DOCUMENTARY EVIDENCE FOR

6.3.1. The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

DCE GUIDELINES FOR PBAS

(PERFORMANCE BASED APPRAISAL SYSTEM)

LIST OF CONTENTS

Performance Based Appraisal System (PBAS)

for

Career Advancement Scheme

in Government Colleges as per UGC 7th Regulations, 2018
to
Assistant Professor – Senior Grade (Academic Level 11)
Assistant Professor – Selection Grade (Academic Level 12) and
Associate Professor (Academic Level 13A)

Guidelines
(for Principals and IQAC Coordinators)

May 2023

Department of Collegiate Education Kerala

Table of Contents

1. Introduction

The MHRD vide Letter No.F1/77/2015-U.II(1) dated 2/11/2017, 8/11/2017 has issued Orders revising the Pay scales of Teachers in Universities and Colleges in tune with the 7th Central Pay Commission Order. In continuation, the University Grants Commission (UGC) vide Gazette Notification dated 18-07-2018 has issued the new guidelines applicable to the same named as 'UGC regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in higher education, 2018' in supersession of the UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education 2010 and all it amendments.

The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018.

Government of Kerala vide G.O. (P) No. 18/2019 H Edn. dated Thiruvananthapuram 29-06-2019 has given sanction for the revision of Scale of Pay of Teachers in Affiliated Colleges in Kerala. Subsequently, Government of Kerala vide G.O. (Rt) No. 724/ 2020/ H. Edn. dated, Thiruvananthapuram 05-06-2020 has given sanction for implementing the placement/ promotion of teachers of Govt. Colleges in accordance with the provisions in UGC 7th regulations, 2018.

The criteria for promotions under Career Advancement Scheme laid down under the UGC 7th Regulations shall be effective from the date of notification of these Regulations i.e. 18-07-2018. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the UGC 6th Regulations (2010 and its amendments). However, this option can be exercised only within three years (i.e. within 18.07.2021) from the date of notification of these Regulations.

The Career Advancement Scheme (CAS) of the 7th regulation, 2018 envisages API under two broad activities for College teachers other than Physical Education and under five broad activities for Physical Education teachers in colleges as detailed in Table 1 and Table 5 in Appendix II of the Gazette Notification dated 18-07-2018.

1.1 Guidelines to Principals

The Principals shall_

1. issue a proceedings constituting the IQAC in all Colleges as per the NAAC Guidelines.
2. issue a proceedings constituting the Screening cum Evaluation Committee (SEC) for the assessment of proposals of placements as per the regulations given in the UGC 7th scheme.
3. issue proceedings to entrust IQAC for processing placement proposals of teachers.
4. complete the assessment process as per the criteria given in clauses 5.0 to 6.4 of the regulation.
5. shall invite two subject experts for each subject (not below the rank of Associate Professor) from Government Colleges/ Aided Colleges/ Universities for the Screening cum Evaluation Committee.
6. ensure that the minutes of the entire selection process duly signed by all members of Screening cum Evaluation Committee are duly recorded and forwarded to the DCE along with recommendations of SEC and copies of supporting documents for approval.
7. issue proceedings of the detailing of Assessment criteria for Activity 2 to 5 (for Option A) and Category II (for Option B) done by IQAC, wherever such additions are necessary and sent to DCE for ratification.
8. issue certificates with respect to Activities 1 to 5 (of Option A)/ Category II (of Option B) on academic year basis (From June to May). A format is attached in Annexure I Form 8.
9. inform the teachers that proposals for placement can be submitted to the IQAC through proper channel three months before his/her due date on fulfillment of all criteria.
10. ensure that all such proposals submitted are processed by the IQAC on a time bound basis.
11. forward all such proposals processed by the IQAC to the Directorate of Collegiate Education before the 15th of January and July every year.
12. forward the scanned copy alone for placements to Academic Level 11 and 12 *(as separate files for each faculty with separate covering letter via DDFS)*. In the case of placement to Associate Professor (Academic Level 13A), one hard copy *(spiral bound)* also should be forwarded along with the scanned copy to the DCE with covering letter *(as separate files for each faculty with separate covering letter via DDFS)*.

1.2 Guidelines to IQAC

1. The IQAC shall act as the Documentation and Record Keeping Cell for the processing of placement proposals received from Teachers.

2. The IQAC constituted in the college as per the NAAC guidelines is to be entrusted with the assessment of the Activities (*for Option A*)/ API scores (*for Option B*) as per UGC Regulations.

3. The IQAC shall assist in the detailing of assessment criteria and methodology proforma as per the institutional requirements based on the Tables 1, 2 & 3 of Annexure II of this guideline. The maximum score for such institutional indicators shall be 5 in the case of Table 3(a).

4. The IQAC shall vet the application submitted by the eligible candidates and verify the supporting documents in accordance with regulation and assist the Screening Cum Evaluation Committee to prepare the final recommendation to DCE.

5. The IQAC shall ensure submission of Annual Performance Assessment Report (APAR) for at least two/ three/ four/ five of the last three/ four/ five/ six years of the assessment period by each candidate.

6. IQAC should ensure that research publications are in UGC recognized and reputable journals. Impact factor of journals should be verified and assured as per Thomson Reuter's/ Clarivate Analytics list.

    a) The requirement of UGC recognized publications will be strictly followed with effect from July 2016 only. Prior to this period publications may be as Refereed Journals; or Non-refereed but recognized and reputable journals having ISSN/ISBN numbers. Full papers in Conference Proceedings will be considered as research publications only till 10-05-2016. Thereafter till 14-06-2019, articles published in peer reviewed journals will be considered.

    b) The old UGC Approved List of Journals has been replaced with the new 'UGC-CARE Reference List of Quality Journals (UGC-CARE List)' w.e.f 14th June 2019. [UGC Public Notice on Academic Integrity; No.F.1–1 2018 (Journals)/CARE dated 14th June 2019]. The requirements of UGC-CARE listed Research Publications is to be strictly followed from 14-06-2019. After 14-06-2019 articles published in UGC Care listed journals including such journals published by the recognized Research centers in Universities and affiliated colleges will only be considered [G.O. (Rt) No. 12/2023/ HEDN dated Thiruvananthapuram, 05-01-2023].

7. The IQAC shall verify the Activities (*for Option A*)/ API scores (*for Option B*) claimed by the applicants and enter the same in the Proforma with necessary changes (Annexure I, Form 11 and 12 of this guidelines)

8. The IQAC shall ensure verification of eligibility criteria and CAS criteria of all candidates.

9. The IQAC shall ensure the Applicants were in Active Roll at the due date of Placement/Promotion.

10. IQAC should maintain an inward register for registering and dispatching of proposals of Placement/Promotion in the following format.

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

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

12. IQAC shall receive *(through proper channel)* proposals for placement throughout the year. A teacher can apply for placement three months before his/her due date on fulfillment of all criteria.

13. IQAC shall process all such proposals submitted on a time bound basis.

14. IQAC shall forward all such processed proposals to the Principal so that the same can be forwarded to the Directorate of Collegiate Education before the 15th of January and July every year.

15. IQAC shall forward the scanned copy alone for placements to Academic Level 11 and 12 *(as separate file for each faculty with separate covering letter via DDFS).* In the case of placement to Associate Professor (Academic Level 13A), one hard copy *(spiral bound)* also should be forwarded along with the scanned copy to the DCE with covering letter *(as separate files for each faculty with separate covering letter via DDFS).*

16. IQAC shall ensure that the contents of such copies are arranged in sequential order as prescribed in Annexure III and pages numbered serially. An index page should also be appended.

1.3 Guidelines to Screening cum Evaluation Committee (SEC)/ Selection Committee (SC)

1. The Committee shall verify the Activities (*for Option A*)/ API scores (*for Option B*) scores claimed in the PBAS proforma by the applicants with their Activities/ API score sheet submitted by IQAC.

2. All members of the Screening cum Evaluation Committee/ Selection Committee shall sign the minutes and the assessment report as given Annexure 1, Form 11 and forward the same to DCE.

3. While considering the dates in the case of research publications/ Ph.D./ Refresher courses the following shall be taken into consideration.

   a) The date of acquiring Ph.D. shall be the date of award of Ph.D./ date of completion of all conditions in that respect/ effective date of Ph.D, as shown on the Ph.D. degree certificate/ Minutes of the Syndicate Decision in this regard.

   b) The date of acquiring Orientation/Induction/ Refresher/ Short term course will be the very next day in which the course gets completed. *i.e. if a faculty completes the course on the AN of 10-02-2023, then the date of eligibility to claim such courses will be 11-02-2023.*

   c) In the case of ARPIT courses done online in SWAYAM, the date of exam *(in the case of successful completion)* will be considered as date of acquiring the same.

   d) In the case of publications that are to be achieved within a definite time/ time period, the Date of acceptance OR Date of publication, whichever is beneficial to the incumbent shall be considered.

   e) In the case of articles by an incumbent published in fortnightly/ monthly issues of journals, any date *(due date),* after the date of acceptance at the benefit of the incumbent within that issue (fortnight/ month) can be considered as the date of publication. Regarding bimonthly journals, any date *(due date),* after the date of acceptance at the benefit of the incumbent within those two months must be considered. The same pattern is to be followed in the case of Quarterly, Half yearly and Yearly journals.

1.4 General Guidelines for Placement

1. Teachers shall submit their applications to the Principal of the College where they are working at present through the Head/Teacher in charge of the Department. Those teachers working in Engineering/ Medical/ Polytechnic/ Law Colleges shall submit their proposal to the Principal of the nearby college where their subject is available through the Head of the institution.

2. Teachers on deputation/ maternity leave or any other eligible leave whose placements are due within the scheme period shall submit their application to their parent college. Teachers on deputation shall sent their proposals to the parent college, duly forwarded by the immediate superior of the incumbent.

3. Teachers of Engineering/ Medical/ Polytechnic/ Law Colleges and Teachers on deputation shall submit an affidavit as per Annexure I, Form 10 while submitting proposals.

4. PBAS format for options A and B are given in Annexure I as Form No. 2, 3 *(Phy. Edn.)* and 4. APAR formats for option A are given as Form No. 5 *(for faculty other than Physical Education)* and Form No. 6 *(for Physical Education faculty)*. APAR format for option B is given as Form No. 7.

5. Annual Performance Assessment Reports (APAR) is to be prepared for each academic year (1st June to 31st May). Reports for periods less than 1 month *(which could possibly arise during general transfer in the month of June)* may be omitted.

6. The teachers shall submit the placement proposal along with necessary APARs and other supporting documents for CAS to the Principal for assessment. Only those claims made in the PBAS will be considered for evaluation. All claims made in the placement proposal are to be supported with relevant documents.

7. Teachers who wish to apply for Placement exercising Option B must do so within three years from the date of notification of the 7th UGC Regulation (18-07-2018) – *i.e. due date should be within 17-07-2021*.

8. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory up to 31st December 2018. The following Short term courses are also included among the courses to be considered for CAS [G.O.(Rt)No.1662/2022/HEDN Dated, Thiruvananthapuram, 10-11-2022].

   a. Courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration conducted by HRDCs, State and Central Universities and its departments, Teaching Learning Centres (TLC) under PMMMNMTT, Teaching Learning Centres under State/Central Governments, Centres of Excellence and Research Oriented Institutions, Colleges in association with the Government agencies like DCE, KSHEC, HRDC, KSCSTE, University and University Departments provided that two courses of at least one week (five days)

duration can be accepted in lieu of every single course/programme of at least two weeks (ten days) duration.

b. MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment

9. i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful in assessment the date of promotion shall be from that of minimum period of eligibility.

ii) If, however the candidate finds that he/she would fulfill the CAS promotion criteria at a later date and applies on that date and is successful, his/her promotion shall be effected from the date of the candidate fulfilling the eligibility criteria.

iii) If he/she fails to succeed in first assessment, he/she has to be reassessed only after one year. When such a candidate succeeds in the eventual assessment his/her promotion shall be deemed to be one year from the date of rejection.

10. A teacher can apply for placement three months before his/her due date on fulfillment of all criteria. Proposals should reach the IQAC through proper channel. IQAC shall then process the proposals and forward the same to the Principal, which will then be forwarded to Directorate of Collegiate Education (DCE). Such proposals are to be forwarded to the DCE before the 15th of January and July every year.

11. Teachers should submit their proposals for placement *(complete in all respects)* well in advance leaving sufficient time *(1 month)* for the college to process the same. IQAC shall take all efforts to process the proposals and forward the same to the DCE at the first available chance *(15th July/ 15th January).*

12. Teachers should place the copies of Supporting documents/ Certificates/ Research Publications etc. in their placement proposal *(complete in all respects)* in the same order as they appear in the PBAS form for easy and speedy processing. IQAC shall ensure the same. In the case of Research Papers, the Sl. No. of the same in the PBAS form should be marked on the top right corner of the first page of the respective article.

13. Teachers are advised to avoid predatory or dubious or cloned journals while publishing their research works. Teachers are advised to publish their research publications in Care Listed/ Scopus/ Web of Science indexed journals.

2. Screening cum-Evaluation Committee and Selection Committee

As per the UGC Regulations for assessment and grant of placement under CAS for Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11), Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12), a Screening cum-Evaluation Committee has to be constituted and for assessment and promotion under CAS for Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A) a Selection Committee has to be constituted.

2.1. Screening cum Evaluation Committee *[For Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11); Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)]*

Constitution of Screening cum Evaluation Committee

1. The Principal of the College – Chairperson
2. The Head/Teacher in charge of the Department concerned from the College – Convenor
3. Two Subject Experts *(not below the rank of Associate Professor)* in the subject concerned – Members
4. Three members including one subject expert shall constitute the Quorum

2.2. Selection Committee *[For Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)]*

Constitution of Selection Committee

1. Director of Collegiate Education – Chairman
2. Additional Director of Collegiate Education – Convenor
3. Principals of Colleges (2 Nos.) – Members
4. Two Subject Experts *(not below the rank of Associate Professor)* nominated by DCE from a panel of five members.
5. An academician belonging to SC/ST/OBC/Minority/Women/ Differently abled categories nominated by the convenor, if a candidate belongs to any such category.
6. Five members including two subject experts shall constitute the Quorum.

3. Career Advancement Scheme (CAS) for College Teachers
Option – A
UGC Regulation 2018

3.1. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)

Eligibility:

1. An Assistant Professor who has completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil./ PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course in Academic Level 10.

2. Attended one Orientation course of 21 days duration on teaching methodology/ Induction programme of 1 month duration.

3. Any one of the following: Completed Refresher/ Research Methodology Course OR Any two of the following: Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration each, OR taken one MOOCs course (with e–certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

i. He/She gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be as specified in Annexure II, Table 1 (Table 2 for Physical Education) and Table 4 of this guidelines, *and*

ii. The promotion is recommended by the Screening-cum Evaluation Committee.

3.2. Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)

Eligibility:

1. Assistant Professors who have completed five years of service in Academic Level 11.

2. Have done any two of the following in the last five years of Academic Level 11: Completed a course/ programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology

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

CAS Promotion Criteria:

A teacher shall be promoted if;

i.   The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, as prescribed in Annexure II, Table 1 (Table 2 for Physical Education) and Table 4 of this Guidelines, *and*

ii. The promotion is recommended by the Screening-cum-evaluation committee.

3.3. Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A)

1. Assistant Professor who has completed three years of service in Academic Level 12.

2. A Ph.D. Degree in the subject concerned/allied/relevant discipline.

3. Any one of the following during last three years: completed one course/ programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration; or completed one MOOCs course (with e–certification); or contribution towards the development of e–content in 4–quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

i.   He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Annexure II, Table 1 *(Table 2 for Physical Education)* and Table 4 of this Guidelines *and*

ii.   The promotion is recommended by a selection committee constituted in accordance with these Regulations.

4. Career Advancement Scheme (CAS) for College Teachers
Option – B
6th UGC Regulation 2010 [4th Amendment]

4.1. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)

Eligibility:

1. Assistant Professors who have completed six years of service in Academic Level 10.

   (Relaxation: Two year relaxation for Assistant Professor having a Ph.D. degree and One year relaxation for Assistant Professor having an M.Phil./PG Degree in Professional Courses, which is other than the basic qualification).

