

BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed University u/s 3 of UGC Act, 1956)

MESRA, RANCHI - 835 215, JHARKHAND, INDIA



**MODIFIED INSTRUCTIONS FOR APPLYING FOR PROMOTION
UNDER
CAREER ADVANCEMENT SCHEME**

General points

1. Any faculty member who feels himself/herself eligible for consideration for promotion under CAS may apply 3 months prior to his/her date of eligibility. There may not be any notifications inviting applications for promotion under CAS.
2. The applications shall be submitted in the prescribed format downloadable from the Birla Institute Technology website. **The application contains five parts. Part-A, Part-B, Part-C Part-D, and Part-E. The faculty members who are applying for promotion from Stage-1 to Stage-2 and Stage-2 to Stage-3 are required to fill only Parts A,B, C and D and submit in a spiral bound form with all specified attachments. The faculty members who are applying for promotion from Stage-3 to Stage-4 and Stage-4 to Stage-5 are required to fill Part-E also with all specified attachments (even if those are submitted earlier with other parts) and submit it separately (Part-E shall not be spiral bound with other parts) to the Department.**
3. **The completed applications after the verification by the Departmental CAS committee/Off-Campus CAS committee shall be submitted to the office of Registrar.** Acknowledgement of the submission may be collected from the office of Registrar.
4. The documents regarding the experience in Birla Institute Technology, like appointment letter, office orders indicating the details of all previous promotions shall be attached along with.
5. Past experience may be counted as per clause 10.0 of UGC Regulations 2010, subject to the condition that the teaching/ research experience in previous organization(s) are comparable to that at Birla Institute of Technology. Counting of past experience will be at the discretion of the External Expert Selection Committee at the time of initial appointment at Birla Institute of Technology. The benefit of past experience which was not recognized by the External Expert Selection Committee at the time of initial appointment will not be considered for subsequent appointments/ promotions at Birla Institute of Technology.
6. If the candidate has been given additional increments in consideration of his/ her past experience during the initial entry to the Institute as faculty by the External Expert Selection Committee, he/ she may be given the benefit of experience of one year for each increment limiting to a maximum of 3 years. Further, this shall be applicable only for the candidates joining on the same/ higher cadre post who have been given such weightage for their past experience by the External Expert Selection Committee itself.
7. The experience accumulated during Post Doctoral Fellowship (PDF) prior to joining Birla Institute of Technology as Assistant Professor/ Associate Professor will not be considered for fulfillment

of total years of experience for moving in to the next higher grade. However, the existing faculty members of Birla Institute of Technology, Mesra who are sent for approved PDF programmes shall have this experience (after joining Birla Institute of Technology as Assistant Professor/ Associate Professor) considered towards the total experience to move to the higher grade.

8. Service as Associate Lecturer, Research Fellow, Research Associate, Teaching Assistant, Teaching cum Research Fellow etc. shall not be counted as past experience for promotion under CAS. Also, past service other than as Lecturer/Assistant Professor/ Associate Professor or in any equivalent grade (PB III or above) shall not be counted.
9. **All the documents shall be page numbered and the page number shall be mentioned in the Application formats Parts A- E, wherever the respective API point is claimed.**

BIRLA INSTITUTE OF TECHNOLOGY, MESRA

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)[§]

STAGE -1

Entry through open advertisement as Assistant Professor in Pay Band III (Rs. 15,600-39, 100) with Academic Grade Pay (AGP) of Rs. 6,000/-

PROMOTIONS UNDER CAS

STAGE -2

FROM STAGE-1 TO STAGE-2 OF ASSISTANT PROFESSOR IN THE PAY BAND III

INCREASE IN AGP FROM Rs. 6,000 TO Rs. 7,000/-

SERVICE REQUIREMENTS*

Assistant Professor in Stage 1 (Entry Level) and having completed four years of service with Ph.D.
or
Five years of service with M. Phil/PG Degree in Professional Courses such as ME, M. Tech, M.Pharm, MBA or equivalent.

MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND SCREENING / SELECTION CRITERIA

1. One Orientation and one Refresher/Research Methodology Course/Short Term Course of 2/3 weeks duration.
2. At least one publication in any of the journals listed in Science Citation Indexed-Expanded (SCI-E) or Social Science Citation Index (SSCI) or Art Humanities Citation Index (AHCI) of Thomson-Reuters.
3. Minimum Academic Performance Indicator (API) scores using the Performance Based Appraisal System (PBAS) scoring proforma developed by BIT as per norms provided in Appendices-I to III.
4. Screening cum Verification process by BIT CAS committee for recommending promotions.

[§] As per UGC Guidelines on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 (as amended in 2013 and 2016).

STAGE -3

FROM STAGE-2 TO STAGE-3 OF ASSISTANT PROFESSOR IN THE PAY BAND III

INCREASE IN AGP FROM Rs. 7,000 TO Rs. 8,000/-

SERVICE REQUIREMENTS*

Assistant Professor having completed service of five years in Stage-2.

MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND SCREENING / SELECTION CRITERIA

1. One course/program from among the categories of Refresher Courses, Workshops, Training, Teaching-Learning-Evaluation Technology, Soft Skill Development or Faculty Development Programmes of 2/3 weeks duration.
2. At least one publication in any of the journals listed in Science Citation Indexed-Expanded (SCI-E) or Social Science Citation Index (SSCI) or Art Humanities Citation Index (AHCI) of Thomson-Reuters.
3. Minimum API scores using the PBAS scoring proforma developed by BIT as per norms provided in Appendices -I to III.
4. Screening cum Verification process by BIT CAS committee for recommending promotions.

