

**Minutes of the Meeting of Committee for Faculty Promotion held on  
Tuesday, 05<sup>th</sup> February, 2019**

**Members Present:**

1. Rev. Dr. Dominic Savio S. J., Principal and Chairperson
2. Dr. Ayan Chandra, Member Secretary Academic Council
3. Dr. Atish Prosad Mondal, Department of Commerce (Morning)
4. Dr. Samir Kr. Lobwo, Department of Commerce (Morning)
5. Dr. Suchandana Bhattacharyya, Department of English
6. Dr. Dipankar Chakraborti, Department of Biotechnology
7. Dr. Partha Pratim Ghosh, IQAC Coordinator & Convener

**Background of the meeting:**

The meeting was called to discuss the modalities of furnishing data as per the latest Government Order (dated 07.12.2017) for promotion of teachers in management post.

**Following discussions took place in the meeting**

1. New form introduced by Dr. Ayan Chandra
2. It was observed that the data for Category I and Category II to be furnished as hourly basis.
3. The following were recommended:

**Category I**

- i. Certificate for evaluation to be procured on the basis of hours - No. of Days X 5 hours of Evaluation

**Category II**

Part a

- Exact hours to be furnished
- Cultural, Sports, NSS, NCC certificate to be procured on the basis of hours
- Extension and dissemination activities – 6 hours per talk

Part b

- Administrative responsibility – No. of working days X 1 hour
- Participation in BOS and other committees – No. of meetings X 5 hours

Part c

- Professional development activities – No. of hours to be furnished by respective faculties

4. Proposals

- i. Professors in service for 3 years or less to submit data for Category I and Category II on yearly basis.
- ii. Professor promoted to Stage II within 3 years or less to submit data similarly
- iii. Promoted to Stage III within 1 year or less to submit data similarly

5. Some Points for consideration:

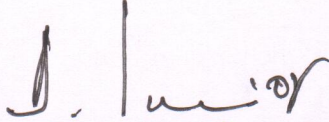
- a. Incumbents having due date of promotion before 07.12.17 will follow 2012 regulation.
- b. If due date of promotion is on or after 07.12.18, 2017 regulation to be followed. In this case both the regulations for appropriate periods to be followed.
- c. For classes taken, certificate to be procured from Vice Principal.
- d. For career counselling, certificate to be procured from Vice Principal.
- e. For semester examination duties, certificate to be procured from Controller of Examinations. For invigilation duty in semester examination, certificate will be

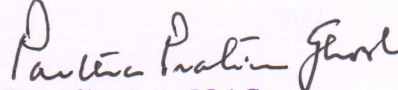


given by Vice Principal after the number of Hours is forwarded by Officer-In-Charge.

- f. For mid-semester examinations and CIA, certificate to be procured from Vice Principal.
- g. For innovative teaching methodologies, updating of courses, etc., certificate to be procured from Current Head of Department.
- h. For organizing students' visit, students' seminar etc., certificate to be procured from Vice Principal after getting forwarded by current Head of Department.
- i. For Cultural, Sports, NSS and NCC activities, certificate to be procured from the respective directors.
- j. For participation in Sports parade, certificate to be procured from current HOD.
- k. For Extension Activities, certificate of concerned organization to be provided.
- l. For Academic, Administrative responsibilities, certificate to be procured from Fr. Principal.
- m. For participation in BOS, certificate to be procured from Member Secretary, Academic Council.
- n. For promotion on the basis of 2017 regulation, certificates are to mention the number of hours of contribution. For certificates obtained from outside organizations, if the contact hour is not mentioned, college authority will decide upon the same.

The meeting concluded at this stage and the members proposed that final decision will be taken after a meeting with Fr. Principal.

  
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