2. Attended one Orientation course of 2 or 3 weeks duration *and*

3. One Refresher Course of 2 or 3 weeks duration.

CAS Promotion Criteria:

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

ii. The expert assessment by Screening-cum-Evaluation committee

4.2. Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)

Eligibility:

1. Assistant Professors who have completed five years of service in Academic Level 11.

2. One Refresher course/ Methodology/ Workshop/ Training/ Teaching learning-evaluation technology programme/ Soft skill development programme/Faculty Development Programme of 2 or 3 weeks duration.

CAS Promotion Criteria:

i. Aggregate API score of 50 per assessment period in Category II (Professional development, Co-curricular and Extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC

regulation 2010 and its subsequent 4th amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Table 4 of this Guidelines *and*

ii.   The expert assessment by Screening-cum-Evaluation Committee

4.3. Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility*:

1. Assistant Professors who have completed three years of service in Academic Level 12.

2. Three publications in the entire period as Assistant Professor (12/13/14 years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders.

3. Participation in one course of Methodology workshop/Training /Teaching learning-evaluation technology programme/ Soft skill development programme/Faculty Development Programme of minimum 1 week duration.

CAS Promotion Criteria:

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

ii.   The expert assessment by Selection committee

*Note: No one shall be eligible to be appointed promoted or designated as Associate Professor unless he/she posses a Ph.D. as laid in G.O.(P) No. 18/2019/H.Edn. dated 29.06.2019. However, to avoid hardships one can opt option B (as per the UGC regulations 2010 and its amendments) to get promoted as Associate Professor (Clause 6.3 of UGC regulations 2018). This option can be exercised only within 3 years from the date of notifications of the UGC regulations 2018. This was clarified by the Government via G.O.(P) No. 9/2022/H.Edn. dated Thiruvananthapuram, 10.03.2022.

Annexure I
Form No.1

Option for Assessment

I…………………………………………………………………………………
....……………(Name,
Designation & Institution) with Scale of Pay ……………………….……………
hereby opt to assess myself for Career Advancement Scheme (7ʰ Scheme) in the
cadre of …….……………………………………………………… *(Designation)* with
Scale of Pay …………………….…………with effect from …………………… *(Date).*

*
Option A.   As per the 7th UGC Regulation 2018

       OR

Option B.   As per the 6th UGC Regulation 2010 and its 4th Amendment#

**Strike out which is not applicable*
#*Available only for placement proposals where the due date is on or before 17.07.2021*

Signature :

Name :
Designation :
College :

Place :
Date :

Annexure I
Form No. 2

Collegiate Education Department Kerala
PBAS proforma for promotion of Teachers under
Career Advancement Scheme
(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

PBAS Proforma for Option A for faculty other than Phy. Education

Placement from ……………………………… to …………………………………
(Post with Academic Level to be mentioned)

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters) :

2. Father's /Mother's Name :

3. Date of Birth :

4. Gender :

5. Name of the College & Department :

6. Date of Entry in present service :

7. Date of Declaration of Probation :

8. Current Designation & Basic Pay :

9. Date of Last Promotion, if any :

10. Academic Level for which you are an applicant for promotion under CAS :

11. Proposed date of eligibility for promotion as per eligibility conditions and CAS promotion criteria :

12. Indicate whether belongs to (SC/ST/ OBC/ Minority/ Differently Abled) :

13. Address for Correspondence (with Pin Code) with Mobile No. and E-mail :

14. Permanent Address (with Pin Code) :

Initials of Head of the Institution

15. Academic Qualifications

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

16. Research Degrees

Degree	Title of Thesis/ Dissertation/ Field of Work (in case PDF)	Date of Award with Reg. No. (Period/Year in the case of PDF)	Discipline/ Subject	University/ Institute
M.Phil.				
Ph.D.				
PDF				
Any other*				

Professional qualification such as M. Tech.,etc.

17. Appointments held prior to Joining the Current Department *(In Collegiate Education)*

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

18. Details of Orientation/Induction/ Refresher/Short Term Courses attended

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency

19. Details of Leave Without Allowance *(other than with Medical Certificate)*

Sl. No.	Period From	Period To	Total Days of LWA Years	Total Days of LWA Months	Total Days of LWA Days	Grand Total

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

21. Whether Verification Certificate of   :
    previous service enclosed *(If Aided College service, certificate of Deputy Director concerned)*

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

Signature   :
Name and Designation   :

Place   :
Date   :

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Initials of Head of the Institution

Part – B: Assessment Criteria and Methodology
(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to Career Advancement Scheme (CAS) and the Guidelines issued by DCE before filling this section)

Activity 1: Teaching
(Refer Annexure II, Table 1 of DCE Guidelines)

Year	Mode of Teaching	Total Classes Assigned	Number of Classes taught as per documented record	$\dfrac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$	Grading (to be filled by SEC/SC)
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

Add/delete rows as required

Activity 2: Involvement in Students Related Activities/ Research Activities
(Refer Annexure II, Table 1 of DCE Guidelines)

Year	Details of Activities	Number of Activities	Grading (to be filled by SEC/SC)
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Part-C: Other Relevant Information
Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

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

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

List of Enclosures:
(Please attach, copies of certificates, sanction orders, papers etc. whichever necessary)
1.
2.
3.

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

Signature :
Name and Designation :

Place :
Date :

Initials of Head of the Institution

Certified that Mr./Ms./Dr…………………….…………………… has been working as …………………………………………………………....in the department since …………………………. The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :
Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

……………………………………………………………………….…………………

……………..…………………………………………………………….…………………

……………………………………………………….………………………………………

Principal

Place :
Date :

Verified by Screening cum Evaluation Committee

Signature of Principal :

Signature of Head of the Department :

Signature of Subject Experts :

Place :
Date :

Annexure I
Form No. 3. Phy. Education

Collegiate Education Department Kerala
PBAS proforma for promotion of Teachers under
Career Advancement Scheme
(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

PBAS Proforma for Option A for Physical Education faculty

Placement from ………………………… to …………………………
(Post with Academic Level to be mentioned)

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters)   :

2. Father's /Mother's Name   :

3. Date of Birth   :

4. Gender   :

5. Name of the College & Department   :

6. Date of Entry in present service   :

7. Date of Declaration of Probation   :

8. Current Designation & Basic Pay   :

9. Date of Last Promotion, if any   :

10. Academic Level for which you are an   :
    applicant for promotion under CAS

11. Proposed date of eligibility for   :
    promotion as per eligibility conditions
    and CAS promotion criteria

12. Indicate whether belongs to (SC/ST/   :
    OBC/ Minority/ Differently Abled)

13. Address for Correspondence (with Pin   :
    Code) with Mobile No. and E-mail

14. Permanent Address (with Pin Code)   :

Initials of Head of the Institution

15. Academic Qualifications

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

16. Research Degrees

Degree	Title of Thesis/ Dissertation/ Field of Work (in case PDF)	Date of Award with Reg. No. (Period/Year in the case of PDF)	Discipline/ Subject	University/ Institute
M.Phil.				
Ph.D.				
PDF				
Any other*				

Professional qualification such as M. Tech.,etc.

17. Appointments held prior to Joining the Current Department *(In Collegiate Education)*

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

18. Details of Orientation/Induction/ Refresher/Short Term Courses attended

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency

19. Details of Leave Without Allowance *(other than with Medical Certificate)*

Sl. No.	Period From	Period To	Total Days of LWA Years	Total Days of LWA Months	Total Days of LWA Days	Grand Total

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

21. Whether Verification Certificate of   :
    previous service enclosed *(If Aided College service, certificate of Deputy Director concerned)*

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

Signature :
Name and Designation :

Place :
Date :

Initials of Head of the Institution

Part – B: Assessment Criteria and Methodology
(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to Career Advancement Scheme (CAS) and the Guidelines issued by DCE before filling this section)

Activity 1: Attendance
(Refer Annexure II, Table 2 of DCE guidelines)

Year	Mode of Activity	Total days Assigned	Number of days engaged as per documented record	$\dfrac{\text{No. of days engaged}}{\text{Total No. of days assigned}} \times 100\%$	Grading (to be filled by SEC/SC)
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

Add/delete rows as required

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

Year	Detail of Activities	Number of Activities	Grading (to be filled by SEC/SC)
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Activity 3
(Refer Annexure II, Table 2 of DCE guidelines)

Year	Detail of Activities	Number of Activities during Assessment Period	Grading (to be filled by SEC/SC)
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Activity 4
(Refer Annexure II, Table 2 of DCE guidelines)

Year	Detail of Activities	Number of Activities during Assessment Period	Grading (to be filled by SEC/SC)
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Initials of Head of the Institution

Activity 5
(Refer Annexure II, Table 2 of DCE guidelines)

Year	Detail of Activities	Number of Activities during Assessment Period	Grading (to be filled by SEC/SC)
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Part-C: Other Relevant Information

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

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

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

List of Enclosures:
(Please attach, copies of certificates, sanction orders, papers etc. whichever necessary)
1.
2.
3.
4.

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

Signature :
Name and Designation :

Place :
Date :

Certified that Mr./Ms./Dr……………………………………………… has been working as …………………………………………………………....in the department since …………………………. The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :
Date :

Initials of Head of the Institution

Remarks of the Principal on Punctuality and Conduct of the Applicant

………

……………..……..………………………………………………………………..…………………

……………………………………………………….………………………………………………

Principal

Place   :

Date   :

Verified by Screening cum Evaluation Committee

Signature of Principal   :

Signature of Head of the Department   :

Signature of Subject Experts   :

Place   :

Date   :

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

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

PBAS Proforma for Option B

Placement from ……………………………… to …………………………………
(Post with Academic Level to be mentioned)

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters)   :

2. Father's /Mother's Name   :

3. Date of Birth   :

4. Gender   :

5. Name of the College & Department   :

6. Date of Entry in present service   :

7. Date of Declaration of Probation   :

8. Current Designation & Basic Pay   :

9. Date of Last Promotion, if any   :

10. Academic Level for which you are an   :
    applicant for promotion under CAS

11. Proposed date of eligibility for   :
    promotion as per eligibility conditions
    and CAS promotion criteria

12. Indicate whether belongs to (SC/ST/   :
    OBC/ Minority/ Differently Abled)

13. Address for Correspondence (with Pin   :
    Code) with Mobile No. and E-mail

14. Permanent Address (with Pin Code)   :

15. Academic Qualifications

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

16. Research Degrees

Degree	Title of Thesis/ Dissertation/ Field of Work (in case PDF)	Date of Award with Reg. No. (Period/Year in the case of PDF)	Discipline/ Subject	University/ Institute
M.Phil.				
Ph.D.				
PDF				
Any other*				

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

17. Appointments held prior to Joining the Current Department *(In Collegiate Education)*

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

18. Details of Orientation & Refresher/Research Methodology/Short Term Course attended

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency

19. Details of Leave Without Allowance *(other than with Medical Certificate)*

Sl. No.	Period From	Period To	Total Days of LWA Years	Total Days of LWA Months	Total Days of LWA Days	Grand Total

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

21. Whether Verification Certificate of :
    previous service enclosed *(If Aided College service, certificate of Deputy Director concerned)*

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

Signature :

Name and Designation :

Place :
Date :

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Initials of Head of the Institution

Part – B: Assessment Criteria and Methodology
(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to Career Advancement Scheme (CAS) and the Guidelines issued by DCE before filling this section)

Category II – Professional Development, Co-curricular and Extension Activities
(Refer Annexure II, Table 3(a) of DCE Guidelines)

Category II: Professional Development, Co-curricular and Extension Activities					API Score Claimed in the assessment period	API Score approved by SEC/SC
(a)	Student related co-curricular, extension and field based activities. *(Max 15 per year)*					
	Year	Activity	API Score	Total per Year		
	20xx–xx					
	20xx–xx					
	20xx–xx					
(b)	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. *(Max 15 per year)*					
	Year	Activity	API Score	Total per Year		
	20xx–xx					
	20xx–xx					
	20xx–xx					
(c)	Professional development Activities *(Max 15 per year)*					
	Year	Activity	API Score	Total per Year		
	20xx–xx					
	20xx–xx					
	20xx–xx					
Total for Category II						

Category III – Research and Academic Contributions
(Refer Annexure II, Table 3(b) of DCE Guidelines)

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

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

Initials of Head of the Institution

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

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

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

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

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

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

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

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

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

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

Sl. No.	Title of chapter with Page No.	Book Title, Editor and Publisher	ISSN/ISBN No.	Whether Peer reviewed	Whether you are the Main author	No of Co-authors	API score claimed	API score approved by SEC/SC
						Total API Score		

Initials of Head of the Institution

III.c. Research Projects

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

Sl. No.	Title	Agency	Period	Grant/Amount mobilized in Lakhs	API score (claimed)	API score approved by SEC/ SC
				Total API Score		

III.c.2.Consultancy Projects

Sl. No.	Title	Agency	Period	Grant/Amount mobilized in Lakhs	API score (claimed)	API score approved by SEC/ SC
				Total API Score		

III.c.3.Project outcome/outputs

III.c.3.1.Patent/technology transfer/product/process

Sl. No.	Description/ Patent	International/ National	API score (claimed)	API score approved by SEC/ SC
		Total API Score		

III.c.3.2.Major Policy document prepared for International Bodies/ Central/State Government/ Local Bodies

Sl. No.	Description	International/ Central/ State Govt./ Local bodies	API score (claimed)	API score approved by SEC/ SC
		Total API Score		

III (d) Research Guidance

S.No.	Item	Number Enrolled	Thesis submitted	Degrees awarded	API score (claimed)	API score approved by SEC/ SC
III.d.1	M.Phil or equivalent (for degree awarded only)					
III.d.2.	Ph.D.					
III.d.3	Ph.D. (Ongoing)/ Guiding PostDoc Fellows					
III.d.4	Ph.D. Thesis Evaluation					
III.d.5	PG Projects					
III.d.6	UG Projects					
	Total API Score					

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

III.e.1. Fellowships/ Awards

Sl. No.	Nature of the award/ Fellowship	Whether International, National/State/ Regional/ University level	Academic body/Association giving the award/fellowship	API score (claimed)	API score approved by SEC/ SC

Initials of Head of the Institution

				Total API Score		

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

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

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

Sl. No.	Module/Title	API score (claimed)	API score approved by SEC/ SC
		Total API Score	

Year	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	Aggregate Score for the assessment period
Aggregate Score in Category III III.a + III.b + III.c + III.d + III.e + III.f							

Summary of API Scores

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	Aggregate score
Category II *Professional Development, Co curricular & Extension activities*							
Category III *Research and Academic contributions*							
Aggregate of Category II & III							

Part-C: Other Relevant Information

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

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

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

List of Enclosures:

(Please attach, copies of certificates, sanction orders, papers etc. whichever necessary)

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Initials of Head of the Institution

1.
2.
3.

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

Signature :
Name and Designation :

Place :
Date :

Certified that Mr./Ms./Dr……………………………………………… has been working as …………………………………………………...in the department since …………………………. The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :
Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

………………………………………………………………………………………………

……………..…..…………………………………………………………………………

………………………………………………..……………………………………………

Principal

Place :
Date :

Verified by Screening cum Evaluation Committee

Signature of Principal :

Signature of Head of the Department :

Signature of Subject Experts :

Place :
Date :

Annexure I
Form No. 5: Option A

Collegiate Education Department Kerala
Annual Performance Assessment Report
(For faculty other than physical education)
(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

APAR for the Academic Year …………………

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters)   :

2. Father's /Mother's Name   :

3. Date of Birth   :

4. Gender   :

5. Name of the College & Department   :

6. Date of Entry in present service   :

7. Date of Declaration of Probation   :

8. Current Designation   :

9. Present Basic pay with Scale of pay   :

10. Date of Last Promotion, if any   :

11. Indicate whether belongs to (SC/ST/ OBC/ Minority/ Differently Abled)   :

12. Address for correspondence (with Pin Code) with Mobile No. and E-mail   :

13. Permanent Address (with Pin Code)   :

14. Academic Qualifications

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

Initials of Head of the Institution

15. Research Degrees

Degree	Title of Thesis/ Dissertation/ Field of Work (in case PDF)	Date of Award with Reg. No. (Period/Year in the case of PDF)	Discipline/ Subject	University/ Institute
M.Phil.				
Ph.D.				
PDF				
Any other*				

Professional qualification such as M. Tech.,etc.

