**UNIVERSITY OF KASHMIR, SRINAGAR**
University Campus, Hazratbal, Srinagar-190006, (Kmr.)

## NOTIFICATION

Pursuant to the University Council Resolution No.10(UC) dated 04.10.2010, the Hon'ble Chancellor has been pleased to accord approval for adoption of the modalities based on UGC Regulations-2010 for placement/promotion of teachers and other academic staff under Career Advancement Scheme in the University of Kashmir.

Detailed modalities are contained in the Annexure to this Notification.

(Assistant Registrar)
Recruitment

No:F10(Modalities-UGC)RC/KU/2011
Dated:17.09.2011

Copy to the:-

1. Dean, Academic Affairs;
2. Dean, College Development Council
3. Deans of all the Faculties;
4. Heads of all teaching Departments;
5. Directors of various Research Centres/Units;
6. Director, Internal Quality Assurance;
7. Controller of Examinations;
8. Provost;
9. Dean, Students Welfare;
10. Librarian, Allama Iqbal Library;
11. Director, IT&SS. He is requested to place the modalities on the University website;
12. President, KUTA
13. Director, North/South Campuses/Convocation Complex;
14. Director, Physical Education & Sports;
15. Special Secretary to Vice-Chancellor for kind information of the Vice-Chancellor;
16. P.S to Registrar for kind information of the Registrar;
17. File.

/Nisar/

## Annexure

## Modalities/Procedure for promotion of University teachers under Career Advancement Scheme (CAS)-2010

### 1. Promotion of Assistant Professor with AGP of Rs. 6000 (stage 1) to Assistant Professor with AGP of Rs. 7000 (stage 2)

An Assistant Professor in stage 1 having completed four years of service with Ph. D. or five years of service with M.Phil./PG Degree in professional courses such as LLM, M.Tech., M.V. Sc., M.D., or six years of service without Ph.D./M.Phil./PG degree in professional courses shall be eligible for promotion to stage 2, provided he/she fulfills the following conditions:

I) Has obtained a total of 100 API score per year from Category I (Teaching, learning and evaluation based activities) and Category II (Co-curricular, extension and professional development related activities) of Performance Based Appraisal System (PBAS) with a minimum of 75 from category I of Table I of appendix – III and 15 from category II of Table I of appendix-III.

II) Has obtained an API score of 10 per year or 40 for the entire assessment period from category III of Performance Based Appraisal System (PBAS)

III) Has successfully attended One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration.

### 2. Promotion of Assistant Professor with AGP of Rs. 7000 (stage 2) to Assistant Professor with AGP of Rs. 8000 (stage 3)

An Assistant Professor having completed 5 years of service in stage 2 shall be eligible for promotion to stage 3 with AGP of Rs.8000, provided he/she fulfills the following conditions:

I) Has obtained a total of 100 API score per year from Category I (Teaching, learning and evaluation based activities) and Category II (Co-curricular, extension and professional development related activities) of Performance Based Appraisal System (PBAS) with a minimum of 75 from category I of Table I of appendix – III and 15 from category II of Table I of appendix-III.

II) Has obtained an API score of 20 per year or 100 for the entire assessment period form category III of Performance Based Appraisal System (PBAS).

iii) Has successfully attended 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 weeks duration.

**3. Promotion of Assistant Professor with AGP of Rs. 8000 (stage 3) to Associate Professor with AGP of Rs. 9000 (stage 4)**

An Assistant Professor having completed 3 years of service in stage 3 is eligible for promotion to Associate Professor with AGP of Rs.9000 (stage 4) provided he/she fulfills the following conditions:

I) Has obtained a total of 100 API score per year from Category I (Teaching, learning and evaluation based activities) and category II (Co-curricular, extension and professional development related activities) of Performance Based Appraisal System (PBAS) with a minimum of 75 from category I of Table I of appendix – III and 15 from category II of Table I of appendix-III.

II) Has obtained an API score of 30 per year or 90 for the entire assessment period form category III of Performance Based Appraisal System (PBAS)

III) Has published a minimum of three publications in the entire period as Assistant Professor (twelve years).

IV) Has successfully attended 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.

**4. Promotion of Associate Professor with AGP of Rs. 9000 (stage 4) to Professor with AGP of Rs. 10000 (stage 5).**

An Associate Professor having completed 3 years of service in stage 4 shall be eligible for promotion to Professor with AGP of Rs.10000 (stage 5) provided he/she fulfills the following conditions:

I) Has obtained a total of 100 API score per year from Category I (Teaching, learning and evaluation based activities) and Category II (Co-curricular, extension and professional development related activities) of Performance Based Appraisal System (PBAS) with a minimum of 75 from category I of Table I of appendix – III and 15 from category II of Table I of appendix-III.

II) Has obtained a total of 100 API score per year from Category 1 (Teaching, learning and evaluation based activities) and category II (Co-curricular, extension and professional development related activities) of Performance Based Appraisal System (PBAS) with a minimum of 75 from category 1 and 15 from category 2.

III) Has obtained an API score of 40 per year or 120 for the entire assessment period form category III of Performance Based Appraisal System (PBAS)

IV) Has published a minimum of five publications since the period the teacher is placed in stage 3 .

**5. Promotion of Professor with AGP of Rs. 10000 (stage 5) to Professor, with HAG Scale of Rs. 67000 - 79000 (stage 6)**

A Professor having completed 10 years of service in stage 5 is eligible for promotion to Professor with HAG Scale of Rs.67000 - 79000 provided he/she fulfills the following conditions:

I) Has obtained a total of 100 API score per year from Category 1 (Teaching, learning and evaluation based activities) and category II (Co-curricular, extension and professional development related activities) of Performance Based Appraisal System (PBAS) with a minimum of 75 from category 1 of Table I of appendix – III and 15 from category II of Table I of appendix-III.

II) Has obtained an API score of 50 per year or 500 for the entire assessment period form category III of Performance Based Appraisal System (PBAS).

(III) Has earned additional credentials as 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.D., etc.,

Note

1. A teacher who wishes to be considered for promotion under CAS may submit in writing to the University with 3 months in advance that he/she fulfils all qualifications under CAS and submits to the university the Performance Based Appraisal System proforma duly supported by all credentials, as per the API guidelines. Candidates who do not fulfill the minimum score requirement under the API scoring system proposed in the Regulations as Per Table (II)(A) of Appendix III or those who obtain less than 50% in the Expert Assessment of the Selection process will have to be reassessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got reassessed.

In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the University shall immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. In any event, the University shall send a general circular twice a year in the months of January and July calling for applications for CAS promotion from eligible candidates.

2. For CAS promotion from a lower grade (AGP) to a higher grade of Assistant Professor, a teacher should submit an application, bio-data and duly filled Performance Based Appraisal System proforma supported by all credentials. CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a duly constituted "Screening cum Evaluation Committee" adhering to the criteria laid out as API score in PBAS methodology and no separate interview shall be conducted.

3. For CAS promotion of an Assistant Professor with AGP of Rs. 8000 (Stage 3) to Associate Professor with AGP of Rs. 9000 ( Stage 4), a teacher should submit an application, bio-data, three sets of reprints of three best publications and duly filled Performance Based Appraisal System proforma supported by all credentials. Duly constituted selection committee will conduct the interview of the candidate. The selection process will involve assigning 30% weightage to Contribution to Research, 50% weightage to Assessment of domain knowledge and teaching practices and 20 % weightage to Interview performance. The candidate shall have to obtain 50% in the expert assessment of the selection process.

4. For CAS promotion of an Associate Professor with AGP of Rs.9000 (Stage 4) to Professor with AGP of Rs. 10000 (Stage 5), a teacher should submit an application, bio-data, three sets of reprints of five best publications and duly filled Performance Based Appraisal System proforma supported by all credentials. Duly constituted selection committee will conduct the interview of the candidate. The selection process will involve assigning 50% weightage to Contribution to Research, 30% weightage to Assessment of

domain knowledge and teaching practices and 20 % weightage to Interview performance. The candidate shall have to obtain 50% in the expert assessment of the selection process.

