



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY
(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 & presently a State University governed by Maharashtra Universities Act, 1994)

DIRECTION NO. 2 OF 2012

Direction governing Self assessment for Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) for appointments and Promotions under Career Advancement Scheme of Teachers.

(Issued under Section 14(8) of the Maharashtra Universities Act, 1994)

Whereas, the Higher & Technical Education Department, Government of Maharashtra, Mumbai, has issued Government Resolution No. NGC 2009/ (243/09)-UNI-1, dated 12th August, 2009, regarding Revision of Pay Scales of teachers and equivalent cadres in Higher Education as per UGC Scheme (6th Pay Commission), for teachers and other equivalent cadres of library and physical education in all the Universities, Colleges and other higher educational institutes coming under the purview of state legislature through the department of Higher and Technical Education of Maharashtra and governed by the rules of University Grants Commission.

AND

Whereas, the above Govt. Resolution dated 12th August, 2009, of Higher & Technical Education Department, Mumbai, has implemented, by this university, vide Direction No. 8 / 2009, dated 29-9-2009.

AND

Whereas, UGC has published on its website, University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2010, dated 28th June, 2010.

AND

Whereas, the above mentioned UGC Regulations, 2010, dated 28th June, 2010, is implemented, by this university,

AND

Whereas, para 6.0.0, 6.0.1 and 6.0.2 of the above UGC Regulations, 2010, dated 28th June, 2010, provides as under --

6.0 .0 SELECTION PROCEDURES:

6.0.1 "The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in this Regulations in Tables I to IX of Appendix III.

In order to make the system more credible, universities may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures can be followed for both direct recruitment and CAS promotions wherever selection committees are prescribed in these Regulations."

6.0.2 "The Universities shall adopt these Regulations for selection committees and selection procedures through their respective statutory bodies incorporating the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) at the institutional level for University Departments and their Constituent colleges/ affiliated colleges Government/ Government -aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. An indicative PBAS template proforma for direct recruitment and for Career Advancement Schemes (CAS) based on API based PBAS shall also be sent separately by the UGC to the universities. The universities may adopt the template proforma or may devise their own self-assessment cum performance appraisal forms for teachers in strict adherence to the API criteria based PBAS prescribed in these Regulations."

AND

Whereas, UGC, vide 'WEBSITE NOTIFICATION', has notified a copy each of the templates Annual Self Assessment for Performance Based Appraisal System (PBAS) and PBAS Proforma for Promotion under CAS as indicated in Clause 6.0.2 under schedule 6.0.0 of above UGC Regulations, 2010.

AND

Whereas, it is necessary for the university to devise self-assessment cum performance appraisal forms for Appointments and Promotions under Career Advancement Scheme (CAS) of Teachers and to implement the same by making an Ordinance for the purpose.

AND

Whereas, the University has to initiate action of framing suitable Ordinance, under the provisions of Section 53 of the Maharashtra Universities Act, 1994, to prescribe the self-assessment cum performance appraisal forms (Score Sheets) for Appointments and Promotions under Career Advancement Scheme (CAS) of Teachers.

AND

Whereas, the matter is of urgent nature and framing of an Ordinance is likely to take some time, it is necessary to issue direction in this regard.

AND

Whereas, therefore, to prescribe the Self Assessment Proformas cum Score Sheets for Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) for Appointments and Promotions under Career Advancement Scheme of Teachers.

Now, therefore, I, V.S. Sapkal, the Vice-Chancellor of the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of the powers vested in me under Section 14(8) of the Act, do hereby issue the following Direction :

1. This Direction may be called, "**Direction governing the Self Assessment Proformas cum Score Sheets for Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) for Appointments and Promotions under Career Advancement Scheme of Teachers**"
2. This Direction shall come into force from the date on which it is issued.
3. Self Assessment Proformas cum Score Sheets for Academic Performance Indicators (API) based Performance Based Appraisal System(PBAS), for Appointments and Promotions under Career Advancement Scheme of Teachers, will be as prescribed by the UGC, vide UGC Regulation, 2010, dated 28th June, 2010 and UGC's 'WEBSITE NOTIFICATION'. And Self Assessment Proformas cum Score Sheets prescribed accordingly by the University for this purpose, are as per Appendix-I, Appendix-II, Appendix-III, Appendix-IV, Appendix-V, Appendix-VI, Appendix-VII, Appendix-VIII and Appendix-IX annexed herewith.

