SHIVAJI UNIVERSITY, KOLHAPUR

Revised API - PBAS Proforma for Recruitments and Promotion under CAS
as per UGC's 4[th]Amendment Dated 11th July, 2016

ANNUAL SELF- ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM
(ACADEMIC YEAR_____)

For University Teachers Only

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

Name of College   :-

1.   Name (in Block Letters)   :-

2.   Father's Name / Mother's Name   :-

3.   Department   :-

4.   Current Designation & Grade Pay   :-

5.   Date of Appointment   :-

6.   Date of last Promotion   :-

7.   Position and Grade Pay applied under PBAS/CAS? :-

8.   Date of eligibility for promotion   :-

9.   Date and Place of Birth   :-

10.   Sex   :-

11.   Marital Status   :-

12.   Nationality   :-

13.   Indicate category and /Sub Category (If reserve) :-

14.   Address for correspondence (with pin code) :-

15.   Permanent Address (with pin code)   :-

      Telephone No   :-

      Email   :-

16.   **Academic Qualifications** (from S.S.C. till post graduation) :

Sr.No.	Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/Grade	Subject
1	S. S. C.					
2	H. S. C.					
3	B.A./B.Sc/B.Com/ B. Mus. B.E., B.Tech. Etc.					
4	M.A./M.Sc/M.Com/ M. Mus., M.E., M.Tech., Etc.					
5	NET/SET					
6	Others Examination, if any					

17. Research Degree(s):

Degrees	Title	Date of award	University
M. Phil.			
Ph.D./M. Phil			
D.Sc. / D. Litt.			

18. Appointments held prior to joining this institution:

Designation	Name of Employer	Date of Joining	leaving	Salary with Grade Pay	Reason of Leaving

19. Posts held after appointment at this institution:

Designation	Department	Date of actual Holding From	To	Grade

20. Period of teaching experience:

      P.G. Classes (in years) _____

      U.G. Classes (in years) _____

21. Research Experience excluding years spent in M. Phil / Ph. D (in years)_____

22. Fields of Specialization under the Subject / Discipline

      (a) _____

      (b) _____

23. Academic Staff College Orientation / Refresher Course/ ISTE - AICTE Sponsored STTP/SBP attended so far:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

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Category I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Point No	Page No		Total Page	Remarks
	From	To		
I				
Ii				
iii-a				
iii-b				
iii-c				
iv-A				
iv-B				
iv-C –I				
iv-C –II				
iv-C –III				
iv-C –IV				
D				
E				
F				
v-I				
v-II				
v-III				

PART B : ACADEMIC PERFORMANCE INDICATORS

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Note : Please attach relevant documents in support of above details.

a. Direct teaching Maximum Score **70** for Assistant Professor, Maximum Score **60** for Associate Professor & Professor.

a. i. Classroom teaching lectures, seminar (As per allocation)

Sr. No.	Course/ Paper	Level	Mode of Teaching*	No. of periods / Hours allotted		No. of periods / Hours engaged per annum	Actual Score (Actual hours spent per academic year ÷ 7.5/ 7.75/7.75)	API Score Verified	Page No. of relevant document
				Per Week	Per annum				

* Lecture (L), Seminar (S)

a. ii. Classroom teaching (including lectures, seminar) in excess of UGC norms (as per allocation)

Sr. No.	Course / Paper	Level	Mode of Teaching*	Hours/ Periods per academic year engaged	Actual Score (Actual hours spent per academic year ÷ 7.5/ 7.75/7.75)	API Score Verified	Page No. of relevant document

* Lecture (L), Seminar (S)

a. iii. Tutorials and Practicals, Field work, Project Supervision (Actual as per student attendance register)

Sr. No.	Course / Paper	Tutorials/ Practical/ Field work/ Project supervision	Hours/ Periods per academic year engaged	Actual Score (Actual hours spent academic year ÷ 7.5/ 7.75/7.75)	API Score Verified	Page No. of relevant document

Sub Total a. Direct Teaching Max. Score 70/60.   Actual Score – a i+ii+iii =

Sr. No.	Course / Paper	Actual Score (As mentioned Above)	API Score Verified	Page No. of relevant document
a-i	**Classroom teaching lectures, seminar**			
a-ii	**Classroom teaching**			
a-iii	**Tutorials and Practicals, Field work, Project Supervision**			

b. **Examination duties -** Maximum Score: **20** for Assistant Professor & Associate Professor, Maximum Score: **10** for Professor.

