

# **Performance Based Assessment System (PBAS)**

**Under**

## **Career Advancement Scheme**

**(UGC 6<sup>th</sup> Regulations) in Govt. Colleges as per UGC 7<sup>th</sup> Regulations, 2018**  
for placements due for the period from 18/9/2010 to 17/7/2018

## **Guidelines**

**2019**

**Department of Collegiate Education  
Kerala**

## Table of Contents

Item		
1	Introduction	2
1.1	Guidelines to Principals	3
1.2	Guidelines to IQAC	3
1.3	Guidelines to Screening Cum Evaluation Committee	4
1.4	General Guidelines for Placement	5
2.	Screening cum-Evaluation Committee and Selection Committee	6
3.	Career Advancement Scheme (CAS) for College Teachers – Option A	8
4.	Career Advancement Scheme (CAS) for College Teachers – Option B	11
Annexure – I	Forms	
	1. <i>Option for Assessment</i>	13
	2. <i>PBAS proforma for Option A</i>	14
	3. <i>PBAS proforma for Option A – Phy. Edn.</i>	18
	4. <i>PBAS proforma for Option B – Common to all</i>	23
	5. <i>Annual Performance Appraisal Report – Option A</i>	31
	6. <i>Annual Performance Appraisal Report – Option B</i>	34
	7. <i>Option for Fixation of Pay</i>	39
	8. <i>Proforma for pay fixation to further placement</i>	40
	9. <i>Assessment report of screening cum evaluation committee</i>	41
	10. <i>PBAS Score sheet</i>	45
	11. <i>Certificate of Attendance</i>	50
	12. <i>Affidavit</i>	51
Annexure – II	Tables	
	1. <i>Detailing of API scores of Option A</i>	52
	2. <i>Detailing of API scores of Option A –Phy. Edn.</i>	55
	3. <i>Detailing of API scores of Option B</i>	58
	4. <i>Minimum API requirement for the promotion of teachers under CAS in colleges</i>	64
Annexure – III	Checklist	
	1. <i>Check list of documents to be attached with Placement Proposal</i>	65
	2. <i>Checklist for IQAC for verifying the proposal for placement</i>	66

## 1. Introduction

The State Govt. of Kerala have adopted the 6<sup>th</sup> UGC Scheme as per UGC Regulation 2010 for implementation in the Universities and Colleges (Aided and Government) across the State vide G.O(P) No.58/2010/H. Edn dated 27/03/2010. The Pay revision was effected from 01/01/2006 and advance increments with effect from 01/09/2008. The Career Advancement Scheme (CAS) ie. Placement and Promotion of teachers have effect from 18/09/2010. However owing to difficulty in introducing the PBAS and API system of appraisal the same could not be implemented.

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 7<sup>th</sup> Central Pay Commission Order. In continuation, UGC vide Gazette Notification dated 18/7/2018 has issued revised 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 other measures for the maintenance of standards in higher education, 2018'. Subsequently Govt. of Kerala vide G.O(Ms) No.28/2019/H.Edn dated 11/2/2019 has given sanction for implementing the placement/ promotion of teachers of Govt. Colleges pending for 6<sup>th</sup> UGC Scheme as per the UGC 7<sup>th</sup> scheme regulations. Subsequently DCE has issued a circular inviting proposal for placement/promotions.

The UGC 7<sup>th</sup> Regulation has incorporated a provision for Placement/Promotions of 6<sup>th</sup> Regulation with relaxed conditions with respect to PBAS API scoring under different categories. The PBAS envisages API under three broad categories as detailed below.

- Category 1 - Teaching, learning and Evaluation related activities.
- Category 2 - Co-curricular, Extension and Professional Development activities.
- Category 3 - Research and Academic contributions.

It is mandatory for a teacher to score a minimum score in each category and a combined minimum of 1 & 2 categories as per the Appendix II Table 4 of this guideline. As per the relaxed condition category I is excluded and only a combined minimum score of 2 and 3 categories is required for Placements. The PBAS envisages an expert assessment system constituted with as a screening Committee for placement of Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3 and a Selection committee for Stage 3 to Stage 4.

## **1.1 Guidelines to Principals**

1. The Principals shall issue a proceeding constituting the IQAC in all Colleges as per the NAAC Guidelines, if IQAC has already been constituted as per NAAC guidelines, it may be reconstituted only on completion of three years.
2. The Principals shall issue a proceeding constituting the Screening cum evaluation Committee for the assessment of proposals of placements pending of UGC 6<sup>th</sup> scheme regulation.
3. Issue proceedings to entrust IQAC for processing placement proposals of teachers.
4. Complete the assessment process as per the criteria given in clauses 5.0 to 6.4 of the regulation.
5. The Principals shall enlist a panel of experts for each subject in the College for which promotion of teachers is due, and send to the Vice Chancellor for the latter to nominate two experts from the same.
6. The Principals shall ensure that the minutes of the entire selection process duly signed by all members of Screening Cum Evaluation Committee are duly recorded and forwarded to the DCE along with recommendations of SEC and copies of supporting documents for approval (check list as per Annexure III).
7. The Principal shall issue proceedings of the detailing of Assessment criteria for Category II and III done by IQAC, wherever such additions are required and not included in the detailing of DCE, and send to DCE for ratification.

## **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 API as per UGC Regulations.
3. The IQAC shall assist in the detailing of assessment criteria and methodology proforma as per the institutional requirements based on the Tables 1, 2 & 3 of Annexure II of this guidelines. The maximum score for such institutional indicators shall be 5.
4. The IQAC shall get wherever feasible the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the

students' assessment of individual teachers in the Assessment criteria and methodology proforma. (Clause 6.0.VII of UGC 2018 Regulation)

5. The IQAC shall vet the application submitted by the eligible candidates and verify the supporting documents in accordance with regulation and assist the Screening Cum Evaluation Committee to prepare the final recommendation to DCE.
6. The IQAC shall ensure submission of annual appraisal proforma for at least two/ three/ four/ five of the last three/ four/ five/ six years of the assessment period by each candidate.
7. IQAC should download the UGC list of refereed journals and other journals. Impact factor of journals should be verified and assured as per Thomson Reuter's list.
8. The IQAC shall verify the API scores claimed and to write it in the Proforma with necessary changes (Annexure I, Form 9 and 10)
9. The IQAC shall ensure verification of eligibility criteria and CAS criteria of all candidates.
10. The IQAC shall ensure the Applicants were in Active Roll at the due date of Placement/Promotion.
11. IQAC should maintain an inward register for registering and dispatching of proposals of Placement/Promotion in the following format.

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

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

### **1.3 Guidelines to Screening Cum Evaluation Committee**

1. The Committee shall verify the API scores claimed in the PBAS proforma by the applicants with their API score sheet submitted by IQAC and also verify the supporting documents (certificates, proceedings of Principals and University, lecture notes, teachers diary, time tables, etc.).
2. The Screening Cum Evaluation Committee shall sign the minutes and the assessment report as given Annexure 1, Form 9 and forward the same to DCE.

## 1.4 General Guidelines for Placement

1. Teachers shall submit their applications to the Principal of the College where they are working at present through the Head/Teacher in charge of the Department. Those teachers working in Engineering/ Medical/ Polytechnic/ Law Colleges shall submit their proposal to the principal of the nearby college where their subject is available.
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.
3. Teachers of Engineering/ Medical/ Polytechnic/ Law Colleges and Teachers on deputation shall submit an affidavit as per Annexure I, Form 12 while submitting proposals.
4. The teachers shall select any one of the two options as given in Annexure I to assess themselves under the PBAS system for placements under the 6<sup>th</sup> CAS due with effect from 18/9/2010 to 17/7/2018.
  - Option A: As per the 7<sup>th</sup> UGC Regulations 2018 assessment.
  - Option B: As per the 6<sup>th</sup> UGC Regulations 2010 assessment with relaxation specified in 7<sup>th</sup> UGC Regulations 2018 (*This option can be exercised only within three years from the date of notification of 7<sup>th</sup> regulation, i.e. within 17/7/2021*).
5. PBAS format for options A and B are given in Annexure I as Form No. 2, 3 (*Phy. Edn.*) and 4.
6. API scoring based on PBAS should be prepared for every academic year (from 1<sup>st</sup> June to 31<sup>st</sup> May).
7. The teachers shall submit the Placement Proposal along with necessary documents for PBAS to the Principal for assessment.
8. Option B can be exercised only for the Placement/Promotion due within the period of 18/9/2010 to 17/7/2018 and is also to be exercised within three years from the date of notification of 7<sup>th</sup> Regulation – in other words within 17/7/2021.
9. Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018.
10. i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful in assessment the date of promotion shall be from that of minimum period of eligibility.

- ii) If, however the candidate finds that he/she would fulfills the CAS promotion criteria at a later date and applies on that date and is successful, his/her promotion shall be effected from the date of the candidate fulfilling the eligibility criteria.
- iii) If he/she fails to succeed in first assessment, he/she has to be reassessed only after one year. When such a candidate succeeds in the eventual assessment his/her promotion shall be deemed to be one year from the date of rejection.

11. In subsequent years a teacher can apply for placement three months before his due date on fulfillment of all criteria. The DCE shall send a general circular twice a year inviting application for CAS promotions.

## **2. Screening cum-Evaluation Committee and Selection Committee**

As per the UGC Regulations for assessment and grant placement under CAS for Assistant Professor AGP 6000 (Stage 1) to AGP 7000 (Stage 2), Assistant Professor AGP 7000 (Stage 2) to AGP 8000 (Stage 3), a screening cum-evaluation committee has to be constituted and for assessment and promotion under CAS for Assistant Professor AGP 8000 (Stage 3) to Associate Professor AGP 9000 (Stage 4) a selection committee has to be constituted.

