RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus: 56A B. T. Road, Kolkata-700050
Jorasanko Campus: 6/4 Dwarakanath Tagore Lane, Kolkata-700007
PHONE: (033) E. B. Campus: 2557-1028/3028/4028/7161, J. S. Campus: 2269-5241/5242/6601/6610
Website: www.rbu.ac.in   e-mail: registrar.rbu@gmail.com

APPLICATION FORM FOR THE POST OF LIBRARIAN

(FILL UP SEPARATE FORM FOR EACH POST)

(Note : Please go through instructions given in the website www.rbu.ac.in carefully before filling-up the Application Form & Self Assessment API Score Card)

Advt. No. ……………………………………Post No……………..……………

Post applied for: **<u>Librarian</u>**

> Affix here a Self Attested Passport size Photograph

SECTION – A : GENERAL

1. **Name in full** (In Block Letters) Dr./Mr./Mrs/Ms…………………………………………………...

2. **Date of Birth** …………………………(in words) ……………………………………………..

3. **Father's/Spouse Name** ………………………………………………………………………………

4. **Mailing Address**   …………………………………………………………………………………
   ………………………………………………………………………………….
   ………………………Pin Code

   Tel. No (with STD code)…………………..……Mobile……………….………..
   E-mail ID ……..…………………………..

5. **Permanent Address** …………………………………………………………………………….
   …..……………………………………………………………………………
   ……………………Pin Code

6. **Marital Status** ………,………………… 7. **Nationality** …………………………………………..

8. **State of Domicile** ……………………….. 9. **Religion :** ……………………..……………………

10. **Category :** `SC` `ST` `OBC-A` `OBC-B` `PWD` `General` (Please tick the appropriate Category)
    (in case of PWD category, please tick PWD-OH/PWD-HH/PWD-VH)
    (Please attach attested photocopy of Certificate)

11. **Present Employer** ……………………………………………………………………………….

SECTION B :

CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATION ACTIVITIES

12. EDUCATIONAL QUALIFICATION (Starting with highest degree obtained) :

Sl. No.	Examination/Degree	Name of Board/College/University	Percentage of Marks/ Final Grade	Subject(s)	Year of Passing/ Award
1.	M. Phil or its equivalent (as per UGC Regulations)				
2.	Master's Degree or its equivalent				
3.	Bachelor's Degree or its equivalent (Hons./Major)				
4.	Higher Secondary or its equivalent				
5.	Secondary or its equivalent				

(Please attach photocopy in support)

13. Whether Ph.D. awarded : Yes ☐ **No.** ☐   if Yes, indicate the year of award ………..
(as per UGC Regulations)

14. Title of Ph.D. thesis awarded ……………………………………………………………………
……………………………………………………………………………………………………

15. Whether qualified UGC-JRF/NET/SLET/SET   Yes ☐ **No.** ☐

(If yes, indicate the year, and attach a photocopy of the certificate) ………………………..

16. Details of Employment Experience : (In chronological order starting with the most recent)
    (Attach separate sheet if necessary)

Sl. No.	Name of Employer/Status of Institute/ University (Govt./Quasi Govt./Autonomous etc.)	Post held/ Designation	Period of Employment		Basic salary last drawn, pay scale and Grade Pay	Nature of duties
			From	To		

17. Summary of experience / performance

Teaching Experience	From	To	Total	
			Years	**Months**
i. Under Graduate				
ii. Post Graduate				
iii. Total Teaching Experience				
iv. Participation in production of Educational TV				
v. Short term/Continuing Education/Specialist Course conducted				
Research Experience				
vi. Research Experience other than the period spent for obtaining M/Phil/Ph.D. Research Degree				

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

18. Co-curricular, extension and professional development related activities

1) Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling).

Sl. No.	Description

2) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.

Sl. No.	Description

3) Professional development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, etc.

Sl. No.	Description

CATEGORY – III : RESEARCH AND ACADEMIC CONTRIBUTION

19. RESEARCH PUBLICATIONS

(a) Books-Self authored/co-authored/ edited (Please attach separate sheet, if necessary)

Sl. No.	Title of the Book(s)	Whether Sole Author or Co-author	Name of Publisher (with city/country)	Month & year of publication	Referred or Non-referred	ISBN/ ISSN No.

19. (b) Chapters contributed in edited books (Please attach separate sheet, if necessary)

Sl. No.	Title of Chapter (s)	Title of the Book(s)	Whether Sole Author/Co-author	Name of Publisher (with city/country)	Month & Year of publication	Refereed Or Non-Refereed	ISBN/ ISSN No.

19.(c) Research Articles/ Papers published in Journals/Periodicals/Conference Proceedings/ Newspapers
(Please attach separate sheet, if necessary)

Sl. No	Title of research article / paper(s)	Name of journal (with city / country)	Whether Sole Author/ Co-author	Month & year of publication, volume, no. & page nos.	Whether Refereed/ non-referred	ISBN/ ISSN No.	Level (Int./ Nat./ State/ Local	Impact Factor

20. **Research Projects Undertaken** (other than that for a research degree)
(Please indicate: (a) Major Projects: (b) Minor Projects: (c) Consultancy Projects: (d) Completed Research Projects; (e) Ongoing Research Projects; (f) Whether Outcome/Output of Projects/Policy Document forwarded to sponsoring/Funding Government Agency(s) etc.)