16. Details of Orientation/Induction/ Refresher/Short Term Courses attended

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency

17. Seminars/ Training programmes attended:

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency

Part – B: Assessment Criteria and Methodology

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

Activity 1: Teaching/Attendance

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

Activity 2: Involvement in Students Related Activities/ Research Activities

(Refer Annexure II, Table 1 of DCE guidelines)

(a)   Administrative responsibilities   :

(b)   Examination and evaluation duties   :

(c)   Student related co-curricular, extension and field based activities   :

(d)   Organizing seminars/ conferences/ workshops, other college/ university activities   :

(e)   Research Guidance Activities   :

(f)   Major/ Minor Projects   :

(g)   Publications   :

Initials of Head of the Institution

Part-C: Other Relevant Information

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

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

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

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

Signature of Applicant :
Name and Designation :

Place :
Date :

Certified that Mr./Ms./Dr……………………………………………… has been working as …………………………………………………....in the department since …………………………. The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :
Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

………………………………………………………………………………………………………

………...…..……………………………………………….……………………………………

………………………………………………………….………………………………………

Principal

Place :
Date :

Annexure I
Form No. 6 [Option A Phy. Edn.]

Collegiate Education Department Kerala
Annual Performance Assessment Report
(For physical education faculty)
(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

APAR for the Academic Year …………………

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters)   :

2. Father's /Mother's Name   :

3. Date of Birth   :

4. Gender   :

5. Name of the College & Department   :

6. Date of Entry in present service   :

7. Date of Declaration of Probation   :

8. Current Designation   :

9. Present Basic pay with Scale of pay   :

10. Date of Last Promotion, if any   :

11. Indicate whether belongs to (SC/ST/ OBC/ Minority/ Differently Abled)   :

12. Address for correspondence (with Pin Code) with Mobile No. and E-mail   :

13. Permanent Address (with Pin Code)   :

14. Academic Qualifications

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

Initials of Head of the Institution

15. Research Degrees

Degree	Title of Thesis/ Dissertation/ Field of Work (in case PDF)	Date of Award with Reg. No. (Period/Year in the case of PDF)	Discipline/ Subject	University/ Institute
M.Phil.				
Ph.D.				
PDF				
Any other*				

Professional qualification such as M. Tech.,etc.

16. Orientation/Induction/ Refresher/Short Term Courses attended

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency

17. Seminars/ Training programmes attended:

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency

Part – B: Assessment Criteria and Methodology

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

Activity 1: Attendance

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

Activities 2 to 5

(Refer Annexure II, Table 2 of DCE guidelines)

2 *Organizing intra college competition* :

3 *Institution participating in external competitions* :

4 *Up-gradation of sports and physical training infrastructure with scientific and technological inputs./ Development and Maintenance of playfields and sports and Physical Education facilities* :

5 *(i) Students of the institution participating in National/ State/ University (for college levels only) teams.*
Organizing State/ National/ inter university/ inter college level competition. :

(ii) Invited for coaching at State/National level. :

(iii) Organizing workshops :

(iv) Research Publications in UGC approved :

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Initials of Head of the Institution

journal.
Assistance in college administration and
governance related work including work
done during admissions, examinations and
extracurricular college activities

Part-C: Other Relevant Information

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

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

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

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

Signature of Applicant :
Name and Designation :

Place :
Date :

Certified that Mr./Ms./Dr………………………………………………… has been working as …………………………………………………...in the department since …………………………. The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :
Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

……………………………………………………………………………………………………
……….....….………………………………………………………….…………………
…………………………………………………….……………………………………………

Principal

Place :
Date :

Annexure I
Form No. 7: Option B

Collegiate Education Department Kerala
Annual Performance Assessment Report

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

APAR for the Academic Year …………………

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters) :

2. Father's /Mother's Name :

3. Date of Birth :

4. Gender :

5. Name of the College & Department :

6. Date of Entry in present service :

7. Date of Declaration of Probation :

8. Current Designation :

9. Present Basic pay with Scale of pay :

10. Date of Last Promotion, if any :

11. Indicate whether belongs to (SC/ST/ OBC/ Minority/ Differently Abled) :

12. Address for correspondence (with Pin Code) with Mobile No. and E-mail :

13. Permanent Address (with Pin Code) :

14. Academic Qualifications

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

Initials of Head of the Institution

15. Research Degrees

Degree	Title of Thesis/ Dissertation/ Field of Work (in case PDF)	Date of Award with Reg. No. (Period/Year in the case of PDF)	Discipline/ Subject	University/ Institute
M.Phil.				
Ph.D.				
PDF				
Any other*				

Professional qualification such as M. Tech.,etc.

16. Orientation/Induction/ Refresher/Short Term Courses attended

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency

17. Seminars/ Training programmes attended:

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency

Part – B: Assessment Criteria and Methodology

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

Category II – Professional Development, Co-curricular and Extension Activities
(Refer Annexure II, Table 3(a) of DCE Guidelines)

(a) Student related co-curricular, extension and field based activities   :

(b) Contribution to corporate life and management : of the department and institution through participation in academic and administrative committees and responsibilities.

(c) Professional development Activities   :

Category III – Research and Academic Contributions
(Refer Annexure II, Table 3(b) of DCE Guidelines)
III.a.(i) 1. Research Papers Published in Refereed Journals as notified by UGC

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

Initials of Head of the Institution

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

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

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

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

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

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

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

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

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

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

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

III.c. Research Projects

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

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

Initials of Head of the Institution

III.c.2.Consultancy Projects

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

III.c.3.Project outcome/outputs

III.c.3.1.Patent/technology transfer/product/process

Sl. No.	Description/ Patent	International/ National

III.c.3.2.Major Policy document prepared for International Bodies/ Central/State Government/ Local Bodies

Sl. No.	Description	International/ Central/ State Govt./ Local bodies

III (d) Research Guidance

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

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

III.e.1. Fellowships/ Awards

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

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

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

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

Sl. No.	Module/Title

Part-C: Other Relevant Information

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

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

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

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion

Initials of Head of the Institution

under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature :
Name and Designation :

Place :
Date :

Certified that Mr./Ms./Dr…………………………………………………… has been working as …………………………………………………………...in the department since …………………………. The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :
Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

………

…………..……..……………………………………………………………………….…………………

……………………………………………………………….……………………………………………

Principal

Place :
Date :

Annexure I
Form No. 8

Certificate

This is to certify that ……………………………………………………………… …………………………………………………………….………(Name, Designation and Department) has served in the following capacities while working in ………………………………………………………………………… (Name of College) during the academic year ………………….

(1)
(2)
(3)
(4)
(5)

It is also certified that he/she has undertaken all the examination related work during the period under reference allotted to him/her.

This certificate is issued upon his/her request for providing documentary evidence for placement/promotion under CAS

.

Name and Signature of the Principal

Place :
Date :

(College seal)

Annexure I
Form No. 9

Certificate of Attendance

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

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

Name and Signature of the Principal

Place :
Date :

(College seal)

Annexure I
Form No. 10

Affidavit

(for faculty on deputation)

Certified that I …………………………………………… *(Name and Designation)* presently working as ………………………………………….…… *(Designation)* under ………………………………………………………………… *(Department/ Institution)* has submitted proposals related to placement/promotion from .... to .... *(Academic Level)* at …………………………………………………………………………………… …………………………………………………………………… *(Name of college where proposal is to be processed).*

Signature of Applicant :
Name and Designation :

Place :
Date :

Affidavit

(for DCE faculty working in Engineering/ Medical/ Polytechnics/ Law Colleges)

Certified that I ………………………………………… *(Name and Designation)* working at …………..………………………………………………… *(Institution)* has submitted proposals related to placement/promotion from .... to .... *(Academic Level)* at …………………………………………………………………………………… …………………………………………………………………… *(Name of college where proposal is to be processed).*

Signature of Applicant :
Name and Designation :

Place :
Date :

*Strike off which is not applicable

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

PART A

Part I: Proposal for Placement from Assistant Professor (Academic Level ……….) to Assistant/Associate Professor (Academic Level ……….) in respect of ……………..

………………………………………………………………… *(Name and Designation)*

Date of Birth   :

Subject   :

1)   Qualification

(a)	Date of Award of M. Phil	:	
(b)	Date of Award of PhD	:	
(c)	Post Doctoral Experience *(No. of Years)*	:	

2) Details of Orientation/ Induction /Refresher/Short Term courses etc. attended:

Period of the Course		Name of Course	No. of Days	Conducting Authority
From	*To*			

Part II Details of Qualifying service

1.   Date of 1ˢᵗ appointment in Government service   :

2.   Date of substantive appointment/ present post   :

3.   Date of declaration of probation   :

4.   Details of previous service *(Collegiate Education)*   :

Name of the Institution	Period		Total			Remarks
	From	*To*	*Years*	*Months*	*Days*	

5.   Calculation of Total qualifying period of service *(in Collegiate Education)*
     (a)   Period of Service

Sl. No.	Period		Total Service
	From	*To*	

(b)   LWA, unqualifying service, Break, if any*

| Sl. No. | Period | | Total Days of LWA |
	From	To	

other than with Medical Certificate

(c)   Date of completion of   :
6/5/4 years [in Asst. Professor (Level 10)]
5 years [in Asst. Professor (Level 11)]
3 years [in Asst. Professor (Level 12)]
[with relaxation (2 years for PhD/1 year for M.Phil.), if admissible]

(d)   Whether service verification certificates for   :
previous qualifying service produced

Part III Annual Performance Assessment Reports

(a)   Whether year wise report (signed by the   :
teacher) for the preceding years submitted

(b)   Whether countersigned by the Principal   :

(c)   Whether the required details furnished   :

Part IV Research Experience in the assessment period

(a)   No. of books published   :

(b)   No. of articles published in refereed journals   :

(c)   No. of other articles published   :

(d)   Whether recognized as a research guide   :

   1.   No. of M. Phil. students guided   :

   2.   No. of Registered Ph.D. students   :

   3.   No. of Research projects carried out   :

   4.   No. of Seminars/ Conferences organized   :

PART-B: Summary of Grading

Summary of Grading Criteria (for option A)

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

Summary of Grading Criteria – Physical Education (for option A)

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Activity 1						
Activity 2						
Activity 3						
Activity 4						
Activity 5						
Overall grading						

Summary of API Scores (for option B)

Assistant Professor Level ………. *to* Assistant/Associate Professor Level ……….							
Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	Aggregate score
Category II *Professional Development, Co curricular & Extension activities*							
Category III *Research & Academic contributions*							
Aggregate of Category II & III							

* Refer Annexure II Table IV for minimum requirements

PART C: Details of placement already given

Sl. No.	Designation given	Date of Placement

Recommendation for subsequent placement

(a) Designation to be given   :

(b) Date of Effect   :

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

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Approval

Director of Collegiate Education

Annexure I
Form No. 12

PBAS Score sheet

(to be prepared by IQAC)

Part – A

1. Name of the candidate :

2. Subject :

3. Date of Entry in present service :

4. Date of continuous service :

5. Date of Declaration of Probation :

6. Designation and Official Address :

7. Basic Pay :

8. Academic Level for which the candidate is an applicant for promotion under CAS *(Please Tick)* :
    - ☐ *Asst. Prof.* [Level 10] *to Asst. Prof.* [Level 11]
    - ☐ *Asst. Prof.* [Level 11] *to Asst. Prof.* [Level 12]
    - ☐ *Asst. Prof.* [Level 12] *to Asso. Prof.* [Level 13A]
    - ☐ *Asso. Prof.* [Level 13A] *to Professor* [Level 14]

9. Non Qualifying period of service, LWA etc. if any :

10. Whether the applicant possess M. Phil./Ph.D. *(if so furnish the Name of the University, Month and Year of award of Degree Certificate).* :

11. Whether eligible for relaxation of service for Promotion/placement to senior grade, If so how many years :

12. Number of years of qualifying service :

13. Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria :

14. Option Selected :

Part B
OPTION A
(Assessment Criteria and Methodology)
(Refer Annexure II Table 1 of DCE Guidelines)

Activity 1: Teaching
(Refer Annexure II Table 1 of DCE Guidelines)

Year	Mode of Teaching	Total Classes Assigned	Number of Classes engaged as per documented record	$\dfrac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$	Grading (by IQAC)
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

Activity 2: Involvement in Students-Related Activities/ Research Activities
(Refer Annexure II Table 1 of DCE Guidelines)

Involvement in the college students related activities/ research activities		No. of Activities						Suggested Grading					
		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
(a)	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.												
(b)	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.												
(c)	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.												
(d)	Organizing seminars/conferences/ workshops, other college/university activities.												
(e)	Evidence of actively involved in guiding Ph.D. students.												
(f)	Conducting minor or major research project sponsored by national or international agencies.												
(g)	At least one single or joint publication in peer reviewed/UGC list of Journals.												
	Total Number of Activities												

Physical Education *(Refer Annexure II Table 2 of DCE Guidelines)*

Activity 1: Attendance

Year	Mode of Teaching	Total Days Assigned	Number of Days engaged as per documented record	$\frac{\text{No. of days engaged}}{\text{Total No. of days assigned}} \times 100\%$	Grading (by IQAC)
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

Activity 2:

	No. of Activities							Suggested Grading					
	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Organizing Intra College Competition													

Activity 3:

	No. of Activities							Suggested Grading					
	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Institution participating in external competitions													

Activity 4:

	No. of Activities							Suggested Grading					
	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Up gradation of sports and physical training infrastructure with scientific and technological inputs. *Development and maintenance of playfields and sports and physical education facilities*													

Activity 5:

(i) At least one student of the institution participating in national / state / university (for college levels only), teams. organizing state / national / inter university / inter college level competitions (ii) Being invited for coaching at state / national level (iii) Organizing at least three workshops in a year (iv) Publication of at least one research paper in UGC approved journal, assistance in college administration and governance related work done during admission, examinations and extracurricular college activities	*No. of Activities*						*Suggested Grading*					
	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx

Option A – Summary of Grading

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

* Refer Table 4(a) for Assessment Criteria

Option A – Summary of Grading – Physical Education

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Activity 1: *Attendance*						
Activity 2						
Activity 3						
Activity 4						
Activity 5						
Overall Grading						

* Refer Table 4(a) for Assessment Criteria

Prepared by   Verified by   Name and Signature
                                                              of IQAC Coordinator

Place:
Date:

OPTION B

(Refer Annexure II Table 3 of DCE guidelines)
(For faculty other than physical education)

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

Category III: Research and academic contributions	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx		
(A)	**Research Papers**								
(i)	*Research Papers Published in Refereed Journals as notified by UGC*								
(ii)	*Research Papers Published in Other Reputed Journals as notified by UGC*								
(B)	**Publications other than journal articles**								
(i)	*Text / Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website*								
(ii)	*Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website.*								
(iii)	*Subject Books, published by Other local publishers, with ISBN/ISSN number*								
(iv)	*Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.*								
(C)	**Research Projects**								
(i)	*Sponsored Projects (Major / Minor)*								
(ii)	*Consultancy Projects*								
(iii)	*Project outcome / outputs*								
(D)	**Research Guidance**								
(i)	*M.Phil or equivalent (for degree awarded only)*								
(ii)	*Ph.D. awarded*								
(iii)	*Ph.D. ongoing*								
(iv)	*Ph.D. Thesis evaluation*								
(v)	*PG Projects*								
(vi)	*UG Projects*								
(E)	**Fellowships, Awards and Invited**								

	Lectures delivered in Conference/ Seminars								
(i)	*Fellowship/Awards*								
(ii)	*Invited Lectures/ Papers presented*								
(F)	**Development of e-learning delivery process/material**								
	Total for Category III								
	Grand Total for Category II and Category III								

Summary of API Scores:

Categories	*20xx-xx*	*20xx-xx*	*20xx-xx*	*20xx-xx*	*20xx-xx*	*20xx-xx*	*Aggregate score*
Category II *Professional Development, Co curricular & Extension activities*							
Category III *Research & Academic contributions*							
Aggregate of Category II & III							

* Refer Table 4(b) for Assessment Criteria

Prepared by   Verified by   Name and Signature
                                                                                                of IQAC Coordinator

Place:
Date:

Annexure II
Table 1: Detailing of activities of Option A – For faculty other than Phy. Edn.

