University of Kota, Kota

(A State University established by "The University of Kota Act No. 14 of 2003" and Recognized under 2(f) and 12(B) of the UGC Act, 1956)

Maharao Bhim Singh Marg, Kota (Rajasthan)-324 005

Proforma of Performance Based Appraisal System (PBAS) for Annual Self-Assessment / Promotion of the University Teachers under Career Advancement Scheme (CAS) [Part-A, Part-B(i) & (ii) and Part-C]

Note:

❖ Before filling the PBAS proforma for the annual self-assessment / promotion under Career Advancement Scheme (CAS), kindly read the UGC Regulation 2010 and its amendments notified by the UGC time to time which are available at the UGC website **www.ugc.ac.in**

❖ General instructions (attached as **Annexure-I**) for filling the PBAS proforma and Table-II(A) and Table-III of the UGC Regulation 2010 and its amendments (attached as **Annexure-II** and **III**) are given at the end of the PBAS proforma for the detailed information about the minimum API Scores required, expert assessment system, service requirement and screening / selection Criteria for the annual self-assessment / promotion under CAS.

❖ It is a common PBAS proforma for the annual self-assessment / promotion (in all stages) of the University teachers (Assistant Professors / Associate Professors / Professors) under the CAS. Therefore, applicant is requested to take appropriate format(s) from the Part-B(i) {*i.e.* Category-I, II and III} and Part-B(ii) {*i.e.* prescribed proforma to provide supporting documents required under Category-I, II and III applicable for his/her academic year / assessment period for the annual self-assessment / promotion under the CAS.

Academic Year / Assessment Period   :   **From** [   ]   **To** [   ]

Application for Promotion under CAS (Please indicate whichever is applicable)**:**

Assistant Professor (Stage 1 to Stage 2) : *AGP 6000 to 7000 in Pay Band 15600-39100*	
Assistant Professor (Stage 2 to Stage 3) : *AGP 7000 to 8000 in Pay Band 15600-39100*	
Assistant Professor to Associate Professor (Stage 3 to Stage 4) : *AGP 8000 to 9000 in Pay Band 37400-67000*	
Associate Professor to Professor (Stage 4 to Stage 5) : *AGP 9000 to 10000 in Pay Band 37400-67000*	
Professor (Stage 5 to Stage 6) : *AGP 10000 to HAG Scale in 67000 (Annual Increment 3%)-79000*	

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

S. No.	Particulars	:	Details Provided by the Candidate
1.	Name of Applicant (in Block Letters)	:	
2.	Father's Name	:	
3.	Mother's Name	:	
4.	Date of Birth	:	
5.	Present Address with PIN Code	:	
6.	Permanent Address with PIN Code	:	
7.	Contact Details Telephone: Off	:	
	Res	:	
	Mobile No.:	:	
	E-Mail	:	
8.	Designation and Date of Joining of Service in this University	:	
9.	Basic Pay and Pay Band with Grade Pay at the time of joining in this University	:	
10.	Current Designation	:	
11.	Current Pay Band with Grade Pay	:	
12.	Current Basic Pay	:	

13.	Date of Last Promotion along with Post, Pay Band, Grade Pay and University Order Number	:	
14.	Designation, Pay Band and Grade Pay for which you are an Applicant under CAS	:	
15.	Date of Eligibility for Promotion under CAS	:	

16. Research Degree (s):

Name of Degree	Name of the University	Title of Dissertation / Thesis	Date of Registration	Date of Award	Page No. of Proof Attached
M.Phil.					
Ph.D.					
D.Sc. / D.Litt.					

17. Particulars of NET / SLET / SET / GATE etc.

Name of Test	Name of Test Conducting Body	Month & Year of Test	Roll Number of Test	Subject	Score, if applicable	Page No. of Proof Attached

18. Teacher Research Fellowship / Post-doctoral Positions such as Research Associate, Research Scientist, etc. / performed duties on probation other than teaching during assessment period:

Name of Employer / Institution	Designation	Nature of Appointment (Regular / Temporary/ Fixed term / Ad-hoc)	Nature of Duties (Teaching / Research / Others)	Fellowship / Basic Pay and Pay Scale	Duration of Employment		Page No. of Proof Attached
					Date of Joining	Date of Leaving	

19. Positions held prior to join this University:

Name of Employer / Institution	Designation	Nature of Appointment (Regular / Temporary/ Fixed term / Ad-hoc)	Nature of Duties (Teaching / Research / Others)	Basic Pay and Pay Scale	Duration of Employment		Teaching Experience		Page No. of Proof Attached
					Date of Joining	Date of Leaving	Years	Months	

20. Positions held in this University:

Designation	Nature of Appointment (Regular / Temporary/ Fixed term / Ad-hoc)	Nature of Duties (Teaching / Research / Others)	Basic Pay and Pay Scale	Duration of Employment		Teaching Experience		Page No. of Proof Attached
				Date of Joining	Date of Leaving	Years	Months	

21. Fields of Specializations under the Subject / Discipline:
　　(a)
　　(b)

22. Whether acquired any Degree or fresh Academic Qualification during the Assessment Period:

Name of the Degree / Academic Qualification	Name of the Board / University	Date	Page No. of Proof Attached

23. Eligibility Criteria for the Promotion under Career Advancement Scheme (CAS):
　　(A) Service Requirement:

Service Requirement during Assessment Period (in Years and Months)	Total Teaching Experience (in Years and Months)	Page No. of Proof Attached

　　(B) Details of Academic Staff College's / UGC-HRDC's Faculty Development Programmes (not less than one week duration) like Orientation Programmes, Refresher Courses, Short-term Programmes, other programmes with similar nature duration during Assessment Period:

Name of the Programme / Course	Duration		Total Week(s)	Organizing Agency	Place	Page No. of Proof Attached
	From	To				

　　(C) Number of Research Publications / Book(s) / Book Chapter(s):

Total Number (during Assessment Period)				Total Number (From stating to date)				Page No. of Proof Attached
Refereed Journal(s)	Conf. Proceed (Full Paper Only)	Book(s)	Book Chapter(s)	Refereed Journal(s)	Conf. Proceed (Full Paper Only)	Book(s)	Book Chapter(s)	

　　(D) Academic Performance Indicators (APIs) Score (Please fill appropriate table which is applicable for your Annual Self-assessment / Promotion under CAS and delete another table which is not applicable):

As per the UGC Regulation 2010 (effective from 30-06-2010 to 12 June 2013) and
the UGC Regulation 2010, 2nd Amendment 2013 (effective from 13 June 2013 to 10 July 2016)

