

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Visva-Bharati: Santiniketan 731235



Chairperson

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NOTIFICATION

Faculty members who wish to be considered for promotion under Career Advancement Scheme of UGC are invited to apply to the Head of concerned Department / Centre stating that s/he fulfils all qualifications under CAS and submit the Performance Based Appraisal System (PBAS) proforma (Old or Revised, as may be applicable) as evolved by Visva-Bharati (available on the university website) duly supported by all credentials as per the API guidelines set out in UGC Regulations 2010 (and the two amendments) and also in the proforma. The faculty members may apply **three months in advance of the due date**.

Candidates who do not consider themselves eligible can opt to apply later.

Kindly Note that Candidates whose due date of promotion is before 20.2.2014 will have to apply in the Old Proforma and will not come under the system of Capping of API Scores.

Candidates whose due date of promotion is on or after 20.2.2014 will have to apply in the Revised Proforma and will have to follow the system of Capping for API Scores as per the Second Amendment of the UGC Rules.

Candidates who do not fulfil the minimum score requirement under the API Scoring System or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which s/he has successfully got re-assessed by the Selection Committee.

While CAS promotions from a lower grade to a higher grade of Assistant Professor shall be decided by a "Screening cum Evaluation Committee", those to the grades of Associate Professor and Professor shall be decided by respective Selection Committees, by adhering to the criteria laid down for API score in PBAS.

As per the Second Amendment of UGC Regulation (Minimum Qualification For Appointment of Teachers and other Academic Staff in Universities and measures for the maintenance of Standards in Higher Education) (2nd Amendment) dated 13th June 2013 the Minimum score required for promotion shall be as follows:

150 out of a total of 250 from category I and II, with at least 100 (from maximum of 180) from Category I and 20 (from maximum of 70) from Category II.

In calculating the API score of Category III (Research and Academic Contributions), the following capping have been prescribed in the second amendment of UGC and accepted by the Government of India & approved by the Executive Council in its meeting held on 20.02.2014.

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| a) Research paper (Journals, etc.) | 30% |
| b) Research publications(books, etc) | 25% |
| c) Research projects | 20% |
| d) Research Guidance | 10% |
| e) Training courses & conf./seminar, etc. | 15%. |

The calculation of the percentage capping will be made **on the basis of the total API score** claimed by the candidate and verified by the authorities. **The candidate will have to submit all necessary documents in support of the API score claimed.**

Furthermore, three sets of three publications (made during the service as Assistant Professor) shall be required to be submitted in a separate cover (for expert evaluation) for consideration of promotion from Assistant Professor to Associate Professor. Similarly, three sets of reprints of five major publications of the candidate shall be separately required from those applying for the grade of Professor, *provided* that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage-II.

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage scores while finalizing the outcome of selection.

The applications with bio-data (annual self-appraisal reports), duly filled PBAS proforma and credentials should be submitted by the candidates **within 16 May 2016**. The Head of concerned Department/Centre shall forward the compiled applications with his/her recommendations to the Adhyaksha of their Bhavana preferably within **next five working days**. One copy of the application should be forwarded by the concerned Head directly to the Chairman, IQAC. The Adhyaksha of Bhavana shall arrange for evaluation of the applications by involving external subject expert(s) and members nominated by the IQAC.

April 15,2016


Chairman
IQAC

The notification seeking application for CAS shall be put up on university website and copies shall be provided to all Bhavana.

Copy to:

1. The Adhyaksha, Bhasha-Bhavana – for circulation among departments and centres
2. The Adhyaksha, Kala-Bhavana – for circulation among departments and centres
3. The Adhyaksha, Palli Samgathan Vibhaga – for circulation among departments and centres
4. The Adhyaksha, Palli Siksha Bhavana – for circulation among departments and centres
5. The Adhyaksha, Rabindra-Bhavana – for circulation among departments and centres
6. The Adhyaksha, Sangit-Bhavana – for circulation among departments and centres
7. The Adhyaksha, Siksha-Bhavana – for circulation among departments and centres
8. The Adhyaksha, Vidya-Bhavana – for circulation among departments and centres
9. The Adhyaksha, Vinaya-Bhavana – for circulation among departments and centres
10. The Webmaster for university website (IQAC page)
11. The CS to Upacharya, Visva-Bharati
12. The Registrar, Visva-Bharati
13. PA to the Chairman, IQAC