



THE WEST BENGAL COLLEGE SERVICE COMMISSION

ASSESSMENT CRITERIA AND METHODOLOGY
[Designed in accordance with UGC Regulations, 2018]
FOR SELECTION OF PRINCIPALS IN
STATE – AIDED GENERAL DEGREE COLLEGES OF WEST BENGAL
(ADVT. NO. 2/2024)

An applicant who is currently working as a Principal/TIC/Vice Principal should have the relevant portions along with supportive certificates/testimonials/documents authenticated by the President of the concerned Governing Body/Administrator. In other cases, the concerned Principal/TIC/Vice Principal is also competent to authenticate a candidate's credentials.

Applicants against WBCSC's Advertisement No. 2/2024 for the post of Principal must submit the duly filled in Table 2 (Academic / Research Score) with score calculation along with the proforma for general information and academic background (along with the print out of online application form) to the Commission's office by 31/07/2024 (4 PM). The Academic and Research Score is a crucial component of the eligibility-cum-selection criteria, and therefore, accuracy in filling up the proforma for calculating Academic and Research Score is very important for one's candidature. Candidates are requested to read the following instructions and the format carefully before filling in the proforma.

- 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 proforma for calculating Academic / Research Score 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's name(s), the ISSN/ISBN no. etc. should be enclosed.
- The self-attested photocopies of relevant academic/other credentials (certificates/documents) 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 ACADEMIC / RESEARCH SCORE OF 110 IS REQUIRED IN ORDER TO ATTAIN ELIGIBILITY.**
- The cut-off date for all items of qualification and experience, including publication, shall be 10/07/2024.

Name of the Candidate (in capital letters):
Present Designation:
Institution attached to:

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

Appendix - II

TABLE - 2
Academic / Research Score [UGC Regulations, 2018]

01. Research Papers in Peer-Reviewed or UGC listed Journals

(Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences- **08** per paper, Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines- **10** per paper)

Sl. No.	Title with author name(s) in order as published	Journal Name, Vol. with page number, Year	Publisher & ISSN, DOI (if any)	Whether peer reviewed and/or UGC listed, Impact Factor (if any), Citation(s) (if any)	No. of Co-author(s)	Whether you are the main author/Corresponding author/ Co-author	Claimed Score	Remarks
Total								

02. Publications (other than Research papers)

- a) i) Publication of Books as Author (International Publishers-12, National Publishers-10)
- ii) Publication of Books as an Editor (International Publishers-10, National Publishers-08)

Sl. No.	Title with total page numbers	Type of Book (monograph, text book etc), Authorship/ Editorship, Year	Publisher, National/ International & ISBN / ISSN	No. of Co-author(s)/ Jt. editor(s)	Whether you are the main author / editor/ Jt. editor	Claimed Score	Remarks
Total							

iii) Publication of Chapter in Edited Book (05)

Sl. No.	Chapter Title with total page numbers	Book title, Editor & Publisher, National/ International, Year	ISBN / ISSN	Whether peer reviewed	No. of Co-author(s)	Whether you are the main author	Claimed Score	Remarks
Total								

b. i) Translation works in Indian and Foreign Languages by qualified faculties [For Book (08)]

Sl. No.	Title of the Book with total page numbers	Type of Book (monograph, text book etc), and Authorship, Year	Publisher & ISBN / ISSN	No. of translator(s)	Language of original version & translated version(s)	Whether you are the main translator	Claimed Score	Remarks
Total								

ii) Translation works in Indian and Foreign Languages by qualified faculties [For Book Chapter/Research Papers (03)]

Sl. No.	Chapter Title /Title of paper with page numbers	Book title, Editor & Publisher/ Journal Name, Year	ISBN / ISSN, DOI (if any)	Whether peer-reviewed /Impact Factor (if any), Citation(s) (if any)	No. of translator(s)	Language of original version & translated version(s)	Whether you are the main translator	Claimed Score	Remarks
Total									

03. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

a) Development of Innovative pedagogy (05)

Sl. No.	Title, Year	Agency / Body	Whether published, give details	Outcome	Claimed Score	Remarks
Total						

b) Design of new curricula and courses (02)

Sl. No.	Title, Year	No. of Credit, No. of module/lecture	PG /UG/ Other level	Production Agency/ Body	Outcome	Claimed Score	Remarks
Total							

c) MOOCs

i) Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)[20]

Sl. No.	Title, Year	Credit	MOOCs provider with web link	Outcome	Claimed Score	Remarks
Total						

ii) MOOCs (developed in 4 quadrants) per module/lecture [05]

Sl. No.	Title, Year	No. of module/lecture	MOOCs provider with weblink	Outcome	Claimed Score	Remarks
Total						

iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant) [02]

Sl. No.	Title, Year	No. of module (with no. of quadrant)	MOOCs provider with weblink	Outcome	Claimed Score	Remarks
Total						

iv) Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks / credit) [08]

Sl. No.	Course Title, Year	Credit	MOOCs provider with weblink	Outcome	Claimed Score	Remarks
Total						

d) **E-Content**

i) Development of e-Content in 4 quadrants for a complete course/e-book (12)

Sl. No.	Title, Year	No. of module	Weblink	Production Agency/Body	Outcome	Claimed Score	Remarks
Total							

ii) e-Content (developed in 4 quadrants) per module (05)

Sl. No.	Title, Year	No. of module	Weblink	Production Agency/Body	Outcome	Claimed Score	Remarks
Total							

iii) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) (02)

