

GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION, SCIENCE & TECHNOLOGY
AND BIOTECHNOLGY DEPARTMENT
(UNIVERSITY BRANCH)
BIKASH BHABAN, SALT LAKE
KOLKATA-700091

No. 1343-Edn (U)/ 1U-41/11 (Pt)

Date: 07.12.2017

NOTIFICATION

Consequent upon the Notification of the University Grants Commission's (4th Amendment) Regulations published vide Number F.1-2/2016 dated 11.07.2016, and in continuation of the Department's Order vide No. 1197-Edn (U) dated 31.12.2012, the matter regarding adoption of the Regulations was under active consideration of this Department for sometime past.

After careful consideration of all the aspects in this regard, the Governor, has now been pleased to direct that the teachers, librarians and other Academic staff of State-aided Universities in West Bengal, who come under the administrative jurisdiction of this Department, shall be guided by the Career Advancement Scheme (CAS) detailed in the Annexures to this notification.

In this connection, the Governor is further pleased to direct that if the assessment period of any incumbent for the purpose of Career Advancement falls under both the UGC's Regulations, 2010 and Regulations 2016, then for the purpose of computation of API score, the period prior to issuance of this notification shall be guided by the Department's Order vide No. 1197-Edn (U) dated 31.12.2012 and all corresponding orders issued in this regard, and for the period falling after the date of issuance of this Notification shall be guided by the scheme provided in the Annexures to this notification.

This notification shall take immediate effect from the date of its issuance.

By Order of the Governor,
SD/-
(Madhumita Ray)
Secretary
Government of West Bengal

To G.O. No. 1343-Edn (U)/ dated 07.12.2017

Guidelines and terms and conditions towards Career Advancement Scheme subject to fulfillment of required API scores as prescribed in the UGC Regulations (4th Amendment) 2016 for the teachers, librarians and other Academic Staff of the State-aided Universities in West Bengal.

APPENDIX – III: TABLE I(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR IN UNIVERSITIES.

	*Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

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 $\div 7.5$	60	Actual hours spent per academic year $\div 7.75$	60	Actual hours spent per academic year $\div 7.75$
	b. Examination duties (question paper setting, Invigilation,	20	Actual hours spent per academic year $\div 10$	20	Actual hours spent per academic year $\div 10$	10	Actual hours spent per academic year $\div 10$

	evaluation of answer scripts) as per allotment						
	c. Innovative Teaching – learning methodologies, updating of subject contents/courses, 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

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practical /Project Supervision/Field Work .
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

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

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Category II	Nature of Activity	Maximum API Score	Actual Score
a.	Student related co-curricular, extension and field based activities	15	Actual hours spent per academic
	(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.)		year ÷10
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
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution	15	Actual hours spent per academic year ÷10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	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)	Sponsored Projects:	(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	Major Policy 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 Government – 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	5 per 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.

APPENDIX - III TABLE - II (A)

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

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

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/equivalent cadres (Stage 5)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period	50/ Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period	100/ Assessment period
II + III	Minimum total API score under Categories II and III*	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

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% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution 30% - Assessment of domain knowledge & teaching practices. 20% - Interview performance
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* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

APPENDIX-III - TABLE: III

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES

Sl. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses	(i) Minimum cumulative API Score using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher course/ 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 cumulative API scores using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-

			Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week 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 cumulative API scores using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil holders and an exemption of two publications may be given to Ph.D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning -Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).
4.	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment Periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3. (iii) A selection committee process as stipulated in the regulation and in Tables II (A).

APPENDIX- III TABLE VII

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES FOR LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) OF DEPUTY LIBRARIAN AND LIBRARIAN IN UNIVERSITIES.

Direct Work load and weightage to be given to different levels of Librarians

	Direct working hours per week	Direct working hours per week
Assistant Librarian/ University Librarian	40	100

Deputy Librarian	36+4*	90
Librarian	32+8*	80

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and

(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. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.

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)

<p>Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. (15 Points)</p> <p>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)</p>						
<p>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</p>	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)
<p>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</p>	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)

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

Based on the Librarian Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Nature of Activity	Maximum API Score	Actual Score
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
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
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

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian/College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian

Category	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)	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.	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		
III (C) (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 Government – 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.

APPENDIX - III TABLE - VII (A)

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

MINIMUM API_s FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGE FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES.