STAGE -4

FROM STAGE-3 TO STAGE-4: PROMOTION *FROM ASSISTANT PROFESSOR(STAGE-3) TO ASSOCIATE PROFESSOR (STAGE-4) TO MOVE INTO THE PAY BAND IV OF Rs. 37,400-67,000 WITH AGP OF Rs 9,000/-*

SERVICE REQUIREMENTS*

Assistant Professor having completed service of three years in Stage-3 and possessing a Ph.D. Degree shall be eligible to be designated as Associate Professor. (Please see Note-1 in Appendix-III).

MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND SCREENING / SELECTION CRITERIA

1. At least three publications in the entire period as Assistant Professor (12 years).
2. At least one publication in any of the journals listed in Science Citation Indexed-Expanded (SCI-E) or Social Science Citation Index (SSCI) or Art Humanities Citation Index (AHCI) of Thomson-Reuters.
3. One course/program from among the categories of Methodology Workshops, Training, Teaching-Learning Evaluation Technology, Soft Skill Development or Faculty Development Programmes of minimum 1 week duration.
4. Minimum API scores using the PBAS scoring proforma developed by BIT as per norms provided in Appendices-I to III.
5. Screening and recommendation by the BIT CAS committee for appearing before the Selection committee.
6. Selection committee selects the candidates through an interview.

STAGE -5

FROM STAGE-4 TO STAGE-5: PROMOTION FROM ASSOCIATE PROFESSOR(STAGE-4) TO PROFESSOR (STAGE-5) IN THE PAY BAND IV OF RS. 37,400-67,000 WITH AGP OF RS 10,000/-

SERVICE REQUIREMENTS*

Associate Professors having three years of completed service in Stage 4 and possessing a Ph.D. Degree shall be eligible to be designated as Professor. (Please see Note-2 in Appendix-III).

MINIMUM ACADEMIC PERFORMANCE : REQUIREMENTS AND SCREENING / SELECTION CRITERIA

1. A minimum of five publications since the period that the faculty is placed in Stage-3.
2. At least one publication in any of the journals listed in Science Citation Indexed-Expanded (SCI-E) or Social Science Citation Index (SSCI) or Art Humanities Citation Index (AHCI) of Thomson-Reuters.
3. Minimum API scores using the PBAS scoring proforma developed by BIT as per norms provided in Appendices-I to III.
4. Screening and recommendation by the BIT CAS committee for appearing before the interview board.
5. Selection committee selects the candidates through an interview.

***Minimum service of one year at BIT is essential for promotion to next stage. Please refer Appendix-IV for Counting of past experience.**

These Modified CAS Guidelines shall be valid for all applications submitted in the year 2017 with automatic upgrade(s) in subsequent years as per the Road Map for Career Progression of B.I.T Faculty through Career Advancement Scheme (CAS), as provided in Appendix-V.

MINIMUM API POINTS FOR PROMOTION OF BIT FACULTY UNDER CAS

	Category	Stage-1 to Stage-2	Stage-2 to Stage-3	Stage-3 to Stage-4	Stage-4 to Stage-5
I	Teaching Learning, Evaluation related activities (Category-I)#	100 out of 180/year	100 out of 180/year	100 out of 180/year	100 out of 180/year
II	Co-curricular, Extension and Professional Development related activities (Category-II)#	20 out of 70 /year	20 out of 70 /year	25 out of 70 /year	30 out of 70 /year
III	Minimum total average annual score under Categories I and II#	150 out of 250 /year	150 out of 250 /year	155 out of 250 /year	160 out of 250 /year
IV	Research and Academic Contributions (Category-III)#	10/year or 40 per assessment period (4/ 5 years)	20/year or 100 per assessment period (5 years)	30/year or 90 per assessment period (3 years)	40/year or 120 per assessment period (3 years)
V	Expert Assessment System	Institute CAS Screening Committee	Institute CAS Screening Committee	External Expert Selection Committee	External Expert Selection Committee

Note – The details regarding Academic Performance Indicators under Categories I, II, and III are provided in Appendix-II.

1. Calculation of Assessment Period

From: Assistant Professor Stage 1 (AGP Rs 6000/-).

to

Assistant Professor Stage 2 (AGP Rs. 7000/-)

5 years prior to the date of eligibility if joined the post with PG Degree

4 years prior to the date of eligibility if joined the post with Ph.D.

From: Assistant Professor Stage 2 (AGP Rs. 7000/-)

to

Assistant Professor Stage 3 (AGP Rs. 8000/-)

5 years prior to the date of eligibility.

From: Assistant Professor Stage 3 (AGP Rs. 8000/-)

to

Associate Professor Stage 4 (AGP Rs. 9000/-)

3 years prior to the date of eligibility.

From: Associate Professor Stage 4 (AGP Rs. 9000/-)

to

Professor Stage 5 (AGP Rs. 10000/-)

3 years prior to the date of eligibility.

Note: If a faculty member remains in a post for more than the stipulated years, then those additional years may be included in the assessment period.

2. Eligibility Criteria

1. From Stage 1 to Stage 2

1. Must have completed a minimum of 5/4 years as Lecturer/Assistant Professor Stage 1 (AGP Rs. 6000/-) if joined the post with PG only /Ph.D., with minimum 1 year experience in Birla Institute of Technology.

Note: The experience as Associate Lecturer/ Research Fellow/Research Associate/Teaching Assistant, Teacher cum Research fellow or any post in PBII or less shall not be included.

2. One orientation course and one Refresher course with duration period of 2/3 weeks are compulsory. A faculty, who has done 4 courses during the assessment period of 1 week duration or 1 course of 4 week duration, may be considered. One week means minimum of 5 continuous working days.

3. At least one publication in any of the journals listed in Science Citation Indexed-Expanded (SCI-E) or Social Science Citation Index (SSCI) or Art Humanities Citation Index (AHCI) of Thomson-Reuters.

4. Minimum API Scores as follows are compulsory.

Category I	-	100 out of 180/ Year
Category II	-	20 out of 70/ Year
Average total of Category I and II	-	150 out of 250/ Year, with minimum 100 from Category 1 and 20 from Category II
Category III	-	10/ Year or 40 per assessment period.

5. The API scores shall be evaluated and processed by CAS Committee which acts as the Screening Committee. The Screening Committee recommends for the promotion under CAS, if all the above criteria are satisfied.

Note: For considering the previous experience in any Institute, see the details in paragraph Nos.5,6 and 7 in General Points.

2. From Stage 2 to Stage 3

1. Must have completed a minimum of 5 years as Assistant Professor Stage 2 (AGP Rs. 7000/-), with minimum 1 year experience in Birla Institute of Technology.
2. One course/program from among the categories of refresher courses, workshops, Training, Teaching- Learning Evaluation Technology Programmes, Soft skill development programmes or faculty development programmes of 2/3 weeks duration, during the assessment period. Two courses of 1 week duration may also be considered. One week means minimum of 5 continuous working days.
3. At least one publication in any of the journals listed in Science Citation Indexed-Expanded (SCI-E) or Social Science Citation Index (SSCI) or Art Humanities Citation Index (AHCI) of Thomson-Reuters.
4. Minimum API Scores as follows are compulsory.

Category I	-	100 out of 180/ year
Category II	-	20 out of 70/ year
Average total of Category I and II	-	150 out of 250/ Year, with minimum 100 from Category 1 and 20 from Category II
Category III	-	20/ year or 100 per assessment period.

5. The API scores shall be evaluated by CAS Committee which acts as the Screening Committee.

3. From Stage 3 to Stage 4

1. Must be a Ph.D holder
2. Must have completed a minimum of 3 years as Assistant Professor Stage 3 (AGP Rs. 8000/-), with minimum 1 year experience in Birla Institute of Technology.
3. At least three publications in the entire period as Assistant Professor (12 years)
4. At least one publication in any of the journals listed in Science Citation Indexed-Expanded (SCI-E) or Social Science Citation Index (SSCI) or Art Humanities Citation Index (AHCI) of Thomson-Reuters.
5. A candidate shall be eligible for promotion from the post of Assistant Professor to Associate Professor with a minimum total experience of 8 years of which at least 3 years should have been with AGP of Rs. 8000/- . This total experience of 8 years shall be over and above the time spent on his/ her Ph.D.
6. One course/program from among the categories of methodology workshops/ Training Teaching Learning Evaluation Technology Program Soft skill development programmes or faculty development programmes of minimum 1 week duration. One week means minimum of 5 continues working days.
7. Minimum API scores as follows are compulsory.

Category	I	-	100 out of 180 / year
Category	II	-	25 out of 70 / year
Average total of Category	I and II	-	155 out of 250/ Year, with minimum 100 from Category 1 and 25 from Category II
Category	III	-	30/ year or 90/ per assessment period.

8. The applications shall be screened by the CAS committee which acts as the Screening Committee and shall recommend eligible cases to the Selection Committee.

9. The Selection Committee selects the candidates through an Interview.

4. From Stage 4 to Stage 5

1. Must be a Ph.D holder
2. Must have completed a minimum of 3 years as Associate Professor Stage 4 (AGP Rs. 9000/-), with minimum 1 year experience in Birla Institute of Technology.

3. A candidate shall be eligible for promotion from the post of Associate Professor to Professor with a minimum total experience of 10 years of which at least 3 years should have been in the post of Associate Professor with AGP of Rs. 9000/- . This total experience of 10 years shall be over and above the time spent on his/ her Ph.D.
4. A minimum of 5 publications since the period that the faculty is placed in stage 3 (AGP Rs. 8000/-).
5. At least one publication in any of the journals listed in Science Citation Indexed-Expanded (SCI-E) or Social Science Citation Index (SSCI) or Art Humanities Citation Index (AHCI) of Thomson-Reuters.
6. Minimum API Scores as follows are compulsory.

Category	I	-	100 out of 180 / year
Category	II	-	30 out of 70 / year
Average total of Category	I and II	-	160 out of 250/ year, with minimum 100 from Category 1 and 30 from Category II
Category	III	-	40/ year or 120 per assessment period
7. The applications shall be screened by the CAS committee which acts as the Screening Committee and shall recommend the eligible cases to the Selection Committee.
8. The Selection Committee selects the candidates through an Interview.

An example

1. A person who was working as a Lecturer in a college for 2 years joins B.I.T., in 1990 as Associate Lecturer through a proper selection process. He is not having sufficient records with him to establish that he was in a permanent post earlier and also no records to prove that he has been selected through a proper selection board at the time of joining B.I.T.
2. He completes his M.Tech in 1993 and he is selected as an Assistant Professor (Lecturer during those years through a Selection board and joins B.I.T in 1st April, 1994.
3. In 1998, he completes his Ph.D.
4. Since he has joined the post of Assistant Professor on 1st April 1994, ideally he has to be eligible for applying for stage 2 with effect from 1st April 1999. But he could complete only 3 refresher courses of 1 week duration before that. He does a refresher course of 1 week duration during July 1999, which ends on 31st July 1999. Assuming all other criteria are satisfied, he is eligible for stage 2 with effect from 1st August 1999.

5. He satisfies all criteria required for stage 3 after 5 years and becomes eligible for stage 3 with effect from 1st August 2004. He is selected by the Screening Committee and promoted to Stage 3 with effect from 1st August 2004.
6. He satisfies all the eligibility Criteria for Stage 4 by 31st July 2007. His application is screened by the CAS committee and recommends to the Selection Committee. The Selection Committee finds him a suitable candidate and he is promoted the post of Associate Professor with effect from 1st August 2007.
7. Ideally next promotion is to be with effect from 1st August 2010. But he has an API score of Category III of only 100 (during the period from 1st August 2007). All other criteria have been satisfied. But he accumulates on API score in category III of 120 only in January 2011. He submits his application on 18th February 2011. His application is screened by CAS Committee and recommends to the Selection Committee.
8. The selection Committee finds him suitable and promotes him to the post of Professor with effect from the 1st date of succeeding month after approval from the Board of Governors.
9. The above example summarizes the various steps which may happen during the process of Career progression under CAS.

A. Category I- Teaching, Learning, and Evaluation Related Activities

1. Lectures, Seminars, Tutorials, Practicals, Contact hours undertaken as Percentage of Lectures allocated

1. A. (i). Classroom teaching including Lectures, Tutorials and Sessionals

The faculty member is expected to produce the details of the total classes allotted to him/ her including theory courses and sessionals in the year, and the number of classes that have been engaged in a year. **If the percentage of classes, engaged to the allotted is less than 80%, then no points shall be claimed. Otherwise the percentage shall be calculated out of 60 points and be claimed.**

1.A. (ii). Classroom teaching (including lectures, seminars) in excess of UGC

BIT faculty is expected to engage 320 periods /year. If the faculty has engaged more than 320 periods/ year including summer classes he/she can claim 1 point/class. **The maximum claim shall be limited to 20 points.**

1.B(i). Presence in project presentation

This claim mainly consists of the engagement of a faculty being present in Thesis and project presentations of Ph.D./PG/UG students. The faculty shall produce the details of the allotted duty and his/her attendance in the presentations. **If the percentage of attendance is less than 80%, no points may be claimed. Otherwise the percentage shall be calculated out of 15 points and may be claimed.**

1.B (ii). Interaction with student outside classroom

The faculty is expected to interact with students outside the classroom, preferably in his/ her office. **If sufficient records are produced to prove the interaction, he/she can claim 5 points.**

The maximum claim shall be 20 points.

The maximum claim under Category I.1 shall be 100 points, with a minimum requirement of 70.

2. Research Supervision

This claim is concerned with student projects not included in Category III. guiding student projects of duration less than 1 year (generally UG projects) earns 10 points per project.

The maximum claim shall be only 20 points.

3. Examination related activities

3. A. Question paper setting, moderation and related work.

The faculty shall produce the details of the number of question papers (including Mid-Sem, End-Sem, Summer and NC) he/she has been directed to be set by the concerned authority and **if he/she has satisfactorily completed the assigned duties, can earn 10 points, otherwise no points can be claimed.**

3. B. Invigilation /Supervision related examination duties

A faculty shall furnish the details of invigilation duties assigned to him/her per year. **If he/she has not invigilated 80% of the allotted duties, no points may be claimed, else the percentage shall be calculated out of 10 points and may be claimed.**

3. C. Evaluation/assessment of answer scripts and assignments related to internal assessment, external and re-evaluation

A faculty shall furnish the details of the number of questions (ignoring sub-parts of the questions) he/she has totally evaluated in the year, certified by the Co-ordinator of the course/sessional. **If the duties assigned have been successfully performed, he/she can earn 10 points.**

The total claim under category I.3 can be 30 points only, with a minimum requirement of 25 points.

4. Innovative methods of teaching, Preparation of new teaching material and students' feedback

4. A. Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching, bilingual/ multilingual teaching

Preparation of teaching material	-	5 per course
Adoption of new teaching methodology	-	5 per course

The maximum points claimed can be 10 only.

4. B. Preparation of new teaching learning material including translation, bridge material, study pack or similar additional resource for students

Design of new syllabus with PEO, PO, CEO and CO	-	10/ course
Partial contribution in the Preparation of syllabus	-	2/ course
Sessional course upgradation	-	10/ course

The maximum points claimed can be 10 only.

4. C. Students' feed back

Average of student's feedback on various courses	-	If the faculty has collected the Feedback from the students, he/she is eligible for 10 marks (Proof to be attached)
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The maximum points claimed can be 10 only.

The total points under Category I is 180, and a minimum score of at least 100 is required for consideration for promotion under CAS.

1. Attach the following documents to substantiate API claimed in Category-I

- i) Teaching assignment for at least last two completed Semesters.
- ii) Time Table for the last two completed Semesters.
- iii) Photocopies of the attendance registers indicating the total number of classes including sessionals, Tutorials, etc engaged. (verifiable with ERP records).
- iv) Records of any other extra classes engaged in normal semester or short semester.
- v) Details of allocation of duty during UG/PG/Ph.D Project/Thesis presentation and records of your presence during the above presentations.
- vi) List of UG projects guided/annum, with title and name and roll nos. of students.

- vii) Examination related documents like question paper setting, invigilation duty chart, call letter for evaluation etc. (attach the copy of return mail to the Controller of Examination wherever applicable).
- viii) Proof of preparation of study material for various Courses (slides preferably a link which accesses the study material).
- ix) Proof of contribution in Syllabus preparation, modifications etc., by including the syllabus developed, with PEO, PO, CEO and CO.
- x) Proof of manuals for new sessional courses developed by faculty during the assessment years.
- xi) Students' feedback score with sufficient proof that the feedback has been collected from the students.

B. Category II- Co-curricular, Extension and Professional Development Related Activities

5. Student related Co-curricular extension and field based activities (such as extension work through NSS/NCC and other channels cultural activities, subject related events, advisement and counseling

5. A. Discipline related Co-curricular activities (e.g. Field work, Study visit, Student Seminar, Student events, Career counseling etc.

If conducted any Field work	-	5
If undertaken any Study visit	-	5
If conducted any Student Seminar	-	5
If conducted any Student event	-	5
If participated in Career Counseling	-	5

The maximum points claimed can be 10 only.