5 For promotion of a Professor with AGP of Rs. 10000 (stage 5) to the higher grade of Professorship with HAG of Rs. 67000 - 79000 (Stage 6), a Professor should submit an application, bio-data and duly filled Performance Based Appraisal System proforma supported by all credentials. Additional credentials are to be evidenced by:

(a) Post-doctoral research outputs of high standard;
(b) Awards / honours /and recognitions;
(c) Additional research degrees like D.Sc., D.Litt., LLD, etc.; patents and IPR on products and processes developed/technology transfer achieved in the case of teachers in science and technology.

Only ten percent of the positions of Professors in a University, with a minimum of ten years of teaching and research experience as Professor either in the pre-revised scale of Professor's pay or the revised pay scale will be eligible for promotion to the higher grade of Professorship (stage 6), on satisfying the required API score based on PBAS methodology. Such teachers promoted to the higher grade shall continue to be designated as 'Professor'. Additional credentials are to be evidenced by:

a) post-doctoral research outputs of high standard.
b) awards/honours/and recognitions.
c) additional research degrees like D.Sc; D.Litt; LID etc; patents and IPR on products and processes developed//technology transfer achieved in the case of teachers in Science and technology.

The selection shall be conducted by the University by receiving applications from eligible Professors based on seniority, three times in number of the available vacancies in each faculty. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee set for evaluation of all credentials submitted as stipulated in this notification. No separate interview need to be conducted for this category.

6. Candidates who do not fulfill the minimum score requirement under the API Scoring System or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.

7. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.

8. If however, the candidate finds that she/he fulfills the eligibility conditions at a later date and applies on that date and is successful, her/his promotion will be deemed to be from that date of application i.e. the date he/she fulfills the eligibility conditions.

9. For Promotion to Associate Professor (stage 4), the three publications to be submitted

by the candidate for assessment by the experts shall have been published during the entire period of service as Assistant Professor (twelve years)

10. In case of promotion as Professor, a candidate must have published five papers since his/her promotion to stage 3 (AGP 8000)

11. For promotion as Professor, five publications to be submitted by the candidate for assessment by the experts must have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage-2. (AGP 7000).

12. For teachers seeking promotion under CAS to Associate Professor, for those who on the date of notification of UGC Regulations-2010, are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to the notification of the UGC Regulations-2010, the requirement of three publications, as defined in these regulations, will be applicable.

13. The API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for promotion in 2010-2011, annual averages of two years for promotion in 2011-2012 and so on. This, in effect, means all the teachers shall be required to submit the Annual Self Assessment for Performance Based Appraisal System (PBAS) from the academic year 2010-2011 (1st. March 2010 to 28th Feb. 2011). From here onwards all the teachers shall be required to submit to DIQA through their respective HODs/Directors, the Annual Self Assessment for Performance Based Self Appraisal (PBAS) System for every year.

14. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together.

15. Other terms and conditions shall remain the same as envisaged in the UGC Regulations – 2010.

## PBAS BASED ACADEMIC PERFORMANCE INDICATORS (APIs) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY TEACHERS.

### **CATEGORY I**: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

A teacher is required to score a minimum of 75 API points (based on the teacher's self-assessment), from this category of PBAS which includes (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The self assessment score should be supported with documental/ verifiable evidence wherever possible.

| S. NO | Nature of Activity | Maximum API points |
|---|---|---|
| 1 | Lectures, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated[a] | 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, delivering extension lectures, | 20 |
| 4 | Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. starting new and innovative courses/programmes, | 20 |
| 5 | Examination duties (Invigilation; question paper setting, evaluation/ assessment of answer scripts) as per allotment. | 25 |
| | **Total Score** | 125 |
| | Minimum API Score Required | 75 |

**CATEGORY II**: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

A teacher is required to score a minimum of 15 API points (based on the teacher's self-assessment), from this category of PBAS which includes co-curricular and extension activities; and professional development related contributions. The self assessment score should be supported with documental/ verifiable evidence wherever possible.

| S.No | Nature of Activity | Maximum Score |
|---|---|---|
| 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 score** | 50 |
| | Minimum API Score Required | 15 |

## **CATEGORY-III:** RESEARCH AND ACADEMIC CONTRIBUTIONS

The minimum API score (based on the teacher's self-assessment) for research and academic contributions required by teachers from this category is different for different levels of promotion. The self assessment score should be supported with documental/verifiable evidence and will be finalized by the screening/selection committee.

| **S. NO.** | **APIs** | **Faculties of Engineering/ Agriculture/Veterinary Science/Science/Medical Science** | **Faculties of Languages /Arts/Humanities/ Social Sciences/Library/ Physical Education/Management** | **Max. Points for University teacher position** |
|---|---|---|---|---|
| III A | **Research Papers published in** | Refereed Journals * | Refereed Journals* | 15/publication |
| | | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers | 10/Publicatipn |
| | | Conference proceedings as full papers, etc. (Abstracts not to be included) | Conference proceedings as full papers, etc. (Abstracts not to be included) | 10/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; 10/chapter in an edited book |
| | | Subject 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; 5/chapter in an edited book |
| | | Subject Books by other local publishers with ISBN/ISSN number | Subject Books by other local publishers with ISBN/ISSN numbers. | 15/Sole author; 3/chapter in an edited book |
| | | Chapters contributed to edited knowledge based volumes published by International Publisher. | Chapters contributed to edited knowledge based volumes published by International Publishers | 10/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 in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories | 5/Chapter |
| III C | **RESEARCH PROJECTS** | | | |
| III C (i) | Sponsored projects carried out/ ongoing | a) Major Projects; amount mobilized with grants above 30.0 lakh. | Major Projects; amount mobilized with grants above 5.0 lakh | 20/Each project |
| | | b) Major Projects; amount | Major Projects; amount mobilized with minimum of Rs. | 15/Each project |

| | | | | |
|---|---|---|---|---|
| | | mobilized with grants above 5.0 lakh up to 30.00 lakh | 3.00 lakh up to Rs. 5.00 lakh | |
| | | c) Minor Projects; amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakh) | Minor Projects; amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh) | 10/Each project |
| III C (ii) | Consultancy Projects carried out/ ongoing | Amount mobilized with minimum of 10.00 lakh | Amount mobilized with minimum of 2.00 lakh | 10/per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively |
| III C (iii) | Completed projects: Quality evaluation | Completed project report (Acceptance form funding agency ) | Completed project report (Accepted 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 and 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, Training, 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/ symposia etc. | Participation and Presentation of research papers (oral/poster) in | Participation and Presentation of research papers (oral/poster) in | |
| | | a) International | a) International | 10/each |
| | | b) National | b) National | 7.5/each |
| | | c) Regional/State level | c) Regional/State level | 5/each |
| | | d) Local –University level | d) Local -University level | 3/each |
| III E (iii) | Invitation for conferences/ seminars/ workshops/ symposia etc. to deliver lectures/chair sessions | (a) International | (a) International | 10/each |
| | | (b) National level | (b) National level | 7.5/each |
| | | (c) Regional level/State level | (c) Regional level/State | 5/each |

NOTE

1. 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.

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

3. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

4. The API scores for books and book chapters shall be shared equally by all authors.

## MODALITIES/PROCEDURE FOR PROMOTION OF LIBRARIAN CADRES UNDER CAREER ADVANCEMENT SCHEME (CAS)-2010

### 1. Promotion of Assistant Librarian, AGP 6000 to Assistant Librarian, AGP 7000 (senior scale) (from stage 1 to stage 2)

An Assistant Librarian in stage 1 having completed four years of service with Ph. D. or five years of service with M.Phil or six years of service without Ph.D./M.Phil is eligible for promotion to stage 2 (Senior scale) provided he/she fulfills the following conditions:

I) Has obtained a total of 100 API score per year from Category I (Teaching, learning and evaluation based activities) and Category II (Co-curricular, extension and professional development related activities) of Performance Based Appraisal System (PBAS) with a minimum of 75 from category I of Table I of appendix – III and 15 from category II of Table I of appendix-III. However, the remaining 10 points (100-75+15) have to be obtained either from category I and II to achieve the minimum score of 100 required under category I + II as per Table II(a) of appendix – III.