Sl. No.	Activity		
1	Teaching		
	Grading Criteria		
	80% and above – Good; Below 80% but 70% & above – Satisfactory; Less than 70% – Not Satisfactory		
	(Classes taught includes sessions on tutorials, lab and other teaching related activities)		
	Note:		
	Number of activities can be within or across the broad categories of activities		
2	Involvement in the college students related activities/ research activities		
	Grading Criteria		
	Good – Involved in at least 3 activities; Satisfactory – 1 to 2 activities		
	Note: Number of activities can be within or across the broad categories of activities		
	(a)	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.	
		▪ Principal (Full Additional Charge); Vice Principal; HOD; Hostel Warden/Resident Tutor; Chairman/Addl. Superintendent in charge of University Exams in Colleges; IQAC Coordinator/ PTA Secretary, College Council Secretary; CDC Convenor/Staff representative; CAMS – Nodal Officer; State Public Information Officer – RTI; Nodal Officers – UGC, AISHE, NPTEL, Scholarships etc	
		▪ PTA Executive Committee Members; CDC Member; University Exam Committee Members in Colleges	
		▪ Faculty holding positions of IQAC; NAAC/AICTE Affiliation; RUSA; KIIFB.	
		▪ College Council Member *(Elected member only);* Class Tutor; Technical Officer to Dean	
		▪ Faculty holding positions of various Committees (Discipline; Admission; Purchase; Planning Board; CLMC; Research; Attendance; Ethics; Jagratha Samithi; Library; Other bodies under UGC plan etc), faculty involved in the preparation of master time table,	
		▪ Faculty involved in various centres in the college EDUSAT; Language lab; Digital Resources; Data Repository; Website; Centralised Computing Facility (CCF); Fitness Centre; Experimentation Centre; Instrumentation Centre; Start-up units; Technology Business Incubator (TBI); INFLIBNET; Botanical garden; Bridge course coordinator etc.	
		▪ Staff in Charge of Department Alumni Association	
		▪ Faculty holding positions of Staff Club; College Cooperative Society	
		▪ Faculty involved in College Union Election Returning Officer/ARO	
	(b)	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.	
		▪ Valuation of University answer scripts as per allotment–Chairman/Chief/Addl. Examiner	
		▪ University Exam Invigilation as per allotment/ Exam wing duty	
		▪ Evaluation of Dissertation (Project Viva) – External Examiner/Chairman	
		▪ University Practical Exam– External Examiner/ Chairman; University Practical Exam – Internal/Skill	
		▪ University Examination Squad duties – External	
		▪ Internal Exam – Question paper setting, Valuation of Answer scripts	
		▪ University/Autonomous College Question Paper setting	
	(c)	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	
		▪ NSS District Coordinator, NSS Programme Officer, NCC Officer, NCC care taker	
		▪ Coordinators of New initiatives programmes of DCE (FLAIR, WWS, SSP,	

			ASAP etc)
			▪ Faculty involved in various Cells/Clubs such as Anti-ragging, Anti- harassment; Placement, Training, Guidance and Counselling, CASH, Continuing Education, Women's Units, Nature Club, Science Club, HR Club, Tourism Club, Literary Club, Entrepreneurship club, Health club, Yoga Club, Sports Club, Arts Club, Film/Drama Club, Bhoomithrasena and all other clubs/forums for promoting co-curricular education, College Alumni Association, Community College, Other bodies under UGC plan etc), Extension activities coordinator
			▪ Staff Advisor of College Union, Staff Editor of College Magazine, Arts Club Advisor of College Union
			▪ Staff accompanying students for Study Tour/arts/ sports events
			▪ Stage Managers of University Youth Festival
			▪ Editor – College News Letter/Campus Publications; Convenor/Editor/Sub-editor of College Souvenirs
			▪ Faculty in charge of Extension and Outreach programmes, Remedial Classes
			▪ Faculty in Charge of Documentation of Annual Reports, Administrative Reports etc of the college
			▪ Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students
			▪ Faculty involved in preparing Participatory Learning modules/Interactive course/Case Studies
			▪ Faculty involved in Developing and imparting soft skills/ communication skills/personality development courses/psychological counselling modules;
			▪ Faculty involved in N-LIST/ INFLIBNET/EDUSAT/ORICE/ NPTEL Usage/preparation of digital library with seminar papers, uploading of seminar papers/ resource materials to the college website, scholar portal etc/ Use of online course management system.
			▪ e-content (developed in 4 quadrants) per module MOOCs (developed) per module/lecture
			▪ Faculty involved in Mentoring – Internal and external (e.g. WWS, SSP etc); Industrial/Institute visits
			▪ Community work such as values of National Integration, Environment democracy, socialism, Human Rights, Peace, scientific temper; flood or, drought relief, small family norms etc., Census work, waste management, organic farming, social forestry, NGO related activities
		(d)	Organising seminars/conferences/workshops, other college/university activities.
			▪ Organising seminars/conferences/workshops
			▪ Invited talk in seminars/conferences/workshops
			▪ Chairing sessions in seminars/conferences/workshops
			▪ Paper/Poster presentation in seminars/conferences/workshops
			▪ Subject Expert in Curriculum Preparation/Question paper Setting/Physical Efficiency Test for Govt. Bodies like KPSC, SSC, UPSC, HSE, SCERT, Open School, Saksharatha Mission, Pareeksha Bhavan, Distance education etc; Subject Expert in PSC Interview Board/FIP Interview
			▪ Member–Board of Studies; Academic Council; Pass Board; Scrutiny Board; Curriculum Committee of the University, Senate Member, Syndicate member
			▪ Faculty involved (nodal officer/ coordinator/ member) in programmes initiated by DCE (e-governance, ORICE, NMEICT, IT cell etc)/ Higher education State Level
			▪ Recipients of Internships (eg. FLAIR) - International/ National
			▪ Membership/Participation/Subject Expert in State/Central Bodies/Committees on Education, Research, Sports and National Development
			▪ Organizing Programmes on PEECS, FLAIR,WWS, SSP, e-Governance
			▪ Lectures delivered in refresher/orientation/ faculty development courses/ New initiative programmes (eg. FLAIR, WWS, SSP, ASAP etc)
			▪ Editors of Research Journals

		- Membership in Renowned Professional Associations (per current membership) - Interaction with Industry, Industrial Experience for students - Conducting Bridge Courses, Finishing school (in Polytechnics), Gifted Children programme
	(e)	Evidence of actively involved in guiding Ph.D students.
		- Each Ph.D. produced/year is to be treated as an activity - Guiding all ongoing Ph.D.s is to be treated as a single activity - Guiding each Postdoc scholar is to be treated as an activity - Evaluation of Ph.D. thesis - Each M Phil./ PG Dissertation is to be treated as an activity - A UG Project is to be treated as an activity
	(f)	Conducting minor or major research project sponsored by national or international agencies.
		- Each ongoing project (Major/Minor/Consultancy) is to be treated as an activity - Each submitted project in an year is to be treated as an activity - Each patent is to be treated as an activity
	(g)	At least one single or joint publication in peer reviewed/UGC list of Journals.
		- Each publication is to be treated as an activity - Publication can be in the form of journals, books, patents, policy documents

Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students Ph.D. award letter, Award Letters, Orders granting Fellowship etc.

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 i.e. Teaching all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave etc. and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage due to his/her absence from his/her teaching responsibilities subject to such leaves/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as the acts, statutes and ordinances of the parent institution.

Table 2: Detailing of activities of Option A –For Physical Education faculty

Sl. No.	Activity	Grading Criteria
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend	90% and above-good Below 90% but 80 % and above- satisfactory Less than 80%- not satisfactory
2.	Organizing intra College Competition ▪ Organizing Annual Athletic Meet, Conducting Inter Class Sports Tournaments, Sports Coaching Camps- Short Term & Long Term, ▪ Conducting Physical Fitness & Health/ Fitness Awareness Programmes, Yoga Programmes, Corrective & Adapted Physical Education Programmes, Anti Doping & Drug Abuse Awareness Programmes, Life Style Diseases, etc. ▪ Conduct Awareness programmes on Rules & Regulations of various sports & games, Organize Minor Games & Fun Games ▪ Conducting Psychological Counseling & Motivation Programmes for improving sports Performance,	Good – Intra-College competition in more than 5 disciplines Satisfactory- Intra College competition in 3-5 disciplines, Not Satisfactory-Neither Good nor Satisfactory
3.	Institution participating in external competitions ▪ Participation in Inter Collegiate Sports Tournaments, University/ Inter University/State/ National Level Sports Competitions. ▪ Organize Community Health & Fitness Awareness Programmes for the Public	Good - National level competition in at least 1 discipline plus state /district level competitions in at least 3 discipline , Satisfactory - State level Competition in at least 1 discipline plus district level competitions in at least 3 discipline, or district level Competition in at least 5 discipline Not Satisfactory - Neither Good nor Satisfactory
4.	Up gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical education facilities	Good /satisfactory /Not Satisfactory to be assessed by the Promotion committee
5.	(i) At least one student of the institution participating in national /state/university (for college levels only), teams. organizing state/national/inter university/inter college level competitions (ii) Being invited for coaching at state/national level (iii) Organizing at least three workshops in a year (iv) Publication of at least one research paper in UGC approved journal, assistance in college administration and governance related work done during admission, examinations and extracurricular college activities ▪ Membership or posts in University/State/ National/ International level sports organizations/ bodies ▪ Participation in KPSC Physical Efficiency Tests as a Board Member ▪ Participation in KPSC Interviews as a Board Member	Good - involved in any 2 activities Satisfactory- 1 activity Not Satisfactory - not involved/undertaken any of the activities

- Being invited as an Official at District/State/National level/International Level
- Organizing seminars/conferences/workshops
- Invited talk in seminars/conferences/workshops
- Chairing sessions in seminars/conferences/workshops
- Paper/Poster presentation in seminars/ conferences/ workshops
- Organize at least three Sports Tournaments / Coaching Camps/ Fitness Programmes
- Principal (Full Additional Charge); Vice Principal; HOD; Hostel Warden/Resident Tutor; Chairman/Addl. Superintendent in charge of University Exams in Colleges; IQAC Coordinator/ PTA Secretary, College Council Secretary; CDC Convenor/Staff representative; CAMS – Nodal Officer; State Public Information Officer – RTI; Nodal Officers – UGC, AISHE, NPTEL, Scholarships etc
- PTA Executive Committee Members; CDC Member; University Exam Committee Members in Colleges
- Faculty holding positions of IQAC; NAAC/AICTE Affiliation; RUSA; KIIFB.
- College Council Member (Elected member only); Class Tutor
- Faculty holding positions of various Committees (Discipline; Admission; Purchase; Planning Board; CLMC; Research; Attendance; Ethics; Jagratha Samithi; Library; Other bodies under UGC plan etc)
- Faculty involved in various centres in the college EDUSAT; Language lab; Digital Resources; Data Repository; Website; Centralised Computing Facility (CCF); Fitness Centre; Experimentation Centre; Instrumentation Centre; Start-up units; Technology Business Incubator (TBI); INFLIBNET; Botanical garden etc.
- Staff in Charge of Department Alumni Association
- Faculty holding positions of Staff Club; College Cooperative Society
- Faculty involved in programmes initiated by DCE (e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/Higher education State Level
- Faculty involved in College Union Election Returning Officer/ARO
- Valuation of University answer scripts as per allotment– Chairman/Chief/Addl. Examiner
- University Exam Invigilation as per allotment
- Evaluation of Dissertation (Project Viva) – External Examiner/Chairman
- University Practical Exam– External Examiner/ Chairman; University Practical Exam – Internal/Skill
- University Examination Squad duties – External
- Internal Exam – Question paper setting, Valuation of Answer scripts
- University/Autonomous College Question Paper setting

Overall Grading:
Good: Good in Item 1 and satisfactory or good in any other two items

Satisfactory: Satisfactory in Item 1and satisfactory/ good in any other two items.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note:
   i.   It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
   ii. The institution must obtain student feedback. The feed-backs must be shared with the concerned Assistant/Associate Professor of Physical Education and Sports and also the CAS Promotion committee.
   iii. The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS promotion committee.

Table 3: Detailing of API scores of Option B

Table 3 (a)

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

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

Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.
i) Administrative responsibilities (including as Dean/ Principal/ Chairperson/ convener/ Teacher in charge/ Similar other duties that require regular office hours for its discharge) (ii) Participation in Board of studies, academic and administrative committees

Indicator/Activity	Max scores eligible
Principal (Full Additional Charge); Vice principal, HOD, Chief superintendent in charge of university exams in colleges, PTA secretary, IQAC Coordinator	15
Hostel warden/Resident tutor, Class Tutor, College council secretary , CDC convener/staff representative, CAMS nodal officer, state public information officer–RTI, Nodal officer–UGC, AISHE, NPTEL, Scholarship and other institution specific items not mentioned above	10
PTA executive committee members, CDC members, University exam committee members in colleges	5
Faculty holding positions of IQAC, NAAC/AICTE affiliation, RUSA coordinator/convenors (15), member (5)	15/5
College council members (elected members only), University Syndicate/ Senate member, Higher education council member, Sports council member	10
Faculty holding positions of various committees (Discipline, Admission, Purchase, Planning board , CLMC, Research, CBCSS, Attendance, Ethics, Jagratha samithi, Other bodies under UGC plan etc. Coordinator /Convenors/Managers/Staff in charge–(10), Member (3)	10/3
Faculty involved in managing various centres in the college EDUSAT, Language lab, Digital Recourses, Data repository, Website, Centralized computing facility (CCF), Fitness centre, Experimentation centre, Instrumentation centre, Startup units, Technology business incubator (TBI), INFLIBNET, Botanical garden etc. Administrator/Convenor/ Coordinator /Staff in charge (10), Committee members(3)	10/3
Staff in charge of Department alumni association, Department library	5
Faculty holding positions of staff club, College Cooperative Society , Secretary & President–(10), Executive Committee members (3)	10/3
Faculty involved in college union election returning officer/ARO – (10), committee member (3)	10/3
Member – Board of studies, academic council, pass board, scrutiny board, curriculum committee	10

iii) Professional development Activities — 15

Professional Development activities(such as participation in seminars, conferences, short term training courses, industrial experience, talks lecturers in refresher /faculty development courses, dissemination and general articles and any other contribution

Indicator/Activity	Max scores eligible
Member– advisory committees to Govt.(10)	10
Recipients of Internships (eg. FLAIR) International (15), National (10)	15/10
Participation in conferences/seminars/workshops without paper presentation *(per day)* International – (3), National – (2), State level – (1)	3/2/1
Acquiring additional PG/M.Phil./Research degree *(per degree, to be claimed*	3/4/5

only once)

