



KURIAKOSE ELIAS COLLEGE MANNANAM

Affiliated to Mahatma Gandhi University, Kottayam
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Criterion - VI

Governance, Leadership and Management

6.2: Strategy Development and Deployment

6.2.1.

CAS: guidelines & proforma



Performance Based Appraisal System (PBAS) for Career Advancement Scheme in Aided Colleges as per UGC 7th Regulations 2018: Guidelines & Proforma

Mahatma Gandhi University, Kottayam

Proforma for promotion under UGC Career Advancement scheme.

(In accordance with UGC 2018 regulation)

Read: 1) GO(P)No 18/2019/H.Edn. Dtd 29-06-2019, 2) GO(P)No 28/2019/H.Edn. Dtd 29-06-2019, 3) GO(P)No. 29/2019/H.Edn. Dtd 30-09-2019. 4) U.O. No. 5020/ACL/2019/MGU dated 19-10-2019

Name of the College :-.....

The college is with minority status: Yes/No

Department/ Subject :-.....

(As per the university approval order)

Proposal for promotion of: Dr. /Sri. /Smt:-.....

Promotion as:

Assistant Professor (stage I to Stage II/ Academic Level 10 to 11)

Assistant Professor (Stage II to Stage III/ Academic Level 11 to 12)

Assistant Professor to Associate Professor (Stage III to Stage IV/ Acd Level 12 to Acd Lvl 13A)

Associate Professor to Professor/equivalent cadres (Stage V/Acd Level 13A to 14)

(Please indicate (√) whichever is applicable)

Period of Assessment of Promotion:

From.....To.....

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

| | | |
|----|---|--|
| 1 | Name (English Block Letters) | |
| | Malayalam | |
| 2 | Father's Name | |
| 3 | Date and Place of Birth | |
| 4 | Gender | |
| 5 | Nationality | |
| 6 | Religion | |
| 7 | Indicate Category: SC/ST/OBC/OEC/General category | |
| 8 | Whether differently abled? (Divyang) | |
| 9 | Current Designation & AGP/Academic Level | |
| 10 | Date of last Promotion with Post/ Grade promoted to with UO reference.(if applicable) | |
| 11 | Designation and grade pay/Academic Level to which promotion required? | |
| 12 | Date of Eligibility of Promotion | |
| 13 | Basic Pay and AGP(if any) of the Present Scale | |
| 14 | Date of Approval of Deputy Director for the last promotion (if any)* | |

| | | |
|----|---|--|
| 15 | Date and Designation of Joining service* | |
| 16 | Permanent Address with PINCODE | |
| 17 | Address for Communication with PINCODE | |
| 18 | Phone numbers (Off. Res. Mob) and email Id | Office- Residence- Mobile- Email- |
| 19 | University's Examiner Code | |
| 20 | Date in which University teachers portal last updated | |

* copy of the certificate is to be attached

21. Academic Qualifications

| Qualification | University/Board | Year of Passing | % of marks obtained | Division/Class/Grade | Subjects/Specialization |
|-----------------------------|------------------|-----------------|---------------------|----------------------|-------------------------|
| SSLC/Equivalent | | | | | |
| Higher Secondary/Equivalent | | | | | |
| UG | | | | | |
| PG | | | | | |
| Others | | | | | |

22. Research Degrees

| Qualification | Title | Date of award | University |
|-------------------|-------|---------------|------------|
| M.Phil/M.Tech | | | |
| PhD | | | |
| D.Sc/D.Lit/Others | | | |

23. Record of academic service prior to joining the current post

| Institution | Designation | Essential qualification for the post at the time of appointment | Nature of appointment (Regular/fixed term/temporary/Adhoc) | Nature of duties(Teaching/Research/others) | Scale of Pay | Date of Joining and Date of leaving | Reason of Leaving |
|-------------|-------------|---|--|--|--------------|-------------------------------------|-------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Note: Please indicate in a separate sheet attached, the following

- The essential qualification for the post held where not lower than the qualifications prescribed by the University.
- The post is / was in an equivalent grade or of the pre revised scale of pay.
- Whether applied through proper channel
- Whether possess the same minimum qualifications as prescribed by UGC for appointment of the post.

UGC Regulation 2018 : Option A

- e. The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of University/state government/ central Government/concerned institution, for each appointment.
- f. The previous appointment was not as Guest Lecturer for any duration.

24. Posts held after appointment at this institution

| Designation | Department | Date of joining | | Grade |
|-------------|------------|-----------------|----|-------|
| | | From | To | |
| | | | | |
| | | | | |
| | | | | |

25. Recognized Orientation/Refresher/ Winter /Short Term/MOOC Courses attended

| Name of the Course/Summer school | Name of Institution & Place | Duration | Sponsoring Agency |
|----------------------------------|-----------------------------|----------|-------------------|
| | | | |
| | | | |
| | | | |

26. List of most significant UGC listed/peer reviewed Publications (For the purpose of evaluation)

| Sl. No | Title of Paper | Name of Journal/Publisher in case of Book | Date of Publication and Impact factor if any | Volume number and Pages |
|--------|----------------|---|--|-------------------------|
| | | | | |
| | | | | |
| | | | | |

Attach copy of the publications.

27. Whether an Approved Research Guide- Yes/No

If Yes, Give the details in the following table

| Name of the Institution/University at which guide ship is approved | Date in which the guide ship approved | Number of students enrolled for PhD/ M.Phil | Number of students submitted the thesis | Number of students awarded the Degree |
|--|---------------------------------------|---|---|---------------------------------------|
| | | | | |
| | | | | |
| | | | | |

28. Details of Leave

| Duration | Nature of Leave (other than CL) | Purpose |
|----------|---------------------------------|---------|
| | | |
| | | |
| | | |

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature of the teacher

Countersigned by the Head of the Institution

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Option A

(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University Departments and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018 : Option-A

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE

(Please see detailed instruction of this PBAS Proforma before filling out this section)

CATEGORY: 1. TEACHING

I a. Lectures, Seminars, Tutorials, Practicals, Contact Hours

| <i>Year</i> | <i>Mode of Activity*</i> | <i>Total class Assigned</i> | <i>Number of classes engaged as per documented record</i> | $\frac{\text{Number of classes engaged}}{\text{Total class Assigned}} \times 100$ | <i>Grading</i> |
|-------------|--------------------------|-----------------------------|---|---|----------------|
| 20xx-xx | | | | | |
| 20xx-xx | | | | | |
| 20xx-xx | | | | | |
| 20xx-xx | | | | | |
| 20xx-xx | | | | | |
| 20xx-xx | | | | | |

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

OVERALL GRADE FOR Category I :

- Good : 80% and above performance.
- Satisfactory : 70 % to 80% performance.
- Not satisfactory : less than 70% performance