II) Has obtained an API score of 10 per year or 40 for the entire assessment period from Category III of Performance Based Appraisal System (PBAS).

III) Has successfully attended One Orientation and one Refresher/ Research Methodology Course of 3/4 week duration.

### 2. Promotion of Assistant Librarian, AGP 7000 (senior scale) to Deputy Librarian, AGP 8000 (from stage 2 stage 3)

An Assistant Librarian having completed 5 years of service in stage 2 is eligible for promotion to Deputy Librarian (stage 3) provided he/she fulfills the following conditions.

I) Has obtained a total of 100 API score per year from Category I (Teaching, learning and evaluation based activities) and category II (Co-curricular, extension and professional development related activities) of Performance Based Appraisal System (PBAS) with a minimum of 75 from category I of Table I of appendix – III and 15 from category II of Table I of appendix-III.

II) Has obtained an API score of 20 per year or 100 for the entire assessment period form category III of Performance Based Appraisal System (PBAS)

III) Has successfully attended two refresher course of 3/4 week duration during the assessment period.

**3. Promotion of Deputy Librarian, selection grade (PB 15600-39100, AGP 8000) to Deputy Librarian (PB 37400-67000, AGP 9000 (from stage 3 to stage 4)**

A Deputy Librarian, AGP 8000 (selection grade) having completed 3 years of service in stage 3 is eligible for promotion to Deputy Librarian, AGP 9000 (stage 4) provided he/she fulfills the following conditions.

I) Has obtained a total of 100 API score per year from Category I (Teaching, learning and evaluation based activities) and category II (Co-curricular, extension and professional development related activities) of Performance Based Appraisal System (PBAS) with a minimum of 75 from category 1 of Table I of appendix – III and 15 from category II of Table I of appendix-III.

II) Has obtained an API score of 30 per year or 90 for the entire assessment period form Category III of Performance Based Appraisal System (PBAS)

III) Has published a minimum of three publications in the entire period as Assistant Librarian (twelve years).

Note:

1. Assistant Librarians and Deputy Librarians(from Stage 3 to Stage 4) who wish to be considered for promotion under CAS should submit in writing to the University, that he/she fulfils all qualifications/eligibility requirements under CAS and submit to the University the Performance Based Appraisal System proforma duly supported by documental evidence. They can do so three months before the due date if they consider themselves eligible. Candidates, who do not consider themselves eligible, can also apply at a later date.

In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the University shall immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. In any event, the university shall send a general circular twice a year in the months of January and July calling for applications for CAS promotion from eligible candidates.

2. For CAS promotion from a lower academic grade pay (AGP) to a higher academic grade pay within the same pay band, an Assistant/Deputy Librarian should submit an application, bio-data and duly filled Performance Based Appraisal System proforma supported by all credentials. CAS promotions from a lower AGP to a higher AGP of Pay Band 15600-391000 shall be conducted by a duly constituted "Screening cum Evaluation Committee" adhering to the criteria laid out as API score in PBAS methodology and no separate interview shall be conducted.

3. For CAS promotion of Deputy Librarian with AGP of Rs. 8000 (stage 3) to Deputy Librarian with AGP of Rs. 9000 (stage 4), a teacher should submit an application, bio-data, three sets of reprints of three best publications and duly filled Performance Based Appraisal System proforma supported by all credentials. Duly constituted selection committee will conduct the interview of the candidate. The selection process will involve assigning 30% weightage to Contribution to Research, 50% weightage to Assessment of domain knowledge and teaching practices and 20 % weightage to Interview performance. The candidate shall have to obtain 50% in the expert assessment of the selection process.

4. Candidates who do not fulfill the minimum score requirement under the API Scoring System or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.

5. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.

6. If however, the candidate finds that she/he fulfills the eligibility conditions at a later' date and applies on that date and is successful, her/his promotion will be deemed to be from that date of application i.e. the date he/she fulfills the eligibility conditions.

7. For Promotion to Deputy Librarian (stage 4), the three publications to be submitted by the candidate for assessment by the experts shall have been published during the entire period of service as Assistant/Deputy Librarian (twelve years).

8. The API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for promotion in 2010-2011, annual averages of two years for promotion in 2011-2012 and so on. This, in effect, means all the teachers shall be required to submit the Annual Self Assessment for Performance Based Appraisal System (PBAS) from the academic year 2010-2011 (1st. March 2010 to 28th Feb. 2011). From here onwards, all the teachers shall be required to submit, to DIQA through their respective HODs/Directors, the Annual Self Assessment for Performance Based Self Appraisal (PBAS) System for every year.

9. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together.

**PBAS BASED ACADEMIC PERFORMANCE INDICATORS (APIs) FOR CAREER ADVANCEMENT SCHEME (CAS) FOR PROMOTION OF LIBRARIAN CADRES OF UNIVERSITY**

**CATEGORY I**: PROCUREMENT, ORGANISATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

An Assistant/Deputy Librarian is required to score a minimum of 75 API points (based on self-assessment) from this category of PBAS. The self assessment score should be supported with documental/verifiable evidence wherever possible.

| S. NO | Nature of Activity | Maximum Score |
|---|---|---|
| 1 | Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. | 40 |
| 2 | ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management. | 30 |
| 3 | Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. | 25 |
| 4 | User awareness and instruction programmes (Orientation lectures, user training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. | 20 |
| 5 | Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. | 15 |
| | **Total Score** | 125 |
| | Minimum API Score Required | 75 |

## (FOR LIBRARY STAFF)

**CATEGORY II**: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

An Assistant/Deputy Librarian is required to score a minimum of 15 API points (based on self-assessment) from this category of PBAS which includes co-curricular and extension activities; and professional development related contributions. The self assessment score should be supported with documental/verifiable evidence wherever possible.

| S.No | Nature of Activity | Maximum Score |
|---|---|---|
| 1 | Student related co-curricular, extension and field based activities (such as cultural exchange and Library service programmes (various level of extramural and intramural programmes), extension, Library-literary work through various channels | 20 |
| 2 | Contribution to Corporate life and management of library units and institution through participation in library 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 score** | 50 |
| | Minimum API Score Required | 15 |

## (FOR LIBRARY STAFF)

## **CATEGORY-III:** RESEARCH AND ACADEMIC CONTRIBUTIONS

The minimum API score (based on self-assessment) for research and academic contributions required by an Assistant/Deputy Librarian from this category is different for different levels of promotion. The self assessment score should be supported with documental/verifiable evidence and will be finalized by the screening/selection committee.

