API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities		
II	Co-curricular, Extension, Professional development etc.		
	Total (I + II)		
III	Research and Academic Contribution		

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S. N.	Details (Mention Year, Value etc. where relevant)

List of enclosures: (Please attach copies of certificates, sanctioned orders, papers etc. where ever necessary)

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I certify that the information provided is correct as per records available with the Institution and/or documents enclosed along with the newly filled PBAS Performa.

Signature of the Faculty
with Designation, Place & Date

CERTIFICATE

Certified that I have personally verified all the information, facts and documents of the

candidate Shri. / Smt./ Kumari/ Dr. _____ ,

and may be considered for promotion to the next stage since he/she fulfils API

requirements based on Performance Based Appraisal System.

Signature of HOD /
Head of Institution

GENERAL INFORMATION FOR THE TEACHERS:

1. The Ph.D. degree shall be a mandatory qualification for promotion as Professors and Associate Professor.

2. CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.

3. The incumbent teacher must be on the role and active service of the Colleges on the date of consideration by the Selection Committee for Selection/CAS promotion.
   He / She has completed two years service as teacher and Confirmed in his /her post. His/her promotion shall be due from the date of eligibility or from the date of appointment whichever is later.

4. 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 Performa. Candidates who do not consider themselves eligible can also apply at a later date.

5. In the final assessment, if the candidates do not either fulfil the minimum API scores in the criteria as per PBAS Performa or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.

6. a)   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.
   b)   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 affected   from that date of application fulfilling the criteria.
   c)   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.**

   d)   If the candidate does not succeed in an assessment and reappears for the next assessment after a year (as stipulated by AICTE), the candidate has to produce the evidence of having done additional work during that period.

7. The teachers eligible for promotion under the Career Advancement Scheme should submit two copies of **Application Form along with Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS)** duly filled in all respect and other relevant documents in support of their claim by the stipulated date.

DEPARTMENT OF SCIENCE AND TECHNOLOGY, GOVERNMENT OF BIHAR, PATNA, INDIA

AICTE Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Colleges and Measures for the Maintenance of Standards in Technical Education 2010

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION UNDER AICTE'S CAREER ADVANCEMENT SCHEME (CAS)

STAGE I
Entry through open advertisement as Assistant Professor in Pay Band II of Rs. 15,600-39,100 with AGP of Rs. 6,000/-

PROMOTIONS UNDER AICTE'S CAS

STAGE-2

FROM STAGE 1 TO STAGE 2 OF ASSISTANT PROFESSORS IN THE PAY BAND III OF RS. 15,600-39,100 WITH AGP FROM RS. 6,000 TO AGP OF RS. 7,000

SERVICE REQUIREMENTS

Assistant Professor in Stage 1 and completed four years of service with Ph.D.

Or

Five years of service who are with M.Phil/PG Degree in Professional Courses such as, M.Tech.

Or

Six years of service who are without Ph.D./M.Phil/PG Degree in Professional Courses

MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND SCREENING/SELECTION CRITERIA

    (i) Minimum API scores using the PBAS scoring Performa.

    (ii)   Orientation and Refresher Course as per AICTE stipulation.

    (iii)   Screening cum Verification process for recommending promotion

STAGE-3

FROM STAGE 2 TO STAGE 3 OF ASSISTANT PROFESSORS IN THE PAY BAND III OF RS. 15,600-39,100 WITH AGP FROM RS.7,000 TO AGP OF RS.8,000

SERVICE REQUIREMENTS

Assistant Professor with completed service of five years in Stage 2.

MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND SCREENING/SELECTION

CRITERIA

(i) Minimum API scores using the PBAS scoring Performa.

(ii) Orientation and Refresher Course as per AICTE stipulation.

(iii) Screening cum Verification process for recommending promotion

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STAGE-4

FROM STAGE 3 TO STAGE 4: PROMOTION FROM ASSISTANT PROFESSOR (STAGE 3) TO ASSOCIATE PROFESSOR (STAGE 4)TO MOVE TO THE PAY BAND IV OF RS. 37,400-67,000 WITH AGP OF RS.9,000/-

SERVICE REQUIREMENTS

Assistant Professors with three years of completed service in Stage 3 and possessing a Ph.D. Degree shall be eligible to be designated as Associate Professor.

MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND SCREENING/SELECTION CRITERIA

I. At least three publications in the entire period as Assistant Professor (twelve years).
II. Minimum API scores using the PBAS scoring Performa.
III. Orientation and Refresher Course as per AICTE stipulation.
IV. Screening cum Verification process for recommending promotion

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STAGE-5

FROM STAGE 4 TO STAGE 5: PROMOTION FROM ASSOCIATE PROFESSOR (STAGE 4) TO PROFESSOR (STAGE 5) TO THE PAY BAND IV OF RS. 37,400-67,000 WITH AGP OF RS.9,000 TO AGP OF RS. 10,000

SERVICE REQUIREMENTS

Assistant Professors with three years of completed service in Stage 4 and possessing a Ph.D. Degree shall be eligible to be designated as Professor.

MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND SCREENING/SELECTION CRITERIA

I. At least five publications in since the period that the teacher is placed in Stage 3.
II. Minimum API scores using the PBAS scoring Performa.
III. Orientation and Refresher Course as per AICTE stipulation.
IV. Screening cum Verification process for recommending promotion

STAGE-6

FROM STAGE 3 TO STAGE 4: PLACEMNT IN THE HIGHER GRADE OF PROFESSOR (STAGE 5) TO PROFESSOR (STAGE 6) IN THE HAG SCALE OF RS. 67,000-79,000 (3% INCREMENT)
(10 percent of the positions of Professors in the Colleges)

SERVICE REQUIREMENTS
Professor with completed services of ten years (within the University only) in Stage 5

MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND SCREENING/SELECTION CRITERIA

(i) Minimum yearly/cumulative API scores for the assessment period as per the norms.

(ii) Additional credentials are to be evidenced by: (a) postdoctoral research output of high standard; (b) awards/honours/ recognition/patents and IPR (Intellectual Property Rights) on products and processes developed/technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt, etc.

(iii) A review process by an Expert Committee as stipulated in AICTE regulation.

Note: Please refer to Instructions at the end for filling-up Part-B of the PBAS Performa as **AICTE** Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Colleges and Measures for the Maintenance of Standards in Technical Education 2010.