

Performance Based Appraisal System (PBAS)

for

Career Advancement Scheme
in Government Colleges as per UGC 7th Regulations, 2018
for placements due from 18-07-2018

Guidelines
(for Principals and IQAC Coordinators)

January 2021

**Department of Collegiate Education
Kerala**

Table of Contents

1.	Introduction	3
1.1	Guidelines to Principals	4
1.2	Guidelines to IQAC	4
1.3	Guidelines to Screening Cum Evaluation Committee	6
1.4	General Guidelines for Placement	6
2.	Screening cum-Evaluation Committee and Selection Committee	7
3.	Career Advancement Scheme (CAS) for College Teachers – Option A	9
4.	Career Advancement Scheme (CAS) for College Teachers – Option B	12
Annexure – I	Forms	
	1. <i>Option for Assessment</i>	14
	2. <i>PBAS proforma for Option A</i>	15
	3. <i>PBAS proforma for Option A – Phy. Edn.</i>	19
	4. <i>PBAS proforma for Option B – Common to all</i>	24
	5. <i>Annual Performance Assessment Report – Option A</i>	34
	6. <i>Annual Performance Assessment Report – Option B</i>	37
	7. <i>Certificate for Extra Curricular activities</i>	43
	8. <i>Certificate of Attendance</i>	44
	9. <i>Affidavit</i>	45
	10. <i>Assessment report of screening cum evaluation committee</i>	46
	11. <i>PBAS Score sheet</i>	50
Annexure – II	Tables	
	1. <i>Detailing of API scores of Option A</i>	59
	2. <i>Detailing of API scores of Option A – Phy. Edn.</i>	62
	3. <i>Detailing of API scores of Option B</i>	65
	4. <i>Minimum API requirement for the promotion of teachers under CAS in colleges</i>	74
Annexure – III	Checklist	
	<i>Checklist for IQAC for verifying the proposal for placement</i>	76

1. Introduction

The MHRD vide Letter No.F1/77/2015-U.II(1) dated 2/11/2017, 8/11/2017 has issued Orders revising the Pay scales of Teachers in Universities and Colleges in tune with the 7th Central Pay Commission Order. In continuation, the University Grants Commission (UGC) vide Gazette Notification dated 18-07-2018 has issued the new guidelines applicable to the same named as ‘UGC regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in higher education, 2018’ in supersession of the UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education 2010 and all its amendments.

The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018.

Government of Kerala vide G.O. (P) No. 18/2019 H Edn. dated Thiruvananthapuram 29-06-2019 has given sanction for the revision of Scale of Pay of Teachers in Affiliated Colleges in Kerala. Subsequently, Government of Kerala vide G.O. (Rt) No. 724/ 2020/ H. Edn. dated, Thiruvananthapuram 05-06-2020 has given sanction for implementing the placement/ promotion of teachers of Govt. Colleges in accordance with the provisions in UGC 7th regulations, 2018.

The criteria for promotions under Career Advancement Scheme laid down under the UGC 7th Regulations shall be effective from the date of notification of these Regulations i.e. 18-07-2018. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the UGC 6th Regulations (2010 and its amendments). However this option can be exercised only within three years (i.e. within 18.07.2021) from the date of notification of these Regulations.

The Career Advancement Scheme (CAS) of the 7th regulation, 2018 envisages API under two broad activities for College teachers other than Physical Education and under five broad activities for Physical Education teachers in colleges as detailed in Table 1 and Table 5 in Appendix II of the Gazette Notification dated 18-07-2018.

1.1 Guidelines to Principals

The Principals shall_

1. issue a proceedings constituting the IQAC in all Colleges as per the NAAC Guidelines.
2. issue a proceedings constituting the Screening cum Evaluation Committee (SEC) for the assessment of proposals of placements as per the regulations given in the UGC 7th scheme.
3. issue proceedings to entrust IQAC for processing placement proposals of teachers.
4. complete the assessment process as per the criteria given in clauses 5.0 to 6.4 of the regulation.
5. enlist a panel of experts for each subject in the College for which promotion of teachers is due, and send to the Vice Chancellor for the latter to nominate two experts from the same.
6. ensure that the minutes of the entire selection process duly signed by all members of Screening cum Evaluation Committee are duly recorded and forwarded to the DCE along with recommendations of SEC and copies of supporting documents for approval.
7. issue proceedings of the detailing of Assessment criteria for Category II and III done by IQAC, wherever such additions are necessary and sent to DCE for ratification.
8. issue certificates with respect to Activities 1 to 5 (of Option A)/ Category II (of Option B) on academic year basis (From June to May). A format is attached in Annexure I Form 7.

1.2 Guidelines to IQAC

1. The IQAC shall act as the Documentation and Record Keeping Cell for the processing of Proposals received from Teachers.
2. The IQAC constituted in the college as per the NAAC guidelines is to be entrusted with the assessment of the Activities (*for Option A*)/ API scores (*for Option B*) as per UGC Regulations.
3. The IQAC shall assist in the detailing of assessment criteria and methodology proforma as per the institutional requirements based on the Tables 1, 2 & 3 of Annexure II of this guidelines. The maximum score for such institutional indicators shall be 5 in the case of Table 3(b).
4. The IQAC shall vet the application submitted by the eligible candidates and verify the supporting documents in accordance with regulation and assist the

Screening Cum Evaluation Committee to prepare the final recommendation to DCE.

5. The IQAC shall ensure submission of annual appraisal proforma for at least two/ three/ four/ five of the last three/ four/ five/ six years of the assessment period by each candidate.
6. IQAC should ensure that research publications are in UGC recognized and reputable journals. Impact factor of journals should be verified and assured as per Thomson Reuter's list.
 - a) The requirement of UGC recognized publications will be strictly followed with effect from July 2016 only. Prior to this period publications may be as Refereed Journals; or Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers; or Conference proceedings as full papers (Abstracts not to be included). Points for Conference proceedings as full papers will be 10 for the said period.
 - b) The old UGC Approved List of Journals has been replaced with the new 'UGC-CARE Reference List of Quality Journals (UGC-CARE List)' w.e.f 14th June 2019. [UGC Public Notice on Academic Integrity; No.F.1-1 2018 (Journals)/CARE dated 14th June 2019]. The requirements of UGC-CARE listed Research Publications is to be strictly followed from 14-06-2019.
7. The IQAC shall verify the Activities (*for Option A*)/ API scores (*for Option B*) claimed by the applicants and enter the same in the Proforma with necessary changes (Annexure I, Form 10 and 11 of this guidelines)
8. The IQAC shall ensure verification of eligibility criteria and CAS criteria of all candidates.
9. The IQAC shall ensure the Applicants were in Active Roll at the due date of Placement/Promotion.
10. IQAC should maintain an inward register for registering and dispatching of proposals of Placement/Promotion in the following format.

<i>Sl. No.</i>	<i>Inward No. / Subject/ Year</i>	<i>Name & Designation</i>	<i>Date of submission</i>	<i>Date of Approval/ Rejection</i>	<i>Remarks</i>

11. IQAC shall maintain personal folders of each teacher for proper filing of proposals of Placement/Promotion.

1.3 Guidelines to Screening cum Evaluation Committee (SEC)

1. The Committee shall verify the Activities (*for Option A*)/ API scores (*for Option B*) scores claimed in the PBAS proforma by the applicants with their Activities/ API score sheet submitted by IQAC.
2. All members of the Screening cum Evaluation Committee shall sign the minutes and the assessment report as given Annexure 1, Form 10 and forward the same to DCE.

1.4 General Guidelines for Placement

1. Teachers shall submit their applications to the Principal of the College where they are working at present through the Head/Teacher in charge of the Department. Those teachers working in Engineering/ Medical/ Polytechnic/ Law Colleges shall submit their proposal to the Principal of the nearby college where their subject is available through the Head of the institution.
2. Teachers on deputation/ maternity leave or any other eligible leave whose placements are due within the scheme period shall submit their application to their parent college. Teachers on deputation shall send their proposals to the parent college, duly forwarded by the immediate superior of the incumbent.
3. Teachers of Engineering/ Medical/ Polytechnic/ Law Colleges and Teachers on deputation shall submit an affidavit as per Annexure I, Form 9 while submitting proposals.
4. The teachers who were due for placements under the 6th UGC regulations (i.e. from 18-09-2010 to 17-07-2018) and has not yet applied shall apply according to the guidelines issued by DCE in 2019 as and when applications are invited.
5. PBAS format for options A and B are given in Annexure I as Form No. 2, 3 (*Phy. Edn.*) and 4.
6. Annual Performance Assessment Reports (APAR) is to be prepared for each academic year (1st June to 31st May). Reports for periods less than 1 month (*which could possibly arise during general transfer in the month of June*) may be omitted.
7. The teachers shall submit the Placement Proposal along with necessary APARs and other supporting documents for CAS to the Principal for assessment. All claims made in the application are to be supported with relevant documents.
8. Teachers who wish to apply for Placement exercising Option B must do so within three years from the date of notification of the 7th UGC Regulation (18-07-2018) – *i.e. within 17-07-2021*.
9. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory up to 31st December 2018.

10. i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful in assessment the date of promotion shall be from that of minimum period of eligibility.
- ii) If, however the candidate finds that he/she would fulfills the CAS promotion criteria at a later date and applies on that date and is successful, his/her promotion shall be effected from the date of the candidate fulfilling the eligibility criteria.
- iii) If he/she fails to succeed in first assessment, he/she has to be reassessed only after one year. When such a candidate succeeds in the eventual assessment his/her promotion shall be deemed to be one year from the date of rejection.
11. A teacher can apply for placement three months before his/her due date on fulfillment of all criteria. The DCE shall send a general circular twice a year inviting application for CAS promotions.

2. Screening cum-Evaluation Committee and Selection Committee

As per the UGC Regulations for assessment and grant of placement under CAS for Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11), Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12), a Screening cum-Evaluation Committee has to be constituted and for assessment and promotion under CAS for Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A) a Selection Committee has to be constituted.

2.1. Screening cum Evaluation Committee [For Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11); Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)]

Constitution of Screening cum Evaluation Committee

1. The Principal of the College – Chairperson
2. The Head/Teacher in charge of the Department concerned from the College – Convenor
3. Two Subject Experts in the subject concerned nominated by the Vice Chancellor from panel of experts – Members
4. Three members including one subject expert shall constitute the Quorum

2.2. Selection Committee [*For Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)*]

Constitution of Selection Committee

1. Director of Collegiate Education – Chairman
2. Additional Director of Collegiate Education – Convenor
3. Principals of Colleges (2 Nos.) – Members
4. Two subject Experts nominated by DCE from a panel of five members.
5. An academician belonging to SC/ST/OBC/Minority/Women/Differently abled categories nominated by the convenor, if a candidate belongs to any such category.
6. Five members including two subject experts shall constitute the Quorum.

3. Career Advancement Scheme (CAS) for College Teachers

Option – A

UGC Regulation 2018

3.1. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)

Eligibility:

1. An Assistant Professor who has completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil./ PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course in Academic Level 10.
2. Attended one Orientation course of 21 days duration on teaching methodology
3. Any one of the following: Completed Refresher/ Research Methodology Course OR Any two of the following: Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration each, OR taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/She gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be as specified in Annexure II, Table 1 (Table 2 for Physical Education) of this guidelines, *and*
- ii. The promotion is recommended by the Screening-cum Evaluation Committee.

