

Career Advancement Scheme (CAS) at BMSIT&M

The proforma, eligibility requirements, rubrics and the qualification criteria used in the implementation of CAS at BMSIT&M are given in the following Tables:

Please Note: only those faculty members who have completed 7 years of continuous service at BMSIT&M are eligible to submit application for promotion under CAS.

- **Table-I:** Minimum academic performance requirements for all stages of promotion.
- **Table-II:** Minimum service requirements for all stages of promotion.
- **Table-III and Table-IV:** Maximum score and Minimum to be scored in Category-I, Category-II
- **Table-V and Table-V(a):** Research and Academic Contributions Details to be scored in Category-III,
- **Table-VI:** Assessment period required for the next three years.

Table-I: Minimum academic performance requirements for all stages of promotion.

Assistant Professor S-1 to S-2		
1	Teaching-learning. Evaluation Related Activities (Category-I)	85/125 average (Latest three years)
2	Co-curricular Extension and Profession related activities (Category-II)	20/50 average (Latest three years)
3	Total of (Category I+II)	110 / Year
4	Research and Academic Contribution (Category-III)	10/year average (40 for the Assessment period)
5	Expert Assessment System	No Expert assessment, Screening committee to verify API scores with external member
6	Courses attended	Two short term courses / Refresher courses/Orientation courses of min 2 weeks duration or a total of 2 weeks.
Assistant Professor S-2 to S-3 and S1 to S3		
1	Teaching-learning. Evaluation Related Activities (Category-I)	85/125 average (Latest three years)
2	Co-curricular Extension and Profession related activities (Category-II)	25/50 average (Latest three years)
3	Total of (Category I+II)	115 / Year
4	Research and Academic Contribution (Category-III)	15/year average (60 for the assessment period)
5	Expert Assessment System	No Expert assessment, Screening committee to verify API scores along with external member
6	Courses attended	Short term courses on methodology workshops, Training, Teaching-Learning-Evaluation Technology Programs and Faculty Development Programs of one week duration.

V. Chandrababu
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Annam sharma
28/1/2024

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Assistant Professor (S-3) to Associate Professor (S-4) or S-1 to S-4		
1	Teaching-learning. Evaluation Related Activities (Category-I)	85/125 average (Latest three years)
2	Co-curricular Extension and Profession related activities (Category-II)	30/50 average (Latest three years)
3	Total of (Category I+II)	120 / Year
4	Research and Academic Contribution (Category-III)	20/year (80/assessment period – latest 4 years)
5	Expert committee system <ul style="list-style-type: none"> • 20%- Research knowledge • 60%-Assessment of domain knowledge and teaching practices. • 20%- General performance • (Total weightage – 100%, Min. required for promotion is 50%) 	Screening committee to verify API scores and Expert committee assessment
6	Short term courses attended	Short Term Course on methodology workshops, Training, Teaching-Learning-Evaluation Technology Programs, Soft skills development Programs and Faculty Development Programs of minimum one week duration.
Associate Professor (S-4) to Professor (S-5) as per assigned posts		
1	Teaching-learning. Evaluation Related Activities (Category-I)	85/125 average (Latest Three years)
2	Co-curricular Extension and Profession related activities (Category-II)	30/50 average (Latest three years)
3	Total of (Category I+II)	125 / Year
4	Research and Academic Contribution (Category-III)	25/year (75/assessment period) latest 3 years
5	Expert Assessment System <ul style="list-style-type: none"> • 30%- Research knowledge • 50%- Assessment of domain knowledge and teaching practices. • 20% - General performance • (Total weightage – 100%, Min. required for promotion is 50%) 	Screening committee to verify API scores and Expert committee assessment
	Note: <ul style="list-style-type: none"> • The faculties are informed to submit the complete information with relevant documents for all stages of promotion for the period of assessment. • The period of different kinds of paid leaves such as medical leave, maternity leave, study leave, and deputation shall be excluded from the assessment. The teacher shall be assessed for the remaining period from the previous academic year. 	