Sl. No	Title/Subject of Research Project(s)	Whether major or minor project	Date of common-cement	Date of Compl-etion	Total Grants / Funding received (Rs.)	Name of Sponsoring/Funding Agency	Whether Outcome/ Outputs sent to Sponsoring Govt. Agency	Whether final report published as monograph book

21. **Research Guidance**: Number of scholars who have been awarded M.Phil/ Ph.D. degree under your supervision both as Guide and/or Co-Guide:

Name of Degree	Submitted	Awarded
(i) **M.Phil Degree**		
(ii) **Ph.D Degree:**		

III.E   TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP/PAPERS

22.   Refresher Course, Methodology, Workshops, Training, Faculty Development Programs, etc. attended. (Please attach separate sheet, if necessary)

Sl. No.	Name of Course attended	Sponsoring Institution	Duration From ___ to ____

23.   Papers presented in Regional/National and International Seminars/Conferences / Workshop/ Symposium. Indicate whether the Conference Proceedings are published. (Please attach separate sheet, if necessary)

Sl. No.	Title/Subject of paper presented	Subject of Conference / Seminar / Symposium / Workshop	Organizing Institution/and Name of City/ Country	Duration From__ to __	Whether the proceedings published Yes/No

24.   Lecture/Special Lecture in Institutions of repute within the country and outside. (Please attach a separate sheet if necessary)

Sl. No	Title/Subject of Lecture delivered	Name and Place of Institution	Date of Lecture	Duration

25.   Public Displays/Exhibitions /Performances with or without outputs in CD/ DVD/ Online/ E-Form/ E-Book (for Fine Arts & Visual Arts Faculty) (Please attach a separate sheet if necessary)

Sl. No.	Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online/ E-Form/ E-Book version or Brochures	Company/ Agency/ Institute Name /self financed(including TV/Radio etc)	Categorization I. International II. National III. Regional (Venues/ event/ gallery/ studio/ museums)	Solo artist/Performer respectively Artist/ performer respectively

OTHER MISCELLANEOUS INFORMATION

26. (a) Membership/fellowship of other institutions/professional societies:

(b) Other activities/Responsibilities :

(c) Any other relevant information, if not given above :

----

27. Are you willing to accept the minimum initial pay in the grade? If not, state reasons for claiming higher starting pay.

----

28. If selected for appointment, what notice would you require for joining the post?

----

29. Names and Addresses of Two Referees * :

(i) …………………………………………… (ii) …………………………………………………...

……………………………………………   …………………………………………………...

……………………………………………   …………………………………………………...

(* Recommendations from two Referees, not related to the applicants, who are scholars closely acquainted with the applicant's academic training, accomplishment and capabilities, should preferably be obtained in **sealed envelopes** and attached with this application, or they be requested to send the recommendation(s) directly to the Recruitment Cell of the University indicating Advertisement Number, Post Number and Post applied for **by post** (not by e-mail)

30. List of Enclosures:

(a) Copies of Mark-sheets & certificate of educational Qualification & certificate of clearing NET/SLET/SET etc	: Yes/No
(b) Copies of certificate of Teaching & Research experience	: Yes/No
(c) List of publications with details, reprints of papers published and acceptances letters (in case accepted papers/articles etc.)	: Yes/No
(d) Copies of other relevant certificate & documents	: Yes/No
(e) Bank Draft	: Yes/No

Bank Draft No. _____ Bank Draft Date _____

Bank Name _____ Branch _____

31. **<u>DECLARATION TO BE SIGNED BY THE CANDIDATE</u>**

        I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed / distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

Date : _____

Place : _____   ---

                                           (Signature of the Applicant)

32. **Forwarding letter from present employer of the applicant.**

        Forwarded with the remarks that Shri/Ms. _____ is working in this organization in the capacity as _____ form _____to _____ and the institution / organization has no objection to the candidature of the applicant being considered for the post applied for as above.

Place :_____

Date : _____   _____

                                        Signature of Head of the Institution

Fax : _____   **Name :** _____

E-mail: _____   **Designation:** _____

                                     Address:_____

                                     _____

                                          (Rubber Stamp)

RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus: 56A B. T. Road, Kolkata-700050
Jorasanko Campus: 6/4 Dwarakanath Tagore Lane, Kolkata-700007
PHONE: (033) E. B. Campus: 2557-1028/3028/4028/7161, J. S. Campus: 2269-5241/5242/6601/6610
Website: www.rbu.ac.in   e-mail: registrar.rbu@gmail.com

APPLICATION FORM FOR THE POST OF LIBRARIAN

Acknowledgement

Received an application from _____

for the post of **Librarian**

Superintendent / Receiving Assistant

RABINDRA BHARATI UNIVERSITY
Kolkata – 700 050
ANNEXURE – I

SCHEME OF ACADEMIC PERFORMANCE INDICATOR (API) BASED PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) OF RABINDRA BHARATI UNIVERSITY TEACHERS BASED ON THE ACADEMIC PERFORMANCE INDICATORS (APIs) DEVELOPED BY UGC AND RATIFIED BY HIGHER EDUCATION DEPARTMENT, GOVERNMENT OF WEST BENGAL FOR ASSISTANT PROFESSOR/ ASSOCIATE PROFESSOR/ PROFESSOR.

The self appraisal score should be based on objectively verifiable criteria wherever possible and will be finalized by screening/ selection committee. Proposed scores for APIs for Career Advancement Scheme (CAS) promotions of university teachers are given in table I.

Minimum API required in the entire assessment period for promotion from one stage to the next stage and guidelines for expert assessment are given in table 2.