Sl. No.	Title, Year	No. of Module (with no. of quadrant)	Weblink	Production Agency/Body	Outcome	Claimed Score	Remarks
Total							

iv) Editor of e-content for complete course/ paper /e-book (10)

Sl. No.	Title, Year	No. of module	Web link	Production Agency/Body	Outcome	Claimed Score	Remarks
Total							

4) a) **Research guidance**

(Ph.D. awarded 10, Thesis Submitted-05, M. Phil/PG Dissertation awarded-02)

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	Claimed Score	Remarks
i) Ph.D.	Supervisor (Sole)				
	Supervisor (Joint)				
ii) M.Phil /PG Dissertation					
Total					

b) **Research Projects Completed**

(More than 10 lakhs-10, Less than 10 lakhs-05)

Sl. No.	Title of the project with Reference No.	Grant(s)/ Amount sanctioned in Rs. (Lakhs)	Agency (Funding, Commissioning and/or Collaborating)	Period	Grant(s)/ Amount mobilized in Rs. (Lakhs)	Principal Investigator/ Co-investigator	Joint Project (Yes/No)	Output/ Impact, i.e. book/paper/ film/technology /Web-facility/ Program/Process etc.	Claimed Score	Remarks
Total										

c) **Research Projects Ongoing:**

(More than 10 lakhs-05, Less than 10 lakhs-02)

Sl. No.	Title of the project with Reference No.	Grant(s)/ Amount sanctioned in Rs. (Lakhs)	Agency (Funding, Commissioning and/or Collaborating)	Period	Grant(s)/ Amount mobilized in Rs. (Lakhs)	Principal Investigator/ Co-investigator	Output/ Impact, i.e. book/paper/ film/technology /Web-facility/ Program/Process etc.	Claimed Score	Remarks	
Total										

d) **Consultancy (03)**

Sl. No.	Title of the Project with Reference No.	Agency (Govt./Public/ Private etc.)	Period/ Status	Amount generated (in Rs.)	Consultant/ Quality evaluator	Output/Impact	Claimed Score	Remarks
Total								

5. a) Patents (International -10, National-07)

Sl. No.	Patent particulars	Approving Authority with date	Period of Validity/ Status	Type of Patent, Broad Area/Field	National/ International	No. of Inventors	Claimed Score	Remarks
Total								

b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)
[International-10, National-07, State-04]

Sl. No.	Policy details	Area/ Field	Submitted to Organization/ Body/Govt.	International/ National/ State	Developed singly/jointly	Output/ Impact	Claimed Score	Remarks
Total								

c) Awards/Fellowship (International-07, National-05)

Sl. No.	Award /Fellowship: International/ National	Name of Award / Fellowship received	Year	Name of the organization/Agency from where the award is received	Claimed Score	Remarks
Total						

6. *Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once) International (abroad)-07, International-(within the country)-05, National-03, State-/University-02

Sl. No.	Title of Lecture delivered / Paper presented /Paper published in conference proceedings	Title of Conference / Seminar etc., Date	Organized by	International (abroad/within Country)/ National/ State/ University level	Claimed Score	Remarks
Total						

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- | | | |
|---|---|-----------|
| i) Paper in refereed journals without impact factor | - | 5 Points |
| ii) Paper with impact factor less than 1 | - | 10 Points |
| iii) Paper with impact factor between 1 and 2 | - | 15 Points |
| iv) Paper with impact factor between 2 and 5 | - | 20 Points |
| v) Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) Paper with impact factor less than 10 | - | 30 Points |

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co- investigator would get 50% each

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned
- The research score shall be from the minimum of three categories out of six categories

SUMMARY OF ACADEMIC/RESEARCH SCORES

Sl. No.	Criteria	Score claimed	Remarks
01	Research Papers in Peer-Reviewed or UGC listed Journals		
02	Publications (other than Research papers)		
(a)	Books authored (i + ii + iii)		
(b)	Translation works in Indian and Foreign Languages by qualified faculties (i + ii)		
03	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
(a)	Development of Innovative pedagogy		
(b)	Design of new curricula and courses		
(c)	MOOCs (i + ii + iii + iv)		
(d)	E-Content (i + ii + iii + iv)		
04 (a)	Research guidance		
(b)	Research Project Completed		
(c)	Research Project Ongoing		
(d)	Consultancy		
05(a)	Patents		
(b)	Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
(c)	Awards/Fellowship		
06	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings		
Total (1+2+3+4+5+6)			

F. Experiences (Calculation of Experience should not involve double counting of the same period)

Serial No.	Nature	Years
1.	Teaching Experience (Only as a full time faculty)	
2.	Research Experience (Only post-doctoral)	
3.	Administrative Experience (In Higher Education/Research Institute)	

G. Involvement in Teaching-Learning and Evaluation

Serial No.	Activity	Description
01	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	
02	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation	

H. Involvement in Administration and Professional Development

Serial No.	Activity	Description
01	Administrative responsibilities such as Head/Principal/Vice Principal/TIC/Chairperson/ Dean/Director/ Coordinator/Warden etc.	
02	Organizing seminars/ conferences/ workshops, other college/university activities.	

I. Involvement in Students related Co-curricular & Extension activity

Serial No.	Activity	Description
01	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	

J. Attended Orientation / Refresher Course/Others in Human Resource Development Centre (HRDC)/Academic Staff College

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

K. Last Pay Drawn (Attach Certificate from Employer/Head of the Institution)

Designation	Institution	Month and Year	Pay Level/Pay in Pay Band+ Grade Pay	Basic Pay	D.A.	Other Allowances, If any (specify)	Gross Salary

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: