THE WEST BENGAL COLLEGE SERVICE COMMISSION

ACADEMIC PERFORMANCE INDICATOR
PERFORMANCE BASED APPRAISAL SYSTEM
FOR SELECTION OF PRINCIPALS OF
GOVERNMENT – AIDED COLLEGES OF WEST BENGAL
(ADVT. NO. 2/2015)

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 insofar as College related performance is concerned.

Applicants against WBCSC's Advertisement No. 2/ 2015 for the post of Principal must submit the filled in API pro-forma with score calculation (annexed with the printout of application form) to the Commission's office by 10/09/2015 (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.

- The data (for Sl. No. 1 - 9) should relate to the period 01.09.2012 – 31.08.2015 (except Sl. No. 6)
- No column should be left blank. Please write 'NA' in the column not related to you.
- Attach verifiable documents in exactly the samer 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. In no case 'score claimed.' should exceed the stipulated 'Maximum score' as given.
- CANDIDATES MUST SCORE A MINIMUM OF 400 POINTS IN ORDER TO ATTAIN ELIGIBILITY.

Name of the Candidate (in capital letters):

Present Designation:

Institution attached to:

Category – I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sl. No.	Nature of Activity	Maximum score	Score claimed
1.	Lectures, Seminars, Tutorials, Practical etc. taken (50 x taken / assigned) – duties allocated as per UGC norms	50	
2.	Lectures taken and other duties performed in excess of UGC norms	10	
3.	Imparting of knowledge/ instruction as per curriculum by preparing and providing additional resources to students	20	
4.	Use of participatory and innovative T L Methodologies, updating of subject content, course improvement etc	15	
5.	Examination duties (Invigilation , question paper setting, evaluation / assessment of answer scripts) as per allotment (50 x taken / assigned)	50	
6.	Teaching, Research, Administrative experience in University / College / institution of Higher Education : 5 per yr	100	

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

7	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advise and counseling (per activity 5)	20	
8.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities (per Committee 10)	40	
9.	Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations etc and general articles published, not covered otherwise) (per activity 10)	40	

Category – III : RESEARCH AND ACADEMIC CONTRIBUTIONS

Sl. No.	APIs	Faculties of Science	Faculties of Languages Arts/Humanities/Social Sciences/Library/Physical Education/Management	Max. points	Score obtained
A. RESEARCH PAPERS					
10.	Research papers Published in	Refereed Journals & Indexed	Refereed Journals & Indexed	25/publication	
		Refereed Journals	Referred Journals	20/Publication	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ ISSN numbers	Non-referred but recognized and reputable journals and periodicals, having ISBN/ ISSN numbers	15/publication	
		Conference proceedings as full Papers, etc.(Abstracts not to be included)	Conference proceedings as full Papers, etc.(Abstracts not to be included)	10/publication	
B. RESEARCH PUBLICATIONS					
11.	Research Publications (books, chapters in Books, other than Refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50/sole author, 10/chapter in an edited book	
		Subjects Books by National Level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN Numbers	25/sole author and 5/ chapter in edited books	
		Subject Books by other local publishers with ISBN/ISSN numbers	Subject Books by other local publishers with ISBN/ISSN numbers	15/sole author and 3/ chapter in edited books	
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based Volumes published by International Publishers	10/chapter	
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ ISSN numbers and with numbers of National and	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ ISSN numbers and with Numbers of National and	5 / chapter	

		International directories	International directories		

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B. RESEARCH PROJECTS

		Faculties of Science	Faculties of Languages Arts/Humanities/Social Sciences/Library/Physical Education/Management	Max. points	Score obtained
12.	Sponsored Projects carried Out/on going	(a) Major Projects: amount Mobilized with grants above 30.0 lakh	Major Projects :amount mobilized with grants above 5.0 lakh	20/each Project	
		(b) Major Projects :amount Mobilized with grants above 5.0 lakh up to 30.0 lakh	Major Projects :Amount Mobilized with minimum of Rs.3.0 lakh up to Rs.5.0 lakh	15/each Project	
		(c) Minor Projects(Amount Mobilized with grants above Rs.50,000 up to Rs.5 lakh	Minor Projects(Amount Mobilized with grants above Rs.25,000 up to Rs.3 lakh)	10/each Project	
13.	Consultancy Projects carried Out /ongoing	Amount mobilized with Minimum of Rs.10.00 lakh	Amount mobilized with Minimum of Rs.2.0 lakh	10 for everyRs.10.0 lakh and Rs.2.0 lakh respectively	
	Completed Projects quality evaluation	Completed Project Report (Acceptance from funding Agency)	Completed Project Report (Accepted by funding agency)	20/each major Project and 10/each Minor project	
	Projects Outcome/Output	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	

D. RESEARCH GUIDANCE

14.	M.Phil	Degree awarded only	3/each candidate	
	Ph.D	Degree awarded	10/ each candidate	
		Thesis submitted	7/each candidate	

E. TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS

15.	Refresher courses, Methodology Workshops, Training Teaching-Learning-Evaluation Technology Programmes, Soft skills development Programmes, Faculty Development Programmes (**Maximum: 30 points)**	(a) Not less than two weeks Duration	20/each	
		(b) One week duration	10/each	

16.	Papers in Conferences/ Seminars/workshops Etc.	Participation and Presentation of research Papers(oral/poster) in		**Score obtained**
		a) International Conference	10 each	
		b) National conference	7.5/each	
		c) Regional/State Level conference	5/each	
		d) Local-University/College Level conference	3/each	
17.	Invited lectures of presentations for Conferences/ Symposia Invited lectures of presentations for Conferences/ Symposis	(a) International	20/each	
		(b) National Level	10 each	

Note :

Provided also that the API score claim of each of the sub-categories in the Category III (Research and Publications and Academic Contributions) will have the following **cap** to calculate the total **API Score claim.**

Sub-category	Cap as % of API cumulative score in application
III(A) : Research papers (Journals, etc.)	30%
III(B) : Research Publications (Books, etc.)	25%
III(C) : Research Projects	20%
III(D) : Research Guidance	10%
III(E) : Training Courses and Conference/Seminar, etc.	15%

GENERAL INFORMATION & ACADEMIC BACKGROUND

Sl. No.	Examination	Name of Board / University	Year of passing	P C of Marks obtained	Divn./ Class/ Grade obtained	Subject/s taken
1.	Secondary level					
2.	H.S level					
3.	Bachelor level					
4.	Masters level					
5.	Other Exam/s, if any					

Research Degree/s

Sl. No.	Degree/s	Title	Date of Award	University
6.	M. Phil.			
7.	Ph.D / D. Phil			
8.	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)
9.					
10.					
11.					
12.					

Posts held after appointment at the present institution

Designation	Department	Date of actual joining		Grade pay	Remarks
		from	to		

Period of teaching experience (in years) :
(**Only as a full time faculty in a substantive post in UGC scale of pay**)

Research Experience **:**
(**only post doctoral experience**)

OTHER RELEVANT INFORMATION

Academic Staff College 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

1. **Category I and II**

   Please note that a candidate has to justify all claims made by him/her regarding the API. In respect of the items covered under **Sl. No. 1 – 9,** 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 authrority may authenticate. Otherwise, the said authority may issue a certificate that adequately covers the relevant points. For e.g. , the activities in which the applicant had been involved (NSS/NSC, Sports, Cultural activity etc.- **Sl. No. 7**) or the Committees where a candidate had actively participated in (IQAC, Academic Sub Committee etc.- **Sl. No. 8)** may be listed separately and certified.

   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.

2. **Category III**

   The '**Cap**' is the maximum points that can be claimed under different "heads" of **category III**. The idea behind this 'cap' is to have a 'balanced' API score, not unduly skewed towards one single parameter, so that the total under one item **does not exceed** a certain percentage of the cumulative API score. The experts in the selection committee will of course, check whether any score has crossed the relevant threshold or not, but to facilitate their task, **candidates are requested to present a break up of their total API score** in the following manner(in a separate sheet attached at the end of the document).

1.	Category I Score	
2.	Category II Score	
3. = A+B+C+D+E	Category III Score	
	(A)Research Papers	
	(B) Research Publications	
	(C) Research Projects	
	(D) Research Guidance	

	(E) Training Courses & Conference/Seminar etc.	
1+2+3	Total Score Claimed	