

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HIGHER EDUCATION
COLLEGE SPONSORED BRANCH
BIKASH BHABAN, SALT LAKE
KOLKATA-700091**

No. 1438-HED-17014(17)/15/2025 CS SEC-Dept. of HE

Date: 17th September, 2026

Memorandum

Terms and Conditions towards CAS Promotion for the Teachers and Librarians of Government-aided Colleges in West Bengal

Consequent upon implementation of revised pay structure under the Pay revision in terms of the Department's G.O. No. 1306(22)-Edn (U)/EH/1U-77/17 dated 30/12/2019, read with Department's G.O. number 120(22)-Edn(U)/EH/1U-77/17 dated 03/02/2020, *the question of allowing the stages of promotion under the CAS* in the light of UGC regulation, 2018 vide No. F.1-2/2017(EC/PS) dated 18/07/2018 and subsequent notification vide F. No. 9-1/2010(PS/MISC) Pt. Vol. II dated 31/07/2023, F.No. 14-1/2023(JCRC) dated 14/05/2024 and No. F.9-1/2010(PS/MISC) Pt. Vol. II dated 06/06/2024 for teachers and librarians of colleges was under the consideration of the Government for some time past.

2. Now, after careful consideration and keeping in view of the local conditions applicable in the state, the Governor has been pleased to decide that the Career Advancement Scheme of Teachers and Librarians in Government-aided Colleges in the State of West Bengal shall be as annexed and will be followed by all Government-aided Colleges in the State of West Bengal under the administrative control of this Department in regard to Career Advancement Scheme of teachers and librarians so that the revised pay structure as introduced in terms of G.O. No. 1306(22)-Edn (U)/EH/1U-77/17 dated 30/12/2019, read with Department's G.O. number 120(22)-Edn (U)/EH/1U-77/17 dated 03/02/2020 and the scheme of Career Advancement Scheme and other service conditions of Teachers and Librarians in Government-aided Colleges, will be considered as a composite one.

3. *The above scheme shall be applicable only in respect of the teachers and librarians of Government-aided Colleges under the administrative control of this Department and shall be deemed to have taken effect from 01.01.2025 and is issued with the concurrence of the Finance Department vide U.O. No. Gr. P(1)/2026-2027/0227 dated 12.08.2026*

4. This order is in continuation of the earlier orders of this Department vide number 920-Edn(CS)/5P-52/98 dated 31/12/2012, read with 1373-Edn(CS)/5P-52/98 dated 07/12/2017 issued in this regard as and where applicable. The annexed scheme will be effective from **01.01.2025** except in cases where the date of effect has been specified separately in any individual paragraph of the scheme.

Sd/-
Deputy Secretary
to the Govt. of West Bengal

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), Treasury Building, Kolkata-700001.
2. The Director of Treasuries.
3. The Special Commissioner, College Sponsored Branch, Higher Education Department
4. The Director of Public Instruction, West Bengal, Bikash Bhavan, 6th Floor, Salt Lake, Kolkata-700091. He/ She is requested to disseminate this notification among all the institutions under his/her jurisdiction.
5. The Additional Secretary, College Sponsored Branch, Higher Education Department.
6. The Private Secretary to the HMIC, Higher Education Department.
7. The Sr. P.S. to the Additional Chief Secretary, Higher Education Department.
- ✓ 8. IT Cell, with a request to upload in the Department's Website.
9. Office Copy.

Asan 17/9/26
Deputy Secretary
to the Govt. of West Bengal

Guidelines for Career Advancement Scheme for Teachers and Librarians of Government-aided Colleges in West Bengal

A. STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF ASSISTANT PROFESSORS AND COLLEGE LIBRARIANS:

The entry-level Assistant Professors/College Librarian (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through successive levels (Level 11, Level 12, Level 13A), provided they are assessed to **fulfill the eligibility and performance criteria** as laid down in this memorandum.

a) Career Advancement Scheme (CAS) for Government-aided College Teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11):

Eligibility:

