



THE WEST BENGAL COLLEGE SERVICE COMMISSION

**ACADEMIC PERFORMANCE INDICATORS
PERFORMANCE BASED APPRAISAL SYSTEM
[Designed in accordance with UGC Regulations (4th Amendment) 2016]
FOR SELECTION OF PRINCIPALS IN
GOVERNMENT – AIDED COLLEGES OF WEST BENGAL
(ADVT. NO. 2/2017)**

An applicant who is currently working as a Principal/TIC should have the relevant portions of his/her API along with certificates/testimonials authenticated by the President of the concerned Governing Body. In other cases, the concerned Principal/TIC is also competent to authenticate a candidate's credentials in so far as College related performance is concerned.

Applicants against WBCSC's Advertisement No. 2/ 2017 for the post of Principal must submit the filled in API pro-forma with score calculation (along with the printout of application form) to the Commission's office by 24/11/2017(4 PM). This is very important because the API Score is a crucial component of the eligibility-cum-selection criteria and therefore, accuracy in filling up the API is very important for one's candidature.. Candidates are requested to read the following instructions and the format carefully before filling in the pro-forma.

- No column should be left blank. Please write 'NA' in the column not related to you.
- Attach verifiable documents in exactly the same sequence as of the API in favour of your submission/s, such as Certificates from proper authority, Papers published etc (self attested photo copies only). **HOWEVER, PLEASE DO NOT ENCLOSE PHOTOCOPIES OF THE ENTIRE published work.** Only those pages that reveal the author name(s), the ISSN/ISBN no. etc. should be enclosed.
- Original Testimonials/documents should be produced before the interview board. It may be noted that failure to produce original documents may lead to the cancellation of candidature. The published work in original should also be brought for perusal by experts during interview.
- All entries must be made by the candidate himself/herself in his/her own handwriting.
- Any wrong or unauthenticated declaration will be dealt with as per rules and may lead to cancellation of candidature.
- Calculation of scores must be done in accordance with the instruction/s given in each item.
- **A MINIMUM CONSOLIDATED API SCORE OF 400 POINTS FROM CATEGORIES II & III OF API (CUMULATIVE) IS REQUIRED IN ORDER TO ATTAIN ELIGIBILITY.**
- The cut-off date for all items of qualification and experience, including publication, shall be 15.11.2017.

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| <p>Name of the Candidate (in capital letters):</p> <p>Present Designation:</p> <p>Institution attached to:</p> |
|---|

FORMAT

(To be filled by the candidate in his/her own handwriting)

Category – I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

| Category | Nature of Activity | Maximum Score | Actual Score | Score Claimed |
|----------|---|---------------|--|---------------|
| I | a. Direct Teaching | 60 | Actual hours spent per academic year ÷7.75 | |
| | b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment | 10 | Actual hours spent per academic year ÷10 | |
| | c. Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc. | 20 | Actual hours spent per academic year ÷10 | |

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

| Category | Nature of Activity | Maximum Score | Actual Score | Score Claimed |
|----------|---|---------------|--|---------------|
| II | a. Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.) | 15 | Actual hours spent per academic year ÷10 | |
| | b. Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i) Administrative responsibility (including as Principal/Teacher-in-charge/Convener/ Bursar/similar other duties that require regular office hrs for its discharge) (ii) Participation in Board of Studies, Academic and Administrative Committees | 15 | Actual hours spent per academic year ÷10 | |
| | c. Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution) | 15 | Actual hours spent per academic year ÷10 | |

Category – III : RESEARCH AND ACADEMIC CONTRIBUTIONS

| Category | Activity | Faculty of Sciences | Faculties of Languages/ Humanities/ Arts / Social Sciences/ Library / Physical education / Management | Maximum Score | Score Claimed |
|----------|---|---|---|---|------------------|
| III (A) | Research Papers published in: | Refereed Journals as notified by the UGC | Refereed Journals as notified by the UGC | 25 per Publication | |
| | | Other Reputed Journals as notified by the UGC | Other Reputed Journals as notified by the UGC | 10 per Publication | |
| III (B) | Publications other than journal articles(books, chapters in books) | Text/Reference Books, published by International Publishers, with ISBN/ISSN number | Text/Reference Books, published by International Publishers, with ISBN/ISSN number | 30 per Book for Single Author | |
| | | Subject Books, published by National level publishers, with ISBN/ ISSN number or State / Central Govt. Publications | Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications | 20 per Book for Single Author | |
| | | Subject Books, published by Other local publishers, with ISBN/ISSN number | Subject Books, published by Other local publishers, with ISBN/ISSN number | 15 per Book for Single Author | |
| | | Chapters in Books, published by National and International level publishers, with ISBN/ISSN number | Chapters in Books, published by National and International level publishers, with ISBN/ISSN number | International –10 per Chapter National – 5 per Chapter | |