| **S. NO.** | **APIs** | **For Libraries** | **Max. Score** |
|---|---|---|---|
| III A | **Research Papers published in** | Refereed Journals * | 15/publication |
| | | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. | 10/Publicatipn |
| | | Conference proceedings as full papers, etc. (Abstracts not to be included) | 10/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 | 50/Sole author; 10/chapter in an edited book |
| | | Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers. | 25/Sole author; 5/chapter in an edited book |
| | | Subject Books by other local publishers with ISBN/ISSSN number | 15/Sole author; 3/chapter in an edited book |
| | | Chapters contributed to edited knowledge based volumes published by International Publishers | 10/Chapter |
| | | Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories | 5/Chapter |
| III C | **RESEARCH PROJECTS** | | |
| III C (i) | Sponsored projects carried out/ ongoing | a) Major Projects; amount mobilized with grants above 30.0 lakhs | 20/Each project |
| | | b) Major Projects; amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs | 15/Each project |
| | | c) Minor Projects; amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakhs) | 10/Each project |

| | | | |
|---|---|---|---|
| III C (ii) | Consultancy Projects carried out/ ongoing | Amount mobilized with minimum of 10.0 lakhs | 10 per every Rs 10 lakhs and 2 for every 1 lakh |
| III C (iii) | Completed projects: Quality evaluation | Completed project report (Acceptance form the funding ) | 20/each major project and 10/each minor project |
| III C (iv) | Projects outcome/ outputs | Patent/Technology transfer/Product/Process | 30/each national level output or patent and 50/each for international. |
| III D | **RESEARCH GUIDANCE** | | |
| III D (i) | M.Phil. | Degree awarded only | 3/each candidate |
| III D (ii) | Ph.D. | Degree awarded | 10/each candidate |
| | | Thesis submitted | 7/each candidate |
| III E | **TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS** | | |
| III E (i) | Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points | a) Not less than two weeks duration | 20/each |
| | | b) One week duration | 10/each |
| III E (ii) | Papers in conference/ seminar/ symposium/ workshop etc. | Participation and Presentation of research papers (oral/poster) in | |
| | | a) International | 10/each |
| | | b) National | 7.5/each |
| | | c) Regional/State level | 5/each |
| | | d) Local -University level | 3/each |
| III E (iii) | Invitation for conference/ seminar/ symposium/ workshop etc. to deliver lectures/chair session | (a) International | 10/each |
| | | (b) National level | 7.5/each |
| | | (c) Regional level/State | 5/each |
| | | (d) University level Endowment Lectures | 3/each |

NOTE

1. 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.

2. 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)).

3. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

4. The API scores for books and book chapters shall be shared equally by all authors.

## MODALITIES/PROCEDURE FOR THE PROMOTION OF PHYSICAL EDUCATION (PE) CADRES UNDER CAREER ADVANCEMENT SCHEME (CAS)-2010

### 1. Promotion of Assistant Director PE, AGP 6000 to Assistant Director PE, AGP 7000 (senior scale) (from stage 1 to stage 2)

An Assistant Director, Physical Education in stage 1 having completed four years of service with Ph. D. or five years of service with M.Phil or six years of service without Ph.D./M.Phil is eligible for promotion to stage 2 (Senior scale) provided he/she fulfills the following conditions.

I) Has obtained a total of 100 API score per year from Category I (Teaching, learning and evaluation based activities) and category II (Co-curricular, extension and professional development related activities) of Performance Based Appraisal System (PBAS) with a minimum of 75 from category 1 of Table I of appendix – III and 15 from category II of Table I of appendix-III.

II) Has obtained an API score of 10 per year or 40 for the entire assessment period form category III of Performance Based Appraisal System (PBAS)

III) Has successfully attended One Orientation and one Refresher/ Research Methodology Course of 3/4 week duration.

### 2. Promotion of Assistant Director PE, AGP 7000 (senior scale) to Deputy Director PE, AGP 8000 (from stage 2 stage 3)

An Assistant Director having completed 5 years of service in stage 2 is eligible for promotion to Deputy Director (stage 3) provided he/she fulfills the following conditions.

I) Has obtained a total of 100 API score per year from Category 1 (Teaching, learning and evaluation based activities) and category 2 (Co-curricular, extension and professional development related activities) of Performance Based Appraisal System (PBAS) with a minimum of 75 from category 1 of Table I of appendix – III and 15 from category II of Table I of appendix-III.

II) Has obtained an API score of 20 per year or 100 for the entire assessment period form category III of Performance Based Appraisal System (PBAS)

III) Has successfully attended two refresher course of 3/4 week duration during the assessment period.

**3. Promotion of Deputy Director PE, selection grade (PB 15600-39100, AGP 8000) to Deputy Director PE (PB 37400-67000, AGP 9000 (from stage 3 to stage 4)**

A Deputy Director, AGP 8000 (selection grade) having completed 3 years of service in stage 3 is eligible for promotion to Deputy Director, AGP 9000 (stage 4), provided he/she fulfills the following conditions.

I) Has obtained a total of 100 API score per year from Category 1 (Teaching, learning and evaluation based activities) and category 2 (Co-curricular, extension and professional development related activities) of Performance Based Appraisal System (PBAS) with a minimum of 75 from category 1 of Table I of appendix – III and 15 from category II of Table I of appendix-III.

II) Has obtained an API score of 30 per year or 90 for the entire assessment period form category III of Performance Based Appraisal System (PBAS)

III) Has published a minimum of three publications in the entire period as Assistant Director (twelve years).

IV) Evidence of having produced teams/athletes.

Note:

1. Assistant Director/Deputy Directors PE (from Stage 3 to Stage 4) who wish to be considered for promotion under CAS should submit in writing to the university, that he/she fulfils all qualifications/eligibility requirements under CAS and submit to the university the Performance Based Appraisal System proforma duly supported by documental evidence. They can do so three months before the due date if they consider themselves eligible. Candidates, who do not consider themselves eligible, can also apply at a later date.

In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the University shall immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. In any event, the university shall send a general circular twice a year in the months of January and July calling for applications for CAS promotion from eligible candidates.

2. For CAS promotion from a lower academic grade pay (AGP) to a higher academic grade pay within the same pay band, an assistant/deputy Director should submit an application, bio-data and duly filled Performance Based Appraisal System proforma supported by all credentials. CAS promotions from a lower AGP to a higher AGP of Pay Band 15600-391000 shall be conducted by a duly constituted “Screening cum Evaluation Committee” adhering to the criteria laid out as API score in PBAS methodology and no separate interview shall be conducted.

3. For CAS promotion of a Deputy Director PE, AGP 8000 (stage 3) to Deputy Director, AGP 9000 (stage 4) a teacher should submit an application, bio-data, three sets of reprints of three best publications and duly filled Performance Based Appraisal System proforma supported by all credentials. Duly constituted selection committee will conduct the interview of the candidate. The selection process will involve assigning 30% weightage to Contribution to Research, 50% weightage to Assessment of domain knowledge and teaching practices and 20 % weightage to Interview performance. The candidate shall have to obtain 50% in the expert assessment of the selection process.

4. Candidates who do not fulfill the minimum score requirement under the API Scoring System or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.

5. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.

6. If however, the candidate finds that she/he fulfills the eligibility conditions at a late date and applies on that date and is successful, her/his promotion will be deemed to be from that date of application i.e. the date he/she fulfills the eligibility conditions.

7. For Promotion to Deputy Librarian PE (stage 4), the three publications to be submitted by the candidate for assessment by the experts shall have been published during the entire period of service as Assistant/Deputy Librarian (twelve years).

8. The API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for promotion in 2010-2011, annual averages of two years for promotion in 2011-2012 and so on. This, in effect, means all the teachers shall be required to submit the Annual Self Assessment for Performance Based Appraisal System (PBAS) from the academic year 2010-2011 (1st. March 2010 to 28th Feb. 2011). From here onwards all the teachers shall be required to submit, to DIQA through their respective HODs/Directors, the Annual Self Assessment for Performance Based Self Appraisal (PBAS) System for every year.

9. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together.

