



# J. D. Birla Institute

Departments of Science, Commerce & Management  
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## **CAREER ADVANCEMENT SCHEME**

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PBAS – Performance based appraisal system

API – Academic performance indicator

### **Important points to be noted:**

1. All teachers have to submit PBAS annually to the IQAC.
2. College may issue a circular biannually calling for members to submission of application for CAS.
3. Interested candidates are to apply three months in advance along with duly filled-in PBAS and all relevant documents (format of this PBAS is different from that submitted annually).
4. College is likely to complete the formalities within 6-months from the date of application.
5. The application after scrutiny maybe placed before the Governing body for necessary resolution and approval of the experts for the screening committee (two experts to be selected from a panel of five).
6. If the application is made within the minimum eligible period and the candidate is successful, then promotion maybe deemed to be effective from completion of the minimum period of eligibility.
7. If members do not consider themselves eligible at the end of the minimum eligibility period, they can apply at a later date; however in this case if the member is found successful at the later date, then promotion will be deemed from the date of application.
8. Unsuccessful candidates (candidates securing API below the minimum score or the securing less than 50% in the expert assessment) can apply for re-assessment only after one year. In this case, promotion will be deemed on the date of reapplication if the candidate is successful.

### **Composition of the Screening Committee**

1. President of the Governing Body (For Stage II to Stage-IV only)
2. Principal
3. Head of the concerned department
4. Two subject expert from relevant the field of study as approved by the Governing Body.

## SCORING

### CATEGORY-I

	<b>CATEGORY</b>	<b>Maximum Score</b>	<b>Minimum Score to be Achieved</b>
a	<b>Lectures/seminars/practical</b>	<b>50</b>	<b>75</b>
b	<b>Other teaching duties</b>	<b>10</b>	
c	<b>Generating additional resources for students</b>	<b>20</b>	
d	<b>Use of participatory and innovative teaching-learning methodologies</b>	<b>20</b>	
	Updating of courses/designing curriculum – 5/course	10	
	Preparing resource materials/fresh reading material/laboratory manuals	10	
	Use of innovative teaching –learning ICT based learning – 10/each Interactive courses – 5/each Participatory learning module – 5/each	10	
	Developing and imparting bridge/remedial courses – 5/each	10	
	Developing and imparting soft skills/personality development – 5/each	10	
	Developing and imparting specialized teaching-learning programmes (music/performing arts/visual arts/traditional areas) – 5/each	10	
	Organization and conduction of popularization programmes – workshop training programmes – 10/each	10	
e	<b>Examination Related Work</b>	<b>25</b>	
	End-semester examination • Invigilation – 10 points • Evaluation of answer scripts – 5 points • Question paper setting – 5 points	20	
	Internal continuous examination	10	
	Coordination or flying squad duties	10	
<b>TOTAL</b>		<b>125</b>	

## CATEGORY-II

	<b>CATEGORY</b>	<b>Maximum Score</b>	<b>Minimum Score to be Achieved</b>
a	Co-curricular (extension/cultural/subject related events/counseling)	<b>20</b>	<b>15</b>
	Field studies/educational tours/industry-implant training/placement activity – 5/each	10	
	Positions held/leadership role played in organization of extension/NSS activity – 10/each	10	
	Socio-cultural and sports programmes/college publication – 5/each (college level) and – 2/each (departmental level)	10	
	Community work – 5/each	10	
b	Contribution to corporate life and management of the institute	<b>15</b>	
	Contributions through meeting/popular lectures/subject related events/articles in college magazines – 2/each	10	
	Institutional governance responsibilities – Vice Principal/IQAC coordinator – 10/each	10	
	Participation in departmental or institutional management (admission committee/campus development/library committee) – 5/each	10	
	Responsibility/participation in committees for students welfare/counselling/discipline – 5/each	10	
	Organization of conference/training International – 10/each National/regional – 5/each	10	
	Professional development (seminars/training/lectures/membership of association)	<b>15</b>	
c	Membership in profession related committees National level – 3/each State level – 2/each	10	
	Participation in subject association/conference/seminars without presenting papers – 2/activity	10	
	Participation in short-term training courses less than one week duration – 5/activity	10	
	Membership/participation in bodies/committees on education and national development – 5/each	10	
	Publication of articles in newspaper/magazines/other publication – 1/each	10	
	<b>TOTAL</b>	<b>50</b>	