Category and Stage of Promotion	API Score Required					API Score Claimed				API Score Verified			
	1→2	2→3	3→4	4→5	5→6	Stage	From	to		Stage	From	to	
Category - I / Year	75	75	75	75	75								
Category - II / Year	15	15	15	15	15								
Category - I & II / Year	100	100	100	100	100								
Category - III / Year	10	20	30	40	50								
Category - III / Assess	40	100	90	120	500								

As per the UGC Regulation 2010, 4th Amendment 2016 (effective from 11 July 2016)

Category and Stage of Promotion	API Score Required					API Score Claimed				API Score Verified			
	1→2	2→3	3→4	4→5	5→6	Stage	From	to		Stage	From	to	
Category - I / Year	80	80	75	70	70								
Category - II / Assess	50	50	50	50	100								
Category - III / Assess	20	50	75	100	400								
Category - II & III / Assess	90	120	150	180	600								

PART-B(i): SUMMARY SHEETS OF APIs SCORE

Note: Please take appropriate format of the Category-I, II and III which is applicable for your annual self-assessment / assessment period and delete another format(s) which is/are not applicable.

CATEGORY-I : Teaching, Learning and Evaluation related Activities :

Assessment Period: _____

Summary of API Scores under Category-I as per the UGC Regulation 2010 (effective from 30-06-2010 to 12 June 2013) and
the UGC Regulation 2010, 2nd Amendment 2013 (effective from 13 June 2013 to 10 July 2016)

S. No.	Nature of Activity	Max. Score / Year	Year wise API Score Claimed						Year wise API Score Verified					
1.	Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated*	50												
2.	Lectures or other teaching duties in excess of the UGC norms	10												
3.	Preparation and imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20												
4.	Use of participatory and innovative teaching learning methodologies; updating of subject content, course improvement etc.	20												
5.	Examination duties (invigilation, question paper setting, evaluation / assessment of answer scripts) as per allotment.	25												
	Total API Score of Category-I	**125**												
	Min. API Score Required in Category-I	**75**												

Note: * Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80%, for 1 and 5 above, below which no scores may be assigned in these sub-categories.
The self assessment score should be based on objectively verifiable criteria wherever possible and verification of the score will be finalized by the screening / selection committee.

Assessment Period: _____

Summary of API Scores under Category-I as per the UGC Regulation 2010, 4th Amendment 2016 (effective from 11 July 2016)

Category	Nature of Activity	Level	Max. Score / Year	Actual Score	Year wise API Score		
					Year	Claimed	Verified
Category-I	(a) Direct Teaching	Assistant Professor / Associate Professor / Professor	70 / 60 / 60	Actual hours spent per academic year ÷7.50 / 7.75 / 7.75			
	(b) Examination duties (question paper setting, Invigilation, evaluation of Answer scripts) as per allotment	Assistant Professor / Associate Professor / Professor	20 / 20 /10	Actual hours spent per academic year ÷10 / 10 / 10			
	(c) Innovative Teaching - Learning methodologies, updating of subject contents/courses, mentoring etc.	Assistant Professor / Associate Professor / Professor	10 / 15 / 20	Actual hours spent per academic year ÷10 / 10 /10			
Total API Score of Category-I		Assistant Professor / Associate Professor / Professor	100 / 95 / 90	Actual hours spent per academic year ÷10 / 10 /10			
Min. API Score Required in Category-I		Assistant Professor / Associate Professor / Professor	80 /75 /70	Actual hours spent per academic year ÷10 / 10 /10			

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures / Tutorials / Practical / 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.

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

Assessment Period: _____

Summary of API Scores under Category-II as per the UGC Regulation 2010 (effective from 30-06-2010 to 12 June 2013) and the UGC Regulation 2010, 2nd Amendment 2013 (effective from 13 June 2013 to 10 July 2016)

S. No.	Nature of Activity	Max. Score / Year	Year wise API Score Claimed							Year wise API Score Verified						
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS / NCC and other channels, cultural activities, subject related events, advisement and counseling)	20														
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15														
3.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III)	15														
	Total API Score of Category-II	**50**														
	Min. API Score Required in Category-II	**15**														

The self assessment score should be based on objectively verifiable criteria wherever possible and verification of the score will be finalized by the screening / selection committee.

Category	Year wise API Score Claimed							Year wise API Score Verified						
Total API Score under Category-I (75 / Year)														
Total API Score under Category-II (15 / Year)														
Minimum Total Annual Average under Categories I and II (100 / Year)														

Summary of API Scores under Category-II as per the UGC Regulation 2010, 4th Amendment 2016 (effective from 11 July 2016)

Category	Name of Activity	Actual Score	Max Score / Year	API Score Claimed	API Score Verified
Category-II	**a. Student related co-curricular, extension and filed based activities**				
	(i) Discipline related co-curricular activities (e.g. field work, study visit, student seminar and other events, career counseling, etc.)	Actual hours spent per academic year ÷**10**	15		
	(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC, etc.)	Actual hours spent per academic year ÷**10**			
	(iii) Extension and dissemination activities (public / popular lectures / talks / seminars, etc.)	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 / similar other duties that require regular office hrs. for its discharge.	Actual hours spent per academic year ÷**10**	15		
	(ii) Participation in Board of Studies, Academic and Administrative Committees.	Actual hours spent per academic year ÷**10**			
	c. Professional Development activities				
	Participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, membership of associations, dissemination and general articles and any other contribution.	Actual hours spent per academic year ÷**10**	15		
	Total API Score of Category-II	Assistant Professor / Associate Professor / Professor	45 / 45 / 45		
	Min. API Score required in Category-II	Assistant Professor / Associate Professor / Professor	50 / 50 / 100		

CATEGORY-III: Research and Academic Contributions

Summary of API Scores under Category-III as per the UGC Regulation 2010 (effective from 30-06-2010 to 12 June 2013) and the UGC Regulation 2010, 2nd Amendment 2013 (effective from 13 June 2013 to 10 July 2016)