**PBAS BASED ACADEMIC PERFORMANCE INDICATORS (APIs) FOR PROMOTION OF PHYSICAL EDUCATION CADERS UNDER CAREER ADVANCEMENT SCHEME (CAS)**

**CATEGORY I**: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

An Assistant/Deputy Director PE is required to score a minimum of 75 API points (based on self-assessment) from this category of PBAS. The self assessment score should be supported with documental/verifiable evidence wherever possible.

| S. No. | Nature of Activity | Maximum Score |
|---|---|---|
| 1 | Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports) (20 Points)<br><br>Lecture cum practice based athlete / sports classes, seminars undertaken as percentage of allotted hours (20 Points) | 40 |
| 2 | Extending services, sports facilities and training on holidays to the institutions and organizations | 10 |
| 3 | Organizing and conducting sports and games competitions at the International /National/ State/ Inter University/Inter Zonal Levels (25 Points)<br><br>Organizing and conducting coaching camps/sports person development/ training programmes (15 Points) | 40 |
| 4 | Up gradation of scientific and technological knowledge in Physical Education and Sports (5 Points)<br>Identifying sports talents and Mentoring sports excellence among students (10 Points) | 20 |
| 5 | Development and maintenance of play fields, purchase and maintenance of the other sports facilities | 15 |
| | **Total Score** | 125 |
| | Minimum API Score Required | 75 |

## (FOR PHYSICAL EDUCATION CADRES)

**CATEGORY II**: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

An Assistant/Deputy Director PE is required to score a minimum of 15 API points (based on self-assessment) from this category of PBAS which includes co-curricular and extension activities; and professional development related contributions. The self assessment score should be supported with documental/verifiable evidence wherever possible.

| S.No | Nature of Activity | Maximum Score |
|---|---|---|
| 1 | Student related co-curricular, extension and field based activities (such as cultural exchange and sports programmes (various level of extramural and intramural programmes), extension work through NSS/NCC and other channels, | 20 |
| 2 | Contribution to Corporate life and management of sports units and institution through participation in sports 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 score** | 50 |
| | Minimum API Score Required | 15 |

## (FOR PHYSICAL EDUCATION CADRES)

### **CATEGORY-III:** RESEARCH AND ACADEMIC CONTRIBUTIONS

The minimum API score (based on self-assessment) for research and academic contributions required by an Assistant/Deputy Director PE from this category is different for different levels of promotion. The self assessment score should be supported with documental/verifiable evidence and will be finalized by the screening/selection committee.

| S. No. | APIs | Faculty of Physical Education | Max. Score |
|---|---|---|---|
| III A | **Research Papers published in:** | Refereed Journals * | 15/publication |
| | | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. | 10/Publicatipn |
| | | Conference proceedings as full papers, etc. (Abstracts not to be included) | 10/Publication |
| III B | Research Publications (books, chapters in books, other than refereed journal articles) | Text or Reference Books Published by International Publishers | 50/Sole author; 10/chapter in an edited book |
| | | Text or Reference Books Published by National/Centre/ State Govt. /Societies | 25/Sole author; 5/chapter in an edited book |
| | | Subject Books by other local publishers with ISBN/ISSSN number | 15/Sole author; 3/chapter in an edited book |
| | | Chapters contributed to edited knowledge based volumes published by International Publishers | 10/Chapter |
| | | Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories | 5/Chapter |
| III C | **RESEARCH PROJECTS** | | |
| III C (i) | Sponsored projects carried out/ ongoing | a)Major Projects/Events amount mobilized with grants above 5.0 lakh | 10 every five lakhs and 2 per every 1.0 lakhs |
| | | b) Major Projects/Events amount mobilized with grants above 4.0 lakh up to 5.0 lakh | 15/Each project |

| | | | |
|---|---|---|---|
| | | c) Minor Projects from state/ central funding agencies with grants below Rs. 4 lakh) | 10/Each project |
| III C (ii) | Consultancy Projects carried out/ ongoing | Amount mobilized with minimum of 1.0 lakh | 10/per every Rs.10.0 lakhs andRs.2.0 lakhs, respectively |
| III C (iii) | Completed projects: Quality evaluation | Completed project report (Acceptance form the funding ) | 20/each major project and 10/each minor project |
| III C (iv) | Projects outcome/ outputs | Policy document of Govt. Bodies at central and State level/Patent | 30/each national level output or patent and 50/each for international. |
| III D | **RESEARCH GUIDANCE** | | |
| III D (i) | M.Phil. | Degree awarded only | 3/each candidate |
| III D (ii) | Ph.D. | Degree awarded | 10/each candidate |
| | | Thesis submitted | 7/each candidate |
| III E | **TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS** | | |
| III E (i) | Research Methodology, Training, Coaching, workshops, (Max: 30 points) | Research Methodology, Training/Coaching programme (not less than three weeks)/ workshops of not less than one week duration | 20/each |
| III E (ii) | Papers in conference/ seminar/ workshop/ symposium etc. | Participation and Presentation of research papers (oral/poster) in | |
| | | a) International | 10/each |
| | | b) National | 7.5/each |
| | | c) Regional/State level | 5/each |
| | | d) Local –University level | 3/each |
| III E (iii) | Invitation for conference/ seminar/ workshop/ symposium etc. to deliver lectures/chair session | (a) International | 10/each |
| | | (b) National level | 7.5/each |
| | | (c) Regional level/State | 5/each |
| | | (d) University level Endowment Lectures | 3/each |

NOTE

1. 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.
2. 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)).
3. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

4. The API scores for books and book chapters shall be shared equally by all authors.

# UNIVERSITY OF KASHMIR, SRINAGAR

## Annual Self Assessment for the Performance Based Appraisal System(PBAS)

### Year: 2010-2011
### (To be submitted in DIQA)

**PART A**: General information

1. Name (in Block Letters) :
2. Father's Name :
3. Department/Institute/Centre :
4. Present Designation & Grade Pay :
5. Date of last Promotion :

13. Address for correspondence (with Pincode):

14. Permanent Address (with Pincode):

    Telephone No:

    Email:

15. Whether acquired any degrees or fresh academic qualifications during the year:

_____

## PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

**B (I)**

**CATEGORY I :** (TEACHING, LEARNHING AND EVALUATION RELATED ACTIVITIES)

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours, (Give semester-wise details, where necessary)

| S. No. | Course/Paper | Level | Mode of teaching* | No. of classes Per week allotted | No. of classes conducted (per semester/year) | % of classes taken as per documented record |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |

*** Lecture(S), Seminar(S), Tutorial(T), Practical(P), Contact Hours(C )**

| | | API Score |
|---|---|---|
| (a) | Classes Taken (max.50 for 100% performance & Proportionate score upto 80% performance, below which no score shall be given). | |
| (b) | Teaching Load in excess of UGC norm (max. score:10) | |

(ii) Reading/Instructional material consulted and additional knowledge provided to students.

| S. No. | Course/Paper | Consulted | Prescribed | Additional Resource provided |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| API score based on Preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students **(max. score: 20)** | | | | |

(iii) Use of Participatory and innovative Teaching-Learning Methodologies, Updating of Subjects Content, Course Improvement etc.

| S. No. | Short Description | API Score |
|---|---|---|
| | | |
| | | |
| | Total Score (Max Score:20) | |

(iv) Examination Duties Assigned and Performed

| S. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | Total Score (Max Score:25) | | | |

**B(II)**

**CAEGORY II :**(Co-Curricular, Extension, Professional Development related activities)

***Please mention your contribution to any of the following***:

| S. No. | Type of Activity | Average Hrs/Week | API Score |
|---|---|---|---|
| | (i) Extension, Co-curricular & field based Activities | | |
| | | | |
| | | | |
| | | | |
| | **Total (max:20)** | | |
| | (ii) Contribution to Corporate Life and Management of the Institution | Yearly/Semester-wise responsibilities | **API Score** |
| | | | |
| | | | |
| | | | |
| | **Total (max : 15)** | | |
| | (iii) Professional Development Activities | | **API Score** |
| | | | |
| | | | |
| | | | |
| | **Total (max:15)** | | |
| | **Total Score (**i + ii + iii) (**Max : 25)** | | |

**B(III)**

**CATEGORY III :** (RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS)

A) Published Papers in Journals

| S. No. | *Name of authors, title, year, Vol. No. and Page Nos. | Journal and Publisher | ISSN/ ISBN No. | Whether peer reviewed. Impact Factor, if any | No. of Co-authors | Whether you are the main/ corrseponding author | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

B(i) : Articles / Chapters published in Books

| S. No. | Title with Page Nos. | Book Title, Editor & Publisher | ISSN/ ISBN No. | Whether peer reviewed | No. of co-authors | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

B(ii) : Full Papers in Conference Proceedings

| S. No. | *Title with Page Nos. | Details of Conference Publication | ISSN/ ISBN No. | No. of Co-authors | Whether you are the main/ corresponding author | API Score |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