### **2.1. Screening cum Evaluation Committee [For Assistant Professor AGP 6000 (Stage 1) to AGP 7000 (Stage 2), Assistant Professor AGP 7000 (Stage 2) to AGP 8000 (Stage 3)]**

Constitution of Screening cum Evaluation Committee

1. The Principal of the College- Chairperson
2. The Head/Teacher in charge of the Department concerned from the College- Convenor
3. Two subject Experts in the subject concerned nominated by the Vice Chancellor from University panel of experts –Members

Three members including one subject expert shall constitute the Quorum

### **2.2. Selection Committee [For Assistant Professor AGP 8000 (Stage 3) to Associate Professor AGP 9000 (Stage 4)]**

Constitution of Selection Committee

1. Director of Collegiate Education – Chairman

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



### **3. Career Advancement Scheme (CAS) for College Teachers**

#### **Option – A UGC Regulation 2018 [Clause 6.3.VII (a)]**

##### **3.1. Assistant Professor AGP 6000 (Stage 1) to Assistant Professor AGP 7000 (Stage 2)**

###### **Eligibility:**

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

*\* Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

###### **CAS Promotion Criteria:**

A teacher shall be promoted if;

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

##### **3.2. Assistant Professor AGP 7000 (Stage 2) to Assistant Professor AGP 8000 (Stage 3)**

###### **Eligibility:**

1. Assistant Professors who have completed five years of service in Stage 2.
2. Have done any two of the following in the last five years of Stage 2: Completed a course/ programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme of at

least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration, or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.\*

*\* Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

### **CAS Promotion Criteria:**

A teacher shall be promoted if;

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

### **3.3. Assistant Professor AGP 8000 (Stage 3) to Associate Professor AGP 9000 (Stage 4)**

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

*\* Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

### **CAS Promotion Criteria:**

A teacher shall be promoted if;

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

## 4. Career Advancement Scheme (CAS) for College Teachers

### Option – B UGC Regulation 2018 [Clause 6.3.VII (b)]

#### 4.1. Assistant Professor AGP 6000 (Stage 1) to Assistant Professor AGP 7000 (Stage 2)

##### Eligibility:

1. Assistant Professors who have completed six years of service in Assistant Professor AGP 6000 (Stage 1)  
(Relaxation: Two year relaxation for Assistant Professor having a Ph.D. degree and One year relaxation for Assistant Professor having an M.Phil./PG Degree in Professional Courses, which is other than the basic qualification).
2. Attended one Orientation course of 2 or 3 weeks duration\* *and*
3. One Refresher Course of 2 or 3 weeks duration.\*

*\* Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

##### CAS Promotion Criteria:

- i. Aggregate API score of 20 per assessment period in Category II (Professional development, Co-curricular and Extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4<sup>th</sup> amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Table 4 of this Guidelines *and*
- ii. The expert assessment by Screening-cum-Evaluation committee

#### 4.2. Assistant Professor AGP 7000 (Stage 2) to Assistant Professor AGP 8000 (Stage 3)

##### Eligibility:

1. Assistant Professors who have completed five years of service in Assistant Professor AGP 7000 (Stage 2)
2. One refresher course/ Methodology/ Workshop/ Training/ Teaching learning-evaluation technology programme/ Soft skill development programme/Faculty Development Programme of 2 or 3 weeks duration

##### CAS Promotion Criteria:

- i. Aggregate API score of 50 per assessment period in Category II (Professional development, Co-curricular and Extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4<sup>th</sup> amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Table 4 of this Guidelines *and*
- ii. The expert assessment by Screening-cum-Evaluation Committee

#### **4.3. Assistant Professor AGP 8000 (Stage 3) to Associate Professor AGP 9000 (Stage 4)**

##### **Eligibility:**

1. Assistant Professors who have completed three years of service in Assistant Professor AGP 8000 (Stage 3)
2. Three publications in the entire period as Assistant Professor (AGP 6000, AGP 7000, AGP 8000)  
(Relaxation of Two publications for Assistant Professor having a Ph.D. degree and One publication for Assistant Professor having an M.Phil. Degree)
3. Participation in one course of methodology workshop/Training /Teaching learning- evaluation technology programme/ Soft skill development programme/Faculty Development Programme of minimum 7 days duration.

##### **CAS Promotion Criteria:**

- i. Aggregate API score of 45 per assessment period in Category II (Professional development, co curricular and extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4<sup>th</sup> amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Table 4 of this guidelines *and*
- ii. The expert assessment by Selection committee

**Option for Assessment**

I .....  
..... (Name,  
Designation & Institution) with Scale of Pay ..... hereby opt  
to assess myself for Career Advancement Scheme (6<sup>th</sup> Scheme) in the cadre of  
.....(Designation) with Scale of Pay  
..... with effect from ..... (Date).

