

Performance Based Appraisal System (PBAS)

for

Career Advancement Scheme

**Placement as Professor (Academic Level 14)
in Government Colleges as per UGC 7th Regulations, 2018**
(for placements w.e.f. from 18-07-2018)

Guidelines

(for Principals and IQAC Coordinators)

June 2021

**Department of Collegiate Education
Kerala**

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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. Later, Government of Kerala vide G.O. (P) No. 9/2021 H Edn. dated Thiruvananthapuram 20-02-2021 has sanctioned the Career Advancement Placement to Professor (Academic Level 14) in accordance with the norms, standards and procedures set out in the UGC 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. The Career Advancement Scheme (CAS) of the 7th regulation, 2018 envisages assessment 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 respectively of Appendix II. A minimum of 110 Academic/ Research Score as per Appendix II, Table 2 of UGC Gazette Notification dated 18-07-2018 is also required for Career Advancement to the level of Professor (Academic Level 14).

1.1 Guidelines to Principals

The Principals shall_

1. issue proceedings entrusting IQAC to process placement proposals of teachers and onward transmission of the same to the Directorate of Collegiate education through proper channel.
2. issue relevant certificates which might be of interest to the applicant after verification.
3. issue Annual Performance Assessment Report (APAR) on academic year basis (June to May) as per the format given in this guidelines.
4. shall ensure that Annual Performance Assessment Report (APAR) has been prepared based on verifiable records.
5. shall put his/her initials on all pages of the PBAS Proforma and the APAR.

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 and Academic/ Research Scores.
3. The IQAC shall assist in the detailing of assessment criteria and methodology proforma as per the institutional requirements based on the Tables 1 (a) and (b) of Annexure II of this guidelines.
4. The IQAC shall vet the application submitted by the eligible candidates and verify the supporting documents in accordance with regulation and assist the Selection Committee to prepare the final recommendation to DCE.
5. The IQAC shall ensure submission of Annual Performance Assessment Report (APAR) for the assessment period by each candidate.
6. IQAC should ensure that research publications are in UGC recognized and reputed 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 reputed journals and periodicals, having ISBN/ISSN numbers; or Conference proceedings as full papers (Abstracts not to be included).

- 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 and Academic/ Research Scores claimed by the applicants and enter the same in the Proforma with necessary changes (Annexure I, Form 8 of this guideline).
 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 Selection Committee (SC)

1. The Committee shall verify the Activities and Academic/ Research Scores claimed in the PBAS proforma submitted by the applicants with their Activities/ API score sheet submitted by IQAC. The decision of the Selection committee shall be final.
2. All members present in the Selection Committee shall sign the minutes and the assessment report as given Annexure 1, Form 7.

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 attached to the Directorate of Collegiate Education 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 attached to the Directorate of Collegiate of Engineering/ Medical/ Polytechnic/ Law Colleges and Teachers on deputation shall submit an affidavit as per Annexure I, Form 6 while submitting proposals.
4. 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.
5. 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.
6. The details provided in the PBAS Proforma should agree with that given in the Annual Performance Assessment Reports (APAR).
7.
 - 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 fulfill 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.
8. 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.
9. Placement to the level of Professor has been permitted based on G.O. (P) No. 9/2021 H Edn. dated 20-02-2021. Hence placements to the post will be possible only from 18-07-2018 as per Option A of UGC regulations dated 18-07-2018.
10. A candidate who has secured minimum qualifications to be placed as Professor on a date even before 18-07-2018 will be placed as Professor with effect from 18-07-2018 only.

11. The list of documents to be appended with the PBAS is detailed in Annexure III of this guideline.

2. Selection Committee

As per the UGC Regulations for assessment and grant of placement under CAS for Associate Professor (Academic Level 13A) to Professor (Academic Level 14) a Selection Committee has to be constituted.