***The names of authors must be given in the same order in which they appear in the paper.**

B(iii) : Books Published as single author or as editor

| S.No. | Title with Page Nos. | Type of Book & Authorship | Publisher & ISSN/ISBN No. | Whether peer reviewed | No. of Co-authors | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

C : Ongoing and completed Research Projects and Consultancies

C (i & ii) Ongoing Projects / Consultancies

| S. No. | Title | Agency | Period | Grant / Amount Mobilised (Rs. lakhs) | API Score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

C (iii & iv): Completed Projects / Consultancies

| S. No. | Title | Agency | Period | Grant/Amount Mobilised (Rs. Lakhs) | Whether policy document/patent as outcome | API Score |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

D : Research Guidance

| S.No. | Number Enrolled | Thesis Submitted | Degree awarded | API Score |
|---|---|---|---|---|
| M.Phil or equivalent | | | | |
| Ph.D. or equivalent | | | | |

E (i) Training Courses, Teaching, Learning-Evaluation Technology Programmes, Faculty Development Programmes (Not less than one week duration)

| S.No. | Programme | Duration | Organised by | API Score |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

E (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

| S. No. | Title of the Paper presented | Title of Conference/ Seminar/Workshop/ Symposium | Organised by | Whether International/ National/State/Regional/ College or University level | API Score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

E (iii) : Invited Lectures and Chairmanships at national or international conference/ seminar/workshop/symposium etc.

| S. No. | Title of Lecture/Academic Session | Title of Conference/ Seminar/workshop/ symposium etc. | Organised by | Whether International/ National/State/ Regional/ | API Score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

**IV. SUMMARY OF API Scores**

| | Criteria | Last Academic Year | Total – API Score for Assessment Period | Annual Av. API Score for Assessment Period |
|---|---|---|---|---|
| I | **Teaching, Learning and Evaluation related activities** | | | |
| II | **Co-curricular, Extension, Professional Development etc.** | | | |
| | **Total I + II** | | | |
| III | **Research and Academic Contribution** | | | |

## PART C : OTHER RELEVANT INFORMATION

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

| S.No. | Details (Mention Year, value etc. where relevant) |
|---|---|
| | |
| | |
| | |

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, research papers, books etc. wherever necessary).

1. 6.
2. 7
3. 8.
4. 9.
5. 10.

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filled PBAS proforma.

Signature of faculty with
Designation, Place and Date

Signature of
Head of the Department

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

## Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix-III, Table 1 of the UGC Regulations-2010.

B(I) is based on API scoring for **Category 1** of the Table 1.
B(II) is based on **Category II** of the Table 1.
B(III) is based on **Category III** of the Table 1.

The proforma is to be filled as per the following tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-I of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below.

**N.B.** The self-assessment scores are subject to verification by the University/College, and by the Screening-cum-Verification Committee or Selection Committee as the case may be.

**CATEGORY: I**.
(Teaching, Learning and Evaluation Related Activities)

**(i) (a)**

| | |
|---|---|
| Lectures/Seminars/Practicals/Tutorials/Contact Classes taken should be based on verifiable records.<br><br>No score shall be assigned if a teacher has taken less than 80% of the assigned classes. Universities shall give allowance for periods of leave where alternative teaching arrangements have been made.<br><br>**Max. Score of 50 if there is 100% performance** | **Max. Score : 50** |

**(i) (b)**

| | |
|---|---|
| If teacher has taken classes, exceeding UGC norm, then two points to be assigned for each extra hour of classes/credit<br><br>If a teacher puts in more hours in direct teaching-learning process per week than required by UGC norms i.e. a Professor/Associate Professor puts in more than 14 hours per week (including 6 hours for research activities), or an Assistant Professor puts in more than 16 hours per week (including 6 hours for research activities), he/she shall be awarded API points from this subcategory. | **Max. Score : 10** |

**(ii)**

| | |
|---|---|
| Imparting of knowledge/instructions as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students.<br>**(100% compliance = 20 points)** | **Max. Score : 20** |

**(iii)** Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

| **Indicators/Activities** | **Max. Score** |
|---|---|
| Updating of courses, design of curriculum **(5 points per single course)** | 10 |
| Preparation of resource material, fresh reading material, laboratory manuals, etc. | 10 |
| Participatory & Innovative Teaching Learning Process with materials for problem based learning, case studies, Group discussion etc.<br>(a) Interactive Courses : **5 points**<br>(b) Participatory Learning modules : **5 points**<br>(c) Case Studies : **5 points**<br>(d) Group Discussion : **5 points**<br>(e) Project Work : **5 points**<br>(f) Assignments : **5 points**<br>(g) Seminar Lectures : **5 points** | 10 |
| Use of ICT in Teaching Learning Process with computer-aided methods like PowerPoint/ Multimedia/ Simulation/Softwares etc.<br><br>Use of any one of these in addition to Chalk & Board**. ( 5 points each)** | 10 |
| Developing and imparting Remedial/Bridge Courses (**Each activity : 5 points)** | 10 |
| Developing and imparting soft skills/communication skills/personality development courses/modules (**Each activity : 5 points)** | 10 |
| Developing and imparting specialized teaching-learning programmes in physical education, library, innovative compositions and creations in music, performing and visual arts and other traditional areas **(Each activity : 5 points)** | 10 |
| Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students<br>**(a)** Workshop/ Training Course : **10 points each**<br>**(b)** Popularization program : **5 points each** | 10 |
| **Maximum Aggregate Limit** | **20** |

**(iv)** Examination Related Work

| **Indicators** | **Max. Score** |
|---|---|
| End semester/Annual Examination work as per duties allotted<br>(Invigilation – 10 points, Evaluation of answer scripts – 5 points, Question Paper Setting – 5 points<br>**100% compliance – 20 points)** | 20 |
| Examination/Evaluation responsibilities for internal/continuous assessment work as allotted<br>**(100% compliance = 10 points)** | 10 |
| Examination work, such as, coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty<br>**(100% compliance = 10 points)** | 10 |
| **Maximum Aggregate Limit** | **25** |

**CATEGORY : II**

(Co-curricular, Extension and Professional Development Related Activities)

(i) Extension and co-curricular & field based Activities

| | |
|---|---|
| Institutional Co-curricular activities for students, such as, field studies, industry-implant training and placement activity, educational tours, industrial tours, sample collection tours, field training, operation/maintenance/analysis on sophisticated equipment, project guidance at master level course, guidance and counseling, arranging contact programmes/ extension lectures, monitoring and supervision of contact programmes / training programmes etc.<br>**(5 points for each activity)** | 10 |
| Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS, NSO or any other similar activity<br>**(Each activity : 10 points)** | 10 |
| Students and Staff Related Socio Cultural and Sports Programmes, Campus publications (departmental level : **2 points**, Institutional level : **5 points )** | 10 |
| Community work such as, values of National Integration, Environment, democracy, socialism, Human Rights, Peace, Scientific temper, Flood or, Drought relief, Small Family Norms etc.<br>**(5 points each)** | 10 |
| **Maximum Aggregate Limit** | **20** |

(ii) Contribution to Corporate Life and Management of the Institution

| | |
|---|---|
| Contribution to Corporate Life in University through meetings, popular lectures, subject related events, articles in college magazine and University volumes **(2 points each)** | 10 |
| Institutional Governance responsibilities like, Dean, Head/Chairman, Director, Warden, Proctor, Bursar, Director Satellite Campus, IQAC Coordinator **(10 points each)**<br>DIQA Nodal Officer, Coordinator of UG/PG Courses **(5points *each)*** | 10 |
| Participation in committees concerned with any aspect of departmental or institutional management, such as admission committee, campus development, library committee, departmental research committee, member of PG/UG board of studies, departmental purchase committee, allotment committee, CAS screening/promotion committee, grievance committee, central purchase committee, publication committee or any other such committee at the university level. **(5 points each).** | 10 |
| Responsibility for, or participation in committees for Students Welfare, counselling and Discipline (5 points each) | 10 |
| Organisation of conferences, seminars, symposia, workshop, training programmes as Chairman/Organizational Secretary/Treasurer<br>(a) International (10 points), National/Regional **(5 points)**<br>(b) As member of the Organizing Committee (**1 point each)** | 10 |
| **Maximum Aggregate Limit** | **15** |

(iii) Professional Development Related Activities

| **Indicators/Activities** | **Max.Score** |
|---|---|
| Membership in professional related committees at State and National level<br>a) At National level/International level: **3 points**<br>**b)** At State level : **2 points each** | 10 |
| Participation in subject associations, conferences, seminars, symposia without paper presentation (Each activity : **2 points)** | 10 |
| Participation in short term training courses/workshops less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance, new and emerging fields/subjects /technologies. (Each activity : **5 points)** | 10 |
| Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (**5 points each).** | 10 |
| Publication of articles in newspapers, magazines or other publications (not covered in **CATEGORY – III);** radio talks, television programmes (1 point each) | 10 |
| **Maximum Aggregate Limit** | **15** |

**CATEGORY : III**

(Research and Publications and Academic Contributions

This is to be filled as per Appendix III, Table I, Category – III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API Scores should be shared between the contributors as per the formula provided in the Table I.