Dissemination of subject – General/ Popular articles in news papers , magazines or other periodicals (not covered in Category III) per article), Public lecturers/ Talks delivered/ Radio talks/ Television programmes / Awareness class *(2 per item)*	10
Organizing Seminars/Workshops/ Conferences Coordinator/Convenor - International (10), National (8), Sate level (5) Members – International (5), National (3), Sate level (1)	10/8/5 5/3/1
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students *(5 per activity)*	5
Participation in short term training courses less than one week duration in Educational technology, curriculum development, professional development, examination reforms, institutional governance, new initiative induction programme etc. which is not mandatory for placement or as mentioned in Category III *(1 per day per activity)*	10
Resource person in curriculum preparation/ Question paper setting/Physical efficiency test for Govt. bodies like KPSC, SSC, UPSC,HSE, SCERT, Open school, Saksharatha Mission, pareeksha Bhavan, distance education etc. subject expert in PSC interview board/ FIP Interview *(1 per item)*	5
Membership/Participation/Subject expert in state/central bodies/ committees on education, research, sports and national development *(5 per item)*	10
Translation works(official only)	5
Conducting Bridge courses, Add-on course, Resource person of In service course for school teachers, community living camp curricular programme, coordinator of teaching practice, finishing school (in Polytechnics), Gifted children programme *(10 per programme per year)*	10
Organizing programes on PEECs, FLAIR,WWS,SSP, e governance(5 per programme other than mandatory	5
Lecturers delivered in Refresher/ Orientation/ Faculty development courses/ New initiative programmes (eg. FLAIR,WWS) 3 per programmes)	10
Editors of Research journal – International – 15, National–10, State–5	15/10/5
Interaction with industry, industrial experience *(3 per programme)*	10
Total	**45**

Table 3 (b)
Category -III-Research and Academic Contributions

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

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

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

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

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

Table 4
Table 4 (a)
Minimum API requirement for the promotion of teachers under CAS in Colleges

Option A

Overall Grading Chart		
Activity – 1 *80% and above – Good* *Below 80% but 70% & above – Satisfactory* *Less than 70% – Not Satisfactory*	*Activity – 2* *Good – Involved in at least 3 activities* *Satisfactory – 1 to2 activities*	*Overall Grading*
Good	*Good*	*Good*
Good	*Satisfactory*	*Good*
Satisfactory	*Good*	*Satisfactory*
Satisfactory	*Satisfactory*	*Satisfactory*
Not Satisfactory	*Good / Satisfactory*	*Not Satisfactory*
Good / Satisfactory	*Not Satisfactory*	*Not Satisfactory*

Option A (Physical Education)

Activity – 1   **Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.**   *Good – 90% and above*   *Satisfactory – Above 80% but below 90%*   *Not Satisfactory – Less than 80%*
Activity – 2   **Organizing intra college competition**   *Good – Intra college competition in more than 5 disciplines.*   *Satisfactory – Intra college competition in 3–5 disciplines.*   *Unsatisfactory – Neither good nor satisfactory*
Activity – 3   **Institution participating in external competitions**   *Good – National level competition in at least one discipline plus State / District level competition in at least 3 disciplines.*   *Satisfactory – State level competition in at least one discipline plus district level competition in at least 3 disciplines.* **Or**   *District level competition in at least 5 disciplines.*   *Unsatisfactory – Neither good nor satisfactory.*
Activity – 4   **Up-gradation of sports and physical training infrastructure with scientific and technological inputs.**   **Development and maintenance of playfields and sports and physical Education facilities.**   *Good / Satisfactory / Not-Satisfactory to be assessed by the Promotion committee.*
Activity – 5   (i) **At least one student of the institution participating in national / state / university (for college levels only) teams. Organizing state / national / inter university / inter college level competition.**   (ii) **Being invited for coaching at state / national level.**   (iii) **Organizing at least three workshops in a year.**   (iv) **Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.**   *Good – Involved in any two activities.*   *Satisfactory – 1 activity*   *Not Satisfactory – Not involved / undertaken any of the activities.*

Overall Grading for Phy. Edn.:

Good	:	*Good in Item 1 and Satisfactory / good in any other two items*
Satisfactory	:	*Satisfactory in Item 1 and satisfactory / good in any other two items*
Not Satisfactory	:	*If neither good nor satisfactory in overall grading*

Table 4 (b)
Minimum API requirement for the promotion of teachers under CAS in Colleges
Option B

Sl. No.	Category	Assistant Professor Level 10 to Level 11	Assistant Professor Level 11 to Level 12	Assistant Professor (Level 12) to Associate Professor (Level 13A)
1	**Category II** Professional Development & Extension Activities **Category III** Research and Academic contribution	20/ assessment period	50/ assessment period	45/ assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Annexure III

List of documents to be attached with Placement Proposal to DCE

The following documents must be sent to the Directorate of Collegiate Education in the sequence specified below along with the DDFS generated Covering letter.

1. Cover page *(in the format given)*
2. Index page *(showing page numbers)*
3. Covering Letter of the Applicant to the Director.
4. Minutes of the meetings of Screening cum evaluation Committee duly signed by all members *(for Academic Level 11 and 12 placements only)*
5. Assessment Report of the Screening cum evaluation Committee duly signed by all members *(for Academic Level 11 and 12 placements only)*
6. *Score sheet (Form 12)*
7. Affidavit *(Form 10; if applicable)*
8. Option for Assessment *(Form 1)*
9. PBAS Form *(Form 2/ 3/ 4 as the case may be)*
10. APAR for the relevant years *(Form 5/ 6/ 7 as the case may be)*
11. Copies of Supporting documents/ Research Publications etc. *(in the order in which they appear in the PBAS)*
    (a) Declaration of probation
    (b) Ph.D./ M. Phil. Certificates
    (c) Copies of orders of previous placements
    (d) Service Verification Certificate *(Aided Service)*
    (e) Orientation/ Induction/ Refresher/ Short Term Courses Certificates
    (f) LWA related orders *(relieving and joining)*
    (g) Attendance Certificates *(Activity 1)* arranged year wise *(for Option A)*
    (h) Certificates to prove Student related/ Research activities *(Activities 2 to 5)* arranged year wise *(for Option A)*
    (i) Certificates of Professional Development, Co-curricular and Extension Activities *(for Option B)*
    (j) Proof for claims made in Category III *(Research and Academic Contributions)* in the order in which they appear in the PBAS Proforma *(for Option B)*
12. Certificates to prove any other claims *(to be specified)*
13. Proceeding detailing Institution Specific Academic Indicators *(if any)*.

Proposal for Placement as

………………….
(Academic Level …..)

as per UGC regulations 2018

Submitted by

Name
[PEN: …..]
Current Designation
Name of Subject/ Department
Name of College
District

to

The Director of Collegiate Education
Government of Kerala

Month and Year of Submission

Additional Instructions

1. Placement proposals are to be typed and printed and not to be hand written.
2. Scanned version of the placement proposals should be clear and readable. The pages should be color scanned with a minimum resolution of 100 DPI.
3. Scanned copies should be in pdf format and made available as a single file in the same order as they appear in the hard copy. The maximum size of the scanned soft copy should be 15 MB.
4. Avoid converting mobile phone captured images to pdf.
5. The file name of the scanned copy of the placement proposal should be the PEN of the applicant followed by the Subject of the applicant separated by a hyphen.
    e.g. 123456-Chemistry
6. Claims made in the PBAS form alone will be the basis of assessment and should be in agreement with the APAR forms.
7. Supporting Documents should be appended *(as required)* for claims made in the PBAS.
8. Do not leave any column unattended in the placement proposal. Put NA if not applicable.
9. Dates entered in the proposals should be in DD-MM-YYYY format only.
10. Applicants are advised to submit their proposals leaving sufficient time for processing at the college level and onward transmission to the DCE.
11. IQAC should ensure that the placement proposal should be numbered serially after verification and before sending the same to the DCE. The Index page showing the page numbers should be prepared accordingly.
12. A cover page in the format given in Annexure III of this guideline should be kept as Page 1.

Checklist for IQAC for verifying the proposal for placement
(to Academic Level 11, 12 and 13A)

1. Name   :

2. Date of Birth   :

3. Designation with Basic pay   :

4. Subject & College at present working   :

5. Date of Joining in present service   :

General Requirements

1. Whether duly filled forms submitted   : Yes/ No

2. Whether copies of Qualifying degree (PG, PhD, NET, M.Phil. certificates produced.   : Yes/ No

3. Whether documents of previous service produced *(if aided college service, the service verification certificate of the DD concerned, others, the service verification of Head of the institution concerned)*   : Yes/ No

4. Whether copies of probation declaration order, previous placement order produced   : Yes/ No

5. Whether documents of LWA/Service Break, produced   : Yes/ No

Mandatory requirements

1. Whether completed the required service for placement *(as mentioned in the regulations)*   : Yes/ No

2. Whether attended necessary Orientation /Refresher Courses, etc during the assessment period *(as mentioned in the regulations)*   : Yes/ No

3. Whether copies of the certificates of Orientation/ Induction/ Refresher/ Short Term courses, etc, produced   : Yes/ No

4. Whether obtained Ph.D. *(For promotion to Associate Professor as per Option A)*   : Yes/ No

5. Whether published papers as required *(For promotion to Associate Professor as per Option B)*   : Yes/ No

CAS requirements

1. Whether the teacher fulfilled the CAS eligibility criteria *(Minimum API score for Option B and Good/Satisfactory for Option A)*   : Yes/ No

2. Whether copies of documentary evidences for all the claims made in the Self-Appraisal report (PBAS Part B) produced (proceedings, certificates, publications, etc.)   : Yes/ No

Coordinator, IQAC

Performance Based Appraisal System (PBAS)

for

Career Advancement Scheme

Placement as Professor (Academic Level 14)
in Government Colleges as per UGC 7th Regulations, 2018
(for placements w.e.f. from 18-07-2018)

Guidelines
(for Principals and IQAC Coordinators)

September 2021

Department of Collegiate Education Kerala

Table of Contents

1. Introduction

The MHRD vide Letter No.F1/77/2015-U.II(1) dated 2/11/2017, 8/11/2017 has issued Orders revising the Pay scales of Teachers in Universities and Colleges in tune with the 7th Central Pay Commission Order. In continuation, the University Grants Commission (UGC) vide Gazette Notification dated 18-07-2018 has issued the new guidelines applicable to the same named as 'UGC regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in higher education, 2018' in supersession of the UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education 2010 and all it amendments.

The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018.

Government of Kerala vide G.O. (P) No. 18/2019 H Edn. dated Thiruvananthapuram 29-06-2019 has given sanction for the revision of Scale of Pay of Teachers in Affiliated Colleges in Kerala. Subsequently, Government of Kerala vide G.O. (Rt) No. 724/ 2020/ H. Edn. dated, Thiruvananthapuram 05-06-2020 has given sanction for implementing the placement/ promotion of teachers of Govt. Colleges in accordance with the provisions in UGC 7th regulations, 2018. Later, Government of Kerala vide G.O. (P) No. 9/2021 H Edn. dated Thiruvananthapuram 20-02-2021 has sanctioned the Career Advancement Placement to Professor (Academic Level 14) in accordance with the norms, standards and procedures set out in the UGC regulations 2018.

The criteria for promotions under Career Advancement Scheme laid down under the UGC 7th Regulations shall be effective from the date of notification of these Regulations i.e. 18-07-2018. The Career Advancement Scheme (CAS) of the 7th regulation, 2018 envisages assessment under two broad activities for College teachers other than Physical Education and under five broad activities for Physical Education teachers in colleges as detailed in Table 1 and Table 5 respectively of Appendix II. A minimum of 110 Academic/ Research Score as per Appendix II, Table 2 of UGC Gazette Notification dated 18-07-2018 is also required for Career Advancement to the level of Professor (Academic Level 14).

1.1 Guidelines to Principals

The Principals shall_

1. issue proceedings entrusting IQAC to process placement proposals of teachers and onward transmission of the same to the Directorate of Collegiate education through proper channel.

2. issue relevant certificates which might be of interest to the applicant after verification.

3. issue Annual Performance Assessment Report (APAR) on academic year basis (June to May) as per the format given in this guidelines.

4. shall ensure that Annual Performance Assessment Report (APAR) has been prepared based on verifiable records.

5. shall put his/her initials on all pages of the PBAS Proforma and the APAR.

1.2 Guidelines to IQAC

1. The IQAC shall act as the Documentation and Record Keeping Cell for the processing of Proposals received from Teachers.

2. The IQAC constituted in the college as per the NAAC guidelines is to be entrusted with the assessment of the Activities and Academic/ Research Scores.

3. The IQAC shall assist in the detailing of assessment criteria and methodology proforma as per the institutional requirements based on the Tables 1 (a) and (b) of Annexure II of this guidelines.

4. The IQAC shall vet the application submitted by the eligible candidates and verify the supporting documents in accordance with regulation and assist the Selection Committee to prepare the final recommendation to DCE.

5. The IQAC shall ensure submission of Annual Performance Assessment Report (APAR) for the assessment period by each candidate.

6. IQAC should ensure that research publications are in UGC Listed or Peer Reviewed Journals (Impact factor to be determined as per Thomson Reuter's List).

7. The IQAC shall verify the Activities and Academic/ Research Scores claimed by the applicants and enter the same in the Proforma with necessary changes (Annexure I, Form 8 of this guideline).

8. The IQAC shall ensure verification of eligibility criteria and CAS criteria of all candidates.

9. The IQAC shall ensure the Applicants were in Active Roll at the due date of Placement/Promotion.

10. IQAC should maintain an inward register for registering and dispatching of proposals of Placement/Promotion in the following format.

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

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

1.3 Guidelines to Selection Committee (SC)

1. The Committee shall verify the Activities and Academic/ Research Scores claimed in the PBAS proforma submitted by the applicants with their Activities/ API score sheet submitted by IQAC. The decision of the Selection committee shall be final.

2. All members present in the Selection Committee shall sign the minutes and the assessment report as given Annexure 1, Form 7.

1.4 General Guidelines for Placement

1. Teachers shall submit their applications to the Principal of the College where they are working at present through the Head/Teacher in charge of the Department. Those teachers attached to the Directorate of Collegiate Education working in Engineering/ Medical/ Polytechnic/ Law Colleges shall submit their proposal to the Principal of the nearby college where their subject is available through the Head of the institution.

2. Teachers on deputation/ maternity leave or any other eligible leave whose placements are due within the scheme period shall submit their application to their parent college. Teachers on deputation shall send their proposals to the parent college, duly forwarded by the immediate superior of the incumbent.

3. Teachers attached to the Directorate of Collegiate of Engineering/ Medical/ Polytechnic/ Law Colleges and Teachers on deputation shall submit an affidavit as per Annexure I, Form 6 while submitting proposals.

4. Annual Performance Assessment Reports (APAR) is to be prepared for each academic year (1st June to 31st May). Reports for periods less than 1 month

(which could possibly arise during general transfer in the month of June) may be omitted.

5. The teachers shall submit the Placement Proposal along with necessary APARs and other supporting documents for CAS to the Principal for assessment. All claims made in the application are to be supported with relevant documents.

6. The details provided in the PBAS Proforma should agree with that given in the Annual Performance Assessment Reports (APAR).

7. i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful in assessment the date of promotion shall be from that of minimum period of eligibility.

   ii) If, however the candidate finds that he/she would fulfills the CAS promotion criteria at a later date and applies on that date and is successful, his/her promotion shall be effected from the date of the candidate fulfilling the eligibility criteria.

   iii) If he/she fails to succeed in first assessment, he/she has to be reassessed only after one year. When such a candidate succeeds in the eventual assessment his/her promotion shall be deemed to be one year from the date of rejection.

8. A teacher can apply for placement three months before his/her due date on fulfillment of all criteria. The DCE shall send a general circular twice a year inviting application for CAS promotions.

9. Placement to the level of Professor has been permitted based on G.O. (P) No. 9/2021 H Edn. dated 20-02-2021. Hence placements to the post will be possible only from 18-07-2018 as per Option A of UGC regulations dated 18-07-2018.

10. A candidate who has secured minimum qualifications to be placed as Professor on a date even before 18-07-2018 will be placed as Professor with effect from 18-07-2018 only.

11. The list of documents to be appended with the PBAS is detailed in Annexure III of this guideline.

2. Selection Committee

As per the UGC Regulations for assessment and grant of placement under CAS for Associate Professor (Academic Level 13A) to Professor (Academic Level 14) a Selection Committee has to be constituted.

