PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) PROFORMA FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY TEACHERS BASED ON ACADEMIC PERFORMANCE INDICATORS (APIs)

Academic Session: .....................

Section: A (General Information)

1. Name of the Applicant: ______________________________________________________

2. Department: ________________________________________________________________

3. Faculty /School: ____________________________________________________________

4. Communication Address of the Applicant:
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

5. E-mail: ____________________________________________________________________

6. Mobile no.: __________________________________________________________________

7. Academic Qualification :-

<table>
<thead>
<tr>
<th>Exam Passed</th>
<th>University / Institution</th>
<th>Area of Specialization</th>
<th>Year of Passing</th>
<th>% / CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Sc. / B.A / B.Com / B. Tech. /BE</td>
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<td>M.Sc. /M.A / M.Com / M. Tech /</td>
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<td>M. Phil</td>
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<td>Ph. D</td>
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<td>NET/SLET/SET or equivalent</td>
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</tbody>
</table>
8. Date and nature of first Appointment in SHIATS:__________________________

9. Pay Scale with AGP at first Appointment:______________________________

10. Date of Regular Appointment:______________________________________

11. Pay Scale on Regular Appointment:_______________________________

12. Date of Confirmation:______________________________________________

13. Date of Assistant Professor Senior Scale (AGP 7000 / 8000):______________

14. Present Designation:____________________________________________________________________

15. Date of Appointment on Present Designation:_________________________  

16. Present Pay Scale with AGP:__________________________________________

17. Position Applied for:___________________________________________________________________

18. Pay Scale of Applied Post:_____________________________________________

Signature of Applicant

Note: Provide necessary credentials regarding above mentioned details. Otherwise mention N/A.
Section B

Name of Applicant: ____________________________________________________________

Department: __________________________________________________________________

Designation: __________________________________________________________________

Pay Scale: ____________________________________________________________________

Category I: Teaching, Learning and Evaluation Related Activities

1. * Lecture, Tutorial, Practical undertaken as percentage of lecture located. (Annexure B – I – 1) :-
   _____________________________________________________________________________
   _____________________________________________________________________________
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2. Lectures or other teaching duties in excess of the UGC/ICAR/AICTE/PCI/NCTE norms
   (Annexure B – I – 2; if any) :-
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3. Preparation and Imparting of Knowledge / instruction as per curriculum (Annexure B – I – 3; if any) :-
   _____________________________________________________________________________
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   _____________________________________________________________________________
4. Syllabus enrichment by providing additional resources to students (Annexure B – I – 4; if any) :-

___________________________________________________________________________________________
___________________________________________________________________________________________
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5. Use of Participatory and Innovative Teaching – Learning Methodologies (Annexure B – I – 5; if any) :-

___________________________________________________________________________________________
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6. Updating of subject content, Course Improvement (Annexure B – I – 6; if any) :-

___________________________________________________________________________________________
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7. Examination Duties (Coordinator, invigilator, question paper setting, flying squad, Paper evaluation) (Annexure B – I – 7; if any) :-

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8. Student Feedback report dully signed by Head of the Department:-

___________________________________________________________________________________________
___________________________________________________________________________________________
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Note:  *Enclose Teaching Schedule even and odd semester wise.
Provide necessary credentials for above mentioned details in year or semester wise.

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

1. Student related co-curricular activities, extension and field based activities
2. Position held in Organization linked with Extension work and National Services
(Annexure B – II – 2; if any) :-

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3. Student and Staff related Socio Cultural and Sports Programmes (Organize or Participate)
(Annexure B – II – 3; if any) :-

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4. Community Work related activities (Annexure B – II – 4; if any) :-

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5. Contribution to Corporate Life and Management of the Department or the Institution:
   i. Institutional Governance Responsibilities (Annexure B – II – 5 – i; if any) :-

      ______________________________________________________________________________________

      ______________________________________________________________________________________

      ______________________________________________________________________________________

   ii. Participation in Committee concerned with any aspect of Departmental or institutional activity
       (Annexure B – II – 5 – ii; if any):-
iii. Organized below mentioned programmes as Coordinator/Co-chairman/Convener/Co-convener/Secretary/Joint secretary/Treasurer (mention with date and place):

   a. Organized Conference / Seminar / Symposia *(Annexure B – II – 5 – iii – a; if any) :-*