For Details see Appendix II
Table :01

Name & Signature of the subject experts of Screening/Selection Committee

**CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS
RELATED ACTIVITIES/RESEARCH ACTIVITIES**

a. Administrative responsibilities

| Sl.No | Type of Responsibility | Role Performed |
|----------------------------|------------------------|----------------|
| 01 | | |
| 02 | | |
| 03 | | |
| 04 | | |
| 05 | | |
| Total number of activities | | |

b. Examination and evaluation duties assigned by the college/university or attending paper evaluation

| Sl.No | Name of Duty | Role Performed |
|----------------------------|--------------|----------------|
| 01 | | |
| 02 | | |
| 03 | | |
| 04 | | |
| 05 | | |
| 06 | | |
| Total number of activities | | |

c. Student related co-curricular, extension and field based activities

| Sl.No | Type of Activity | Role Performed |
|----------------------------|------------------|----------------|
| 01 | | |
| 02 | | |
| 03 | | |
| 04 | | |
| 05 | | |
| 06 | | |
| Total number of activities | | |

d. Organizing seminars/conferences/workshops and other college/university activities

| Sl.No | Type of Activity | Role Performed |
|----------------------------|------------------|----------------|
| 01 | | |
| 02 | | |
| 03 | | |
| 04 | | |
| 05 | | |
| Total number of activities | | |

e. Evidence of actively involved in guiding Ph. D. students

| Sl.No | Name of Student | Date of Registration | U.O granting Registration |
|--------------------------|-----------------|----------------------|---------------------------|
| 01 | | | |
| 02 | | | |
| 03 | | | |
| 04 | | | |
| 05 | | | |
| Total number of students | | | |

f. Details of minor/major research project sponsored by national or international agencies.

| Sl.No | Name of the project | Funding Agency | Amount sanctioned/utilized |
|--------------------------|---------------------|----------------|----------------------------|
| 01 | | | |
| 02 | | | |
| 03 | | | |
| 04 | | | |
| 05 | | | |
| Total number of projects | | | |

g. Details of Publication in peer-reviewed or UGC listed journals

| Sl. No. | Title with page Nos. | Journal | No in the UGC List of Journals | Whether peer reviewed or not | ISSN/ ISBN | Whether you are the main Author |
|------------------------------|----------------------|---------|--------------------------------|------------------------------|------------|---------------------------------|
| 01 | | | | | | |
| 02 | | | | | | |
| 03 | | | | | | |
| 04 | | | | | | |
| 05 | | | | | | |
| Total number of publications | | | | | | |

□ **OVERALL GRADE FOR Category II** :

- Good : Involved in at least 03 activities
- Satisfactory : Involved in 01 – 02 activities
- Not satisfactory : Not involved / undertaken any of the activities

Number of activities can be within or across the broad categories of activities
For Details see Annexure I

Summary of Grading

| Categories | 20xx-xx | 20xx-xx | 20xx-xx | 20xx-xx | 20xx-xx | 20xx-xx |
|-----------------|---------|---------|---------|---------|---------|---------|
| Category I | | | | | | |
| Category II | | | | | | |
| | | | | | | |
| | | | | | | |
| Overall Grading | | | | | | |

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS
(Only for placement from Academic level 13A to 14 and 14 to 15; Associate Professor to Professor/Principal)

(Note: The research score shall be from the minimum of three categories out of six categories)

I. Published Research Papers in Peer-reviewed or UGC listed Journals

| Sl. No. | Title with page Nos. | Journal | UGC/ ISSN/ISBN No | Whether peer reviewed, Impact Factor, if any | No. of Co-authors | Whether you are the main Author | Score |
|---|----------------------|---------|-------------------|--|-------------------|---------------------------------|-------|
| 01 | | | | | | | |
| 02 | | | | | | | |
| 03 | | | | | | | |
| 04 | | | | | | | |
| 05 | | | | | | | |
| Total Research Score | | | | | | | |
| <p>08 Points per publication for Faculty of Science and 10 Points per publication for Faculty of Languages/Humanities/Arts/Social Sciences/Commerce/Management and other related disciplines.</p> <p>The Research score for research papers would be augmented as follows: (Impact factor to be determined as per Thomson Reuters List) Papers without impact factor by 5points Papers with impact factor less than 1 by 10 points Papers with impact factor between 1 and 2 by 15 points Papers with impact factor between 2 and 5 by 20 points; Papers with impact factor between 5 and 10 by 25 points. Papers with impact factor above 10 by 30 points</p> <p>Two authors : 70% of total value of publication for each author More than two authors : 70% of total value of publication for the first/Principal/Corresponding author and the remaining 30% of total value of publication for each of the joint authors.</p> | | | | | | | |

II. Publications other than Research Papers

II(a). Articles/Chapters published in Books.

| Sl. No. | Title with Page Nos. | Book, Title, Editor & Publisher | ISSN/ISBN No. | No. of Co-authors | Whether you are the main Author | Score |
|---|----------------------|---------------------------------|---------------|-------------------|---------------------------------|-------|
| 01 | | | | | | |
| 02 | | | | | | |
| 03 | | | | | | |
| 04 | | | | | | |
| 05 | | | | | | |
| Total Research Score | | | | | | |
| International Publishers: 12 Points National Publishers : 10 Points Chapter in edited book : 05 Points Editor of book by International Publisher : 10 Points Editor of book by National Publisher : 08 Points | | | | | | |

II (b). Translation works in Indian and Foreign Languages by faculty

| Sl. No. | Title with Page Nos. | Book, Title, Editor & Publisher | No. of Co-authors | Whether you are the main Author | Score |
|--|----------------------|---------------------------------|-------------------|---------------------------------|-------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |
| 04 | | | | | |
| 05 | | | | | |
| Total Research Score | | | | | |
| Chapter or Research Paper : 03 Points/Chapter or Paper Book : 08 Points | | | | | |

III. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

III(a). Development of Innovative Pedagogy

| Sl.No. | Type of Pedagogy | Level (UG/PG) | Class and Semester | Topic Covered | Score |
|--------|------------------|---------------|--------------------|---------------|-------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |

Name & Signature of the subject experts of Screening/Selection Committee

| | | | | | |
|----------------------------------|--|--|--|--|--|
| 04 | | | | | |
| 05 | | | | | |
| Total Research Score | | | | | |
| 05 Points per Pedagogy or Method | | | | | |

III(b). Design of New Curricula and Courses

| Sl. No. | Name of Course | Level (UG/PG) | Class and Semester | University | Score |
|-----------------------------------|----------------|---------------|--------------------|------------|-------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |
| 04 | | | | | |
| 05 | | | | | |
| Total Research Score | | | | | |
| 02 Points per curricula or course | | | | | |

III(c). MOOCs

| Sl. No. | Name of MOOC | Level (UG/PG) | University | Score |
|--|--------------|---------------|------------|-------|
| 01 | | | | |
| 02 | | | | |
| 03 | | | | |
| 04 | | | | |
| 05 | | | | |
| Total Research Score | | | | |
| Development of complete MOOC with 04 quadrants (04 credits) : 20 Points (In case of MOOCs of lesser Credits 5 marks/credit) MOOCs (developed in 04 quadrants) per module or lecture : 05 points per module or lecture MOOCs Content writer/subject matter(at least 01 quadrant) per module : 02 points per module Course Coordinator for MOOCs (04 credit course) : 08 Points (In case of MOOCs of lesser Credits 2 marks/credit) | | | | |