Category	Activity	Assistant/ College Librarian: (Stage 1 to Stage 2)	Assistant/ College Librarian: (Stage 2 to Stage 3)	Assistant/ College Librarian (Stage 3) to Deputy/College (Stage 4)	Deputy Librarian (Stage 4) to Librarian (Stage 5)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year	70/year
II	Professional	50/	50/	50/ Assessment	50/

	Development and Extension activities - Minimum score required to be assessed cumulatively	Assessment period	Assessment period	period	Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period	100/ Assessment period
II + III	Minimum total API score under Categories II and III*	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
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% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20% - Interview performance	50% Library publication work 30% Assessment of innovative Library service and organization of digital library service 20% Interview performance

APPENDIX-III - TABLE: IX

(Please refer to UGC notification no. F.1-2/2016 dated 11th July, 2016)

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES

Sl. No.	Promotion of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Librarian/College Librarian to Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/College Librarian completed four years of service in Stage 1 with Ph. D or five years of service in Stage 1 with Ph.D or five years of service with M.Phil or six years of service without Ph.D./M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII(A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale)/College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provide in Table VIII(A) of Appendix III for Librarian Cadres in universities and for college Librarian cadres. (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 (Selection Grade)/College Librarian (Selection	Deputy Librarian/Assistant Librarian (Selection Grade)/College	(i) Minimum API scores using the PBAS scoring Proforma developed by university as per the norms provided in Table VIII (A) of Appendix-III Three publications over 12 years. In

	Grade) (stage 3 to stage 4)	Librarian (selection Grade) with three years of completed service in stage 3.	Colleges, a exemption of one publication may be given to M. Phil holders and an exemption of two publications may be given to Ph.D. holders. (ii) Additionally one course/training under the categories of Library automation/Analytical tool Development for Academic documentation. (iii) A selection committee process as stipulated in the regulation and in Tables VIII(A).
4.	University Librarian (Stage 5) (For universities only)	Deputy Librarian in universities with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment period (in Stages 3 and 4) 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) Evidence of innovative library service and organization of published work. (iv) A selection committee process as stipulated in the regulation and in Table VIII (A)

Note: The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

A format for Annual Self-Assessment for the performance Based Appraisal System (PBAS) in respect of Teachers is annexed for ready references to frame the same for Assistant/Deputy Librarian in Universities.

ANNEXURE (B)

To G.O. No. 1343--Edn (U)/ dated 07.12.2017

Annual Self-Assessment for the performance Based Appraisal System (PBAS)

Session/ Year _____

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) :
2. Father's /Mother's name/
Husband's name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence :
(with pin code)

7. Permanent Address :
 (with pin code)
 Telephone No.:
 E-mail:
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

10. Date of Appointment :
11. For which position & AGP you are applying under CAS :
12. Date of eligibility for Promotion :
13. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/grade
BA/B.Sc./B.Com.				
MA/M.Sc./M.Com.				
Other examination, if any				

14. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil			
Ph.D/ D.Phil			
D.Sc./ D.Lit			

15. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of pay

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

Part B: Academic Performance Indicators (API)

(Please see detailed instruction of the PBASI Proforma before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) Direct teaching (16/14/14 hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work

Sl. No.	Course/Part per	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof./Professor)	API Score
	Maximum API Score : i) Assistant Professor Stage I: 70 ii) Assistant Professor Stage II: 70 iii) Assistant Professor Stage III: 70 iv) Associate Professor: 60					

* Lectures, Tutorials, Practical, Project Supervision and Field Work

Workload as per UGC Regulations 2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment

Sl. No.	Type of Examination Duties	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score
	Maximum API Score : i) Assistant Professor Stage I : 20 ii) Assistant Professor Stage II : 20 iii) Assistant Professor Stage : 20 iv) Associate Professor: 20			

(c) Innovative teaching learning methodologies; updating of subject content/ course, mentoring etc.

- (a) Updating of Courses/Curriculum Design:
- (b) Participation/Innovative – Interactive courses:
- (c) Participn./Innovative – Learning Modules
- (d) Participn./Innovative – Case Studies prepared:
- (e) Use of ICT or Computer-aided methods – ppt:
- (f) Use of ICT – Multi-media/Simulation etc:
- (g) Dev/Teaching Remedial/Bridge Courses:
- (h) Dev/Teaching Soft skill/Communication/Personality Dev:
- (i) Special Programs in Phys.Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
- (k) Organizing & cond. of popul. Prog. /Teaching Web-based/E-Library/IT-asst teaching:

Sl. No.	Short Description (in terms of items) as listed above	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷10 for all Teachers)	API Score

Maximum API Score :			
i) Assistant Professor Stage I : 10			
ii) Assistant Professor Stage II : 10			
iii) Assistant Professor Stage III : 10			
iv) Associate Professor : 15			

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):

i)	Stage I to II	80/Year
ii)	Stage II to III	80/Year
iii)	Stage III to IV	75/Year
iv)	Stage IV to V	70/Year