Constitution of Selection Committee

1. Director of Collegiate Education – Chairman
2. Additional Director of Collegiate Education – Convenor
3. Principals of Colleges (2 Nos.) – Members
4. Two subject Experts (not below the rank of Professor) nominated by DCE from a panel of five members.
5. An academician belonging to SC/ST/OBC/Minority/Women/ Differently abled categories nominated by the convenor, if a candidate belongs to any such category.
6. Five members including two subject experts shall constitute the Quorum.

3. Career Advancement Scheme (CAS) for College Teachers
Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Annexure II, Table 2 of this guideline.

CAS Promotion Criteria:

A teacher shall be promoted if;

i. The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Annexure II, Table 1 and at least 110 Academic/Research score as per Annexure II, Table 2.

ii. The promotion to the post of Professor is recommended by Selection committee constituted in accordance with these Regulations.

Note: The Academic/Research Score is cumulative and accounts for the whole period of service.

Annexure I
Form No.1

Option for Assessment

I…………………………………………………… *(Name), Associate Professor of*
………………………………… *(Subject),* ……………………………………………..
..............………………………………......………………*(Name of Institution)* with
Scale of Pay 1,31,400-2,17,100 hereby opt to assess myself for Career Advancement
Scheme (as per the UGC 7ʰ Scheme) in the cadre of Professor with Scale of Pay
1,44,200-2,18,200 with effect from …………………… *(Date).*

Signature	:
Name	:
Designation	:
College	:

Place   :
Date   :

Annexure I
Form No. 2

Collegiate Education Department Kerala
Proforma for Promotion of Teachers under Career Advancement Scheme
(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

PBAS Proforma for faculty other than Physical Education
Placement from Associate Professor (Level 13A) to Professor (Level 14)

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters)   :

2. Father's /Mother's Name   :

3. Date of Birth   :

4. Gender   :

5. Name of the College & Department   :

6. Date of Entry in present service   :

7. Date of Declaration of Probation   :

8. Current Basic Pay   :

9. Date of placement to Associate Professor (Level 13A)   :

10. Order No. granting placement to Associate Professor (Level 13A)   :

11. Proposed date of eligibility for promotion as per eligibility conditions and CAS promotion criteria   :

12. Indicate whether belongs to (SC/ST/ OBC/ Minority/ Differently Abled)   :

13. Address for Correspondence (with Pin Code) with Mobile No. and E-mail   :

14. Permanent Address (with Pin Code)   :

Initials of Head of Institution

15. Academic Qualifications

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

16. Research Degrees

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

Professional qualification such as M. Tech., LLM etc.

17. Appointments held prior to Joining the Current Department *(In Collegiate Education)*

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

18. Details of Placements received

Designation	Date of Placement	Service Completed (Yrs)
Assistant Professor (Sr. Scale/ Level 11)		
Assistant Professor (Sel. Grade/ Level 12)		
Associate Professor (Level 13 A)		

19. Details of Leave Without Allowance *(other than with Medical Certificate)*

Sl. No.	Period From	Period To	Total Days of LWA Years	Total Days of LWA Months	Total Days of LWA Days	Grand Total

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

21. Whether Verification Certificate of   :
    previous service enclosed
    (If Aided College service, certificate of Deputy Director concerned)

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

                              Signature   :
                    Name and Designation   :

Place   :
Date   :

Initials of Head of Institution

Part – B: Assessment Criteria and Methodology for Annual Performance Assessment and Academic/ Research Score

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

I. Assessment of Annual Performance

(Refer Annexure II, Table 1 of DCE Guidelines)

Activity 1: Teaching

Year	Mode of Teaching	Total Classes Assigned	Number of Classes taught as per documented record	$\dfrac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$	Grading (to be filled by SC)
20xx-xx					
20xx-xx					
20xx-xx					

Add/delete rows as required

Activity 2: Involvement in Students Related Activities/ Research Activities

Year	Details of Activities	Number of Activities	Grading (to be filled by SC)
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

II. Assessment of Academic/ Research Score

(Refer Annexure II, Table 2 of DCE Guidelines)

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

1. Research Papers in Peer-reviewed or UGC listed Journals

Sl. No.	Title of the paper and Journal details (Name, Year, Vol., Pages)	Sl. No. in UGC list	ISSN/ ISBN No.	Whether Peer reviewed, Impact factor if any*	Whether you are the Principal First/ Principal/ Corresponding author or Co-author	No of Co-authors	Score claimed	Score approved by SC
						Total Score		

* Impact factor to be determined as per Thomson Reuter's list

2. Publications (other than Research Papers)
2(a) Books/ Chapters Published/ Edited

Sl. No.	Title of Book (with page numbers in case of Book chapters), Publisher, Nature of authorship (Author/Editor)	Nature of Publisher (International/ National)	ISSN/ ISBN No.	Whether you are the Main author	No of Co-authors	Score claimed	Score approved by SC
					Total Score		

Initials of Head of Institution

2(b) Translation works in Indian and Foreign Languages by qualified faculties

Sl. No.	Title of Translated Book (with page numbers in case of Book chapters/ Research papers) and Publisher	Nature of Publisher (International/ National)	ISSN/ ISBN No.	Whether you are the Main author	No of Co-authors	Score claimed	Score approved by SC
					Total Score		

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

3(a) Development of Innovative Pedagogy

Sl. No.	Type of Pedagogy	Class and Semester	Topic	Score claimed	Score approved by SC
			Total Score		

3(b) Design of New Curricula and Courses

Sl. No.	Name of Course	Class and Semester	University	Score claimed	Score approved by SC
			Total Score		

3(c) MOOCs

Sl. No.	Name of MOOC	Nature of Involvement*	No. of quadrants	Level & Credits	University	Score claimed	Score approved by SC
					Total Score		

*Content Writer/ Subject Expert/ Course Coordinator

3(d) E-Content

Sl. No.	Title of E-Content	Nature of Involvement*	No. of quadrants	Level & Credits	University	Score claimed	Score approved by SC
					Total Score		

* Content Writer/ Subject Expert/ Course Coordinator

4. Research Guidance, Projects and Consultancy

4(a) Research Guidance

Sl. No.	Category	Number Enrolled	Thesis submitted	Degrees awarded	Score claimed	Score approved by SC
i	Ph.D.					
ii	M. Phil.		–			
iii	PG dissertation		–			
				Total Score		

4(b) Research Projects Completed

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Lakhs)	Score claimed	Score approved by SC
				Total Score		

4(c) Research Projects Ongoing

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Lakhs)	Score claimed	Score approved by SC
				Total Score		

Initials of Head of Institution

4(d) Consultancy

Sl. No.	Title	Agency	Period	Grant Amount mobilized (Lakhs)	Score claimed	Score approved by SC
				Total Score		

5. Patents, Policy Documents and Awards/Fellowships
5(a) Patents

Sl. No.	Description/ Patent	International/ National	Score claimed	Score approved by SC
		Total Score		

5(b) Policy document submitted to an International Body/Organization or Central/ State Government[#]

Sl. No.	Title of the Policy Document	Nature of the Body to which submitted with details*	Score claimed	Score approved by SC
		Total Score		

International/ Central Government/State Government

5(c) Awards/ Fellowships

Sl. No.	Name of the Award/ Fellowship	Whether International/ National	Awarded by	Score claimed	Score approved by SC
			Total Score		

6. Invited lectures / Resource Person/ Paper presentation in Seminars/ Conferences/Full paper in Conference Proceedings*[#]

Sl. No.	Title of Lecture/ Paper/ Academic Session	Name of Conference/ Seminar and by whom Organized	Nature of Participation (IL/RP/ Paper Presentation/ Full Paper)	Whether International/ National/ State/ University level	Score claimed	Score approved by SC
				Total Score		

Paper presented in Seminars/Conferences & also published as full paper in Conference Proceedings will be counted only once
[#]*The Combined Research Score from 5(b). Policy document & 6. Invited lectures / Resource Person/ Paper presentation in Seminars/ Conferences/Full paper in Conference Proceedings shall have an upper capping of 30% of the total research score*

Summary of Scores claimed

1	2		3				4				5			6
	a	b	a	b	c	d	a	b	c	d	a	b	c	

Total Academic/ Research Score (Category 1 to 6 with mandatory capping) *(Calculated as per Annexure II Table 2)*	Score claimed	Score approved by SC

No. of Categories contributing to Total Score	Claimed	Approved by SC

Part-C: Other Relevant Information
Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

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

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

List of Enclosures:
(Please attach, copies of certificates, sanction orders, papers etc. whichever necessary)
1.
2.
3.
4.

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

Signature :
Name and Designation :

Place :
Date :

     Certified that Mr./Ms./Dr……………………………………………… has been working as …………………………………………………...in the department since ………………………… The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department
Place :
Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

………………………………………………………………………………………………………
………..……………………………………………………………………………………………
…………………………………………………………………………………………………

Principal
Place :
Date :

Initials of Head of Institution

Collegiate Education Department Kerala
Proforma for Promotion of Teachers under Career Advancement Scheme
(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

PBAS Proforma for Physical Education faculty
Placement from Associate Professor (Level 13A) to Professor (Level 14)

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters)   :

2. Father's /Mother's Name   :

3. Date of Birth   :

4. Gender   :

5. Name of the College & Department   :

6. Date of Entry in present service   :

7. Date of Declaration of Probation   :

8. Current Basic Pay   :

9. Date of placement to Associate   :
    Professor (Level 13A)

10. Order No. granting placement to   :
    Associate Professor (Level 13A)

11. Proposed date of eligibility for   :
    promotion as per eligibility conditions
    and CAS promotion criteria

12. Indicate whether belongs to (SC/ST/   :
    OBC/ Minority/ Differently Abled)

13. Address for Correspondence (with Pin   :
    Code) with Mobile No. and E-mail

14. Permanent Address (with Pin Code)   :

– 16 –

15. Academic Qualifications

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

16. Research Degrees

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

Professional qualification such as M. Tech., LLM etc.

17. Appointments held prior to Joining the Current Department *(In Collegiate Education)*

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

18. Details of Placements received

Designation	Date of Placement	Service Completed (Yrs)
Assistant Professor (Sr. Scale/ Level 11)		
Assistant Professor (Sel. Grade/ Level 12)		
Associate Professor (Level 13 A)		

19. Details of Leave Without Allowance *(other than with Medical Certificate)*

Sl. No.	Period From	Period To	Total Days of LWA Years	Total Days of LWA Months	Total Days of LWA Days	Grand Total

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

21. Whether Verification Certificate of previous service enclosed :
(If Aided College service, certificate of Deputy Director concerned)

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

Signature :
Name and Designation :

Place :
Date :

– 17 –

Initials of Head of Institution

Part – B: Assessment Criteria and Methodology for Annual Performance Assessment and Academic/ Research Score

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

I. Assessment of Annual Performance
(Refer Annexure II, Table 1 of DCE Guidelines)

Activity 1: Attendance

Year	Mode of Teaching	Total Classes Assigned	Number of Classes taught as per documented record	$\dfrac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$	Grading (to be filled by SC)
20xx-xx					
20xx-xx					
20xx-xx					

Add/delete rows as required

Activity 2

Year	Details of Activities	Number of Activities	Grading (to be filled by SC)
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Activity 3

Year	Details of Activities	Number of Activities	Grading (to be filled by SC)
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Activity 4

Year	Details of Activities	Number of Activities	Grading (to be filled by SC)
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Activity 5

Year	Details of Activities	Number of Activities	Grading (to be filled by SC)
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Initials of Head of Institution

II. Assessment of Academic/ Research Score
(*Refer Annexure II, Table 2 of DCE Guidelines*)

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

1. Research Papers in Peer-reviewed or UGC listed Journals

Sl. No.	Title of the paper and Journal details (Name, Year, Vol., Pages)	Sl. No. in UGC list	ISSN/ ISBN No.	Whether Peer reviewed, Impact factor if any*	Whether you are the Principal First/ Principal/ Corresponding author or Co-author	No of Co-authors	Score claimed	Score approved by SC
						Total Score		

* Impact factor to be determined as per Thomson Reuter's list

2. Publications (other than Research Papers)
2(a) Books/ Chapters Published/ Edited

Sl. No.	Title of Book (with page numbers in case of Book chapters), Publisher, Nature of authorship (Author/Editor)	Nature of Publisher (International/ National)	ISSN/ ISBN No.	Whether you are the Main author	No of Co-authors	Score claimed	Score approved by SC
					Total Score		

2(b) Translation works in Indian and Foreign Languages by qualified faculties

Sl. No.	Title of Translated Book (with page numbers in case of Book chapters/ Research papers) and Publisher	Nature of Publisher (International/ National)	ISSN/ ISBN No.	Whether you are the Main author	No of Co-authors	Score claimed	Score approved by SC
					Total Score		

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula
3(a) Development of Innovative Pedagogy

Sl. No.	Type of Pedagogy	Class and Semester	Topic	Score claimed	Score approved by SC
			Total Score		

3(b) Design of New Curricula and Courses

Sl. No.	Name of Course	Class and Semester	University	Score claimed	Score approved by SC
			Total Score		

3(c) MOOCs

Sl. No.	Name of MOOC	Nature of Involvement*	No. of quadrants	Level & Credits	University	Score claimed	Score approved by SC
					Total Score		

*Content Writer/ Subject Expert/ Course Coordinator

Initials of Head of Institution

3(d) E-Content

Sl. No.	Title of E-Content	Nature of Involvement*	No. of quadrants	Level & Credits	University	Score claimed	Score approved by SC
					Total Score		

Content Writer/ Subject Expert/ Course Coordinator

4. Research Guidance, Projects and Consultancy
4(a) Research Guidance

Sl. No.	Category	Number Enrolled	Thesis submitted	Degrees awarded	Score claimed	Score approved by SC
i	Ph.D.					
ii	M. Phil.		–			
iii	PG dissertation		–			
				Total Score		

4(b) Research Projects Completed

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Lakhs)	Score claimed	Score approved by SC
				Total Score		

4(c) Research Projects Ongoing

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Lakhs)	Score claimed	Score approved by SC
				Total Score		

4(d) Consultancy

Sl. No.	Title	Agency	Period	Grant Amount mobilized (Lakhs)	Score claimed	Score approved by SC
				Total Score		

5. Patents, Policy Documents and Awards/Fellowships
5(a) Patents

Sl. No.	Description/ Patent	International/ National	Score claimed	Score approved by SC
		Total Score		

5(b) Policy document submitted to an International Body/Organization or Central/ State Government[#]

Sl. No.	Title of the Policy Document	Nature of the Body to which submitted with details*	Score claimed	Score approved by SC
		Total Score		

International/ Central Government/State Government

5(c) Awards/ Fellowships

Sl. No.	Name of the Award/ Fellowship	Whether International/ National	Awarded by	Score claimed	Score approved by SC

Initials of Head of Institution

				Total Score		

6. Invited lectures / Resource Person/ Paper presentation in Seminars/ Conferences/Full paper in Conference Proceedings*#

Sl. No.	Title of Lecture/ Paper/ Academic Session	Name of Conference/ Seminar and by whom Organized	Nature of Participation (IL/RP/ Paper Presentation/ Full Paper)	Whether International/ National/ State/ University level	Score claimed	Score approved by SC
				Total Score		

*Paper presented in Seminars/Conferences & also published as full paper in Conference Proceedings will be counted only once
#The Combined Research Score from 5(b). Policy document & 6. Invited lectures / Resource Person/ Paper presentation in Seminars/ Conferences/Full paper in Conference Proceedings shall have an upper capping of 30% of the total research score

Summary of Scores claimed

1	2		3				4				5			6
	a	b	a	b	c	d	a	b	c	d	a	b	c	

Total Academic/ Research Score (Category 1 to 6 with mandatory capping) *(Calculated as per Annexure II Table 2)*	*Score claimed*	*Score approved by SC*

No. of Categories contributing to Total Score	*Claimed*	*Approved by SC*

Part-C: Other Relevant Information

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

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

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

List of Enclosures:
(Please attach, copies of certificates, sanction orders, papers etc. whichever necessary)
1.
2.
3.
4.

