

बिहार सरकार
विज्ञान एवं प्रावैधिकी विभाग

पत्रांक - वि० प्रा० (I) प्रो०-01/2015-1758 पटना, दिनांक - 3.8.2015

प्रेषक,

उप निदेशक (त०),
विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना।

सेवा में,

सभी प्राचार्य/प्रभारी प्राचार्य
राजकीय अभियंत्रण महाविद्यालय।

विषय - CAS के तहत प्रोन्नति हेतु विहित प्रपत्र में आवेदन उपलब्ध कराने के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में निदेशानुसार कहना है कि आपके संस्थान अन्तर्गत CAS के तहत प्रोन्नति हेतु योग्य शिक्षकों का संलग्न विहित प्रपत्र में वांछित सूचना अंकित करते हुए विभाग को आवश्यक कार्यार्थ उपलब्ध कराया जाय।

अनु०-विहित प्रपत्र।

विश्वासभूजन,
11/3/15
उप निदेशक (त०),
विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना।



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

Performa for Promotion under Career Advancement Scheme , 1996

(Applicable for faculty members eligible for promotion under CAS 1996 Regulations, Notification.
F.No.FD/PSSC/Clarif./2003/1 /ALL INDIA COUNCIL FOR TECHNICAL EDUCATION Date :
10.9.2003

Application for promotion from: _____

(Please indicate whichever is applicable)

For promotion as : Lecturer in Pay Scale of Rs 8000-13500 **Stage 1** to Lecturer (**Senior Scale**) in Pay Scale of Rs 10000-15200 **Stage 2**, Lecturer (**Senior Scale**) **Stage 2** to Lecturer (Selection Grade/ Assistant Professor in Pay Scale of Rs 12000-18300) **Stage 3**, Lecturer (Selection Grade/ Assistant Professor in Pay Scale of Rs 12000-18300) **Stage 3** to Professor **stage 4** in the Pay Scale of Rs 16400-22400.

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

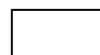
1	Name (in Block Letters)	:
2	Father's Name / Mother's Name/ Husband's Name	:
3	Department	:
4	Current Designation & Pay	:
5	Date of Last Promotion	:
7	Whether acquired any degree or fresh academic qualification during the year?	:
8	Which position and pay are you an applicant under CAS?	:
9	Date of eligibility for promotion	:
10	Date and Place of Birth	:
11	Address for correspondence (with Pin code)	:
12	Permanent Address (with Pin code)	:
13	Contact Number/ Mobile Number	:
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.				
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



1. **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**

21. Contributions to Corporate Life and Management of the Institution

- Contribution to corporate life in Universities / colleges through meetings, popular lectures subject related events, articles in college magazine and university volumes
- Institutional Governance responsibilities like Director, Dean, Head, Warden, Incharge etc.
- Participation in committees concerned with any aspect of departmental or institutional management like admission committee, library committee, Staff Promotion committee etc.
- Responsibility for or participation in committees for students welfare, counselling and Discipline
- Organisation of conference / training

22. Research, Publications & Academic Contributions

(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

22. (II) 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

22. (III) 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

22. (IV) 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

22. (V) 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/Regional/University or College Level

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:

2. The Ph.D. degree shall be a mandatory qualification for promotion as Professors.
3. 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.
4. Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil.M.Tech., and six years for others at the level of Lecturer, and for eligibility to move into the grade of Lecturer (Selection Grade)/ Assistant Professor, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
5. For movement into grades of Professor, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade)/Assistant Professor.
6. An Assistant Professor with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.
7. A Lecturer will be eligible for placement in a senior scale through a procedure of selection if she/he has Completed 6 years of service after regular appointment with relaxation of one year and two years respectively, for those with M.Phil., M.E./ M.Tech. and Ph.D, and Participated in summer/ winter schools of total duration of 4 weeks, or engaged in other appropriate continuing education programme of comparable quality as may be specified or approved by the All India Council for Technical Education (AICTE), Consistently satisfactory performance appraisal reports.
8. Lecturers in the Senior Scale who do not have Master's degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfils the other criteria, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through Research & extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Assistant Professor. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Master's degree and/or fulfilling other requirements for promotion as Assistant Professor and if found suitable, could be given the designation of Assistant Professor.
9. A Lecturer in the senior scale will be eligible for promotion to the post of Assistant Professor if he/she has Master's degree with 5 years of experience in teaching/industry/ research at the level of lecturer (including the period passed in the grade of Lecturer Senior Scale) or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of his/her promotion to the post of Assistant Professor. And made some mark in the areas of Scholarship and Research, as evidenced e.g. self assessment, report of referees, quality of publication, contribution to

education/innovation, development of new courses and curricula and extension activities, After placement in the senior scale participated in winter/summer schools (short-term courses) of total duration of 4 weeks, or engaged in other appropriate continuing education programmes of comparable quality as may be specified/approved by the AICTE; Possesses consistently good performance appraisal reports.

10. Assistant Professor after 8 years of service as Assistant Professor may be eligible to become Professors. The candidate should present her/himself before the selection committee with some of the following :

- Self-appraisal report (required)
- Research Contribution – books, articles, etc published (at least 4 papers in Journals required). The best three written contribution of the teacher (as defined by her/him) may be sent in advance to the experts for reviewed before coming for the selection committee interview. The candidate should submit in three sets with the applications.
- Seminars/conferences/workshops attended which should be at least 4 seminars/conferences/ workshops at the national/ international level or must have attended summer/ winter schools (short term course) of total duration of 4 weeks.
- Significant contribution towards teaching/ academic environment/ institutional corporate life.
- Adequate extension and field research activity.
- Development of course/lecturer material/monographs, CDs/modern teaching tools including E-learning tools.
- Participation in continuing education programme.
- Any other academic contribution.

11. The requirement of consistent satisfactory performance appraisal report shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade)/ Assistant Professor.

12. For requirement of completing the courses would be as follows :

- For Lecturer to Lecturer (Senior Scale), summer/winter school courses of total duration 4 Weeks would be compulsory
- For Lecturer (Senior Scale) to Lecturer (Selection Grade)/ Assistant Professor, summer/ winter school courses of total duration of 4 weeks would be compulsory.
- The senior teachers like Assistant Professor/Lecturer (Selection Grade) and Professors may opt to attend 4 seminars/conferences/workshops (National or International Level) in their subject area and present papers on those areas or attend AICTE approved.

13. The teachers eligible for promotion under the Career Advancement Scheme should submit three copies of **Application Form** duly filled in all respect and other relevant documents in support of their claim by the stipulated date.