**CATEGORY 2: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND
EXTENSION ACTIVITIES**

Sl. No.	Type of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10)*	API Score
(a)	Student related Extension, Co-curricular & 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.)			
	iii) Extension and dissemination activities (public/popular lectures/talks/seminars)			

	(Max API Score : 15)			
(b)	Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)			
	i)) Administrative Responsibility (including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge)			
	iii) Participation in Board of Studies, Academic and Administrative committees			
	(Max API Score : 15)			
(c)	Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)			
	*For all categories of Teachers (Assistant/Associate/ Professor) Total Score (a + b +c) (Max: 45)			

Minimum API Score required for CATEGORY II (to be assessed cumulatively for assessment period)-

i)	Stage I to II	50/Assessment Period
ii)	Stage II to III	50/Assessment Period
iii)	Stage III to IV	50/Assessment Period
iv)	Stage IV to V	50/Assessment Period

CATEGORYIII: RESEARCH AND ACADEMIC CONTRIBUTIONS

*Minimum API scores required to be assessed cumulatively under CATEGORY III

i)	Stage I to II	20/Assessment Period
ii)	Stage II to III	50/Assessment Period
iii)	Stage III to IV	75/Assessment Period
iv)	Stage IV to V	100/Assessment Period

III (A) Research Papers Published in

- Refereed Journals as notified by UGC- 25/publication
- Other Reputed Journals as notified by UGC-10 per publication

Sl. No.	Title with page no. and date of publication	Name of the Journal	ISSN/ISBN No.	Whether Refereed Journal/ Other Reputed Journal. Impact factor, if any	No. of Co-author	Whether you are the main author	API score

* 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.

III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University :20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
- Chapter in Books published by National / International level Publisher with ISBN/ISSN number as approved by University :
 - International -10 per chapter
 - National – 05 per chapter

Sl. No.	Title of the subject book with page no.	Details of Publication (Text /Reference / Subject Books/Chapter in Books	ISSN/ISBN No.	Level of Publishers(International / National/ State /Central Govt/ other local Publisher	No. of Co-author	Whether you are the main author	API score

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III (C) RESEARCH PROJECTS

III (C) (i) Sponsored Projects:

- (a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) - 20 per project
- (b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15 per project
- (c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03 lakhs (Arts) - 10 per project

Sl. No.	Title of the Major / Minor Project	Grant sanctioning Agency	Date of sanction of the project & period	Grant/ Amount mobilized (Rs. lakh)	API score

III (C) (ii) Consultancy Projects:

Amount Mobilized with a minimum of Rs.10 lakhs(Science)/Rs. 02 lakhs (Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs

Sl. No.	Title of the Consultancy Project with sanction order No. and Date	Name of the Agency & period of approval of the sanctioned project	Date of agreement with the Agency	Grant/ Amount mobilized (Rs. lakh)	API score

III (C) (iii) Projects outcome/outputs

API scores for Science:

- Patent / Technology transfer / Product/Process (for Science)-30 for each International /20 for each National level output.

(a) For Science Patent / Technology transfer / Product/Process

Sl. No.	Details of the Patent / Technology transfer / Product/Process	Date of acceptance with year	Whether the patent/Technology/ Product/Process belongs to the applicant individually or in group	National /International	API score

API Score for Arts

Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies (for Arts) —

- a) Major Policy document prepared for International bodies-30
- b) Central Government-20
- c) State Government --10
- d) Local Bodies---05

b) For Arts: Major Policy document prepared for International bodies

Sl. No.	Title of Major Policy document prepared	Name of the body for which documents prepared	Date of acceptance of the documents by the	International/ National/Central Govt./State Govt./Local Bodies.	API score

III(D) Research Guidance

API Score – (i) Ph.D. awarded/ Thesis Submitted – 15 (science) & 10(Arts) /candidate

(ii)M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate .

Sl. No.	Number enrolled	Degree awarded	Thesis Submitted	API score
	M. Phil. or equivalent			
	Ph. D. or equivalent			

III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

III)E.(i) Fellowship /Award :

- a)International Award/Fellowship from academic bodies- 15/award & 15 / fellowship
- b) National Award/Fellowship from academic bodies- 10/award & 10 / fellowship
- c) State /University level Award from academic bodies- 05/award

Sl. No.	Title of the Award /Fellowship	International /National/ State /University level	Name of the Academic body awarding the Fellowship /Award	Date & Year of the achievement	API Score

III) E.(ii) Invited Lectures/papers.

- a) International-7/lecture or 5/paper presented
b) National-5/lecture or 3/paper presented
c) State /University level-3 /lecture or 2/paper presented

Sl. No.	Title of the invited lecture /paper presented	Title of Conference/ Seminar with date	Organized by	Whether International/National /State or University level	API score
	Total* :				

*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

i)	Stage I to II	04/Assessment Period
ii)	Stage II to III	10/Assessment Period
iii)	Stage III to IV	15/Assessment Period
iv)	Stage IV to V	20/Assessment Period

III(F) Development of e-learning delivery process /material

(The following Table will duly be approved by the authorized person of the concerned University nominated by the Vice Chancellor, viz. Pro-Vice Chancellor or Dean or Head of the Department.