Sr. No.	Type of Duties	Dates from – to	Actual Hours spent	Actual Score (Actual hours spent per academic year ÷ 10)	API Score Verified	Page No. of relevant document
1	Question paper setting,					
2	Invigilation/supervision					
3	Flying squad					
4	Custodian					
5	CAP or Exam Director/Assitt. Director/Exam Coordinator					
6	Unfair menace committee					
7	Lapses/Grievance committee					
8	Internal assessment					
9	External assessment					
10	Re-valuation					
11	M. Phil , Ph. D. Thesis evaluation					

| 12 | Any Other… | | | | | |
| 13 | Total Actual Score | | | | | |

c. Innovative Teaching - Maximum Score **10** for Assistant Professor, Maximum Score **15** for Associate Professor, Maximum Score **20** for Professor.

Sr. No.	Nature of Activity	Max Score	Actual hours spent per academic year	Actual Score (Actual hours spent per academic year $\div$ 10)	API Score Verified	Page No. of relevant document
1	• Learning Methodologies - CD, Software, Models, Videos etc. • Use of innovative methodologies for teaching • Use of ICT, PPT, CD • Interactive courses • Updating of subject content • Course improvement • Preparation of study material • Interaction with entrepreneur / social worker • Mentoring • Participative teaching • Role playing etc					
2	**Sub total (Max Score)**	10/15/20				
3	**Total of Category I. Max score**	100/95/90				
4	**Minimum API score required for Category I ***	80/75/70				

Note for Consideration of hours:
1. **Actual working hours are considered.**
2. **Meeting, visits, conference, talk, guest lecture etc activities' period will be considered for five (5) hours.**
3. **Travelling period will not be considered for attending any meeting, visit, lecture etc.**
4. **Actual working hours should be required on concern certificate.**
5. **HOD / concern Authority should be certified the actual hours spend / consumed.**

Note : * Assistant Professor Stage 1 to 2 = 80, Stage 2 to 3 = 80,
Assistant Professor to Associate Professor Stage 3 to 4 = 75,
Associate Professor to Professor Stage 4 to 5 = 70
Professor Stage 5 to 6 = 70

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work.

2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.

3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the

structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students

who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

Summary of CATEGORY I: Teaching, learning and evaluation related activities

Sr. No.	Nature of Activity	Maximum Score				
	ESSENTIAL	**API score allotted**			**Self-appraisal score**	**API score Verified**
		Assistant Professor	**Associate Professor**	**Professor**		
a	**Direct teaching:** **i. Classroom teaching lectures, seminar** (As per allocation) **ii. Classroom teaching** (including lectures, seminar) in excess of UGC norms (as per allocation) **iii. Tutorials and Practicals, Field work, Project Supervision** (Actual as per student attendance register)	70	60	60		
b	**Examination duties**	20	20	10		
C	**Innovative Teaching**	10	15	20		
	Total Score	100	95	90		
	Minimum API Score required	80	75	70		

Note : API claimed without relevant document will not considered.