   ______________________________________________________________________________
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   b. Organized Workshop / Training *(Annexure B – II – 5 – iii – b; if any) :-*

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   c. Organized Faculty Development Programmes / Technology Based Entrepreneurship Development Programme *(Annexure B – II – 5 – iii – c; if any) :-*

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   d. Any other *(Annexure B – II – 5 – iii – d; if any) :-*

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6. Professional Development Activities:

   i. Participation in Conference, Seminar, Symposia, Workshop, Training without Paper Presentation (mention with date, place and duration):

      a. Participate in Conference / Seminar / Symposia *(Annexure – B – II – 6 – i – a; if any)*

         :-
b. Participate in Workshop / Training / Short Term Training Course (one week duration)
   (Annexure B – II – 6 – i – b; if any) :-

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c. Participation in Orientation Courses / Refresher Courses / Winter School / Summer
   School (Annexure B – II – 6 – i – c; if any) :-

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7. Membership in Bodies / Committees (mention with year):

i. Membership / Participation in State / Central Bodies / Committees on Education, Research
   and National Development such as UGC/ ICAR / ICHR / ICMR / DST, etc.
   (Annexure B – II – 7 – i; if any) :-

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ii. Membership of Professional Bodies at National Level:

   a. Membership of ISCA, INSA, ICAI, ICWAI, ICSI, ISAE etc. (Annexure B – II – 7 – ii – a; if
      any) :-

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   b. Member of Committees of any University / Institute (Annexure B – II – 7 – ii – b; if any)
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c. Member of Editorial / Advisory Board of journals referring of research papers of Journals with Impact Factor or NAAS rating etc. (Annexure B – II – 7 – ii – c; if any) :

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8. Invited as Guest Speaker to Delivered Lecture in Conference / Seminar, etc (mention date and place) (Annexure B – II – 8; if any) :-

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9. Published articles in News Papers, Magazines or any other Publication (not covered in category III) (Annexure B – II – 9; if any) :-

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Category III: Research and Academic Contribution


i. Number of Refereed Journals with Impact Factor 5 and above (Annexure B – III – 1 – i; if any) :-

ii. Number of Refereed Journals with Impact Factor between 3 and 5 / NAAS Rating between 2 and 4 (Annexure B – III – 1 – ii; if any) :-

iii. Number of Refereed Journals with Impact Factor between 1 and 3 / NAAS Rating between 1 and 2 (Annexure B – III – 1 – iii; if any) :-

iv. Number of Refereed Journals with impact Factor 1 or below 1 / NAAS rating 1 or below 1. (Annexure B – III – I – iv; if any)
v. Number of full Papers published in proceeding of Conference / Seminar, etc.
   \((Annexure \ B - \ III - 1 \ - \ v; \ if \ any)\) :-

   \[
   \begin{align*}
   \text{Note:} & \quad * \text{Only Thomson Reuter / NAAS rated indexed journals shall be considered. Evidence to be provided (enclosed Copy of Front page of the paper published which includes Journals Name, Title of the paper, Authors Name, ISSN/ISBN number and Impact Factor / NAAS rating)}
   \end{align*}
   \]

2. Research publication in books, Chapter in books :-
   i. Number of text or reference books published as author or co-author by International publisher with an established peer review system \((Annexure \ B - \ III - 2 - \ i; \ if \ any)\) :-

   \[
   \begin{align*}
   \text{ii. Number of Subject books published as author or co-author by National level publisher with ISBN / ISSN number \((Annexure \ B - \ III - 2 - \ ii; \ if \ any)\) :-}
   \end{align*}
   \]

   \[
   \begin{align*}
   \text{iii. Number of Chapter edited in knowledge based volumes published by International publisher \((Annexure \ B - \ III - 2 - \ iii; \ if \ any)\) :-}
   \end{align*}
   \]

   \[
   \begin{align*}
   \text{iv. Number of Chapters edited in knowledge based volumes published by National publisher with ISBN / ISSN number \((Annexure \ B - \ III - 2 - \ iv; \ if \ any)\) :-}
   \end{align*}
   \]