Summary of Appendices :

(A)

Appendix - I: Instruction for Part B of the PBAS proforma and score developed for University and College Teachers other than Physical Education Persons & Librarians for filling Part - B (Categories - I, II & III) of Appendix - II & Appendix - III.

Appendix - II: PBAS Proforma for Promotions under CAS of Teachers other than Physical Education Persons & Librarians (Part - A, Part- B & Part - C).

Appendix - III: Annual Self Assessment Proforma for the Performance Based Appraisal System (Part - A, Part - B & Part - C) for Teachers other than Physical Education Persons & Librarians.

Appendix - IV: Instruction for Part B of the PBAS proforma and score developed for for University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports for filling Part - B (Categories - I, II & III) of Appendix - V & Appendix - VI.

Appendix - V: PBAS Proforma for Promotions under CAS of University Director/Deputy Director/ Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports (Part- A, Part - B & Part - C).

Appendix - VI : Annual Self Assessment Proforma for the Performance Based Appraisal System (Part - A, Part - B & Part - C) for University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports.

Appendix - VII : For University Librarian / Deputy Librarian / Assistant Librarian and College Librarian for filling Part - B (Categories - I, II & III) of Appendix - VIII & Appendix - IX.

Appendix - VIII : PBAS Proforma for Promotions under CAS of University Librarian/ Deputy Librarian / Assistant Librarian and College Librarian (Part - A, Part - B & Part - C).

Appendix - IX : Annual Self Assessment Proforma for the Performance Based Appraisal System (Part - A, Part - B & Part - C) for University Librarian /Deputy Librarian / Assistant Librarian and College Librarian.

Appendix - X : Proposed scores for Academic performance indicators (AOUs) in Recruitments and Career Advancement Scheme (CAS) promotions of University/ College Teachers.

(B) For Direct Recruitment of Professors and Principals posts Applicants should submit the information under Part A & '**Category - III**' of Part B of Appendix - II / V / VIII alongwith his / her application form by respective category of teachers.

Nagpur,
Dated :

(Dr. V.S. Sapkal)
Vice-Chancellor

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

Academic Performance Indicators (APIs) And Scores developed for adoption of Performance Based Appraisal System (PBAS) for Appointments and Promotions under Career Advancement Scheme (CAS) of University/College Teachers.

(For Teachers other than Physical Education Persons and Librarians)

Instructions for Filling up Part B of the PBAS Proforma

(Please read the Instructions carefully before filling the proforma for Category I, II, III)

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

B (I) is based on API scoring for **Category I** of the Table. Detailed information **for 2009-10** or most recent assessment year is to be provided.

B (II) is based on **Category II** of the Table. Detailed information **for 2009-10** or most recent assessment year is to be provided.

B (III) is based on **Category III** of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per the tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the **Table-I** of the UGC Regulations, 2010.

NB. The self-assessment scores are subject to verification by the university / college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

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

10. (a)

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. Universities/Colleges may give allowance for periods of leave where alternative teaching arrangements have been made. <u>Maximum score of 50 if there is 100 % performance.</u>	Below 80% No Score. 80% - 40, 81-84%-42, 85-89%-44, 90-94%-46, 95-99%-48, 100% - 50
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(b)

<p>If teacher has taken classes exceeding UGC norms, then two points to be assigned for each extra hour of classes / credit (during complete Academic session)</p> <p>The additional lecture over and above the allotted work load conducted by the teacher two points for one period through out during the year/semester Maximum 5 periods and 10 points.</p>	Max.Score : 10
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(ii)

<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 (100% compliance = 20 points) (5 marks for each) of the following activities :-</p> <p>(i) Notes/summary of lectures covering the entire syllabus of the concerned paper are provided to the students.</p> <p>(ii) Guest lecture arranged from the external person preferably for syllabus enrichment.</p> <p>(iii) Text Book/Manual on prescribed material.</p> <p>(iv) Technology based additional resources like CD material</p> <p>10. Organising debate, seminar and workshop.</p> <p>(vi) Any other similar innovative resources provided to the students for syllabus enrichment.</p>	Max.Score : 20
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10. Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators/ Activities	Maximum Score
<p>Updating of courses, design of curriculum, (5 per single course)</p> <p>(i) Updating of the syllabus 10 points will be applicable to the member of Board of Studies.</p> <p>(ii) A person/teacher suggesting changes in syllabi and accepted by the Board of Studies shall be entitled for 5 points per course.</p>	10
<p>Participatory & Innovative T /L Process with materials for problem based learning, case studies, Group discussions etc.,</p> <p>(a) Interactive Courses : 5 points/each</p> <p>(b) Participatory Learning modules : 5 points/each (1 point for 1 module) (if class room seminar, field studies)</p> <p>10. ICase studies : 5 points/each</p>	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)	10
Developing and imparting Remedial/Bridge Courses (Each activity: 5 points)	10
Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)	10
Organizing and conduction of popularization programmes /training courses in computer assisted teaching /web-based learning and e-library skills to students (a) Workshop / Training course : 10 points each (b) Popularization program : 5 points each	10
Maximum Aggregate Limit	20