Minimum API along with other academic performance required for promotion from one stage to the next stage is given in table 3.

TABLE- I: PROPOSED SCORES FOR APIs FOR PROMOTION OF RABINDRA BHARATI UNIVERSITY TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS)

CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sl. No.	Nature of Activity	Maximum API Score Allotted	Self Appraisal Score (To be submitted and declared by self /applicant	Verified API Score (for the use IQAC only)
1	Lecturers, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated: 80% or above– full score 65% to 79%- 35 50% to 64%- 20 Less than 50%- no score (Self declaration)	50		
2	Lectures or other teaching duties in excess of UGC norms: (i)Evening classes/ courses of the University:-1 Point for each 1 hour class- max. 10 ii) Classes in Distance Education-1 point for each extra class –max.10 iii)Classes taken in courses in other universities /institutes/ colleges: 1 point for each 1hour class (Self declaration) iv) **Classes at gallery/ Museum visit -1 point for each 1hour class –max.10**	10		
3	Preparation and imparting of knowledge /instruction as per curriculum-10 Syllabus enrichment by providing additional resources to students-10 Preparation of learning Modules-10 each (Self declaration with examples)	20		
4	Use of participatory and innovative teaching- learning methodologies; updating of subject content, course improvement , etc.: (Self declaration with	20		

	example i) Updating of courses, Design of Curriculam-5 per single course (Max. 10) ii)Participatory & innovative T/L process with problems based Learning \, Case Studies, Group Discussions etc. Max. 10 a)Interactive Courses-5 points each b) Case Studies- 5 points each iii) Use of ICT in T/L process with Computer-aided methods like Power Point/ multimedia/Simulation/ Software etc. (Use of any of these in addition to Chalk & Board -5 points) Max.10 iv) Developing and imparting Remedial /Bridge courses (each activity- 5 points Max. 10 v)Developing & imparting soft skills/ communication skills, personality development courses/ modules (Each activity -5 points) Max. 10 vi) Developing & imparting Specialised teaching learning programmes in physical education Library etc., (Each activity -5 points) Max. 10 vii) Organising and conducting of popularization programmes/ training courses in computer assisted teaching /Web based Teaching and e-library skills to students; a) Workshop / Training Course -10 points each b) Popularization Programmes (5 points each) Max.10			
5	Examination duties (Invigilation, paper setting, evaluation/ assessment of answer scripts) as per allotment: (Duties performed as per allotment or not - Self declaration) i)University examination work as duties allotted (invigilation 10 points, evaluation of answer scripts 5 points paper setting 5 points, Moderation -5 points(100% compliance -20 points ii)University examination/ evaluation responsibilities for internal/ continuous assessment work as allotted(100% compliance-10 points) iii)Examination work such as coordination, Observation, Flying squad duties etc. -5 points each (100% compliance -10 points)	25		
Total Score :		125		
Minimum API Score required:		75		

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

Sl. No.	Nature of Activity	Maximum API Score Allotted	Self Appraisal Score (To be given by the applicant)	Verified API Score (for the use IQAC only)
1	Student related co-curricular/extension / field based activities i)Field Study/ Educational Tours/Placement- (5 points each) Max.10 ii) Position held /leadership role played in organization linked with Extension work and NSS,NCC, NSO.or any other similar activities (each activity 10 points) Max 10 iii)Students and Staff related socio cultural and sports programmes, campus publications (departmental level 2 points, institutional level 5 points) Max 10 iv) Community work like values of national integration, Environment, Human Rights, Scientific temper, Peace, Flood or Drought relief, campus cleaning etc., (5 points each) Max. 10 v) Coordinator of remedial coaching programme/ **collaborative activities** for the marginal communities. Max. 10 vi) **Artistic enhancement for media and other audio& visual format or Architectural enhancement through murals sculpture etc of University college premises – each activity 10 points**	20		

2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities- 10 per activity (Self declaration with examples) i)Institutioal governance responsibilities such as Dean, Director ,HOD,Dept. Incharge, Chairman of NAAC, IQAC etc (10 points each) Max. 10 ii) Academic /Administration Committees such as Member Admission Board, Faculty Council, Court, Executive Council, Planning Board, IQAC, NAAC, Library, BOS, Higher Degrees Committee etc. (5 points each) Max. 10 iii) Participation in committees for Students Welfare like prevention of Sexual Harassment Cell, Equal Opportunity, Cell, SC&ST Cell, Counselling, Board of Discipline, Sports Board, Anti-Ragging Committee etc.,(5 points each) Max. 10 iv)Organization of Conference /Training as chairman /Organizational Secretary/ Treasurer/ Curating of Exhibition Member: Max. 10 a) International (10 points); National / Regional (5 points); b) Member of the organizing Committee (1 point each)	15			
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) (Self declaration with examples) i)Membership in profession related committees at national and state level – Max.10 a) National level-3 points each b)State level-2 points each ii) Participation in Subject Association, Conference /Seminars without paper presentation (each participation 2 points) Max. 10 iii) Participation in short time training courses less than one week duration in curriculum development professional development, exam. Reforms, institutional governance (each activity 5 points) Max.10 iv)Membership /Participation in State/ central Bodies / Committees (5 points each) Max. 10 v) Publication of articles in Newspapers/ Magazines or other publications (not covered in category 3) Radio talks, Television programmes (1 point each) Max. 10	15			
Total Score :		50			
Minimum API Score required:		15			

*Teachers may score 10 points from either Category-I or Category-II to achieve the minimum score required under Category I+II.

