

**Application format**



**Vidyasagar University**

**Career Advancement Scheme (CAS)**

For the teachers of Vidyasagar University

*( As per G.O No. 222(20)-Edn(U-03/17(Pt.) Dated 02.03.2017 , Govt. Of West Bengal  
(Based on University Grants Commission (Minimum Qualifications for Appointment of Teachers and  
other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in  
Higher Education) (4<sup>th</sup> Amendment), Regulations, 2016.)*

**(With effect from 7<sup>th</sup> December, 2017)**

**(For application of CAS the computation of API Scores  
(categories I, II, III) are to be submitted for each Year  
separately)**

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

Session/ Year \_\_\_\_\_

**PART A: GENERAL INFORMATION**

1. Name (Block letters) :
2. Father's /Mother's name/ 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

5. Date of Appointment :
6. For which position & AGP you are applying under CAS :
7. Date of eligibility for Promotion :
8. 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				

9. Research Degree(s):

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

10. Details of Teaching/ Research/Academic Experience :

<b>Designation</b>	<b>Employer</b>	<b>Period of service From To</b>	<b>Scale of pay</b>

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 'Guidelines for computing Academic performance indicators (API)'  
in the VU website)

### CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

#### I. Direct Teaching :

##### A. Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated.

Sl. No.	Course	Paper	Mode of Teaching #	Class allotted as per schedule	No. of Classes conducted	% of classes taken as per record*	Actual hours spent per academic year	API Score (Actual hours spent per academic year ÷7.5)
Total:								

#Lecture (L), Tutorial (T), Practical (P), Project supervision (Ps), Field Work (F),

\*No score will be given if the % of classes taken is below 75%. Maximum Score:  
Assistant professor-70, Associate -60, Professor – 60

##### B. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment

Sl. No.	Type of Examination duties	Actual hours spent per academic year	API Score (Actual hours spent per academic year ÷10)
Total:			
Maximum Score : Assistant professor-20 Associate -20 Professor – 10			

##### C. Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.

Sl. No.	Short description	Actual hours spent per academic year	API Score (Actual hours spent per academic year ÷10)
Total:			

Maximum Score: Assistant professor-10, Associate -15, Professor – 20

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

Sl No.	Nature of Activity	Maximum API Score	Actual hours spent per academic year	API Score (Actual hours spent per academic year ÷ 10)
A	Student related co-curricular, extension and field based activities.	15		
	(i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)			
	(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)			
B	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
	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			
C	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15		
	<b>Total Score</b>	<b>45</b>		
Minimum API Score (50 per Assessment period Assistant professor, Associate and 100 per Assessment period Professor stage 5 to stage 6)				

## Appendix -I

### Performance Based Appraisal System (PBAS)

(Please see 'Guidelines for computing API score' available in the VU website)

#### CATEGORY-3: RESEARCH, PUBLICATIONS AND ACADEMIC

##### CONTRIBUTION A) Published papers in journals :

Sl.	Title of the paper	Journal With Vol. , Page No, date/year of publication*	ISSN No.	Whether peer reviewed/ Indexed / Impact factor, if any	No. of co authors	Whether You are first author / corresponding author	API Score of the paper	API Score Obtained
Total								

\* Only UGC enlisted Journals will be considered for computing API

##### Score B i) Books published as author or as editor

Sl.No	Title of the book	Publisher with page no. , date/ year of publication	ISSN / ISBN No.	Whether peer reviewed	National/International/ State level Publication	No. of co authors	Whether You are main author	API Score of the book	API Score Obtained
Total									

##### ii) Articles/ Chapters published in Books:

Sl. No.	Title of the article and (book)	Publisher, & with page No, date / year of publication	ISSN / ISBN	National /International / State level publication	Whether Peer reviewed	No. Of Co authors	Whether you are the main author	API Score for the articles	API Score obtained
Total:									

##### C) i) Research Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. lakh)	PI / Co- PI	API score	API score obtained
Total:							

**ii) Consultancies**

Sl. No.	Title	Agency	Period	Grant/Amount mobilized (Rs. lakh)	Consultant / Co-Consultant	API score	API score obtained
<b>Total:</b>							

**iii) Projects Outcome / Outputs**

Sl No.	Patent / Technology transfer / Product / Process Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF/ etc. Central / State Govt./Local Bodies	Title	National / International	Period	API Score
<b>Total:</b>					

**D) Research Guidance**

Level of guidance	Number enrolled	Thesis Submitted *	Degree Awarded*	API score
M. Phil				
Ph. D				
<b>Total:</b>				

\*Please mention year of submission or award

**E (i) Fellowships / Awards**

Sl. No.	Title of the Award	Award Name with date/year	Awarding Organization/Agency	Whether International/ National/State/ University level	API score
Total:					

**(ii) Invited lectures / Papers presented in Conferences, Seminars, Workshops, and Symposia.**

Sl. No.	Title of the Lecture / Paper Presented	Title of the Conference/Seminar with date/year	Organized by	Whether International/ National/State/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

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

Sl. No.	Title	Module with date/year	Name of the Organization	API score
Total:				

**SUMMARY OF API SCORES:**

	Category	Last Academic Year	Total API Score for the Entire Assessment period	Annual Average API Score for the Assessment period
<b>I</b>	Teaching, learning and evaluation related activities			
<b>II</b>	Professional development, co-curricular and extension activities			
<b>III</b>	Research and Academic Contribution			
<b>II+III</b>	Minimum total API Score under Category II and Category III			

**Note: 1. supporting documents to be enclosed for the API score claimed for each of the cases 2. API Scores are to be computed as mentioned in guidelines.**

Signature of the teacher with date

Forwarded by the Head of the Department