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CATEGORY II

PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Category II	Nature of Activity	Maximum API Score	Actual score (Actual hours spent per academic year ÷ 10)	API Score Verified	Page No. of relevant document
a.	**Student related co-curricular, extension and field based activities:** (i) Discipline related co-curricular activities: (ii) Other co-curricular activities: (iii) Extension and dissemination activities:	15			
b	**Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities:** (i). Administrative responsibility: (ii). Participation in Board of Studies, Academic and Administrative Committees:	15			
c	**Professional Development activities:**	15			
	Total of Category II	45			
II	**Minimum Score required for category II**	*50/50/50/ 50/100	--	--	--

*Stage 1 to 2 = 50,   Stage 2 to 3 = 50,   Stage 3 to 4 = 50,   Stage 4 to 5 = 50, Stage 5 to 6 = 100

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

CATEGORY II

PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category II	Nature of Activity	Maximum API Score	Actual score	API Score Verified	Page No. of relevant document
a.	**Student related co-curricular, extension and field based activities:** (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (Public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10		
b	**Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities:** i). Administrative responsibility (including as Dean , Principal, Chairperson, Convener, Teacher-in-charge, HOD, Coordinator, IQAC Coordinator, similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees etc.	15	Actual hours spent per academic year ÷ 10		
c	**Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)**	15	Actual hours spent per academic year ÷ 10		

CATEGORY II - CO- CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (Year wise)

Category II	Nature of Activity	Maximum API Score	Actual score	Verified API Score	Page No.
a	**Student related co-curricular, extension and field based activities.** **i. Discipline related co- curricular activities organized** • Field work, field studies study tour • Student seminar • Remedial classes • Career counseling • NET/SET/GETT/Workshop (1 week) • Quiz, debate, elocution, (on subject) • Essay competition on subject • Exhibition • Subject / faculty day celebration • Survey conduction • Subject association activity • Avishkar /Aswamedh /Anweshan etc.	15	Actual hours spent per academic year ÷ 10		
	ii. Other co-curricular activities • Cultural prog. coordinator • NSS, NCC officer/ Assit officer • Eradication of superstitions • Tree plantation • AIDS Awareness • Blood donation camp • Student Welfare Officer • Placement officer • Sports Committee etc.				
	iii. Extension and dissemination activities Positions held / Leadership role played in organization linked with Extension work • Community work such as—National Integration, Human Right, Peace, Scientific temper, Flood/ Drought relief • Public lectures delivered (Related to subject) • Talks delivered in a programme as chief guest • Seminars in public interest • General awareness activities • Organizing subject related event like lecturer on special topics • Popular writings not covered under(III)				

| b | **Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.**

i. Administrative responsibility
• Dean, Principal, management council member
• Director of school/institute
• IQAC coordinator,
• Refresher/orientation coordinator
• Head of Department
• Chairperson/ Convener
• Teacher-in-charge or similar duties that require regular office hours for its discharge) per duty | 15 | Actual hours spent per academic year ÷ 10 | | |
| | **ii. Participation in**
• BOS / Faculty / Academic Council
• Senate/ any other University Committee
• Chairman for subject related event like. Ph.D. Open Defense Session.
• Various Scrutiny meeting
• Resource Person / Speaker for subject related event
• Referee / Judge for subject related event etc.
• Administrative Committees
• Editorial Board
• Local management committee
• Admission committee
• Campus development
• Library committee
• Standing Committee
• Sexual Harassment & Prevention Committee etc.
• Membership / participation in State / Central bodies/committees on education research
• Exam reforms
• AAA Committee
• Internal Assessment Monitoring Committee etc. | | | | |

c	**Professional Development activities :** • Participation in seminars, conferences, • Short term training courses, • Industrial experience, • Talks, • Lectures in refresher / faculty development courses, • Dissemination and general articles and any other contribution •	15	Actual hours spent per academic year ÷ 10			
Total of Category II Max score		45				
Minimum API score required for Category II (for Assessment period)		*50/50/50 /50/100				

*Stage 1 to 2 = 50,   Stage 2 to 3 = 50,   Stage 3 to 4 = 50,   Stage 4 to 5 = 50,   Stage 5 to 6 = 100

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

 VERIFIABLE CRITERIA:1) Academic Dairy, 2) Bio Metric Generated Slips. 3) Attendance sheets,
 4) Certification by HOD / Principal, 5) Supporting Documents