5. B. Other Co-curricular activities (Cultural, Sports, NSS, NCC etc.)

If Professor in charge of any club	-	10
If associated with NCC/ NSS	-	10
If associated with Sports/Games	-	10

The maximum points claimed can be 10 only.

5. C. Extension and dissemination Activities (Public lectures, Talks, Seminars, and Popular writing not covered under Category III 12. D)

For invited lectures at International level	-	10
For invited lectures at National level	-	8
Popular writings not covered under Category III	-	5

The maximum points claimed can be 10 only.

The total claim under Category II. 5 shall be 30 only.

6. Administrative Responsibility

6. A. Institutional administrative/ Academic Committee

Dean, HOD, Professors- in- charge,
Hostel responsibilities,
Member of Institute Committee(s)



10 per Assignment

6. B. (i) Departmental administrative/ Academic Committee

Board of Studies, Departmental
Purchase Committee, DAC, Departmental
Policy Committee etc.



10 per Assignment

(ii) Any other Departmental
responsibility assigned as per document



5 per assignment

The total claim under Category II. 6 shall be only 30. The Departmental CAS Screening Committee has to certify that the candidate has discharged his/her duties satisfactorily, for the candidate to earn full 30 points.

7. Overall contribution to the collective / corporate life of the institution. Any other contribution.

Awards received, Software developed, Membership
of Professional bodies, Reviewer of Journals etc.)



10/ Contribution

The maximum points claimed can be 10 only.

The total claim under Category II shall be only 70 and the minimum required score is 20/25/30 out of 70 for promotion from Stage-1 to Stage2 and Stage-2 to Stage3/ Stage-3 to Stage4/ Stage-4 to Stage5.

Minimum Score required for promotion is 150/155/160 out of 250 from Category I and Category II, with atleast 100 from Category 1 and 20/25/30 out of 70 from Category II for promotion from Stage-1 to Stage2 and Stage-2 to Stage3/ Stage-3 to Stage4/ Stage-4 to Stage5.

2. Attach the following documents to substantiate API claimed in Category-II

- i) Proof of fieldwork, study visits, Student Seminar, Student events, career counseling and student mentorship if undertaken.
- ii) Proof of cultural, sports, NSS, NCC Convocation etc activities, if involved in any.
- iii) Proof of any seminar, workshop, conference etc organized (not included in Category III).
- iv) Proof of any public lectures, or guest lecturers delivered (not included in Category III).
- v) Records of any Institutional activities performed during the assessment period (Activities like Semester Co-ordination, Admission Co-ordination, Examination related activities,

- Hostel related activities, Training and placement related activities, etc to name a few (with the counter signature of the Concerned authority for a particular activity).
- vi) Proof of the membership in Departmental Committees, Board of studies etc.
 - vii) Records of any departmental activities performed during the assessment period, counter signed by the Head of the department with comments.
 - viii) Proof of any Awards received, Software developed, Membership of Professional bodies, Reviewer of Journals etc.

C. Category III- Research and Academic Contributions

8. Research Papers Published in (During the assessment Period)

8. A. Research Publications in Journals

- | | |
|---|-------------------|
| a) Unpaid Scopus indexed journals | -15/ Publication |
| b) Publications with SCI-E or SSCI or AHCI of Thomson Reuters (indexed with impact factor less than 1) | - 25/ Publication |
| c) Publications with SCI-E or SSCI or AHCI of Thomson Reuters (indexed and with impact factor between 1 and 2) | - 30/ Publication |
| d) Publications with SCI-E or SSCI or AHCI of Thomson Reuters (indexed and with impact factor between 2 and 5) | - 40/ Publication |
| e) Publications with SCI-E or SSCI or AHCI of Thomson Reuters (indexed and with impact factor between 5 and 10) | - 50/ Publication |

Note: i) If the publication is single authored, the faculty shall get full points, but if co-authored, the first/principal author/corresponding author/supervisor/mentor may claim 60% weightage and the remaining authors may claim 40% weightage.

First/ Principal /Corresponding/ Supervisor /Mentor author	Other authors
For eg. in case (a)	6
in case (c)	10
in case (d)	12
in case (e)	16
in case (f)	20

Notes: Attach all relevant documents as mentioned in subheading No. 3 (i).

8. B. Research Publications published in Conference proceedings as full papers etc.

Conference proceedings published - 10/ publication

Notes: i) If the publication is single authored, the faculty shall get full points, but if co-authored, the first/principal author/corresponding author/supervisor/mentor may claim 60% weightage and the remaining authors may claim 40% weightage.

ii) API points claimed under Category III. 8.B. shall not be claimed again in Category III. 12. B. (Conferences/Seminars/ Workshops etc.).

iii) Points shall not be claimed for Abstracts only.

iv) The maximum points claimed can be only 30.

v) Attach all the relevant documents as mentioned in subheading No. 3 (ii).

9. Research Publications (Books, Chapters in books, other than refereed Journal articles)

9. A. Text or Reference books published by International Publishers with an established peer review system } 50/ book and 10/chapter
in an edited book.

9. B. Subject Books by National level/State and central Govt. Publications with ISBN/ISSN Numbers } 25/book and 5/chapter
in an edited book.

9. C. Subject books by other local publication with ISBN/ISSN numbers } 15/ book and 3/chapter
in an edited book.

Notes: i) In case of joint authors for books, books chapters etc., the first/corresponding author may claim 60% weightage and the remaining authors may claim 40% weightage each.

ii) Attach all the relevant documents as mentioned in subheading No. 3 (iii & iv).

9. D. Chapters contributed to edited knowledge based volumes by International publishers } 10/ chapter

Notes: i) In case of joint authors for books, books chapters etc., the first/corresponding author may claim 60% weightage and the remaining authors may claim 40% weightage each.

ii) Attach all the relevant documents as mentioned in subheading No. 3 (v).