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 (not below the rank of Professor) 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

Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Annexure II, Table 2 of this guideline.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Annexure II, Table 1 and at least 110 Academic/Research score as per Annexure II, Table 2.
- ii. The promotion to the post of Professor is recommended by Selection committee constituted in accordance with these Regulations.

Note: The Academic/Research Score is cumulative and accounts for the whole period of service.

Annexure I
Form No.1

Option for Assessment

I..... (Name), Associate Professor of
..... (Subject),
.....(Name of Institution) with
Scale of Pay 1,31,400-2,17,100 hereby opt to assess myself for Career Advancement
Scheme (as per the UGC 7^h Scheme) in the cadre of Professor with Scale of Pay
1,44,200-2,18,200 with effect from (Date).

Signature :

Name :

Designation :

College :

Place :

Date :

*Annexure I
Form No. 2*

Collegiate Education Department Kerala

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 faculty other than Physical Education Placement from Associate Professor (Level 13A) to Professor (Level 14)

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 Basic Pay :
9. Date of placement to Associate Professor (Level 13A) :
10. Order No. granting placement to Associate Professor (Level 13A) :
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., LL.M etc.

17. Appointments held prior to Joining the Current Department (*In Collegiate Education*)

<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 Placements received

<i>Designation</i>	<i>Date of Placement</i>	<i>Service Completed (Yrs)</i>
Assistant Professor (Sr. Scale/ Level 11)		
Assistant Professor (Sel. Grade/ Level 12)		
Associate Professor (Level 13 A)		

19. Details of Leave Without Allowance (*other than with Medical Certificate*)

<i>Sl. No.</i>	<i>Period</i>		<i>Total Days of LWA</i>			<i>Grand Total</i>
	<i>From</i>	<i>To</i>	<i>Years</i>	<i>Months</i>	<i>Days</i>	

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 for Annual Performance
Assessment and Academic/ Research Score

(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)

I. Assessment of Annual Performance

(Refer Annexure II, Table 1 of DCE Guidelines)

Activity 1: Teaching

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 SC)
20xx-xx					
20xx-xx					
20xx-xx					

Add / delete rows as required

Activity 2: Involvement in Students Related Activities/ Research Activities

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

Add / delete rows as required

II. Assessment of Academic/ Research Score

(Refer Annexure II, Table 2 of DCE Guidelines)

(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.,)

1. Research Papers in Peer-reviewed or UGC listed Journals

Sl. No.	Title of the paper and Journal details (Name, Year, Vol., Pages)	Sl. No. in UGC list	ISSN/ ISBN No.	Whether Peer reviewed, Impact factor if any*	Whether you are the Principal First/ Principal/ Corresponding author or Co-author	No of Co-authors	Score claimed	Score approved by SC
Total Score								

** Impact factor to be determined as per Thomson Reuter's list*

2. Publications (other than Research Papers)

2(a) Books/ Chapters Published/ Edited

Sl. No.	Title of Book (with page numbers in case of Book chapters), Publisher, Nature of authorship (Author/ Editor)	Nature of Publisher (International/ National)	ISSN/ ISBN No.	Whether you are the Main author	No of Co-authors	Score claimed	Score approved by SC	
Total Score								

2(b) Translation works in Indian and Foreign Languages by qualified faculties

Sl. No.	Title of Translated Book (with page numbers in case of Book chapters/ Research papers) and Publisher	Nature of Publisher (International/ National)	ISSN/ ISBN No.	Whether you are the Main author	No of Co-authors	Score claimed	Score approved by SC
Total Score							

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**3(a) Development of Innovative Pedagogy**

Sl. No.	Type of Pedagogy	Class and Semester	Topic	Score claimed	Score approved by SC
Total Score					

3(b) Design of New Curricula and Courses

Sl. No.	Name of Course	Class and Semester	University	Score claimed	Score approved by SC
Total Score					

3(c) MOOCs

Sl. No.	Name of MOOC	Nature of Involvement*	No. of quadrants	Level & Credits	University	Score claimed	Score approved by SC
Total Score							