\*

A. As per the 7<sup>th</sup> UGC Regulation 2018 assessment

*OR*

B. As per the 6<sup>th</sup> UGC Regulation 2018 assessment relaxation specified in UGC  
Regulation 2018 clause 6.3.VII(b)

*\*Strike out which is not applicable*

Signature :

Name :

Designation :

College :

Place :

Date :

Annexure I  
Form No. 2

**Collegiate Education Department Kerala**  
**PBAS proforma for promotion of Teachers under**  
**Career Advancement Scheme**

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

**PBAS Proforma for Option A**

Placement from ..... to .....  
*(Post with AGP to be mentioned)*

**Part-A: General Information and Academic Background**

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

16. 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					
Others					

17. 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.

18. Field(s) of specialization

--

19. Appointments held prior to Joining the Current Department

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

20. Details of Orientation and Refresher/Research Methodology Course attended

<i>Name of the Course</i>	<i>Place</i>	<i>Duration and Date</i>	<i>Name of Academic Staff College/HRDC</i>	<i>Sponsoring Agency</i>

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

22. Whether Certificate of service :  
verification enclosed  
(If Aided College service, certificate of  
Deputy Director concerned)

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

Signature :  
Name and Designation :

Place :  
Date :



**Part – B: Assessment Criteria and Methodology**

*(Applicants are required to refer the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma and the Guidelines issued by DCE before filling this section)*

**Activity 1: Teaching**

<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 Screening-cum Evaluation Committee)</i>
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

*Add/delete rows as required*

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

*(Refer Annexure II, Table 1 of DCE Guidelines)*

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

*Add/delete rows as required*

**Part-C: Other Relevant Information**

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

Sl. Details (Mention Year, Value etc. where relevant)

No.

*(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.

5.

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 as .....in the department since.....  
The particulars given in this application have been checked and verified from the office records and are found to be correct.

**Head of the Department**

Place :  
Date :

*Remarks of the Principal on Punctuality and Conduct of the Applicant*

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

**Principal**

Place :  
Date :

**Verified by Screening cum Evaluation Committee**

Signature of Principal :

Signature of HOD :

Signature of Subject Experts :

Place :  
Date :

Annexure I  
Form No. 3

**Collegiate Education Department Kerala**  
**PBAS proforma for promotion of Physical Education Teachers under**  
**Career Advancement Scheme**

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

**PBAS Proforma for Option A**

Placement from ..... to .....  
(Post with AGP to be mentioned)

**Part-A: General Information and Academic Background**

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

16. 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					
Others					

17. 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.

18. Field(s) of specialization

--

19. Appointments held prior to Joining the Current Department

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

20. Details of Orientation and Refresher/Research Methodology Course attended

<i>Name of the Course</i>	<i>Place</i>	<i>Duration and Date</i>	<i>Name of Academic Staff College/HRDC</i>	<i>Sponsoring Agency</i>

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

22. Whether Certificate of service :  
verification enclosed  
(If Aided College service, certificate of  
Deputy Director concerned)

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

Signature :

Name and Designation :

Place :

Date :

## Part – B: Assessment Criteria and Methodology

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

### Activity 1: Attendance

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

Add/delete rows as required

### Activity 2

(Refer Annexure II, Table 2 of DCE guidelines)

Year	Detail of Activities	Number of Activities during Assessment Period	Grading (to be filled by Screening-cum Evaluation Committee)
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

### Activity 3

(Refer Annexure II, Table 2 of DCE guidelines)

Year	Detail of Activities	Number of Activities during Assessment Period	Grading (to be filled by Screening-cum Evaluation Committee)
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

### Activity 4

(Refer Annexure II, Table 2 of DCE guidelines)

Year	Detail of Activities	Number of Activities during Assessment	Grading (to be filled by Screening-cum
------	----------------------	--	---

		<i>Period</i>	<i>Evaluation Committee)</i>
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

*Add/delete rows as required*

### **Activity 5**

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

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

*Add/delete rows as required*

### **Part-C: Other Relevant Information**

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

Sl. Details (Mention Year, Value etc. where relevant)

No.

(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.
- 5.

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 as .....in the department since.....  
The particulars given in this application have been checked and verified from the office records and are found to be correct.

**Head of the Department**

Place :  
Date :

*Remarks of the Principal on Punctuality and Conduct of the Applicant*

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

**Principal**

Place :  
Date :

**Verified by Screening cum Evaluation Committee**

Signature of Principal :

Signature of HOD :

Signature of Subject Experts :

Place :  
Date :

Annexure I  
Form No. 4

## Collegiate Education Department Kerala

### PBAS proforma for promotion of Teachers under Career Advancement Scheme

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

### PBAS Proforma for Option B

Placement from ..... to .....  
(Post with AGP to be mentioned)

#### Part-A: General Information and Academic Background

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



16. 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					
Others					

17. 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.