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CATEGORY: III

RESEARCH AND ACADEMIC CONTRIBUTIONS

Category III	Nature of Activity	API Score By Candidate	API Score Verified By Committee	Page No. of Relevant Documents
Total A	**Published Papers**			
Total B **(i +ii + iii + iv)**	**Publications other than Journal Articles**			
Total C **(i +ii + iii)**	**Research Projects**			
Total D	**Research Guidance**			
Total E **(i +ii)**	**Fellowship, Awards and Invited Lectures delivered/ papers presented in Conference / Seminar.**			
Total F	**Development of e-learning delivery process / material**			
Grand Total	**-**			

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 for 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 Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

III A) (i) Published Papers in Refereed Journals as notified by the UGC* (25 points per publication)

Sr. No.	Title with page Nos.	Journal	ISSN / ISBN No.	Impact Factor, if any	No. of co-authors	Whether principal author/ corresponding author / Guide	Self apprais al score	API score Verified	Page No. of relevant documents
Sub Total A (i)									

Published Papers in Other Reputed Journals as notified by the UGC* (10 points per publication)

Sr. No.	Title with page Nos.	Journal	ISSN / ISBN No.	Impact Factor, if any	No. of co-authors	Whether principal author/ corresponding author / Guide	Self apprais al score	API score Verified	Page No. of relevant documents
Sub Total A (i)									

III B) Publications other than journal articles (books, chapters in books)

(i) Text/Reference, 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 Points per Book for Single Author)

Sr. No.	Title with page nos.	Type of Book &Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents

Sub Total B i)									

(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. The List will be intimated to UGC. (20 Points per Book for Single Author)

Sr. No.	Title with page nos.	Type of Book &Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents
Sub Total B ii)									

(iii) Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (15 Points per Book for Single Author)

Sr. No.	Title with page nos.	Type of Book &Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents
Sub Total B iii)									

(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. The List will be intimated to UGC. (International -10 points per Chapter National – 5 Points per Chapter)

Sr. No.	Title with page nos.	Type of Book &Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents
Sub Total B iv)									

Total B (i+ii+iii+iv)	

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper 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. 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 Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

III C) Research Projects:

III C (i) Sponsored Projects

A) Major projects: grants above Rs.30 lakhs for Engineering / sciences &above Rs.5 lakhs for others, **20** points per project,

B) Major project: grants above Rs. 5 lakhs up to Rs. 30 lakhs for Engineering / science and Rs.3 lakhs minimum to Rs. 5 lakhs for others, **15** points per project,

C) Minor project: grants above Rs.1 lakhs up to Rs. 5 lakhs for Engineering / sciences & above Rs.1 lakhs up to Rs. 3 lakhas for others, **10** points per project,

D) Credit should be given to PI and Co-PI as per UGC provision.

Type of project	Title	Agency	Year of completion	Whether Co-PI	Grant (Rs. Lakh)	Self appraisal Score	API score Verified	Page No. of relevant documents
Sub Total C (i)								

III C (ii) Consultancy Projects (Amount mobilized with minimum Rs.10 lakhs for Engineering / sciences & minimum of Rs.2 lakhs for others, **10** points for every Rs 10 lakhs & Rs. 2 lakhs. respectively). Credit should be given to all Consultants as per UGC provision.

Sr. No.	Title	Agency	Year of completion	Whether Co-PI	Amount Mobilized (Rs. Lakh)	Self appraisal Score	API score Verified	Page No. of relevant documents
Sub Total C (ii)								

III C (iii) Projects Outcome / Output:

Patent / Technology transfer / Product process

Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./ Local Bodies (**30** for each International / **20** for each national level output or patent. Major policy document of International bodies - **30** Central Government - **20**, State Govt.-**10** Local bodies - **5**)

Credit should be given to Product Development, IPR, Royalty, Lab to Land Activity, Trademark Development as per UGC provision.