9. E. Chapters in knowledge based volume by Indian/National Level publisher with ISBN/ISSN numbers and with numbers of national and international directories } 5/ chapter

Notes: i) In case of joint authors for books, books chapters etc., the first/corresponding author may claim 60% weightage and the remaining authors may claim 40% weightage each.

ii) Attach all the relevant documents as mentioned in subheading No. 3. (v).

The publisher shall be selected from the list of International or National Publishers in all categories of 9.

10. Research Projects during the assessment period

S. No.	APIs	Engineering/ Technology/ Science/ Architecture/ Pharmacy	Management/ Languages/ Arts /Humanities/ Social Sciences/Library/Physical Education	Maximum points
10.A.	Sponsored Projects carried out /ongoing (Please see Note-7 of Appendix-III)	(a) Major Projects Amount mobilized with grants above Rs.30.0 lakhs	Major Projects Amount mobilized with grants above Rs.5.0 lakhs	35/ each Project
		(b) Major Projects Amount mobilized with grants above Rs. 5.0 lakhs up to 30.0 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.0 lakhs up to Rs. 5.0 lakhs	25/ each Project
		(c) Minor Projects (amount mobilized with grants above Rs. 1.00 up to Rs.5.0 lakhs)	Minor Projects (amount mobilized with grants above Rs. 25.000 up to Rs.3.0 lakhs)	15/each Project
		Institute funded Seed money Project		10/each Project
10.B.	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs. 10.0 lakhs	Amount mobilized with minimum of Rs. 2.0 lakhs	10 per every 10.0 lakhs and 2.0 lakhs respectively
10.C.	Completed projects Quality Evaluation	Completed Project Report (Acceptance from funding agency)	Completed Project Report (Acceptance by funding agency)	20/each major project and 10 /each miner project
10.D.	Projects Outcome/ Outputs	Patent/Technology Transfer /Product/Process	Major Policy document of Govt. Bodies at Central and State level	30/ each National level output or patent/50/each for International level.

Notes: i) The Principal Investigator and Co- Principal Investigator for a Sponsored Project may claim 60% and 40% weightage respectively.

ii) Attach all relevant documents as mentioned in subheading No. 3 (vi & vii).

11. Research Guidance during the assessment period

11. A. Guidance of PG Thesis of minimum duration of 1 year in full time (Degree Awarded)

If single Guide	:	-	3 points
If two Guides	:	Guide	- 2 points
		Co-Guide	- 1 point

11. B. Guidance of Ph.D. degree

- a) Degree awarded - 15/ Thesis
- b) Thesis submitted - 10 / Thesis

Notes: i) In case of joint supervision of research, the Guide or Co-Guide (if any) may claim full points.

ii) Attach all relevant documents as mentioned in subheading No.3 (viii & ix).

12. Training Courses and Conference/Seminar/Workshop Papers during the assessment Period

	Training Courses and Conference/Seminar/Workshop Papers			Maximum Point:
12. A.	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skill Development Programmes, Faculty Development Programmes (Please see Note-9 of Appendix-III)	a) Not less than two weeks duration	a) Not less than two weeks duration	20/each
		b) One week duration	b) One week duration	10/each
	Maximum points that can be claimed			30
12. B.	Papers in Conferences /Seminars/Workshops etc.	Presentation of research papers (oral/poster) in	Presentation of research papers (oral/poster) in	
		a) International Conference	a) International Conference	10/each
		b) National	b) National	7.5/each
		c) Regional/State level	c) Regional/State level	5/each
		d) Local-University /College level	d) Local-University /College level	3/each
	Maximum points that can be claimed			30
12.C.	Organization of Conferences/Seminars / Workshops etc. of duration of minimum 1 week (Please see Note-10 of Appendix-III)	a) International Conference	a) International Conference	10/each
		b) National	b) National	7.5/each
		c) Regional/State level	c) Regional/State level	5/each
		d) Local-University /College level	d) Local-University /College level	3/each
	Maximum points that can be claimed			30
12.D.	Invited lectures or presentations for conferences / symposia (Please see Note-10 of Appendix-III)	a) International	a) International	10/each
		b) National level	b) National level	5/ each
	Maximum points that can be claimed			30

The total claim under Category 12.A, 12.B, 12.C and 12.D shall be only 30 points each.

Notes: i) For organization of Conference/Seminar/Workshop etc. the Co-ordinator, Convener, Organizing Secretary and Treasurer may claim 60% of the total points and other members in the organization Committee may claim 40% of the total points.

ii) API points claimed under Category II.5.C. shall not be claimed again under Category III. 12. D.