Table-II: Minimum service requirements for all stages of promotion.

Sl. No.	Stage	Service requirements
1	Assistant Professor S-1 to S-2	Assistant Professor in S-1 and completed Four years of service with PhD, or 5 Years of service with MTech. or relevant PG degree.
2	Assistant Professor S-2 to S-3	Assistant Professor with completed service of Five years in S-2
3	Assistant Professor S-1 to S-3	Assistant Professor in S-1 and completed 09 years of service with PhD and 10 years of service without PhD.
4	Assistant Professor S-3 to Associate Professor S-4	Assistant Professors with three years of completed service in S-3 and three years of post PhD experience.
5	Assistant Professor S-1 to Associate Professor S-4	Assistant Professor in S-1 and completed 12 years of service with PhD with 3 years of Post-PhD experience.
6	Associate Professor S-4 to Professor S-5	Associate Professor with three years of completed service in S-4.

Table-III Category -I: Teaching, Learning and Evaluation Related Activities

Maximum Scores Allocated : 125

Minimum API Score Required for all stages : 85 (Average per year)

(i)	Lectures/Seminars/Practical's/Tutorials/Contact classes taken should be based on verifiable records.	Max Score: 60
	<ul style="list-style-type: none"> Maximum Score of 50 if there is 100% performance Classes taken (100% of allotted classes taken– 10 marks and proportionate score up-to 80% performance, below which no score may be given) Feedback obtained (100% feedback obtained– 20 marks and proportionate score up-to 60% performance, below which no score may be given) Results obtained (100% results obtained– 20 marks and proportionate score up-to 60% performance, below which no score may be given) If teacher has taken remedial/ Tutorial classes, then two points to be assigned for each extra hour of classes/credit. Semester Time Table and attendance sheet 	
	Note: For each course API score would be calculated separately and the average of all courses of two semester shall be taken for the assessment year.	
(ii)	Imparting of knowledge/ instruction as per curriculum with the prescribed material (text book/ manual etc), syllabus enrichment by providing additional resources to students (100% compliance=20 points)	Maximum Score = 20
	5 Marks for each of the following Activity/ Indicator: <ul style="list-style-type: none"> Preparation of personal Course Material covering the entire syllabus of the concerned paper which is provided to the 	

	<p>students.</p> <ul style="list-style-type: none"> • Guest Lecture arranged from External Person preferably for syllabus enrichment. • Imparting instructions with prescribed monograph / Laboratory Manual etc. • Organizing debates/Seminars/Workshops for the Class related to the Syllabus. • Recommending Fresh Reading Material/ Technology based Resources like CDs. • Extra quizzes and assignments • Any Other Activity for Syllabus enrichment. 	
(iii)	<p>Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement, PBL, Open Course etc. - 5 points for each</p> <ul style="list-style-type: none"> • Identification of gaps in the curriculum and bridging the courses for the attainment of POs with evidence • Evidences for conducting hands on training / workshops conducted / programs conducted is support of lifelong learning, communication, ethics, universal human values. Brief report with mapping POs analysis. Development of innovative idea in teaching • Documents in support of idea developed along with no. of students participated and relevant documents • Preparation of resource material, fresh reading material, laboratory manuals etc. Documentary Evidence showing list of problems/ Cases/ Write up /photograph of Charts and Models Used for Teaching the Course • Use of Innovative T-L methodologies, use of ICT in updating subject content and course improvement • PBL projects, Details with title and evidence • Open course participation, details with documents • Participatory Learning modules/Interactive course • Participatory learning modules/Case studies: (CD of ICT Material to be attached) • Developing and imparting Remedial/Bridge Courses and counseling modules • Brief Write up of Course Content & its Implementation indicating number of lectures and Attendance. (not applicable to all courses/programmes) • Developing and imparting soft skills/communications skills/personality development courses/modules (each activity: 5 points) Notices, Content Write Up and Attendance Sheet (if conducted Individually) 	<p>Maximum Score = 20</p>