(iv)Examination Related Work

Indicators	Maximum Score
College/University end semester / Annual Examination work as per duties allotted. (Invigilation – (2 for each examination)10 points ; Evaluation of answer scripts - 5 points each paper Question paper setting – 5 points each paper. (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 B (iv)	25

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

10. **Extension and Co-curricular & field based Activities**

Indicators	Maximum Score
Institutional Co-curricular activities for students such as field studies/educational tours, 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 like adult education. (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

10. **Contribution to Corporate life and Management of the Institution.**

Indicators	Maximum Score
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 (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. (5 point each).	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline etc. (5 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 (1 point each)	10
Maximum Aggregate limit	15

10. **Professional Development Related Activities.**

Indicators/Activitiess	Maximum Score
Membership in profession related committees at State and National level a. At National level : 3 points each b. At State and Regional level: 2 points each c.	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 each)	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each).	10
Maximum Aggregate Limit	15

CATEGORY: III : Research and Publications and Academic Contributions :

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

III. Summary of API Scores :

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

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PBAS Proforma for Promotion under CAS

(PART A, PART B & PART C)

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

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

Telephone No:

Email:

15. Academic Qualifications (Matric till post graduation)

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/Class/Grade	Subject
High School/ Matric					
Intermediate					
B.A./B.Sc./B.Com /B. Mus.					
M.A./M.Sc./M.Com. /M. Mus.					
Others examination, if any					

16. Research Degree(s)

Degrees	Title	Date of award	University
M.Phil.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			

17. Appointments held prior to joining this institution

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

18. Posts held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

19. Period of teaching experience: P.G. Classes (in years): _____: U.G. Classes (in years) _____

20. Research Experience excluding years spent in M.Phil / Ph.D. (in years) _____

21. Fields of Specialization under the Subject/Discipline

(a)..

(b)..

22. Academic Staff College Orientation/Refresher Course attended:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

Date:

Signature of the teacher.

PART B: ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY:I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

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

S.No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record

.Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours I

		API Scores
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score:10)	

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

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

(iii) Use of participatory and innovative Teaching-Learning Methodologies, Updating of Subject Content, Course improvement etc.

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

(iv) Examination Duties Assigned and Performed

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

Signature of Teacher

Varified and found correct :

Signature of V.C./Principal/H.O.D

Final Score approved by the Screening / Selection Committee:
(For Category: I)

Signature of Chairman
Screening / Selection Committee

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

Please mention your contribution to any of the following:

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

Total Score (Category: II) :-

Signature of Teacher

Varified and found correct :

Signature of V.C./Principal/H.O.D

Final Score approved by the Screening / Selection Committee:
(For Category: II)

Signature of Chairman
Screening / Selection Committee

iii) Books published as single author or as editor

S.No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

III C) Ongoing and Completed Research Projects and Consultancies

I (i & ii) Ongoing Projects/Consultancies

S.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs lakh)	API Score

I (iii & iv) Completed Projects/ Consultancies

S.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether policy document/patent as outcome	API Score

(D) Research Guidance

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

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

S.No.	Programme	Duration	Organised by	API Score

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

S.No.	Title of the Paper presented	Title of Conference/ Seminar	Organised by	Whether international/ national/ state/ regional/ college or university level	API Score

(E) (iii) Invited Lectures and Chairmanships at National or International Conference/Seminar etc.

S.No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc	Organised by	Whether international/ national	API Score

Total Score (Category: III) :-

Signature of Teacher

Varified and found correct :

Signature of V.C./Principal/H.O.D

Final Score approved by the Screening / Selection Committee:
(For Category: III)

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF API SCORES

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

Signature of Teacher

Varified and found correct:

Signature of V.C./Principal/H.O.D

Signature of Chairman
Screening / Selection Committee

PART C, OTHER RELEVANT INFORMATION

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

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

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc.

