



PATH FOR CAREER PROGRESSION OF FACULTY MEMBERS

The management of BMSIT&M is pleased to inform the faculty members of the institute that henceforth (from 01.04.2023) the opportunities for their career progression would be as follows.

- i) Direct Recruitment (DR)
- ii) Promotion based on Age of the faculty member and Service at BMSIT&M (AS)
- iii) Career Advancement Scheme (CAS)

i) Direct Recruitment (DR):

All vacant positions in a department will be advertised in newspapers for inviting applications from eligible and qualified candidates. As it is open competition, both faculty members from the institute and external candidates may apply for positions. While external candidates are shortlisted based on both eligibility and merit, internal candidates will be shortlisted based only on eligibility. All shortlisted candidates would be called for interview. The selection of candidates in the interview will be purely based on the performance of the candidates.

ii) Promotion based on Age of the faculty member and Service at BMSIT&M (AS):

An Assistant professor, irrespective of his/her present stage (S1/S2/S3) will be considered for promotion to Associate Professor's position, if he/she has satisfied all the conditions mentioned below:

- a) He/She shall have completed an age of 52 years.
- b) He/She shall have rendered a service of a minimum of 15 years at BMSIT&M.
- c) He/She shall have a minimum 2 years of post-Ph.D experience at BMSIT&M.
- d) He/She shall have no antecedents of indiscipline leading to punishment.
- e) He/She shall perform satisfactorily in an interview-based review.

iii) Career Advancement Scheme (CAS):

Scheme/Policy document enclosed herewith.


30.3.2023
PRINCIPAL

Career Advancement Scheme
(Effective from November 2023)

PART - A

1.0 General Guidelines:

A faculty member eligible for promotion under the Career Advancement Scheme (CAS) shall submit the duly filled-in Self-Assessment Application meant for the purpose. The following points are to be noted before filing the application.

- The faculty member shall have completed at least **FOUR Academic years of service at BMSIT&M** to apply for promotion under CAS. Normally an Academic Year is reckoned from August to next July.
- Applications from eligible faculty members for promotions under CAS would be invited in the month of **November every year**.
- The faculty members are informed to read the general instructions carefully before filing the application form and follow the instructions applicable therein.
- The faculty member shall provide the complete information along with relevant documents for the stage of promotion applied. Incomplete applications are not considered for evaluation.
- The faculty member shall submit the application for a stage for which he/she is eligible. The candidates who do not consider themselves eligible can apply later (after acquiring eligibility).
- In the final assessment, if a candidate does not either fulfill the minimum API score or obtain less than the 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.
- The period of different kinds of paid leaves such as medical leave, maternity leave, study leave, and deputation shall be excluded from the assessment period. Data for the stipulated period excluding these breaks shall be provided.
- Data for a period of 2/3/4 full Academic years (depending on the Category I/II/III) in a given stage of service shall be provided for assessment while applying for promotion to higher stage.
- Data corresponding to an assessment period once used for awarding for promotion, should not be presented for subsequent promotions whenever applied for.
- The CAS application format is subject to revision and may undergo improvement year -after-year, with the approval of competent authority.

2.0 Different stages of promotion and Academic Grade Pay (AGP)

There are five different stages/designations as follows, and the promotions are considered from a given stage to the immediate higher one. i.e., from S-1 to S-2, S-2 to S-3, S-3 to S-4, and S-4 to S-5. As a special case, promotion from S1 to S3 is considered subject to the condition mentioned in Table

4.5. The starting basic pay and the corresponding AGP vis-à-vis various stages are shown in the Table 2. An incentive of Rs. 2000/- which is added to the basic salary of a faculty member who acquires/has acquired a Ph.D degree while being an Assistant professor should not be construed as leading to AGP of Rs. 8,000 and hence shouldn't be interpreted as he/she is in S3.

Table 2. Stages, Designations and Levels of associated AGP

Stage	Designation	Starting Basic pay + AGP
Stage-1 (S-1)	Assistant Professor - Grade 1	Rs.15,600 + Rs. 6,000
Stage-2 (S- 2)	Assistant Professor - Grade 2	Rs.15,600 + Rs. 7,000
Stage-3 (S-3)	Assistant Professor - Grade 3	Rs.15,600 + Rs. 8,000
Stage-4 (S-4)	Associate Professor	Rs.37,400 + Rs. 9,000
Stage-5 (S-5)	Professor	Rs.37,400 + Rs. 10,000

3.0 Assessment Period for Different Stages of Promotion:

The assessment of a faculty member to consider him/her for promotion from a given stage to the next is based on the data/information provided by him/her under three Categories, namely,

Category - I : Teaching, Learning and Evaluation Related Activities

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

Category - III: Research and Academic Contributions

The data/information under these three categories need to be provided and self-assessed over the specified assessment period as shown in Table 3, and the average API scores in each of these categories over the corresponding assessment period shall be arrived at. The API scores shall be verified and evaluated to by the screening and selection committees to consider him/her for awarding promotion.