API score -10/ Module

Sl. No.	Title of the Module	Module prepared for Course/Paper	Date and year of delivery /presentation	Whether uploaded the e-matter in the website of the institution for all after the	API Score

Minimum total API scores required for promotion under CATEGORY I + CATEGORY II:

i)	Stage I to II	90/Assessment Period
ii)	Stage II to III	120/Assessment Period
iii)	Stage III to IV	150/Assessment Period
iv)	Stage IV to V	180/Assessment Period

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

IV. Summary of API scores:

	Criteria	API Score for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion						Total API score for assessment period	Percentage Distribution of Weightage Points in the Expert Assessment (applicable only for selection committee)
I	CATEGORY I: Teaching, learning and evaluation related activities (to be assessed yearly)								
II	CATEGORY II: Co curricular, extension and professional development related activity (to be assessed cumulatively for assessment period)								
III	CATEGORY III: Research and Academic Contributions (to be assessed cumulatively for assessment period)								
II + III	Total API score (Category II + Category III)/ Assessment Period)								

Signature of the incumbent
with designation and date

Signature of the Coordinator, IQAC
Seal with date

No. 1343/I (17)-Edn (U)/ 1U-41/11 (Pt)

Date: 07.12.2017

Copy forwarded for information and for necessary action to:-

- (1) Vice Chancellor, _____ (All University),
- (2) Registrar, _____ (All University)
- (3) Accountant General, (A&E), West Bengal,
- (4) Finance Department, Group - P (Pay) of the State Government,
- (5) Finance Department (Group -B) of the State Government,
- (6) Special Secretary, University Branch of this Department,
- (7) Joint Secretary, Budget Branch of this Department,
- (8) The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata - 700 001.
- (9) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-700012.
- (10) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jahar Building, Kolkata - 73.
- (11) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Block, Sector III, Salt Lake City, Kolkata - 106.
- (12) The Treasury Officer, _____ Treasury,
- (13) P.S. to Hon'ble MIC, Higher Education Department, Government of West Bengal.
- (14) Sr. P.A. to the Additional Chief Secretary of this Department,
- (15) Sr. P.A. to the Secretary of this Department,
- (16) Computer Cell of this Department,
- (17) Guard File.

Joint Secretary

Government of West Bengal
Higher Education Department
University Education Branch

No. 524-Edn(U)
1U-16/95

Dated : 23.06.2000

MEMORANDUM

The question of uniform Holidays and Uniform Leave rules for the whole time employees e.g. (Officers and non-teaching employee) of the State-aided Universities namely (i) Calcutta University, (ii) Jadavpur University, (iii) Burdwan University, (iv) Kalyani University, (v) Vidyasagar University, (vi) North Bengal University, (vii) Rabindra Bharati University, (viii) Netaji Subhas Open University, (ix) Bengal Engineering College (Deemed University), (x) Bidhan Chandra Krishi Viswavidyalaya and (xi) West Bengal University of Animal & Fishery Sciences is under consideration of the State Government for sometime past. A committee constituted in terms of G.O.No.646-Edn(U) dated 13.06.94 made certain recommendations regarding introductions of uniform leave rules and uniform holidays in the State-aided Universities in West Bengal. The pay Committee constituted for the non-teaching employees of the State-aided Universities and certain other bodies has also made certain recommendations in respect of uniform holidays.

2. After careful consideration of the matter, the Governor has been pleased to accept the above mentioned recommendation with some modification and approved the benefits as incorporated in the Annexure in respect of whole-time employees (in the categories of officers and non-teaching employees) of the State-aided Universities. The benefits as indicated in the Annexure read with the provisions of this memorandum shall be treated as comprehensive package for implementation.
3. Separate memorandum for providing a uniform list of holidays for the officers and the non-teaching employees will be issued separately.
4. Concerned Universities will make amendments in their Statutes/Ordinances/Rules etc. where necessary for incorporation of the provisions of the Government Order therein.
5. This order will be effective from 1st July, 2000 except fixed otherwise in any particular rule in this memorandum.
6. Any difficulty which may arise in implementing the provisions of this order may be referred to the State Government for clarification and/or order.
7. Bidhan Chandra Krishi Viswavidyalaya and West Bengal University of Animal & Fishery Science may implement the provisions of this order after obtaining the concurrence of the Agriculture Department and Animal Resource Development Department of this Government respectively.
8. This order issues with the concurrence of the Finance Department vide their U.O.No.546 Group 'P' (Service) dt. 05.05.2000.
9. The Accountant General, West Bengal is being informed.