3.2. Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)

Eligibility:

1. Assistant Professors who have completed five years of service in Academic Level 11.
2. Have done any two of the following in the last five years of Academic Level 11: Completed a course/ programme from amongst the categories of

Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration, or, completed one MOOCs course in the relevant subject (with e–certification); or contribution towards the development of e–content in 4–quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. The teacher gets a ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least four of the last five years of the assessment period, as prescribed in Annexure II, Table 1 (Table 2 for Physical Education) of this Guidelines, *and*
- ii. The promotion is recommended by the Screening-cum-evaluation committee.

3.3. Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A)

1. Assistant Professor who has completed three years of service in Academic Level 12.
2. A Ph.D. Degree in the subject concerned/allied/relevant discipline.
3. Any one of the following during last three years: completed one course/ programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration; or completed one MOOCs course (with e–certification); or contribution towards the development of e–content in 4–quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Annexure II, Table 1 (Table 2 for Physical Education) of this Guidelines *and*
- ii. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

4. Career Advancement Scheme (CAS) for College Teachers

Option – B

6th UGC Regulation 2010 [4th Amendment]

4.1. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)

Eligibility:

1. Assistant Professors who have completed six years of service in Academic Level 10.
(Relaxation: Two year relaxation for Assistant Professor having a Ph.D. degree and One year relaxation for Assistant Professor having an M.Phil./PG Degree in Professional Courses, which is other than the basic qualification).
2. Attended one Orientation course of 2 or 3 weeks duration *and*
3. One Refresher Course of 2 or 3 weeks duration.

CAS Promotion Criteria:

- i. Aggregate API score of 80 per year in Category I (Teaching-learning, Evaluation Related Activities), 50 per assessment period in Category II (Professional development, Co-curricular and Extension activities) and 20 per assessment period in Category III (Research and academic contribution) and a Minimum Total API score of 90 per assessment period under Categories II and III combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III *and*
- ii. The expert assessment by Screening-cum-Evaluation committee

4.2. Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)

Eligibility:

1. Assistant Professors who have completed five years of service in Academic Level 11.
2. One Refresher course/ Methodology/ Workshop/ Training/ Teaching learning-evaluation technology programme/ Soft skill development programme/Faculty Development Programme of 2 or 3 weeks duration.

CAS Promotion Criteria:

- i. Aggregate API score of 80 per year in Category I (Teaching-learning, Evaluation Related Activities), 50 per assessment period in Category II

(Professional development, Co-curricular and Extension activities) and 50 per assessment period in Category III (Research and academic contribution) and a Minimum Total API score of 120 per assessment period under Categories II and III combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III *and*

- ii. The expert assessment by Screening-cum-Evaluation Committee

4.3. Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility*:

1. Assistant Professors who have completed three years of service in Academic Level 12.
2. Three publications in the entire period as Assistant Professor (12/13/14 years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders.
3. Participation in one course of Methodology workshop/Training /Teaching learning-evaluation technology programme/ Soft skill development programme/Faculty Development Programme of minimum 1 week duration.

CAS Promotion Criteria:

- i. Aggregate API score of 75 per year in Category I (Teaching-learning, Evaluation Related Activities), 50 per assessment period in Category II (Professional development, Co-curricular and Extension activities) and 75 per assessment period in Category III (Research and academic contribution) and a Minimum Total API score of 150 per assessment period under Categories II and III combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III *and*
- ii. The expert assessment by Selection committee

**Note: No one shall be eligible to be appointed promoted or designated as Associate Professor unless he/she posses a Ph.D. as laid in G.O.(P) No. 18/2019/H.Edn. dated 29.06.2019. However to avoid hardships one can opt option B (as per the UGC regulations 2010 and its amendments) to get promoted as Associate Professor (Clause 6.3 of UGC regulations 2018). This option can be exercised only within 3 years from the date of notifications of the UGC regulations 2018. Decision in this regard will be subject to clarification from the Government.*

Annexure I
Form No.1

Option for Assessment

I.....
(Name,
Designation & Institution) with Scale of Pay
 hereby opt to assess myself for Career Advancement Scheme (7th Scheme) in the
 cadre of (*Designation*) with
 Scale of Paywith effect from (*Date*).

*

Option A. As per the 7th UGC Regulation 2018

OR

Option B. As per the 6th UGC Regulation 2010 and its 4th Amendment

**Strike out which is not applicable*

Signature :

Name :

Designation :

College :

Place :

Date :

Annexure I
Form No. 2

Collegiate Education Department Kerala

PBAS proforma for promotion of Teachers under Career Advancement Scheme

(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

PBAS Proforma for Option A

Placement from to
(Post with Academic Level to be mentioned)

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Gender :
5. Name of the College & Department :
6. Date of Entry in present service :
7. Date of Declaration of Probation :
8. Current Designation & Basic Pay :
9. Date of Last Promotion, if any :
10. Academic Level for which you are an applicant for promotion under CAS :
11. Proposed date of eligibility for promotion as per eligibility conditions and CAS promotion criteria :
12. Indicate whether belongs to (SC/ST/ OBC/ Minority/ Differently Abled) :
13. Address for Correspondence (with Pin Code) with Mobile No. and E-mail :
14. Permanent Address (with Pin Code) :

15. Academic Qualifications

<i>Examinations</i>	<i>Name of the Board/ University</i>	<i>Year of Passing</i>	<i>% of marks obtained</i>	<i>Division/ Class/ Grade</i>	<i>Subject</i>
Graduation					
Post Graduation					
NET					

16. Research Degrees

<i>Degree</i>	<i>Title of Thesis/ Dissertation</i>	<i>Date of Award with Reg. No.</i>	<i>Discipline/ Subject</i>	<i>University</i>
M.Phil.				
Ph.D.				
Any other*				

*Professional qualification such as M. Tech., etc.

17. Appointments held prior to Joining the Current Department

<i>Designation</i>	<i>Name of Employer</i>	<i>Nature of Appointment</i>	<i>Date of</i>		<i>Salary with grade pay/ Level</i>	<i>Reason for Leaving</i>	<i>Total Duration</i>
			<i>Joining</i>	<i>Leaving</i>			

18. Details of Orientation & Refresher/Research Methodology/Short Term Course attended

<i>Name of the Course</i>	<i>Duration and Date</i>	<i>Name of the Centre conducting the Course</i>	<i>Sponsoring Agency</i>

19. Non Qualifying period of service LWA :
etc. if any

20. Whether service relaxation is eligible :
for possessing Ph.D./M.Phil.

21. Whether Verification Certificate of :
previous service enclosed
(If Aided College service, certificate of Deputy
Director concerned)

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature :
Name and Designation :

Place :
Date :

Part – B: Assessment Criteria and Methodology

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to Career Advancement Scheme (CAS) and the Guidelines issued by DCE before filling this section)

Activity 1: Teaching

(Refer Annexure II, Table 1 of DCE Guidelines)

Year	Mode of Teaching	Total Classes Assigned	Number of Classes taught as per documented record	$\frac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$	Grading (to be filled by SEC)
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

Add/delete rows as required

Activity 2: Involvement in Students Related Activities/ Research Activities

(Refer Annexure II, Table 1 of DCE Guidelines)

Year	Details of Activities	Number of Activities	Grading (to be filled by SEC)
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Part-C: Other Relevant Information

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

Sl. No.	Details (Mention Year, Value etc. where relevant)

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures:

(Please attach, copies of certificates, sanction orders, papers etc. whichever necessary)

- 1.
- 2.
- 3.
- 4.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature :
Name and Designation :

Place :
Date :

Certified that Mr./Ms./Dr..... has been working asin the department since The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :
Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

.....

Principal

Place :
Date :

Verified by Screening cum Evaluation Committee

Signature of Principal :

Signature of Head of the Department :

Signature of Subject Experts :

Place :
Date :

Annexure I
Form No. 3

Collegiate Education Department Kerala

PBAS proforma for promotion of Physical Education Teachers under Career Advancement Scheme

(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

PBAS Proforma for Option A

Placement from to
(Post with Academic Level to be mentioned)

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Gender :
5. Name of the College & Department :
6. Date of Entry in present service :
7. Date of Declaration of Probation :
8. Current Designation & Basic Pay :
9. Date of Last Promotion, if any :
10. Academic Level for which you are an applicant for promotion under CAS :
11. Proposed date of eligibility for promotion as per eligibility conditions and CAS promotion criteria :
12. Indicate whether belongs to (SC/ST/ OBC/ Minority/ Differently Abled) :
13. Address for Correspondence (with Pin Code) with Mobile No. and E-mail :
14. Permanent Address (with Pin Code) :

15. Academic Qualifications

<i>Examinations</i>	<i>Name of the Board/ University</i>	<i>Year of Passing</i>	<i>% of marks obtained</i>	<i>Division/ Class/ Grade</i>	<i>Subject</i>
Graduation					
Post Graduation					
NET					

16. Research Degrees

<i>Degree</i>	<i>Title of Thesis/ Dissertation</i>	<i>Date of Award with Reg. No.</i>	<i>Discipline/ Subject</i>	<i>University</i>
M.Phil.				
Ph.D.				
Any other*				

*Professional qualification such as M. Tech., etc.

17. Appointments held prior to Joining the Current Department

<i>Designation</i>	<i>Name of Employer</i>	<i>Nature of Appointment</i>	<i>Date of</i>		<i>Salary with grade pay/ Level</i>	<i>Reason for Leaving</i>	<i>Total Duration</i>
			<i>Joining</i>	<i>Leaving</i>			

18. Details of Orientation & Refresher/Research Methodology/Short Term Course attended

<i>Name of the Course</i>	<i>Duration and Date</i>	<i>Name of the Centre conducting the Course</i>	<i>Sponsoring Agency</i>

19. Non Qualifying period of service LWA :
etc. if any

20. Whether service relaxation is eligible :
for possessing Ph.D./M.Phil.

21. Whether Verification Certificate of :
previous service enclosed
(If Aided College service, certificate of Deputy
Director concerned)

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature :
Name and Designation :

Place :
Date :

Part – B: Assessment Criteria and Methodology

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to Career Advancement Scheme (CAS) and the Guidelines issued by DCE before filling this section)

Activity 1: Attendance

(Refer Annexure II, Table 2 of DCE guidelines)

Year	Mode of Activity	Total days Assigned	Number of days engaged as per documented record	$\frac{\text{No. of days engaged}}{\text{Total No. of days assigned}} \times 100\%$	Grading (to be filled by SEC)
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

Add/delete rows as required

Activity 2

(Refer Annexure II, Table 2 of DCE guidelines)

Year	Detail of Activities	Number of Activities	Grading (to be filled by SEC)
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Activity 3

(Refer Annexure II, Table 2 of DCE guidelines)

Year	Detail of Activities	Number of Activities during Assessment Period	Grading (to be filled by SEC)
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Activity 4

(Refer Annexure II, Table 2 of DCE guidelines)

Year	Detail of Activities	Number of Activities during Assessment Period	Grading (to be filled by SEC)
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Activity 5*(Refer Annexure II, Table 2 of DCE guidelines)*

<i>Year</i>	<i>Detail of Activities</i>	<i>Number of Activities during Assessment Period</i>	<i>Grading (to be filled by SEC)</i>
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

*Add/delete rows as required***Part-C: Other Relevant Information**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

<i>Sl. No.</i>	<i>Details (Mention Year, Value etc. where relevant)</i>

*(Attach documentary proof in support of the information provided by you in this proforma)***List of Enclosures:***(Please attach, copies of certificates, sanction orders, papers etc. whichever necessary)*

- 1.
- 2.
- 3.
- 4.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

*Signature :**Name and Designation :**Place :**Date :*

Certified that Mr./Ms./Dr..... has been working asin the department since The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department*Place :**Date :*

Remarks of the Principal on Punctuality and Conduct of the Applicant

.....