18. Field(s) of specialization

--

19. Appointments held prior to Joining the Current Department

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

20. Details of Orientation and Refresher/Research Methodology Course attended

<i>Name of the Course</i>	<i>Place</i>	<i>Duration and Date</i>	<i>Name of Academic Staff College/HRDC</i>	<i>Sponsoring Agency</i>

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

22. Whether Certificate of service :  
verification enclosed  
(If Aided College service, certificate of  
Deputy Director concerned)

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

Signature :  
Name and Designation :

Place :

Date :

**Part – B: Assessment Criteria and Methodology**

*(Applicants are required to refer the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma and the Guidelines issued by DCE before filling this section)*

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

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

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

**Category III. Research and Academic Contributions**

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

**III.a. Research papers published in journals**

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

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

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

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

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

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

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

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

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

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

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

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

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

					<i>author</i>			
<b>Total API Score</b>								

### III.c. Research Projects

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

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

#### III.c.2. Consultancy Projects

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

#### III.c.2. Project outcome/ outputs

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

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

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

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

### III (d) Research Guidance

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

III.d.5	PG Projects					
III.d.6	UG Projects					
<b>Total API Score</b>						

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

#### III.e.1. Fellowships/ Awards

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

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

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

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

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

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

**Grand Total for Category II and Category III**

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	Aggregate score
Category II							
Category III							
Aggregate of Category II & III							

**Part-C: Other Relevant Information**

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

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

*(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.
- 5.

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 as .....in the department since.....  
The particulars given in this application have been checked and verified from the office records and are found to be correct.

**Head of the Department**

Place :

Date :

*Remarks of the Principal on Punctuality and Conduct of the Applicant*

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

**Principal**

Place :  
Date :

**Verified by Screening cum Evaluation Committee**

Signature of Principal :

Signature of HOD :

Signature of Subject Experts :

Place :  
Date :

## Collegiate Education Department Kerala Annual Performance Appraisal Report

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

Self Appraisal Report for the Academic Year .....

### Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Sex :
5. Name of the College & Department :
6. Date of Entry in present service :
7. Current Designation :
8. Present basic pay with scale of pay :
9. Date of Last Promotion, if any :
10. Date of Declaration of Probation :
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

Examinations	Name of the Board/ University	Year of Passing	% of marks	Division/ Class	Subject
Graduation					
Post Graduation					
Others					

#### 15. Research Degrees

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

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



16. Orientation Course/ Refresher Course/ Summer/ Winter School attended:

<i>Name of the Course/ Summer/ Winter school</i>	<i>Duration and Period</i>	<i>Sponsoring Agency</i>

17. Seminars/ Training programmes attended:

<i>Name of the Programme</i>	<i>Duration and Period</i>	<i>Sponsoring Agency</i>

### **Part – B: Assessment Criteria and Methodology**

*(Applicants are required to refer the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma and the Guidelines issued by DCE before filling this section)*

#### **Activity 1: Teaching/ Attendance**

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

#### **Activity 2: Involvement in Students Related Activities/ Research Activities**

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

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

### **Part-C: Other Relevant Information**

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

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

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

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

Signature of Applicant :  
Name and Designation :

Place :  
Date :

Certified that Mr./Ms./Dr.....has been working as .....in 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 :

## Collegiate Education Department Kerala Annual Performance Appraisal Report

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

Self Appraisal Report for the Academic Year .....

### Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Sex :
5. Name of the College & Department :
6. Date of Entry in present service :
7. Current Designation :
8. Present basic pay with scale of pay :
9. Date of Last Promotion, if any :
10. Date of Declaration of Probation :
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</i>	<i>Division/ Class</i>	<i>Subject</i>
Graduation					
Post Graduation					
Others					

#### 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 Course/ Refresher Course/ Summer/ Winter School attended:

<i>Name of the Course/ Summer/ Winter school</i>	<i>Duration and Period</i>	<i>Sponsoring Agency</i>

17. Seminars/ Training programmes attended:

<i>Name of the Programme</i>	<i>Duration and Period</i>	<i>Sponsoring Agency</i>

### **Part – B: Assessment Criteria and Methodology**

*(Applicants are required to refer the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma and the Guidelines issued by DCE before filling this section)*

#### **Professional Development, Co-curricular and Extension Activities**

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

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

#### **Research and Academic Contributions**

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

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

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

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

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

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

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

<i>S. No.</i>	<i>Title of Book and Nature of authorship</i>	<i>Type of Book and Publisher</i>	<i>ISSN /</i>	<i>Whether Peer</i>	<i>Whether you are</i>	<i>No of Co-</i>

	<i>(Author/Editor)</i>		<i>ISBN No.</i>	<i>reviewed</i>	<i>the Main author</i>	<i>authors</i>

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

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

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

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

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

<i>S. No.</i>	<i>Title of chapter with Page No.</i>	<i>Book Title, Editor and Publisher</i>	<i>ISSN / ISBN No.</i>	<i>Whether Peer reviewed</i>	<i>Whether you are the Main author</i>	<i>No of Co-authors</i>

**III.c. Research Projects**

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

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

III.c.2. Consultancy Projects

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

III.c.2. Project outcome/outputs

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

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

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

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

**III (d) Research Guidance**

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

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

III.e.1. Fellowships/ Awards

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

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

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

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

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

**Part-C: Other Relevant Information**

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

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

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

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

Signature of Applicant :

Name and Designation :

Place :

Date :

Certified that Mr./Ms./Dr.....has been working as  
.....in 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 :

**Option for fixation of pay**  
(As per G.O. (P.) No: 234/2012/H.Edn dated 28.06.2012)

a) Consequent upon my Placement/promotion as .....  
with effect from ..... FN/AN, I hereby opt the fixation of pay, in the higher  
scale of pay of the promoted post, with effect from the date of promotion, without  
any review consequent on accrual of increment in the lower scale.

