

## 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  <u>Grading Criteria</u>            80% and above – Good; Below 80% but 70% &amp; above – Satisfactory; Less than 70% – Not Satisfactory            (Classes taught includes sessions on tutorials, lab and other teaching related activities)  <b>Note:</b>            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  <u>Grading Criteria</u>            Good – Involved in at least 3 activities; Satisfactory – 1 to 2 activities  <b>Note:</b> 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"> <li>▪ 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</li> <li>▪ PTA Executive Committee Members; CDC Member; University Exam Committee Members in Colleges</li> <li>▪ Faculty holding positions of IQAC; NAAC/AICTE Affiliation; RUSA; KIIFB.</li> <li>▪ College Council Member (<i>Elected member only</i>); Class Tutor; Technical Officer to Dean</li> <li>▪ 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,</li> <li>▪ 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; Bridge course coordinator etc.</li> <li>▪ Staff in Charge of Department Alumni Association</li> <li>▪ Faculty holding positions of Staff Club; College Cooperative Society</li> <li>▪ Faculty involved in College Union Election Returning Officer/ARO</li> </ul> <p>(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</p> <ul style="list-style-type: none"> <li>▪ Valuation of University answer scripts as per allotment–Chairman/Chief/Addl. Examiner</li> <li>▪ University Exam Invigilation as per allotment/ Exam wing duty</li> <li>▪ Evaluation of Dissertation (Project Viva) – External Examiner/Chairman</li> <li>▪ University Practical Exam– External Examiner/ Chairman; University Practical Exam – Internal/Skill</li> <li>▪ University Examination Squad duties – External</li> <li>▪ Internal Exam – Question paper setting, Valuation of Answer scripts</li> <li>▪ University/Autonomous College Question Paper setting</li> </ul> <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"> <li>▪ NSS District Coordinator, NSS Programme Officer, NCC Officer, NCC care</li> </ul>

		<p>taker</p> <ul style="list-style-type: none"> <li>▪ Coordinators of New initiatives programmes of DCE (FLAIR, WWS, SSP, ASAP etc)</li> <li>▪ 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</li> <li>▪ Staff Advisor of College Union, Staff Editor of College Magazine, Arts Club Advisor of College Union</li> <li>▪ Staff accompanying students for Study Tour/arts/ sports events</li> <li>▪ Stage Managers of University Youth Festival</li> <li>▪ Editor – College News Letter/Campus Publications; Convenor/Editor/Sub-editor of College Souvenirs</li> <li>▪ Faculty in charge of Extension and Outreach programmes, Remedial Classes</li> <li>▪ Faculty in Charge of Documentation of Annual Reports, Administrative Reports etc of the college</li> <li>▪ Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students</li> <li>▪ Faculty involved in preparing Participatory Learning modules/Interactive course/Case Studies</li> <li>▪ Faculty involved in Developing and imparting soft skills/ communication skills/personality development courses/psychological counselling modules;</li> <li>▪ 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.</li> <li>▪ e-content (developed in 4 quadrants) per module MOOCs (developed) per module/lecture</li> <li>▪ Faculty involved in Mentoring – Internal and external (e.g. WWS, SSP etc); Industrial/Institute visits</li> <li>▪ 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</li> </ul>
	(d)	<p>Organising seminars/conferences/workshops, other college/university activities.</p> <ul style="list-style-type: none"> <li>▪ Organising seminars/conferences/workshops</li> <li>▪ Invited talk in seminars/conferences/workshops</li> <li>▪ Chairing sessions in seminars/conferences/workshops</li> <li>▪ Paper/Poster presentation in seminars/conferences/workshops</li> <li>▪ 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</li> <li>▪ Member–Board of Studies; Academic Council; Pass Board; Scrutiny Board; Curriculum Committee of the University, Senate Member, Syndicate member</li> <li>▪ Faculty involved (nodal officer/ coordinator/ member) in programmes initiated by DCE (e-governance, ORICE, NMEICT, IT cell etc)/ Higher education State Level</li> <li>▪ Recipients of Internships (eg. FLAIR) - International/ National</li> <li>▪ Membership/Participation/Subject Expert in State/Central Bodies/Committees on Education, Research, Sports and National Development</li> <li>▪ Organizing Programmes on PEECS, FLAIR, WWS, SSP, e-Governance</li> <li>▪ Lectures delivered in refresher/orientation/ faculty development courses/ New</li> </ul>

