

Important Note: Explanations have been provided wherever required for convenience of Applicants, which are to be stricken off after filling the form



UNIVERSITY OF KASHMIR, SRINAGAR

Career Advancement Scheme (CAS)

APPLICATION FORM

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

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 (attach proof):	
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.	Gender	
10.	Marital Status	
11.	Nationality	
12.	Indicate whether belongs to SC/ST/OBC category:	
13.	Address for correspondence	
14.	Permanent Address Telephone No: e-mail:	

15. Academic Qualifications (Matric till Post-Graduation):

Examination	Board/ University	Year of Passing	Marks (%age)	Division	Subject/s
Matric					
Hr. Sec. - I					
Hr. Sec. - II					
Additional					
B. G.					
P. G.					
Any other					

16. Research Degree(s):

Degree	Title	Date of award	University
M.Phil.			
Ph.D.			

17. Appointments held prior to joining this Institution:

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

18. Posts held after appointment at this Institution:

Designation	Department	Date of actual joining		Grade
		From	To	

19. Period of teaching experience:

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

21. Field/s of specialisation under the subject/discipline:

22. Academic Staff College Orientation/Refresher Courses attended:

Name of the Course	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

[To be filled up year-wise (1st March to ending February) for all years of Assessment Period]

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

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 Appendix III, Table 1.

B(II) is based on **Category II** of Appendix III, Table 1.

B(III) is based on **Category III** of Appendix III, 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.

B (I)**CATEGORY I: (TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES)****I(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (Semester-wise)**

Sr. No.	Course/Paper	Level	Mode of teaching*	No. of classes (hours) Per week allotted	No. of classes conducted (per semester/year)	% of classes taken as per documented record
Average work load per week in hours						

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

Sr. No.	Course/Paper	API Score	Refer Page No.
(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)		

(i) (a)

<p>Lectures/Seminars/Practicals/Tutorials/Contact Classes taken should be based on verifiable records (Time Table to be attached signed by HOD).</p> <p>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.</p> <p>Maximum Score of 50 if there is 100% performance</p>	Max. Score : 50
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(i) (b)

<p>If teacher has taken classes, exceeding UGC norm, then two points to be assigned for each extra hour of classes/credit</p> <p>If a teacher puts in more hours in direct teaching-learning process per week than required by UGC norms <i>i.e.</i>, 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.</p>	Max. Score : 10
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I(ii) Reading/Instructional material consulted & additional knowledge provided to students

Sr. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
1.				
2.				
3.				
4.				
5.				
6.				
7.				
API score based on Preparation and imparting of knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to students (max. score: 20)				

Imparting of knowledge/instructions as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students. (100% compliance = 20 points)	Max. Score : 20
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I(iii) Use of Participatory and innovative Teaching-Learning Methodologies, Updating of Subjects Content, Course Improvement etc.

S. No.	Short Description	API Score	Refer Page No.
	Total Score (Maximum API Score: 20)		

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. (a) Interactive Courses : 5 points (b) Participatory Learning modules : 5 points (c) Case Studies : 5 points (d) Group Discussion : 5 points (e) Project Work : 5 points (f) Assignments : 5 points (g) Seminar Lectures : 5 points	10
Use of ICT in Teaching Learning Process with computer-aided methods like PowerPoint/ Multimedia/ Simulation/Softwares etc. 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 (a) Workshop/ Training Course : 10 points each (b) Popularization program : 5 points each	10
Maximum Aggregate Limit	20

I(iv) Examination Duties Assigned and Performed

Sr. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score	Refer Page No.
	Total Score (Maximum Score:25)				

Indicators	Max. Score
End semester/Annual Examination work as per duties allotted (Invigilation – 10 points, Evaluation of answer scripts – 5 points, Question Paper Setting – 5 points 100% compliance – 20 points)	20
Examination/Evaluation responsibilities for internal/continuous assessment work as allotted (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 (100% compliance = 10 points)	10
Maximum Aggregate Limit	25

B(II)**CAEGORY II:** (CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES)**II(i) Extension, Co-curricular & field based Activities**