.....

.....

Principal

Place :

Date :

Verified by Screening cum Evaluation Committee

Signature of Principal :

Signature of Head of the Department :

Signature of Subject Experts :

Place :

Date :

Annexure I
Form No. 4

Collegiate Education Department Kerala

PBAS proforma for promotion of Teachers under Career Advancement Scheme

(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

PBAS Proforma for Option B

Placement from to
(Post with Academic Level to be mentioned)

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Gender :
5. Name of the College & Department :
6. Date of Entry in present service :
7. Date of Declaration of Probation :
8. Current Designation & Basic Pay :
9. Date of Last Promotion, if any :
10. Academic Level for which you are an applicant for promotion under CAS :
11. Proposed date of eligibility for promotion as per eligibility conditions and CAS promotion criteria :
12. Indicate whether belongs to (SC/ST/ OBC/ Minority/ Differently Abled) :
13. Address for Correspondence (with Pin Code) with Mobile No. and E-mail :
14. Permanent Address (with Pin Code) :

15. Academic Qualifications

<i>Examinations</i>	<i>Name of the Board/ University</i>	<i>Year of Passing</i>	<i>% of marks obtained</i>	<i>Division/ Class/ Grade</i>	<i>Subject</i>
Graduation					
Post Graduation					
NET					

16. Research Degrees

<i>Degree</i>	<i>Title of Thesis/ Dissertation</i>	<i>Date of Award with Reg. No.</i>	<i>Discipline/ Subject</i>	<i>University</i>
M.Phil.				
Ph.D.				
Any other*				

*Professional qualification such as M. Tech., etc.

17. Appointments held prior to Joining the Current Department

<i>Designation</i>	<i>Name of Employer</i>	<i>Nature of Appointment</i>	<i>Date of</i>		<i>Salary with grade pay/ Level</i>	<i>Reason for Leaving</i>	<i>Total Duration</i>
			<i>Joining</i>	<i>Leaving</i>			

18. Details of Orientation & Refresher/Research Methodology/Short Term Course attended

<i>Name of the Course</i>	<i>Duration and Date</i>	<i>Name of the Centre conducting the Course</i>	<i>Sponsoring Agency</i>

19. Non Qualifying period of service LWA :
etc. if any

20. Whether service relaxation is eligible :
for possessing Ph.D./M.Phil.

21. Whether Verification Certificate of :
previous service enclosed
(If Aided College service, certificate of Deputy
Director concerned)

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature of Applicant :

Name and Designation :

Place :

Date :

Part – B: Assessment Criteria and Methodology

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to Career Advancement Scheme (CAS) and the Guidelines issued by DCE before filling this section)

Category I – Teaching, Learning and Evaluation related activities[#]

(For faculty other than physical education)

(Refer Annexure II, Table 3(a) of DCE Guidelines)

(a) Direct Teaching (Max 70 for 100% achievement)

Year	Mode of Teaching	Level	Total Classes Assigned	No. of Classes taught as per documented record	Extent to which carried out (%)	API Score Claimed in the assessment Year	API Score approved by SEC
20xx-xx							
20xx-xx							
20xx-xx							
20xx-xx							

Add/ delete rows as required

(b) Examination duties (question paper setting, invigilation, evaluation of answer scripts) as per allotment (Max 20 for 100% achievement)

Year	Nature of Examination Duty	No of Duties Assigned	Extent to which carried out (%)	API Score Claimed in the assessment Year	API Score approved by SEC
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

Add/ delete rows as required

(c) Innovative Teaching - learning methodologies, updating of subject contents/ courses, mentoring etc. (Max 10 for 100% achievement)

Year	Nature of activity	Extent to which carried out (%)	API Score Claimed in the assessment Year	API Score approved by SEC
20xx-xx				
20xx-xx				
20xx-xx				
20xx-xx				

Add/ delete rows as required

Aggregate Score in Category I [I (a) + I (b) + I (c)]

Year	I (a)	I (b)	I (c)	API Score Claimed in the assessment Year	API Score approved by SEC
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

Add/ delete rows as required

[#] Delete this section if not applicable

Category I – Teaching, Training, Coaching, Sports person development and Sports management activities[#] (For physical education faculty)

(Refer Annexure II, Table 3(a) of DCE Guidelines)

- (a) I. Lecture cum practice based athlete/ sports classes, seminars undertaken as per allotted hours /organizing and conducting coaching camps/ sports person development/ training programmes (Max 50 for 100% achievement)
- II. Identifying Sports talents and Mentoring sports excellence among students (Max 20 for 100% achievement)
- III. Development and maintenance of play fields, purchase and maintenance of other sports facilities (Max 10 for 100% achievement)

Year	Nature of activity		Extent to which carried out (%)	API Score	API Score Claimed in the assessment Year (Max 80)	API Score approved by SEC
20xx-xx	I					
	II					
	III					
20xx-xx	I					
	II					
	III					
20xx-xx	I					
	II					
	III					

Add/ delete rows as required

- (b) I. Management of Physical Education & Sports Program for students (planning, executing and evaluating the policies in physical education & Sports) (Max 10 for 100% achievement)
- II. Organizing and conducting sports and games competitions at the International/ National/ State/ Inter University/ Inter Zonal Levels (Max 10 for 100% achievement)

Year	Nature of activity		Extent to which carried out (%)	API Score	API Score Claimed in the assessment Year (Max 10)	API Score approved by SEC
20xx-xx	I					
	II					
20xx-xx	I					
	II					
20xx-xx	I					
	II					

Add/ delete rows as required

- (c) I. Upgradation of scientific and technological knowledge in Physical Education and Sports (Max 10 for 100% achievement)
- II. Extending services, sports facilities and training on holidays to the institutions and organizations (Max 10 for 100% achievement)

Year	Nature of activity		Extent to which	API Score	API Score Claimed in	API Score
------	--------------------	--	-----------------	-----------	----------------------	-----------

		<i>carried out (%)</i>		<i>the assessment Year (Max 10)</i>	<i>approved by SEC</i>
20xx–xx	I				
	II				
20xx–xx	I				
	II				
20xx–xx	I				
	II				

Add/ delete rows as required

Aggregate Score in Category I [I (a) + I (b) + I (c)]

<i>Year</i>	<i>I (a)</i>	<i>I (b)</i>	<i>I (c)</i>	<i>API Score Claimed in the assessment Year</i>	<i>API Score approved by SEC</i>
20xx–xx					
20xx–xx					
20xx–xx					

Add/ delete rows as required

Delete this section if not applicable

Category II – Professional Development, Co-curricular and Extension Activities

(Refer Annexure II, Table 3(b) of DCE Guidelines)

<i>Category II: Professional Development, Co-curricular and Extension Activities</i>					<i>API Score Claimed in the assessment period</i>	<i>API Score approved by SEC</i>
(a)	Student related co-curricular, extension and field based activities. <i>(Max 15 per year)</i>					
	<i>Year</i>	<i>Activity</i>	<i>API Score</i>	<i>Total per Year</i>		
	20xx–xx					
	20xx–xx					
	20xx–xx					
(b)	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. <i>(Max 15 per year)</i>					
	<i>Year</i>	<i>Activity</i>	<i>API Score</i>	<i>Total per Year</i>		
	20xx–xx					
	20xx–xx					
	20xx–xx					
(c)	Professional development Activities <i>(Max 15 per year)</i>					
	<i>Year</i>	<i>Activity</i>	<i>API Score</i>	<i>Total per Year</i>		
	20xx–xx					
	20xx–xx					
	20xx–xx					

Total for Category II		

Category III – Research and Academic Contributions

(Refer Annexure II, Table 3(c) of DCE Guidelines)

III.a. Research papers published in journals

III.a.(i) 1. Research Papers Published in Refereed Journals as notified by UGC

Sl. No.	Name of Authors and Title of the paper	Name of Journal and details of Vol., No., Year, Page	Sl. No. in UGC list	ISSN/ ISBN No.	Whether Peer reviewed, Impact factor if any	Whether you are the Principal (Main or 1 st) author/ Corresponding author or Co-author	No of Co-authors	API score claimed	API score approved by SEC
Total API Score									

III.a.(i) 2. Research Papers Published in Other Reputed Journals as notified by UGC

Sl. No.	Name of Authors and Title of the paper	Name of Journal and details of Vol., No., Year, Page	Sl. No. in UGC list	ISSN/ ISBN No.	Whether Peer reviewed, Impact factor if any	Whether you are the Principal (Main or 1 st) author/ Corresponding author or Co-author	No of Co-authors	API score claimed	API score approved by SEC
Total API Score									

III.b. Research Publications (books, chapters in books, other than refereed journal articles)

III.b.1. Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website

Sl. No.	Title of Book and Nature of authorship (Author/Editor)	Type of Book and Publisher	ISSN/ ISBN No.	Whether Peer reviewed	Whether you are the Main author	No of Co-authors	API score claimed	API score approved by SEC
Total API Score								

III.b.2. Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website.

S. No.	Title of Book and Nature of authorship (Author/Editor)	Type of Book and Publisher	ISSN/ ISBN No.	Whether Peer reviewed	Whether you are the Main author	No of Co-authors	API score claimed	API score approved by SEC
Total API Score								

III.b.3. Subject Books, published by Other local publishers, with ISBN/ISSN number

Sl. No.	Title of Book and Nature of authorship (Author/Editor)	Type of Book and Publisher	ISSN/ ISBN No.	Whether Peer reviewed	Whether you are the Main author	No of Co-authors	API score claimed	API score approved by SEC

Total API Score								

III.b.4. Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

<i>Sl. No.</i>	<i>Title of chapter with Page No.</i>	<i>Book Title, Editor and Publisher</i>	<i>ISSN/ ISBN No.</i>	<i>Whether Peer reviewed</i>	<i>Whether you are the Main author</i>	<i>No of Co-authors</i>	<i>API score claimed</i>	<i>API score approved by SEC</i>
Total API Score								

III.c. Research Projects

III.c.1.Sponsored Projects(Major Projects, Minor Projects)

<i>Sl. No.</i>	<i>Title</i>	<i>Agency</i>	<i>Period</i>	<i>Grant/ Amount mobilized in Lakhs</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>
Total API Score						

III.c.2.Consultancy Projects

<i>Sl. No.</i>	<i>Title</i>	<i>Agency</i>	<i>Period</i>	<i>Grant/ Amount mobilized in Lakhs</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>
Total API Score						

III.c.2.Project outcome/outputs

III.c.2.1.Patent/technology transfer/product/process

<i>Sl. No.</i>	<i>Description/ Patent</i>	<i>International/ National</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>
Total API Score				

III.c.2.2.Major Policy document prepared for International Bodies/ Central/State Government/ Local Bodies

<i>Sl. No.</i>	<i>Description</i>	<i>International/ Central/ State Govt. / Local bodies</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>
Total API Score				

III (d) Research Guidance

<i>S.No.</i>	<i>Item</i>	<i>Number Enrolled</i>	<i>Thesis submitted</i>	<i>Degrees awarded</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>
III.d.1	M.Phil or equivalent (for degree awarded only)					
III.d.2.	Ph.D.					
III.d.3	Ph.D. (Ongoing)					
III.d.4	Ph.D. Thesis Evaluation					
III.d.5	PG Projects					
III.d.6	UG Projects					
Total API Score						

III (e) Fellowships, Awards and Invited Lectures delivered in Conference/Seminars**III.e.1. Fellowships/ Awards**

<i>Sl.No.</i>	<i>Nature of the award/ Fellowship</i>	<i>Whether International, National/ State/ Regional/ University level</i>	<i>Academic body/ Association giving the award/fellowship</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>
Total API Score					

III.e.2. Invited lectures / papers (Oral/Poster)

<i>Sl. No.</i>	<i>Title of paper presented</i>	<i>Name of Conference Seminar and by whom Organized</i>	<i>Nature (Invited lecture/ Papers)</i>	<i>Whether International, National/ State/ Regional/ University level</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>
Total API Score						

III.f. Development of e-learning delivery process/material

<i>Sl. No.</i>	<i>Module/ Title</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>
Total API Score			

<i>Year</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>Aggregate Score for the assessment period</i>
Aggregate Score in Category III III.a + III.b + III.c + III.d + III.e + III.f							

Summary of API Scores

<i>Categories</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>Aggregate score</i>
Category I <i>Teaching Learning and evaluation related activities</i>							
Category II <i>Professional Development, Co curricular & Extension activities</i>							
Category III <i>Research and Academic contributions</i>							
Aggregate of Category II & III							

Part-C: Other Relevant Information

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

<i>Sl. No.</i>	<i>Details (Mention Year, Value etc. where relevant)</i>

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures:

(Please attach, copies of certificates, sanction orders, papers etc. whichever necessary)

- 1.
- 2.
- 3.
- 4.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature :

Name and Designation :

Place :

Date :

Certified that Mr./Ms./Dr..... has been working asin the department since The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :

Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

.....