3. Number of Paper Presented (Oral / Poster) in Conference / Seminar / Symposia, etc.
   \((Annexure \ B - \ III - 3; \ if \ any)\) :-

   \[
   \begin{align*}
   \end{align*}
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4. Research Project Work:
   i. Sponsored projects completed / ongoing (mention the title of the project, sponsoring agency, duration and present status of the project and amount mobilized) :-

      \[
      \begin{align*}
      \text{a. Number of Major projects amount mobilized with grants above Rs. 30.00 lakhs \((Annexure \ B - \ III - 4 - \ i - \ a; \ sanction \ letter)\) :-}
      \end{align*}
      \]
b. Number of Major projects amount mobilized with grants above Rs. 5.0 lakhs to Rs. 30.0 lakhs (Annexure B – III – 4 – i – b; sanction letter) :-

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iv. Project outcome /output at National or International level as Patent, Technology Transfer, Product, etc. *(Annexure B – III – 4 – iv; certificate of patent, technology transfer, product etc.)*:-

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*Note:* Enclose credentials for each above mentioned details.

5. Research Guidance:

i. *Number of M. Phil / P.G thesis degree awarded:*________________________ (Annexure B – III – 5 – i)

ii. *Number of Ph. D thesis degree awarded:*________________________ (Annexure B –III – 5 – ii)

iii. *Number of Ph. D thesis submitted:*________________________ (Annexure B –III – 5 – iii)

**Category IV –**

Confidential report of faculty member must be submitted in a sealed envelope along with this form.

*Note:* *Enclose the list of research scholar with their ID, year of degree awarded / submitted, topic, etc. separately for M. Phil / P.G and Ph. D programme.

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

Signature of the Faculty........................................

Designation........................................

Department........................................

**Verified and Forwarded by**

______________________________

Head of Department

______________________________

School Dean
List of Annexure:

Section: A

<table>
<thead>
<tr>
<th>1.</th>
<th>2.</th>
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<tbody>
<tr>
<td>3.</td>
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</table>

Section: B – I

<table>
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<td>7.</td>
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Section: B – II
### Section: B – III

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<thead>
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<th>1. ii</th>
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<tbody>
<tr>
<td>1. iii</td>
<td>1. iv</td>
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<tr>
<td>1.v</td>
<td>2. i</td>
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<tr>
<td>2. ii</td>
<td>2. iii</td>
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<td>2. iv</td>
<td>3.</td>
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<tr>
<td>4. i (a)</td>
<td>4. i (b)</td>
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<tr>
<td>4. i (c)</td>
<td>4. i (d)</td>
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<tr>
<td>4. ii</td>
<td>4. iii</td>
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<tr>
<td>4. iv</td>
<td>5.</td>
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</table>
Categories I – Teaching, Learning and Evaluation Related Activities

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Nature of Activity</th>
<th>Max. Score</th>
<th>Self Assessment Score*</th>
<th>Verified API Score#</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lecture, Tutorial, Practical undertaken as percentage of lecture allocated</td>
<td>50</td>
<td></td>
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<td>2.</td>
<td>Lectures or other teaching duties in excess of the UGC/ICAR/AICTE/PCI/NCTE norms.</td>
<td>10</td>
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<tr>
<td>3.</td>
<td>Preparation and imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students.</td>
<td>20</td>
<td></td>
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<tr>
<td>4.</td>
<td>Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement, Student Feedback etc.</td>
<td>20</td>
<td></td>
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<tr>
<td>5.</td>
<td>Examination duties (invigilation; question paper setting, evaluation / assessment of answer scripts) as per</td>
<td>25</td>
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</table>

**Total Score**: 125/year

**Minimum API Score Required**: 75/year

Note: *filled by the applicant
# for Office use

Category II – Co-curricular, Extension and Professional Development Related Activities

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Nature of Activity</th>
<th>Max. Score</th>
<th>Self Assessment Score*</th>
<th>Verified API Score#</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Student related co-curricular, extension and field based activities (such as extension work through NSS / NCC and other channels, cultural activities, subject related events, advisement and counselling.</td>
<td>20</td>
<td></td>
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<tr>
<td>2.</td>
<td>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and</td>
<td>15</td>
<td></td>
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<tr>
<td>3.</td>
<td>Professional development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles publications not covered in Category III).</td>
<td>15</td>
<td></td>
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</tbody>
</table>