OR

b) Consequent upon my Placement/promotion as .....  
..... with effect from .....FN/AN,  
I hereby opt the fixation of my pay with effect from .....i.e  
from the date of accrual of next increment in the scale of pay of the lower post.

Signature of Applicant :  
Name and Designation :

Place :  
Date :

**Undertaking**

I hereby undertake that any excess payment that may be found to have been made as a  
result of incorrect fixation of pay or any excess payment detected in the light of  
discrepancies noticed subsequently will be refunded by me to the Government either by  
adjustment against future salary/ payments due to me or other wise, without raising any  
objection to it.

Signature of Applicant :  
Name and Designation :

Place :  
Date :



### Proforma for Pay Fixation to Further Placement

1. Name of Institution and Department :
2. Name of the incumbent :
3. Whether the incumbent has Ph.D./ M.Phil. Degree, specify the Degree with date of acquiring and name of University :
4. Name of the existing Post in the UGC scheme and scale of pay in full :
5. Date from the Present scale of Pay sanctioned :
6. Placement Order and date of order of DCE of previous placements :
7. Total No. of years after getting placements in the present post :
8. Total length of service :
9. Date from which higher scale of Pay admissible :
10. Date from which higher scale opted :
11. Basic Pay in the existing scale of Pay :
12. Notional increment if any admissible (*if opts increment date, higher grade pay will be given on promotion date and on increment date, 2 increments sanctioned (with cumulative effect) on Basic Pay prior to date of promotion taken into account*) :
13. Total Column 11+12 :
14. Pay fixed in the higher scale :
15. Date of Effect :
16. Date of next increment :

Principal

Place :  
Date :

**Assessment Report of Screening Cum Evaluation/ Selection Committee**  
(To be submitted by IQAC with score sheet)

**Part I:** Proposal for Placement as Assistant Professor Stage ..... to .....  
.....in respect of .....  
..... (Name and Designation)

Date of Birth :

Subject :

**(1) Qualification**

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

**2) Details of Refresher/Orientation course, etc. attended:**

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

**Part II Details of Qualifying service**

1. Date of 1<sup>st</sup> appointment :
2. Date of substantive appointment/ Present Post :
3. Date of Declaration of Probation :
4. Details of previous service :

<i>Name of the Institution</i>	<i>Period</i>		<i>Total Date Month Year</i>	<i>Remarks</i>
	<i>From</i>	<i>To</i>		

5. Calculation of qualifying period of service

1. Period of Service

Sl. No.	Period of Service		Total Service
	From	To	

2. Deduct LWA, unqualifying service, Break, if any :
3. Date of completion of 6 (in Asst. Professor Grade Pay 6000)/5(in Asst. Professor Grade Pay 7000) years [with relaxation( 2 years for PhD/ 1 year for M.Phil), if admissible] :
4. Whether service verification certificates for qualifying service produced :

**Part III Self Appraisal Reports**

- (a) Whether year wise report (signed by the teacher) for the preceding years submitted : Yes/ No
- (b) Whether countersigned by the Principal : Yes/ No
- (c) Whether the required details furnished : Yes/ No

**Research Experience**

- (a) No. of books published :
- (b) No. of articles published in refereed journals :
- (c) No. of other articles published :
- (d) Whether recognized as a research guide :
1. No. of M. Phil. students guided :
2. No. of Registered Ph.D. students :
3. No. of Research projects carried out :
4. No. of Seminars/ Conferences organized :
- (e) Community Services/ NSS/ NCC/ Any other organizational activities
- (f) Contribution towards welfare of Students/ Colleges
- (h) Whether declined the assignment of examination work

**PART-B ( for option A)**

**Summary of Grading Criteria**

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

**Summary of Grading Criteria – Physical Education**

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						

**PART-B (for option B)**

**Summary of API Scores:**

Assistant Professor Stage ..... to .....							
Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	Aggregate of score
Category II Professional Development, Co curricular & Extension activities							
Category III Research and Academic contributions							
Aggregate of Category II & III							

\*

- For Stage 1 to Stage 2 - 20
- For Stage 2 to Stage 3 - 50
- For Stage 3 to Stage 4 - 45

**Part IV:Details of Placement already given**

(a) Designation given earlier :

(b) Designation given earlier :

**Recommendation for subsequent placement**

(a) Designation to be given :

(b) Date of Effect :