**Note:-** Summary of API Scores

As stated in the UGC Regulations 2010, the API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in **2010-2011,** annual average of two years in 2011-2012 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

# UNIVERSITY OF KASHMIR, SRINAGAR

## PBAS Proforma for Promotion under CAS

**(To be submitted in the Recruitment Section)**

**PART A**: General information and academic background

1. Name (in Block Letters) :
2. Father's Name :
3. Department/Institute/Centre :
4. Present Designation & Grade Pay :
5. Date of last Promotion :
6. Which position and grade pay are you an applicant under CAS ?
7. Date of eligibility for promotion:
8. Date and Place of Birth:
9. Sex:
10. Marital Status:
11. Nationality:
12. Indicate whether belongs to SC/ST/OBC category:
13. Address for correspondence (with Pincode):
14. Permanent Address (with Pincode):

    Telephone No:

    Email:

**Academic Qualifications (Matric till Post-graduation) :**

| **Examination** | **Name of the Board/University** | **Year of Passing** | **Percentage Of Marks obtained** | **Division/ Class/ Grade** | **Subjects** |
|---|---|---|---|---|---|
| High School/Matric | | | | | |
| Intermediate | | | | | |
| B.A/B.Sc./B.com/ | | | | | |
| M.A/M.Sc./M.Com. | | | | | |
| Other examination, if any, | | | | | |

**15. Research Degree(s) :**

| **Degree** | **Title** | **Date of award** | **University** |
|---|---|---|---|
| M.Phil. | | | |
| Ph.D./D.Phil. | | | |
| D.Sc./D.Litt. | | | |

**16. Appointments held prior to joining this Institution**

| **Designation** | **Name of Employer** | **Date of Joining** | | **Salary with Grade** | **Reason of leaving** |
|---|---|---|---|---|---|
| | | **Joining** | **Leaving** | | |
| | | | | | |
| | | | | | |
| | | | | | |

**17. Posts held after appointment at this Institution:**

| | | Date of actual joining | | |
|---|---|---|---|---|
| **Designation** | **Department** | **From** | **To** | **Grade** |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

19. Period of teaching experience: PG Classes (in years): ____ UG Classes (in years):_____

20. Research Experience excluding period spent in obtaining the M.Phil./Ph.D. degree : __

21. Fields of Specialisation under the Subject/Discipline:

(a)..

(b)..

22. Academic Staff College Orientation/Refresher Courses attended:

| Name of the Course/ Summer School | Place | Duration | Sponsoring Agency |
|---|---|---|---|
| | | | |

_____

## PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

**B (I)**

**CATEGORY I :** (TEACHING, LEARNHING AND EVALUATION RELATED ACTIVITIES)

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours, (Give semester-wise details, where necessary)

| S. No. | Course/Paper | Level | Mode of teaching* | No. of classes Per week allotted | No. of classes conduced (per semester/year) | % of classes taken as per documented record |
|---|---|---|---|---|---|---|
| | | | | | | |
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| | | | | | | |
| | | | | | | |

*** Lecture(S), Seminar(S), Tutorial(T), Practical(P), Contact Hours(C )**

| | | API Score |
|---|---|---|
| (a) | Classes Taken (max.50 for 100% performance & Proportionate score upto 80% performance, below which no score shall be given | |
| (b) | Teaching Load in excess of UGC norm (max. score:10) | |

(iv) Reading/Instructional material consulted and additional knowledge provided to students

| S. No. | Course/Paper | Consulted | Prescribed | Additional Resource provided |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| API score based on Preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students **(max. score: 20)** | | | | |

(iii) Use of Participatory and innovative Teaching-Learning Methodologies, Updating of Subjects Content, Course Improvement etc.

| S. No. | Short Description | API Score |
|---|---|---|
| | | |
| | | |
| | Total Score (Max Score:20) | |

(iv) Examination Duties Assigned and Performed

| S. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Total Score (Max Score:25) | | | |

**B(II)**

**CAEGORY II :**(Co-Curricular, Extension, Professional Development related activities)

***Please mention your contribution to any of the following***:

| S. No. | Type of Activity | Average Hrs/Week | API Score |
|---|---|---|---|
| | (i) Extension, Co-curricular & field based Activities | | |
| | | | |
| | | | |
| | | | |
| | **Total (max:20)** | | |
| | (ii) Contribution to Corporate Life and Management of the Institution | Yearly/Semester-wise responsibilities | **API Score** |
| | | | |
| | | | |
| | | | |
| | **Total (max : 15)** | | |
| | (iii) Professional Development Activiies | | **API Score** |
| | | | |
| | | | |
| | | | |
| | **Total (max:15)** | | |
| | **Total Score (**i + ii + iii) (**Max : 25)** | | |

**B(III)**

**CATEGORY III :** (RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS)

A) Published Papers in Journals

| S. No. | *Name of authors, title, year, Vol. No. and Page Nos. | Journal and Publisher | ISBN/ ISBN No. | Whether peer reviewed. Impact Factor, if any | No. of Co-authors | Whether you are the main/ corrseponding author | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

B(i) : Articles / Chapters published in Books

| S. No. | Title with Page Nos. | Book Title, Editor & Publisher | ISSN/ ISBN No. | Whether peer reviewed | No. of co-authors | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

B(ii) : Full Papers in Conference Proceedings

| S. No. | *Title with Page Nos. | Details of Conference Publication | ISSN/ ISBN No. | No. of Co-authors | Whether you are the main/ corresponding author | API Score |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

***The names of authors must be given in the same order in which they appear in the paper.**

B(iii) : Books Published as single author or as editor

| S.No. | Title with Page Nos. | Type of Book & Authorship | Publisher & ISSN/ISBN No. | Whether peer reviewed | No. of Co-authors | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

C : Ongoing and completed Research Projects and Consultancies

C (i & ii) Ongoing Projects / Consultancies

| S. No. | Title | Agency | Period | Grand / Amount Mobilised (Rs. lakhs) | API Score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

C (iii & iv): Completed Projects / Consultancies

| S. No. | Title | Agency | Period | Grant/Amount Mobilised (Rs. Lakhs) | Whether policy document/patent as outcome | API Score |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

D : Research Guidance

| S.No. | Number Enrolled | Thesis Submitted | Degree awarded | API Score |
|---|---|---|---|---|
| M.Phil or equivalent | | | | |
| Ph.D. or equivalent | | | | |

E (i) Training Courses, Teaching, Learning-Evaluation Technology Programmes, Faculty Development Programmes (Not less than one week duration)

| S.No. | Programme | Duration | Organised by | API Score |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

E (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

| S. No. | Title of the Paper presented | Title of Conference/ Seminar/Workshop/ Symposium | Organised by | Whether International/ National/State/Regional/ College or University level | API Score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

E (iii) : Invited Lectures and Chairmanships at national or international conference/seminar/workshop/symposium etc.

| S. No. | Title of Lecture/Academic Session | Title of Conference/ Seminar/workshop/ symposium etc. | Organised by | Whether International/ National/State/ Regional/ | API Score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

**V. SUMMARY OF API Scores**

| | Criteria | Last Academic Year | Total – API Score for Assessment Period | Annual Av. API Score for Assessment Period |
|---|---|---|---|---|
| I | **Teaching, Learning and Evaluation related activities** | | | |
| II | **Co-curricular, Extension, Professional Development etc.** | | | |
| | **Total I + II** | | | |
| III | **Research and Academic Contribution** | | | |

## PART C : OTHER RELEVANT INFORMATION

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

| S.No. | Details (Mention Year, value etc. where relevant) |
|---|---|
| | |
| | |
| | |

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, research papers, books etc. wherever necessary).