**Total Score**: 50/year

**Minimum API score required**: 15/year

Note: *filled by the applicant
# for office use
### Category III – Research and Academic Contribution

#### 1. Research Publication Work:

<table>
<thead>
<tr>
<th>Sl. no.</th>
<th>Particulars</th>
<th>Faculties of Engineering/ Agriculture/ Animal Husbandry/ Health Science/ Sciences / Management</th>
<th>Faculties of Humanities / Physical Education / Library Science / Theology</th>
<th>Max. Score</th>
<th>Self Assessment Score+</th>
<th>Verified API Score#</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ii. Refereed Journals with Impact Factor between 3 and 5/NAAS Rating between 2 and 4.</td>
<td>ii. Refereed Journals with Impact Factor between 1 and 2/NAAS Rating between 1 and 2.</td>
<td>35/ publication</td>
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<tr>
<td></td>
<td></td>
<td>iii. Refereed Journals with impact Factor between 1 and 3/NAAS rating between 1 and 2.</td>
<td>iii. Refereed Journals with impact Factor 1 or below 1/NAAS rating 1 or below 1.</td>
<td>25/ publication</td>
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<td></td>
<td>iv. Refereed and Indexed Journal</td>
<td>iv. Refereed and Indexed Journal</td>
<td>15/ publication</td>
<td></td>
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<tr>
<td></td>
<td>v. Conference/Seminar proceedings as full papers (Abstracts not to be included)</td>
<td></td>
<td>v. Conference/Seminar proceedings as full papers (Abstracts not to be included)</td>
<td>10/each publication</td>
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<tr>
<td>II.</td>
<td>Research Publication in (Books, chapters in books, other than refereed journal articles)</td>
<td>Text or Reference books published by international publishers with an established Peer Review System.</td>
<td>Text or Reference books published by International publishers with an established Peer Review System.</td>
<td>50/ sole author and 10/each chapter edited in book</td>
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<td>Subject books by other local publishers with ISBN/ISSN numbers.</td>
<td>Subjects books by other local publishers with ISBN/ISSN numbers.</td>
<td>15/ sole author and 3/each chapter in edited book</td>
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<td></td>
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<td>Chapters in knowledge based volumes published by International Publishers.</td>
<td>Chapters in Knowledge based volumes published by International publishers.</td>
<td>10/each chapter</td>
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<td>Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers.</td>
<td>Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers.</td>
<td>5/each chapter</td>
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</tbody>
</table>

**Total**

**Note:** *Only Thomson Reuter/NAAS rated index journals shall be considered. +filled by the applicant #for office use*
2. Research Project Works:

<table>
<thead>
<tr>
<th>Sl. no.</th>
<th>Particulars</th>
<th>Faculties of Engineering/ Agriculture/ Animal Husbandry/ Health Science/ Sciences / Management</th>
<th>Faculties of Humanities / Physical Education / Library Science / Theology</th>
<th>Max. Score</th>
<th>Self Assessment Score*</th>
<th>Verified API Score#</th>
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<tbody>
<tr>
<td>I.</td>
<td>Sponsored Projects completed / ongoing</td>
<td>Major projects amount mobilized with grants above 30.0 lakhs.</td>
<td>Major projects amount mobilized with grants above 5.0 lakhs.</td>
<td>20/each major project</td>
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<td>Major projects amount mobilized with grants above 5.0 lakhs up to 30 lakhs.</td>
<td>Major projects amount mobilized with grants above 3.0 lakhs up to 5.0 lakhs.</td>
<td>15/each major project</td>
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<td></td>
<td>Minor projects from Central/State funding agencies with grants above 1.0 lakh up to 5.0 lakhs.</td>
<td>Minor projects from Central/State funding agencies with grant above 50,000.00 up to 3.0 lakhs.</td>
<td>10/each minor project</td>
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<tr>
<td>II.</td>
<td>Consultancy projects completed / ongoing</td>
<td>Amount mobilized with minimum of Rs. 10.0 lakhs.</td>
<td>Amount mobilized with minimum of Rs. 1.0 lakh.</td>
<td>10/each consultancy Project</td>
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<tr>
<td>III.</td>
<td>Completed projects: quality evaluation</td>
<td>Completed project report (Accepted by funding agencies)</td>
<td>Completed project report (Accepted by funding agencies)</td>
<td>20/each major project and 10/each minor project</td>
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<tr>
<td>IV.</td>
<td>Projects outcome/ outputs</td>
<td>Patent/Technology transfer/Product/ Process</td>
<td>Policy document of Govt. bodies at Central and State level</td>
<td>30/each National level output or patent and 50/each for international level</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: *filled by the applicant
# for office use