Assistant Secretary

No.524/1(12) /Edn(U)

Copy forwarded for information and necessary action to the

1. Registrar, _____
2. Registrar, Bengal Engineering College (Deemed University).
3. Registrar, Bidhan Chandra Krishi Viswavidyalaya.
4. Registrar, West Bengal University of Animal & Fishery Sciences.
5. Registrar, Netaji Subhas Open University.

Dated, Calcutta,
The 23rd June, 2000

Assistant Secretary

No.524/2(20) /Edn(U)

Copy forwarded for information and necessary action to the -

1. The Accountant General (Audit) - II, West Bengal,
18, Rabindra Sarani, Calcutta - 700001.
2. Finance Department of this Government (Group P)
3. Finance Department of this Government (Group B)
4. Pro-Vice-Chancellor (B & F), Calcutta University.
5. Finance Officer, University.
6. Joint Secretary, Agriculture Department of this Government.
7. Joint Secretary, Animal Resource Development Department of this Government.
8. Budget Branch of this Department.
9. Statistical Cell of this Branch.
10. P.A. to the Principle Secretary of this Department.
11. Shri M. Biswas, OSD-EO, Deputy Secretary of this Department in charge of publication of handbook.
12. Finance Officer University
13. Guard File.

Dated, Calcutta
The 23rd June, 2000

Assistant Secretary

ANNEXURE

LEAVE RULES FOR WHOLE-TIME EMPLOYEES (e.g. OFFICERS & NON-TEACHING EMPLOYEES) OF STATE-AIDED UNIVERSITIES IN WEST BENGAL INCLUDING BENGAL ENGINEERING COLLEGE (DEEMED UNIVERSITY).

1. These rules may be called "Leave Rules" in respect of whole-time employees (in the categories of officers & Non-teaching Employees) of the State-Aided Universities in West Bengal including Bengal Engineering College (Deemed University).
2. These rules are applicable to all whole-time employees others than teachers, of the (i) Calcutta University, (ii) Jadavpur University, (iii) Burdwan University, (iv) Kalyani University, (v) Vidyasagar University, (vi) North Bengal University, (vii) Rabindra Bharati University, (viii) Netaji Subhas Open University, (ix) Bengal Engineering College (Deemed University), (x) Bidhan Chandra Krishi Viswavidyalaya and (xi) West Bengal University of Animal & Fishery Sciences.
3. Leave of any description cannot be claimed as matter of right. Authorities granting leave shall have the power to refuse or revoke leave of any description at any time according to the exigency of University service.
4. Leave ordinarily shall begin on the day on which the transfer of charge is effected and end on the day preceding that on which duty is resumed. Saturdays, Sundays and holidays may be prefixed or affixed to leave. Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays but cannot be affixed and prefixed to holidays when leave is combined with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in calculating the amount of leave on full pay that may be admissible at a time.
5. An employee on leave shall not return to duty before the expiry of leave granted to him without permission of the authority which sanctioned the leave.
6. An employee who has been granted leave on medical ground shall resume duty after producing a certificate of fitness from Registered Medical Practitioner.
7. An employee who remains absent after the expiry of leave is entitled to no leave salary for the period of unauthorized absence and that period will be debited to leave, as though it were leave on full pay provided leave on full pay is available to such an employee.
8. No employee shall be allowed to absent himself from office without prior permission.
9. All applications for leave of absence and/or for leaving station should be previously made in writing and sanction obtained before leave is available of, except in case of emergency in which case the report of such absence must be sent if possible, on the very day the employee is forced to absent himself and, if any case, within three days of such absence unless he is prevented from doing so due to physical incapacity to be certified by a registered medical practitioner or any other unavoidable cause.
10. If any employee is on unauthorized absence or on unreported absence or on overstayed of leave for more than three-months at a stretch without any report, the leave sanctioning authority shall inform the con-

cerned employee at his recorded address asking him to rejoin duty within a specified date. If the employee does not join duty by the stipulated date, it would be open to the disciplinary authority to institute disciplinary action against him. If during the course of disciplinary proceedings the employee comes for rejoining duty he shall be allowed to do so without prejudice to the disciplinary proceeding already initiated against him (Unless he is placed under suspension) and the disciplinary proceeding concluded as quickly as possible. The question of regulation of the period of unauthorized absence or unreported absence or overstaying of leave shall be left over for consideration till the finalization of disciplinary proceedings.