S. No.	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. Points for University and college teacher position	API Scores Claimed	API Scores Verified
III A: Research Papers Published in					
	Refereed Journals*	Referred Journals*	15 / each Publication		
	Non-refereed but recognized and reputable journal and periodicals having ISBN / ISSN numbers.	Non-referred but recognized and reputable journals periodicals having ISBN / ISSN numbers	10 / each Publication		
	Conference proceedings as full papers. etc. (Abstracts not to be included).	Conference proceedings as full papers etc. (Abstracts not to be included)	10 / each Publication		
III (B): Research publications (books, chapters in books, other than refereed journal articles)					
	Text or Reference Books published by International Publishers with an established peer review system.	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author, and 10 / chapter in edited books		
	Subjects Books by National level publishers / State and Central Govt. Publications with ISBN / ISSN numbers.	Subject Books by national level publishers / State and Central Govt. Publications with ISBN/ISSN numbers.	25 / sole author, and 5 / chapter in edited books		
	Subject Books by other local publishers with ISBN / ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers	15 / sole author, and 3 / chapter in edited books		
	Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 / each Chapter		
	Chapters in knowledge based volumes by Indian / National level publishers with ISBN / ISSN numbers and with numbers of national and international directories.	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ ISSN numbers and with numbers of national and international directories.	5 / each Chapter		
III (C): Research Projects					
III (C)(i) : Sponsored Projects carried out / ongoing					
	(a) Major Projects amount mobilized with grants above 30.0 lakhs.	Major Projects amount mobilized with grants above 5.0 lakhs.	20 / each Project		
	(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 / each Project		
	(c) Minor Projects amount mobilized with	Minor Projects amount mobilized with grants	10 / each Project		

grants above Rs. 50000 up to Rs. 5 lakhs.	above Rs. 25000 up to Rs. 3 lakhs.			
III (C)(ii) : Consultancy Projects carried out/ongoing				
Amount mobilized with minimum of Rs. 10.00 lakhs.	Amount mobilized with minimum of Rs. 2.00 lakhs.	10 per every Rs. 10.00 lakhs and Rs. 2.00 lakhs respectively		
III (C)(iii) : Completed projects: Quality Evaluation				
Completed Project Report (Acceptance from funding agency)	Completed Project Report (Acceptance by funding agency)	20/ each major project and 10 / each minor project		
III (C)(iv): Projects Outcome/Outputs				
Patent / Technology Transfer / Product / Process	Major Policy document of Govt. bodies at Central and State level.	30/ each national level output or patent / 50 / each for International level.		
III (D): Research Guidance				
III (D)(i): M.Phil.				
Degree awarded only	Degree awarded only	3 / each candidate		
III (D)(ii): Ph.D.				
Degree awarded	Degree awarded	10 / each candidate		
Thesis submitted	Thesis submitted	7 / each Candidate		
III (E): Training courses and Conference / Seminar / workshop papers				
III (E) (i): Refresher courses, Methodology workshops, Trainings, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)				
(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 /each		
(b) One week duration	(b) One week duration	10 /each		
III (E) (ii): Papers in Conferences / Seminars / workshops etc.**				
Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (Oral/poster) in			
(a) International conference	(a) International conference	10 / each		
(b) National	(b) National	7.5 / each		
(c) Regional / State level	(c) Regional/State level	5 / each		
(d) Local-University / College level	(d) Local-University / College level	3 / each		
III (E) (iv): Invited lectures or presentations for conferences /symposia				
(a) International	(a) International	10 / each		
(b) National level	(b) National level	5 / each		
Total API Scores of Category-III (Stage 1→2 / 2→3 /3→4 / 4→5 / 5→6)		**10 / 20 / 30 / 40 / 50 per Year**		
Total API Scores of Category-III (Stage 1→2 / 2→3 /3→4 / 4→5 / 5→6)		**40 / 100 / 90 / 120 / 500 per Assess**		

*   Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals 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 25 points.

**   If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Summary of API Scores under Category-III as per the UGC Regulation 2010 (effective from 30-06-2010 to 12 June 2013)

Category	Sub-Category	Particulars	API Score	
			Claimed	Verified
Category-III	III(A)	Research Papers (Journals, etc.)		
	III(B)	Research Publications (Book, etc.)		
	III(C)	Research Projects		
	III(D)	Research Guidance		
	III(E)	Training Courses and Conf./ Seminar, etc.		
Total API Scores of Category-III *(Min. Required 10 / 20 / 30 / 40 / 50 per Year or 40 / 100 / 90 / 120 / 500 per Assessment Period in Stage of Promotion 1→2 / 2→3 / 3→4 / 4→5 / 5→6 Respectively)*				

Summary of API Scores under Category-III as per the UGC Regulation 2010, 2nd Amendment 2013 (effective from 13 June 2013 to 10 July 2016)

Category	Sub-Category	Particulars	API Score				
			Weightage	Without Capping	With Capping	Claimed after Capping	Verified after Capping
Category-III	III(A)	Research Papers (Journals, etc.)	30%				
	III(B)	Research Publications (Book, etc.)	25%				
	III(C)	Research Projects	20%				
	III(D)	Research Guidance	10%				
	III(E)	Training Courses and Conf./ Seminar, etc.	15%				
Total API Scores of Category-III *(Min. Required 10 / 20 / 30 / 40 / 50 per Year or 40 / 100 / 90 / 120 / 500 per Assessment Period in Stage of Promotion 1→2 / 2→3 / 3→4 / 4→5 / 5→6 Respectively)*			100%				

Summary of API Scores under Category-III as per the UGC Regulation 2010, 4th Amendment 2016 (effective from 11 July 2016)

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College Teacher*	API Score	
					Claimed	Verified
III (A)	Research Papers published in:	Refereed journals as notified by the UGC#	Refereed journals as notified by the UGC#	25 per Publication		
		Other Reputed journals as notified by the UGC#	Other Reputed Journals as notified by the UGC#	10 per Publication		
III (B)	Publications other than journal articles (books, chapters in books)	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.	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 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 as approved by the University and posted on its website. The List will be intimated to UGC.	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 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. The List will be intimated to UGC.	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 per Chapter National = 5 per Chapter		
III (C)	Research Projects					
III (C)(i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project		
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project		
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project		

III (C)(ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively		
III (C)(iii)	Projects Outcome / Outputs	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 Int. Bodies – 30 Central Govt. – 20 State Govt. – 10 Local bodies – 5		
III (D)	Research Guidance					
III (D) (i)	M.Phil.	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 (E)	Fellowships, Awards and Invited lectures delivered in conferences / seminars					
III (E) (i)	Fellowships / Awards	International Award / Fellowship from academic bodies	International Award / Fellowship from academic bodies	15 per Award / 15 per Fellowship		
		National Award / Fellowship from academic bodies	National Award / Fellowship from academic bodies	10 per Award / 10 per Fellowship		
		State / University level Award from academic bodies	State/University level Award from academic bodies	5 Per Award		
III (E) (ii)	Invited lectures / Papers	International	International	7 per lecture / 5 per paper		
		National level	National level	5 per lecture / 3 per paper		
		State/University level	State / University level	3 per lecture / 2 per paper		
	The score under this sub-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		
	Total API Scores of Category-III (Stage 1→2 / 2→3 /3→4 / 4→5 / 5→6)			**20 / 50 / 75 / 100 / 400 per Assess. Period**		

* 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.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

Summary of API Scores under Category-III as per the UGC Regulation 2010, 4th Amendment 2016 (effective from 11 July 2016)

Category	Sub-Category	Particulars	API Score	
			Claimed	Verified
Category-III	III A	Research Paper Published in Journals		
	III B	Research Publications : Books / Chapters in Books		
	III C	Research Projects		
	III D	Research Guidance		
	III E	(i) Fellowship / Awards		
		(ii) Invited lectures delivered in Conferences / Seminars *(Restricted to 20% of the minimum fixed for Cat.-III)*		
	III F	Development of e-learning delivery processes / materials		
Total API Scores of Category-III *(Min. Required 20 / 50 / 75 / 100 / 400 per Assessment Period in Stage of Promotion 1→2 / 2→3 / 3→4 / 4→5 / 5→6 Respectively)*				

Summary of API Scores under Category-II and III as per the UGC Regulation 2010, 4th Amendment 2016 (effective from 11 July 2016)

Category	Assessment Period wise API Score Claimed	Assessment Period wise API Score Verified
Min. API Score under Category-II (50 / 50 / 50 / 50 / 100 per Assessment Period)		
Min. API Score under Category-III (20 / 50 / 75 / 100 / 400 per Assessment Period)		
Total of Min. API Score under Categories II and III (90 / 120 / 150 / 180 / 600 per Assessment Period)		

PART-B(ii): DETAILS OF ACADEMIC PERFORMANCE INDICATORS (APIs) SCORE

Note: Applicant provide supporting documents for the information / data / API scores which have been claimed in the prescribed formats of Category-I, II and III applicable for his / her annual self-assessment / assessment period. Calculation or denotation of API scores claimed during the annual self-assessment / assessment period under the category-I, II and III must be written on the self-attested supporting document(s) of the claim / information and fill in the appropriate format given below or a format applicable during your annual self-assessment /assessment period for the support of the API score claimed in Category-I, II and III as per the UGC Regulation 2010 and its amendments notified by the UGC time to time.

CATEGORY-I : Teaching, Learning and Evaluation related Activities :

1. Class-room Teaching: Lecture, Seminar, Tutorial, Practical, etc.

1.A.(i). Classroom teaching (including lectures, seminars) as per the UGC guidelines:

S. No.	Academic Session	Class	Course / Paper	Periods Allotted			Total Periods Engaged	% of Classes Engaged	Page No. of Proof Attached	API Score	
				Hrs/W	Weeks	Total				Claimed	Verified
1.											
2.											
3.											
			Total of 1.A.(i)								

S. No.	Academic Session	Total Periods allotted including UG/PG Lectures, Tutorials, Sessionals, etc.	Total Periods Engaged	Percentage of classes engaged in the Academic Session
1.				
2.				
3.				
	Total			

Note: If the percentage of classes engaged to the allotted is less than required percentage as per the UGC norms, then no points shall be claimed. Otherwise the percentage shall be calculated as per UGC norms and be claimed.

1.A.(ii). Classroom teaching (including lectures, seminars) in excess of UGC guidelines:

S. No.	Academic Session	Class	Course / Paper	Periods Allotted			Total Periods Engaged	% of Classes Engaged	Page No. of Proof Attached	API Score	
				Hrs/W	Weeks	Total				Claimed	Verified
1.											

2.											
3.											
Total of 1.(A).(ii).											

Note: The claim can be as per UGC norms.

1.A.(iii). Classroom teaching (including lectures, seminars) preparation time:

S. No.	Academic Session	Class	Course / Paper	Periods Allotted			Total Periods Engaged	Total Preparation Time (in Hours)	Page No. of Proof Attached	API Score	
				Hrs/W	Weeks	Total				Claimed	Verified
1.											
2.											
3.											
Total of 1.A.(iii)											

Note: The claim can be as per UGC norms.

1.B. Practical / Tutorial as per the UGC guidelines:

S. No.	Academic Session	Class	Course / Paper	Periods Allotted			Total Periods Engaged	% of Classes Engaged	Page No. of Proof Attached	API Score	
				Hrs/W	Weeks	Total				Claimed	Verified
1.											
2.											
3.											
Total of 1.B											

1.C. Outside classroom interaction with students / presentation attended:

S. No.	Academic Session	Class	Course / Paper	Periods Allotted			Total Periods Engaged	% of Classes Engaged	Page No. of Proof Attached	API Score	
				Hrs/W	Weeks	Total				Claimed	Verified
1.											
2.											
3.											
Total of 1.C											

Note: The claim can be as per UGC norms.

2.   Research Supervision :

Details of guidance of projects less than duration of 1 year (generally UG / PG projects, students projects, master's thesis, etc.):

S. No.	Academic Session	Class	Title of Project	Name of students	Duration (in Hours)	Page No. of Proof Attached	API Score	
							Claimed	Verified
1.								
2.								
3.								
				Total of 2				

Note: The claim can be as per UGC norms.

3.   Examination Related Activities:

3.A. Question paper setting, moderation, and related work(s):

S. No.	Academic Session	Class	Semester	Name of Course	Type of Exam such as Mid Sem., End Sem., NC, etc.	Actual Hours Spent	Page No. of Proof Attached	API Score	
								Claimed	Verified
1.									
2.									
3.									
					Total of 3.A				

I hereby certify that I have completed all the allotted work in the category 3.A.

3.B. Center Superintendent (CS), Assistant CS (ACS), Invigilation, Supervision, Flying, and related examination duties:

S. No.	Academic Session	Name of Examinations (including Mid Sem., End Sem., Summer, NC, Practical, etc.)	Date	Actual Hours Spent	Page No. of Proof Attached	API Score	
						Claimed	Verified
1.							
2.							
3.							
			Total of 3.B				

S. No.	Academic Session	Total No. of Duties Allotted	Total No. of Duties Attended	Percentage
1.				

2.				
3.				
Total				

Note: If applicant has not invigilated requisite percentage of the allotted duties, then no points shall be claimed. If otherwise, the percentage shall be calculated as per the UGC norms and be claimed.

3.C. Evaluation or assessment of answer scripts / assignments related to internal / external assessment(s), re-evaluation(s), attended meeting related to unfair means, students' grievances, etc. and similar tasks:

S. No.	Academic Session	Class	Semester	Name of Course	Type of Evaluation / Assessment / Meeting Attended	Actual Hours Spent	Page No. of Proof Attached	API Score	
								Claimed	Verified
1.									
2.									
3.									
						Total of 3.C			

I hereby certify that I have completed all the allotted work in the category 3.C.