- i. Assistant Professors who have completed **four years** of service and having a Ph.D. degree or **five years** of service and having an M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech., M.V.Sc., M.D., or **six years** of service for those without a Ph.D./M.Phil./ PG Degree in Professional courses.
- ii. Attended one Orientation course of 21 days' duration on teaching methodology; and
- iii. **Any one** of the following: (1) Completed one Refresher / Research Methodology Course

OR

Any two of the following: Academic Workshop, Syllabus Up-gradation Workshop, Training on Teaching-Learning-Evaluation, Technology Training Programme and Faculty Development Programme of at least one week (5 days) duration,

(2) Completed one MOOCs course (with e-certification), (3) contributed towards development of e-contents in four quadrant MOOCs course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if ;

- i. The teacher gets '**satisfactory**' or '**good**' grade in the annual academic performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix I, Table 1, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

Note:

- i. Assistant Professors who have acquired a Ph.D. degree after completion of 4 years of service and before 6 years of service shall be eligible to move to Assistant Professor (Senior Scale/Academic Level 11) from the date of award of Ph.D. degree subject to the fulfillment of other eligibility criteria.
- ii. Assistant Professors who have acquired an M.Phil. / PG degree in Professional Courses, such as LLM, M.Tech. M.V.Sc., M.D., after completion of 5 years of service and before 6 years of service shall be eligible to move to Assistant Professor (Senior Scale/Academic Level 11) from the date of award of M.Phil. / PG degree in Professional Courses, such as LLM, M.Tech. M.V.Sc., M.D. degree subject to the fulfillment of other eligibility criteria.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12):

Eligibility:

- i. Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- ii. Attended any two of the following in the last five years of Academic Level-11/ Senior Scale:
(1) Completed course/programme from among the categories of Refresher Course/Research Methodology course/ Academic Workshop/Syllabus Up-gradation Workshop/ Training on Teaching-Learning-Evaluation/ Technology Training programme/ Faculty Development Programme of at least two weeks (ten days) duration

OR

Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),

(2) Completed one MOOCs course in the relevant subject (with e-certification), (3) Contributed towards development of e-contents of minimum 10 modules of a course in four quadrant (at least one quadrant) MOOCs course (4) Contributed towards conducting of a MOOCs course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if ;

- i. The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix I, Table 1), and;
- ii. The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A):

Eligibility:

- i. Assistant Professors who have completed **three years** of service in Academic Level 12/Selection-Grade.
- ii. Attended **any one** of the following in the last three years of Academic Level-12/ Selection Grade:
(1) Completed course/programme from among the categories of Refresher Course/Research Methodology course/ Academic Workshop/Syllabus Up-gradation Workshop/ Training on Teaching-Learning-Evaluation/ Technology Training Programme/ Faculty Development Programme of **at least two weeks (ten days) duration**

OR

Completed **two** courses of at least **one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration**;

(2) Completed one MOOCs course in the relevant subject (with e-certification), (3) Contributed towards development of e-contents of minimum 10 modules of a course in four quadrant (at least one quadrant) MOOCs course (4) Contributed towards conducting of a MOOCs course during the assessment period.

- iii. A Ph.D. degree in subject relevant /allied/relevant discipline.

CAS Promotion Criteria:

A teacher may be promoted if ;

- i. He/she gets a '**satisfactory**' or '**good**' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in **Appendix I, Table 1**, and ;
- ii. The promotion to the post of Associate Professor is recommended by the Selection Committee constituted as per these Regulations on the basis of the interview performance.

b) Career Advancement Scheme (CAS) for Librarians of Government-aided Colleges:

Note:

- i. The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under section A(a) of this memorandum.
- ii. College Librarians shall have four levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A.

I. From College Librarian (Academic level 10) to College Librarian (Senior Scale/Academic level 11):

Eligibility:

- i. College Librarians who are in Academic Level 10 and have completed **four years** of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or **five years** of experience, having an M.Phil.degree, or **six years** of service for those without an M.Phil. or a Ph.D. degree.
- ii. Attended **at least one** Orientation course of 21 days' duration; and
- iii. Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of **at least 5 days**.