*Content Writer/ Subject Expert/ Course Coordinator

3(d) E-Content

Sl. No.	Title of E-Content	Nature of Involvement*	No. of quadrants	Level & Credits	University	Score claimed	Score approved by SC
Total Score							

* Content Writer/ Subject Expert/ Course Coordinator

4. Research Guidance, Projects and Consultancy**4(a) Research Guidance**

Sl. No.	Category	Number Enrolled	Thesis submitted	Degrees awarded	Score claimed	Score approved by SC
i	Ph.D.					
ii	M. Phil.		–			
iii	PG dissertation		–			
Total Score						

4(b) Research Projects Completed

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Lakhs)	Score claimed	Score approved by SC
Total Score						

4(c) Research Projects Ongoing

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Lakhs)	Score claimed	Score approved by SC
Total Score						

4(d) Consultancy

Sl. No.	Title	Agency	Period	Grant Amount mobilized (Lakhs)	Score claimed	Score approved by SC
Total Score						

5. Patents, Policy Documents and Awards/Fellowships**5(a) Patents**

Sl. No.	Description/ Patent	International/ National	Score claimed	Score approved by SC
Total Score				

5(b) Policy document submitted to an International Body/Organization or Central/ State Government[#]

Sl. No.	Title of the Policy Document	Nature of the Body to which submitted with details*	Score claimed	Score approved by SC
Total Score				

*International/ Central Government/ State Government

5(c) Awards/ Fellowships

Sl. No.	Name of the Award/ Fellowship	Whether International/ National	Awarded by	Score claimed	Score approved by SC
Total Score					

6. Invited lectures / Resource Person/ Paper presentation in Seminars/ Conferences/Full paper in Conference Proceedings*[#]

Sl. No.	Title of Lecture/ Paper/ Academic Session	Name of Conference/ Seminar and by whom Organized	Nature of Participation (IL/RP/ Paper Presentation/ Full Paper)	Whether International/ National/ State/ University level	Score claimed	Score approved by SC
Total Score						

*Paper presented in Seminars/Conferences & also published as full paper in Conference Proceedings will be counted only once

[#]The Combined Research Score from 5(b). Policy document & 6. Invited lectures / Resource Person/ Paper presentation in Seminars/ Conferences/Full paper in Conference Proceedings shall have an upper capping of 30% of the total research score**Summary of Scores claimed**

1	2		3				4				5			6	
	a	b	a	b	c	d	a	b	c	d	a	b	c		
Total Academic/ Research Score (Category 1 to 6 with mandatory capping) (Calculated as per Annexure II Table 2)										<i>Score claimed</i>	<i>Score approved by SC</i>				
No. of Categories contributing to Total Score										<i>Claimed</i>	<i>Approved by SC</i>				

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 :

Annexure I
Form No. 3

Collegiate Education Department Kerala

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 Physical Education faculty

Placement from Associate Professor (Level 13A) to Professor (Level 14)

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 Basic Pay :
9. Date of placement to Associate Professor (Level 13A) :
10. Order No. granting placement to Associate Professor (Level 13A) :
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., LL.M etc.

17. Appointments held prior to Joining the Current Department (*In Collegiate Education*)

<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 Placements received

<i>Designation</i>	<i>Date of Placement</i>	<i>Service Completed (Yrs)</i>
Assistant Professor (Sr. Scale/ Level 11)		
Assistant Professor (Sel. Grade/ Level 12)		
Associate Professor (Level 13 A)		

19. Details of Leave Without Allowance (*other than with Medical Certificate*)

<i>Sl. No.</i>	<i>Period</i>		<i>Total Days of LWA</i>			<i>Grand Total</i>
	<i>From</i>	<i>To</i>	<i>Years</i>	<i>Months</i>	<i>Days</i>	

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 for Annual Performance
Assessment and Academic/ Research Score

(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)