III(d). E-content

Development of e-learning delivery process/material

| Sl. No. | Title of Module/Material | Score |
|----------------------|--------------------------|-------|
| 01 | | |
| 02 | | |
| 03 | | |
| 04 | | |
| 05 | | |
| Total Research Score | | |

Development of e-content in 04 quadrants for a complete course or e-book : 12 Points
 e-content(Developed in 4 quadrants) : 05 Points per module
 Contribution to development of e-content (at least 01 quadrant) : 02 Points per module
 Editor of e-content for complete course/paper/e-book : 10 Points

IV. Research Guidance, Projects and Consultancy

IV(a). Research Guidance

| Category | Number Enrolled | Thesis Submitted | Degree Awarded | Score |
|---|-----------------|------------------|----------------|-------|
| i. Ph.D or equivalent | | | | |
| ii.M.Phil or equivalent | | NA | | |
| iii. PG Dissertation | | NA | | |
| Total Research Score | | | | |
| Ph. D (Degree Awarded) : 10 Points Ph. D (Thesis Submitted) : 05 Points M. Phil : 02 Points PG : 02 Points | | | | |

**For Joint supervision of research students, the formula shall be 70% of the total score for supervisor and co-supervisor. Supervisor and Co-Supervisor, both shall get 7 marks each.*

IV(b). Completed Research Projects

| Sl. No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. Lakh) | Score |
|--|-------|--------|--------|-----------------------------------|-------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |
| 04 | | | | | |
| Total Research Score | | | | | |
| More than 10 lakhs : 10 Points Less than 10 lakhs : 05 Points | | | | | |

**Joint Projects: Principal Investigator and Co-Investigator would get 50% each*

IV(c). Ongoing Research Projects

| Sl. No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. Lakh) | Score |
|--|-------|--------|--------|-----------------------------------|-------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |
| 04 | | | | | |
| Total Research Score | | | | | |
| More than 10 lakhs : 05 Points Less than 10 lakhs : 02 Points | | | | | |

**Joint Projects: Principal Investigator and Co-Investigator would get 50% each*

Name & Signature of the subject experts of Screening/Selection Committee

IV(d). Consultancy

| Sl. No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. Lakh) | Score |
|----------------------|-------|--------|--------|-----------------------------------|-------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |
| 04 | | | | | |
| Total Research Score | | | | | |
| 03 points each | | | | | |

IV. Patents, Policy Documents and Awards/Fellowships

V(a). Patents

| Sl. No. | Description/Patent | International/National | Score |
|--|--------------------|------------------------|-------|
| 01 | | | |
| 02 | | | |
| 03 | | | |
| 04 | | | |
| Total Research Score | | | |
| International : 10 Points/Patent National : 07 Points /Patent | | | |

V(b). Major Policy document submitted to an International Body/organization or Central or State Government*

| Sl. No. | Description/Patent | International Bodies/ Central/State Government/ | Score |
|---|--------------------|--|-------|
| 01 | | | |
| 02 | | | |
| 03 | | | |
| 04 | | | |
| Total Research Score | | | |
| International : 10 Points/Document National : 07 Points / Document State Govt. : 04 Points / Document | | | |

V(c). Fellowships/Awards

| Sl. No | Award/Fellowship | International/National | Awarded by | Score |
|---|------------------|------------------------|------------|-------|
| 01 | | | | |
| 02 | | | | |
| 03 | | | | |
| 04 | | | | |
| Total Research Score | | | | |
| International : 07/Award or Fellowship National : 05/Award or Fellowship | | | | |

VI. Invited Lectures/Resource Persons and Papers at International /National/State or University Level*

| Sl. No. | *Title of the Lecture/ Paper/ Academic Session | Title | Organized by | Whether International/ National/State or University Level | Score |
|--|--|-------|--------------|---|-------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |
| 04 | | | | | |
| Total Research Score | | | | | |
| International (Abroad) : 07/Lecture or Paper presented International (within country) : 05/Lecture or Paper presented National : 03/Lecture or Paper presented State/University : 02/Lecture or Paper presented *Paper presented, if part of an edited book or proceedings, then it can be claimed only once | | | | | |

Note :For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b) (Policy Document) and 6 (Invited lectures/Resource Person/Paper presentation) shall have an upper capping of thirty percent of the total research score of the teacher concerned.

Total Research Score for Category III :

IV. SUMMARY OF ASSESSMENT

Session/Year :

| Category | Criteria | Grade/Score |
|-----------------|--|--------------------|
| I | Teaching and Learning related activities | |
| II | Involvement in the University/College students related activities/ Research activities | |
| III | *Research and Academic Contribution | |

*Only for placement from Academic level 13A to 14 Associate Professor to Professor/Principal.

Note: Score in the Category III is to be calculated in the following manner:

- a) *Category III is cumulative, Hence the total period of service is to be taken as a single unit.*
- b) *Yearwise preparation of the Category III is not necessary.*
- c) *Category I & II are not mandatory for Principal Appointment.*

LIST OF ENCLOSURES: (Please attach copies of Certificates, sanction orders, papers etc. wherever necessary)

| | |
|-------------|--|
| 01. | |
| 02. | |
| 03. | |
| 04. | |
| 05. | |
| 06. | |
| 07.. | |
| 08. | |
| 09. | |

I certify that the information provided is correct as per records available with the college/university and/or documents enclosed along with the duly filled PBAS Proforma.

Place & Date

Name and Signature of the Teacher

Signature of HOD/ /Principal

Name & Signature of the subject experts of Screening/Selection Committee

APPLICANT SUMMARY SHEET – ASSISTANT PROFESSOR (CAS)

Stage 1 to 2 [Academic Level 10-11](Colleges)

College:

Subject:

| Applicant | Date of Entry in Service | Proposed date of Placement | SC/ST/OBC | Phys./Visual/ differently abled |
|-----------|--------------------------|----------------------------|-----------|---------------------------------|
| | | | | |

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

| Requirement / Qualification | YES/NO | Remarks |
|--|--------|---------|
| Completed years of service in Stage 1 [Academic Level 10] with Ph.D : 04 Yrs. | | |
| With M.Phil/PG Degree in Professional Courses : 05 Yrs. | | |
| Others : 06 Yrs. | | |
| One Orientation course (03 weeks duration – 21 Days) within the Assessment Period | | |
| One Refresher Course/Research Methodology (02 weeks duration – 10 Days) within the Assessment period OR Any two of the following (01 week duration- 05 days) : Workshop/Syllabus Up-gradation Workshop/Training in Teaching-Learning and Evaluation/Technology Programmes/Faculty Development Programmes OR Completed one MOOCs Course (With e-certification) during assessment period OR Development of e-contents in four quadrants/MOOC Course during assessment Period | | |
| Verified annual performance assessment Report | | |

ASSESSMENT TALLY

| CATEGORY | Grade Required | Verified Grade | Remarks |
|----------|----------------|----------------|---------|
| I* | | | |
| II* | | | |