CAS Promotion Criteria:

A College Librarian shall be promoted if:

- i) He/she gets a '**satisfactory**' or '**good**' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in **Appendix I, Table 2**, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

Note:

- i. College Librarians who have acquired a Ph.D. degree after completion of 4 years of service and before 6 years of service shall be eligible to move to College Librarian (Senior Scale/Academic Level 11) from the date of award of Ph.D. degree subject to the fulfillment of other eligibility criteria.
- ii. College Librarians who have acquired an M.Phil. degree after completion of 5 years of service and before 6 years of service shall be eligible to move to College Librarian (Senior Scale/Academic Level 11) from the date of award of M.Phil. degree subject to the fulfillment of other eligibility criteria.

II. From College Librarian (Senior Scale/Academic level 11) to College Librarian (Selection Grade/ Academic level 12)

Eligibility:

- i. College Librarians who have completed **five years** of service in Senior Scale /Academic level 11
- ii. Completed **any two** of the following in the last five years:
(1) Training/Seminar/Workshop/Course on automation and digitalization, (2) Maintenance and other activities as per **Appendix I, Table 2**, of **at least two weeks (ten days)** duration

OR

Completed **two** courses of **at least one week (five days)** duration in lieu of every single course/programme of **at least two weeks (ten days)** duration),

- (3) Taken/developed one MOOCs course in the relevant subject (with e-certification),
- (4) Completed Library up-gradation course.

CAS Promotion Criteria:

A College Librarian shall be promoted if :

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in **Appendix I, Table 2**, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From College Librarian (Selection Grade/Academic level 12) to College Librarian (Academic Level 13A)

Eligibility:

- i. He/she has completed three years of service in Selection Grade /Academic level 12
- ii. Completed **any one** of the following in the last three years:
(1) Training/Seminar/Workshop/Course on automation and digitalization,
(2) Maintenance and other activities as per **Appendix I, Table 2**, of at least two weeks (ten days) duration

OR

- Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
- (3) Taken/developed one MOOCs course in the relevant subject (with e-certification),
 - (4) Completed Library up-gradation course.

CAS Promotion Criteria:

A College Librarian may be promoted if :

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in **Appendix I, Table 2**, and ;
- ii. The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

B. Date of implementation: This Scheme will be applicable to all incumbents whose Career Advancement becomes due on and from 01.01.2025. In all other cases, where the Career Advancement fell due prior to 01.01.2025, the same will continue to be guided by G. O. No. 920-Edn(CS)/5P-52/98 dated 31.12.2012 and subsequent amendments.

C. Constitution of Screening-cum-Evaluation and Selection Committee and Guidelines on Screening-cum-Evaluation and Selection procedure:

I. The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors /equivalent cadres in College Librarians from one level to the other higher level shall consist of:

In the case of promotion from the level of Assistant Professor/College Librarian (Academic Level 10) to Assistant Professor/College Librarian (Senior Scale/Academic Level 11) and from the level of Assistant Professor/College Librarian (Senior Scale/Academic Level 11) to Assistant Professor/College Librarian (Selection Grade/Academic Level 12), a three-member Screening-cum-Evaluation Committee will be constituted, which will consist of the Head of the Institution as the Chairperson, and one subject expert nominated by the Vice-Chancellor of the respective University, one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by the Higher Education Department as the two other members of the Committee.

II. Selection Committee for Associate Professor(Academic Level 13A), College Librarian (Academic Level 13A):

(i) In the case of the promotion to the levels of Associate Professor (Academic Level 13 A), College Librarian (Academic Level 13A) a four-member Selection Committee will be constituted, which will consist of the concerned Head of the Institution as the Chairperson, two subject experts nominated by the Vice-Chancellor of the respective university and one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Higher Education Department. In case of colleges notified/declared as minority educational Institutions, at least one of the two subject experts nominated by the Vice-Chancellor of the respective University should be from minority communities. The quorum in the Selection Committee meeting would be obtained if only the Chairperson, one nominee of the respective University and the expert nominated by the Higher Education Department are present.