1		6	
2		7	
3		8	
4		9	
5		10	

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

Signature of the faculty with
Designation, Place & Date

Signature of HOD/School
Chairperson/Principal

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

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)****(PART A, PART B & PART C)**

(For Teachers other than Physical Education Persons and Librarians)

Session/Year _____

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (in Block Letters):
 2. Father's Name/Mother's Name/ Husband's Name:
 3. Department/College:
 4. Current Designation & Grade Pay:
 5. Date of last Promotion:
 6. Address for correspondence (with pincode)
 10. Permanent address (with Pincode)
- Telephone No:
- Email:
8. Whether acquired any degrees or fresh academic qualifications during the year:
 10. Academic Staff College Orientation/Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

Date: _____

Signature of teacher

PART B: ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY : I.
TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

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

S.No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record

.Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours I

		API Scores
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score:10)	

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

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

(iii) Use of participatory and innovative Teaching-Learning Methodologies, Updating of Subject Content, Course improvement etc.

S.No.	Short Description	API Score
1		
2		
3		
4		
	Total Score (Max Score:20)	

(v) Examination Duties Assigned and Performed

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

Total Score (Category : 1) :-

Signature of Teacher

Verified and found correct:

Signature of
V.C./H.O.D./Principal

Final Score approved by the Screening/Selection Committee: _____
(For Category: I)

Signature of Chairman
Screening/Selection Committee

PART B: ACADEMIC PERFORMANCE INDICATORS

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

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

Please mention your contribution to any of the following:

S.No.	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based Activities		
1.			
2.			
3.			
4.			
5.			
	Total (Max:20)		
	10. Contribution to Corporate Life and Management of the institution	Yearly/Semester wise responsibilities	API Score
1.			
2.			
3.			
4.			
5.			
	Total (Max:15)		
	(iii) Professional Development Activities		
1.			
2.			
3.			
4.			
5.			
	Total (Max:15)		
	Total Score (I + ii + iii) (Max: 25)		

Total Score (Category : II) :-

Signature of Teacher

Verified and found correct :

Signature of V.C./Principal/H.O.D.

Final Score approved by the Screening/Selection Committee: _____
(For Category: II)

Signature of Chairman
Screening/Selection Committee

PART B: ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY: III.**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS****A) Published Papers in Journals**

S.No.	Title with page nos.	Journal	ISSN/ISBN No	Whether peer reviewed. Impact Factor, if any	No. of co. authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(i) Articles/Chapters published in Books

S.No.	Title with page nos.	Book Title, editor & publisher	ISSN/ ISBN No	Whether peer reviewed	No. of co-author	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(ii) Full Papers in Conference Proceedings

S.No.	Title with page nos.	Details of Conference Publication	ISSN/ ISBN No	No. of co-authors	Whether you are the main author	API Score
1						
2						
3						
4						
5						

B(iii) Books published as single author or as editor

S.No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

III C) Ongoing and Completed Research Projects and Consultancies**I (i & ii) Ongoing Projects/Consultancies**

S.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs lakh)	API Score
1					
2					
3					
4					
5					

I (iii & iv) Completed Projects/ Consultancies

S.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether policy document/patent as outcome	API Score
1						
2						
3						
4						
5						

(D) Research Guidance

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

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

S.No.	Programme	Duration	Organised by	API Score
1				
2				
3				
4				
5				

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

S.No.	Title of the Paper presented	Title of Conference/ Seminar	Organised by	Whether international/ national/ state/ regional/ college or university level	API Score
1					
2					
3					
4					
5					

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

S.No.	Title of the Lecture/Academic Session	Title of Conference/Seminar etc	Organised by	Whether international/national	API Score
1					
2					
3					
4					
5					

Total Score (Category : III) :-

Signature of Teacher

Verified and found correct :

Signature of V.C./Principal/H.O.D.

Final Score approved by the Screening/Selection Committee: _____
(For Category: III)

Signature of Chairman
Screening/Selection Committee

10. **SUMMARY OF API SCORES**

	Criteria	Last Academic Year	Total- API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc			
	Total I+ II			
III	Research and Academic Contribution (For entire period)			

Signature of Teacher

Verified and found correct:

Signature of V.C./Principal/H.O.D.