Table 3. Assessment period for different stages of promotion

Sl. No.	Stage		Category – I (No. of previous Years)	Category – II (No. of previous Years)	Category – III (No. of previous Years)
	From	To			
1	S1	S2	2	3	4
2	S2	S3	2	3	4
3	S3	S4	4	4	4
4	S4	S5	4	4	4

Part - B

4.0 Instructions for Filling up of CAS Proforma:

The faculty member shall provide the information for the items under Category-I, Category-II and Category-III for the respective assessment periods. The same shall be provided in the corresponding tables under the categories in the application form. Under each category, although a teacher has multiple activities that provide him/her a choice/opportunity to gain API scores, there is a maximum limit of API score that he/she can accumulate under each sub-section of a category. There is also a minimum API score (averaged over the stipulated period of assessment) one needs to obtain to be

eligible for consideration for promotion. The API scores are to be provided based on self-assessment. The self-assessed API score shall be based on objectively verifiable data/information. The self-assessed API scores would be scrutinized and evaluated by the screening/selection committee. Providing any falsified data/information would lead to disqualification of the candidate.

Category - I

4.1 Academic Performance Indicators in Teaching, Learning and Evaluation Related Activities:

Brief Explanation: A faculty member shall do self-assessment and provide API scores with respect to his/her performance on: (a) teaching-related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. over the specified assessment period (Table 4.1).

Maximum Scores Allocated : 125
Minimum API Score Required for all stages : 85 (Average per year)

Table 4.1: Details of Teaching, Learning and Evaluation Related Activities

(i)	Lectures/Seminars/Practical/Tutorials/Contact classes taken should be based on verifiable records.	Max Score: 60
	<p>Maximum Score of 50 if there is 100% performance:</p> <ul style="list-style-type: none"> Classes taken (100% of allotted classes taken – 10 marks and proportionate score up-to 80% performance, below which zero score) Feedback obtained (100% feedback obtained– 20 marks and proportionate score up-to 60% performance, below which Zero score) Results obtained (100% results obtained– 20 marks and proportionate score up-to 60% performance, below which zero score) If teacher has taken remedial/ Tutorial classes, then two points to be assigned for each extra hour of classes/credit. Attach semester Timetable 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 (textbook/ manual etc.), syllabus enrichment by providing additional resources to students (100% compliance = 20 points)	Maximum Score = 20
	<p>5 Marks for each of the following Activity/ Indicator:</p> <ul style="list-style-type: none"> Preparation of personal Course Material covering the entire syllabus of the concerned paper which is provided to the students. Guest Lecture arranged from External Person preferably for syllabus enrichment. Imparting instructions with prescribed monograph/Lab Manual etc. Organizing debates/Seminars/Workshops for the Class related to the Syllabus. Recommending Fresh Reading material/ Technology based Resources Extra quizzes and assignments Any Other Activity for Syllabus enrichment. 	

(iii)	Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement, PBL, Open Course etc. - 5 points for each	Maximum Score = 20
	<ul style="list-style-type: none"> • Identification of gaps in the curriculum and bridging the courses for the attainment of POs with evidence • Evidence 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/photo 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: • 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/programs) • Developing and imparting soft skills/communications skills/ personality development courses/modules 	
(v)	Examination Related Work	Maximum Score = 25
	<p>University Exam: Attending examination work as per duties allotted. 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 and BOE – 5 points each ETC., (100% compliance = 20 points)</p> <p>Documentary Evidence duly signed by COE/Deputy COE</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) 	

Category-II

4.2 Academic Performance Indicators in Co-Curricular, Extension and Professional Development Related Activities:

Brief Explanation: API scores under Category II (Table 4.2) are for co-curricular activities, extension activities, and professional development related contributions, and are based on a faculty member's self-assessment. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required in this category to accrue to all teachers. The minimum API score required by teachers for eligibility for promotion is given below. As before, the self-assessment score should be based on objectively verifiable data and will be finalized by the screening/selection committee. Providing any falsified data/information would lead to disqualification of the candidate.

Maximum Scores Allocated: 50

Minimum Score to get: See Table 4.1

Table 4.1. Minimum score to be obtained for various stages of promotion.