Principal

Place :

Date :

Verified by Screening cum Evaluation Committee

Signature of Principal :

Signature of Head of the Department :

Signature of Subject Experts :

Place :

Date :

*Annexure I**Form No. 5: Option A*

Collegiate Education Department Kerala

Annual Performance Assessment Report

(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

Self Appraisal Report for the Academic Year

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Gender :
5. Name of the College & Department :
6. Date of Entry in present service :
7. Date of Declaration of Probation :
8. Current Designation :
9. Present Basic pay with Scale of pay :
10. Date of Last Promotion, if any :
11. Indicate whether belongs to (SC/ST/ OBC/ Minority/ Differently Abled) :
12. Address for correspondence (with Pin Code) with Mobile No. and E-mail :
13. Permanent Address (with Pin Code) :

14. Academic Qualifications

<i>Examinations</i>	<i>Name of the Board/ University</i>	<i>Year of Passing</i>	<i>% of marks obtained</i>	<i>Division/ Class/ Grade</i>	<i>Subject</i>
Graduation					
Post Graduation					
NET					

15. Research Degrees

<i>Degree</i>	<i>Title of Thesis/ Dissertation</i>	<i>Date of Award with Reg. No.</i>	<i>Discipline/ Subject</i>	<i>University</i>
M.Phil.				
Ph.D.				
Any other*				

*Professional qualification such as M. Tech., etc.

16. Orientation & Refresher/Research Methodology/Short Term Course attended

<i>Name of the Course</i>	<i>Duration and Date</i>	<i>Name of the Centre conducting the Course</i>	<i>Sponsoring Agency</i>

17. Seminars/ Training programmes attended:

<i>Name of the Course</i>	<i>Duration and Date</i>	<i>Name of the Centre conducting the Course</i>	<i>Sponsoring Agency</i>

Part – B: Assessment Criteria and Methodology

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to Career Advancement Scheme (CAS) and the Guidelines issued by DCE before filling this section)

Activity 1: Teaching/ Attendance

<i>Year</i>	<i>Mode of Teaching</i>	<i>Total Classes Assigned</i>	<i>No. of Classes taught as per documented record</i>	$\frac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$

Activity 2: Involvement in Students Related Activities/ Research Activities

(Refer Annexure II, Table 1; Table 2 for Physical Education of DCE guidelines)

- (a) Administrative responsibilities :
- (b) Examination and evaluation duties :
- (c) Student related co-curricular, extension and field based activities :
- (d) Organizing seminars/ conferences/ workshops, other college/ university activities :
- (e) Research Guidance Activities :
- (f) Major/ Minor Projects :
- (g) Publications :
- (h) Organizing Intra College sports competition/State/ National/Inter university/Inter college level competitions :
- (i) Institution participating in external sports :

competitions

- (j) Up gradation of sports and physical training :
infrastructure with scientific and
technological inputs.

Part-C: Other Relevant Information

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

Sl. No.	Details (Mention Year, Value etc. where relevant)

(Attach documentary proof in support of the information provided by you in this proforma)

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature of Applicant :

Name and Designation :

Place :

Date :

Certified that Mr./Ms./Dr..... has been working asin the department since The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :

Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

.....
.....
.....

Principal

Place :

Date :

*Annexure I**Form No. 6: Option B*

Collegiate Education Department Kerala

Annual Performance Assessment Report

(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

Self Appraisal Report for the Academic Year

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Gender :
5. Name of the College & Department :
6. Date of Entry in present service :
7. Date of Declaration of Probation :
8. Current Designation :
9. Present Basic pay with Scale of pay :
10. Date of Last Promotion, if any :
11. Indicate whether belongs to (SC/ST/
OBC/ Minority/ Differently Abled) :
12. Address for correspondence (with Pin
Code) with Mobile No. and E-mail :
13. Permanent Address (with Pin Code) :

14. Academic Qualifications

<i>Examinations</i>	<i>Name of the Board/ University</i>	<i>Year of Passing</i>	<i>% of marks obtained</i>	<i>Division/ Class/ Grade</i>	<i>Subject</i>
Graduation					
Post Graduation					
NET					

15. Research Degrees

<i>Degree</i>	<i>Title of Thesis/ Dissertation</i>	<i>Date of Award with Reg. No.</i>	<i>Discipline/ Subject</i>	<i>University</i>
M.Phil.				
Ph.D.				
Any other*				

*Professional qualification such as M. Tech., etc.

16. Orientation & Refresher/Research Methodology/Short Term Course attended

<i>Name of the Course</i>	<i>Duration and Date</i>	<i>Name of the Centre conducting the Course</i>	<i>Sponsoring Agency</i>

17. Seminars/ Training programmes attended:

<i>Name of the Course</i>	<i>Duration and Date</i>	<i>Name of the Centre conducting the Course</i>	<i>Sponsoring Agency</i>

Part – B: Assessment Criteria and Methodology

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to Career Advancement Scheme (CAS) and the Guidelines issued by DCE before filling this section)

Category I – Teaching, Learning and Evaluation related activities[#]

(For faculty other than physical education)

(Refer Annexure II, Table 3(a) of DCE Guidelines)

(a) Direct Teaching

<i>Mode of Teaching</i>	<i>Level</i>	<i>Total Classes Assigned</i>	<i>No. of Classes taught as per documented record</i>	<i>Extent to which carried out (%) = $\frac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$</i>

(b) Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment

<i>Nature of Examination Duty</i>	<i>No of Duties Assigned</i>	<i>Extent to which carried out (%)</i>

(c) Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.

<i>Nature of activity</i>	<i>Extent to which carried out (%)</i>

[#] Delete this section if not applicable

Category I – Teaching, Training, Coaching, Sports person development and Sports management activities[#]

(For physical education faculty)

(Refer Annexure II, Table 3(a) of DCE Guidelines)

(a) Lecture cum practice based athlete / sports classes, seminars undertaken as per allotted

hours /organizing and conducting coaching camps / sports person development / training programmes

<i>Nature of activity</i>	<i>Total Assigned</i>	<i>Total undertaken</i>	<i>Extent to which carried out (%)</i>

Identifying Sports talents and Mentoring sports excellence among students

<i>Nature of activity</i>	<i>Extent to which carried out (%)</i>

Development and maintenance of play fields, purchase and maintenance of other sports facilities

<i>Nature of activity</i>	<i>Extent to which carried out (%)</i>

- (b) Management of Physical Education & Sports Program for students (planning, executing and evaluating the policies in physical education & Sports)

<i>Nature of activity</i>	<i>Extent to which carried out (%)</i>

Organizing and conducting sports and games competitions at the International / National/ State/ Inter University/ Inter Zonal Levels

<i>Nature of activity</i>	<i>Extent to which carried out (%)</i>

- (c) Upgradation of scientific and technological knowledge in Physical Education and Sports

<i>Nature of activity</i>	<i>Extent to which carried out (%)</i>

Extending services, sports facilities and training on holidays to the institutions and organizations

<i>Nature of activity</i>	<i>Extent to which carried out (%)</i>

Delete this section if not applicable

Category II – Professional Development, Co-curricular and Extension Activities (Refer Annexure II, Table 3(b) of DCE Guidelines)

- (a) Student related co-curricular, extension and :
field based activities
- (b) Contribution to corporate life and management :
of the department and institution through
participation in academic and administrative
committees and responsibilities.
- (c) Professional development Activities :

Category III – Research and Academic Contributions

(Refer Annexure II, Table 3(c) of DCE Guidelines)

III.a.(i) 1. Research Papers Published in Refereed Journals as notified by UGC

Sl. No	Name of Authors and Title of the paper	Name of Journal and details of Vol., No., Year, Page	Sl. No. in UGC list	ISSN/ ISBN No.	Whether Peer reviewed, Impact factor if any	Whether you are the Principal (Main or 1 st) author/Corresponding author or Co-author	No of Co-authors

III.a.(i) 2. Research Papers Published in Other Reputed Journals as notified by UGC

Sl. No	Name of Authors and Title of the paper	Name of Journal and details of Vol., No., Year, Page	Sl. No. in UGC list	ISSN/ ISBN No.	Whether Peer reviewed, Impact factor if any	Whether you are the Principal (Main or 1 st) author/Corresponding author or Co-author	No of Co-authors

III.b. Research Publications (books, chapters in books, other than refereed journal articles)

III.b.1. Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website

Sl. No.	Title of Book and Nature of authorship (Author/Editor)	Type of Book and Publisher	ISSN/ ISBN No.	Whether Peer reviewed	Whether you are the Main author	No of Co-authors

III.b.2. Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website.

Sl. No.	Title of Book and Nature of authorship (Author/Editor)	Type of Book and Publisher	ISSN/ ISBN No.	Whether Peer reviewed	Whether you are the Main author	No of Co-authors

III.b.3. Subject Books, published by Other local publishers, with ISBN/ISSN number

Sl. No.	Title of Book and Nature of authorship (Author/Editor)	Type of Book and Publisher	ISSN/ ISBN No.	Whether Peer reviewed	Whether you are the Main author	No of Co-authors

III.b.4. Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Sl. No.	Title of chapter with Page No.	Book Title, Editor and Publisher	ISSN/ ISBN	Whether Peer	Whether you are	No of Co-authors

			<i>No.</i>	<i>reviewed</i>	<i>the Main author</i>	

III.c. Research Projects

III.c.1.Sponsored Projects(Major Projects, Minor Projects)

<i>Sl. No.</i>	<i>Title</i>	<i>Agency</i>	<i>Period</i>	<i>Grant / Amount mobilized in Lakhs</i>

III.c.2.Consultancy Projects

<i>Sl. No.</i>	<i>Title</i>	<i>Agency</i>	<i>Period</i>	<i>Grant / Amount mobilized in Lakhs</i>

III.c.2.Project outcome/outputs

III.c.2.1.Patent/technology transfer/product/process

<i>Sl. No.</i>	<i>Description/ Patent</i>	<i>International/ National</i>

III.c.2.2.Major Policy document prepared for International Bodies/ Central/State Government/ Local Bodies

<i>Sl. No.</i>	<i>Description</i>	<i>International/ Central/ State Govt. / Local bodies</i>

III (d) Research Guidance

<i>Sl.No.</i>	<i>Item</i>	<i>Number Enrolled</i>	<i>Thesis submitted</i>	<i>Degrees awarded</i>
III.d.1	M.Phil or equivalent (for degree awarded only)			
III.d.2.	Ph.D.			
III.d.3	Ph.D. (Ongoing)			
III.d.4	PhD Thesis Evaluation			
III.d.5	PG Projects			
III.d.6	UG Projects			

III (e) Fellowships, Awards and Invited Lectures delivered in Conference/Seminars

III.e.1. Fellowships/ Awards

<i>Sl.No.</i>	<i>Nature of the award/ Fellowship</i>	<i>Whether International, National/ State/ Regional/ University level</i>	<i>Academic body / Association giving the award /fellowship</i>

III.e.2. Invited lectures / papers (Oral/Poster)

<i>Sl. No.</i>	<i>Title of paper presented</i>	<i>Name of Conference Seminar and by whom Organized</i>	<i>Nature (Invited lecture/ Papers)</i>	<i>Whether International, National/ State/ Regional/ University level</i>

III.f. Development of e-learning delivery process/material

<i>Sl. No.</i>	<i>Module/ Title</i>

Part-C: Other Relevant Information

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

Sl. No.	Details (Mention Year, Value etc. where relevant)

(Attach documentary proof in support of the information provided by you in this proforma)

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature :

Name and Designation :

Place :

Date :

Certified that Mr./Ms./Dr..... has been working asin the department since The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :

Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

.....

