



Instructions for Filling up Category- I, II and III of the PBAS Proforma

(As per UGC Regulations 2010)

CATEGORY: I: Teaching, Learning and Evaluation Related Activities.

Maximum score allocated: 125/year

Minimum API Score required: 75/year

| S N | Nature of activity | Max. score allocated | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------|--|----------------------|-----------|------------|-----------|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|------------------|----|-----------|----|--------------------|----|-----------|
| (1) | Lectures, Seminars, Tutorials, Practicals, Contact Hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (a) | <p>Lectures/Seminars/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than 80 % of the assigned classes. Proportionate score may be given for 80% and above performance.</p> <p>Maximum score of 50 if there is 100 % performance.</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Percentage</th> <th style="text-align: left;">API Score</th> <th style="text-align: left;">Percentage</th> <th style="text-align: left;">API Score</th> </tr> </thead> <tbody> <tr> <td>80% to 81 %.....</td> <td>40</td> <td>82% to 83 %.....</td> <td>41</td> </tr> <tr> <td>84% to 85 %.....</td> <td>42</td> <td>86% to 87 %.....</td> <td>43</td> </tr> <tr> <td>88% to 89 %.....</td> <td>44</td> <td>90% to 91 %.....</td> <td>45</td> </tr> <tr> <td>92% to 93 %.....</td> <td>46</td> <td>94% to 95 %.....</td> <td>47</td> </tr> <tr> <td>96% to 97 %.....</td> <td>48</td> <td>98% to 99 %.....</td> <td>49</td> </tr> <tr> <td>100%.....</td> <td>50</td> <td>Less than 80%.....</td> <td>00</td> </tr> </tbody> </table> | Percentage | API Score | Percentage | API Score | 80% to 81 %..... | 40 | 82% to 83 %..... | 41 | 84% to 85 %..... | 42 | 86% to 87 %..... | 43 | 88% to 89 %..... | 44 | 90% to 91 %..... | 45 | 92% to 93 %..... | 46 | 94% to 95 %..... | 47 | 96% to 97 %..... | 48 | 98% to 99 %..... | 49 | 100%..... | 50 | Less than 80%..... | 00 | 50 |
| Percentage | API Score | Percentage | API Score | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 80% to 81 %..... | 40 | 82% to 83 %..... | 41 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 84% to 85 %..... | 42 | 86% to 87 %..... | 43 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 88% to 89 %..... | 44 | 90% to 91 %..... | 45 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 92% to 93 %..... | 46 | 94% to 95 %..... | 47 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 96% to 97 %..... | 48 | 98% to 99 %..... | 49 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100%..... | 50 | Less than 80%..... | 00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (2) | If a teacher has taken classes exceeding UGC norms, then two points to be assigned for each extra hour of classes / credit. | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (3) | <p>Imparting of knowledge / instruction <i>as per curriculum</i> with the prescribed material (Text book / Manual etc), syllabus enrichment by providing additional resources to students</p> <p>a) Reference books other than prescribed in the syllabus b) e-books, Web Resources c) Educational C.D, imparting knowledge Text books, laboratory manual, research journals, internet survey, abstract, poster presentation, wall paper, case study, paper and Journal clippings.</p> <p>(5 marks for each) (100% compliance = 20 points)</p> | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| (4) | Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc. | |
| | Updating of courses, design of curriculum: Member of Subcommittee /BOS/ Faculty (5 per single course) | 10 |
| | Participatory & Innovative T /L Process with materials for problem based learning, case studies, Group discussions etc., (a) Interactive Courses : 5 points/each (b) Case studies : 5 points/each (c) Participatory Learning modules : 5 points/each | 10 |
| | Use of ICT in T/L process with computer-aided methods like PowerPoint/ Multimedia/ Simulation/ Softwares etc., (Use of anyone of these in addition to Chalk & Board : 5 points each) | 10 |
| | Developing and imparting Remedial/Bridge Courses (Each activity: 5 points) | 10 |
| | Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points) | 10 |
| | Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points) | 10 |
| | Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop / Training course : 10 points each (b) Popularization program : 5 points each | 10 |
| (Maximum Aggregate Limit of (iii) point = 20 | | 20 |
| (5) | Examination Related Work | |
| | College/University end semester/Annual Examination work as per duties allotted. (Invigilation - (2 for each) 10 points ; Evaluation of answer scripts - 5 points each ; Question paper setting - 5 points each). Evaluation of M. Phil and Ph.D. Thesis – M. Phil – 03 Points each , Ph.D. - 05 Points each (100% compliance = 20 points) | 20 |
| | College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points) | 10 |
| | Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points) | 10 |
| Maximum Aggregate Limit (iv) | | 25 |