***Good or Satisfactory for at least 03/04/05 Years of the assessment period for Ph. D, M. Phil and NET holders respectively for both Category.**

SCREENING COMMITTEE OBSERVATIONS / RECOMMENDATIONS

ELIGIBLE TO BE PLACED TO STAGE 2 / NOT ELIGIBLE TO BE PLACED TO STAGE 2

Reason if not Eligible:

Name & Signature of the subject experts of Screening/Selection Committee

APPLICANT SUMMARY SHEET – ASSISTANT PROFESSOR (CAS)
Stage 2 to 3 [Academic Level 11-12] (Colleges)

College:

Subject

| Applicant | Date of Entry in Service | Date of Placement in Stage 2 | Proposed date of Placement in Stage 3 | SC/ST/OBC | Phys./Visual/differently abled |
|-----------|--------------------------|------------------------------|---------------------------------------|-----------|--------------------------------|
| | | | | | |

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

| Requirement / Qualification | YES/NO | Remarks |
|--|--------|---------|
| Completed 05 years of service in Stage 2 [Academic Level 11] | | |
| Any two of the following: Refresher Course/Research Methodology/Workshop/Syllabus Up-gradation Workshop/Training in Teaching-Learning and Evaluation/Technology Programmes/Faculty Development Programmes (02 weeks duration – 10 Days) within the Assessment period (or completed two courses of at least one week or 05 days duration in lieu of every single course/programme of at least two week or ten days duration) OR Completed one MOOCs Course (With e-certification) during assessment period OR Contribution towards development of e-content in 4-quadrant - (at least one quadrant - minimum of 10 modules of a course/contribution) during assessment period | | |
| Verified annual performance assessment Report | | |

ASSESSMENT TALLY

| CATEGORY | Grade Required | Verified Grade | Remarks |
|----------|----------------|----------------|---------|
| I* | | | |
| II* | | | |

***Good or Satisfactory grade in annual performance assessment for at least 04 Years of the assessment**

SCREENING COMMITTEE OBSERVATIONS / RECOMMENDATIONS

ELIGIBLE TO BE PLACED TO STAGE 3 / NOT ELIGIBLE TO BE PLACED TO STAGE 3
Reason if not Eligible:

Name & Signature of the subject experts of Screening/Selection Committee

APPLICANT SUMMARY SHEET – ASSOCIATE PROFESSOR (CAS)

Stage 3 to 4 [Academic Level 12-13A] (Colleges)

College:

Subject

| Applicant | Date of Entry in Service | Date of Placement in Stage 3 | Proposed date of Placement in Stage 4 | SC/ST/OBC | Phys./Visual/differently abled |
|-----------|--------------------------|------------------------------|---------------------------------------|-----------|--------------------------------|
| | | | | | |

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

| Requirement / Qualification | YES/NO | Remarks |
|---|--------|---------|
| Completed 03 years of service in Stage 3 [Academic Level 12] | | |
| Ph.D Degree in Subject relevant/allied/relevant discipline | | |
| One Refresher Course/Research Methodology/ Workshop/Syllabus Up-gradation Workshop/Training in Teaching-Learning and Evaluation/Technology Programmes/Faculty Development Programmes (02 weeks duration – 10 Days) within the Assessment period (or completed two courses of at least one week or 05 days duration in lieu of every single course/programme of at least two week or ten days duration) OR Completed one MOOCs Course (With e-certification) during assessment period OR Contribution towards development of e-content in 4-quadrant - (at least one quadrant - minimum of 10 modules of a course/contribution) during assessment Period | | |
| Verified annual performance assessment Report | | |

ASSESSMENT TALLY

| CATEGORY | Grade Required | Verified Grade | Remarks |
|----------|----------------|----------------|---------|
| I* | | | |
| II* | | | |

***Good or Satisfactory grade in annual performance assessment for at least 02 Years of the assessment**

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

ELIGIBLE TO BE PLACED TO STAGE 4 / NOT ELIGIBLE TO BE PLACED TO STAGE 4

Reason if not Eligible:

Name & Signature of the subject experts of Screening/Selection Committee

APPLICANT SUMMARY SHEET – PROFESSOR (CAS)
Stage 4 to 5 [Academic Level 13A-14] (Colleges)

College:

Subject

| Applicant | Date of Entry in Service | Date of Placement in Stage 4 | Proposed date of Placement in Stage 5 | SC/ST/OBC | Phys./Visual./differently abled |
|-----------|--------------------------|------------------------------|---------------------------------------|-----------|---------------------------------|
| | | | | | |

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

| Requirement / Qualification | YES/NO | Remarks |
|--|--------|---------|
| Completed 03 years of service in Stage 4 [Academic Level 13A] | | |
| Ph.D Degree in Subject relevant/allied/relevant discipline | | |
| A minimum of 10 research Publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period | | |
| A minimum of 110 research score as per Appendix II, Table 2 of UGC Regulations 2018. | | |

ASSESSMENT TALLY

| CATEGORY | Grade Required | Verified Grade | Remarks |
|----------|----------------|----------------|---------|
| I* | | | |
| II* | | | |

***Good or Satisfactory grade in annual performance assessment for at least 02 Years of the assessment**

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

ELIGIBLE TO BE PLACED TO STAGE 4 / NOT ELIGIBLE TO BE PLACED TO STAGE 4
Reason if not Eligible:

Name & Signature of the subject experts of Screening/Selection Committee

Minutes of the Screening/Selection Committee

1. Name of the candidate -
2. Name of the College -
3. Present Designation -
4. Designation and AGP to which promotion is sought -

Recommendation

We have carefully verified the service details, certificates, PBAS proforma and other mandatory requirements. The Candidate is recommended / not recommended for promotion as(Designation) from.....(date) under career advancement scheme of UGC regulation 2018 and Mahatma Gandhi University, U.O. No. 5020/ACL/2019/MGU dated 19-10-2019.

Screening/Selection Committee Members Present

| Sl. No | Name of the Member | Official Address | Signature with Date |
|--------|--------------------|------------------|---------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

Instruction to the Principal/Head of the Institution

1. Send proposal for each candidate separately, for easy verification.
2. Promotion order in form No 6 from the manager has to be attached along with each proposal.
3. Pay fixation Statement, option and declaration statement of the incumbent.
4. Documents to be attached along with the proposal for promotion are
 - a. Service book of the teacher
 - b. PhD/M.Phil/M.Tech/LLM certificate with attested copies.
5. Principal shall circulate notice to all the teaching departments inviting proposal for promotion and the teacher may submit the proposals in the prescribed format.
6. After getting the applications from the teachers, Principal/Chairman of the governing body shall request the University for the subject experts for the screening/selection committee clearly indicating the subjects and the stages of promotion of each candidate.

Appendix I

General Instructions

Category I and Category II are to be prepared separately for each academic year
 Academic Year means- 1st June of the present year to 31st May of the next year.
 For all the previous years' record, Certification of the present Principal/Head of the Department will be sufficient.