3. Research Guidance:

<table>
<thead>
<tr>
<th>Sl.no.</th>
<th>Particulars</th>
<th>Faculties of Engineering/ Agriculture/ Animal Husbandry Heath Science/ Sciences / Management</th>
<th>Faculties of Humanities / Physical Education / Library Science / Theology</th>
<th>Max. Score</th>
<th>Self Assessment Score*</th>
<th>Verified API Score#</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>M.Phil/P.G</td>
<td>Degree Awarded</td>
<td>Degree Awarded</td>
<td>3 per student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II.</td>
<td>Ph. D</td>
<td>i. Degree Awarded</td>
<td>i. Degree Awarded</td>
<td>10 per student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 4. Training Courses and Conference/Seminar/Workshop attended and Paper Presented:

<table>
<thead>
<tr>
<th>Sl.no.</th>
<th>Particulars</th>
<th>Faculties of Engineering/ Agriculture/ Animal Husbandry/ Health Science/ Sciences / Management</th>
<th>Faculties of Humanities / Physical Education / Library Science / Theology</th>
<th>Max. Score</th>
<th>Self Assessment Score*</th>
<th>Verified API Score#</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Research Methodology, Orientation programme, Faculty Development Programme, Training.</td>
<td>i. Refresher course/Orientation course/summer school/winter school of not less than three weeks duration</td>
<td>i. Refresher course/Orientation course/summer school/winter school of not less than three weeks duration</td>
<td>20/each event</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. Workshop, Training of one week duration.</td>
<td>ii. Workshop, Training of one week duration.</td>
<td>10/each event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II.</td>
<td>Paper presentation in Conference/ Seminar/ Workshop etc.*</td>
<td>Participation and Presentation of research papers (Oral/Poster) in :-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>i. In International Conference etc.</td>
<td>i. In International Conference etc.</td>
<td>10/each</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. In National Conference etc.</td>
<td>ii. In National Conference etc.</td>
<td>7.5/each</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii. In Regional/State level</td>
<td>iii. In Regional/State level</td>
<td>5/each</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>iv. University/College</td>
<td>iv. University/College</td>
<td>3/each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III.</td>
<td>Invitation to deliver lecture in Conference/ Seminar</td>
<td>Participation and Presentation of research papers (Oral/Poster) in :-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>i. International level</td>
<td>i. International level</td>
<td>10/each</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. National level</td>
<td>ii. National level</td>
<td>7.5/each</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii. State/Regional level</td>
<td>iii. State/Regional level</td>
<td>5/each</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>iv. University/College level</td>
<td>iv. University/College</td>
<td>3/each</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** *Filled by the applicant #for office use

*If a paper presented in Conference / Seminar and full paper published in the form of Proceedings, the point would accrued for the publication 1(i (v)) and not under Presentation 4 (II).
### Summary of API Scores

<table>
<thead>
<tr>
<th>Sl.no.</th>
<th>Category</th>
<th>Verified Total API Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Teaching, Learning and Evaluation related activities</td>
<td></td>
</tr>
<tr>
<td>II.</td>
<td>Co-curricular, Extension, Professional Development related activities</td>
<td></td>
</tr>
<tr>
<td>III.</td>
<td>Research and Academic Contribution</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total I + II</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Score I + II + III</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
I. Minimum API score required in category – I is 75 points / year
II. Minimum API score required in category – II is 15 points / year
III. Minimum API score required in category – III :
- **For Promotion under CAS** –
  i. For Assistant Professor (AGP 7000) – 10 points / year
  ii. For Assistant Professor (AGP 8000) – 20 points / year
  iii. For Associate Professor – 30 points / year
  iv. For Professor – 40 points / years
  v. For Senior Professor – 50 points / year