S. No.	Type of Activity	Average Hrs/Week	API Score	Refer Page No.
1.				
2.				
3.				
	Total (max:20)			

Activities	Max. Score
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. (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) (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. (5 points each)	10
Maximum Aggregate Limit	20

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

S. No.	Type of Activity	Yearly/Semester-wise responsibilities	API Score	Refer Page No.
1.				
2.				
3.				
4.				
	Total (max : 15)			

Contribution	Max. Score
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) 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 (a) International (10 points), National/Regional (5 points) (b) As member of the Organizing Committee (1 point each)	10
Maximum Aggregate Limit	15

II(iii) Professional Development Activities

S. No.	Type of Activity	API Score	Refer Page No.
1.			
2.			
3.			
	Maximum Aggregate Limit : 15		
	Cat II Total Score (i + ii + iii) (Max : 25)		

Indicators/Activities	Max.Score
Membership in professional related committees at State and National level a) At National level/International level: 3 points 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

B(III)**CATEGORY III: (RESEARCH PUBLICATIONS AND ACADEMIC CONTRIBUTIONS)****III.A(i): Research Papers Published in Journals**

S. No.	Name of authors, title, year, Vol. No. and Page Nos. (The names of authors must be given in the same order in which they appear in the paper)	Journal and Publisher	ISSN/ ISBN No.	Whether peer reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the main/ corresponding author	API Score	Refer Page No.
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
API Score of the Assessment Period								

API Score of joint publications shall be shared in the ratio of 60:40

Research Papers published in	Max. Points
Recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10/Publication
Refereed / Peer Reviewed Journals	15/publication
Indexed journals/Journals with impact factor upto 1	20/publication
Papers with impact factor between 1 and 2	25/publication
Papers with impact factor between 2 and 5	30/publication
Papers with impact factor between 5 and 10	40/publication

III.A(ii): Full Papers in Conference Proceedings

S. No.	Title with Page Nos. (The names of authors must be given in the same order in which they appear in the paper)	Details of Conference Publication	ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main/ co-author	API Score	Refer Page No.
1.								
2.								
3.								
API Score of the Assessment Period								

API Score of joint publications shall be shared in the ratio of 60:40

Conference proceedings as full papers, etc. (Abstracts not to be included)	10/Publication
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B: Research Publications (Books, chapters in Books)

(The API scores for books and book chapters shall be shared equally by all authors)

III.B(i): Articles / Chapters published in Books

S. No.	Title with Page Nos.	Book Title, Editor & Publisher	International / National / Local	ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main/ co-author	API Score	Refer Page No.
1.									
2.									
API Score of the Assessment Period									

Chapters in books, other than refereed journal articles	Max. Points
Chapters contributed to edited knowledge based volumes published by International Publisher	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
Chapters contributed to books by other local publishers with ISBN/ISSN number	3/Chapter

III.B(ii): 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/ co-author	API Score	Refer Page No.
1.								
API Score of the Assessment Period								

Books Published as single author or as editor	Max. Points
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/ISSN number	15/Sole author; 3/chapter in an edited book

III.C: Ongoing and completed Research Projects and Consultancies**III.C (i): Sponsored projects carried out/ ongoing**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilised (Rs. lakhs)	API Score	Refer Page No.
1.						
API Score of the Assessment Period						

III.C (ii): Consultancy Projects carried out/ ongoing

Sr. No.	Title	Agency	Period	Grant / Amount Mobilised (Rs. lakhs)	API Score	Refer Page No.
1.						
API Score of the Assessment Period						

III.C (iii): Completed projects: Quality evaluation

Sr. No.	Title	Agency	Period	Grant/Amount Mobilised (Rs. Lakhs)	Whether policy document/patent as outcome	API Score	Refer Page No.
1.							
API Score of the Assessment Period							

III.C (iv): Projects outcome/ outputs

Sr. No.	Title	Agency	Period	Grant/Amount Mobilised (Rs. Lakhs)	Whether policy document/patent as outcome	API Score	Refer Page No.
1.							
API Score of the Assessment Period							