3. Attach the following documents to substantiate API claimed in Category-III

- i) The first page of publications in National /International Journals with the following details like whether refereed, on line/Print and also the Impact factor if any. All the publications shall be of strictly during the assessment period only and shall be arranged in the order latest to the earliest.
- ii) The first page of National /International Conference proceedings (if published). All the publications shall be of strictly during the assessment period only and shall be arranged in the order latest to the earliest.
- iii) Cover page of any subject book published (with ISBN/ISSN numbers) indicating whether the publishers are International/National, State and Central Govt. or Local (strictly during the assessment period only).
- iv) The first page of the chapters, if published with the cover page of the book with all details mentioned above as clause III (strictly during the assessment period only).
- v) The first page of the chapters contributed to edited knowledge based volumes with all the details mentioned above as in III (strictly during the assessment period only).
- vi) Details of any Sponsored projects, Consultancy projects, (including sanction letter) Completed projects with quality evaluation certificates with the name of the project, funding agency, duration and the amount mobilized(strictly during the assessment period only).
- vii) Details of any Patent/ Technology transfer/ Product or Process developed indicating the beneficiary, whether Government bodies at Central or State level/National or International level (strictly during the assessment period only).
- viii) PG Thesis of minimum one year duration (in full time) guided, indicating whether degrees have been awarded (strictly during the assessment period only).
- ix) Details of Ph.D Scholars guided clearly indicating whether degrees are awarded or thesis submitted only (strictly during the assessment period only).
- x) Certificates of the Refresher Courses, Workshops, Training, Orientation Courses, Teaching, Learning, Evaluation Technology, Soft Skill Development Programs, Faculty Development Programs attended (strictly during the assessment period only) with the name of the Organizing Agency and the duration. The photocopies of the certificates of such courses attended are to be attached. Please note that any such program of duration less than 5 continuous working days need not be included.
- xi) The details of the Research (oral / posters) Papers presented in any Conference or Seminars/Workshops with the details of the Conference/Seminar/Workshop like the name of the organizer, duration, and venue and whether it is International/ National /Regional /State/Local/ University/College Level. Please note that if the paper has already been published in any proceedings, they are not to be included in category III-12.B as they are already included in Category III-8.B. Also furnish the details, if the

faculty has participated only or participated and presented the research paper. Please note simple participation does not earn any point.

- xii) The details of any Conference/Seminars/Workshops etc organized with the details of Conference/Seminar/Workshop etc like the name of organization, duration and venue and whether it is International/National/Regional/State/Local/ University/College level. They are not to be included in Category III-12.C, if they are already included in Category II-5.C.
- xiii) Details of any invited lectures or presentations credited to the faculty in any conference/ symposia with the details like name of the Conference/Symposia, Venue, duration, topic presented mentioning whether the Conference/Symposia is of International /National Level. Appropriate documentary proof shall be attached. If claimed under Category II-5.C, they shall not be again claimed in Category III-12.D

D. Calculation of Total API scores in Category III after the CAP

The API score claimed in each of the sub categories in the Category III (Research Publications and Academic Contributions) will have the following cap to calculate the total API score claim for CAS.

	Sub-Category	Cap as % of API cumulative Score in application
Sub - Category 8	Research Papers (Journals etc).	30%
Sub - Category 9	Research Publications (Books, Chapters etc.)	25%
Sub - Category 10	Research Projects	20%
Sub - Category 11	Research Guidance	10%
Sub - Category 12	Training courses and Conferences/Seminar/Workshop Papers	15%

The calculation is well understood with an

example.

An example

Let the API claim of a faculty member in different subcategories 8 to 12 are as follows:

Sub - Category	8	-	175	$420 \times 30\%$	=	126	126
Sub - Category	9	-	60	$420 \times 25\%$	=	105	60
Sub - Category	10	-	30	$420 \times 20\%$	=	84	30
Sub - Category	11	-	90	$420 \times 10\%$	=	42	42
Sub - Category	12	-	65	$420 \times 15\%$	=	63	63

Total API claimed	=	420	=	321
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API claim after applying CAP = 321 only

Another example illustrates that all round performance is more ideal.

Let the corresponding API scores be

Sub - Category	8	-	320	$420 \times 30\%$	=	126	126
Sub - Category	9	-	00	$420 \times 25\%$	=	105	00
Sub - Category	10	-	00	$420 \times 20\%$	=	84	00
Sub - Category	11	-	80	$420 \times 10\%$	=	42	42
Sub - Category	12	-	20	$420 \times 15\%$	=	63	20
				-----		-----	
Total API claimed		=	420		=	188	only

API claim after applying CAP = 188 only

PROPOSED ROAD MAP FOR CAREER PROGRESSION OF B.I.T FACULTY THROUGH CAREER ADVANCEMENT SCHEME (CAS)

1. The Modified Guidelines for Career Advancement Scheme (CAS) based Promotions shall be applicable for all applications submitted on or after 1st January 2017.
2. The CAS Guidelines shall be modified as required and promotions to various higher Stages may be linked with Students' Feedback and Self Appraisal Report.
3. The modifications shall be as follows:

Year	Rs. 6000/- to Rs.7000/- (Assistant Professor) (Assessment Period 4/5 years)	Rs. 7000/- to Rs.8000/- (Assistant Professor) (Assessment Period 5 years)	Rs. 8000/- to Rs.9000/- (Associate Professor) (Assessment Period 3 years)	Rs. 9000/- to Rs.10000/- (Professor) (Assessment Period 3 years)
2017	1 Publication	1 Publication	1 Publication	1 Publication
2018	1 Publication	2 Publications	2 Publications	2 Publications
2019	2 Publications	2 Publications	2 Publications+1 Sponsored Project	2 Publications+1 Sponsored Project
2020	2 Publications	2 Publications	2 Publications+1 Sponsored Project+1 Ph.D Guidance	3 Publications+1 Sponsored Project+1 Ph.D Guidance
2021	2 Publications	2 Publications	3 Publications+1 Sponsored Project+1 Ph.D Guidance	3 Publications+2 Sponsored Projects+1 Ph.D Guidance

Note 1: The publication requirement is during the assessment period and see the clarifications given below for the requirement of Sponsored Projects and Ph.D guidance.

Note 2: Publications shall be in any of the Journals listed in Science Citation Indexed-Expanded (SCI-E) or Social Science Citation Index (SSCI) or Art Humanities Citation Index (AHCI) of Thomson-Reuters.

Note 3: Sponsored R&D Projects shall be of value Rs. 5 lakhs each or more.

Note 4: Ph.D Guidance means, Ph.D awarded.

Clarifications regarding the Modified Guidelines for Career Advancement Scheme (CAS) based promotions as applicable to faculty of the Birla Institute of Technology (BIT), Mesra

1. Regarding Publications

1. For promotion from Stage-3 to Stage-4, (Associate Professor) there is a requirement of atleast-3 publications in the entire period as Assistant Professor (12 years).
Also for promotion from Stage-4(Associate Professor) to Stage-5 (Professor), there is a requirement of a minimum five publications since the period that the faculty is placed in Stage-3.