- **For Direct Recruitment** –
  i. For Assistant Professor – N/A
  ii. For Associate Professor – 300 points
  iii. For Professor – 400 points

IV. Minimum Total Annual API score required from category I, II, and III for CAS Promotion –
- For Assistant Professor from AGP 6000 to 7000 – 110 / year
- For Assistant Professor from AGP 7000 to 8000 – 120 / year
- For Assistant Professor to Associate Professor AGP 8000 to 9000 – 130 / year
- For Associate Professor to Professor AGP 9000 to 10000 – 140 / year
- For Professor to Senior Professor AGP 10000 to 12000 – 150 / year

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

Signature of the Faculty...........................................

Designation...........................................................

Department............................................................

Head of the Department

Verified and Checked
### Instruction for filling up Category I & II of API Proforma

**Category I: Teaching Learning and Evaluation Related Activities**

**Maximum Score Allocated:** 125  
**Minimum API Score Required:** 75

<table>
<thead>
<tr>
<th>Sl.no.</th>
<th>Nature of Activity</th>
<th>Max. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lecture, Tutorial, Practical should be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of the assigned classes. No score should be deducted for classes not held or missed due to (i) students not turning up or bunking classes, (ii) any other reason beyond the control of the teacher. 10 points for 80% classes taken and 2 points for each additional percentage of classes taken.</td>
<td>50</td>
</tr>
<tr>
<td>2.</td>
<td>If a teacher has taken classes exceeding UGC norms, then two points to be assigned for each extra hour of classes / credit per week.</td>
<td>10</td>
</tr>
<tr>
<td>3.</td>
<td>Imparting of Knowledge / instruction as per curriculum with the prescribed material (Text book / manual etc.), syllabus enrichment by providing additional resources to students</td>
<td>20</td>
</tr>
<tr>
<td>4.</td>
<td>Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.</td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>Participatory &amp; Innovative Teaching-Learning process with material for problem based learning, case studies, group discussion, project work, product development. (03 points each activity)</td>
<td>10</td>
</tr>
<tr>
<td>ii.</td>
<td>Use of ICT in teaching-learning process with computer aided methods like Power Point/Multimedia/Simulation/Software etc. (use of any one of these in addition to Chalk &amp; Board: 5 points each)</td>
<td>20</td>
</tr>
<tr>
<td>iii.</td>
<td>Developing and imparting Remedial/Bridge courses (03 points each activity)</td>
<td>10</td>
</tr>
<tr>
<td>iv.</td>
<td>Developing and imparting soft skills/communications skill/personality development courses/modules, etc. (3 points each activity)</td>
<td>10</td>
</tr>
<tr>
<td>v.</td>
<td>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. (03 points each activity)</td>
<td>10</td>
</tr>
</tbody>
</table>
| vi.    | Organizing and conduction of popularization programmes/training courses in computer assisted teaching/ web based learning, e-library skills to student, etc.  
   a) Workshop / Training course: 5 points each  
   b) Popularization programmes: 3 points each | 10 |
| 5.     | Examination duties as per allotment |          |
| i.     | College/University semester Examination work as per duties allotted (Invigilation – 5 points, Evaluation of answer scripts – 5 points, Question paper setting – 5 points) (100% compliance =15 points) | 15 |
| ii.    | Examination work such as coordination, or flying squad duties etc. (10 points) | 10 |
| iii.   | College/University examination/evaluation responsibilities for internal assessments/seminars/assignment/continuous assessment work such as allotted. (100% compliance = 15 points) | 15 |

**Maximum Aggregate Limit for Sl. no.4** 20  
**Maximum Aggregate Limit for Sl. no. 5** 25
### Category II: Co-curricular, Extension and Professional Development Related Activities.