CATEGORY- 3 RESEARCH AND (RELATED) ACADEMIC CONTRIBUTIONS

Sl.No.	Faculties Arts/ Humanities/ Social Sciences	API Score Allotted	Self- Appraisal Score (to be submitted by the applicant)	Verified API Score (for the use IQAC only)
3(A-1) Research publications (Journals, Periodicals, Conference proceedings) and Editing Journals and Periodicals	Category-A Journals* (Refereed/Peer Reviewed	20/Publication per author		
	Category-B Journals Non-Refereed but having ISBN/ISSN numbers	15/ Publication per author		
	Recognized and reputable periodicals/media*	10/ Publication per author		
	Full papers in conference (seminar/ workshop/ symposium) proceedings, etc (Abstract not to be included)	10/ Publication per author		
	Popular articles published in newspapers/ Professional magazines	3/ Publication per author		
	Referring: (i) Journal Papers (ii) Conference Papers (iii) Books	(i) 5/Journal Paper (ii) 3/ Conference Paper (iii)10/ Book [max -30 for one or more work(s) under referring]		

	Editor of Journals/		5 each [max-10		
	Editing Course materials of DE Writing course materials of DE		5 each max. 10 5 each, max. 10		
	Member of Board of Editors of Journals/ Periodicals		3 each [max-9]		

3(A-2) Public Displays/Exhibitions /Performances with or without outputs in CD/ DVD/ Online/ E-Form/ E-Book	Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online/ E-Form/ E-Book version or Brochures	Company/ Agency/ Instt Name /self-financed(including TV/Radio etc)	Categorization I. International 20 each. II. National 15 each III. Regional 10 each (Venues/ event/ gallery/ studio/ museums)	Solo artist/Performer – 20/15/10 respectively Group Artist/ performer – 15/10/5 respectively	API Score
	Publications of Exhibitions/ Catalogues/ Artist folio			10 per Catalogue / Artist Folio	
Solo Performance or Exhibition as an Artist on invitation	Title of Programme Exhibition with details of Venue (Including Curatorial Projects/ Exhibition)	Organised or sponsored by Institution/ Company/ Agency incl. AIR/TV etc	Categorization I. International 50 each. II. National 25 each III. Regional 15 each (Venues/ event/ gallery/ studio/ museums)		

3(B) Per Research publications (books, chapters in books, etc.)	Text or Reference Books Published by International Publishers with an established peer review system	50/sole Author 30/ per author in case of multiple Authors 10 / chapter in an edited book in case of sole Author 6/ chapter in an edited book per author in case of multiple Authors		
	Subject Books by National /State level publishers and State /Central Govt./ University/ College/ institutional Publications with ISBN/ISSN numbers	25/sole Author 15/ per author in case of multiple Authors 5/chapter in an edited book in case of sole Author 3/ chapter in an edited book per author in case of multiple Authors		
	Chapters contributed to edited knowledge based volumes published by (i)International Publishers (ii) Indian Publishers	(i)International Publishers: 10/ chapter in an edited book in case of sole Author		

		6/ chapter in an edited book per author in case of multiple Authors (ii) Indian Publishers: 5/ chapter in an edited book in case of sole Author 3/ chapter in an edited book per author in case of multiple Authors		
	Peer reviewed Monographs Monographs (without Peer reviewed)	25 per Monograph 20 per Monograph		
	Translation work	20 per book 10/ published work other than book		
	Editing of volumes	15/ volume in case of sole editor 10/ volume per editor in case of multiple authors		

3C   Research Projects

3I(C)(i) Sponsored projects carried out/ongoing	(a)Major Projects amount mobilized with grants above Rs. 5 lakhs	20/ Project per investigator		
	(b)Major projects amount mobilized with grants above Rs.3 lakhs up to Rs.5 lakhs	15/ project per investigator		
	(c)Minor projects amount mobilized with grants of Rs. 25,000 to Rs. 3 lakhs	10/ project per investigator		
3(C)(ii) Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs.2 lakhs	10/ every Rs. 10 lakhs and Rs. 2 lakhs respectively per project consultant		
3I(C)(iii) Completed projects: Quality evaluation	Completed project report (acceptance from funding agency)	20/major project and 10/minor project per project investigator or consultant		
3(C)(iv) Project outcome/ outputs	Major Policy document of Govt. Bodies/ Govt. recognized public or private institutions, societies	30/national level patent/ technology		

		transfer/product/ process /major policy document at state level, and 50/ international level patent/ technology Transfer /product/ process /major policy document at national level per project investigator/ consultant/ author of policy document		
3 (C)(v) Consultancy (Honorary)	Honorary Consultancy to govt. bodies/ govt. recognized public or private institutions, societies and agencies/ industries, etc.	5/ assignment per consultant [max-20)		

3 (D) Research Guidance

3(D)(i)	Master's Thesis, Action Research or equivalent Work**	Degree awarded only	2 / candidate per Supervisor Max. 10	
3(D)(ii)	M.Phil/ Equivalent thesis**	Degree awarded only	6/ candidate per Supervisor Max 30	
3(D)(iii)	Ph.D. Course Work- Project	Mentoring	6/ candidate per Supervisor Max 40	
3(D)(iv)	Ph.D.	Degree awarded	20/ candidate per Supervisor Max 100	
3(D)(v)	Ph.D.	Thesis submitted	10/ candidate per supervisor Max 30	
3I(D)(vi)	Ph.D.	Registered(Ongoing)	3/ candidate per Supervisor Max 15	