11. Habitual irregularities or frequent absence without proper authorization, will be considered gross negligence of duty and shall involve disciplinary action at the discretion of the appropriate authority of the University.
12. Leave at the credit of an employee in his leave account shall lapse on the date the employee retires on superannuation or retires voluntarily or resigns or is dismissed from the service.
13. Unless the Syndicate/Executive Council, in view of the special circumstances of a case, shall otherwise determine, after one year of continuous unauthorized and unreported absence from duty the concerned employee shall cease to be in service of the University.
14. Date of retirement in relation to calculation of leave due to the credit of an employee shall mean the afternoon of the last day of the month in which the employee attains the age of superannuation for retirement under the terms and conditions governing his/her service.
15. Each employee, on arrival at office shall sign the attendance register putting the time of arrival and at the time of departure shall sign the attendance register putting the time of departure. Normal office hours should be fixed generally from 10 a.m. to 5.30 p.m. on all working days with half an hour recess with provision for late marking for arriving late after 10.15 a.m. and for marking absent at 10.45 a.m. Attendance Register for making time for departure should not be placed before the employees before 5.15 p.m. Anybody leaving office before that time will be marked absent and action as per University rule will be taken in such case. For every three days' late attendance in a month one day's casual leave shall be deducted from the credit of an employee. If there is no casual leave at his credit, earned leave shall be deducted from the accumulated earned leave of an employee.
16. Subject to the foregoing general principles, leave shall mean -
 - (i) Casual Leave
 - (ii) Earned Leave
 - (iii) Half Pay Leave
 - (iv) Commuted Leave
 - (v) Compensatory Leave
 - (vi) Study Leave
 - (vii) Quarantine Leave
 - (viii) Maternity Leave
 - (ix) Leave in extraordinary circumstances
 - (x) Special disability Leave
 - (xi) Leave on Duty
17. Casual Leave :
 - a) Casual Leave for short period, not exceeding four days at a time and fourteen days in a calendar year may be granted to an employee on account of emergency which may arise.
 - b) Casual Leave cannot be combined with any other kind of leave or Pjua Holidays; but can be prefixed

and/or suffixed to Saturday, Sundays and holidays, provided such leave shall not exceed seven days at a time including Saturdays, Sundays and/or holidays.

- c) An employee may enjoy casual leave for half of the day. For enjoying such casual leave for half of a day prior sanction of the authority sanctioning casual leave must be obtained by employee concerned.
- d) An employee on casual leave shall be treated as on duty.
- e) In no case casual leave and half-day casual leave taken together shall exceed 14 days in a year.
- f) Casual Leave, if not taken within the calendar year will lapse.

18. Earned Leave:

- a) Earned Leave is the leave which is earned by an employee by discharge of duties for a certain period as mentioned herein below and granted to him at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all cases applications for earned leave shall be made at least seven days prior to the date on which he proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave.

- b) Earned Leave shall be credited to the leave account at the rate of 2 1/2 days for each completed calendar month of service which he is likely to render in a half-year of the calendar year in which he is appointed.

In the event of death, resignation, retirement or dismissal from service in any day of a month, that incomplete calendar month of service shall not be taken into consideration for calculation of leave account at the rate of 2 1/2 days per calendar month.

Earned Leave shall be credited to the leaves account in advance in two installments of 15 days each on the first day of January and July of every calendar year not exceeding maximum limit of 240 days till 30.06.98 and 300 days with effect from 01.07.1998.

While affording credit of Earned Leave, fractions of a day shall be rounded off to the nearest day.

- c) Earned Leave can be combined with any other kind of leave except casual and quarantine leave.

19. Half-Pay Leave:

- a) An employee may be granted leave on half-pay for 20 days for each completed year of service subject to a maximum period of two years during the whole period of service on medical ground on production of certificate from a medical practitioner.
Provided that the authority granting leave may ask the employee to submit to an examination by a medical Practitioner / Medical Board appointed by the same authority before granting him leave.
Provided further that all employee on half-pay leave will be required to produce a certificate of fitness for resumption of duty from a qualified registered medical practitioner.
- b) Half-pay leave may be combined with any other kind of leave except casual and quarantine leave.

20. Commuted Leave:

- a) An employee will be entitled to commute the half-pay leave that he has earned to full pay leave for half that period on medical ground subject to production of a certificate from a registered medical practitioner and such commuted full pay leave shall not exceed six months in the whole period of service.
Provided further that when commuted leave is granted twice the number of days of actual leave of

absence on half-pay shall be debited against the leave account.

Provided further that commutation shall be allowed only if the number of days of leave of absence of the concerned employee on medical ground exceed ten days at a time.