Signature of Chairman
Screening/Selection Committee

PART C: OTHER RELEVANT INFORMATION

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

S.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	

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

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

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

Signature of the faculty with
Designation, Place & Date

Signature of HOD/ School
Chairperson/Principal

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix III, Table 1 of the UGC Regulations 2010 it is to be filled out for the recently completed academic year.

The proforma is to be filled as per these tables and self assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self-assessment scores are further to be based on the indicators/activities given below Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub categories in Appendix III, Table 1.

NB. The self-assessment scores are subject to verification by the university/college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

I. Teaching and Evaluation Related Performance

(i) a

Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievement.	Max. Score: 50
--	----------------

b.

If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes	Max. Score: 10
---	----------------

(ii)

Imparting of knowledge/ instruction vis a vis with the prescribed material (Text book / Manual etc) and methodology of the curriculum (100% compliance = 20 points)	Max. Score: 20
---	----------------

(iii) Use of Participatory and innovative Teaching – learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators/ Activities	Maximum Score
Updating of courses, design of curriculum, (5-single course)	10
Preparation of resource material, fresh reading materials, Laboratory manuals etc.	10
Use of innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement, <ul style="list-style-type: none"> a. ICT Based Teaching material: 10 points/each b. interactive Courses: 5 points/each c. Participatory Learning modules; 5 points/each 	10

Developing and imparting Remedia/Bridge Courses anounseling modules (Each activity: 5 points)	10
Developing and imparting soft skills/communication skills/personality development courses/modules(Each activity: 5 points)	10
Developing and imparting specialized teaching – learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity: 5 points)	10
Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop/ Training course: 10 points each (b) Popularization program: 5 points each	10
Maximum Aggregate Limit	20

(iv) Examination Related Work

Indicators	Max. Score
College/University and Semester/ Annual Examination work as per duties allotted (invigilation – 10 points; Evaluation of answer scripts or Ph.D. thesis, M.Phil. dissertation of parent university or any statutory university–5 points, Question paper setting–5 points) (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, working on authority/ committee related to examination work as member, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
Maximum Aggregate Limit B (iv)	25

II: Co-curricular, Extension and Profession Related Activities and Participation in the Corporate life of the Institution

(i) Extension and Co-curricular Related Activities

Institutional Co-curricular activities for students such as field students/educational tours, 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 or other similar activity (Each activity 10 points)	10
Students and Staff Related Socio Cultural and Sports Programmes, camps publications (departmental level 2 points, institutional level 5 points)10	10
Community work such as values of National integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	20

(ii) 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 (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
Organisation of Conference /Training: International (10 points); National/regional (5 points).	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators/ Activities	Maximum Score
Membership in profession related committee at state and national level a. At national level: 3 points each b. At site 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 Bodies/Committees on Education and National Development (5each)	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3), radio talks etc. (1 point each)	10
Maximum Aggregate Limit	15

CATEGORY: III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table 1, Category iii of the UGC Regulations 2010.

Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table 1.

III. Summary of API Scores

The summary must take into account the maximum score limits for each set of indicators as given in Appendix III, Table 1.

IV. Similar PBAS proforma could be developed by the universities for the Cadres of Librarian/ Deputy Librarian / Assistant Librarian and Director of Physical Education & Sports/ Deputy Director of Physical Education & Sports/ Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in Appendix III; Tables – VI to IX of the UGC Regulations, 2010.

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

Academic Performance Indicators (APIs) And Scores developed for adoption of Performance Based Appraisal System (PBAS) for Appointments and Promotions under Career Advancement Scheme (CAS) of University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports.

**Instructions for Filling up Part B of the PBAS Proforma
(Please read the Instructions carefully before filling the proforma
for Category I, II, III)**

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

B (I) is based on API scoring for **Category I** of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B (II) is based on **Category II** of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B (III) is based on **Category III** of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per the tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the **Table-IV** of the UGC Regulations, 2010.

NB. The self-assessment scores are subject to verification by the university / college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

CATEGORY : I : Teaching, Training, Coaching, Sports Person Development and Sports Management Activities.