3(E) TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP/PAPERS

3(E)(i)Organization## or participation in Refresher courses/ Orientation courses/ Methodology Workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skill Development Programme, Faculty Development Programmes, etc.	(a) Not less than two weeks duration	20 each event		
	(b) One week duration	10 each event		
	(c) less than one week duration	5 each event		
3(E) (ii) Presentation of research papers (oral/ poster) in conferences, Seminars, Workshops, etc.#	(a)International/Foreign Conference, etc.	15 each		
	(b) National	10 each		
	(c) Regional/State level	7 each		
	(d) Local-University/College level	3 each		
3(E)(iii) (a) Resource	(a) International	15 each event		

persons or chairing the session in Invited lectures / invited presentations / refreshers courses /training courses / study circles / seminars / symposia/ conferences / workshops / academic courses, etc. **(b)** Organisation of **(a)** as above##	(b) National	10 each event		
	(c) Regional/State level	7 each event		
	(d) Local-University/College level	3 each event		
3(F)(i) Recognition of Research: Prestigious Honours and Awards of national/international importance or recognized by the international agencies or the departments/ agencies of national/ state governments etc.	International	30 each (max-30)		
	National	20 each (max-20)		
3(F)(ii) Post-doctoral Fellowships: Post-doctoral fellowships of at least 8- week/2 months duration received and availed of		15 each [max-30]		
Total				

*Journals under Category-A and Category-B and Recognized and reputable periodicals/media to be decided by respective departments.
** Equivalent Work of Master's Thesis and M.Phil is to be decided by respective departments.
# If paper presented in Conference/Seminar/Workshop, etc. is published in the form of proceedings, the points would accrue for the research publications [3 (A)] and not under presentation [3(F)(ii)]. Paper accepted in Conference/ Seminar/ Workshop, etc. may be reckoned as equivalent to papers presented.
Each of the organisers of the programmes shall get same score. However for each of these programmes if one opts to get score as organiser he/she shall not be entitled to get score in other capacity/ies.
Copies of the relevant page/s from the original project application and the final project report showing the name(s) of the research investigator(s) have to be enclosed.s

Note:
1) Regarding jointly undertaken research project: For research projects carried out jointly, the Principal Investigator (PI) will be credited with 60% marks, while the rest 40% will be divided equally among the Co- PIs.

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

Sl. No.		Assistant Professor/ equivalent cadres:(Stage 1 to stage 2)	Assistant Professor/ equivalent cadres:(Stage 2 to stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres:(Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres: (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning Evaluation Related Activities (Category I)	75/ Year	75/ Year	75/ Year	75/ Year	75/ Year
II	Co-curricular, Extension and Profession related activities (Category II)	15/ Year	15/ Year	15/ Year	15/ Year	15/ Year
III	Minimum total average annual score under Categories I and II*	100/ Year	100/ Year	100/ Year	100/ Year	100/ Year

IV	Research and Academic Contribution (Category III)	10/ Year (40/assessment period)	20/ Year (100/assessment period)	30/ Year (90/assessment period)	40/ Year (120/assessment period)	50/ Year (500/assessment period)
	Expert Assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
V	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%- Contribution to Research 50%- ssessment of domain knowledge and teaching practices 20%- Interview/ Discussion performance	50%- Contribution to Research 30%- Assessment of domain knowledge and teaching practices 20%- Interview / Discussion performance	50%- research 50%- Performance evaluation and other credential by referral procedure

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.
Note: Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

TABLE- III: 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 (ia)four years of service with Ph.D. or (ib) 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 (ic) six years of service who are without Ph.D./ M.Phil./PG Degree in Professional Courses	i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided. ii)One Orientation and one Refresher/ 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 API scores using PBAS scoring proforma developed by the concerned university as per the norms provided. 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 API scores using PBAS scoring proforma developed by the university as per the norms provided. ii) At least three publications in the entire period as Assistant Professor (Twelve years) 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 for promotion.
4.	Associate Professor (Stage 4) [Associate Professor- direct recruits, and directly recruited Readers/ Readers promoted through thorough CAS/ Lecturers (SG) who do not belong to any stage, and who became Associate Professor through automatic upgradition/ redesignation after three years of their completed service] to Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	i) Minimum yearly/cumulative API scores using PBAS scoring proforma developed by the University as per the norms provided. 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. [For directly recruited Associated Professors, and directly recruited Readers/ Readers promoted through thorough CAS/ Lecturers(SG) who do not belong to any stage, and who became Associate Professors through automatic upgradition/ redesignation after three years of their completed service -- i) Teachers may combine last eleven years of their service to achieve minimum API scores, if required; ii)A minimum of five publications in last six years of their service.] iii) A selection committee process for promotion.

5.	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (universities only)	i) Minimum yearly/ cumulative API scores for the assessment period as per the norms provided in Table II (A) of Appendix III. ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of standard; (b) awards/ honours/ recognitions/ patents and IPR on products and processes developed/ technology transfer achieved; and (c) Additional research degrees like D.Litt, etc. iii) A review process by an Expert Committee as stipulated in this regulation.