Appendix II

**Table 01
 Assessment of Criteria and various activities**

| Category | Activity |
|---------------------------------|--|
| <p align="center">I</p> | <p>Teaching <u>Grading Criteria</u> 80% and above – Good Between 80% and 70% – Satisfactory Less than 70%– Not Satisfactory</p> <p>*(Classes taught includes sessions on tutorials, lab and other teaching related activities)</p> |
| <p align="center">II</p> | <p>Involvement in the University/College students related activities/Research activities <u>Grading Criteria</u> Good – Involved in at least 3 activities Satisfactory – 1 to 2 activities Not satisfactory - Not involved / undertaken any of the activities</p> <p align="center">*(Number of activities can be within or across the broad categories of activities)</p> |
| <p align="center">a</p> | <p>Administrative responsibilities</p> |

- Vice Principal/HOD/Hostel Warden/Resident Tutor/Chairman/Chief Superintendent/Addl. Chief Superintendent in charge of University Exams in Colleges; IQAC Coordinator/NAAC Coordinator/RUSA Coordinator/PTA Secretary/College Council Secretary/ State Public Information Officer – RTI/ Nodal Officers– UGC, AISHE, Scholarships etc.
- Members of IQAC/NAAC/AICTE Affiliation/RUSA/KIIFB.
- College Council Member (*Elected member only*)
- Class Tutors or Mentors
- Faculty holding positions of various Committees (Discipline/ Admission/ Purchase/ Planning Board/ Research/ Ethics/ ICC/ Library/ Other bodies under UGC plan etc.)
- Faculty involved in various Centers in the college EDUSAT/Language lab/ Digital Resources/ Data Repository/Website/Centralized Computing Facility (CCF)/ Fitness Centre/ Experimentation Centre/ Instrumentation Centre/ Start-up units/Technology Business Incubator (TBI)/ INFLIBNET etc.
- Staff in Charge of Department Alumni Association
- Faculty holding position as Secretary in College Cooperative Society for an entire term.
- Faculty involved in College Union Election Returning Officer

| | |
|--|--|
| | <p>b Examination and evaluation duties assigned by the college/university or attending paper evaluation</p> <ul style="list-style-type: none"> ➤ Valuation of University answer scripts as per allotment– Chairman / Chief / Addl. Examiner ➤ University Exam Invigilation as per allotment. ➤ Evaluation of Dissertation (Project Viva) – External Examiner /Chairman ➤ University Practical Exam–External Examiner/Chairman/University Practical Exam–Internal/Skill ➤ University Examination Squad duties–External ➤ Internal Exam – Question paper setting/Valuation of Answer scripts ➤ University –Question Paper setting/Question Bank. |
| | <p>c Student related co-curricular, extension and field based activities</p> <ul style="list-style-type: none"> ➤ NSS District Coordinator/NSS Programme Officer/NCC Officer/NCC care taker ➤ Coordinators of New initiatives programmes of DCE (FLAIR, WWS, SSP, ASAPetc.) ➤ Faculty involved in various Cells/Clubs ➤ Staff Advisor of College Union, Arts Club Advisor of College Union ➤ Staff accompanying students for Study Tour/arts/ sports events ➤ Stage Managers of University Youth Festival ➤ Editor and editorial board members – College Magazine, College or Department News Letter/Campus Publications; Convenor/Editor/Sub-editor of College Souvenirs ➤ Faculty in charge of Extension and Outreach programmes ➤ Faculty in Charge of Documentation of Annual Reports, Administrative Reports etc of the college ➤ Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students ➤ Faculty involved in preparing Participatory Learning modules/Interactive course/Case Studies ➤ Faculty involved in Developing and imparting soft skills/ communication skills/personality development courses/psychological counseling modules; ➤ Faculty involved in N-LIST/ INFLIBNET/EDUSAT/ORICE/NPTEL Usage/preparation of digital library with seminar papers, uploading of seminar |

| | |
|----------|--|
| | <p>papers/ resource materials to the college website, scholar portal etc./ Use of online course management system.</p> <ul style="list-style-type: none"> ➤ Faculty involved in Mentoring – Internal and external (e.g. WWS, SSP etc.); Industrial/Institute visits ➤ Community work such as values of National Integration, Environment democracy, socialism, Human Rights, Peace, scientific temper; flood or, drought relief, small family norms etc., Census work, waste management etc. |
| d | <p>Organizing seminars/conferences/workshops and other college/university Activities</p> <ul style="list-style-type: none"> ➤ Organizing seminars/conferences/workshops ➤ Subject Expert in Curriculum Preparation/Question paper Setting/Physical Efficiency Test for Govt. Bodies like KPSC, SSC, UPSC, HSE, SCERT, Open School, Saksharatha Mission, Pareeksha Bhavan, Distance education etc; Subject Expert in PSC Interview Board/FIP Interview/Guest Lecturer Interview. ➤ Member–Faculty/Board of Studies/Academic Council/Pass Board/Scrutiny Board/Curriculum Committee of the University, ➤ Senate Member/Syndicate member ➤ Faculty involved in programmes initiated by DCE (e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/Higher education State Level. ➤ Recipients of Internships (e.g. FLAIR) -International/National ➤ Membership/Participation/Subject Expert in State/Central Bodies/Committees on Education, Research, Sports and National Development ➤ Organizing Programmes on PEECS, FLAIR, WWS, SSP, e-Governance ➤ Lectures delivered in refresher/orientation/faculty development courses/ New initiative programmes (e.g. FLAIR, WWS, SSP, ASAP etc) ➤ Editors of Research Journals. ➤ Reviewer in Research Journals. ➤ Membership in Renowned Professional Associations (per current membership) ➤ Interaction with Industry, Industrial Experience for students ➤ Conducting Bridge Courses, Finishing school (in Polytechnics), Gifted Children programme. |
| e | <p>Evidence of actively involved in guiding Ph. D. students</p> <ul style="list-style-type: none"> ➤ Each Ph.D/M.Phil produced/year by the faculty as guide or co-guide is to be treated as an activity ➤ Guiding each ongoing Ph.D/M.Phil by the faculty as guide or co-guide is to be treated as an activity. |

| | |
|----------|--|
| | |
| f | Evidence for Conducting Minor/Major Research Projects |
| | <ul style="list-style-type: none"> ➤ Each ongoing project (Major/Minor/Consultancy) by the faculty as Principal Investigator or Co-investigator is to be treated as an activity. ➤ Each submitted project (Major/Minor/Consultancy) in an year by the faculty as Principal Investigator or Co-investigator is to be treated as an activity |
| g | Details of at least one Publication in peer-reviewed or UGC or University listed Journals |
| | <ul style="list-style-type: none"> ➤ Each publication by the faculty as principal/corresponding/co-author is to be treated as an activity ➤ Publication can be in the form of journals, books, patents, policy documents etc. |