I. Assessment of Annual Performance

(Refer Annexure II, Table 1 of DCE Guidelines)

Activity 1: Attendance

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

Add / delete rows as required

Activity 2

<i>Year</i>	<i>Details of Activities</i>	<i>Number of Activities</i>	<i>Grading (to be filled by SC)</i>
20xx-xx			
20xx-xx			
20xx-xx			

Add / delete rows as required

Activity 3

<i>Year</i>	<i>Details of Activities</i>	<i>Number of Activities</i>	<i>Grading (to be filled by SC)</i>
20xx-xx			
20xx-xx			
20xx-xx			

Add / delete rows as required

Activity 4

<i>Year</i>	<i>Details of Activities</i>	<i>Number of Activities</i>	<i>Grading (to be filled by SC)</i>
20xx-xx			
20xx-xx			
20xx-xx			

Add / delete rows as required

Activity 5

<i>Year</i>	<i>Details of Activities</i>	<i>Number of Activities</i>	<i>Grading (to be filled by SC)</i>
20xx-xx			
20xx-xx			
20xx-xx			

Add / delete rows as required

II. Assessment of Academic/ Research Score

(Refer Annexure II, Table 2 of DCE Guidelines)

(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.,)

1. Research Papers in Peer-reviewed or UGC listed Journals

Sl. No.	Title of the paper and Journal details (Name, Year, Vol., Pages)	Sl. No. in UGC list	ISSN/ ISBN No.	Whether Peer reviewed, Impact factor if any*	Whether you are the Principal First/ Principal/ Corresponding author or Co-author	No of Co-authors	Score claimed	Score approved by SC
Total Score								

* Impact factor to be determined as per Thomson Reuter's list

2. Publications (other than Research Papers)

2(a) Books/ Chapters Published/ Edited

Sl. No.	Title of Book (with page numbers in case of Book chapters), Publisher, Nature of authorship (Author/ Editor)	Nature of Publisher (International/ National)	ISSN/ ISBN No.	Whether you are the Main author	No of Co-authors	Score claimed	Score approved by SC	
Total Score								

2(b) Translation works in Indian and Foreign Languages by qualified faculties

Sl. No.	Title of Translated Book (with page numbers in case of Book chapters/ Research papers) and Publisher	Nature of Publisher (International/ National)	ISSN/ ISBN No.	Whether you are the Main author	No of Co-authors	Score claimed	Score approved by SC	
Total Score								

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

3(a) Development of Innovative Pedagogy

Sl. No.	Type of Pedagogy	Class and Semester	Topic	Score claimed	Score approved by SC
Total Score					

3(b) Design of New Curricula and Courses

Sl. No.	Name of Course	Class and Semester	University	Score claimed	Score approved by SC
Total Score					

3(c) MOOCs

Sl. No.	Name of MOOC	Nature of Involvement*	No. of quadrants	Level & Credits	University	Score claimed	Score approved by SC
Total Score							

*Content Writer/ Subject Expert/ Course Coordinator

3(d) E-Content

<i>Sl. No.</i>	<i>Title of E-Content</i>	<i>Nature of Involvement*</i>	<i>No. of quadrants</i>	<i>Level & Credits</i>	<i>University</i>	<i>Score claimed</i>	<i>Score approved by SC</i>
Total Score							

* Content Writer/ Subject Expert/ Course Coordinator

4. Research Guidance, Projects and Consultancy**4(a) Research Guidance**

<i>Sl. No.</i>	<i>Category</i>	<i>Number Enrolled</i>	<i>Thesis submitted</i>	<i>Degrees awarded</i>	<i>Score claimed</i>	<i>Score approved by SC</i>	
i	Ph.D.						
ii	M. Phil.		–				
iii	PG dissertation		–				
Total Score							