4. **Innovative methods of teaching (Teaching-Learning Methodologies), Preparation of new teaching material, Updating Subject Contents and taking students' feedback:**

4.A. Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching bi-lingual / multi-lingual teaching, etc.

S. No.	Academic Session	Class	Semester	Name of Course	Short description / Mode of teaching including use of ICT, interaction, role playing, e-resources, etc.	Actual Hours Spent	Page No. of Proof Attached	API Score	
								Claimed	Verified
1.									
2.									
3.									
					Total of 4.A				

4.B. Preparation of new teaching learning materials including translation bridge materials, study packs or similar additional resources including lecture plans, notes, PPT, web based resources, questionnaires, lab manuals, etc. for syllabus and student knowledge enrichment:

S. No.	Academic Session	Class	Semester	Name of Course	Actual Hours Spent	Page No. of Proof Attached	API Score	
							Claimed	Verified
1.								
2.								

3.							
			Total of 4.B				

4.C. Work on taking the anonymous students' feedback on the quality of classroom teaching and students' interaction:

S. No.	Academic Session	Class	Semester	Name of Course	Actual Hours Spent	Page No. of Proof Attached	API Score Claimed	API Score Verified
1.								
2.								
3.								
				Total of 4.C				

I hereby certify the feedback has been taken from the students.

SUMMARY SHEET OF API SCORE OF CATEGORY-I														
Category and Stage of Promotion	**API Score Required**					**API Score Claimed**					**API Score Verified**			
	1→2	**2→3**	**3→4**	**4→5**	**5→6**	**Stage : From to**					**Stage : From to**			
As per the UGC Regulation 2010 (effective from 30-06-2010 to 12 June 2013) and the UGC Regulation 2010, 2nd Amendment 2013 (effective from 13 June 2013 to 10 July 2016)														
Category - I / Year	75	75	75	75	75									
As per the UGC Regulation 2010, 4th Amendment 2016 (effective from 11 July 2016)														
Category - I / Year	80	80	75	70	70									

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

5. **Student Related Co-curricular Extension and Field Based Activities such as extension work through NSS / NCC and other channels cultural activities, subject related events, advisement and career counseling :**

5.A. Discipline related Co-curricular activities including field work, industrial or institutional visits for students, study visits, student seminars, student related or subject related events, remedial or NET or SET or GATE or civil services preparation coaching classes, students trainings, quizzes, debates, essays, exhibitions, survey conductions, career counseling, association to students clubs, etc. and other related activities:

S. No.	Details of Activity	Actual Hours Spent	Page No. of Proof Attached	API Score Claimed	API Score Verified
1.					
2.					
3.					
	Total				

5.B. Other Co-curricular activities cultural, sports, NSS, NCC, tree plantation, blood donation, student's welfare related events, etc. and other similar activities:

S. No.	Details of Activity	Actual Hours Spent	Page No. of Proof Attached	API Score Claimed	API Score Verified
1.					
2.					
3.					
	Total				

5.C. Extension and dissemination activities such as community works including national integration, human rights, peace, scientific temper, flood / drought relief, etc. and public lectures, talks, seminars, popular writings which are not covered under III, etc.:

S. No.	Name of Event / Topic	Duration / Date(s)	Organized by	Place	National / International	Actual Hours Spent	Page No. of Proof Attached	API Score Claimed	API Score Verified
1.									
2.									
3.									
	Total								

6. **Contribution to Corporate life and Management of the Department and Institution through participation in Academic and Administrative committees and responsibilities:**

6.A. Administrative responsibilities including Dean, Director, Principal, Head of the Department, Chairperson or Convenor or Member of the committee or cell or research centres or shodh-peeth, etc., Coordinator of refresher or orientation or short-term programmes, consultancy projects, college inspection, teacher-in-charge, chief warden / warden / deputy warden, and other similar duties that require regular office hours for its discharge:

S. No.	Position held / Activity / Particulars	Institutional / Departmental	Duration	Actual Hours Spent	Page No. of Proof Attached	API Score	
						Claimed	Verified
1.							
2.							
3.							
				Total			

6.B. Academic Responsibilities including participation in Academic Committees like Academic Council, Board of Studies, Committee of Courses, Examiners' Selection Committee, Admission, etc. and similar other academic committees:

S. No.	Name of the Council / Committee / Board / Cell / Other, if any	Institutional / Departmental	Post held	Duration of Participation	Actual Hours Spent	Page No. of Proof Attached	API Score	
							Claimed	Verified
1.								
2.								
3.								
					Total			

7. **Professional Development Activities:**

7.A. Participation in seminars, conferences, workshops, short-term programmes, training courses, talks, lectures in refresher/ orientation / faculty development programmes, disseminations and general articles, and similar other activities:

S. No.	Name of Event(s)	Duration / Date(s)	Organized by	Place	National / International	Actual Hours Spent	Page No. of Supp. Doc.	API Score	
								Claimed	Verified
1.									
2.									
3.									
						Total			

7.B. Other contribution like awards or distinctions received, software or programme developed, membership contribution of professional or societal bodies, reviewer of journals, member of editorial boards, jury or chairman of educational or scientific or technical sessions, etc. and similar other contributions:

S. No.	Name of the Achievement / Contribution / Activity	Actual Hours Spent	Page No. of Proof Attached	API Score Claimed	Verified
1.					
2.					
3.					
Total					

SUMMARY SHEET API SCORE OF CATEGORY-II						
Category and Stage of Promotion	**API Score Required**				**API Score Claimed**	**API Score Verified**
	1→2	**2→3**	**3→4**	**4→5**	**5→6**	**Stage : From to**	**Stage : From to**
As per the UGC Regulation 2010 (effective from 30-06-2010 to 12 June 2013) and the UGC Regulation 2010, 2nd Amendment 2013 (effective from 13 June 2013 to 10 July 2016)							
Category - II / Year	15	15	15	15	15		
As per the UGC Regulation 2010, 4th Amendment 2016 (effective from 11 July 2016)							
Category - II / Assess	50	50	50	50	100		

CATEGORY-III: Research and Academic Contributions

Part-A: Research Papers Published in Journals / Conference Proceedings:

S. No.	Name of Author(s)	Title of Paper	Name of Journal / Conf. Publication	Year, Vol. (Issue), Page No.	UGC Sr. No.	Paper with Impact Factor	Refereed / Recognized Journal / Periodical	ISSN / ISBN	Whether you are first / principal / corresponding author / supervisor / mentor	Base Value	Augment Value	Total Value (Base + Augment)	% Share for API	Page No. of Proof Attached	Claimed	Verified
										Assessment of API Score					API Score	
1.																
2.																
3.																
									Total API Score of Category - III (A)							