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 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 mobilized with grants above 5.0 lakh up to 30.00 lakh	Major Projects; amount mobilized with minimum of Rs. 3.00 lakh up to Rs. 5.00 lakh	15/Each project
		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

Degree	Number Enrolled	Thesis Submitted	Degree awarded (Total)	Degree awarded during Assessment Period	API Score	Refer Page No.
M. Phil.						
Ph. D.						
API Score of the Assessment Period						

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(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	Refer Page No.
1.					
2.					
API Score of the Assessment Period					

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 presented in Conferences, Seminars, Workshops, Symposia

[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)}]

S. No.	Title of the Paper presented	Title of Conference/ Seminar/Workshop/ Symposium	Organised by	International/ National/State/ Regional/ College or University level	API Score	Refer Page No.
1.						
2.						
API Score of the Assessment Period						

Papers in conferences/ seminars/ workshops/ symposia 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): 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	Refer Page No.
1.						
2.						
API Score of the Assessment Period						

Invitation for conferences/seminars/ workshops/ symposia/UGC Staff Academic College etc. to deliver lectures/chair sessions (Max. 15% of score claimed)	(a) International	10/each
	(b) National level	7.5/each
	(c) Regional level/State level	5/each

Summary of the Total API Score of Part B

Category – I

Category I	Max. Score	Verified score 2010-11	Verified score 2011-12	Verified score 2012-13	Verified average score
B-I(i)a	50				
B-I(i)b	10				
B-I(ii)	20				
B-I(iii)	20				
B-I(iv)	25				
Total	125				
Min. API Score required 75					

Category II

Category II	Max. Score	Verified score 2010-11	Verified score 2011-12	Verified score 2012-13	Verified average score
B-II(i)	20				
B-II(ii)	15				
B-III(iii)	15				
Total Max.	25				
Min. API Score required 15					

Total API Score of category I and II (Maximum Score = 175): _____

Minimum API Score required in Cat I & II together for promotion = 100

Category III

Category	Description	Total Score
B-III (A.i)	Research Papers published in Journals	
B-III (A.ii)	Full papers in Conference proceedings	
B-III (B.i)	Articles / Chapters published in Books	
B-III (B.ii)	Books Published as single author or as editor	
B-III (C.i)	Research projects carried out/ Ongoing	
B-III (C.ii)	Consultancy Projects carried out/ ongoing	
B-III (C.iii)	Completed projects: Quality evaluation	
B-III (C.iv)	Projects outcome/ outputs	
B-III (D)	Research guidance	
B-III (E.i)	Training Courses (Maximum 30 points)	
B-III (E.ii)	Papers presented in Conferences	
B-III (E.iii)	Invited Lectures & Chairmanships (Maximum 15% of score)	
Total Score of category III during the Assessment Period		

Min. API Score required for cat. III = 40 (stage 2), 100 (stage 3), 90 (stage 4), 120 (stage 5), 500 (stage 6)

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

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.

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

		Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor / (Stage 3) Associate Professor/ equivalent cadres (Stage4)	Associate Professor (Stage 4) to Professor/equivalent cadres (stage 5)	Professor (Stage 5) to Professor (stage 6)
i.	Teaching-learning Evaluation Related Activities (Category i)	75/ year	75/year	75/ year	75/year	75/year
ii	Co-curricular, Extension and Profession related activities (category II)	15/ year	15/ year	15/ year	15/ year	15/ year
iii.	Minimum total average annual Score under Categories I and II*	100/year	100/year	100/year	100/year	100/year
iv.	Research and Academic Contribution (Category III) -	10/ year (40 /assessment period)	20/year (100 / assessment period)	30/year (90 / assessment period)	40/year (120 / assessment period)	50/year (500 / assessment period)
	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
v.	Percentage Distribution of Weightage points in the Expert Assessment (total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - contribution to Research 50% - Assessment of domain knowledge and teaching practice 20% - interview performance	50% - contribution to Research. 30% - assessment of domain knowledge and teaching practices. 20% - Interview performance	50% - research. 50% performance evaluation and other credential by referral procedure

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

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.