Sr. No.	Name of the Project	Funding Agency	Whether Co-PI	Amount Mobilized (Rs.)	Self appraisal score	API score Verified	Page No. of relevant documents
Sub Total C (iii)							

Total C (i+ii+iii)	

III D Research Guidance (In the case of joint supervision points are to be equally shared)

(For M. Phil. degree awarded **5** points per candidate, Ph.D. degree awarded **15** points per candidate. Ph.D. thesis submitted **10** points per candidate)

Sr. No.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score Claimed by the candidate	API Score Verified	Page No. of relevant documents
M. Phil or equivalent						
Ph. D. or equivalent						
Sub Total D						

III E Fellowships, Awards and Invited lectures delivered in conferences / seminars

III E (i) Fellowships / Awards
A. International Award / Fellowship from academic bodies/associations -**15** per Award / **15** per Fellowship.
B. National Award/Fellowship from academic bodies/associations -**10** per Award / **10** per Fellowship.
C. State/University level Award from academic bodies/associations -**5** per Award

Sr. No.	Fellowship / Award	Year	Level International / National / State / University	Awardee Academic Body/ Association	API Score Claimed by the candidate	API Score Verified	Page No. of relevant documents
Sub Total E (i)							

III E (ii) Invited lectures / papers:

(The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.)

Invited lectures: International level 7 per lecture, National level 5 per lecture, State / University level 3 per lecture

Sr. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc	Organized by	Whether international /National	API score claimed	API Score Verified	Page No. of relevant documents
Sub Total E (ii)							

Papers Presented: International level 5 per paper, National level 3 per paper, State / University level 2 per paper.

Sr. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc	Organized by	Whether international/National / State or University level	API score claimed	API Score Verified	Page No. of relevant documents
Sub Total E (ii)							

Total E (i+ii)	

III F Development of e-learning delivery process/material: 10 per module

Sr. No.	Title of e-delivery process/ Module	Number of Module(s)	API score claimed	API Score Verified	Page No. of relevant documents

Sub Total F				

SUMMARY OF CATEGORY III

Details	By Candidate	By Committee	Remark
Total A			
Total B			
Total C			
Total D			
Total E			
Total F			
Grand Total			

List of Enclosures:
(Please attach, copies of certificates, and / or letters sanction orders, papers etc. wherever. Necessary)

1	6
2	7
3	8
4	9
5	10

UNDERTAKING

I_____ undertake that the information provided is correct as per records submitted by me to College / Institute / university and / or documents enclosed along with the duly filled PBAS pro-forma.

My PBAS based APIs score carries

Place:

Date: Signature of the faculty with
                                                                        Designation

Place:

Date: Signature

                                                                  Head of the Department

Place:

Date: Principal / Director/ Vice- Chancellor

N. B.: The individual PBAS pro-forma duly filled along with all enclosures, submitted for CAS
promotions will be duly verified by the college/Institute/university as necessary and placed
before the Screening cum Evaluation Committee or Selection Committee for assessment /
verification.

Appendix-III Table-II (A)

MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor / equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment Period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20 % - Interview performance	50% - Research Contribution. 50%- Performance evaluation and other credential by referral procedure

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

UGC regulations 30/6/2010 (4th Amendment 2016)

The following guidelines in the form of Chart should be followed to fill in API from Academic year 2017