Part-B: Research publications (books, chapters in books, other than refereed journal articles):

Part-B(i): Book(s)

S. No.	Name of Author(s)	Name of Book	Type (Text / Reference / Subject Book)	Edition / Volume	ISBN / ISSN	Name of Publisher	Type of Publisher (International / National / Local)	Year of Publication	Basic Value	% Share for API	Page No. of Proof Attached	Claimed	Verified
									Assessment of API Score			API Score	
1.													
2.													
3.													
							Total API Score of Category - III (B) (i)						

Part-B(ii): Book Chapter(s)

S. No.	Name of Author(s)	Title of Chapter	Name of Book	Type (Text / Reference / Subject Book	ISBN / ISSN	Name of Publisher	Year of Publication	Page Number	Basic Value	% Share for API	Page No. of Proof Attached	Claimed	Verified
									Assessment of API Score			API Score	
1.													
2.													

3.									
				Total API Score of Category - III (B) (ii)					
			Total API Score of Category - III (B) [(i) and (ii)]						

Part-C: Research Projects

Part-C(i) : Sponsored Projects carried out / ongoing :

S. No.	Title of Project	Name of Agency Sponsored the Project	Types of Project (Major / Minor)	Amount of Grant (in Rs.)	Whether you are Principal Investigator / Co-investigator	Page No. of Proof Attached	API Score	
							Claimed	Verified
1.								
2.								
3.								
				Total API Score of Category - III (C) (i)				

Part-C(ii) : Consultancy Projects carried out / ongoing :

S. No.	Title of Project	Name of Agency Sponsored the Project	Types of Project (Major / Minor)	Amount of Grant (in Rs.)	Whether you are Principal Investigator / Co-investigator	Page No. of Proof Attached	API Score	
							Claimed	Verified
1.								
2.								
3.								
				Total API Score of Category - III (C) (ii)				

Part-C(iii): Completed projects: Quality Evaluation

S. No.	Title of Project	Types of Project (Major / Minor)	Quality Evaluation	International / National Level	Accepted / Not Accepted by the Funding Agency	Page No. of Proof Attached	API Score	
							Claimed	Verified
1.								
2.								

3.								
					Total API Score of Category - III (C) (iii)			

Part-C(iv): Projects Outcome/Outputs

S. No.	Project Outcome / Outputs	Funded / Non Funded	Patent	Technology Transfer / Product / Process	International / National Level	Page No. of Proof Attached	API Score	
							Claimed	Verified
1.								
2.								
3.								
						Total API Score of Category - III (C) (iv)		
						Total API Score of Category - III (C) [From (i) to (iv)]		

Part-III (D): Research Guidance:

S. No.	M.Phil. / Ph.D.	Name of Scholar	Title of Research	Thesis submitted (Yes / No)	Degree Awarded (Yes / No)	Date of Submission of Thesis / Degree Awarded	Page No. of Proof Attached	API Score	
								Claimed	Verified
1.									
2.									
3.									
						Total API Score of Category - III (D)			

Part-III (E): Training courses and Conference / Seminar / workshop papers

Part-III (E) (i) Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (not less than one week's duration):

S. No.	Name of the Programme / Course	Duration		Total Week(s)	Organizing Agency	Place	Page No. of Proof Attached	API Score	
		From	To					Claimed	Verified
1.									

2.									
3.									
						Total API Score of Category - III (E) (i)			

Part-III (E) (ii) / (iii): in Conferences / Seminars / workshops etc. / Invited lectures or presentations for conferences /symposia:

S. No.	Name of Presenting Author	Title of Presentation / Invited Lecture Delivered	Name of Conferences / Seminars	Duration	Organized by	Place	International / National / State / University Level	Page No. of Proof Attached	API Score	
									Claimed	Verified
1.										
2.										
3.										
						Total API Score of Category - III (E) (ii) / (iii)				

Part-III (E) (iv): Fellowships / Awards / Distinctions:

S. No.	Name of Fellowships / Awards / Distinctions	Name of Academic Body / Sponsored Agency	International / National / State / University Level	Page No. of Proof Attached	API Score	
					Claimed	Verified
1.						
2.						
3.						
			Total API Score of Category - III (E) (iv)			
			Total API Score of Category - III (E) [From (i) to (iv)]			

Part-III (F): Development of E-Learning Delivery Process / Material:

S. No.	Title of E-Learning Delivery Process / Material	Institute / Agency for which E-Learning Delivery Process / Material was prepared	Web link, if any	Page No. of Proof Attached	API Score	
					Claimed	Verified
1.						
2.						
3.						
			Total API Score of Category - III (F)			

Summary of API Scores under Category-III as per the UGC Regulation 2010 (effective from 30-06-2010 to 12 June 2013)

Category	Sub-Category	Particulars	API Score	
			Claimed	Verified
Category-III	III(A)	Research Papers (Journals, etc.)		
	III(B)	Research Publications (Book, etc.)		
	III(C)	Research Projects		
	III(D)	Research Guidance		
	III(E)	Training Courses and Conf./ Seminar, etc.		
		Total API Scores of Category-III *(Min. Required 10 / 20 / 30 / 40 / 50 per Year or 40 / 100 / 90 / 120 / 500 per Assessment Period in Stage of Promotion 1→2 / 2→3 / 3→4 / 4→5 / 5→6 Respectively)*		

Summary of API Scores under Category-III as per the UGC Regulation 2010, 2nd Amendment 2013 (effective from 13 June 2013 to 10 July 2016)

Category	Sub-Category	Particulars	API Score				
			Weightage	Without Capping	With Capping	Claimed after Capping	Verified after Capping
Category-III	III(A)	Research Papers (Journals, etc.)	30%				
	III(B)	Research Publications (Book, etc.)	25%				
	III(C)	Research Projects	20%				
	III(D)	Research Guidance	10%				
	III(E)	Training Courses and Conf./ Seminar, etc.	15%				
		Total API Scores of Category-III *(Min. Required 10 / 20 / 30 / 40 / 50 per Year or 40 / 100 / 90 / 120 / 500 per Assessment Period in Stage of Promotion 1→2 / 2→3 / 3→4 / 4→5 / 5→6 Respectively)*	100%				

As per the UGC Regulation 2010, 4th Amendment 2016 (effective from 11 July 2016)