Sr.No.	Nature of Activity	Maximum Score
CATEGORY - I		
1	Management of Physical Education and sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports) National Level - 20 points/each , State Level - 10 points/each , Zonal Level - 05 points/each , College Level - 03 points/each. (Max. 20 Points) Lecture cum practice based athlete / sports classes. seminars undertaken as percentage of allotted hours 80%-10, 81-84-12, 85-89-14, 90-94-16, 94-97-98, 100-20 (Below 80% no Score may be given) (Max. 20 Points)	40
2	Extending services, sports facilities and training on holidays to the institutions and organizations (2 for each time)	10
3	Organizing and conducting sports and games competitions at the International / National / State / Inter University / Inter Zonal Levels - - - - - (Max. 25 Points) International Level -- 10 Points each National Level -- 05 Points each State Level -- 03 Points each Inter University Level -- 02 Points each Inter Zonal Level -- 01 Point each Organizing and conducting coaching camps / sports person development / training programmes..(Max.15 Points) (5 per programme)	40

4	Up gradation of scientific and technological knowledge in Physical Education and Sports (5 Points each) Identifying sports talents and Mentoring sports excellence among students (5 points each)	20
5	Development and maintenance of play fields, purchase and maintenance of the other sports facilities (5 points for each sports facility)	15
	Total Score	125
	Minimum API Score Required	75

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

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

Sr. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as Cultural exchange and Sports Programmes Various level of extramurals and intramural programmes, extension work through NSS/NCC and other channels.) (5 points per Activity)	20

(ii) Contribution to Corporate life and Management of the Institution.

Indicators	Maximum Score
Contribution to Corporate life and management of the sports units 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 (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. (5 point each).	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 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 (1 point each)	10
Maximum Aggregate limit	15

(iii) Professional Development Related Activities.

Indicators / Activities	Maximum Score
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 each).	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each).	10
Maximum Aggregate Limit	15
Minimum Score Required in Category II in (i), (ii) & (iii)	15

CATEGORY: III : Research and Publications and Academic Contributions :

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

III. Summary of API Scores :

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

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**PBAS Proforma for Promotion under CAS****(PART A, PART B & PART C)**

(For University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports.)

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) : _____
 2. Father's/Husband's Name : _____
 3. Department : _____
 4. Current Designation & Grade Pay : _____
 5. Date of last Promotion : _____
 6. For which position and grade pay you are an applicant under CAS ? : _____

 7. Date of eligibility for promotion : _____
 8. Date and Place of Birth : _____
 9. Sex : _____
 10. Marital status : _____
 11. Nationality : _____
 12. Indicate whether belongs to SC/ST/OBC category : _____
 13. Address for correspondence (with Pincode) : _____

 14. Permanent Address (with Pincode) : _____

- Telephone No : _____
- Email : _____

15. Academic Qualifications (Matric onwards till post graduation) :

Examinations	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade	Subject/s
High School / Matric					
Intermediate / HSSC					
B.A. / B.Sc. / B.Com. / B.Mus./.....					
M.A. / M.Sc. / M.Com. / M.Mus./.....					
Other examination, if any					

16. Research Degree(s) :

Degrees	Title / Topic	Date of award	University
M.Phil.			
Ph.D. / D.Phil.			
D.Sc. / D.Litt.			

17. Appointments held prior to joining this institution :

Sr. No.	Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
			Joining	Leaving		
1.						
2.						
3.						
4.						

18. Posts held after appointment at this institution :

Designation	Department	Date of actual Joining		Grade
		From	To	

19. Period of teaching experience : P.G. Classes (in years)

U.G. Classes (in years)

20. Research Experience excluding years spent in M. Phil / Ph. D. (In years) :

--

21. Fields of Specialisation under the Subject/Discipline

(a) _____

(b) _____

22. Academic Staff College Orientation / Refresher Course attended :

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

Date : _____

**Signature of Physical
Education Personna**

PART B : ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY : I

Teaching, Training, Coaching, Sports Person Development and Sports Management Activities.

1(a) Management of Physical Education and Sports Programme for students.

Sr. No.	Physical Education / Sports Programme	Level	Planning	Execution	Evaluation and outcome
1					
2					
3					

(b) Lecture cum practice based athlete/sports classes, seminars undertaken as per percentage of allotted hours.