Principal

Place :

Date :

Annexure I
Form No. 7

Certificate

This is to certify that
(Name, Designation
 and Department) has served in the following capacities while working in
 (Name of
 College) during the academic year

- (1)
- (2)
- (3)
- (4)
- (5)

It is also certified that he/she has undertaken all the examination related work during the period under reference allotted to him/her.

This certificate is issued upon his/her request for providing documentary evidence for placement/promotion under CAS.

Principal
(Name)

Place :
Date :

(College seal)

Annexure I
Form No. 8

Certificate of Attendance

Certified that (*Name and Designation*) has engaged number of classes out of his/her..... number of allotted classes in the academic year

The percentage of classes engaged by him/her in the academic year is

Principal
(Name)

Place:

Date:

(College Seal)

Annexure I
Form No. 9

Affidavit
(for faculty on deputation)

Certified that I *(Name and Designation)* presently working as *(Designation)* under *(Department/ Institution)* has submitted proposals related to placement/promotion from to *(Academic Level)* at *(Name of college where proposal is to be processed)*.

Signature of Applicant :
Name and Designation :

Place :
Date :

Affidavit
(for DCE faculty working in Engineering/ Medical/ Polytechnics/ Law Colleges)

Certified that I *(Name and Designation)* working at *(Institution)* has submitted proposals related to placement/promotion from to *(Academic Level)* at *(Name of college where proposal is to be processed)*.

Signature of Applicant :
Name and Designation :

Place :
Date :

**Strike off which is not applicable*

Annexure I
Form No. 10

Assessment Report of Screening Cum Evaluation/ Selection Committee

(To be submitted by IQAC with score sheet)

PART A

Part I: Proposal for Placement as Assistant Professor (Academic Level) to Assistant/ Associate Professor (Academic Level) in respect of

.....
..... *(Name and Designation)*

Date of Birth :

Subject :

(1) Qualification

<i>Sl. No</i>	<i>Name of Degree</i>	<i>Subject</i>	<i>Class</i>	<i>Last date of Exam/ Date of Syndicate decision (in the case of M.Phil/PhD)</i>	<i>Date of taking the degree certificate</i>

2) Details of Refresher/Orientation/Short Term courses etc. attended:

<i>Period of the Course</i>		<i>Name of Course</i>	<i>No. of Days</i>	<i>Conducting Authority</i>
<i>From</i>	<i>To</i>			

Part II Details of Qualifying service

1. Date of 1st appointment in Government service :
2. Date of substantive appointment/ present post :
3. Date of declaration of probation :
4. Details of previous service *(Collegiate Education)* :

<i>Name of the Institution</i>	<i>Period</i>		<i>Total</i>			<i>Remarks</i>
	<i>From</i>	<i>To</i>	<i>Years</i>	<i>Months</i>	<i>Days</i>	

5. Calculation of Total qualifying period of service (*in Collegiate Education*)

(a) Period of Service

Sl. No.	Period		Total Service
	From	To	

(b) Deduct LWA, unqualifying service, Break, if any*

Sl. No.	Period		Total Days of LWA
	From	To	

*other than with Medical Certificate

- (c) Date of completion of :
 6/5/4 years [in Asst. Professor (Level 10)]
 5 years [in Asst. Professor (Level 11)]
 3 years [in Asst. Professor (Level 12)]
[with relaxation (2 years for PhD/ 1 year for M.Phil.), if admissible]

- (d) Whether service verification certificates for :
 previous qualifying service produced

Part III Self Appraisal Reports

- (a) Whether year wise report (signed by the :
 teacher) for the preceding years submitted
- (b) Whether countersigned by the Principal :
- (c) Whether the required details furnished :

Part IV Research Experience

- (a) No. of books published :
- (b) No. of articles published in refereed journals :
- (c) No. of other articles published :
- (d) Whether recognized as a research guide :
1. No. of M. Phil. students guided :
 2. No. of Registered Ph.D. students :
 3. No. of Research projects carried out :
 4. No. of Seminars/ Conferences organized :

PART-B: Summary of Grading**Summary of Grading Criteria (for option A)**

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Activity 1						
Activity 2						
Overall grading (Activity 1 + Activity 2)						

Summary of Grading Criteria – Physical Education (for option A)

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Activity 1						
Activity 2						
Activity 3						
Activity 4						
Activity 5						
Overall grading						

Summary of API Scores (for option B)

Assistant Professor Level to Assistant/Associate Professor Level							
Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	Aggregate score
Category I <i>Teaching Learning and Evaluation related activities</i>							
Category II <i>Professional Development, Co curricular& Extension activities</i>							
Category III <i>Research & Academic contributions</i>							
Aggregate of Category II & III							

* Refer Annexure II Table IV for minimum requirements

PART C: Details of placement already given

Sl. No.	Designation given	Date of Placement

Recommendation for subsequent placement

(a) Designation to be given :

(b) Date of Effect :

Name and Signatures of Screening-cum Evaluation/Selection Committee members

Approval

Director of Collegiate Education

Annexure I
Form No. 11

PBAS Score sheet
(to be prepared by IQAC)

Part – A

1. Name of the candidate :
2. Subject :
3. Date of Entry in present service :
4. Date of continuous service :
5. Date of Declaration of Probation :
6. Designation and Official Address :
7. Basic Pay :
8. Academic Level for which the candidate is an applicant for promotion under CAS *(Please Tick)* :

<input type="checkbox"/>	<i>Asst. Prof. [Level 10] to Asst. Prof. [Level 11]</i>
<input type="checkbox"/>	<i>Asst. Prof. [Level 11] to Asst. Prof. [Level 12]</i>
<input type="checkbox"/>	<i>Asst. Prof. [Level 12] to Asso. Prof. [Level 13A]</i>
9. Non Qualifying period of service, LWA etc. if any :
10. Whether the applicant possess M. Phil./Ph.D. *(if so furnish the Name of the University, Month and Year of award of Degree Certificate)* :
11. Whether eligible for relaxation of service for Promotion/placement to senior grade, If so how many years :
12. Number of years of qualifying service :
13. Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria :
14. Option Selected :

Part B
OPTION A
(Assessment Criteria and Methodology)
(Refer Annexure II Table 1 of DCE Guidelines)

Activity 1: Teaching

(Refer Annexure II Table 1 of DCE Guidelines)

Year	Mode of Teaching	Total Classes Assigned	Number of Classes engaged as per documented record	$\frac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$	Grading (by IQAC)
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

Activity 2: Involvement in Students-Related Activities/ Research Activities

(Refer Annexure II Table 1 of DCE Guidelines)

Involvement in the college students related activities/ research activities		No. of Activities						Suggested Grading					
		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
(a)	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.												
(b)	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.												
(c)	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.												
(d)	Organizing seminars/conferences/workshops, other college/university activities.												
(e)	Evidence of actively involved in guiding Ph.D. students.												
(f)	Conducting minor or major research project sponsored by national or international agencies.												
(g)	At least one single or joint publication in peer reviewed/UGC list of Journals.												
	Total Number of Activities												

Physical Education (Refer Annexure II Table 2 of DCE Guidelines)**Activity 1: Attendance**

Year	Mode of Teaching	Total Days Assigned	Number of Days engaged as per documented record	$\frac{\text{No. of days engaged}}{\text{Total No. of days assigned}} \times 100\%$	Grading (by IQAC)
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

Activity 2:

	No. of Activities						Suggested Grading					
	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Organizing Intra College Competition												

Activity 3:

	No. of Activities						Suggested Grading					
	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Institution participating in external competitions												

Activity 4:

	No. of Activities						Suggested Grading					
	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Up gradation of sports and physical training infrastructure with scientific and technological inputs.												
Development and maintenance of playfields and sports and physical education facilities												

Activity 5:

	No. of Activities						Suggested Grading					
	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
(i) At least one student of the institution participating in national /state /university (for college levels only), teams. organizing state / national / inter university / inter college level competitions												
(ii) Being invited for coaching at state / national level												
(iii) Organizing at least three workshops in a year												
(iv) Publication of at least one research paper in UGC approved journal, assistance in college administration and governance related work done during admission, examinations and extracurricular college activities												

Option A – Summary of Grading

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Activity 1: Teaching						
Activity 2: Involvement in the students related activities / research activities						
Overall Grading						

* Refer Table 4(a) for Assessment Criteria

Option A – Summary of Grading – Physical Education

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Activity 1: Attendance						
Activity 2						
Activity 3						
Activity 4						
Activity 5						
Overall Grading						

* Refer Table 4(a) for Assessment Criteria

Prepared by

Verified by

Name and Signature
of IQAC Coordinator

Place:

Date:

OPTION B

(Refer Annexure II Table 3 of DCE guidelines)
(For faculty other than physical education)

Category I: Teaching Learning and evaluation related activities		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	<i>Total API score claimed</i>	<i>Suggested API score</i>
(a)	<i>Direct Teaching (Max 70 per year)</i>								
(b)	<i>Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment - (Max 20 per year)</i>								
(c)	<i>Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc (Max 10 per year)</i>								
Total for Category I									

Category II: Professional Development, Co-curricular and Extension Activities		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	<i>Total API score claimed</i>	<i>Suggested API score</i>
(a)	<i>Extension, co-curricular & field based activities (Max 15 per year)</i>								
(b)	<i>Contribution to corporate life and management of the institution (Max 15 per year)</i>								
(c)	<i>Professional development Activities (Max 15 per year)</i>								
Total for Category II									

Category III: Research and academic contributions									
(A)	Research Papers								
(i)	<i>Research Papers Published in Refereed Journals as notified by UGC</i>								
(ii)	<i>Research Papers Published in Other Reputed Journals as notified by UGC</i>								
(B)	Publications other than journal articles								
(i)	<i>Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website</i>								
(ii)	<i>Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website.</i>								
(iii)	<i>Subject Books, published by Other local publishers, with ISBN/ISSN number</i>								
(iv)	<i>Chapters in Books, published by</i>								