(v)	Examination Related Work	Maximum Score = 25
	<p>University Examination: Attending examination work as per duties, allotted.</p> <p>Invigilation – 10 points, Evaluation of answer scripts – 5 points; Question paper setting – 5 points, Lab exam – 5 points, Examination work such as coordination / flying squad duties/ Deputy chief superintendent – 5 Points, Chief superintendent 10 – Points, BOS, BOE – 5 points each ETC., (100% compliance = 20 points)</p> <p>Documentary Evidence duly signed by Competent Authorities (Exam In-Charge)</p> <p>Internal Examination:</p> <ul style="list-style-type: none"> • Question paper setting and Evaluation responsibilities for internal/continuous assessment work as allotted. 5 points • Invigilation work of internal examination / work coordination/ flying squad duties etc. - maximum of 5 points) • Documents required for all activities attended. 	
NOTE:	Faculty members may score additional 10 points from either Category I or II to achieve minimum score required under Category I + II	

Table-IV: Category – II: Co-Curricular, Extension and Professional Development Related Activities

(i)	Extension and Co-curricular and Extension	Maximum Scores = 20
	<ul style="list-style-type: none"> • Institutional Co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity (5 point each) Documentary evidence of participation is to be enclosed. • Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, NSO or any other similar activity. (each activity 10 points) • Permission Letter for the conduction of activity and brief write up of contribution in activity • Students and Staff Related Socio Cultural and Sports Programmes, campus publications (Departmental level 2 points, Institutional level 5 points) Permission Letter for the conduction of activity and brief write up of contribution in the activity • Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. • (5 points) Brief write up of contribution in the activity/ any other evidence 	

(ii)	Contribution to Corporate Life and Management of the Institution	Maximum Scores=15
	<ul style="list-style-type: none"> • Contribution to Corporate life in colleges through meetings, popular lectures, subject related events, articles in college magazine (2 point each). Documentary Evidence • Institutional Governance responsibilities like, Vice-Principal, Warden, HOD, Training & Placement Officer, In-charge of a Section heads. (10 points each). Appointment Letter issued by the principal and brief write up of workdone in the academic year. • Participation in committees concerned with any aspect of departmental or institutional management such as procurement, campus development, library committee, Any other committees (5 points each). Circular of Composition of Committee; highlights of work done by the Committee with evidence. • Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 points each). Letter of Appointment Single page data for counseling work done/ brief write up of measures undertaken to maintain Discipline in the campus <p>Organization of Conference / Training as Chairman/Organizational Secretary: International (5 points) National/regional (3 points). As member of the organizing committee (1 point each). Coordinator, co-chairman, co-convenor, Treasurer, Jt. Secretary (3 point each). Attach a copy of Brochure of Conference</p>	
(iii)	Professional Development Related Activities	Maximum Scores = 15
	<p>Membership in profession related committees at state and national level</p> <p>a) At national level : 3 point each</p> <p>b) At state activity : 2 points each. Letter from such an organization</p> <ul style="list-style-type: none"> • Coordination in subject associations, conferences, seminars without paper presentation (each activity: 2 points). Photocopy of Letter/ Certificate of Participation • Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programs (2 point each). Photocopy of Publication /letter or e-mail from Broadcasting Authority • MOOCs courses completed (5-points each). • Participation in continuing education programs 	