Category	Sub-Category	Particulars	API Score	
			Claimed	Verified
Category-III	III A	Research Paper Published in Journals		
	III B	Research Publications : Books / Chapters in Books		
	III C	Research Projects		
	III D	Research Guidance		
	III E	(i) Fellowship / Awards		
		(ii) Invited lectures delivered in Conferences / Seminars *(Restricted to 20% of the minimum fixed for Cat.-III)*		
	III F	Development of e-learning delivery processes / materials		
		Total API Scores of Category-III *(Min. Required 20 / 50 / 75 / 100 / 400 per Assessment Period in Stage of Promotion 1→2 / 2→3 / 3→4 / 4→5 / 5→6 Respectively)*		

PART-C: OTHER RELEVANT INFORMATION

(a) Membership / Fellowship of Learned Bodies / Societies:
    (i)
    (ii)
    (iii)
    (iv)
    (v)

(c) Literary, Cultural or other Activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
    (i)
    (ii)
    (iii)
    (iv)
    (v)

(d) Any other credential, significant contribution, award received, responsibility, etc. which is not mentioned / covered earlier.
    (i)
    (ii)
    (iii)
    (iv)
    (v)

(f) Future Plan:

(e) Three referees who is familiar with your Academic Work

Name	Designation	Affiliation	Address	Phone / Mobile	E-mail

LIST OF ENCLOSURES: Please attach self-attested copies of certificates, sanction orders, papers, etc. wherever necessary.
    (i)
    (ii)
    (iii)
    (iv)
    (v)
    (vi)
    (vii)
    (viii)
    (ix)
    (x)

DECLARATION BY THE APPLICANT

I certify that the information provided as per documents enclosed from page number .... to .... along with this duly filled PBAS Proforma for the annual self-assessment / promotion under Career Advancement Scheme (CAS) are true to the best of my knowledge.

Signature of Applicant

Date:

Place:

Name of Applicant : _____

Designation   : _____

Department   : _____

VERIFICATION AND FORWARDING BY THE HEAD OF THE DEPARTMENT

Certified that Mr./Ms./Dr./Prof. _____ has been working as _____ in the Department / School of _____ since_____ . The particulars submitted by the applicant in the prescribed PBAS proforma for the annual self-assessment / promotion under Career Advancement Scheme (CAS) have been checked and verified from the office records as well as from the documents enclosed from the page number .... to .... and are found to be correct.

Date:

Place:

Signature and Seal

Head of the Department / Center

REPORT OF THE SCRUTINY COMMITTEE

For checking the eligibility criteria of the Applicant for promotion under the Career Advancement Scheme (CAS), the UGC Regulation 2010 and its amendments, wherever applicable, have been followed and steps given below have been adopted :

S. No.	Steps		Particulars for Verification / Evaluation
1.	Step-I	:	Verification of Requisite Years of Service Requirement
2.	Step-II	:	Verification of Requisite Numbers of Orientation Programmes / Refresher Courses, etc.
3.	Step-III	:	Verification of Requisite Numbers of Publications
4.	Step-IV	:	Verification of Requisite API in Category - I
5.	Step-V	:	Verification of Requisite API in Category - II
6.	Step-VI		Verification of Requisite API Score in Category - III
7.	Step-VII	:	Verification of Requisite Total Average Annual API Score in Category - I and Category - II*
		:	Verification of Requisite API Score in Category - II and Category - III[#]

 * As per the UGC Regulation 2010 (effective from 30-06-2010 to 12 June 2013) and the UGC Regulation 2010, 2nd Amendment 2013 (effective from 13 June 2013 to 10 July 2016)

[#] As per the UGC Regulation 2010, 4th Amendment 2016 (effective from 11 July 2016)

Name of Applicant	:	
Designation	:	
Present Basic and Pay Scale with AGP	:	
Department / School	:	

Period of Assessment for Promotion   :   **From** [   ]   **To** [   ]

AGP Change	:	From AGP				To AGP	
Stage Change	:	From Stage				To Stage	
Years of Service Requirement	:	Required		Claimed		Verified	
Number of ASC Courses	:	Required		Claimed		Verified	
Number of Publications	:	Required		Claimed		Verified	
API Scores : Required in Category	:	I		II	Cumulative of I and II		III
					Cumulative of II and III		
API Scores : Claimed in Category	:	I		II	Cumulative of I and II		III
					Cumulative of II and III		
API Scores : Verified in Category	:	I		II	Cumulative of I and II		III
					Cumulative of II and III		
Observation / Suggestion / Recommendation of the Scrutiny Committee regarding Eligibility, Date of Eligibility, Change in AGP / Promotion of the Applicant under Career Advancement Scheme (CAS)	:						

Date:

Signature: Member   Member   Convener

SCRUTINY COMMITTEE

RECOMMENDATIONS OF
SCREENING CUM EVALUATION COMMITTEE / SELECTION COMMITTEE / EXPERT COMMITTEE

Name of Applicant	:	
Designation	:	
Present Basic and Pay Scale with AGP	:	
Department / School	:	

Period of Assessment for Promotion	:	**From**	**To**	

AGP Change	:	From AGP			To AGP	
Stage Change	:	From Stage			To Stage	
Years of Service Requirement	:	Required		Claimed	Verified	
Number of ASC Courses	:	Required		Claimed	Verified	
Number of Publications	:	Required		Claimed	Verified	

API Scores : Required in Category	:	I		II		Cumulative of I and II		III	
						Cumulative of II and III			
API Scores : Claimed in Category	:	I		II		Cumulative of I and II		III	
						Cumulative of II and III			
API Scores : Verified in Category	:	I		II		Cumulative of I and II		III	
						Cumulative of II and III			

Eligible / Not Eligible	:	
Date of Eligibility for the Promotion	:	
Recommendation of the Committee for the Promotion of the Applicant under Career Advancement Scheme (CAS) *[Recommended / Not Recommended or any Remark / Comment, if Observed / Found]*	:	

Date:

Signature: Member   Member   Member   Chairman

SCREENING CUM EVALUATION COMMITTEE / SELECTION COMMITTEE / EXPERT COMMITTEE

General Instructions:

1. Prior to fill up the PBAS proforma, the applicant is required to read the *"UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010"* and its Amendments which are notified by the UGC time to time and made available on the UGC website *i.e. www.ugc.ac.in* for the detailed information for the purpose of requirement of API scores at various levels, calculation of API scores, and other eligibility conditions for the direct recruitment as well as for the annual self-assessment / promotion of University / College teachers under Career Advancement Scheme (CAS).