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

Signature :
Name and Designation :

Place :
Date :

Initials of Head of Institution

Certified that Mr./Ms./Dr……………………………………………………… has been working as …………………………………………………………………....in the department since ………………………… The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :
Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

……………………………………………………………………………….…………………
……………..…………………………………………………………………….………………
……………………………………………………………….……………………………………

Principal

Place :
Date :

Initials of Head of Institution

Annexure I
Form No. 4

Collegiate Education Department Kerala
Annual Performance Assessment Report
(for faculty other than physical education)
(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

APAR for the Academic Year …………………

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters) :

2. Father's /Mother's Name :

3. Date of Birth :

4. Gender :

5. Name of the College & Department :

6. Date of Entry in present service :

7. Date of Declaration of Probation :

8. Current Designation :

9. Present Basic pay with Scale of pay :

10. Date of Last Promotion, if any :

11. Indicate whether belongs to (SC/ST/ OBC/ Minority/ Differently Abled) :

12. Address for correspondence (with Pin Code) with Mobile No. and E-mail :

13. Permanent Address (with Pin Code) :

14. Academic Qualifications

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

Initials of Head of Institution

15. Research Degrees

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

Professional qualification such as M. Tech.,etc.

16. Orientation & Refresher/Research Methodology/Short Term Course attended

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency

17. Seminars/ Training programmes attended:

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency

Part – B: Assessment Criteria and Methodology

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

Activity 1: Teaching/Attendance

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

Activity 2: Involvement in Students Related Activities/ Research Activities

(Refer Annexure II, Table 1(a) of DCE guidelines)

(a) Administrative responsibilities :

(b) Examination and evaluation duties :

(c) Student related co-curricular, extension and field based activities :

(d) Organizing seminars/ conferences/ workshops, other college/ university activities :

(e) Research Guidance Activities :

(f) Major/ Minor Projects :

(g) Publications :

Part-C: Other Relevant Information

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

Initials of Head of Institution

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

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

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

<div style="text-align:center">

Signature of Applicant :
Name and Designation :

</div>

Place :
Date :

Certified that Mr./Ms./Dr…………………………….………………………… has been working as …………………………………………………………………...in the department since ………………………… The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :
Date :

<div style="text-align:center">

Remarks of the Principal on Punctuality and Conduct of the Applicant

</div>

…………………………………………………………………………….…………………
………….…………..………………………………………….…………………….…………………
…………………….……………………………………….…………………………………………

Principal

Place :
Date :

Annexure I
Form No. 5

Collegiate Education Department Kerala
Annual Performance Assessment Report
(for physical education faculty)
(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

APAR for the Academic Year …………………

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters)   :

2. Father's /Mother's Name   :

3. Date of Birth   :

4. Gender   :

5. Name of the College & Department   :

6. Date of Entry in present service   :

7. Date of Declaration of Probation   :

8. Current Designation   :

9. Present Basic pay with Scale of pay   :

10. Date of Last Promotion, if any   :

11. Indicate whether belongs to (SC/ST/   :
    OBC/ Minority/ Differently Abled)

12. Address for correspondence (with Pin   :
    Code) with Mobile No. and E-mail

13. Permanent Address (with Pin Code)   :

14. Academic Qualifications

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

Initials of Head of Institution

15. Research Degrees

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

Professional qualification such as M. Tech.,etc.

16. Orientation & Refresher/Research Methodology/Short Term Course attended

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency

17. Seminars/ Training programmes attended:

Name of the Course	Duration and Date	Name of the Centre conducting the Course	Sponsoring Agency

Part – B: Assessment Criteria and Methodology

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

Activity 1: Attendance

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

Activities 2 to 5

(Refer Annexure II, Table 1(b) of DCE guidelines)

2   *Organizing intra college competition*   :

3   *Institution participating in external competitions*   :

4   *Up-gradation of sports and physical training infrastructure with scientific and technological inputs. / Development and Maintenance of playfields and sports and Physical Education facilities*   :

5   *(i)*   *Students of the institution participating in National/ State/ University (for college levels only) teams.*   :
Organizing State/ National/ inter university/ inter college level competition.

    (ii)   *Invited for coaching at State/National level.*   :

    (iii)   *Organizing workshops*   :

    (iv)   *Research Publications in UGC approved journal.*   :
Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities

Initials of Head of Institution

Part-C: Other Relevant Information

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

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

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

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

Signature of Applicant :
Name and Designation :

Place :
Date :

Certified that Mr./Ms./Dr…………………………………………… has been working as …………………………………………………...in the department since ………………………. The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :
Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

………………………………………………………………………………………………
………...……………………………………………………………………………………
………………...……………………………………………………………………………

Principal

Place :
Date :

Initials of Head of Institution

Annexure I
Form No. 6

Affidavit
(for faculty on deputation)

Certified that I ……………………………………………… *(Name and Designation)* presently working as ……………………………………………… *(Designation)* under ……….…………………………………………………………… *(Department/ Institution)* has submitted proposals related to placement/promotion from .... to .... *(Academic Level)* at ……………………………………………………………………………………… ……………………………………………………………………… *(Name of college where proposal is to be processed).*

<div align="center">

Signature of Applicant :
Name and Designation :

</div>

Place :
Date :

Affidavit
(for DCE faculty working in Engineering/Medical/ Polytechnics/ Law Colleges)

Certified that I ………………………………………………… *(Name and Designation)* working at ………….………………………………………………………… *(Institution)* has submitted proposals related to placement/promotion from .... to .... *(Academic Level)* at ……………………………………………………………………………………… ……………………………………………………………………… *(Name of college where proposal is to be processed).*

<div align="center">

Signature of Applicant :
Name and Designation :

</div>

Place :
Date :

*Strike off which is not applicable

Annexure I
Form No. 7

Summary of Assessment
Placement from Associate Professor (Level 13A) to Professor (Level 14)
(to be filled by the Selection Committee)

PEN No.

1. Name (in Block Letters)   :
2. Date of Birth   :
3. Subject   :
4. Date of Entry in Govt. College service   :
5. Date of Entry in Aided service *(if any)*   :
6. Date of Declaration of Probation   :
7. Date of placement as Associate Professor (Level 13A) :
8. Indicate whether belongs to (SC/ST/ OBC/ Minority/ Differently Abled) :

	Eligibility and CAS Requirements	Yes/ No	Remarks
1.	Completed 3 years of service in Academic Level 13A (Associate Professor)		
2.	Ph.D. Degree in Subject relevant/allied/relevant discipline		
3.	Minimum of 10 Research Publications in peer-reviewed or UGC-listed journals		
4.	Three research papers were published during the assessment period		
5.	Minimum of 110 research score *(as per Appendix II, Table 2 of UGC Regulations 2018)*.		
6.	Research Score claimed is from a minimum of 3 categories out of 6 categories		
7.	Overall grade is Good or Satisfactory in APAR for at least 02 Years of the assessment period		

the combined score from Category 5(b) & 6 has an upper capping of 30% of the total score

I. Assessment of Annual Performance

Category*	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Activity 1				
Activity 2				
Activity 3				
Activity 4				
Activity 5				
Overall grading				

* Activities 1 to 5 for Physical Education faculty. For others Activity 1 & 2 only.

II. Assessment of Academic/ Research Scores

	Academic/ Research Activity	Score Claimed		Score approved by SC	
1	1				
2	2 (a)				
	2 (b)				
3	3 (a)				
	3 (b)				
	3 (c)				
	3 (d)				
4	4 (a)				
	4 (b)				
	4 (c)				
	4 (d)				
5	5 (a)				
	5 (b)				
	5 (c)				
6	6				
	Total Score				

Recommendations of the Selection Committee

☐　　ELIGIBLE to be placed as Professor with effect from _____

☐　　NOT ELIGIBLE to be placed as Professor *(Please assign reason below)*

Name, Official Address & Signature of the Members of the Committee

Annexure I
Form No. 8

PBAS Score sheet

(to be prepared by IQAC)

Part – A

1. Name of the candidate :

2. Subject :

3. Date of Entry in present service :

4. Date of continuous service :

5. Date of Declaration of Probation :

6. Designation and Official Address :

7. Basic Pay :

8. Academic Level for which the candidate is an applicant for promotion under CAS *(Please Tick)* :
    - ☐ *Asst. Prof.* [Level 10] *to Asst. Prof.* [Level 11]
    - ☐ *Asst. Prof.* [Level 11] *to Asst. Prof.* [Level 12]
    - ☐ *Asst. Prof.* [Level 12] *to Asso. Prof.* [Level 13A]
    - ☐ *Asso. Prof.* [Level 13A] *to Professor* [Level 14]

9. Non Qualifying period of service, LWA etc. if any :

10. Whether the applicant possess M. Phil./Ph.D. *(if so furnish the Name of the University, Month and Year of award of Degree Certificate).* :

11. Whether eligible for relaxation of service for Promotion/placement to senior grade, If so how many years :

12. Number of years of qualifying service :

13. Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria :

14. Details of Placements received

Designation	Date of Placement	Service Completed (Yrs)
Assistant Professor (Sr. Scale/ Level 11)		
Assistant Professor (Sel. Grade/ Level 12)		
Associate Professor (Level 13 A)		

Part B
(Assessment Criteria and Methodology)
(Refer Annexure II Table 1 and 2 of DCE Guidelines)

Activity 1: Teaching
(Refer Annexure II Table 1(a) of DCE Guidelines)

Year	Mode of Teaching	Total Classes Assigned	Number of Classes engaged as per documented record	$\dfrac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$	Grading (by IQAC)
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

Activity 2: Involvement in Students-Related Activities/ Research Activities
(Refer Annexure II Table 1(a) of DCE Guidelines)

Involvement in the college students related activities/ research activities		No. of Activities						Suggested Grading					
		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
(a)	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.												
(b)	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.												
(c)	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.												
(d)	Organizing seminars/conferences/ workshops, other college/university activities.												
(e)	Evidence of actively involved in guiding Ph.D. students.												
(f)	Conducting minor or major research project sponsored by national or international agencies.												
(g)	At least one single or joint publication in peer reviewed/UGC list of Journals.												
	Total Number of Activities												

Physical Education *(Refer Annexure II Table 1(b) of DCE Guidelines)*

Activity 1: Attendance

Year	*Mode of Teaching*	*Total Days Assigned*	*Number of Days engaged as per documented record*	$\dfrac{\text{No. of days engaged}}{\text{Total No. of days assigned}} \times 100\%$	*Grading (by IQAC)*
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

Activity 2:

	No. of Activities							*Suggested Grading*					
	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Organizing Intra College Competition													

Activity 3:

	No. of Activities							*Suggested Grading*					
	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Institution participating in external competitions													

Activity 4:

	No. of Activities							*Suggested Grading*					
	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Up gradation of sports and physical training infrastructure with scientific and technological inputs. *Development and maintenance of playfields and sports and physical education facilities*													

Activity 5:

(i) At least one student of the institution participating in national /state/university (for college levels only), teams. organizing state/ national/inter university/inter college level competitions (ii) Being invited for coaching at state/ national level (iii) Organizing at least three workshops in a year (iv) Publication of at least one research paper in UGC approved journal, assistance in college administration and governance related work done during admission, examinations and extracurricular college activities	No. of Activities							Suggested Grading					
	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx

Option A – Summary of Grading

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Activity 1						
Activity 2:						
Overall Grading						

* Refer Table 1(c) for Assessment Criteria

Option A – Summary of Grading – Physical Education

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Activity 1						
Activity 2						
Activity 3						
Activity 4						
Activity 5						
Overall Grading						

* Refer Table 1(c) for Assessment Criteria

Summary of Scores *(for placement as Professor)*

1	2		3				4				5			6
	a	b	a	b	c	d	a	b	c	d	a	b	c	

Total Academic/ Research Score **(Category 1 to 6 with mandatory capping)** *(Calculated as per Annexure II Table 2)*	*Score claimed*	*Suggested Score*

No. of Categories contributing to Total Score	*Claimed*	*Suggested*

*Refer Annexure II Table 2

Prepared by   Verified by   Name and Signature
of IQAC Coordinator

Place:
Date:

Annexure I
Form No. 9

Sharable Link - MOOCs and E Content
Placement from Associate Professor (Level 13A) to Professor (Level 14)

PEN No.

1. Name (in Block Letters)   :

2. Name of the College & Department   :

MOOCs		
1.	*Name of MOOCs*	
	Link	
	User Name	
	Password	
2.	*Name of MOOCs*	
	Link	
	User Name	
	Password	

Add/delete rows as required

E Content	
Link to E-Content Repository	

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

Signature   :
Name and Designation   :

Place   :
Date   :

Verified and found correct

Head of the Department

Place   :
Date   :

Principal

Place   :
Date   :

Annexure II
Table 1. Assessment Criteria and Methodology for College Teachers
(a) Detailing of activities – For faculty other than Physical Education

Sl. No.	Activity	
1	Teaching **_Grading Criteria_** 80% and above – Good; Below 80% but 70% & above – Satisfactory; Less than 70% – Not Satisfactory (Classes taught includes sessions on tutorials, lab and other teaching related activities) **Note**: Number of activities can be within or across the broad categories of activities	
2	Involvement in the college students related activities/ research activities	
	Grading Criteria Good – Involved in at least 3 activities; Satisfactory – 1 to 2 activities _Note_: Number of activities can be within or across the broad categories of activities	
	(a)	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.
		▪ Principal (Full Additional Charge); Vice Principal; HOD; Hostel Warden/Resident Tutor; Chairman/Addl. Superintendent in charge of University Exams in Colleges; IQAC Coordinator/ PTA Secretary, College Council Secretary; CDC Convenor/Staff representative; CAMS – Nodal Officer; State Public Information Officer – RTI; Nodal Officers – UGC, AISHE, NPTEL, Scholarships etc ▪ PTA Executive Committee Members; CDC Member; University Exam Committee Members in Colleges ▪ Faculty holding positions of IQAC; NAAC/AICTE Affiliation; RUSA; KIIFB. ▪ College Council Member _(Elected member only);_ Class Tutor ▪ Faculty holding positions of various Committees (Discipline; Admission; Purchase; Planning Board; CLMC; Research; Attendance; Ethics; Jagratha Samithi; Library; Other bodies under UGC plan etc), faculty involved in the preparation of master time table, ▪ Faculty involved in various centres in the college EDUSAT; Language lab; Digital Resources; Data Repository; Website; Centralised Computing Facility (CCF); Fitness Centre; Experimentation Centre; Instrumentation Centre; Start-up units; Technology Business Incubator (TBI); INFLIBNET; Botanical garden etc. ▪ Staff in Charge of Department Alumni Association ▪ Faculty holding positions of Staff Club; College Cooperative Society ▪ Faculty involved in College Union Election Returning Officer/ARO
	(b)	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.
		▪ Valuation of University answer scripts as per allotment–Chairman/Chief/Addl. Examiner ▪ University Exam Invigilation as per allotment ▪ Evaluation of Dissertation (Project Viva) – External Examiner/Chairman ▪ University Practical Exam– External Examiner/ Chairman; University Practical Exam – Internal/Skill ▪ University Examination Squad duties – External ▪ Internal Exam – Question paper setting, Valuation of Answer scripts ▪ University/Autonomous College Question Paper setting
	(c)	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.
		▪ NSS District Coordinator, NSS Programme Officer, NCC Officer, NCC care taker