	<i>National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.</i>								
(C)	Research Projects								
(i)	<i>Sponsored Projects (Major/Minor)</i>								
(ii)	<i>Consultancy Projects</i>								
(iii)	<i>Project outcome/outputs</i>								
(D)	Research Guidance								
(i)	<i>M.Phil or equivalent (for degree awarded only)</i>								
(ii)	<i>Ph.D. awarded</i>								
(iii)	<i>Ph.D. ongoing</i>								
(iv)	<i>Ph.D. Thesis evaluation</i>								
(v)	<i>PG Projects</i>								
(vi)	<i>UG Projects</i>								
(E)	Fellowships, Awards and Invited Lectures delivered in Conference/ Seminars								
(i)	<i>Fellowship/ Awards</i>								
(ii)	<i>Invited Lectures/ Papers presented</i>								
(F)	Development of e-learning delivery process/material								
	Total for Category III								
Grand Total for Category II and Category III									

Summary of API Scores:

<i>Categories</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>Aggregate score</i>
Category I <i>Teaching Learning and evaluation related activities</i>							
Category II <i>Professional Development, Co curricular & Extension activities</i>							
Category III <i>Research & Academic contributions</i>							
Aggregate of Category II & III							

* Refer Table 4(b) for Assessment Criteria

Prepared by

Verified by

Name and Signature
of IQAC Coordinator

Place:

Date:

OPTION B

(Refer Annexure II Table 3 of DCE guidelines)
(For Physical Education faculty)

Category I: Teaching Learning and evaluation related activities		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	<i>Total API score claimed</i>	<i>Suggested API score</i>
(a)	Lecture cum practice based athlete / sports classes, seminars undertaken as per allotted hours / organizing and conducting coaching camps / sports person development / training programmes (50 points) Identifying sports talents and Mentoring sports excellence among students (20 points) Development and maintenance of play fields, purchase and maintenance of other sports facilities (10 points) (Max 80 per year)								
(b)	Management of Physical Education & Sports Program for students (planning, executing and evaluating the policies in physical education & Sports) (10 Points) Organizing and conducting sports and games competitions at the International / National / State / Inter University/Inter Zonal Levels (10 Points) (Max 10 per year)								
(c)	Upgradation of scientific and technological knowledge in Physical Education and Sports (10 Points) Extending services, sports facilities and training on holidays to the institutions and organizations (10 Points) (Max 10 per year)								
Total for Category I									

Category II: Professional Development, Co-curricular and Extension Activities		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	<i>Total API score claimed</i>	<i>Suggested API score</i>
(a)	Extension, co-curricular & field based activities (Max 15 per year)								
(b)	Contribution to corporate life and management of the institution (Max 15 per year)								
(c)	Professional development Activities (Max 15 per year)								
Total for Category II									

Category III: Research and academic contributions								
(A)	Research Papers							
(i)	<i>Research Papers Published in Refereed Journals as notified by UGC</i>							
(ii)	<i>Research Papers Published in Other Reputed Journals as notified by UGC</i>							
(B)	Publications other than journal articles							
(i)	<i>Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website</i>							
(ii)	<i>Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website.</i>							
(iii)	<i>Subject Books, published by Other local publishers, with ISBN/ISSN number</i>							
(iv)	<i>Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.</i>							
(C)	Research Projects							
(i)	<i>Sponsored Projects (Major/Minor)</i>							
(ii)	<i>Consultancy Projects</i>							
(iii)	<i>Project outcome/ outputs</i>							
(D)	Research Guidance							
(i)	<i>M.Phil or equivalent (for degree awarded only)</i>							
(ii)	<i>Ph.D. awarded</i>							
(iii)	<i>Ph.D. ongoing</i>							
(iv)	<i>Ph.D. Thesis evaluation</i>							
(v)	<i>PG Projects</i>							
(vi)	<i>UG Projects</i>							
(E)	Fellowships, Awards and Invited Lectures delivered in Conference/Seminars							
(i)	<i>Fellowship/ Awards</i>							
(ii)	<i>Invited Lectures and Papers presented</i>							
(F)	Development of e-learning delivery process/material							
	Total for Category III							
Grand Total for Category II and Category III								

Summary of API Scores:

<i>Categories</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>Aggregate score</i>
Category I							
Category I							
Category III							
Aggregate of Category II & III							

** Refer Table 4(b) for Assessment Criteria*

Prepared by

Verified by

Name and Signature
of IQAC Coordinator

Place:

Date:

Annexure II**Table 1: Detailing of activities of Option A – For faculty other than Phy. Edn.**

Sl. No.	Activity
1	<p>Teaching</p> <p><u>Grading Criteria</u> 80% and above – Good; Below 80% but 70% & above – Satisfactory; Less than 70% – Not Satisfactory (Classes taught includes sessions on tutorials, lab and other teaching related activities)</p> <p>Note: Number of activities can be within or across the broad categories of activities</p>
2	<p>Involvement in the college students related activities/ research activities</p> <p><u>Grading Criteria</u> Good – Involved in at least 3 activities; Satisfactory – 1 to 2 activities Note: Number of activities can be within or across the broad categories of activities</p> <p>(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.</p> <ul style="list-style-type: none"> ▪ Principal (Full Additional Charge); Vice Principal; HOD; Hostel Warden/Resident Tutor; Chairman/Addl. Superintendent in charge of University Exams in Colleges; IQAC Coordinator/ PTA Secretary, College Council Secretary; CDC Convenor/Staff representative; CAMS – Nodal Officer; State Public Information Officer – RTI; Nodal Officers – UGC, AISHE, NPTEL, Scholarships etc ▪ PTA Executive Committee Members; CDC Member; University Exam Committee Members in Colleges ▪ Faculty holding positions of IQAC; NAAC/AICTE Affiliation; RUSA; KIIFB. ▪ College Council Member (<i>Elected member only</i>); Class Tutor ▪ Faculty holding positions of various Committees (Discipline; Admission; Purchase; Planning Board; CLMC; Research; Attendance; Ethics; Jagratha Samithi; Library; Other bodies under UGC plan etc), faculty involved in the preparation of master time table, ▪ Faculty involved in various centres in the college EDUSAT; Language lab; Digital Resources; Data Repository; Website; Centralised Computing Facility (CCF); Fitness Centre; Experimentation Centre; Instrumentation Centre; Start-up units; Technology Business Incubator (TBI); INFLIBNET; Botanical garden etc. ▪ Staff in Charge of Department Alumni Association ▪ Faculty holding positions of Staff Club; College Cooperative Society ▪ Faculty involved in College Union Election Returning Officer/ARO <p>(b) Examination and evaluation duties assigned by the college / university or attending the examination 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/Autonomous College Question Paper setting <p>(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.</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, ASAP etc)

		<ul style="list-style-type: none"> ▪ Faculty involved in various Cells/Clubs such as Anti-ragging, Anti- harassment; Placement, Training, Guidance and Counselling, CASH, Continuing Education, Women's Units, Nature Club, Science Club, HR Club, Tourism Club, Literary Club, Entrepreneurship club, Health club, Yoga Club, Sports Club, Arts Club, Film/Drama Club, Bhoomithrasena and all other clubs/forums for promoting co-curricular education, College Alumni Association, Community College, Other bodies under UGC plan etc), Extension activities coordinator ▪ Staff Advisor of College Union, Staff Editor of College Magazine, Arts Club Advisor of College Union ▪ Staff accompanying students for Study Tour/arts/ sports events ▪ Stage Managers of University Youth Festival ▪ Editor – College 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 counselling modules; ▪ Faculty involved in N-LIST/ INFLIBNET/EDUSAT/ORICE/ NPTEL Usage/preparation of digital library with seminar papers, uploading of seminar papers/ resource materials to the college website, scholar portal etc/ Use of online course management system. ▪ e-content (developed in 4 quadrants) per module MOOCs (developed) per module/lecture ▪ 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, organic farming, social forestry, NGO related activities
	(d)	Organising seminars/conferences/workshops, other college/university activities.
		<ul style="list-style-type: none"> ▪ Organising seminars/conferences/workshops ▪ Invited talk in seminars/conferences/workshops ▪ Chairing sessions in seminars/conferences/workshops ▪ Paper/Poster presentation in 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 ▪ Member–Board of Studies; Academic Council; Pass Board; Scrutiny Board; Curriculum Committee of the University, Senate Member, Syndicate member ▪ Faculty involved (nodal officer/ coordinator/ member) in programmes initiated by DCE (e-governance, ORICE, NMEICT, IT cell etc)/ Higher education State Level ▪ Recipients of Internships (eg. 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 (eg. FLAIR, WWS, SSP, ASAP etc) ▪ Editors of Research Journals ▪ Membership in Renowned Professional Associations (per current membership)

		<ul style="list-style-type: none"> Interaction with Industry, Industrial Experience for students Conducting Bridge Courses, Finishing school (in Polytechnics), Gifted Children programme
	(e)	Evidence of actively involved in guiding Ph.D students.
		<ul style="list-style-type: none"> Each Ph.D. produced/year is to be treated as an activity Guiding all ongoing Ph.D.s is to be treated as a single activity Evaluation of Ph.D. thesis Each M Phil./ PG Dissertation is to be treated as an activity A UG Project is to be treated as an activity
	(f)	Conducting minor or major research project sponsored by national or international agencies.
		<ul style="list-style-type: none"> Each ongoing project (Major/Minor/Consultancy) is to be treated as an activity Each submitted project in an year is to be treated as an activity
	(g)	At least one single or joint publication in peer reviewed/UGC list of Journals.
		<ul style="list-style-type: none"> Each publication is to be treated as an activity Publication can be in the form of journals, books, patents, policy documents
<p><i>Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students Ph.D. award letter, etc.</i></p>		
<p>Overall Grading: Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. Not Satisfactory: If neither good nor satisfactory in overall grading Note: For the purpose of assessing the grading of Activity at Serial No. 1 i.e. Teaching all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave etc. and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage due to his/her absence from his/her teaching responsibilities subject to such leaves/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as the acts, statutes and ordinances of the parent institution.</p>		

Table 2: Detailing of activities of Option A –For Physical Education faculty

Sl. No.	Activity	Grading Criteria
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend	90% and above-good Below 90% but 80 % and above- satisfactory Less than 80%- not satisfactory
2.	Organizing intra College Competition <ul style="list-style-type: none"> Organizing Annual Athletic Meet, Conducting Inter Class Sports Tournaments, Sports Coaching Camps- Short Term & Long Term, Conducting Physical Fitness & Health/ Fitness Awareness Programmes, Yoga Programmes, Corrective & Adapted Physical Education Programmes, Anti Doping & Drug Abuse Awareness Programmes, Life Style Diseases, etc. Conduct Awareness programmes on Rules & Regulations of various sports & games, Organize Minor Games & Fun Games Conducting Psychological Counseling & Motivation Programmes for improving sports Performance, 	Good – Intra-College competition in more than 5 disciplines Satisfactory- Intra College competition in 3-5 disciplines, Not Satisfactory-Neither Good nor Satisfactory
3.	Institution participating in external competitions <ul style="list-style-type: none"> Participation in Inter Collegiate Sports Tournaments, University/ Inter University/State/ National Level Sports Competitions. Organize Community Health & Fitness Awareness Programmes for the Public 	Good - National level competition in at least 1 discipline plus state /district level competitions in at least 3 discipline , Satisfactory - State level Competition in at least 1 discipline plus district level competitions in at least 3 discipline, or district level Competition in at least 5 discipline Not Satisfactory - Neither Good nor Satisfactory
4.	Up gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical education facilities	Good /satisfactory /Not Satisfactory to be assessed by the Promotion committee
5.	(i) At least one student of the institution participating in national /state/university (for college levels only), teams. organizing state/national/inter university/inter college level competitions (ii) Being invited for coaching at state/national level (iii) Organizing at least three workshops in a year (iv) Publication of at least one research paper in UGC approved journal, assistance in college administration and governance related work done during admission, examinations and extracurricular college activities <ul style="list-style-type: none"> Membership or posts in University/State/ National/ International level sports organizations/ bodies Participation in KPSC Physical Efficiency Tests as a Board Member Participation in KPSC Interviews as a Board Member 	Good - involved in any 2 activities Satisfactory- 1 activity Not Satisfactory - not involved/undertaken any of the activities

