



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. 2/2019)**

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/ 2019 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 16/12/2019 (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 30/11/2019.

<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 (To be authenticated)

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(To be authenticated)

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

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

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					

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

Posts held after appointment at the present institution

Sl. No.	Designation	Department	Date of actual joining		Grade pay	Remarks
			from	to		

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

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	