4(b) Research Projects Completed

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

4(c) Research Projects Ongoing

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

4(d) Consultancy

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

5. Patents, Policy Documents and Awards/Fellowships**5(a) Patents**

<i>Sl. No.</i>	<i>Description/ Patent</i>	<i>International/ National</i>	<i>Score claimed</i>	<i>Score approved by SC</i>
Total Score				

5(b) Policy document submitted to an International Body/Organization or Central/ State Government[#]

<i>Sl. No.</i>	<i>Title of the Policy Document</i>	<i>Nature of the Body to which submitted with details*</i>	<i>Score claimed</i>	<i>Score approved by SC</i>
Total Score				

*International/ Central Government/ State Government

5(c) Awards/ Fellowships

<i>Sl. No.</i>	<i>Name of the Award/ Fellowship</i>	<i>Whether International/ National</i>	<i>Awarded by</i>	<i>Score claimed</i>	<i>Score approved by SC</i>

Total Score					

6. Invited lectures / Resource Person/ Paper presentation in Seminars/ Conferences/Full paper in Conference Proceedings**

Sl. No.	Title of Lecture/ Paper/ Academic Session	Name of Conference/ Seminar and by whom Organized	Nature of Participation (IL/RP/ Paper Presentation/ Full Paper)	Whether International/ National/ State/ University level	Score claimed	Score approved by SC
Total Score						

*Paper presented in Seminars/ Conferences & also published as full paper in Conference Proceedings will be counted only once

**The Combined Research Score from 5(b). Policy document & 6. Invited lectures / Resource Person/ Paper presentation in Seminars/ Conferences/ Full paper in Conference Proceedings shall have an upper capping of 30% of the total research score

Summary of Scores claimed

1	2		3				4				5			6
	a	b	a	b	c	d	a	b	c	d	a	b	c	
Total Academic/ Research Score (Category 1 to 6 with mandatory capping) (Calculated as per Annexure II Table 2)										<i>Score claimed</i>	<i>Score approved by SC</i>			
No. of Categories contributing to Total Score										<i>Claimed</i>	<i>Approved by SC</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)

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 :

Annexure I
Form No. 4

Collegiate Education Department Kerala

Annual Performance Assessment Report

(for faculty other than physical education)

(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)

APAR 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(a) 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 :

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)

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. 5

Collegiate Education Department Kerala

Annual Performance Assessment Report

(for physical education faculty)

(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)

APAR 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: Attendance

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

Activities 2 to 5

(Refer Annexure II, Table 1(b) of DCE guidelines)

- 2 Organizing intra college competition :
- 3 Institution participating in external competitions :
- 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 :
- 5 (i) Students of the institution participating in National/ State/ University (for college levels only) teams. Organizing State/ National/ inter university/inter college level competition. :
- (ii) Invited for coaching at State/National level. :
- (iii) Organizing workshops :
- (iv) Research Publications in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities :

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)

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

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. 7

Summary of Assessment
Placement from Associate Professor (Level 13A) to Professor (Level 14)
(to be filled by the Selection Committee)

PEN No.

1. Name (in Block Letters) :
2. Date of Birth :
3. Subject :
4. Date of Entry in Govt. College service :
5. Date of Entry in Aided service (if any) :
6. Date of Declaration of Probation :
7. Date of placement as Associate Professor (Level 13A) :
8. Indicate whether belongs to (SC/ST/OBC/ Minority/ Differently Abled) :

Eligibility and CAS Requirements		Yes/ No	Remarks
1.	Completed 3 years of service in Academic Level 13A (Associate Professor)		
2.	Ph.D. Degree in Subject relevant/allied/relevant discipline		
3.	Minimum of 10 Research Publications in peer-reviewed or UGC-listed journals		
4.	Three research papers were published during the assessment period		
5.	Minimum of 110 research score (as per Appendix II, Table 2 of UGC Regulations 2018)*.		
6.	Research Score claimed is from a minimum of 3 categories out of 6 categories		
7.	Overall grade is Good or Satisfactory in APAR for at least 02 Years of the assessment period		

*the combined score from Category 5(b) & 6 has an upper capping of 30% of the total score

I. Assessment of Annual Performance

Category*	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Activity 1				
Activity 2				
Activity 3				
Activity 4				
Activity 5				
Overall grading				

* Activities 1 to 5 for Physical Education faculty. For others Activity 1 & 2 only.