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

**Approval**

**Director of Collegiate Education**

**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. Designation and Official Address :
5. Date of continuous service :
6. Current Designation & Basic Pay :
7. Date of Declaration of Probation :
8. Stage for which the candidate is an applicant for promotion under CAS (Please Tick) :  Asst. Prof. AGP 6000 to Asst. Prof. AGP 7000  
 Asst. Prof. AGP 7000 to Asst. Prof. AGP 8000  
 Asst. Prof. AGP 8000 to Asso. Prof. AGP 9000
9. Non Qualifying period of service, LWA etc. if any :
10. Whether the applicant possess M. Phil./Ph.D. (if so furnish the name of the University, month and year of award of Degree Certificate) :
11. Whether eligible for relaxation of service for Promotion/placement to senior grade, If so how many years :
12. Number of years of qualifying service :
13. Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria :
14. Option Selected (Please Tick) :  Option – A  Option – B

**Part B**  
**OPTION A**  
**(Assessment Criteria and Methodology)**  
(Refer Annexure II Table 1)

**Activity 1: Teaching**

Year	Semester	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)

Involvement in the college students related activities/ research activities		No. of Activities						Suggested Grading						
		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx		
(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.													
<b>Total Number of Activities</b>														

**Option A – Summary of Grading**

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

Prepared by

Verified by

Name and Signature of IQAC Coordinator

Place:

Date:

<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	



**OPTION B**  
(Refer Annexure II Table 3)

*(PART-B of CAS Application Form for Promotion of Assistant Professor/ Associate Professor and Professor in accordance with UGC (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)*

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

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

(F)	Development of e-learning delivery process/material								
	<b>Total for Category III</b>								
<b>Grand Total for Category II and Category III</b>									

**Summary of API Scores:**

<i>Categories</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>Aggregate score</i>
Category II Professional Development, Co curricular & Extension activities							
Category III Research and Academic contributions							
<b>Aggregate of Category II &amp; III</b>							

Prepared by

Verified by

Name and Signature of IQAC Coordinator

Place:

Date:

### Certificate of Attendance

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

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

Principal  
(Name)

Place:

Date:

(College Seal)

**Affidavit**  
*(for faculty in deputation)*

Certified that I ..... *(Name and Designation)*  
presently working as ..... *(Designation)* at  
..... *(Institution)* has submitted  
proposals related to placement/promotion from ..... to  
..... *(Stage)* at .....  
..... *(Name of College where proposal is submitted).*

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  
..... *(Stage)* at .....  
..... *(Name of College where proposal is submitted).*

Signature of Applicant :  
Name and Designation :

Place :  
Date :

*\*Strike off which is not applicable*

## Annexure II

Table 1: Detailing of API scores of Option A – All except Phy. Edn.

Sl. No.	Activity
1	<p>Teaching</p> <p><b><u>Grading Criteria</u></b> 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)</p>
2	<p>Involvement in the college students related activities/ research activities</p> <p><b><u>Grading Criteria</u></b> 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>▪ 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</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)</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 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</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</p>

	<p>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 taker</li> <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, 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)</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</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>
	<p>(d) 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> </ul>

	<ul style="list-style-type: none"> <li>▪ Faculty involved in programmes initiated by DCE (e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer 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 initiative programmes (eg. FLAIR, WWS, SSP, ASAP etc)</li> <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>▪ Each M Phil./ PG Dissertation is to be treated as an activity</li> <li>▪ A B Sc 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> </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>
<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><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.</p>	

Table 2: Detailing of API scores of Option A –Physical Education

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/</li> </ul>	Good - involved in any 2 activities Satisfactory- 1 activity Not Satisfactory - not involved/undertaken any of the activities



- International level sports organizations/ bodies
- Participation in KPSC Physical Efficiency Tests as a Board Member
- Participation in KPSC Interviews as a Board Member
- 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
- 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

Or

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 Director of Physical Education and Sports and also the CAS Promotion committee.
- iii. The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS promotion committee.

Table 3: Detailing of API scores of Option B – All faculty

Table 3 (a)