**Maximum Score Allocated:** 50  
**Minimum API Score Required:** 15

<table>
<thead>
<tr>
<th>Sl.no</th>
<th>Nature of Activity</th>
<th>Max. Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Extension, Co-curricular and Related Activities</strong></td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>Institutional Co-curricular activities for students such as field studies/educational tours/Industrial tour/ field training/ quiz contest/ debate etc. (03 points each)</td>
<td>10</td>
</tr>
<tr>
<td>ii.</td>
<td>Positions held/leadership role played in organization linked with Extension work and National service like NSS, NCC, Red Cross, Eco-club, Women cell or any other similar organisational activity (03 points each)</td>
<td>10</td>
</tr>
</tbody>
</table>
| iii.  | Student and Staff related Socio Cultural and Sports Programmes (organizing such program (s) or contributing by participating in any of the program (s) at interdepartmental or intercollegiate or interuniversity level)  
   a) Interdepartmental: 05 points  
   b) Intercollegiate level: 05 points  
   c) Interuniversity level: 10points | 10         |
| iv.   | Community work such as values of National integration, environment democracy, social work, scientific temper flood or draught relief, tree plantation, energy conservation etc. Through lectures / awareness programmes or through TV/satellite/Radio etc. (03 points each) | 10         |
|       | **Maximum Aggregate Limit for Sl.no. 1**                                             | 20         |
| 2.    | **Contribution to Corporate life and Management of the Institution**                 |            |
| i.    | Institutional Governance responsibilities such as Dean, HoD, warden, member of University Court, Member of Executive Council, Member of Academic Council. (03 points each) | 15         |
| ii.   | Participation in committee concerned with any aspect of departmental or institutional activity such as admission, purchase, time-table, campus development, inspection, library, students welfare, guidance & counselling, placement, anti-ragging, Proctorial duty, cultural committee etc. (03 points each) | 15         |
| iii.  | Organization of conferences/Seminars/Symposia/Workshops/Training as Coordinator/Co-chairman/Convener/Co-convener/Secretary/Joint secretary/Treasurer etc.  
   a) International (07 points each)  
   b) National (05 points each)  
   c) Regional (03 points each)  
   As member of the Organizing or Advisory Committee of (a) above (03 points each)  
   As member of the Organizing or Advisory Committee of (b) above (02 points each)  
   As member of Organizing or Advisory Committee of (c) above (01 point each) | 10         |
<p>| iv.   | Organization of Faculty Development Programmes/Technology Based Entrepreneurship Development Programme as Coordinator/Co-chairman/Convener/Co-convener/Secretary/Joint secretary/Treasurer etc. (05 points each) | 10         |
|       | <strong>Maximum Aggregate Limit for Sl.no. 2</strong>                                             | 15         |
| 3.    | <strong>Professional Development Activities</strong>                                             |            |</p>
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Activity Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Participation in subject association, conference, seminars, symposia, workshop without paper presentation (02 points each), visits abroad for research collaborations or delivered lectures (at least one week duration and excluding from Conference/Seminar/Symposia/Workshop).</td>
<td>10</td>
</tr>
<tr>
<td>ii.</td>
<td>Invited Lectures in Orientation Courses/Refresher Courses. (05 points each)</td>
<td>10</td>
</tr>
<tr>
<td>iii.</td>
<td>Participation in Short Term Training courses less than one week duration in Education Technology, Curriculum Development, Professional Development, Examination Reforms, Institutional Governance, new and emerging fields/subject/technologies. (05 points each)</td>
<td>10</td>
</tr>
<tr>
<td>iv.</td>
<td>Membership/participation in State/Central bodies/committees on Education, Research and National Development such as UGC/DST/ICMR/ICAR/ICHR etc. (05 points each)</td>
<td>10</td>
</tr>
<tr>
<td>v.</td>
<td>Membership of Professional Associations/Bodies at the National level (like ISCA, INSA, ICAI, ICWAI, ICSI etc.); membership of committees like Board of Studies (UG and PG) of any University/Institute; Editorial/Advisory committees/boards of Journals; referring of research papers of journals with Impact Factor or NAAS rating etc. (05 points each)</td>
<td>10</td>
</tr>
<tr>
<td>vi.</td>
<td>Publication of articles in Newspapers, Magazines or other publications (not covered in category III) (02 points each)</td>
<td>10</td>
</tr>
</tbody>
</table>

**Maximum Aggregate Limit for Sl. no. 3**: 15