- Being invited as an Official at District/State/National level/International Level
- Organizing seminars/conferences/workshops
- Invited talk in seminars/conferences/workshops
- Chairing sessions in seminars/conferences/workshops
- Paper/Poster presentation in seminars/ conferences/workshops
- Organize at least three Sports Tournaments / Coaching Camps/ Fitness Programmes
- Principal (Full Additional Charge); Vice Principal; HOD; Hostel Warden/Resident Tutor; Chairman/Addl. Superintendent in charge of University Exams in Colleges; IQAC Coordinator/ PTA Secretary, College Council Secretary; CDC Convenor/Staff representative; CAMS – Nodal Officer; State Public Information Officer – RTI; Nodal Officers – UGC, AISHE, NPTEL, Scholarships etc
- PTA Executive Committee Members; CDC Member; University Exam Committee Members in Colleges
- Faculty holding positions of IQAC; NAAC/AICTE Affiliation; RUSA; KIIFB.
- College Council Member (Elected member only); Class Tutor
- Faculty holding positions of various Committees (Discipline; Admission; Purchase; Planning Board; CLMC; Research; Attendance; Ethics; Jagratha Samithi; Library; Other bodies under UGC plan etc)
- Faculty involved in various centres in the college EDUSAT; Language lab; Digital Resources; Data Repository; Website; Centralised Computing Facility (CCF); Fitness Centre; Experimentation Centre; Instrumentation Centre; Start-up units; Technology Business Incubator (TBI); INFLIBNET; Botanical garden etc.
- Staff in Charge of Department Alumni Association
- Faculty holding positions of Staff Club; College Cooperative Society
- Faculty involved in programmes initiated by DCE (e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/Higher education State Level
- Faculty involved in College Union Election Returning Officer/ARO
- 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/Autonomous College Question Paper setting

Overall Grading:

Good: Good in Item 1 and satisfactory or good in any other two items

Satisfactory: Satisfactory in Item 1 and satisfactory/ good in any other two items.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note:

- i. It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- ii. The institution must obtain student feedback. The feed-backs must be shared with the concerned Assistant/Associate Professor of Physical Education and Sports and also the CAS Promotion committee.
- iii. The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS promotion committee.

Table 3: Detailing of API scores of Option B

Table 3 (a)

Category I – Teaching Learning and Evaluation related activities*(For faculty other than physical education)*

<i>Type of activity</i>		<i>Maximum API score eligible per year</i>
a. Direct Teaching	<i>Max score eligible</i>	70
Class room lectures, Tutorials, Practical, Project Supervision, Field Work (Max 70 for 100 % achievement. No marks for less than 70% achievement)	70	
b. Examination duties as per allotment (Max 20 for 100 % achievement)	<i>Max score eligible</i>	20
Valuation of University answer scripts as per allotment– Chairman/Chief/Addl. Examiner	10	
University Exam Invigilation as per allotment	10	
Conduct of Project Viva (External)	10	
Evaluation of Dissertation – External Examiner/ Chairman	10	
University Practical Exam– External Examiner/ Chairman	10	
University Examination Squad duties – External	10	
University/Autonomous College Question Paper setting	10	
University Practical Exam – Internal/Skill	5	
Internal Exam – Question paper setting, Valuation of Answer scripts	5	
c. Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc. (Max 10 for 100 % achievement)	<i>Max score eligible</i>	10
Use of ICT in T/L process with computer-aided methods like PowerPoint/ Multimedia/ Simulation/ Software/ Virtual Labs/ Blog Usage/ Video Seminars etc	10	
Participation in subject specific training programme/ Teaching-Learning training programme for domain area improvement	10	
N-LIST/ INFLIBNET/EDUSAT/NPTEL Usage/preparation of digital library with seminar papers, uploading of seminar papers/ resource materials to the college website/ LMS etc	10	
Delivery of E-content, Other Resources (eg. Subject related publications) for students using LMS	10	

Category I – Teaching, Training, Coaching, Sports person development and Sports management activities*(For physical education faculty)*

<i>Type of activity</i>	<i>Maximum API score eligible per year</i>
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(a)	Lecture cum practice based athlete/ sports classes, seminars undertaken as per allotted hours/organizing and conducting coaching camps / sports person development/ training programmes (Max 50 for 100 % achievement))		80
	Indicator/ Activity	Max score eligible	
	Lectures cum practice based athlete/Open Course classes as per Syllabus/ Sports Training / Health & Fitness Development Programmes.	50	
	Organizing Debates/Seminars/Colloquium/ Workshops on Syllabus Content	10	
	Acted as Coaches for National/University & State/ College & District Sports Teams (per item)	5	
	Acted as Selectors for National/University & State/ College & District Sports Teams (per item)	5	
	Convener/Sub Convener for University Intercollegiate Sports Tournaments (per item)	5	
	Acted as Team Managers for National/ University & State/College& District Sports Teams (per item)	5	
	Acted as Technical Official in International/National/ University & State level recognized Sports Competitions.	5	
	Organizing Annual Athletic Meet & Intramural Sports Competitions	10	
	Identifying sports talents and Mentoring sports excellence among students (Max 20 for 100 % achievement)		
	Indicator/ Activity	Max score eligible	
	Identifying sports talents by conducting intra mural tournaments, selection trials, practice matches and various skill tests	20	
	Organizing various performance enhancement programmes as part of Mentoring sports excellence among students using	20	
	Development and maintenance of play fields, purchase and maintenance of other sports facilities (Max 10 for 100 % achievement)		
	Indicator/ Activity	Max score eligible	
	Maintenance of Sophisticated Equipments for Fitness Training like Tread Mill, Elliptical cross trainer, Bicycle ergo meter, Multi Gym & other sports facilities like multipurpose indoor stadium, swimming pool, athletic tracks (400m/200m), synthetic play fields, high jump mat, cricket nets, bowling machine etc	10	
	Annual purchase of sports and fitness equipments	10	
(b)	Management of Physical Education & Sports Program for students (planning, executing and evaluating the policies in physical education & Sports) (Max 10 for 100 % achievement)	Max score eligible	10
	Planning, Execution and Evaluation of various Programmes on Physical Education and sports.	10	
	Managing Yoga/ Fitness Programmes for staff	10	

Organizing and conducting sports and games competitions at the International/ National/ State/ Inter-University/ Inter Zonal Levels (Max 10 for 100 % achievement)		
<i>Indicator/ Activity</i>	<i>Max score eligible</i>	
Organizing Sports Tournaments Inter National/National (10 per event) & Inter University/State & Inter Collegiate Tournaments (5 per event)	10	
Organizing Games competitions Inter National/National (10 per event) & Inter University/ State & Inter Collegiate Tournaments (5 per event)	10	
(c) Upgradation of scientific and technological knowledge in Physical Education and Sports (Max 10 for 100 % achievement)		10
<i>Indicator/ Activity</i>	<i>Max score eligible</i>	
Application of the principles of Sports Pedagogy, Sports Psychology, Sports Biomechanics, and Exercise Physiology & Sports Management for enhancing Sports Performance.	10	
Imparting knowledge for Use of proper First aid procedures in the management of sports injuries.	5	
Developing and imparting specialized teaching-learning-evaluation programmes in Physical Education (per programme)	5	
Engaging in training programmes in premier institutes of physical Education	5	
Extending services, sports facilities and training on holidays to the institutions and organizations (Max 10 for 100 % achievement)	<i>Max score eligible</i>	
Organizing Public Health & Fitness Awareness Programmes.	10	
Organize various programmes like Health & Fitness Assessment, Sports Quiz and Recreational games	10	
Conducting Sports Competitions on holidays as a community outreach programme	10	

Table 3 (b)

Category II: Professional Development, Co-curricular and Extension Activities

<i>Type of activity</i>		<i>Maximum API score eligible per year</i>
i) Extension, co-curricular & field based activities		15
<i>Student related co-curricular, extension and field based activities, discipline related co-curricular activities (eg. remedial classes, career counseling, study visit, student seminar and other events) ii) other co-curricular activities (cultural, sports, NSS, NCC etc.) iii) Extension and dissemination activities(public/popular lecturers/talks/ seminar, etc.)</i>		
<i>Indicator/ Activity</i>	<i>Max score eligible</i>	
Faculty handling remedial classes, career counseling , study visits, supporting seminars organized by students (2 per event)	10	
NSS District co coordinator, NSS programme officer, NCC officer	15	
NCC care taker	10	
Faculty involved in charge of various cells/clubs such as anti ragging, Anti harassment, career placement, training, guidance and counseling, CASH, continuing education, women's unit, nature club, science club, HR club, tourism club, literary club, entrepreneurship club, health club, yoga club, sports club, arts club, Film/drama club, Bhoomithrasena, other institution specific clubs /forums for promoting co-curricular education, college alumni association, community colleges, other bodies under UGC plan etc,	10 marks for faculties in charge & 3 marks for members in club/ forum	
Staff advisor of college union, Staff editor of college magazine, arts club advisor of college union	10	
Study tour coordinator (10), Accompanying members (3)	10/3	
Staff accompanying students for arts/sports events, stage managers of University youth festival	5	
Coordinators of other programmes initiated by DCE (FLAIR, SSP, WWS, ASAP e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/Higher education State level (15), College level (10) Executive Committee Members, Mentors – 5/3	15/10 5/3	
Editor– College news letter/Campus publications College level–(5), Departmental– (2)	5/2	
Convener/Editor of College souvenirs (<i>Eg. Diamond Jubilee Souvenir</i>) – (10), Sub editors/members of souvenir committee–(5)	10/5	
Faculty in charge of extension and outreach programmes	10	
Faculty in charge of documentation of Annual reports, Administrative reports etc, of the College	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, census work, waste management, organic farming, social forestry	5	
ii) Contribution to corporate life and management of the institution		15
<i>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</i>		
<i>i) Administrative responsibilities (including as Dean/ Principal/ Chairperson/ convener/ Teacher in</i>		