1. 6.
2. 7
3. 8.
4. 9.
5. 10.

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filled PBAS proforma.

Signature of faculty with
Designation, Place and Date

Signature of
Head of the Department

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

## Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix-III, Table 1 of the UGC Regulations-2010.

B(I) is based on API scoring for **Category 1** of the Table 1.
B(II) is based on **Category II** of the Table.
B(III) is based on **Category III** of the Table.

The proforma is to be filled as per the following tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-I of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below.

**N.B.** The self-assessment scores are subject to verification by the University/College, and by the Screening-cum-Verification Committee or Selection Committee as the case may be.

**CATEGORY: I**.
(Teaching, Learning and Evaluation Related Activities)

**(i) (a)**

| | |
|---|---|
| Lectures/Seminars/Practicals/Tutorials/Contact Classes taken should be based on verifiable records.<br><br>No score shall be assigned if a teacher has taken less than 80% of the assigned classes. Universities shall give allowance for periods of leave where alternative teaching arrangements have been made.<br><br>**Max. Score of 50 if there is 100% performance** | **Max. Score : 50** |

**(i) (b)**

| | |
|---|---|
| If teacher has taken classes, exceeding UGC norm, then two points to be assigned for each extra hour of classes/credit<br><br>If a teacher puts in more hours in direct teaching-learning process per week than required by UGC norms i.e. a Professor/Associate Professor puts in more than 14 hours per week (including 6 hours for research activities), or an Assistant Professor puts in more than 16 hours per week (including 6 hours for research activities), he/she shall be awarded API points from this subcategory. | **Max. Score : 10** |

**(ii)**

| | |
|---|---|
| Imparting of knowledge/instructions as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students.<br>**(100% compliance = 20 points)** | **Max. Score : 20** |

**(iii)** Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

| **Indicators/Activities** | **Max. Score** |
|---|---|
| Updating of courses, design of curriculum **(5 points per single course)** | 10 |
| Preparation of resource material, fresh reading material, laboratory manuals, etc. | 10 |
| Participatory & Innovative Teaching Learning Process with materials for problem based learning, case studies, Group discussion etc.<br>(h) Interactive Courses : **5 points**<br>(i) Participatory Learning modules : **5 points**<br>(j) Case Studies : **5 points**<br>(k) Group Discussion : **5 points**<br>(l) Project Work : **5 points**<br>(m) Assignments : **5 points**<br>(n) Seminar Lectures : **5 points** | 10 |
| Use of ICT in Teaching Learning Process with computer-aided methods like PowerPoint/ Multimedia/ Simulation/Softwares etc.<br><br>Use of any one of these in addition to Chalk & Board**. ( 5 points each)** | 10 |
| Developing and imparting Remedial/Bridge Courses (**Each activity : 5 points)** | 10 |
| Developing and imparting soft skills/communication skills/personality development courses/modules (**Each activity : 5 points)** | 10 |
| Developing and imparting specialized teaching-learning programmes in physical education, library, innovative compositions and creations in music, performing and visual arts and other traditional areas **(Each activity : 5 points)** | 10 |
| Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students<br>**(c)** Workshop/ Training Course : **10 points each**<br>**(d)** Popularization program : **5 points each** | 10 |
| **Maximum Aggregate Limit** | **20** |

**(iv)** Examination Related Work

| **Indicators** | **Max. Score** |
|---|---|
| End semester/Annual Examination work as per duties allotted<br>(Invigilation – 10 points, Evaluation of answer scripts – 5 points, Question Paper Setting – 5 points<br>**100% compliance – 20 points)** | 20 |
| Examination/Evaluation responsibilities for internal/continuous assessment work as allotted<br>**(100% compliance = 10 points)** | 10 |
| Examination work, such as, coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty<br>**(100% compliance = 10 points)** | 10 |
| **Maximum Aggregate Limit** | **25** |

**CATEGORY : II**

(Co-curricular, Extension and Professional Development Related Activities)

(i) Extension and co-curricular & field based Activities

| | |
|---|---|
| Institutional Co-curricular activities for students, such as, field studies, industry-implant training and placement activity, educational tours, industrial tours, sample collection tours, field training, operation/maintenance/analysis on sophisticated equipment, project guidance at master level course, guidance and counseling, arranging contact programmes/ extension lectures, monitoring and supervision of contact programmes / training programmes etc.<br>**(5 points for each activity)** | 10 |
| Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS, NSO or any other similar activity<br>**(Each activity : 10 points)** | 10 |
| Students and Staff Related Socio Cultural and Sports Programmes, Campus publications (departmental level : **2 points**, Institutional level : **5 points )** | 10 |
| Community work such as, values of National Integration, Environment, democracy, socialism, Human Rights, Peace, Scientific temper, Flood or, Drought relief, Small Family Norms etc.<br>**(5 points each)** | 10 |
| **Maximum Aggregate Limit** | **20** |

(ii) Contribution to Corporate Life and Management of the Institution

| | |
|---|---|
| Contribution to Corporate Life in University through meetings, popular lectures, subject related events, articles in college magazine and University volumes **(2 points each)** | 10 |
| Institutional Governance responsibilities like, Dean, Head/Chairman, Director, Warden, Proctor, Bursar, Director Satellite Campus, IQAC Coordinator **(10 points each)**<br>DIQA Nodal Officer, Coordinator of UG/PG Courses **(5points *each)*** | 10 |
| Participation in committees concerned with any aspect of departmental or institutional management, such as admission committee, campus development, library committee, departmental research committee, member of PG/UG board of studies, departmental purchase committee, allotment committee, CAS screening/promotion committee, grievance committee, central purchase committee, publication committee or any other such committee at the university level. **(5 points each).** | 10 |
| Responsibility for, or participation in committees for Students Welfare, counselling and Discipline (5 points each) | 10 |
| Organisation of conferences, seminars, symposia, workshop, training programmes as Chairman/Organizational Secretary/Treasurer<br>(c) International (10 points), National/Regional **(5 points)**<br>(d) As member of the Organizing Committee (**1 point each)** | 10 |
| **Maximum Aggregate Limit** | **15** |

(v) Professional Development Related Activities

| **Indicators/Activities** | **Max.Score** |
|---|---|
| Membership in professional related committees at State and National level<br>c) At National level/ International level: **3 points**<br>d) At State level : **2 points each** | 10 |
| Participation in subject associations, conferences, seminars, symposia without paper presentation (Each activity : **2 points)** | 10 |
| Participation in short term training courses/workshops less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance, new and emerging fields/subjects /technologies. (Each activity : **5 points)** | 10 |
| Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (**5 points each).** | 10 |
| Publication of articles in newspapers, magazines or other publications (not covered in **CATEGORY – III);** radio talks, television programmes (1 point each) | 10 |
| **Maximum Aggregate Limit** | **15** |

**CATEGORY : III**

(Research and Publications and Academic Contributions

This is to be filled as per Appendix III, Table I, Category – III of the UGC Regulations 2010. Wherever the research contribution-n is jointly made, the API Scores should be shared between the contributors as per the formula provided in the Table I.

**Note:-** Summary of API Scores

As stated in the UGC Regulations 2010, the API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in **2010-2011,** annual average of two years in 2011-2012 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.