In both cases, there is a requirement of at least one publication in any of the journals listed in Science Citation Indexed-Expanded (SCI-E) or Social Science Citation Index (SSCI) or Art Humanities Citation Index (AHCI) of Thomson-Reuters.

For the remaining publications in both the cases, kindly note that the following directive applies:

Research papers published on or after 1st June 2016 in the Journals other than the non-paid Scopus indexed or journals listed in Science Citation Index-Expanded (SCI-E) or Social Science Citation Index (SSCI) or Art Humanities Citation Index (AHCI) of Thomson Reuters shall not be considered as qualifying publications in both the above cases.

2. Regarding Sponsored projects.

a) From 2019 onwards.

- i) An Assistant Professor shall have at least one completed or sanctioned project of value of Rs. 5 lakhs or more as Principal Investigator to become eligible for the post of Associate Professor.
- ii) An Associate Professor has to have at least two completed or sanctioned projects of value of Rs. 5 lakhs each or more as Principal Investigator in his/her total Career beginning with Assistant Professor, out of which at least one completed or sanctioned project shall be in the Assessment period.

b) From 2021 onwards.

- i) An Assistant Professor shall have at least one completed or sanctioned project of value of Rs. 5 lakhs or more as Principal Investigator to become eligible for the post of Associate Professor.
- ii) An Associate Professor has to have at least three completed or sanctioned project of value of Rs. 5 lakhs each or more as Principal Investigator in his/her total career beginning with Associate Professor, out of which at least one completed or sanctioned project shall be in the Assessment period.

3. Regarding Ph. D Guidance.

For being eligible for promotion to the post of Professor, atleast one Ph.D must have been awarded under his/her guidance (not as a Co-Guide) during his/her tenure as Associate Professor. For being eligible for promotion to the post of Associate Professor, atleast one Ph.D must have been awarded under his/her guidance (not as a Co-Guide) during his/her tenure as Assistant Professor.

Conclusions:

- 1. It may be noted that more prominence has been given to Category I and then only for Category II and Category III vide the points, as the primary responsibility of a faculty member is Teaching, Learning and Evaluation related activities.**
- 2. The Applicants have to submit the completed Application forms to the respective parent Department.**
- 3. All applicants have to submit the documents in an ordered manner (as claimed in the application form) in spiral bound form. Part-E shall not be part of the spiral bound form.**
- 4. The API points claimed for the achievements shall all be strictly be only for the duration of assessment period. In no case, API points can be claimed for any achievements or events outside the Assessment period.**
- 5. The candidates have to submit all the documents under Category I and II for the last two completed semesters (one year). However the candidate shall be prepared with all the documents under Category I and Category II for the whole assessment period to be produced before the Departmental CAS Committee/ Off-Campus CAS Committee, if specifically asked for.**
- 6. Each department has to constitute a Departmental CAS Committee to scrutinize and certify all the eligibility criteria of applicants (including API points.)**

The constitution of the Departmental CAS Committee shall be as under:

- | | | |
|--|----------|-------------------------|
| 1) Head of the Department | - | Chairman |
| 2) Two Senior Prof./Associate Prof.
Assistant Prof. | - | Members |
| 3) One faculty member who is a
Non-candidate | - | Member Secretary |

- 7. Each Off-Campus has to constitute an Off-Campus CAS Committee to scrutinize and certify all the eligibility criteria of applicants (including API points.)**

The constitution of Off-Campus CAS Committee shall be as under:

- | | | |
|--|----------|-------------------------|
| 1) Director/In-charge | - | Chairman |
| 2) Two Senior Prof./Associate Prof.
Assistant Prof. | - | Members |
| 3) One faculty member who is a
Non-candidate | - | Member Secretary |

8. The Departmental CAS Committee/ Off-Campus CAS Committee have to certify the date of receipt of the application in the Department (to be signed by all CAS Committee members).
9. The Departmental CAS Committee/Off-Campus CAS Committee shall certify all the API points claimed by the candidate under Category I, II and III for whole the assessment period.
10. The Applicant shall ensure that all the API scores claimed under Categories I, II and III for whole the assessment period are properly verified and certified by the Departmental CAS committee/ Off-Campus before submitting the Application form to the Registrar by the Department/ Off- Campus. The verification by the Institute CAS Committee shall be done only after the submission of the Application form by the Registrar to the office of the Dean (Faculty Affairs).
11. To make the whole processes of promotion under CAS transparent, the CAS Committee shall adopt a mechanism to upload the results in the Birla Institute of Technology website after the processing, which is scheduled twice a year. Once the process is stabilized, the processing shall be done twice a year, once in January- February and the next July-August of every year.

The list of successful candidates with their new designation, AGP and date of eligibility shall be uploaded to the website.

For the candidates whose applications are rejected, the reason for the rejection shall be denoted by different Steps of rejection as follows.

- | | | | |
|---------|---|---|---|
| 1. Step | 1 | - | no requisite experience |
| 2. Step | 2 | - | no requisite number of Refresher/Orientation Courses |
| 3. Step | 3 | - | no requisite number of publications |
| 4. Step | 4 | - | no requisite API in Category I |
| 5. Step | 5 | - | no requisite API Score in Category II |
| 6. Step | 6 | - | no requisite API Score in Cumulative Category I Category II |
| 7. Step | 7 | - | no requisite API Score in Category III |

Kindly note that if a candidate's case has been rejected at any Step, then it implies that the other succeeding criteria are not verified at all.

For eg. If a candidate's application is rejected at Step III, his / her API Scores shall not be further verified by the Institute CAS committee at all.