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Coordinators of New initiatives programmes of DCE (FLAIR, WWS, SSP, ASAP etc)
Faculty involved in various Cells/Clubs such as Anti-ragging, Anti- harassment; Placement, Training, Guidance and Counselling, CASH, Continuing Education, Women's Units, Nature Club, Science Club, HR Club, Tourism Club, Literary Club, Entrepreneurship club, Health club, Yoga Club, Sports Club, Arts Club, Film/Drama Club, Bhoomithrasena and all other clubs/forums for promoting co-curricular education, College Alumni Association, Community College, Other bodies under UGC plan etc), Extension activities coordinator
Staff Advisor of College Union, Staff Editor of College Magazine, Arts Club Advisor of College Union
Staff accompanying students for Study Tour/arts/ sports events
Stage Managers of University Youth Festival
Editor – College News Letter/Campus Publications; Convenor/Editor/Sub-editor of College Souvenirs
Faculty in charge of Extension and Outreach programmes
Faculty in Charge of Documentation of Annual Reports, Administrative Reports etc of the college
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students
Faculty involved in preparing Participatory Learning modules/Interactive course/Case Studies
Faculty involved in Developing and imparting soft skills/ communication skills/personality development courses/psychological counselling modules;
Faculty involved in N-LIST/ INFLIBNET/EDUSAT/ORICE/ NPTEL Usage/preparation of digital library with seminar papers, uploading of seminar papers/ resource materials to the college website, scholar portal etc/ Use of online course management system.
e-content (developed in 4 quadrants) per module MOOCs (developed) per module/lecture
Faculty involved in Mentoring – Internal and external (e.g. WWS, SSP etc); Industrial/Institute visits
Community work such as values of National Integration, Environment democracy, socialism, Human Rights, Peace, scientific temper; flood or, drought relief, small family norms etc., Census work, waste management, organic farming, social forestry, NGO related activities

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<td colspan="2">Organising seminars/conferences/workshops, other college/university activities.</td>
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Organising seminars/conferences/workshops
Invited talk in seminars/conferences/workshops
Chairing sessions in seminars/conferences/workshops
Paper/Poster presentation in seminars/conferences/workshops
Subject Expert in Curriculum Preparation/Question paper Setting/Physical Efficiency Test for Govt. Bodies like KPSC, SSC, UPSC, HSE, SCERT, Open School, Saksharatha Mission, Pareeksha Bhavan, Distance education etc; Subject Expert in PSC Interview Board/FIP Interview
Member–Board of Studies; Academic Council; Pass Board; Scrutiny Board; Curriculum Committee of the University, Senate Member, Syndicate member
Faculty involved (nodal officer/ coordinator/ member) in programmes initiated by DCE (e-governance, ORICE, NMEICT, IT cell etc)/ Higher education State Level
Recipients of Internships (eg. FLAIR) - International/ National
Membership/Participation/Subject Expert in State/Central Bodies/Committees on Education, Research, Sports and National Development
Organizing Programmes on PEECS, FLAIR,WWS, SSP, e-Governance
Lectures delivered in refresher/orientation/ faculty development courses/ New initiative programmes (eg. FLAIR, WWS, SSP, ASAP etc)

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		- Editors of Research Journals - Membership in Renowned Professional Associations (per current membership) - Interaction with Industry, Industrial Experience for students - Conducting Bridge Courses, Finishing school (in Polytechnics), Gifted Children programme
	(e)	Evidence of actively involved in guiding Ph.D students.
		- Each Ph.D. produced/year is to be treated as an activity - Guiding all ongoing Ph.D.s is to be treated as a single activity - Evaluation of Ph.D. thesis - Each M Phil./ PG Dissertation is to be treated as an activity - A UG Project is to be treated as an activity
	(f)	Conducting minor or major research project sponsored by national or international agencies.
		- Each ongoing project (Major/Minor/Consultancy) is to be treated as an activity - Each submitted project in an year is to be treated as an activity
	(g)	At least one single or joint publication in peer reviewed/UGC list of Journals.
		- Each publication is to be treated as an activity - Publication can be in the form of journals, books, patents, policy documents

Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students Ph.D. award letter, etc.

Overall Grading:
Good: Good in teaching and satisfactory or good in activity at Sl.No.2.
Or
Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.
Not Satisfactory: If neither good nor satisfactory in overall grading
Note: For the purpose of assessing the grading of Activity at Serial No. 1 i.e. Teaching all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave etc. and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage due to his/her absence from his/her teaching responsibilities subject to such leaves/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as the acts, statutes and ordinances of the parent institution.

(b): Detailing of activities – For Physical Education faculty

Sl. No.	Activity	Grading Criteria
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend	90% and above-good Below 90% but 80 % and above- satisfactory Less than 80%- not satisfactory
2.	Organizing intra College Competition ▪ Organizing Annual Athletic Meet, Conducting Inter Class Sports Tournaments, Sports Coaching Camps- Short Term & Long Term, ▪ Conducting Physical Fitness & Health/ Fitness Awareness Programmes, Yoga Programmes, Corrective & Adapted Physical Education Programmes, Anti Doping & Drug Abuse Awareness Programmes, Life Style Diseases, etc. ▪ Conduct Awareness programmes on Rules & Regulations of various sports & games, Organize Minor Games & Fun Games ▪ Conducting Psychological Counseling & Motivation Programmes for improving sports Performance,	Good – Intra-College competition in more than 5 disciplines Satisfactory- Intra College competition in 3-5 disciplines, Not Satisfactory-Neither Good nor Satisfactory
3.	Institution participating in external competitions ▪ Participation in Inter Collegiate Sports Tournaments, University/ Inter University/State/ National Level Sports Competitions. ▪ Organize Community Health & Fitness Awareness Programmes for the Public	Good - National level competition in at least 1 discipline plus state /district level competitions in at least 3 discipline , Satisfactory - State level Competition in at least 1 discipline plus district level competitions in at least 3 discipline, or district level Competition in at least 5 discipline Not Satisfactory - Neither Good nor Satisfactory
4.	Up gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical education facilities	Good /satisfactory /Not Satisfactory to be assessed by the Promotion committee
5.	(i) At least one student of the institution participating in national /state/university (for college levels only), teams. organizing state/national/inter university/inter college level competitions (ii) Being invited for coaching at state/national level (iii) Organizing at least three workshops in a year (iv) Publication of at least one research paper in UGC approved journal, assistance in college administration and governance related work done during admission, examinations and extracurricular college activities ▪ Membership or posts in University/State/ National/ International level sports organizations/ bodies ▪ Participation in KPSC Physical Efficiency Tests as a Board Member ▪ Participation in KPSC Interviews as a Board Member	Good - involved in any 2 activities Satisfactory- 1 activity Not Satisfactory - not involved/undertaken any of the activities

- Being invited as an Official at District/State/National level/International Level
- Organizing seminars/conferences/workshops
- Invited talk in seminars/conferences/workshops
- Chairing sessions in seminars/conferences/workshops
- Paper/Poster presentation in seminars/ conferences/ workshops
- Organize at least three Sports Tournaments / Coaching Camps/ Fitness Programmes
- Principal (Full Additional Charge); Vice Principal; HOD; Hostel Warden/Resident Tutor; Chairman/Addl. Superintendent in charge of University Exams in Colleges; IQAC Coordinator/ PTA Secretary, College Council Secretary; CDC Convenor/Staff representative; CAMS – Nodal Officer; State Public Information Officer – RTI; Nodal Officers – UGC, AISHE, NPTEL, Scholarships etc
- PTA Executive Committee Members; CDC Member; University Exam Committee Members in Colleges
- Faculty holding positions of IQAC; NAAC/AICTE Affiliation; RUSA; KIIFB.
- College Council Member (Elected member only); Class Tutor
- Faculty holding positions of various Committees (Discipline; Admission; Purchase; Planning Board; CLMC; Research; Attendance; Ethics; Jagratha Samithi; Library; Other bodies under UGC plan etc)
- Faculty involved in various centres in the college EDUSAT; Language lab; Digital Resources; Data Repository; Website; Centralised Computing Facility (CCF); Fitness Centre; Experimentation Centre; Instrumentation Centre; Start-up units; Technology Business Incubator (TBI); INFLIBNET; Botanical garden etc.
- Staff in Charge of Department Alumni Association
- Faculty holding positions of Staff Club; College Cooperative Society
- Faculty involved in programmes initiated by DCE (e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/Higher education State Level
- Faculty involved in College Union Election Returning Officer/ARO
- Valuation of University answer scripts as per allotment– Chairman/Chief/Addl. Examiner
- University Exam Invigilation as per allotment
- Evaluation of Dissertation (Project Viva) – External Examiner/Chairman
- University Practical Exam– External Examiner/ Chairman; University Practical Exam – Internal/Skill
- University Examination Squad duties – External
- Internal Exam – Question paper setting, Valuation of Answer scripts
- University/Autonomous College Question Paper setting

Overall Grading:
Good: Good in Item 1 and satisfactory or good in any other two items

Satisfactory: Satisfactory in Item 1and satisfactory/ good in any other two items.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note:
  i.   It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
  ii. The institution must obtain student feedback. The feed-backs must be shared with the concerned Assistant/Associate Professor of Physical Education and Sports and also the CAS Promotion committee.
  iii. The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS promotion committee.

(c) Overall grading requirements for the promotion of teachers under CAS

(i) For faculty other than Physical Education

Overall Grading Chart		
Activity – 1 *80% and above – Good* *Below 80% but 70% & above – Satisfactory* *Less than 70% – Not Satisfactory*	**Activity – 2** *Good – Involved in at least 3 activities* *Satisfactory – 1 to2 activities*	**Overall Grading**
Good	*Good*	*Good*
	Satisfactory	
Satisfactory	*Good*	*Satisfactory*
	Satisfactory	
Not Satisfactory	*Good/ Satisfactory*	*Not Satisfactory*
Good/ Satisfactory	*Not Satisfactory*	

(ii) For Physical Education faculty

Activity – 1 **Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.** *Good – 90% and above* *Satisfactory – Above 80% but below 90%* *Not Satisfactory – Less than 80%*
Activity – 2 **Organizing intra college competition** *Good – Intra college competition in more than 5 disciplines.* *Satisfactory – Intra college competition in 3–5 disciplines.* *Unsatisfactory – Neither good nor satisfactory*
Activity – 3 **Institution participating in external competitions** *Good – National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.* *Satisfactory – State level competition in at least one discipline plus district level competition in at least 3 disciplines.* **Or** *District level competition in at least 5 disciplines.* *Unsatisfactory – Neither good nor satisfactory.*
Activity – 4 **Up-gradation of sports and physical training infrastructure with scientific and technological inputs.** **Development and maintenance of playfields and sports and physical Education facilities.** *Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.*
Activity – 5 **(i)** At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. **(ii)** Being invited for coaching at state/national level. **(iii)** Organizing at least three workshops in a year. **(iv)** Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities. *Good – Involved in any two activities.* *Satisfactory – 1 activity* *Not Satisfactory – Not involved/ undertaken any of the activities.*

Overall Grading for Phy. Edn.:

Good	:	*Good in Item 1 and Satisfactory/ good in any other two items*
Satisfactory	:	*Satisfactory in Item 1 and satisfactory/ good in any other two items*
Not Satisfactory	:	*If neither good nor satisfactory in overall grading*

Table 2
(Refer Appendix II Table 2 of UGC Regulations dated 18.07.2018)

Methodology for College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.).

Sl. No.	Academic/Research Activity			Faculty of Sciences/ Engineering /Agriculture/ Medical/Veterinary Sciences	Faculty of Languages/ Humanities/ Arts/ Social Sciences/ Library/ Education/ Physical Education/ Commerce/ Management & Other related disciplines
1.	**Research Papers in Peer-Reviewed or UGC listed Journals**			08 per paper	10 per paper
2.	**Publications (other than Research papers)**				
	(a)	**Books authored which are published by;**			
		International publishers		12	12
		National Publishers		10	10
		Chapter in Edited Book		05	05
		Editor of Book by International Publisher		10	10
		Editor of Book by National Publisher		08	08
	(b)	**Translation works in Indian and Foreign Languages by qualified faculties**			
		Chapter or Research paper		03	03
		Book		08	08
3.	**Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**				
	(a)	**Development of Innovative pedagogy**		05	05
	(b)	**Design of new curricula and courses**		02 per curricula/course	02 per curricula/course
	(c)	**MOOCs**			
		Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)		20	20
		MOOCs (developed in 4 quadrant) per module/lecture		05	05
		Content writer/subject matter expert for each module of MOOCs (at least one quadrant)		02	02
		Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)		08	08
	(d)	**E-Content**			
		Development of e-Content in 4 quadrants for a complete course/e-book		12	12
		e-Content (developed in 4 quadrants) per module		05	05
		Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)		02	02
		Editor of e-content for complete course/ paper /e-book		10	10
4.	**(a)**	**Research guidance**			
		Ph.D.		10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
		M.Phil./P.G dissertation		02 per degree awarded	02 per degree awarded

	(b)	**Research Projects Completed**		
		More than 10 lakhs	10	10
		Less than 10 lakhs	05	05
	(c)	**Research Projects Ongoing**		
		More than 10 lakhs	05	05
		Less than 10 lakhs	02	02
	(d)	**Consultancy**	03	03
5.	**(a)**	**Patents**		
		International	10	10
		National	07	07
	(b)	***Policy Document (Submitted to an International body/organisation like UNO/UNESCO/ World Bank/International Monetary Fund etc. or Central Government or State Government)***		
		International	10	10
		National	07	07
		State	04	04
	(c)	**Awards/Fellowship**		
		International	07	07
		National	05	05
6.	***Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**			
	International (Abroad)		07	07
	International (within country)		05	05
	National		03	03
	State/University		02	02

The Research score for research papers would be augmented as follows:
Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

i.	Paper in refereed journals without impact factor	-	05 Points
ii.	Paper with impact factor less than 1	-	10 Points
iii.	Paper with impact factor between 1 and 2	-	15 Points
iv.	Paper with impact factor between 2 and 5	-	20 Points
v.	Paper with impact factor between 5 and 10	-	25 Points
vi.	Paper with impact factor >10	-	30 Points

(a)   Two authors: 70% of total value of publication for each author.

(b)   More than two authors: 70% of total value of publication for the First/ Principal/ Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:
- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Cosupervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Annexure III

List of Documents to be sent along with the PBAS Proforma

1. Covering Letter of the Principal *(DDFS generated)*
2. Covering Letter of the Applicant *(Addressed to the Director)*
3. Option Form
4. PBAS Proforma
5. Annual Performance Assessment Reports (APARs) for the assessment period *(3 Years)*
6. Copy of Ph.D. and M.Phil. Certificates *(Attested by the Principal)*
7. Copy of Declaration of Probation *(Self Attested)*
8. Copy of DCE Order granting Placement as Associate Professor *(Self Attested)*
9. Copy of Details of LWA during the assessment period – Leave Granting & Rejoining orders *(Self Attested)*
10. Copies of Research papers/Publications *(Relevant pages attested by the Principal)*
11. Copy of Documents to support claims made with respect to Academic/ Research Score (Part B.II of the PBAS Proforma) as detailed below

(a)	Research papers/ Publications	:	Relevant pages *(Attested by the Principal on the first page)*
(b)	Development of Innovative Pedagogy	:	Certificate from Head of Institution in Letter head describing the Innovative Pedagogy developed by the candidate.
(c)	Design of new curricula and course	:	Certificate form BoS Chairman *(attested by the Principal)*
(d)	Development of MOOCs	:	▪ Certificate/Approval Letter from Host *(attested by the Principal)* ▪ Login credentials *(Nature of Content to be ascertained by the selection committee)*
(e)	E-Content	:	Certificate from Head of Institution *(with sharable link)* in the format provided
(f)	Research Guidance	:	▪ Degree certificates *(for Ph.D, M.Phil., PG)* with Relevant pages of Thesis/ Dissertation *(Self Attested)* ▪ Certificate from Principal in Letter head *(regarding PG Dissertations)* ▪ Thesis Submission certificates *(in case of Ph.D. thesis submitted)*
(g)	Research projects	:	Project sanction letter, Utilization & completion certificates *(Attested by the Principal)*
(h)	Consultancy	:	Memorandum of Understanding (MoU) *(Attested by the Principal)*
(i)	Patent filing/ Policy Document	:	Acknowledgement/Approval Letters, Patent Certificate etc *(Attested by the Principal)*
(j)	Awards/ Fellowships	:	Award Letters, Orders granting Fellowship etc *(Attested by the Principal)*
(k)	Invited lectures / Resource Person/ Paper Presentation	:	Certificates from organizers *(Self Attested)*