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

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

drought relief, small family norms etc, census work, waste management, organic farming, social forestry		
<b>ii)Contribution to corporate life and management of the institution</b>		15
<i>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</i>		
<i>i) Administrative responsibilities (including as Dean/ Principal/ Chairperson/ convener/ Teacher in charge/ Similar other duties that require regular office hours for its discharge) (ii) Participation in Board of studies, academic and administrative committees</i>		
<i>Indicator/ Activity</i>		<i>Max scores eligible</i>
Vice principal, HOD, Chief superintendent in charge of university exams in colleges, PTA secretary, IQAC Coordinator		15
Hostel warden/Resident tutor, College council secretary , CDC convener/staff representative, CAMS nodal officer, state public information officer–RTI, Nodal officer–UGC, AISHE, Scholarship and other institution specific items not mentioned above		10
PTA executive committee members, CDC members, University exam committee members in colleges		5
Faculty holding positions of IQAC, NAAC/AICTE affiliation, RUSA coordinator/convenors (15), member (5)		15/5
College council members (elected members only), University Syndicate/ Senate member, Higher education council member, Sports council member		10
Faculty holding positions of various committees (Discipline, Admission, Purchase, Planning board , CLMC, Research ,CBCSS, Attendance, Ethics, Jagratha samithi, Other bodies under UGC plan etc. Coordinator /Convenors/Managers/Staff in charge–(10), Member (3)		10/3
Faculty involved in managing various centres in the college EDUSAT, Language lab, Digital Recourses, Data repository, Website, Centralized computing facility (CCF), Fitness centre, Experimentation centre, Instrumentation centre, Startup units, Technology business incubator (TBI), INFLIBNET, Botanical garden etc. Administrator/Convenor/ Coordinator /Staff in charge (10), Committee members(3)		10/3
Staff in charge of Department alumni association, Department library		5
Faculty holding positions of staff club, College Cooperative Society , Secretary & President–(10), Executive Committee members (3)		10/3
Faculty involved in college union election returning officer/ARO – (10), committee member (3)		10/3
Member – Board of studies, academic council, pass board, scrutiny board, curriculum committee		10
<b>iii)Professional development Activities</b>		15
<i>Professional Development activities( such as participation in seminars, conferences, short term training courses, industrial experience, talks lecturers in refresher /faculty development courses, dissemination and general articles and any other contribution</i>		
<i>Indicator/ Activity</i>		<i>Max scores</i>

	<i>eligible</i>
Member– advisory committees to Govt.(10)	10
Recipients of Internships (eg. FLAIR) International (15), National(10)	15/10
Participation in conferences/seminars/workshops without paper presentation ( <i>per conference par day</i> ) International – (3), National – (2), State level – (1)	3/2/1
Acquiring additional PG/M.Phil./Research degree ( <i>per degree, to be claimed only once</i> )	3/4/5
Dissemination of subject – General/ Popular articles in news papers , magazines or other periodicals (not covered in Category III) per article), Public lecturers/ Talks delivered/ Radio talks/ Television programmes / Awareness class ( <i>2 per item</i> )	10
Organizing Seminars/Workshops/ Conferences Coordinator/ Convenor - International – (10), National – (8), Sate level – (5) Members - International – (5), National – (3), Sate level – (1)	10/8/5 5/3/1
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students ( <i>5 per activity</i> )	5
Participation in short term training courses less than one week duration in Educational technology, curriculum development, professional development, examination reforms, institutional governance, new initiative induction programme etc. which is not mandatory for placement or as mentioned in Category III ( <i>1 per day per activity</i> )	10
Resource person in curriculum preparation/ Question paper setting/Physical efficiency test for Govt. bodies like KPSC, SSC, UPSC,HSE, SCERT, Open school, Saksharatha Mission, pareeksha Bhavan, distance education etc. subject expert in PSC interview board/ FIP Interview ( <i>1 per item</i> )	5
Membership/Participation/Subject expert in state/central bodies/ committees on education, research, sports and national development ( <i>5 per item</i> )	10
Translation works(official only)	5
Conducting Bridge courses, Add-on course, Resource person of In service course for school teachers, community living camp curricular programme, coordinator of teaching practice, finishing school (in Polytechnics), Gifted children programme ( <i>10 per programme per year</i> )	10
Organizing programes on PEECs, FLAIR, WWS, SSP, e governance( 5 per programme other than mandatory	5
Lecturers delivered in Refresher/ Orientation/ Faculty development courses/ New initiative programmes (eg. FLAIR, WWS) 3 per programmes)	10
Editors of Research journal – International – 15, National–10, State–5	15/10/5
Interaction with industry, industrial experience ( <i>3 per programme</i> )	10
<b>Total</b>	<b>45</b>

Table 3 (b)

**Category -III-Research and Academic Contributions**

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

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

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

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

2. The API for joint publications shall be calculated in the following manner.  
Of the total score for the relevant category of publication by the concerned teacher, the First and the Principal/corresponding author/supervisor/mentor would share equally 70% of the total points and the remaining 30% would be shared by all other authors.



**Table 4 (for option B)**

**Minimum API requirement for the promotion of teachers under CAS in Colleges (UG & PG)**

Sl. No.		Assistant Professor AGP 6000 to 7000	Assistant Professor AGP 7000 to 8000	Assistant Professor AGP 8000 to Associate Professor AGP 9000
1	Professional Development & Extension Activities(Category II) & Research and Academic contribution(Category III)	20/ assessment period	50/ assessment period	45/ assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

## **Annexure III**

### List 1

#### **Check list of documents to be attached with Placement Proposal to DCE**

1. Proceedings constituting the IQAC
2. Proceedings constituting the Screening cum evaluation Committee
3. Minutes of the meetings of Screening cum evaluation Committee duly signed by all members
4. Assessment Report of the Screening cum evaluation Committee duly signed by all members
5. List of enclosures of supporting documents
6. Proceeding of detailing of Institutional specific Academic Indicators.

## Annexure III

### List 2

#### Checklist for IQAC for verifying the proposal for placement

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

#### General Requirements

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

#### Mandatory requirements

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

#### CAS requirements

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

Place:  
Date:

Name and Signature of IQAC Coordinator