2. A common PBAS proforma is developed to apply for the annual self-assessment / promotion (in all stages) of the University teachers (Assistant Professors / Associate Professors / Professors) under the CAS. Therefore, applicant is requested to take appropriate format(s) for Category-I, II and III {Part-B(i)} as well as for providing supporting documents required under Category-I, II and III {Part-B(ii)} applicable for his/her assessment period for the annual self-assessment / promotion under the CAS.

3. The PBAS proforma should be submitted only typed-written in the prescribed format. Hand written PBAS or PBAS in any other format will not be accepted.

4. A separate PBAS proforma is required for each assessment period along with the self-attested documentary evidences in support of each of the claim / information.

5. Every page of duly filled PBAS proforma must be signed by the applicant.

6. Applicant must provide the API score details on the each of the self-attested documentary evidence with indicating actual hours spent or percentage calculated or work done for a particular assignment, task, duty performed, etc. during the assessment period.

7. Applicant who was on maternity leave during the assessment period may also clearly mention same in the format for Category I and II along with leave approval letter. The screening committee shall decide on points with the approval of the University.

8. For the publications, provide only the first page. If applicant claims himself / herself as the corresponding author, it should be mentioned clearly in the publications itself. Else, the claim will not be considered.

9. All applicants have to submit PBAS proforma along with all the documents in an ordered manner (as claimed in the application form) in spiral bound form.

10. The HoDs are requested to ensure that the data for the Category I, II and III are provided only for the assessment period. Application with insufficient information will be returned to the head of the concerned department for correction by the individual applicant.

11. The duly filled PBAS proforma along with all the enclosures, submitted for the promotions under CAS, will be verified by the University as necessary and placed before the *"Screening cum Evaluation Committee"* or *"Selection Committee"* or *"Expert Committee"* which will be applicable for the verification, assessment and recommendations for the promotion under CAS.

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 WEIGHTAGES FOR EXPERT ASSESSMENT

As per the UGC Regulation 2010 (effective from 30-06-2010 to 12 June 2013) and the UGC Regulation 2010, 2nd Amendment 2013 (effective from 13 June 2013 to 10 July 2016)

S. No.	Activities with Category	Assistant Professor / equivalent cadres (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres (Stage 2 to Stage 3)	Assistant Professor to Associate Professor / equivalent cadres (Stage 3 to Stage 4)	Associate Professor to Professor / equivalent cadres (Stage 4 to Stage 5)	Professor (Stage 5 to Stage 6)
1.	Category I: Teaching-learning, Evaluation Related Activities	75 / Year	75 / Year	75 / Year	75 / Year	75 / Year
2.	Category II: Co-curricular, Extension and Profession related activities	15 / Year	15 / Year	15 / Year	15 / Year	15 / Year
3.	Minimum total average annual Score under Categories I and II*	100 / Year	100 / Year	100 / Year	100 / Year	100 / Year
4.	Category III: Research and Academic Contribution	10 / Year (40 / Assess. Period)	20 / Year (100/ Assess. Period)	30 / Year (90/ Assess. Period)	40 / Year (120/ Assess. Period)	50 / Year (500/ Assess. Period)
5.	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
6.	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% - Contribution to Research • 50% -Assessment of domain knowledge and teaching practices. • 20 % - Interview performance	• 30% - Contribution to Research • 50% -Assessment of domain knowledge and teaching practices. • 20 % - Interview performance	• 50% - Contribution to Research. • 50 % -Performance evaluation and other credential by referral procedure

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

<div align="right">**Annexure-II**</div>

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

As per the UGC Regulation 2010, 4nd Amendment 2016 (effective from 11 July 2016)

S. No.	Activity and Categories	Assistant Professor / equivalent cadres (Stage 2 to Stage 3)	Associate Professor to Professor / equivalent cadres (Stage 4 to Stage 5)	Assistant Professor to Associate Professor / equivalent cadres (Stage 3 to Stage 4)	Associate Professor to Professor / equivalent cadres (Stage 4 to Stage 5)	Professor (Stage 5 to Stage 6)
1.	Teaching-learning, Evaluation Related Activities (Category I)	80 / Year	80 / Year	75 / Year	70 / Year	70 / Year
2.	Professional Development and Extension activities - Minimum score required to be assessed cumulatively (Category II)	50 / Assessment Period	50 / Assessment Period	50 / Assessment Period	50 / Assessment Period	100 / Assessment Period
3.	Research and Academic Contributions-Minimum Score required - to be assessed cumulatively (Category III)	20 / Assessment Period	50 / Assessment Period	75 / Assessment Period	100 / Assessment Period	400 / Assessment Period
4.	Minimum total API score under Categories II and III* (Category II + III)	90 / Assessment Period	120 / Assessment Period	150 / Assessment Period	180 / Assessment Period	600 / Assessment Period
5.	Expert Assessment System	Screening Cum Evaluation Committee	Screening Cum Evaluation Committee	Selection Committee	Selection Committee	Expert Committee
6.	Percentage Distribution of Weightage Points in the Expert Assessment Total weightage = 100 Minimum required for Promotion = 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.

APPENDIX-III - TABLE: III

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES

S. No.	Promotion of Teachers through CAS						Service Requirement	Minimum Academic Performance Requirements and Screening / Selection Criteria
	Designation & Stage		AGP		Pay Band			
	From	To	From	To	From	To		
1.	Assistant Professor / Equivalent cadres (Stage 1)	Assistant Professor / Equivalent cadres (Stage 2)	6000	7000	15600-39100	15600-39100	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil. / PG Degree in Professional Courses such as LLM, M.Tech., M.V.Sc., M.D., etc. or six years of service who are without Ph.D. / M.Phil. / PG Degree in Professional Courses.	(i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A) of Appendix III. (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor / Equivalent cadres (Stage 2)	Assistant Professor / Equivalent cadres (Stage 3)	7000	8000	15600-39100	15600-39100	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A) of Appendix III (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor / Equivalent cadres (Stage 3)	Associate Professor (Stage 4)	8000	9000	15600-39100	37400-67000	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table IIA of Appendix III. (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders.

							(iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in this regulation and in Tables II(A) of Appendix III.
4.	Associate Professor (Stage 4)	Professor (Stage 5)	9000	10000	37400-67000	37400-67000	Associate Professor with three years of completed service in Stage 4.	(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A) of Appendix III. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in Stage 3. (iii) A selection committee process as stipulated in this regulation and in Tables II(A) of Appendix III.
5.	Professor (Stage 5)	Professor (Stage 6)	10000	---	37400-67000	67000-79000	Professor with ten years of completed service (universities only)	(i) Minimum yearly /cumulative API scores for the assessment period as per the norms provided in Table II(A) of Appendix III (ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.B., etc., (iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II(A) of Appendix III.

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.