CATEGORY: II : Co-curricular, Extension and Professional Development Related Activities.*Maximum score allocated: 50/year**Minimum API Score required: 15/year*

| | Nature of activity | Max. score allocated |
|------------|--|----------------------|
| (1) | Extension and Co-curricular & field based Activities | |
| | Institutional Co-curricular activities for students such as field studies/educational tours/research project, industry-implant training and placement activity (5 point each) . | 10 |
| | Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity (Each activity 5 points) | 10 |
| | Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points each) | 10 |
| | Community work such as values of National Integration, Environment, Democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each) | 10 |
| | Maximum Aggregate limit | 20 |
| (2) | Contribution to Corporate life and Management of the Institution. | |
| | Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each) . | 10 |
| | Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator etc. (10 points each) | 10 |
| | Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee etc. Convener (5 point each) Committee member(2 point each) | 10 |
| | Responsibility for or participation in committees for Students Welfare, Counseling and Discipline etc. Convener (5 point each) Committee member(2 point each) | 10 |
| | Organisation of Conference /Training as Chairman/Organizational Secretary / Treasurer : (a) International (10 points) ; National/Regional (5 points) (b) as member of the organizing committee (2 point each) | 10 |
| | Maximum Aggregate limit | 15 |
| (3) | Professional Development Related Activities. | |
| | Membership in profession related committees at State and National level a. At National level : 3 points each b. At State level : 2 points each | 10 |
| | Participation in subject Associations, Conferences, Seminars without paper presentation (Each activity : 2 point) | 10 |
| | Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points) | 10 |
| | Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 point each) . | 10 |
| | Publication of articles in newspapers, magazines or other publications (not covered in category III); radio talks; television programmes (1 point each) . | 10 |
| | Maximum Aggregate Limit | 15 |

Maximum score allocated for Category I and II together: 175/year
Minimum API Score required for Category I and II together: 100/year

CATEGORY: III: Research and Publications and Academic Contributions

| Sr. No. | APIs | Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences | Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management | Max. points for University and college teacher position |
|--|---|--|--|---|
| | | | | API Score allotted |
| III(a) | Research Publication (Journals) | Refereed Journals | Refereed Journals | 15* / publication |
| | | Refereed with indexed journals | Refereed with indexed journals | 20* / publication |
| | | Refereed with impact factor between 1 and 2 | Refereed with impact factor between 1 and 2 | 20* /publication |
| | | Refereed with impact factor between 2 and 5 | Refereed with impact factor between 2 and 5 | 30* /publication |
| | | Refereed with impact factor between 5 and 10 | Refereed with impact factor between 5 and 10 | 40* /publication |
| | | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. | 10* / Publication |
| | | Conference proceedings as full papers, etc. (Abstracts not to be included) | Conference proceedings as full papers, etc. (Abstracts not to be included) | 10* / publication |
| <p>*Note: the API for the joint publications will have to be calculated in the following manner: of the total score of the relevant category of publication by the concerned teacher, the first/principle author and the corresponding author/supervisor/mentor of the teacher would be share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.</p> | | | | |
| III(b) | Research Publications (books, chapters in books, other than refereed Journal articles) | Text or Reference Books Published by International Publishers with an established peer review system | Text or Reference Books Published by International Publishers with an established peer review system | 50 /sole author; 10/chapter in an edited book (per book) |
| | | Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers | Subject Books by/national level publishers/State and Central Govt. Publications with ISBN/ISSN | 25 /sole author; 5/chapter in an edited book (per book) |
| | | Subject Books by Other local publishers with ISBN/ISSN numbers | Subject Books by Other local publishers with ISBN/ISSN numbers | 15 /sole author; 3/chapter in an edited book per publication |
| | | Chapters contributed to edited knowledge based volumes published by International Publishers | Chapters contributed to edited knowledge based volumes published by International Publishers | 10 /Chapter |

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|------------------|--|---|---|--|
| | | Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories | Chapters in knowledge based volumes in Indian/ National level publishers with ISBN /ISSN numbers & with numbers of national & international directories | 5 / Chapter |
| III(C) | RESEARCH PROJECT | | | |
| III (C) (i) | Sponsored Projects carried out/ ongoing | (a) Major Projects amount mobilized with grants above 30 lakhs | Major Projects amount mobilized with grants above 5 lakhs | 20 / Project |
| | | (b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs | Major Projects Amount mobilized with minimum of Rs. 3 lakhs up to Rs. 5 lakhs | 15 / Project |
| | | (c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs) | Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs) | 10 / Project |
| III(C) (ii) | Consultancy Projects carried out/ ongoing | Amount mobilized with minimum of Rs.10 lakhs | Amount mobilized with minimum of Rs.2 lakhs | 10 per every Rs.10 lakhs and Rs. 2 lakhs Respectively |
| III (C) (iii) | Completed projects : Quality Evaluation | Completed project Report (Accepted by funding agency) | Completed project report (Accepted by funding agency) | 20 / major project and 10 / minor project |
| III (C) (iv) | Projects Outcome / Outputs | Patent/Technology transfer/ Product/Process | Major Policy document of Govt. Bodies at Central and State Level | 30 / national level; 50/ International level (output or patent) |
| III(D) | RESEARCH GUIDANCE | | | |
| III (D)(i) | M.Phil. | Degree awarded | Degree awarded | 3/candidate |
| III (D) (ii) | Ph.D | Degree awarded | Degree awarded | 10/candidate |
| | | Thesis submitted | Thesis submitted | 7/ candidate |