II. Assessment of Academic/ Research Scores

<i>Academic/ Research Activity</i>		<i>Score Claimed</i>		<i>Score approved by SC</i>	
1	1				
2	2 (a)				
	2 (b)				
3	3 (a)				
	3 (b)				
	3 (c)				
	3 (d)				
4	4 (a)				
	4 (b)				
	4 (c)				
	4 (d)				
5	5 (a)				
	5 (b)				
	5 (c)				
6	6				
Total Score					

Recommendations of the Selection Committee

- ELIGIBLE to be placed as Professor with effect from _____
- NOT ELIGIBLE to be placed as Professor (*Please assign reason below*)

Name, Official Address & Signature of the Members of the Committee

*Annexure I
Form No. 8*

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)* :
 - Asst. Prof. [Level 10] to Asst. Prof. [Level 11]*
 - Asst. Prof. [Level 11] to Asst. Prof. [Level 12]*
 - Asst. Prof. [Level 12] to Asso. Prof. [Level 13A]*
 - Asso. Prof. [Level 13A] to Professor [Level 14]*
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. Details of Placements received

<i>Designation</i>	<i>Date of Placement</i>	<i>Service Completed (Yrs)</i>
Assistant Professor (Sr. Scale/ Level 11)		
Assistant Professor (Sel. Grade/ Level 12)		
Associate Professor (Level 13 A)		

Part B
(Assessment Criteria and Methodology)
(Refer Annexure II Table 1 and 2 of DCE Guidelines)

Activity 1: Teaching

(Refer Annexure II Table 1(a) 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(a) of DCE Guidelines)

<i>Involvement in the college students related activities/ research activities</i>		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		
(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 1(b) 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				
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	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	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	
(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						
Activity 2:						
Overall Grading						

* Refer Table 1(c) 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						
Activity 2						
Activity 3						
Activity 4						
Activity 5						
Overall Grading						

* Refer Table 1(c) for Assessment Criteria

Summary of Scores (for placement as Professor)

1	2		3				4				5			6
	a	b	a	b	c	d	a	b	c	d	a	b	c	
Total Academic/ Research Score (Category 1 to 6 with mandatory capping) (Calculated as per Annexure II Table 2)										<i>Score claimed</i>		<i>Suggested Score</i>		
No. of Categories contributing to Total Score										<i>Claimed</i>		<i>Suggested</i>		

*Refer Annexure II Table 2

Prepared by

Verified by

Name and Signature
of IQAC Coordinator

Place:

Date:

Annexure I
Form No. 9

Sharable Link - MOOCs and E Content
Placement from Associate Professor (Level 13A) to Professor (Level 14)

PEN No.

1. Name (in Block Letters) :
2. Name of the College & Department :

MOOCs		
1.	<i>Name of MOOCs</i>	
	<i>Link</i>	
	<i>User Name</i>	
	<i>Password</i>	
2.	<i>Name of MOOCs</i>	
	<i>Link</i>	
	<i>User Name</i>	
	<i>Password</i>	

**Add/delete rows as required*

E Content	
<i>Link to E-Content Repository</i>	

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 :

Verified and found correct

Head of the Department

Place :
Date :

Principal

Place :
Date :

Annexure II

Table 1. Assessment Criteria and Methodology for College Teachers
(a) Detailing of activities – For faculty other than Physical Education

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

	<ul style="list-style-type: none"> ▪ Coordinators of New initiatives programmes of DCE (FLAIR, WWS, SSP, ASAP etc) ▪ 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
	<p>(d) Organising seminars/conferences/workshops, other college/university activities.</p> <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)

	<ul style="list-style-type: none"> ▪ Editors of Research Journals ▪ Membership in Renowned Professional Associations (per current membership) ▪ Interaction with Industry, Industrial Experience for students ▪ Conducting Bridge Courses, Finishing school (in Polytechnics), Gifted Children programme
(e)	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>	

(b): Detailing of activities – 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.