(ii) An academician belonging to the SC/ST/OBC/ Minority/Women/Differently abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee does not belong to that category.

III. Screening-cum-Evaluation and Selection Procedure:

1. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate indifferent relevant parameters and his/her performance on a grading system proforma, based on **Appendix I, Table1 and Table2**.
2. The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma based on this memorandum and as per the minimum requirement specified:
 - (a) In Appendix I, Table 1 for each of the cadre of Assistant Professor and Associate Professor;
 - (b) In Appendix I, Table 2 for each of the cadre of College Librarian
3. The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.
4. For all Screening-cum-Evaluation/Selection Committees specified in this memorandum, the expert nominated by the Higher Education Department, should be either in the same or higher rank/ position than the rank/position for which the Screening /Selection is to be held.

D. Assessment Process, Assessment Criteria and Methodology:

The Assessment of the performance of college teachers for the CAS promotion is based on the following criteria:

Workload:

The workload of the teachers in full employment should not be less than 40 hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teachers to be available for at least five hours daily in the college. Teachers shall devote at least Two hours per day for mentoring of students (minimum fifteen students per coordinator) for Community Development/Extra Curricular Activities/library consultation/research in case of Under -Graduate Courses and /or at least Two hours per day for research in case of Post Graduate courses, for which necessary space and infrastructure shall be provided by the College. The direct teaching-learning work load should be as follows:

Assistant Professor	16 hours per week
Associate Professor/Professor	14 hours per week

ii. Teaching-Learning and Evaluation:

The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counseling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

iii. Personal Development Related to Teaching and Research Activities:

Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organizing seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

iv. Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.

v. Assessment Process: The Following two-step process is recommended for carrying out assessment for promotion under the CAS at all levels.

Step -1: The college teachers/ college librarians, after completion of the required years of experience for promotion under CAS and fulfillment of other requirements indicated below, shall submit an application for promotion under CAS along with annual self-appraisal report for each academic year included in the required years of experience in the prescribed Proforma (Appendix-II). The teacher will provide documentary evidence for the claims made in the annual self-appraisal reports, which need to be verified by the Principal/ Vice Principal/Teacher-in-Charge of the concerned college.

Step -2: A CAS promotion shall be granted as mentioned in Clause A in this memorandum

E.1. A teacher/college librarian who wishes to be considered for promotion under the CAS may submit in writing to the college, that he/she fulfills all the requirements under the CAS and submit to the college the Assessment Criteria and Methodology Proforma supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in this memorandum. In order to avoid any delay in holding the Screening/Selection Committee meetings for various positions under the CAS, the College may initiate the process of screening/selection, and complete the process within six months from the receipt of application.

2. The CAS promotion from a lower stage to a higher stage of Assistant Professor or equivalent cadres in College Librarians shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table I of Appendix I.
3. The Selection Committee specifications shall be applicable to Career Advancement promotions from Assistant Professor to Associate Professor and for equivalent cadres in College Librarians.
4. The promotion under the CAS being a personal promotion to a teacher/college librarian holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
5. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum gradings specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the filled in required Assessment Criteria and Methodology Proforma. **He/she can do so three months before the due date.**
6. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
7. If, however, the candidate finds that he/she would fulfill the CAS promotion criteria, at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
8. The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the effective date of rejection.
9. **Regarding the cases pending for promotions under CAS from 01.01.2025 onwards, satisfying eligibility criteria as provided under Higher Education Department's Notification vide no 920-Edn(CS)/5P-52/98 dated 31.12.2012 and subsequent amendments, the teachers, will receive, if required, an extension of time upto 31.12.2026 to complete Eligibility Criterion-II(ii) as provided in this memorandum, only if he/she is otherwise eligible for promotion.**

F.Counting of past Service for promotion under CAS:

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for promotion under the CAS of a teacher as Assistant Professor, Associate Professor or any other nomenclature, provided that:

- a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor and Associate Professor, as the case may be
- b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader)
- c) The concerned Assistant Professor, Associate Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor, as the case may be.
- d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments as the case may be.
- e) The previous appointment was not as guest lecturer for any duration

Appendix I

Table 1
(as per Appendix II, Table 1 of UGC Regulation, 2018)
Assessment Criteria and Methodology for College Teachers

Sl. No.	Activity	Grading Criteria
1	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above - Satisfactory Less than 70% - Not satisfactory
2	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-coordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field-based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organizing seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D. students. (f) Conducting minor or major research projects sponsored by national or international agencies. (g) At least one single or joint publication in peer reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities
Overall Grading: Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. Not Satisfactory: If neither good nor satisfactory in overall grading. Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority.		

Appendix I

Table 2

(as per Appendix II, Table 4 of UGC Regulation, 2018)
Assessment Criteria and Methodology for College Librarians

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

	having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resource. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extra-curricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Satisfactory: At least one activity Not Satisfactory: Not involved/ undertaken any of the Activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory: If neither good nor satisfactory in overall grading.	
Note: (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.		

Appendix – II A

Assessment Criteria and Methodology Proforma for College Teachers

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 & Academic Level :
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. (a) Date of Joining:
(b) Date of Confirmation:
11. Past Service, if any:
12. For which designation & academic level you are applying under CAS:
13. Date of eligibility for Promotion:
14. 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				

15. Research Degree(s):

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

16. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service		Scale of pay
		From	To	

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

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC

Date:

Seal:

Signature of the Principal/Vice Principal/TIC

Date:

Seal:

Part B: Academic Activity

(Academic Year:)

(Please see detailed instruction of the **Appendix – I, Table 1** before filling out this section)

(1) Teaching Activity:

Sl.No.	Course/Paper	Level	Mode of Teaching*	Number of Classes assigned	Number of Classes taught	Percentage of Classes taught	Grading

*(Classes taught includes sessions on tutorials, lab and other teaching related activities)

(2) Involvement in the University / College students related activities / research activities:

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.:

Sl.No.	Type of Activity	Period
1		
2		
3		
4		

(b) Examination and evaluation duties assigned by the College / University or attending the examination paper evaluation:

Sl.No.	Type of Examination and evaluation duty	Number of duties assigned	Number of duties performed
1			
2			
3			
4			

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

Sl.No.	Type of Activity	Period
1		
2		
3		
4		

- (d) Organizing seminars/ conferences/ workshops, other college/university activities:

Sl.No.	Type of Activity	Period
1		
2		
3		
4		

- (e) Evidence of actively involved in guiding Ph.D. students:

Sl. No.	Number of students enrolled in Ph. D. degree	Number of Degree awarded	Number of Thesis Submitted
1			
2			
3			
4			

- (f) Conducting minor or major research project sponsored by national or international agencies:

Sl. No.	Title of the Major /Minor Project	Sponsoring Agency	Period	Grant/ Amount mobilized

(g)Single or joint publication in peer reviewed or UGC list of Journals:

Sl. No.	Title of the publication with page no. and year of publication	Name of the of publisher	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author
1					
2					
3					

Grade:

Good - Involved in at least 3 activities, Satisfactory - 1-2 activities, Not-satisfactory - Not involved / undertaken any of the activities

Note: Number of activities can be within or across the broad categories of activities

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

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Co-ordinator, IQAC

Date:

Seal:

Signature of the Principal/Vice Principal/TIC

Date:

Seal:

(3) Summary of overall Grading:

Name of the applicant:

Subject:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in this regulation and as per the acts, statutes and ordinances of the parent institution.

	Criteria	Grading for previous 3/4/5/6 academic years as applicable for specific proposed stage of promotion from Academic Level 10/11/12/13A to 11/12/13A/14.						Remark
		Y-1	Y-2	Y-3	Y-4	Y-5	Y-6	
1	Teaching Activity							
2	Involvement in the University / College students related activities / research activities							
3	Overall Grading							

Signature of members of Screening-cum-Evaluation Committee / Selection Committee with date and seal as per C(I)/ C (II) of this Memorandum:

1.