Minimum score	S1 to S2/S3	20
	S2 to S3	25
	S3 to S4	30
	S4 to S5	30

Table 4.2. Details of 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 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). • Conduction of activity and brief write up of contribution in activity. • Students and Staff Related Socio Cultural and Sports Programs, campus publications (Departmental level 2 points, Institutional level 5 points) 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). Provide 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 • 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 	
(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 level: 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 4.3. Minimum score to be obtained in Category – I and Category – II

Sl. No.	Stage (S)		Category – I	Category – II	Minimum score from Category – I and Category - II)
	From	To			
1	S1	S2	85	20	110
2	S2	S3	85	25	115
3	S3	S4	85	30	120
5	S4	S5	85	30	120

Category - III

4.3 Academic Performance Indicators in Research and Academic Contributions:

Brief Explanation: A faculty member shall do self-assessment for items in Table 4.4 and assign API scores for his/her research and extension outputs/outcomes. The minimum API score required by faculty members in Category -III is different for different levels of promotion. The self-assessment API score assigned by a faculty member for his contributions shall be based on verifiable data and documents and shall be subjected to scrutiny and evaluation by the screening/selection committee. Hence, faculty members are instructed to provide acceptable evidence for their claims. Providing any falsified data/information would lead to disqualification of the candidate.

Table 4.4: Details of Research and Academic contributions

	S.N.	APIs	Engineering	Max. points for college teacher position
III	(A)	Research Papers (Published in unpaid Journals)	WOS/Q1/Q2/Q3/Q4/SCIE Journals	20 / Publication <u>Distribution of marks:</u> 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 headquartered outside India with ISBN/ISSN or having Indian partners or subsidiaries	Book: 25/sole author, 15 each for multiple authors. Chapter in a Book: 10/sole author, or if multiple authors, then 5/author in first two author positions.
III	(C1)	Funded/Sponsored Projects carried out:	(a) Funded Projects: Grants received at BMSITM in that year: equal to or above 12 lakhs	PI- 30/each Project, Co-Pi-15/each Project
			(b) Funded Projects: Grants received at BMSITM in that year: 5 lakh and above up to 12 lakhs.	PI- 15/each Project, Co-Pi-10/each Project
			(c) Funded projects: Grants received at BMSITM in that year: Above 2 lakh and up to 5 lakhs.	PI- 10/each Project, Co-Pi-05/each Project

	(C2)	Consultancy projects carried out/ Executive Development Programs conducted	Revenue generated shall be a minimum of Rs.1.00 lakh/year of assessment period	10 Marks for every of one lakh revenue earned over the assessment period
	(C3)	IPR Patent published/granted	Applicant name must be <u>BMS Institute of Technology and Management</u> a) Patent published (Novelty level found in prior art search: 1 or 2): b) Patent granted:	(5 for the first Inventor and 2 each for the second and third coinventors) for every patent (15 for the first Inventor and 10 for the second and third co-inventors) for every patent
III	D	Research Guidance		
	(D1)	If the faculty member is a Ph.D Research Supervisor	His/Her student is awarded Ph.D degree in that year	8 marks per each Ph.D awarded.
	(D2)	If the faculty member is a Ph.D Student	He/she is awarded Ph.D degree in that year	8 marks.
III	E	Seminar / Workshop Papers		
	(E1)	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 marks per presentation (maximum 1 paper/year)
	(E2)	Expert lecture delivery and keynote address outside the college	Expert lecture and keynote address delivered in NITs/ IITs / CFTIs/NAAC accredited institutes/NBA accredited programs	3 marks per talk and (maximum of 1 talk/year)
III	F	Citation of publications		
	F(i)	Citation of Research Papers	Highest h-index (Scopus) in the entire assessment period	If the index is 1 - 5: 2 Marks Above 6 - 10: 3 Marks Above 10: 5 Marks
III	G	Awards and any other Laurels received from the State/Central Governments		
		Awards: (Mention the details of Year, Value, relevance etc)	National award State award	5 Marks 3 Marks

Table 4.5. Weights and Minimum Marks Requirement at Different Stages* of Promotion

Components of Category - III		Minimum period of service at BMSIT&M			
		S1 to S2 is 4 yrs at S1	S2 to S3 is 4 yrs at S2	S3 to S4 is 4 yrs at S3	S4 to S5 is 4 yrs at S4
		Minimum average marks in Assessment period			
III	A) Published Papers in Journals	Average Marks in the assessment period x 80% = 9 Marks	Average Marks in the assessment period x 70% = 9 Marks	Average Marks in the assessment period x 70% = 14 Marks	Average Marks in the assessment period x 70% = 15 Marks
	B) Book Articles/ Chapters published in Books	Average Marks in the assessment period x 20% = 1 Mark	Average Marks in the assessment period x 30% = 3 Marks	Average Marks in the assessment period x 30% = 6 Marks	Average Marks in the assessment period x 30% = 7 Marks
	C) Ongoing Research projects, EDP, IPR and Consultancies				
	D) Research Supervision/Work				
	E) Papers presented in Conferences, Seminars, Workshops, Symposia				
	F) Citations of Publications / Patents				
	G) Awards and recognitions (Awards from government only)				
	Minimum average marks (A to G) to be scored over the assessment period	10	12	20	22

* As a special case, **promotion from S1 to S3** is allowed provided the faculty member has completed 8 years of service at BMSIT&M at S1 level and secures at least 1.25 times the scores prescribed for promotion (for Category – III only) from S2 to S3 (specifically, at least an average of 4 marks over the assessment period from component A, and at least an average of 11 marks over the assessment period from components B to G). No other promotion possibilities are allowed under CAS.