1) For teachers seeking promotion under CAS to Associated Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the existing requirement of Ph.D. or equivalent publications will continue to apply. In case, some teachers do not also meet this criteria, the selection committee may give due weightage to criteria mentioned in Categories I and II. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

2) Minimum academic performance and Service requirements for promotion through CAS of the following categories of university teachers be:
I) For Category III (Research and Academic contributions), an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the minimum aggregate score over two previous stages, taken together. In case of promotion to Professor, the publication requirement shall be met over the two previous stages (Explanatory Note, UGC Regulations, 2010, p. 7953).

II) Minimum academic performance requirements for promotion from Associate Professor (Stage 4) to Professor (Stage 5) for directly recruited Associated Professors, and directly recruited Readers/ Readers promoted through thorough CAS/ Lecturers(SG) who do not belong to any stage, and who became Associate Professors through automatic upgradition/redesignation after three years of their completed service –
i) Teachers may combine last eleven years of their service to achieve minimum API scores, if required;
ii)A minimum of five publications in last six years of their service. (*vide* Rabindra Bharati University, EC Resolution No.....dated.....

RABINDRA BHARATI UNIVERSITY
Kolkata – 700 050

APPLICATION FORM FOR PROPMOTION OF UNIVERSITY TEACHERS UNDER CAREER ADVANCEMENT SCHEME

ANNEXURE – II

(Online Submission and Submit two hardcopies with supporting documents)

From:

Stage/Designation

To:
Stage /Designation

(Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4) to Professor/equivalent cadres (Stage 5).

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters):	
2.	Father's Name/Mother's Name:	
3.	Date of Birth:	
4.	Category: Please tick (√) in appropriate box.	SC ST OBC-A OBC-B GEN
5.	Department/School:	
6.	Current Designation & Academic Grade Pay(AGP):	
7.	Date of last Promotion, if any:	
8.	Date of eligibility for promotion:	
9.	Address for correspondence(with pin code):	
	Permanent Address (with pin code):	
11.	Telephone No.:	
12.	E-mail Id:	

13. Academic Qualifications:

A. Last Academic Qualification (other than research degree(s)):					
Degree/ Certificate	Name of The Board/ University	Year of Passing	Percentage of Marks Obtained	Division/ Class/Grade	Subject (s)

B. Research Degrees:			
Degree	Title of Dissertation/Thesis	Date of Award	Name of the University
M. Phil.			
Ph. D. / D. Phil.			
D. Sc. / D. Litt.			

14. Position(s) held Prior to Joining this University, if any:

Designation	Name of Employer	Date of		Gross salary with AGP	Reason for Leaving
		Joining	Leaving		

15. Posts held after Appointment at the University:

Designation	Department/School	Period		Pay Scale/Academic Grade Pay (AGP)
		From	To	

16. Period of Teaching and/ or Research Experience:

Level of Classes	No. of Years
PG Classes	
UG Classes	

17. Field(s) of Specialisation under the Subject/ Discipline: (a)

(b)

18.Orientation/ Refresher Course(s) Attended:

Title of the Course	Place	Duration (No. of Weeks)	Period

PART -B
ACADEMIC PERFORMANCE INDICATORS (A.P.I.)

(Please see detailed instructions of this PBAS proforma annexed herewith before filling up this section)

CATEGORY: I. Teaching, Learning and Evaluation Related Activities:

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

Class Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)

S.No.	Course / Paper	Level	Mode of teaching	Hours per week allotted	% of class taken as per documented record	API Score

Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

II	Teaching Load in excess of UGC norms (max score:10)		
	(i)Evening classes/ courses of the University:-1 Point for each 1 hour class- max. 10 ii) Classes in Distance Education-1 point for each extra class –max.10 iii)Classes taken in courses in other universities /institutes/ colleges: 1 point for each 1hour class (Self declaration) iv) Classes at gallery/ Museum visit -1 point for each 1hour class –max.10		

:

III	Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by pr additional resources to Students (max. Score:20)		API Score
	Preparation and imparting of knowledge /instruction as per curriculum-10 Syllabus enrichment by providing additional resources to students-10 Preparation of learning Modules-10 each (Self declaration with examples)		

iv	Use of participatory and innovative Teaching –Learning, Updating of Subject content, Course Max 20		API Score
	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement , etc.: (Self declaration with example i) Updating of courses, Design of Curriculam-5 per single course (Max. 10) ii)Participatory & innovative T/L process with problems based Learning \, Case Studies, Group Discussions etc. Max. 10 a)Interactive Courses-5 points each b) Case Studies- 5 points each iii) Use of ICT in T/L process with Computer-aided methods like Power Point/ multimedia/Simulation/ Software etc. (Use of any of these in addition to Chalk & Board -5 points) Max.10 iv) Developing and imparting Remedial /Bridge courses (each activity- 5 points Max. 10 v)Developing & imparting soft skills/ communication skills, personality development courses/ modules (Each activity -5 points) Max. 10 vi) Developing & imparting Specialised teaching learning programmes in physical education Library etc., (Each activity -5 points) Max. 10 vii) Organising and conducting of popularization programmes/ training courses in computer assisted teaching /Web based Teaching and e-library skills to students;		

(v)	Examination Duties Assigned and Performed (Max 25)			
	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score 1+2+3+4+5 = 125			

CATEGORY: II. Co-Curricular, Extension, Professional Development Related Activities

Please mention your contribution to any of the following:

S.No.	Type of Activity	Average Hrs / Week	API Score
(i)	**Extension, Co-curricular & field based Activities (Max 20)**		
	Student related co-curricular/extension / field based activities i)Field Study/ Educational Tours/Placement- (5 points each) Max.10 ii) Position held /leadership role played in organization linked with Extension work and NSS,NCC, NSO.or any other similar activities (each activity 10 points) Max 10 iii)Students and Staff related socio cultural and sports programmes, campus publications (departmental level 2 points, institutional level 5 points) Max 10 iv) Community work like values of national integration, Environment, Human Rights, Scientific temper, Peace, Flood or Drought relief, campus cleaning etc., (5 points each) Max. 10 v) Coordinator of remedial coaching programme/ **collaborative activities** for the marginal communities. Max. 10 vi) **Artistic enhancement for media and other audio& visual format or Architectural enhancement through murals sculpture etc of University college premises – each activity 10 points**		
(ii)	**Contribution to Corporate Life and Management of the Institution (Max 15)**	Year / Semester wise responsibilities	API Score
	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities- 10 per activity (Self declaration with examples) i)Institutioal governance responsibilities such as Dean, Director ,HOD,Dept. Incharge, Chairman of NAAC, IQAC etc (10 points each) Max. 10 ii) Academic /Administration Committees such as Member Admission Board, Faculty Council, Court, Executive Council, Planning Board, IQAC, NAAC, Library, BOS, Higher Degrees Committee etc. (5 points each) Max. 10 iii) Participation in committees for Students Welfare like prevention of Sexual Harassment Cell, Equal Opportunity, Cell, SC&ST Cell, Counselling, Board of Discipline, Sports Board, Anti-Ragging Committee etc.,(5 points each) Max. 10 iv)Organization of Conference /Training as chairman /Organizational Secretary/ Treasurer/ Curating of Exhibition Member: Max. 10 a) International (10 points); National / Regional (5 points); b) Member of the organizing Committee (1 point each)		

(iii)	Professional Development Activities (Max 10)		
	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) (Self declaration with examples) i)Membership in profession related committees at national and state level – Max.10 a) National level-3 points each b)State level-2 points each ii) Participation in Subject Association, Conference /Seminars without paper participation (each participation 2 points) Max. 10 iii) Participation in short time training courses less than one week duration in curriculum development professional development, exam. Reforms, institutional governance (each activity 5 points) Max.10 iv)Membership /Participation in State/ central Bodies / Committees (5 points each) Max. 10 v) Publication of articles in Newspapers/ Magazines or other publications (not covered in category 3) Radio talks, Television programmes (1 point each) Max. 10		
	Total Score (i+ii+iii) (Max :50)		

CATEGORY:III.

(A) (i) Research, Publications and Academic Contributions:

S.No.	Title with Page Nos.	Journal	ISSN / ISBN No.	Whether peer reviewed / Refereed	No. of Author /Co-author	20 / Publication per Author	API Score

3(A-2) Public Displays/Exhibitions /Performances with or without outputs in CD/ DVD/ Online/ E-Form/ E-Book	Title of Show/ Exhibition/ Performance with or without CD/DVD/ Tape/ Online/ E-Form/ E-Book version or Brochures	Company/ Agency/ Instt Name /self-financed(including TV/Radio etc)	Categorization I. International 20 each. II. National 15 each III. Regional 10 each (Venues/ event/ gallery/ studio/ museums)	Solo artist/Performer – 20/15/10 respectively Group Artist/ performer – 15/10/5 respectively	API Score
	Publications of Exhibitions/ Catalogues/ Artist folio			10 per Catalogue / Artist Folio	

Solo Performance or Exhibition as an Artist on invitation	Title of Programme Exhibition with details of Venue (Including Curatorial Projects/ Exhibition)	Organised or sponsored by Institution/ Company/ Agency incl. AIR/TV etc	Categorization I. International 50 each. II. National 25 each III. Regional 15 each (Venues/ event/ gallery/ studio/ museums)		API Score

(ii) Articles /Chapters published in books:

S.No.	Title with page Nos.	Book Title editor &	ISSN/IS BN No.	Whether peer reviewed	No. of Authors /Co-authors	15 / Publication per Author	API Score

(iii) Recognized and Reputable Journal or Periodicals

S. No,	Title with page nos.	No. of Authors /Co- authors	10 / Publication per Author	API Score

(iv) Full papers in Conference or Workshop Proceedings:

S.No.	Title with page nos.	Details of Conference/ Publication	ISSN/ISBN No.	No. of Authors /Co- authors	10 / Publication per Author	API Score

(v) Popular Articles Published in Newspaper and Other Magazines

S. No,	Title with page nos.	No. of Authors /Co- authors	3 / Publication per Author	API Score

(vi) Referring, Journal Papers / Conference Papers or Books

S. No,	Title with page nos.	No. of Authors /Co- authors	5 Journals , 3/Conference paper and 10 / Books	API Score

(vii) Editor of Journals
Member of Board of Editors of Journals/Periodicals

S.No.	Title of the journal	Editor/Member	ISSN / ISBN No.	Whether peer reviewed / Refereed	5 per Editor/ 3 per member	API Score

(viii) Editing Course Materials of D.E./ Writing Course Materials of D.E.