Maximum Hours for Category I and Category II Activities for University Teachers

Sr. No.	Activity	Maximum Hours
	CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES	
a i	Classroom teaching lectures, seminar	Actual
a ii	Classroom teaching (including lectures, seminar) in excess of UGC norms	Actual
a iii	Tutorials and Practicals	Actual
	Field work, Survey, Study tour	8hours per day
	Project/Research Supervision (including Master thesis/dissertation)	1 hour per student per working week
b	**Examination duties**	
	Semester examination question paper setting	12hours per set
	Internal examination question paper setting	2 hour per set
	Semester examination supervision (junior/senior)	4 hours per sessions
	Examiner of Practical examination	8 hours per day
	Internal examination supervision	1 hour per sessions
	Flying squad	8 hours per day
	Custodian	2 hours per day (during exam days only)
	SRPD coordinator	2 hours per session
	CAP Director/Assitt. Director	8 hours per day
	Semester/Internal Exam Coordinator	50 hours per exam
	Unfair menace committee	Actual
	Lapses committee	Actual
	Internal assessment	(Number of answerbooks÷ 8) hours
	External assessment (Semester exam)	(Number of answerbooks÷ 3) hours
	Re-valuation/Reddresal	(Number of answerbooks÷ 3) hours
	M. A./M. Com/M. Sc. /M.Ed./B.Ed-M.Ed(Int.)./M.Tech/B.Tech/L.L.M./M.B.A./M.lib/M.J.C.Project evaluation	2 hours per project
	M. Phil. dissertation evaluation	20 hours per dissertation
	Ph. D. thesis evaluation	30 hours per thesis
	Entrance exam setting	(Number of questions÷ 4) hours
	Chairman, Paper setting committee	10 hours per exam
C	**Innovative Teaching**	
	• Learning Methodologies - CD, Software, Models, Videos etc. • Use of innovative methodologies for teaching • Use of ICT, PPT, CD • Interactive courses • Course improvement • Interaction with entrepreneur/ social worker • Mentoring • Participative teaching • Role playing etc • Students centric methods	1 hour per activity
	• Updating of subject content • Preparation of study material	320 per year

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES		
a	**Student related co-curricular, extension and field based activities:**	
a i	**Discipline related co-curricular activities**	
	Field work, Study tour, survey conduction, etc.	8 hours per day
	Student seminar	(Actual number of students guided ÷ 2 + Actual number of seminars attended ÷ 5) hours
	Remedial classes, career counseling, Lectures delivered in NET/SET/GETT workshop, Bridge course, M Phil/PhD course work, etc.	3 hours per lectures
	Coordinator of NET/SET/GETT workshop (one week), Remedial coaching activity, one week training programme, etc.	25 hours per activity
	Organization of Quiz, Debate, Elocution, Essay competition, Exhibition, Guest lecture, (on subject) etc.	Chairperson: 10 hours per activity Member: 5 hours per activity
	Subject/Faculty Day celebration	5 hours per day
	Celebration of special days	2 per hours day
	Subject association activity	8 hours per day
	Avishkar coordinator	Department level: 20 hours per year University level: 100 hours per year
	Avishkar/Anveshan team manager (State/National level)	8 hours per day (during activity days only)
a ii	**Other co-curricular activities**	
	Cultural programme coordinator	Department level: 20 hoursper year University level: 100 hours per year
	NSS Coordinator	Department level: 180 hours per year University level: 200 hours per year
	Activities such as Eradication of superstitions, Tree plantation, AIDS awareness, Blood donation camp, etc	5 hours per activity
	Students' Welfare Officer	100 hours per year
	Placement Officer	Department level: 50 hours per year University level: 200 hours per year
	Member of Sports committee, Placement committee, NSS committee, etc.	Department level: 5 hoursper year University level: 10hours per year
	Member, Time-table committee	5 hoursper year
a iii	**Extension and dissemination activities**	
	Positions held / Leadership role played in organization linked with Extension work • Community work such as—National Integration, Human Right, Peace, Scientific temper, Flood/ drought relief • Public lectures delivered (Related to subject) • Talks delivered in a programme as chief guest • Seminars in public interest • General awareness activities • Organizing subject related event like lecturer on special topics • Popular writings not covered under(III), etc.	5 hours per activity
b	**Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.**	
b i	**Administrative responsibility**	
	Dean/ Principal/ Management Council Member/ Director of School/Institute	200 hours per year
	IQAC/NAAC/RUSA /IPR/Industry Interaction Cell etc.	Department level: 50 hours per year