Table :2

| SN | Academic/Research Activity | Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences | Faculty of Languages/Arts/Social Science/Library/Education/Physical Education/Commerce/Management & Other related disciplines. |
|----|--|---|--|
| 1 | Research Papers in Peer reviewed or UGC listed Journals | 8 per paper | 10 per paper |
| 2. | Publications (Other than Research Papers) | | |
| | a. Books authored which are published by | | |
| | International Publishers | 12 | 12 |
| | National Publishers | 10 | 10 |
| | Chapter in Edited Book | 05 | 05 |
| | Editor of Book by International Publisher | 10 | 10 |
| | Editor of Book by National Publisher | 08 | 08 |
| | b. Translation works in Indian and Foreign Languages by qualified Faculty | | |
| | Chapter or Research paper | 03 | 03 |
| | Book | 08 | 08 |
| 3 | Creation of ICT mediated teaching learning pedagogy and content and development of new and innovative courses and curricula | | |
| | a. Development of Innovative pedagogy | 05 | 05 |
| | b. Design of new curricula and courses | 02 per curricula/course | 02 per curricula/course |
| | c. MOOCs | | |
| | Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits Marks/credit) | 20 | 20 |
| | MOOCs (developed in 4 quadrant)per module/lecture | 05 | 05 |
| | Content Writer/subject matter expert for each module of MOOCs (at lease one quadrant) | 02 | 02 |
| | Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit | 08 | 08 |
| | d. E-Content | | |
| | Development of e-content in 4 quadrants for a complete course/e-book | 12 | 12 |
| | e content (developed in 4 quadrants) per module | 05 | 05 |
| | Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) | 02 | 02 |
| | Editor of e-content for complete course/paper/e-book | 10 | 10 |
| 4 | a. Research Guidance | | |
| | PhD | 10 per degree awarded 05 per thesis submitted | 10 per degree awarded 05 per thesis submitted |
| | M.Phil/PG Dissertation | 02 per degree awarded | 02 per degree awarded |

| | | | |
|---|---|----|----|
| | b. Research Projects Completed | | |
| | More than 10 lakhs | 10 | 10 |
| | Less than 10 lakhs | 05 | 05 |
| | c. Research Projects Ongoing | | |
| | More than 10 lakhs | 05 | 05 |
| | Less than 10 lakhs | 02 | 02 |
| | d. Consultancy (Govt. approved) | 03 | 03 |
| 5 | a. Patents | | |
| | International | 10 | 10 |
| | National | 07 | 07 |
| | *Policy Document (Submitted to an International body/Organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government) | | |
| | International | 10 | 10 |
| | National | 07 | 07 |
| | State | 04 | 04 |
| | c.Award/Fellowship | | |
| | International | 07 | 07 |
| | National | 05 | 05 |
| 6 | *Invited lectures/Resource Person/Paper presentation in Seminars/Conferences/full paper in conference proceedings (Paper Presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once) | | |
| | International (Abroad) | 07 | 07 |
| | International (Within Country) | 05 | 05 |
| | National | 03 | 03 |
| | State/University | 02 | 02 |

The Research score for research papers would be augmented as follows:

Peer reviewed or UGC-listed Journals (Impact Factor to be determined as per Thomson Reuters list)

- i) Paper in refereed journals without impact factor - 5 points
- ii) Paper with impact factor less than 1 - 10 points
- iii) Paper with impact factor between 1 and 2 - 15 points
- iv) Paper with impact factor between 2 and 5 - 20 points
- v) Paper with impact factor between 5 and 10 - 25 points
- vi) Paper with impact factor > 10 - 30 points

- a. Two authors: 70% of total value of publication for each author
 - b. More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% total value of publication for each of the joint authors.
- Joint Projects: Principal Investigator and Co-Investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper Presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Appendix -IV

Instructions for Filling up Part B of the PBAS Proforma (applicable to teachers in affiliated colleges)

Category I—Teaching Learning and Evaluation related activities.

| | | |
|----|--|-------------------|
| 1. | Lectures/Seminars/Practical/Tutorials/Contact classes taken should be based on verifiable records. | Max. Score: 50 |
|----|--|-------------------|

No score should be assigned if a teacher has taken less than 80% of the assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100% performance.

| | | |
|----|---|-------------------|
| 2. | If teacher has taken classes or other teaching duties exceeding UGC norm, then two points to be assigned for each extra hour of classes/duties. | Max. Score: 10 |
| 3. | Preparation and imparting of knowledge/instruction as per <i>curriculum</i> with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students (100% compliance=20 points) | Max. Score: 20 |
| 4. | Use of participatory and innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc. | |

| | |
|-----------------------|---------------|
| Indicators/Activities | Maximum Score |
|-----------------------|---------------|

| | |
|--|----|
| Updating of courses, design of curriculum (5 per single course) | 10 |
|--|----|

| | |
|---|----|
| Participatory and Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc., | 10 |
|---|----|

(a) Interactive Courses: 5 points/each

(b) Participatory learning modules: 5 points/each

(c) Case studies: 5 points/each

| | |
|--|----|
| Use of ICT in T/L process with computer-aided methods like PowerPoint/Multimedia/Simulation/Softwares etc. | 10 |
|--|----|

(Use of anyone of these in addition to Chalk & Board: 5 points)

| | |
|--|----|
| Developing and imparting Remedial/Bridge Courses (Each activity: 5 points) | 10 |
|--|----|

| | |
|---|----|
| Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity: 5 points) | 10 |
|---|----|

| | |
|--|----|
| Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity: 5 points) | 10 |
|--|----|

| | |
|---|----|
| organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students | 10 |
|---|----|

(a) Workshop/Training course: 10 points each

(b) Popularization programme: 5 points each

| | |
|---|----|
| Supervising teaching practice for students (applicable for teachers in training colleges) | 10 |
|---|----|

| | |
|-------------------------|----|
| Maximum Aggregate Limit | 20 |
|-------------------------|----|

(iv) Examination Related Work

| | |
|------------|---------------|
| Indicators | Maximum Score |
|------------|---------------|

| | |
|--|----|
| University end semester/Annual Examination work as per duties allotted | 15 |
|--|----|

(Invigilation—5 points; Evaluation of answer scripts (home valuation)-5 Points;

Question paper setting—5 points). (100% compliance=15 points)

| | |
|--|----|
| Attending C.V camp for valuation, external examiner for University examination (theory, practical, viva). (100% compliance=10 points) | 10 |
| College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 5 points) | 5 |
| Examination work such as co-ordination, Chairman board of exam., Addl. Chief Supdt., flying squad duties (maximum of 5 or 10 depending upon intensity of duty) (100% compliance=10 points) | 10 |
| Maximum Aggregate Limit B(iv) | 25 |

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

(i) Extension and Co-curricular and field based Activities

| | |
|---|----|
| Institutional Co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity (5 point each). | 10 |
| Positions held/Leadership role played in organization linked with Extentions Work and National Service Scheme (NSS), NCC, NSO or any other similar activity (Each activity 10 points) | 10 |
| Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points) | 10 |
| 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 each) | 10 |
| Maximum Aggregate Limit | 20 |