S. No,	Title with page nos.	No. of Authors /Co- authors	5 Each	API Score

Research Publications
B) (i) Books Published by International / National /State Level Publishers etc.:

S.No.	Title with page nos.	Type of Books & Authorship	Publisher & ISSN / ISBN No.	Whether peer reviewed	No. of Authors/ Co- authors	50 per Author / 25 per Author	API Score

(ii) Chapters in Books Published by International / National /State Level Publishers etc.:

S.No.	Title with page nos.	Type of Books & Authorship	Publisher & ISSN / ISBN No.	Whether peer reviewed	No. of Authors/ Co- authors	10 per Author / 7 per Author	API Score

(iii)Monographs

S.No.	Title with Page Nos.	ISSN / ISBN No.	Whether peer reviewed / Refereed	No. of Authors/Co-authors	20 per Author / 15 per Author	API Score

(iv) Translation Work

S.No.	Title with Page Nos.	ISSN / ISBN No.	Whether peer reviewed / Refereed	No. of Authors/Co-authors	20 per Book	API Score

(v) Editing Volumes

S.No.	Title with Page Nos.	ISSN / ISBN No.	Whether peer reviewed / Refereed	No. of Authors/Co-authors	15 per Volume	API Score

(C). Ongoing and Completed Research Projects and Consultancies:
(C) (i & ii) Ongoing Projects / Consultancies:

S.No.	Title	Agency	Period	Grant / Amount Mobilized (Rs.	20/ 15 /10 Project per Investigator	API Score

(C) (iii & iv) Completed Projects / Consultancies:

S.No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. Lakh)	Whether policy document / patent as outcome		API Score

(D) Research Guidance:

S.No.	Number Enrolled	Thesis Submitted / Degree awarded			API Score
Master's Thesis, Action Research or equivalent work				2/Candidate per Supervisor (Max 10)	
M. Phil or equivalent				6/Candidate per Supervisor for Degree awarded (Max 30)	
Ph.D. or equivalent				20/Candidate per Supervisor (Max 100)	
Ph.D. Submission				10/Candidate per Supervisor (Max 30)	
Ph.D. Course Work		Mentoring		6/Candidate per mentor (Max 40)	
Ph.D		Registered(ongoing)		3/Candidate per Supervisor (Max 15)	

3(E) TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP/PAPERS				API Score
3(E)(i) Organization## or participation in Refresher courses/ Orientation courses/ Methodology Workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skill Development Programme, Faculty Development Programmes, etc.	(a) Not less than two weeks duration	20 each event		
	(b) One week duration	10 each event		
	(c) less than one week duration	5 each event		

3(E) (ii) Presentation of research papers (oral/ poster) in conferences, Seminars, Workshops, etc.#	Title of Paper Presented	Title of Conference / Seminar	Organised by	API Score
(a)International/Foreign Conference, etc. 15 each				
(b) National 10 each				
(c) Regional/State level 7 each				

(d) Local-University/College level 3 each				

3(E)(iii) (a) Resource persons or chairing the session in Invited lectures / invited presentations / refreshers courses /training courses / study circles / seminars / symposia/ conferences / workshops / academic courses, etc. **(b)** Organisation of **(a)** as above##	Title of Lecture/Academic Session	Title of conference / Seminar etc.	Organised by	API Score
(a) International 15 each event				
(b) National 10 each event				
(c) Regional/State level 7 each event				
(d) Local-University/College level 3 each event				

				API Score
3(F)(i) Recognition of Research: Prestigious Honours and Awards of national/international importance or recognized by the international agencies or the departments/ agencies of national/ state governments etc.	International	30 each (max-30)		
	National	20 each (max-20)		
3(F)(ii) Post-doctoral Fellowships: Post-doctoral fellowships of at least 8- week/2 months duration received and availed of		15 each [max-30]		
Total				

IV SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total- API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			

II	Co-curricular, Extension, Professional development etc.			
	Total I+II			
III	Research and Academic Contribution			

PART-C

PART-C
OTHER RELEVANT INFORMATION

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

S.No.	Details (Mention Year, Value, etc. where relevant)

NB. : The individual PBAS proforma duly filled along with all enclosures, Submitted for CAS promotions will be duly verified by the University as necessary and placed before the Screening Cum Evaluation Committee or Selection committee for assessment / verification

PART- D PUBLICATION REQUIREMENTS

Sl. No.	Stage/Designation	Minimum No. of Publications Required and Period Allowed for Meeting such Requirements	Document Tag No.
	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	At least three publications in the entire period as Assistant Professor (Twelve years)	
	Publication Details:		
1.			
2.			
3.			
	Associate Professor (Stage 4) [Associate Professor- direct recruits, and directly recruited Readers/ Readers promoted through thorough CAS/ Lecturers (SG) who do not belong to any stage, and who became Associate Professor through automatic upgradition/ redesignation after three years of their completed service] to Professor/ equivalent cadres (Stage 5)	A minimum of five publications since the period that the teacher is placed in Stage 3. [For directly recruited Associated Professors, and directly recruited Readers/ Readers promoted through thorough CAS/ Lecturers(SG) who do not belong to any stage, and who became Associate Professors through automatic upgradition/ redesignation after three years of their completed service – A minimum of five publications in last six years of their service.]	
	Publication Details:		
1.			
2.			
3.			
4.			
5.			

LIST OF ENCLOSURES: (Please attach, documentary proofs including copies of certificates, sanction orders, papers, etc. wherever necessary)

1.	
2.	
3.	
4.	

5.	
6.	
7.	
8.	
9.	
10.	
..	
…	

I certify that all information including the personal data and duly filled PBAS proforma provided and documentary proof enclosed herewith are correct.

Signature of the applicant:

Place Date:

Countersigned by:

**Head of the Department/ Director of School /Dean of the
Faculty concerned (in case the candidate is Head/Director)**

Place: Date:

Office Seal