		initiative programmes (eg. FLAIR, WWS, SSP, ASAP etc) <ul style="list-style-type: none"> <li>▪ Editors of Research Journals</li> <li>▪ Membership in Renowned Professional Associations (per current membership)</li> <li>▪ Interaction with Industry, Industrial Experience for students</li> <li>▪ Conducting Bridge Courses, Finishing school (in Polytechnics), Gifted Children programme</li> </ul>
	(e)	Evidence of actively involved in guiding Ph.D students. <ul style="list-style-type: none"> <li>▪ Each Ph.D. produced/year is to be treated as an activity</li> <li>▪ Guiding all ongoing Ph.D.s is to be treated as a single activity</li> <li>▪ Guiding each Postdoc scholar is to be treated as an activity</li> <li>▪ Evaluation of Ph.D. thesis</li> <li>▪ Each M Phil./ PG Dissertation is to be treated as an activity</li> <li>▪ A UG Project is to be treated as an activity</li> </ul>
	(f)	Conducting minor or major research project sponsored by national or international agencies. <ul style="list-style-type: none"> <li>▪ Each ongoing project (Major/Minor/Consultancy) is to be treated as an activity</li> <li>▪ Each submitted project in an year is to be treated as an activity</li> <li>▪ Each patent is to be treated as an activity</li> </ul>
	(g)	At least one single or joint publication in peer reviewed/UGC list of Journals. <ul style="list-style-type: none"> <li>▪ Each publication is to be treated as an activity</li> <li>▪ Publication can be in the form of journals, books, patents, policy documents</li> </ul>
<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, Award Letters, Orders granting Fellowship etc.</i>		
<b>Overall Grading:</b> <b>Good: Good in teaching and satisfactory or good in activity at Sl.No.2.</b> Or <b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading <b>Note:</b> 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.		

**(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"> <li>▪ Organizing Annual Athletic Meet, Conducting Inter Class Sports Tournaments, Sports Coaching Camps- Short Term &amp; Long Term,</li> <li>▪ Conducting Physical Fitness &amp; Health/ Fitness Awareness Programmes, Yoga Programmes, Corrective &amp; Adapted Physical Education Programmes, Anti Doping &amp; Drug Abuse Awareness Programmes, Life Style Diseases, etc.</li> <li>▪ Conduct Awareness programmes on Rules &amp; Regulations of various sports &amp; games, Organize Minor Games &amp; Fun Games</li> <li>▪ Conducting Psychological Counseling &amp; Motivation Programmes for improving sports Performance,</li> </ul>	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"> <li>▪ Participation in Inter Collegiate Sports Tournaments, University/ Inter University/State/ National Level Sports Competitions.</li> <li>▪ Organize Community Health &amp; Fitness Awareness Programmes for the Public</li> </ul>	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"> <li>▪ Membership or posts in University/State/ National/ International level sports organizations/ bodies</li> <li>▪ Participation in KPSC Physical Efficiency Tests as a Board Member</li> <li>▪ Participation in KPSC Interviews as a Board Member</li> </ul>	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*

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

*(ii) For Physical Education faculty*

<b>Activity – 1</b> <b>Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.</b> Good – 90% and above Satisfactory – Above 80% but below 90% Not Satisfactory – Less than 80%
<b>Activity – 2</b> <b>Organizing intra college competition</b> Good – Intra college competition in more than 5 disciplines. Satisfactory – Intra college competition in 3–5 disciplines. Unsatisfactory – Neither good nor satisfactory
<b>Activity – 3</b> <b>Institution participating in external competitions</b> 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. <b>Or</b> District level competition in at least 5 disciplines. Unsatisfactory – Neither good nor satisfactory.
<b>Activity – 4</b> <b>Up-gradation of sports and physical training infrastructure with scientific and technological inputs.</b> <b>Development and maintenance of playfields and sports and physical Education facilities.</b> Good/ Satisfactory/ Not-Satisfactory to be assessed by the Promotion committee.
<b>Activity – 5</b> (i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. <b>Organizing state/ national/ inter university/ inter college level competition.</b> (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.  Good – Involved in any two activities. Satisfactory – 1 activity Not Satisfactory – Not involved/ undertaken any of the activities.

**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.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	08 per paper	10 per paper
2.	<b>Publications (other than Research papers)</b>		
	<b>(a) Books authored which are published by;</b>		
	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>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	03
	Book	08	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a) Development of Innovative pedagogy</b>	05	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course	02 per curricula/course
	<b>(c) MOOCs</b>		
	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
	<b>(d) E-Content</b>		
	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.	<b>(a) Research guidance</b>		
	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>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
<b>5.</b>	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/ World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05
<b>6.</b>	<b>*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)</b>		
	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.