5.0 Minimum Academic Performance Requirements for promotion under CAS:

Table 5.1: Minimum Academic Performance Indicators (APIs) required for promotion.

Assistant Professor S-1 to S-2		
1	Teaching-learning. Evaluation Related Activities (Category-I)	85/125 average (Latest Two 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)	Average of 10 marks/year over the latest 4 years
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, OR S-1 to S-3			
		S-2 to S-3	S-1 to S-3
1	Teaching-learning. Evaluation Related Activities (Category-I)	85/125 average (Latest Two years)	85/125 average (Latest Two years)
2	Co-curricular Extension and Profession related activities (Category-II)	25/50 average (Latest Three years)	25/50 average (Latest Three years)
3	Total of (Category I+II)	115 / Year	115 / Year
4	Research and Academic Contribution (Category-III)	Average of 12 marks/year over the latest 4 years	Average of 11 marks/year (from A) and 4 marks/year (from B to G) over the latest 4 years
5	Expert Assessment System	No Expert assessment, Screening committee to verify API scores along with external member	No Expert assessment, Screening committee to verify API scores along with external member
6	Courses attended	2 FDPs of at least one-week each domain areas, research methods, use of modern tools, etc.	2 FDPs of at least one-week each domain areas, research methods, use of modern tools, etc.

Assistant Professor (S-3) to Associate Professor (S-4)		
1	Teaching-learning. Evaluation Related Activities (Category-I)	85/125 average (Latest four years)
2	Co-curricular Extension and Profession related activities (Category-II)	30/50 average (Latest four years)
3	Total of (Category I+II)	120 / Year
4	Research and Academic Contribution (Category-III)	Average of 20 marks/year over the latest 4 years

5	Screening committee's verification of API scores and Expert committee assessment.	Expert committee to assess in the interview: <ul style="list-style-type: none"> • Research knowledge (20%) • Domain knowledge & teaching practices (60%). • General performance (20%) Total marks in interview: 100 (Min. required for promotion is 50%)
6	Short term courses attended	2 FDPs of at least one-week each domain areas, research methods, use of modern tools, etc.

Associate Professor (S-4) to Professor (S-5)		
1	Teaching-learning. Evaluation Related Activities (Category-I)	85/125 average (Latest Four years)
2	Co-curricular Extension and Profession related activities (Category-II)	30/50 average (Latest Four years)
3	Total of (Category I+II)	120 / Year
4	Research and Academic Contribution (Category-III)	Average of 22 marks/year over latest Four years
5	Screening committee's verification of API scores and Expert committee assessment.	Expert Assessment System Expert committee to assess in the interview: <ul style="list-style-type: none"> • Research knowledge (30%) • Domain knowledge & teaching practices (50%). • General performance (20%) • Total marks in interview: 100 (Min. required for promotion is 50%)
6	Short term courses attended	2 FDPs of at least one-week each domain areas, research methods, use of modern tools, etc.

Note:

- Movement to Stage 4 requires the faculty member to possess a Ph.D degree and a minimum of 2 years of post-Ph.D experience. Similarly movement to Stage 5 requires the faculty member to possess a Ph.D degree and a minimum of 5 years of post-Ph.D experience.
- There is no direct promotion from a given stage to a stage beyond the immediate next stage (except the special case from S1 to S3).
- At every stage the faculty member shall serve for at least 4 years before becoming eligible to apply for next stage.
- The faculty member to be eligible to apply for promotion should not have availed promotion under CAS in the immediate previous 4 years.

6.0 Screening / Selection Committees

Preliminary Screening Committee: Level-1

- To assess eligibility of the candidate for promotion under CAS in terms of length of service, required qualification and other general conditions.
- To assess that the application is complete in all respects and supporting with all requisite documents.

Preliminary Screening Committee: Level-2 (For overall screening of the CAS applications)

- To assess if the candidate has fulfilled the Academic performance and service criteria.
- If the screening committee is satisfied that the candidate has obtained the required API scores in all categories and met with other conditions, it shall recommend the candidate for promotion.

Final Selection Committee:

- The selection committee shall be formed for all promotions to S4 or S5 grade, as per the CAS guidelines. Interview process shall be conducted as specified. Recommendation of the selection committee will be placed for approval before the Chairman and the BOG. Subsequently the promotion order will be issued to the faculty member.

6/4/23

Shankar
30.3.2023

Shankar 0504

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06/4/23

Aviram Sharma