charge/ Similar other duties that require regular office hours for its discharge) (ii) Participation in Board of studies, academic and administrative committees	
Indicator/ Activity	Max scores eligible
Principal (Full Additional Charge); Vice principal, HOD, Chief superintendent in charge of university exams in colleges, PTA secretary, IQAC Coordinator	15
Hostel warden/Resident tutor, Class Tutor, College council secretary , CDC convener/staff representative, CAMS nodal officer, state public information officer–RTI, Nodal officer–UGC, AISHE, NPTEL, Scholarship and other institution specific items not mentioned above	10
PTA executive committee members, CDC members, University exam committee members in colleges	5
Faculty holding positions of IQAC, NAAC/AICTE affiliation, RUSA coordinator/convenors (15), member (5)	15/5
College council members (elected members only), University Syndicate/ Senate member, Higher education council member, Sports council member	10
Faculty holding positions of various committees (Discipline, Admission, Purchase, Planning board , CLMC, Research, CBCSS, Attendance, Ethics, Jagratha samithi, Other bodies under UGC plan etc. Coordinator /Convenors/Managers/Staff in charge–(10), Member (3)	10/3
Faculty involved in managing various centres in the college EDUSAT, Language lab, Digital Recourses, Data repository, Website, Centralized computing facility (CCF), Fitness centre, Experimentation centre, Instrumentation centre, Startup units, Technology business incubator (TBI), INFLIBNET, Botanical garden etc. Administrator/Convenor/ Coordinator /Staff in charge (10), Committee members(3)	10/3
Staff in charge of Department alumni association, Department library	5
Faculty holding positions of staff club, College Cooperative Society , Secretary & President–(10), Executive Committee members (3)	10/3
Faculty involved in college union election returning officer/ARO – (10), committee member (3)	10/3
Member – Board of studies, academic council, pass board, scrutiny board, curriculum committee	10
iii) Professional development Activities	
Professional Development activities(such as participation in seminars, conferences, short term training courses, industrial experience, talks lecturers in refresher /faculty development courses, dissemination and general articles and any other contribution	
Indicator/ Activity	Max scores eligible
Member– advisory committees to Govt.(10)	10
Recipients of Internships (eg. FLAIR) International (15), National (10)	15/10
Participation in conferences/seminars/workshops without paper presentation (per day) International – (3), National – (2), State level – (1)	3/2/1
Acquiring additional PG/M.Phil./Research degree (per degree, to be claimed only once)	3/4/5
Dissemination of subject – General/ Popular articles in news papers ,	10

magazines or other periodicals (not covered in Category III) per article), Public lecturers/ Talks delivered/ Radio talks/ Television programmes / Awareness class (<i>2 per item</i>)		
Organizing Seminars/Workshops/ Conferences Coordinator/Convenor - International (10), National (8), State level (5) Members – International (5), National (3), State level (1)	10/8/5 5/3/1	
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (<i>5 per activity</i>)	5	
Participation in short term training courses less than one week duration in Educational technology, curriculum development, professional development, examination reforms, institutional governance, new initiative induction programme etc. which is not mandatory for placement or as mentioned in Category III (<i>1 per day per activity</i>)	10	
Resource person 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 (<i>1 per item</i>)	5	
Membership/Participation/Subject expert in state/central bodies/ committees on education, research, sports and national development (<i>5 per item</i>)	10	
Translation works(official only)	5	
Conducting Bridge courses, Add-on course, Resource person of In service course for school teachers, community living camp curricular programme, coordinator of teaching practice, finishing school (in Polytechnics), Gifted children programme (<i>10 per programme per year</i>)	10	
Organizing programmes on PEECs, FLAIR, WWS, SSP, e governance(5 per programme other than mandatory	5	
Lecturers delivered in Refresher/ Orientation/ Faculty development courses/ New initiative programmes (eg. FLAIR, WWS) 3 per programmes)	10	
Editors of Research journal – International – 15, National–10, State–5	15/10/5	
Interaction with industry, industrial experience (<i>3 per programme</i>)	10	
	Total	45

Table 3 (c)

Category -III-Research and Academic Contributions

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professors

Category	Nature of Activity	Faculty of Sciences	Faculties of Language/ Arts/ Humanities/ Social Sciences/ Library/ Physical Education/ Commerce/ Management	Maximum Points
III A	Research papers	Refereed Journals as notified by UGC	Refereed Journals as notified by UGC	25/ publication
		Other Reputed Journals as notified by the UGC	Other Reputed Journals as notified by the UGC	10/ publication
III B	Publications other than journal articles (books, chapters in books)	Text/References, Books published by International Publishers with ISBN/ISSN Number as approved by the University and posted on its website. The list will be intimated to UGC	Text/References, Books published by International Publishers with ISBN/ISSN Number as approved by the University and posted on its website. The list will be intimated to UGC	30 per Book for single author
		Subject Books, published by National level publishers, with ISBN/ISSN number or state /Central govt. publications as approved by the University and posted on its website. The list will be intimated to UGC	Subject Books published by National level publishers, with ISBN/ISSN number or state /Central govt. publications as approved by the University and posted on its website. The list will be intimated to UGC	20 per Book for single author
		Subject Books, published by other local publishers, with ISBN/ISSN number	Subject Books, published by other local publishers, with ISBN/ISSN number	15 per book for single author
		Chapters in Books published by National and International level Publishers with ISBN/ISSN number as approved by the University and posted on its website	Chapters in Books published by National and International level Publishers with ISBN/ISSN number as approved by the University and posted on its website	International-10 per chapter National-5 per chapter
III C	Research Projects			
III C (i)	Sponsored Projects	a) Major Projects above 30 lakhs grant	a) Major Projects above 5 lakhs grant	20 per project
		b) Major Projects between 5& 30 lakhs grant	b) Major Projects between 3& 5 lakhs grant	15 per project
		a) Minor Projects with grants between 1& 5 lakhs	a) Minor Projects with grants between 1& 3 lakhs	10 per project
III C (ii)	Consultancy Projects	Amount mobilized with minimum of Rs.10 lakhs	Amount mobilized with minimum of Rs.2 lakhs	10 per every Rs.10 lakhs/ Rs.2 lakhs
III C (iii)	Projects outcome/Outputs	Patent/Technology transfer/Product/Process	Major policy document prepared for international bodies like WHO/UNO/ UNESCO/UNISEF/ etc,	30 for each international /20 for each National level

			Central/State Govt./local bodies	output or patent. Major policy document of International bodies-30, Central Govt.-20, State Govt- 10, Local bodies-5
III D	Research Guidance			
III D(i)	M.Phil/ Med/ MPEd	Degree awarded	Degree awarded	5 per candidate
III D(ii)	Ph.D	Degree awarded/Thesis submitted	Degree awarded/Thesis submitted	15/10 per candidate
III D (iii)	Ph. D. ongoing	Students being Guided (completed 1 year and but less than 5 year	Students being Guided (completed 1 year and but less than 5 year	3 per candidate
III D(iv)	Ph.D. Thesis Evaluation	Thesis submitted	Thesis submitted	15 per candidate
III D(v)	PG Projects	Dissertation submitted to University	Dissertation submitted to University	2 per candidate
III D(vi)	UG projects	Projects submitted to University	Projects submitted to University	1 per project group
III E	Fellowships, Awards and invited lecturers delivered in conference/Seminar			
III E(i)	Fellowships, Awards	International award/Fellowship from academic bodies/ associations	International award/Fellowship from academic bodies/associations	15 per award/ 15 per Fellowship
		National award/Fellowship from academic bodies	National award/Fellowship from academic bodies/ associations	10 per award/ 10 per Fellowship
		State /University level award from academic bodies	State /University level award from academic bodies/associations	5 per award
III E (ii)	Invited lecturers/papers	International	International	7 per lecture/5 per paper presented
		National level	National level	5 per lecture/3 per paper presented
		State / University level	State /University level	3 per lecture/2 per paper presented
	The score under this category shall be restricted to 20% of the minimum fixed for category III for any assessment period			
III F	Development of e-learning delivery process/material			10 per module

1. Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows
 - (i) Papers with impact factor less than 1 by 5 points;
 - (ii) Papers with impact factor between 1 and 2 by 10 points;
 - (iii) Papers with impact factor between 2 and 5 by 15 points;
 - (iv) Papers with impact factor between 5 and 10 by 20 points.
 - (v) Papers with impact factor above 10 by 25 points
2. The API for joint publications shall be calculated in the following manner.

Of the total score for the relevant category of publication buy the concerned teacher, the First and the Principal/corresponding author/supervisor/mentor would share equally 70% of the total points and the remaining 30% would be shared by all other authors.

Table 4
Table 4 (a)
Minimum API requirement for the promotion of teachers under CAS in Colleges

Option A

Overall Grading Chart		
Activity – 1 80% and above – Good Below 80% but 70% & above – Satisfactory Less than 70% – Not Satisfactory	Activity – 2 Good – Involved in at least 3 activities Satisfactory – 1 to 2 activities	Overall Grading
Good	Good	Good
	Satisfactory	
Satisfactory	Good	Satisfactory
	Satisfactory	
Not Satisfactory	Good/ Satisfactory	Not Satisfactory
Good/ Satisfactory	Not Satisfactory	

Option A (Physical Education)

<p style="text-align: center;">Activity – 1 Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend. Good – 90% and above Satisfactory – Above 80% but below 90% Not Satisfactory – Less than 80%</p>
<p style="text-align: center;">Activity – 2 Organizing intra college competition Good – Intra college competition in more than 5 disciplines. Satisfactory – Intra college competition in 3–5 disciplines. Unsatisfactory – Neither good nor satisfactory</p>
<p style="text-align: center;">Activity – 3 Institution participating in external competitions Good – National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory – State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory – Neither good nor satisfactory.</p>
<p style="text-align: center;">Activity – 4 Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities. Good/ Satisfactory/ Not-Satisfactory to be assessed by the Promotion committee.</p>
<p style="text-align: center;">Activity – 5</p> <p>(i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/ national/ inter university/ inter college level competition. (ii) Being invited for coaching at state/ national level. (iii) Organizing at least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</p> <p style="text-align: right;">Good – Involved in any two activities. Satisfactory – 1 activity Not Satisfactory – Not involved/ undertaken any of the activities.</p>

Overall Grading for Phy. Edn.:

Good	:	Good in Item 1 and Satisfactory/ good in any other two items
Satisfactory	:	Satisfactory in Item 1 and satisfactory/ good in any other two items
Not Satisfactory	:	If neither good nor satisfactory in overall grading

Table 4 (b)
Minimum API requirement for the promotion of teachers under CAS in Colleges
Option B

Sl. No.	Category	Assistant Professor Level 10 to Level 11	Assistant Professor Level 11 to Level 12	Assistant Professor (Level 12) to Associate Professor (Level 13A)
1	Category I Teaching Learning and Evaluation related activities	80/ year	80/ year	75/ year
2	Category II Professional Development & Extension Activities	50/ assessment period	50/ assessment period	50/ assessment period
3	Category III Research and Academic contribution	20/ assessment period	50/ assessment period	75/ assessment period
4	Aggregate of Category II + III	90/ assessment period	120/ assessment period	150/ assessment period
5	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

Annexure III**Checklist for IQAC for verifying the proposal for placement**

1. Name :
2. Date of Birth :
3. Designation with Basic pay :
4. Subject & College at present working :
5. Date of Joining in present service :

General Requirements

1. Whether duly filled forms submitted : Yes/ No
2. Whether copies of Qualifying degree (PG, PhD, NET, M.Phil. certificates produced. : Yes/ No
3. Whether documents of previous service produced (*if aided college service, the service verification certificate of the DD concerned , others, the service verification of Head of the institution concerned*) : Yes/ No
4. Whether copies of appointment order, probation declaration order, previous placement order produced : Yes/ No
5. Whether documents of LWA/Service Break, produced : Yes/ No

Mandatory requirements

1. Whether completed the required service for placement (*as mentioned in the regulations*) : Yes/ No
2. Whether attended necessary orientation /Refresher Courses, etc during the assessment period (*as mentioned in the regulations*) : Yes/ No
3. Whether copies of the certificates of Refresher/Orientation courses, etc, produced : Yes/ No
4. Whether obtained Ph.D. (*For promotion to Associate Professor as per Option A*) : Yes/ No
5. Whether published papers as required (*For promotion to Associate Professor as per Option B*) : Yes/ No

CAS requirements

1. Whether the teacher fulfilled the CAS eligibility criteria (*Minimum API score for Option B and good/satisfactory for Option A*) : Yes/ No
2. Whether copies of documentary evidences for all the claims made in the Self-Appraisal report (PBAS Part B) produced (proceedings, certificates, publications, etc.) : Yes/ No

Coordinator, IQAC