- b) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

21. Compensatory Leave:

- a) An employee of the University may be granted compensatory leave with full pay and allowance in lieu of full work done on Saturdays, Sundays and other University holidays on the condition that there will be no accumulation of such compensatory leave and it is to be availed of within 3 (three) months.
- b) Such leave shall be granted for the equal number of days the employee concerned is detained for duty.
- c) No overtime or holiday allowance shall be admissible for the period for which compensatory leave is granted.
- d) Compensatory leave may be combined with any other kind of leave except casual leave, quarantine leave and leave in extraordinary circumstances.

22. Study Leave:

- (a) Study Leave for advanced study and training which are not taught in a regular or semi academic course directly related to his work in the University may be granted to a permanent employee by the University Syndicate/Executive Council provided the concerned employee has put in at least five years of continuous service and is not due to retire therefrom within three years of his/her return from such leave. There shall be a gap of at least three years between two periods of such leave.

The Syndicate/Executive Council may grant any allowance during study leave as per rules framed by the University from time to time, subject to a maximum of pay an employee has been drawing just before proceeding on study leave on his furnishing an undertaking that he will serve the University for at least three years on his return from study leave on such terms and conditions as the University may decide, failing which he will be required to refund the amount paid to him as leave salary for the period of study leave.

Provided that if the concerned employee is receiving any pay, allowance, stipend, scholarship, fellowship from any other source while on study leave, leave salary shall be reduced to that extent.

- (b) The maximum period for which study leave may be granted is limited to two years during the whole course of an employee's service. Such leave may be combined with any other kind of leave as may be due or holidays except casual and quarantine leave.

23. Quarantine Leave:

- (a) Quarantine Leave is leave of absence from duty necessitated by order not to attend office due to suffering from infectious diseases as mentioned below by a member of the family of the employees concerned. Such leave may be granted on the basis of a certificate of a Public or Municipal Health Officer for a period not exceeding 21 days, or in exceptional circumstances for a period not exceeding 30 days: Quarantine leave will not be debited to leave account. An employee on quarantine leave will not be treated as absent from duty.

- (b) For the above purpose small-pox may be considered as infectious diseases, chicken-pox shall not, however, be considered as infectious disease unless the medical officer or public health officer consider that because of doubt as to the true nature of disease, e.g. small-pox, there is reason for the grant of such leave.
- (c) The following diseases shall also be treated as infectious for the purpose of grant of quarantine leave -
 - i) Scarlet Fever
 - ii) Plague (Bubonic or Bubonic)
 - iii) Typhus
 - iv) Cerebra-spinal meningitis
- (d) For persons employed in the preparation and distribution of food, the following additional disease shall also be treated as infectious -
 - i) Dysentery
 - ii) Enteric fever (Typhoid fever)
 - iii) Malta fever
 - iv) Paratyphoid fever
- (e) An employee himself/herself suffering from the infectious diseases as mentioned will not be granted such leave.

24. Maternity Leave:

- (a) Maternity leave may be granted to a whole-time female employee for a period not exceeding 120 days including the period of confinement as per advice of a registered medical practitioner.
- (b) Maternity leave may also be granted in case of miscarriage, including abortion for a period not exceeding six weeks provided the application for leave is supported by a registered medical practitioner.
- (c) Maternity leave will not be debited against leave account.
- (d) The concerned employee on maternity leave will be entitled to normal annual increment in time scale of pay.

25. Leave in extraordinary circumstances:

- (a) Extraordinary leave without pay may be granted to a whole time permanent employee as special circumstances on the following conditions -
 - (i) When no other leave is admissible.
 - (ii) When other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.
 - (iii) Not more than 3 months extraordinary leave be granted to an employee.
- (b) Syndicate/Executive Council in view of exceptional circumstances in the following case may grant extraordinary leave in case of the limit prescribed in clause (a) -