(ii) Contribution to Corporate Life and Management of the Institution

| | |
|--|----|
| Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 points each) | 10 |
| Institutional Governance responsibilities like Director of Arts Club, Warden, IQAC co-ordinator, College council member, co-operative Society Director Board Member (10 points each) | 10 |
| Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee, purchase committee, PTA executive, IQAC member, Anti ragging cell, Women's Forum (5 points each) | 10 |
| Responsibility for, or participation in committees for Students Welfare, Counselling and Discipline, College Union advisor, staff editor college magazine, SC/ST cell convener, Nodal officer for scholarships (5 each) | 10 |
| Organisation of Conference/Training/Tournaments or sports meet as Chairman/Organizational Secretary/Treasurer: | 10 |
| (a) International (10 points); national/inter university (8 points); regional/university (5 points) | |
| (b) as member of the organizing committee (1 point each) | |
| Maximum Aggregate Limit | 15 |

(iii) Professional Development Related Activities

| Indicators/Activities | Maximum Score |
|---|---------------|
| Membership in profession related committees at state and national level | |
| (a) At national level: 3 points each | |
| (b) At state level: 2 points each | |

Participation in subject associations, conferences, seminars without paper presentation (Each activity: 2 point)

Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points)

Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 each)

Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)

Maximum Aggregate Limit

15

CATEGORY: III—RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

This is to be filled as per Appendix III Table 1, Category III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table 1.

III. Summary of API Scores

As stated in the UGC Regulations 2010, the API scoring will be progressively rolled out for categories I and II beginning with assessment of one year for selection committees in 2010-2011, annual averages of two years in 2011-2012 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

IV. Similar PBAS proforma could be developed by the universities for the Cadres of Librarian/Deputy Librarian/Assistant Librarian and Director of Physical Education and Sports/Deputy Director of Physical Education and Sports/Assistant Director of Physical Education and Sports based on the API Scoring pattern outlined in Appendix III: Tables—IV to IX of the UGC-Regulations, 2010.

Instructions for filling up part B of PBAS proforma for Physical Education Teachers in Universities and colleges.

CATEGORY I:

TEACHING COACHING & INFLUENCING SOCIAL COGNITIVE LEARNING RELATED ACTIVITIES

Brief explanation: based on the teachers self assesment api score proposed for (a) teaching, coaching related activities, (b) contribution to the health & social wellbeing of the stakeholders, (c) domain knowledge, (d) contribution to innovative teaching, new courses (e) participation in examination & evaluation etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalised by the screening / selection committee.

The main parameters of evaluation in category i is shown in table below:

| SL ,NO | NATURE OF ACTIVITY | MAXIMUM SCORE |
|---------------------------------|---|---------------|
| 1. | Teaching, coaching, training and coordinating the health & recreation related activities for the students | 50 |
| 2. | Extending service to institution, organisations & community in excess to norms | 15 |
| 3. | Organizing & conduct of sports event | 35 |
| 4. | Use of participatory & innovative teaching, coaching & training methodologies & facilities. | 15 |
| 5. | Examination duties as per allotment | 10 |
| | Total score | 125 |
| Minimum API score required - 75 | | |

Detailed explanation of indicators / activities of category I:

CATEGORY I: TEACHING, COACHING & INFLUENCING SOCIAL COGNITIVE LEARNING RELATED ACTIVITIES

I. Teaching, coaching, training & coordinating health & recreation related activities for the students

| Sl.no | Nature of activity | Assigned score | Maximum score | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------|---|----------------|---------------|----|-------------------|--|---|----|-----|-----|------------------|-------------------|------------------|---|---|-----------------------|---|---|-----------------------|---|--------------------|---|---|---|--------------------|------------------|---|---|---|---|-------------------------------|---|---|---|---|---|---------------|----|---|---|---|---|----|--|
| 1.1 | Class room teaching as per allocation per academic year. <u>Total hours taken x 15</u> Total hours allocated | 15 | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2 | Coaching & training | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2.1 | Conduct of coaching camp at college for various disciplines with not less than 15 days duration. 10 marks per discipline | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2.2 | Team securing position at various levels of competition <table border="1" style="margin-left: 20px;"> <thead> <tr> <th rowspan="2">COMPETITION</th> <th colspan="4">TEAM POSITION</th> </tr> <tr> <th>I</th> <th>II</th> <th>III</th> <th>IV</th> </tr> </thead> <tbody> <tr> <td>Inter collegiate</td> <td>3</td> <td>2</td> <td>1</td> <td></td> </tr> <tr> <td>District championship</td> <td>3</td> <td>2</td> <td>1</td> <td></td> </tr> <tr> <td>State championship</td> <td>5</td> <td>3</td> <td>1</td> <td></td> </tr> <tr> <td>Inter university</td> <td>7</td> <td>5</td> <td>3</td> <td>1</td> </tr> </tbody> </table> | COMPETITION | TEAM POSITION | | | | I | II | III | IV | Inter collegiate | 3 | 2 | 1 | | District championship | 3 | 2 | 1 | | State championship | 5 | 3 | 1 | | Inter university | 7 | 5 | 3 | 1 | 10 | | | | | | | | | | | | | |
| COMPETITION | TEAM POSITION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | I | II | III | IV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inter collegiate | 3 | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| District championship | 3 | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| State championship | 5 | 3 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inter university | 7 | 5 | 3 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2.3 | Individuals securing position at various levels of competitions <table border="1" style="margin-left: 20px;"> <thead> <tr> <th rowspan="2">Competition</th> <th colspan="5">POSITION</th> </tr> <tr> <th>I</th> <th>II</th> <th>III</th> <th>IV</th> <th>Partic ipation</th> </tr> </thead> <tbody> <tr> <td>Inter collegiate</td> <td>3</td> <td>2</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>District championship</td> <td>3</td> <td>2</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>State championship</td> <td>5</td> <td>3</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>Inter university/ National</td> <td>7</td> <td>5</td> <td>3</td> <td>2</td> <td>1</td> </tr> <tr> <td>International</td> <td>10</td> <td>7</td> <td>5</td> <td>3</td> <td>2</td> </tr> </tbody> </table> | Competition | POSITION | | | | | I | II | III | IV | Partic ipation | Inter collegiate | 3 | 2 | 1 | | | District championship | 3 | 2 | 1 | | | State championship | 5 | 3 | 1 | | | Inter university/ National | 7 | 5 | 3 | 2 | 1 | International | 10 | 7 | 5 | 3 | 2 | 10 | |
| Competition | POSITION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | I | II | III | IV | Partic ipation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inter collegiate | 3 | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| District championship | 3 | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| State championship | 5 | 3 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inter university/ National | 7 | 5 | 3 | 2 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| International | 10 | 7 | 5 | 3 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3 | Managing other health & recreation related activities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3.1 | Conduct of fitness awareness & assessment programme for college students | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3.2 | Conduct of intramural programmes. 5 points per event | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3.3 | Conduct of annual athletic meet | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| 1.3.4 | Fielding college teams in inter collegiate competitions. 3 points per team | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-------------|----|----------|---------------|----------|---------------|------------------------|---|---|---|----|-----------------------------|---|---|---|----|-------------|---|---|---|----|--|--|--|--|--|--|
| 2. Extending service to institution, organisation & community in excess to norms | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | Assignments of university/state/national/international events | 10 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>PARTICULARS</th> <th>UTY</th> <th>STATE</th> <th>NATIONAL</th> <th>INTERNATIONAL</th> </tr> </thead> <tbody> <tr> <td>Acted as team selector</td> <td>3</td> <td>3</td> <td>5</td> <td>10</td> </tr> <tr> <td>Acted as team coach/manager</td> <td>5</td> <td>3</td> <td>5</td> <td>10</td> </tr> <tr> <td>Officiating</td> <td>2</td> <td>3</td> <td>5</td> <td>10</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | PARTICULARS | | UTY | STATE | NATIONAL | INTERNATIONAL | Acted as team selector | 3 | 3 | 5 | 10 | Acted as team coach/manager | 5 | 3 | 5 | 10 | Officiating | 2 | 3 | 5 | 10 | | | | | | |
| PARTICULARS | UTY | STATE | | NATIONAL | INTERNATIONAL | | | | | | | | | | | | | | | | | | | | | | | |
| Acted as team selector | 3 | 3 | | 5 | 10 | | | | | | | | | | | | | | | | | | | | | | | |
| Acted as team coach/manager | 5 | 3 | | 5 | 10 | | | | | | | | | | | | | | | | | | | | | | | |
| Officiating | 2 | 3 | 5 | 10 | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.2 | Community, institutional service | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.2.1 | Coaching camp for school children during weekends, vacation of not less than 15 days duration | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.2.2 | Extending service & facility for conduct of school, community sport | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.2.3 | Conduct of health & fitness assessment, awareness & training for community/school | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.2.4 | First aid awareness class | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Conduct of sports event at college | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 | International competitions | 30 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2 | Inter university competitions | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.3 | National level competitions | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.4 | State level competitions | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.5 | Intercollegiate competitions per event | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.6 | District competitions | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.7 | Host for state/university coaching camps | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Use of participatory & innovative teaching/ coaching methodologies & facilities | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1 | Use of ICT for teaching, coaching | 10 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.2 | Updating of course, design of curriculum | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.3 | Preparation of resource materials, fresh reading materials, training manuals | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.4 | Maintenance of playfield | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.5 | Developing/ assigning/imparting remedial/ | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | |
|-------------------------------------|---|----|----|
| | correctional/bridge/counseling sessions | | |
| 4.6 | Developing, imparting, and organizing soft skills, psychological skills & personality development programmes for sportsperson | 5 | |
| 4.7 | Talent identification programme development & conduct | 5 | |
| 5. Examination related works | | | |
| 5.1 | University end semester examination- on work as per duties allotted: Invigilation -5 Evaluation of answer script - 5 Question paper setting - 5 Attending CV camp by university - 5 | 10 | 10 |
| 5.2 | College examination/ evaluation, responsibilities for internal, continuous assessment work as allotted (100% compliance -10pts) | 10 | |
| 5.3 | Exam works such as coordinator/ flying squad/external examiner (100% compliance – 10 pts) | 10 | |