### CATEGORY-III

Category		Points	
<b>A</b>	<b>JOURNALS</b>		
	Papers in referred journals	15/publication	
	Papers in non-referred journal with ISBM/ASSN number	10/publication	
	Compete papers in conference Proceedings (abstracts not be included)	10/publication	
<b>B</b>	<b>TEXTBOOKS</b>		
	Textbooks/reference books published by international publisher and is peer reviewed	50/sole author 10/chapter	
	Subject books published by national/state publishers with ISBN/ISSN number	25/sole author 5/chapter	
	Subject books published by other publishers with ISBN/ISSN number	15/sole author 3/chapter	
	Chapters contributed to edited knowledge based volumes published by international publishers	10/chapter	
	Chapters contributed to edited knowledge based volumes published by national level publishers	5/chapter	
<b>C</b>	<b>RESEARCH PROJECTS</b>		
a	Major projects	> 5 lakhs* > 30 lakhs**	20/project
	Major projects	3-5 lakhs* 5-30 lakhs**	15/project
	Minor project	25,000-3 lakhs* 50,000 to 5 lakhs**	10/project
b	Consultancy	Minimum mobilised amount – 2 lakhs* Minimum mobilised amount – 10 lakhs**	2/lakhs* 10/lakhs
* for arts/humanities stream; ** for science streams			
c	Completed major projects (Acceptance form the funding agency)		20/project
	Completed minor projects (Acceptance form the funding agency)		10/project
d	Patent/technology transfer (national level)		30/patent or technology
	Patent/technology transfer (international level)		50/patent or technology
<b>D</b>	<b>RESEARCH GUIDANCE</b>		
	M.Phil (degree awarded)		3/candidate
	P.hD. (degree awarded)		10/candidate
	P.hD. (thesis submitted)		7/candidate
<b>E</b>	<b>PERSONAL DEVELOPMENT</b>		
	Refresher courses/workshops/soft skills development programmes/faculty development programmes – at least 2 weeks		20/each
	Refresher courses/workshops/soft skills development programmes/faculty development programmes –1 week		10/each
	Papers presented in international level conferences/seminars (oral/poster) – <i>if published full length in the proceedings then it should not be mentioned here but in the publication section</i>		10/each
	Papers presented in national level conferences/seminars (oral/poster) – <i>if published full length in the proceedings then it should not be mentioned here but in the publication section</i>		7.5/each
	Papers presented in regional/state level conferences/seminars (oral/poster) – <i>if published full length in the proceedings then it should not be mentioned here but in the publication section</i>		5/each
	Papers presented in local level conferences/seminars (oral/poster) – <i>if published full length in the proceedings then it should not be mentioned here but in the publication section</i>		3/each
	Invited lectures/presentations at the international level		10/each
	Invited lectures/presentations at the national level		5/each

**PROMOTIONS ONLY AGAINST SANCTIONED POSTS**

CATEGORY	QUALIFICATION REQUIRED	STAGE	MINIMUM YEARS REQUIRED FOR PROMOTION	GRADE PAY	MANDATORY COURSES	MINIMUM API	
ENTRY LEVEL	M.Sc./MA./M.Tech./M.Arch./M.Fine. & NET/SET	STAGE-I	--	6000	---	--	
ASSISTANT PROFESSOR	Ph.D.	STAGE-I to STAGE-II	4 yrs	7000	1 Orientation Course 1 Refresher Course	<b>CATEGORY-I</b> Teaching-Learning	75/year
	M.Phil./PG in Professional Courses (e.g. M.Tech)		5 yrs			<b>CATEGORY-II</b> Co-curricular & Extension	15/year
	M.Sc.		6 yrs			<b>CATEGORY-III</b> Research & Academic Contribution	5/year or 20- /Assessment period
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	<b>CATEGORY-I</b> Teaching-Learning					75/year	
	<b>CATEGORY-II</b> Co-curricular & Extension					15/year	
	<b>CATEGORY-III</b> Research & Academic Contribution					10/year or 50- /Assessment period	
	No separate points by the <b>Screening Committee</b> , who shall only verify the API submitted by the candidate						
ASSOCIATE PROFESSOR	Ph.D.	STAGE-III to STAGE-IV	3 yrs	9000	1 publication	<b>CATEGORY-I</b> Teaching-Learning	75/year
	M.Phil./PG in Professional Courses (e.g. M.Tech)				2 publication	<b>CATEGORY-II</b> Co-curricular & Extension	15/year
	M.Sc.				3 publication in the entire 12 years and Course - Skill Development Programmes/Faculty Development Programmes/Methodology Workshop/Training - 1 week	<b>CATEGORY-III</b> Research & Academic Contribution	15/year or 45- /Assessment period
	50 % Points by the <b>Screening Committee</b> , who can mark as follows: <ul style="list-style-type: none"> <li>• Research – 20% Max. Score</li> <li>• Knowledge &amp; Teaching – 60% Max. Score</li> <li>• Interview Performance – 20% Max. Score</li> </ul>						

If CAS promotion is considered in 2010 – one year API (2009-2010) to be considered, if considered in 2011 – two year API (2009-2010 & 2010-2011) to be considered. However in both the cases, CATEGORY-III for the entire period (minimum eligible period) would be considered.