2.

3.

4.

5.

Part C: For use of the Screening/ Selection Committee

Name of the College:

Date of the Meeting:

Venue:

Name of the Incumbent: Shri/Smt/Dr.

Present designation: Assistant Professor/Associate Professor (Academic Level 10/11/12/13A) of

Date of joining:

Awarded Ph. D. on:

Date of Confirmation:

Scale of Pay:

Designation after promotion: Assistant Professor (Academic Level 11/12) /Associate Professor (Academic Level 13A)

Scale of Pay:

Date of effect:

Overall Grading:

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Academic Level 10/11/12) to the post of Assistant Professor (Academic Level 11/12) /Associate Professor (Academic Level 13A)). As the incumbent has fulfilled all conditions as laid down in G.O. No. dated for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Academic Level 11/12) /Associate Professor (Academic Level 13A) with effect from.....

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Academic Level 11/12) /Associate Professor (Academic Level 13A) with effect from and the same would be reverted back to the post of Assistant Professor (Academic Level 10) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of members of Screening-cum-Evaluation Committee / Selection Committee with date and seal as per C (I)/ C (II) of this Memorandum:

1.

2.

3.

4.

5.

PART D

(For use of the Governing Body/Administrator)

The Governing Body in its meeting held on resolved that on the recommendation of the Screening-cum-Evaluation Committee / Selection Committee Sri/ Smt. / Dr. of the Department of placed in/promoted to the Post of Assistant Professor (Academic Level 11/12) /Associate Professor (Academic Level 13A) in the scale of with effect from.....

It is recommended that the post held by Sri/Smt. / Dr. be upgraded to the post of Assistant Professor (Academic Level 11/12) /Associate Professor (Academic Level 13A) and the same be created with effect from

Resolved further that all necessary particulars be sent to the Government for approval.

Date :

President/Secretary
Governing Body/Administrator

Appendix – II B

Assessment Criteria and Methodology Proforma for College Librarians

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 &Academic Level :
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. (a) Date of Joining: _____ :

(b) Date of confirmation: _____

11. Past Service if any:

12. For which designation & academic level you are applying under CAS : _____

13. Date of eligibility for Promotion : _____

14. 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				

15. Research Degree(s):

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

16. 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

All entries made above are checked and verified and found to be correct.

Signature of the Co-ordinator, IQAC

Date:

Seal:

Signature of the Principal/Vice Principal/TIC

Date:

Seal:

Part B: Academic Activity

(Academic Year:)

(Please see detailed instruction of the Appendix – I, Table 2 before filling out this section)

(1) Regularity of attending library:

90% and above – Good, below 90% but 80% and above – Satisfactory, Less than 80% - Not satisfactory

Sl.No.	Items of work*	Total Number of days he/she is expected to attend	Number of days attended	Percentage of days attended

*(Item of work includes Library Resource and Organization and maintenance of books, journals and reports; Provision of Library reader services such as literature retrieval services to researchers and analysis of report; Assistance towards updating institutional website)

(2) Conduct of seminars/workshops related to library activity or on specific books or genre of books:

Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar
Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/workshop or 4 institution seminar / workshop
Unsatisfactory – Not falling in above two categories

Sl.No.	Type of Activity	Period
1		
2		
3		
4		

(3)(a) If library has a computerized database then OR If library does not have a computerized database:

Good – 100% of physical books and journals in computerized database.

Satisfactory – At least 99% of physical books and journals in computerized database.

Unsatisfactory – Not falling under good or satisfactory.

(To be verified in random by the CAS Promotion Committee)

Sl.No.	Total number of physical books and journals	Number of physical books and journals in computerized database	Percentage of physical books and journals in computerized database
1			
2			
3			
4			

OR

(b) If library does not have a computerized database then

Good – 100% Catalogue database made up to date

Satisfactory- 90% catalogue database made up to date

Unsatisfactory - Catalogue database not upto mark.