III(C) RESEARCH PROJECTS

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|------------------|------------------------------|---|---|---|--|
| III (C) (i) | Sponsored Projects | (a) Major Projects with grants above Rs. 30 lakhs | Major Projects with grants above Rs. 5 lakhs | 20 per Project | |
| | | (b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs | Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs | 15 per Project | |
| | | (c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs | Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs | 10 per Project | |
| III (C) (ii) | Consultancy Projects | Amount mobilized with a minimum of Rs.10 lakhs | Amount mobilized with a minimum of Rs. 2 lakhs | 10 for every Rs.10 lakhs and Rs.2 lakhs, respectively | |
| III (C) (iii) | Projects Outcome /Outputs | Patent / Technology transfer /Product / Process | Major Policy document prepared for international bodies like WHO/UNO/ UNESCO/UNICEF etc. Central / State Govt./Local Bodies | 30 for each International /20 for each national level output or patent. Major policy document of International bodies -30, Central Government – 20, State Govt.-10 Local bodies – 5 | |

III(D) RESEARCH GUIDENCE

| | | | | | |
|-------------|---------|-----------------------------------|-----------------------------------|---------------------|--|
| III(D)(i) | M.Phil. | Degree awarded | Degree awarded | 5 per candidate | |
| III(D) (ii) | Ph.D. | Degree awarded / Thesis submitted | Degree awarded / Thesis submitted | 15/10 per candidate | |

III (E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS

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|--|---------------------------|---|--|---------------------------------------|--|
| III(E) (i) | Fellowships/ Awards | International Award/Fellowship from academic bodies | International Award / Fellowship from academic bodies/associations | 15 per Award / 15 per Fellowship | |
| | | National Award/ Fellowship from academic bodies | National Award/Fellowship from academic bodies/ associations | 10 per Award / 10 per Fellowship | |
| | | State/University level Award from academic bodies | State/University level Award from academic bodies/ associations | 5 Per Award | |
| III(E) (ii) | Invited lectures / papers | International | International | 7 per lecture / 5 per paper presented | |
| | | National level | National level | 5 per lecture / 3 per paper presented | |
| | | State/University level | State/University level | 3 per lecture / 2 per paper presented | |
| The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III | | | | | |

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|--------|---|---------------|--|
| III(F) | Development of e-learning delivery process/material | 10 per module | |
|--------|---|---------------|--|

GENERAL INFORMATION & ACADEMIC BACKGROUND

| Sl. No. | Examination | Name of Board / University | Year of passing | % of Marks obtained | Divn./ Class/ Grade obtained | Subject/s taken |
|---------|----------------------|----------------------------|-----------------|---------------------|------------------------------|-----------------|
| | Secondary level | | | | | |
| | H.S level | | | | | |
| | Bachelor level | | | | | |
| | Masters level | | | | | |
| | Other Exam/s, if any | | | | | |

Research Degree/s

| Sl. No. | Degree/s | Title | Date of Award | University |
|---------|------------------|-------|---------------|------------|
| | M. Phil. | | | |
| | Ph.D / D. Phil | | | |
| | D. Sc. / D. Lit. | | | |

Appointment/s held prior to joining present institution

| Sl. No. | Name of Employer | Date from | Date to | Reason for Leaving | Other Remarks (if any) |
|---------|------------------|-----------|---------|--------------------|------------------------|
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Posts held after appointment at the present institution

| Sl. No. | Designation | Department | Date of actual joining | | Grade pay | Remarks |
|---------|-------------|------------|------------------------|----|-----------|---------|
| | | | from | to | | |
| | | | | | | |
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Teaching experience (in years) :
(Only as a full time faculty in a substantive post in UGC scale of pay)

Research Experience (in years):
(only post- doctoral experience)

Administrative Experience (in years):

OTHER RELEVANT INFORMATION

Academic Staff College (HRDC) Orientation / Refresher Course attended

| Sl. No. | Name of the Course / Summer School | Place | Duration | Sponsoring Agency |
|---------|------------------------------------|-------|----------|-------------------|
| | | | | |
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DECLARATION

I, do hereby, declare that all entries in the above format are made in my own handwriting and that all entries are true to my knowledge and belief and verifiable from the documents attached herewith.

Date:

Signature of the Applicant

Place:

Clarifications regarding API

Please note that a candidate has to justify all claims made by him/her regarding the API. In respect of the items covered under **Category I & II**, which basically deal with the performance of the candidate within his/her own institution, the competent authority should validate the claims.

It is advisable that the candidates use a separate sheet of paper to make a list of their activities item wise, which the concerned authority may authenticate. Otherwise, the said authority may issue a certificate that adequately covers the relevant points.

There is, however, no need to submit copies of attendance register or attach all examination duty slips ; the competent authority's certification will be accepted even if unaccompanied by such 'back-up' documents.

candidates are requested to present a break up of their total API score in the following manner in a separate sheet.

| | | |
|------------------|--|--|
| 1. | Category I Score | |
| 2. | Category II Score | |
| 3. = A+B+C+D+E+F | Category III Score | |
| | (A) Research Papers published in journals | |
| | (B) Research Publications other than journal articles | |
| | (C) Research Projects | |
| | (D) Research Guidance | |
| | (E) Fellowships, Awards and Invited lectures delivered in conferences / seminars | |
| | (F) Development of e-learning delivery process/material | |
| 2+3 | Eligibility Score Claimed | |
| 1+2+3 | Total Score Claimed | |