		Coordinator	University level: 200 hours per year
		Refresher/orientation Programme Coordinator	100 hours per programme
		Head of Department	200 hours per year
		Chief Rector/Rector of Students' Hostel	100 hours per year
		Coordinator of a Programme/cell/center, etc.	50 hours per year
		Organization of a conference, seminar, workshop, etc.	Convener/Organizing-secretary: 20 hours per day per activity Member, Organizing Committee: 10 hours per day per activity
		Chairperson of a conference session	2hours per day
		Teacher-in-charge or similar duties that require regular office hours for its discharge) per duty	20 hours per year
b ii		**Participation in**	
		BOS / Faculty / Academic Council / BOS Sub-Committee, etc.	8 hours per meeting
		Senate/ any other University Committee	8 hours per meeting
		Chairperson for subject related event likeM. Phil./Ph.D. Open Defense Session.	5hours per session
		Various Scrutiny meeting	8 hours per day
		Research Advisory Committee	8 hours per day
		Selection Committee	8 hours per day
		Resource Person, Speaker, Referee, Judge, etc for subject related event (Not claimed in Category III)	5 hours per event
		Departmental Committee	Chairperson/ Member-Secretary: 3 hours per meeting Member: 2 hours per meeting
		Administrative Committees Editorial Board, Local Management Committee, Admission Committee, Campus Development Committee, Library Committee, Standing Committee, Internal Complaint Committee, AAA Committee, Internal Assessment Monitoring Committee, etc.	Chairperson/ Member-Secretary: 35 hours per year Member: 30 hours per year
		College Development Committee/ Expert Committee	8 hours per day
		Membership / participation in State / Central bodies/committees on education research, exam reforms	10 hours per day
C		**Professional Development activities** • Participation in seminars, conferences, short term training courses • Industrial experience • Talks • Lectures in refresher / faculty development courses	8 hours per day
		Dissemination and general articles and any other contribution, etc.	8 hours per dissemination/article

UGC regulations 30/6/2010 (4th Amendment 2016)

The following guidelines should be followed while submitting the PBAS form from Academic year 2017

Note:
1. Direct teaching 16/14/14 hours per week includes lectures/practicals/tutorials/project supervision/field work.
2. As per the U.G.C. Circular , Duty leave/ON Duty leave/Study Leave/Maternity Leave/Fellowship Leave should be considered as teaching days. Such teaching days shall be considered for Calculating the Score for Category- I (Direct Teaching)
3. Category-I: Direct teaching hours and its score should be calculated in the following manner.
   a. Number of hours allotted per year= Number of lecture allotted per week OX 30.
   b. For UG teacher, Number of hours engaged per year =Number of lecture engaged per year X 48/ 60.
   c. Actual score for Assistant Professor =Number of hours engaged per year / 7.5
   d. Actual score for Associate Professor/Professor =Number of hours engaged per year / 7.75
4. Teacher should engage at least 75% of the teaching workload assigned to him/her to claim a score for Category-I. No score can be claimed below 75%.
5. As per the UGC circular, Duty leave/on duty leave /study leave/maternity leave/fellowship leave should be considered as teaching days. Such teaching days shall be considered for calculating the score for Category-I (Direct Teaching).

Rules for submission and verification of CAS proposal / Direct Recruitment proposals

1. The academic year wise API which has been submitted to the college/University should be attached to the CAS proposals.
2. Teachers CAS proposals should be submitted to the inward section of the University.
3. Only the scrutiny committee members are authorized to verify CAS proposals and API calculations.
4. Once API calculation is approved by the University Authorities it should be valid for future requirements unless it is canceled by University Authorities or UGC.
5. Teacher is allowed to submit his/her CAS proposal three months prior to the due date of his/her promotion. University will organize placement camps (CAS programme) in the month of April and October of each year.
6. As per UGC regulation 30th June of 2010, The PBAS proforma will have to be documented and collated (examined / verified) annually by the IQAC of the Colleges /University. In order to facilitate this process, all teachers shall submit the duly filled in PBAS proforma to the IQAC annually.
7. Scrutiny committee should verify only the API score of Category- III claimed by the teachers.
8. Documents of category –I and II are not supposed to be required once verified by the college /University authorities (IQAC Coordinator or Principal) .
9. As per the then University Circular, the research papers published in any ISSN Journal will be considered for calculation of score in category –III.
10. While CAS camp program the screening cum evaluation Committee and Selection Committee should follow the explanatory note Table-II A and B which is incorporated in the U.G.C. Regulation 30/6/2010.