(To be verified in random by the CAS Promotion Committee)

Sl.No.	Total number of physical books and journals	Number of physical books and journals in catalogue database	Percentage of physical books and journals in catalogue database
1			
2			
3			
4			

(4) Checking inventory and extent of missing books:

Good: Checked inventory and missing book less than 0.5%

Satisfactory: Checked inventory and missing book less than 1%

Unsatisfactory: Did not check inventory or Checked inventory and missing books 1% or more.

Sl.No.	Total number of inventory and extent of missing books	Number of checked inventory and extent of missing books	Percentage of checked inventory and extent of missing books
1			
2			

(5) Involvement in different activities:

Good: Involved in any two activities

Satisfactory: At least one activity

Not Satisfactory: Not involved/ undertaken any of the activities

Sl.No.	Type of Activity	Involved / Not involved	Number of involved activities
1	Digitization of books database in institution having no computerized database		
2	Promotion of library network		
3	Systems in place for dissemination of information relating to books and other resources		
4	Assistance in college administration and governance related work including work done during admissions, examinations and extra-curricular activities		
5	Design and offer short-term courses for users		
6	Publications of at least one research paper in UGC approved journals		

Signature of the Candidate:

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC

Date:

Seal:

Signature of the Principal/Vice Principal/TIC

Date:

Seal:

Summary of overall Grading

Name of the applicant:

	Criteria	Grading for previous academic years as applicable for specific proposed stage of promotion from academic level 10/11/12 to 11/12/13A.						Remark
		Y-1	Y-2	Y-3	Y-4	Y-5	Y-6	
1	Regularity of attending library							
2	Conduct of seminars/workshops related to library activity or on specific books or genre of books							
3	If library has a computerized database then OR If library does not have a computerized database							
4	Checking inventory and extent of missing books							
5	Involvement in different activities							
Overall Grading								

Signature of members of Screening-cum-Evaluation Committee / Selection Committee with date and seals per C (I)/ C (II) of this Memorandum:

1.

2.

3.

4.

5.

Part C: For use of the Screening/ Selection Committee

Name of the College:

Date of the Meeting:

Venue:

Name of the Incumbent: Shri/Smt/Dr.

Present designation: College Librarian (Academic Level 10/11/12) of

Date of joining:

Awarded Ph. D. on:

Date of Confirmation:

Scale of Pay:

Designation after promotion: College Librarian (Academic Level 11/12) / College Librarian (Selection Grade) (Academic Level 13A)

Scale of Pay:

Date of effect:

Overall Grading:

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of College Librarian (Academic Level 10/11/12) to the post of College Librarian (Academic Level 11/12) /College Librarian (Academic Level 13A). As the incumbent has fulfilled all conditions as laid down in G.O. No. dated for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of College Librarian (Academic Level 11/12) /College Librarian (Academic Level 13A)with effect from..... .

The Committee further recommends that the post held by the incumbent be upgraded to the post of College Librarian(Academic Level 11/12) /College Librarian (Academic Level 13A) with effect from and the same would be reverted back to the post of College Librarian (Academic Level 10) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of members of Screening-cum-Evaluation Committee / Selection Committee with date and seal as per C(I)/ C (II) of this Memorandum:

1.

2.

3.

4.

5.

PART D

(For use of the Governing Body/Administrator)

The Governing Body in its meeting held on resolved that on the recommendation of the Screening-cum-Evaluation Committee / Selection Committee Sri/ Smt. / Dr. of the Department of placed in/promoted to the Post of College Librarian(Academic Level 11/12) /College Librarian (Academic Level 13A) in the scale of with effect from.....

It is recommended that the post held by Sri/Smt. / Dr. be upgraded to the post of College Librarian(Academic Level 11/12) /College Librarian (Academic Level 13A) and the same be created with effect from

Resolved further that all necessary particulars be sent to the Government for approval.

Date :

President/Secretary
Governing Body/Administrator