(c) Overall grading requirements for the promotion of teachers under CAS*(i) For faculty other than Physical Education*

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	

(ii) For Physical Education faculty

<p 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 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 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 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 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 align="center">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 2*(Refer Appendix II Table 2 of UGC Regulations dated 18.07.2018)***Methodology for College Teachers for calculating Academic/Research Score***(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.,).*

Sl. No.	Academic/Research Activity	Faculty of Sciences/ Engineering /Agriculture/ Medical/ Veterinary Sciences	Faculty of Languages/ Humanities/ Arts/ Social Sciences/ Library/ Education/ Physical Education/ Commerce/ Management & Other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper /e-book	10	10
4.	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded

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

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

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- i. Paper in refereed journals without impact factor - 05 Points
- ii. Paper with impact factor less than 1 - 10 Points
- iii. Paper with impact factor between 1 and 2 - 15 Points
- iv. Paper with impact factor between 2 and 5 - 20 Points
- v. Paper with impact factor between 5 and 10 - 25 Points
- vi. Paper with impact factor >10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/ Principal/ Corresponding author and 30% of total value of publication for each of the joint authors.

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

Note:

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

Annexure III

List of Documents to be sent along with the PBAS Proforma

1. Covering Letter of the Principal (*DDFS generated*)
2. Covering Letter of the Applicant (*Addressed to the Director*)
3. Option Form
4. PBAS Proforma
5. Annual Performance Assessment Reports (APARs) for the assessment period (*3 Years*)
6. Copy of Ph.D. and M.Phil. Certificates (*Attested by the Principal*)
7. Copy of Declaration of Probation (*Self Attested*)
8. Copy of DCE Order granting Placement as Associate Professor (*Self Attested*)
9. Copy of Details of LWA during the assessment period – Leave Granting & Rejoining orders (*Self Attested*)
10. Copies of Research papers/Publications (*Relevant pages attested by the Principal*)
11. Copy of Documents to support claims made with respect to Academic/ Research Score (Part B.II of the PBAS Proforma) as detailed below
 - (a) Research papers/ Publications : Relevant pages (*Attested by the Principal on the first page*)
 - (b) Development of Innovative Pedagogy : Certificate from Head of Institution in Letter head describing the Innovative Pedagogy developed by the candidate.
 - (c) Design of new curricula and course : Certificate form BoS Chairman (*attested by the Principal*)
 - (d) Development of MOOCs :
 - Certificate/Approval Letter from Host (*attested by the Principal*)
 - Login credentials (*Nature of Content to be ascertained by the selection committee*)
 - (e) E-Content : Certificate from Head of Institution (*with sharable link*) in the format provided
 - (f) Research Guidance :
 - Degree certificates (*for Ph.D, M.Phil., PG*) with Relevant pages of Thesis/ Dissertation (*Self Attested*)
 - Certificate from Principal in Letter head (*regarding PG Dissertations*)
 - Thesis Submission certificates (*in case of Ph.D. thesis submitted*)
 - (g) Research projects : Project sanction letter, Utilization & completion certificates(*Attested by the Principal*)
 - (h) Consultancy : Memorandum of Understanding (MoU) (*Attested by the Principal*)
 - (i) Patent filing/ Policy Document : Acknowledgement/ Approval Letters, Patent Certificate etc (*Attested by the Principal*)
 - (j) Awards/ Fellowships : Award Letters, Orders granting Fellowship etc (*Attested by the Principal*)
 - (k) Invited lectures / Resource Person/ Paper Presentation : Certificates from organizers (*Self Attested*)