| III(E) | TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS | | | |
|--------------------|---|--|---|-----------------|
| III (E) (i) | Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points) | (a) Not less than two weeks duration | (a) Not less than two weeks duration | 20 points each |
| | | (b) One week duration | (b) One week duration | 10 points each |
| III (E) (ii) | Papers in Conferences/ Seminars/workshops etc.(that are not included in III(A)) | Participation and Presentation of research papers (oral/poster) in | Participation and Presentation of research papers (oral/poster) in | |
| | | a. International conference | a. International conference | 10 points each |
| | | a. National conference | a. National | 7.5 points each |
| | | b. Regional /State level | b. Regional/State level | 5 points each |
| | | c. Local–University/ College level | c. Local- University/ College level | 3 points each |
| III(E) (iv) | Invited lectures or presentations for conferences/ symposia/ Chair Session | a. International level | a. International level | 10 points each |
| | | b. National level | b. National level | 5 points each |

MINIMUM POINT NORMS OF THE APIS AS PROVIDED IN TABLE AND WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)

Table –I

| Sr. No. | Assessment Category | Assistant Professor/ equivalent cadres from AGP Rs.6000 to AGP Rs.7000 | Assistant Professor/ equivalent cadres: from AGP Rs.7000 to AGP Rs.8000 | Assistant Professor to Associate Professor/ equivalent cadre (from AGP Rs.8000 to AGP Rs.9000) | Associate Professor to Professor Promotion in Colleges as per assigned posts (AGP Rs.10000) |
|---------|---|--|---|---|---|
| I | Teaching-learning, Evaluation Related Activities (Category – I) | 75/Year | 75/Year | 75/Year | 75/Year |
| II | Co-curricular, Extension and Profession related activities (Category – II) | 15/Year | 15/Year | 15/Year | 15/Year |
| III | Minimum total average annual Score under Categories I and II* | 100/Year | 100/Year | 100/Year | 100/Year |
| IV | Research and Academic Contribution (Category III) | 5/Year (20/assessment period) | 10/Year (50/assessment period) | 15/Year (45/assessment period) | 20/Year (60/assessment period) |
| | Expert Assessment System | Screening Committee | Screening Committee | Selection Committee | Selection Committee |
| V | Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage =100) | No separate points. Screening committee to verify API scores | No separate points. Screening committee to verify API scores | 20% - Contribution to Research 60% - Assessment of domain knowledge and teaching practices. and 20 % - Interview performance | 30% - Contribution to Research. 50% - Assessment of domain knowledge and Teaching practices. 20 % - Interview performance |

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

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

Table -II

| Sr. No. | Promotion of Teachers through CAS | Service requirement | Minimum Academic Performance Requirements and Screening/Selection Criteria |
|----------------|--|--|--|
| 1. | Assistant Professor/ equivalent cadres from AGP Rs.6000 to AGP Rs.7000 | Assistant Professor in AGP Rs.6000 and completed four years of service with Ph.D. or five years of service who are with M.Phil/PG Degree in Professional Courses such as LLM, M.Tech,M.V.Sc., M.D., or six years of service who are without Ph.D/M.Phil/PG Degree in Professional Courses. | (i) Minimum API scores using PBAS scoring Proforma developed by the university as per the norms provided in Table II(A)/II(B) of Appendix III. (ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion. |
| 2. | Assistant Professor/ equivalent cadres from AGP Rs.7000 to AGP Rs.8000 | Assistant Professor with completed service of 5 years in AGP Rs.7000 | (i) Minimum API scores using the PBAS scoring proforma developed by the university as per the norms provided in Table II(A)/II(B) of Appendix III (ii) one course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes minimum of 2 weeks duration. (iii) Screening cum Verification process for recommending promotion. |
| 3. | Associate Professor/ equivalent cadres With AGP Rs.8000 to 9000 (Assistant Professor to Associate Professor) | Assistant Professors with 3 years of completed service in the AGP Rs.8000. | (i) Minimum API scores using the PBAS scoring proforma developed by the university as per the norms provided in Table IIA/II(B) of Appendix III. (ii) At least three publications in the entire period as Assistant Professor. However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph.D. holders. (iii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes / Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III. |

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|----|--|---|--|
| 4. | Professor/ equivalent cadres With AGP Rs.10000 | Associate Professor with 3 years of completed service in AGP Rs.9000 | <p>(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the university as per the norms provided in Table II(A)/II(B) of Appendix III. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III.</p> |
|----|--|---|--|