Table-V: Category – III Research and Academic Contributions

	S.N.	APIs	Engineering	Max. points for college teacher position
III	(a)	Research Papers (Published in Journals)	Indexed journals (WOS, T and R, SCOPUS)	20 / Publication Distribution of marks Sole author: 20 Marks Two authors: 12:08 Three authors: 10:06:04 Fourth author and above not considered
III	(b)	Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system. Publisher headquarters outside India with ISBN/ISSN or having Indian partners or subsidiaries	25/sole author, 15 each for multiple authors. 10 /chapter in a Book
III	c(i)	Sponsored Projects carried out/ ongoing (50% score for ongoing and 50% for completed)	(a) Funded Projects grants equal to or above 20.0 lakhs (BMSIT projects only)	PI- 30, Co-Pi-15 /each Project
			(b) Funded Projects: Equal to and above 5.0 lakhs up to 20.00 lakhs. (BMSIT projects only)	PI- 15, Co-Pi-10/each Project
			(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh) (BMSIT projects only)	PI- 10, Co-Pi-05 /each Project
	c(ii)	Consultancy /EDP Projects carried out	Amount mobilized with minimum of Rs.1.00 lakh/year	10 per every cumulative of one lakh earned
	c(iii)	IPR Patent granted	Patent/Technology Transfer	10 /inventor, 5 / Co-Inventor, each national level patent 15 /inventor, 10 / Co-Inventor, each international level patent.
III		Research Guidance		
	d(i)	PhD, Guidance	Degree awarded only	20 Points for each candidate awarded PhD degree.
			Thesis submitted	5 Points for each candidate

III	E	Seminar / Workshop Papers		
	e(i)	Papers in Conference/ Seminars/workshops etc.	Participation and Presentation of research papers in international conference held at Abroad/NITs/ IITs/ CFTIs/ Institutes of national importance	4 Points per presentation maximum restricted to 1 / year
	e(ii)	Expert lecture delivery and keynote address outside the college	Abroad / NITs/ IITs / CFTIs and NBA or NAAC accredited institutes	3 points per talk and maximum of 1-talk /Year
III	f	Citation of publications/patents		
	f(i)	Research Paper	h- Index (Scopus indexed)	1-5 (2-Marks) 6 & above (3-Marks)

Table-V(a): Details of marks to be scored in Category-III, Research and Academic Contributions

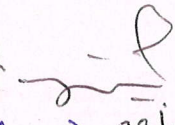
SL. No.	Components	% Weightage			
		S1-S2	S2-S3	S3-S4	S4-S5
a)	Published Papers in Journals	70%	70%	60%	55%
b)	Book Articles/ Chapters published in Books	30%	30%	40%	45%
c)	Ongoing Research projects, EDP, IPR and Consultancies	Minimum average to be scored: 2.0- Marks/ year	Minimum average to be scored: 4.0-Marks/ year	Minimum average to be scored: 10-Marks/ year	Minimum average to be scored: 12.00-Marks/ year
d)	Project/Research Guidance				
e)	Papers presented in Conferences, Seminars, Workshops, Symposia				
f)	Citations of publications/patents etc.				
	Minimum Score	10/Year	15/Year	20/Year	25/Year


Table-VI: Assessment period to be considered for next three years in Category-III.

Sl. No.	Assessment period
1	Two years of assessment period is considered for those who are submitting the CAS application in Jan-Feb, 2021 (Academic Years: 2018-19 and 2019-2020).
2	All eligible candidates are permitted to submit the data of research and academic contributions in Category-III till December-2020. This is applicable for this year submission only (Jan-2021).
3	Three years of assessment period is considered for those who are submitting the CAS application in Jan-Feb, 2022. (Academic Years: 2018-19, 2019-2020 and 2020-2021)
4	Four years of assessment period is considered for those who are submitting the CAS application in Jan-Feb, 2023. (Academic Years: 2018-19, 2019-2020, 2020-2021 and 2021-22)

Please note: In case of any difference of opinions in the interpretation of the above criteria/clauses/etc. the interpretation of the Principal and the Vice Principal will be final and binding.

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Dir (Adm) 28/1/21
BMSET


27-1-21

Aviram Sharma
(Sri. Aviram Sharma)
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