- (i) Six months, where the University employee has completed one year's continuous service on the date of expiry of the leave of the kind due and admissible under these rules, including three months extraordinary leave under clause (a) and his/her request for such leave is supported by a Medical Certificate as required under these rules.
 - (ii) Eighteen months, where the employee is undergoing treatment for -
 - a) Pulmonary tuberculosis or pleurisy of tubercular origin in a recognized sanatorium,
 - b) Tuberculosis of any other part of the body by a qualified tuberculosis specialist.
 - c) Leprosy in a recognized leprosy institution by a Medical Officer or a specialist in leprosy recognised by the University authority.
 - d) Cancer or mental disease, in an institution recognized for the treatment of such disease or a specialist in such diseases recognized as such by the University Authority.
 - (iii) Twenty four months, where leave is required for the purpose of prosecuting studies certified to be in the interest of the University, provided the employee has completed three year's continuous service on the date of expiry of leave of the kind due and admissible under these rules including three months extraordinary leave under clause (a).
- (c) Where an University employee is granted extraordinary leave in terms of the provision contained in sub-clause (iii) of clause (b) he/she shall be required to execute a bond as in the case of leave undertaking to refund to the University actual amount of expenditure incurred by the University during such leave plus that incurred by any agency with interest thereon in the event of his not returning to duty on the expiry of such leave or quitting the service before a period of three years after return to duty.
 - (d) The bond shall be supported by sureties from two permanent whole time employee having status comparable to or higher than that of the University employee concerned.
 - (e) Two spells of extraordinary leave, if intervened by any other kind of leave including maternity leave, shall be treated as one continuous spell of extraordinary leave for the purpose of sub-rule (b).
 - (f) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
 - (g) An employee shall not be allowed to enjoy extraordinary leave (including other kind of leave) for more than two years at a stretch.
 - (h) Such leave shall not count towards annual increment in the time-scale of pay.
- 26. Special Disability Leave:**
- (a) An employee who is disabled by unless injury accidentally injured in consequence of the due performance of any particular duty which has the effect of increasing his liability to injury beyond the ordinary risk attaching to the post, may be allowed special disability leave on full pay and allowance for a maximum period of four months during the whole course of service.
 - (b) Such leave shall not be granted unless the disability manifested itself within 3 months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice, provided that if University authority is satisfied as to the cause of the disability, such leave

may be granted in case where the cause of the disability manifested more than three months after the occurrence of its cause.

- (c) The period of leave granted shall be such as is certified by a medical board to be necessary.
- (d) Special disability leave may be combined with any other kind of leave except casual leave and quarantine leave.
- (e) The concerned employee is entitled to normal annual increment in time-scale of pay during such leave of absence.
- (f) Such leave shall be counted as duty in calculating service for pension and shall not be debited against the leave account.

27. Leave on Duty:

An employee may be granted leave of absence on duty for a maximum period of 30 days in a year on the following grounds-

- (a) For participating in International, All Indian or Regional Games, Sports, or Cultural activities organized by bodies recognised as such by the University or State Government.
- (b) For attending meeting of recognised public bodies as an elected representative of the people.
- (c) For participating in conference/symposium/seminar/workshop or the like to be conducted by any organisation recognised by the University.

Provided that such leave of absence on duty shall not be combined with any other kind of leave and duty leave is not debited against leave account.

Provided further that the date of annual increment in the time-scale of pay shall not be disturbed on account of an employee being on leave of absence on duty.

28. Encashment of Earned Leave:

- (a) An employee who retires on attaining the age of superannuation shall be entitled to cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of retirement, subject to a maximum of upper limit to be fixed by the State Government from time to time.
- (b) An employee who retires from the service on attaining the age of superannuation, while under suspension, shall become eligible for the benefit of cash equivalent of earned leave that was at his/her credit on the date of retirement, on conclusion of the proceedings against, him/her, if the authority competent to reinstate him/her in service holds that the suspension was wholly unjustified.
- (c) An employee who retires voluntarily may be granted cash equivalent of leave salary in respect of earned leave at his/her credit subject to a maximum of upper limit of accumulation of earned leave prescribed by the State Government from time to time provided this period does not exceed the period between the date on which he/she so retires and the date on which he would have retired in the normal course after attaining the age of superannuation.
- (d) An employee who resigns from service, shall be entitled to cash equivalent earned leave at his credit on the date of cessation of service to the extent of half of such leave at his credit, subject to a maximum of half of upper ceiling of accumulation of earned leave fixed by the State Government from time to time.



**NETAJI SUBHAS
OPEN UNIVERSITY**

FIRST STATUTES (REVISED), 2014

- Admission to Convocation 31. No person shall be admitted to Convocation unless he has an invitation card or an "Admit" card issued to him by the Registrar.

CHAPTER-VII (GENERAL)

- General 32. (1) Any matter, not expressly provided for in these Statutes, shall be decided under the direction of the Executive Council.
- (2) The power of interpreting these Statutes is reserved to the Executive Council.
- (3) Leave: - Leave of the employees of the University, which is a non-vacation institution, will be governed primarily by the relevant Government Order(s)/ Notifications as may be issued from time to time and adopted by the Executive Council *mutatis mutandis*.
- (4) Appointment, Career Advancement, Promotion, Retirement and such other service related matters including Provident Fund, Pension, Gratuity and other benefits of Teachers, Officers and other employees will be governed by the relevant orders issued by the State Government from time to time.
- (5) The duties and responsibilities of the employees, other than stated herein above, will be guided by the Regulations.
- Re-employment of teachers on attaining the age of superannuation 33. Re-employment of teachers on attaining the age of superannuation:- The re-employment will be given only in exceptional cases where a highly talented teacher can not immediately be replaced or availability of his/her service is found to be indispensable for supervision and management of the existing research/ other academic programme(s) / administrative matters. The