For criteria II and III instructions will be same as those for University and College Teachers.

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (API's) IN RECRUITMENT AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF COLLEGE LIBRARIANS.

CATEGORY I

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

| Sl.No | Nature of Activity | Max. Score | Items | Assigned Score/item | Secured Score* | | |
|-------|--|---|---|---------------------|---|----|--|
| 1 | Library resources organisation and maintenance | 40 | Attendance of the Librarian in the college not less than 80% [otherwise proportionately, rounded off to the nearest integer] | 30 | | | |
| | of books, journals, reports; provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional newsletters, etc. | | Coordinator- Inter National Seminar/workshop (min.2 days) coordinator | 15 | | | |
| | | | Coordinator-National Seminar/workshop (min.2 days) | 10 | | | |
| | | | State level Seminar/workshop coordinator | 5 | | | |
| | | | Seminar chairing | 5 | | | |
| | | | Paper presentation for Inter National seminar | 15 | | | |
| | | | Paper presentation for National seminar | 10 | | | |
| | | | Paper presentation for state level seminar | 5 | | | |
| | | | Preparation of institutional news letters minimum 2 Nos in an academic year | 10 | | | |
| | | | Literature retrieval service to researchers | 5 | | | |
| | | | Assistance to Departments of the college in preparing reports, manuals, and related documents like IQAC reports, surveys etc | 5 | | | |
| | | | Provision of library reader service to the stake holders | 5 | | | |
| | | | | | | | |
| | | | | | | | |
| | 2 | | ICT and other new technologies application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV) development of library management | 30 | Automation of catalogue and its updation year wise | 10 | |
| | | | | | Reference and information services and its updation | 5 | |
| | | | | | Using ICT tools like RFID, CCTV | 10 | |
| | | Virtual Labs, Blog usage, | 5 | | | | |
| | | Orientation for fresh students regarding Library usage | 5 | | | | |
| | | Preparation of Bibliographic notes for research purpose | 10 | | | | |
| | | RFID awareness to the students and staff, if the facility is available in the college | 5 | | | | |

| | | | | | | |
|---|---|-----|---|-----|---|--|
| | tools | | | | | |
| | (software), Internet management | | | | | |
| 3 | Development, organisation and management | 25 | CSIR,UGC,NET,SET entrance etc coaching for | | | |
| | of e-resources including their accessibility over | | not less than 5 students in a year by qualified Librarian | | | |
| | Intranet/Internet, digitization of library resources, | | as UGC general paper | 20 | | |
| | e-delivery of information etc. | | Usage/preparation of digital library books | 25 | | |
| | | | e-delivery of information to IQAC, UGC,NAAC,KSAAC | 5 | | |
| | | | Usage or preparation of digital library of periodicals | | | |
| | | | with National/International publications | 10 | | |
| 4 | User awareness and Instruction programmes | 20 | User awareness and instruction Programmes | 10 | | |
| | (Orientation lectures, users' training in the use of | | Users' training in the use of library services | | | |
| | library services as e-resources, OPAC; knowledge | | as e-resources | 10 | | |
| | resources user promotion programmes like | | Organising Book exhibition on new arrivals, for | | | |
| | organising book exhibitions, other interactive | | departmental seminars, special occasions like | | | |
| | latest learning resources etc. | | writer's day * etc | 10 | | |
| | | | | | | |
| 5 | Additional services such as extending library | 10 | Extending library facilities on holidays | | | |
| | facilities on holidays, shelf order maintenance, | | [for each day 1 mark each subject to a | | | |
| | library user manual, building and extending | | maximum of 5 marks] | 5 | | |
| | institutional library facilities to outsiders through | | Shelf order maintenance | 5 | | |
| | external membership norms | | Uploading of National/UGC/DCE seminar papers from | | | |
| | | | various departments of the college | 5 | | |
| | | | Building and extending institutional library facilities | | | |
| | | | to outsiders through external membership norms | 10 | | |
| | | | NLIST/ INFLIBNET/EDUSAT/DELNET* | 10 | | |
| | Total Score | 125 | Total score | 295 | | |
| | Minimum API Score Required | 75 | Secured score | | * | |
| | | | | | | |

NB:- The self-assessment scores are subject to verification by the university/college, and by the Screening cum Verification Committ