Sr.No.	Lecture / Sports classes / Seminars	Allotted	Taken	Compliance in %
1				
2				
3				

		API Score
(a)	Management of Physical Education and Sports Programme for students. (Maximum Score 20)	
(b)	Lecture cum practice based athlete/sports classes, seminars undertaken as per percentage of allotted hours. (Maximum Score 20)	
	Total Max. Score) - 40	

2. Extending Services, Sports facilities and Training on holidays to the Institutions and Organisations.

Sr. No.	Type of Service, Sports facility and Training Extended.	Name of the Institute or Organisation to which the Service, Sports facility or Training is provided.	Date/s
1			
2			
3			
4			
5			
API Score based on extending Services, Sports facilities and Training on holidays to the Institutions and Organisations. (Maximum Score 10)			API Score

3. (a) Organizing and conducting sports and games competitions at International / National / Inter University / Inter Zonal levels.

Sr.No.	Nature of Sports and Games Competition conducted.	Level	Duration	Place	API Score
1					
2					
3					
4					
5					
(Maximum Score 25)					

3. (b) Organizing and Conducting Coaching Camps / Sports Person Development / Training Programmes.

Sr.No.	Organization of Coaching Camp / Training Programme.	Level	Duration	Place	API Score
1					
2					
3					
(Maximum Score 15)					

		API Score
(a)	Organizing and conducting sports and games competitions at International / National / Inter University / Inter Zonal levels. (Maximum Score 25)	
(b)	Organizing and Conducting Coaching Camps / Sports Person Development/Training Programmes. (Maximum Score 15)	
(Total Max. Score) - 40		

4. (a) Upgradation of scientific and technological knowledge in Physical Education and Sports.

Sr.No.	Scientific and Technological knowledge upgraded (Give Short Discription)	API Score
(Maximum Score : 5)		

(b) Identifying sports talents and Mentaining sports exellance among students.

Sr.No.	Name of the Student Identified	Justification	API Score
(Maximum Score : 10)			

4 (a) Upgradation of scientific and technological knowledge in Physical Education and Sports.	API Score
4 (b) Identifying sports talents and Mentoring sports excellence among students.	
(Maximum Score : 20)	

5. Development and Maintenance of play fields, Purchase and Maintenance of the other sports facilities.

Sr.No.	Name of the Sports facility	Sports event conducted during the year	Grants Received from the Funding Agencies	API Score
	(Maximum Score : 15)			

Total Score (Category : I) :-	
Minimum API Score Required	75

Signature of Physical Education Person

Varified and found correct :

Signature of V.C./ Principal / H.O.D

Final Score approved by the Screening / Selection Committee:
(For Category: I)

**Signature of Chairman
Screening / Selection Committee**

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS (Appendix-IV) proforma before filling out this section)

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

Please mention your contribution to any of the following :

S. No.	Type of Activity	Average Hrs. / week	API Score
	(i) Extension, Co-curricular & field based Activities		
1			
2			
3			
4			
5			
	Total (Max : 20)		
	(ii) Contribution to Corporate life and Management of the Institution	Yearly / Semester wise responsibilities	API Score
1			
2			
3			
4			
5			
	Total (Max : 15)		
	(iii) Professional Development Activities		
1			
2			
3			
4			
5	Total (Max : 15)		
	Total Score (i + ii + iii)		

Total Score (Category : II) :-	
Minum API Score Required in Category II	15

Signature of Physical Education Person

Varified and found correct :

Signature of V.C./ Principal / H.O.D

Final Score approved by the Screening / Selection Committee:
(For Category: II)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS (Appendix-IV) proforma before Filling out this section)

CATEGORY : III**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS.****A) Published Papers in Journals.**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed. Impact Factor, If any	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(i) Articles / Chapters published in Books.

Sr. No.	Title with page nos.	Book Title, editor & publisher	ISSN / ISBN No.	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(ii) Full Papers In Conference Proceedings.

Sr. No.	Title with page nos.	Details of Conference Publication	ISSN / ISBN No.	No. of co-authors	Whether you are the main author	API Score
1						
2						
3						
4						
5						

B(iii) Books Published as single Author or as Editor.

Sr. No.	Title with page nos.	Type of Book & Authorship	Publi- sher & ISSN / ISBN No.	Whethe r peer review ed.	No. of co- author s	Whethe r you are the main author	API Score
1							
2							
3							
4							
5							

C) Ongoing and Completed Research Projects and Consultancies.**(C) (i & ii) Ongoing Projects / Consultancies.**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	API Score
1					
2					
3					
4					
5					

(C) (iii & iv) Completed Projects / Consultancies.

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	Whether policy document/patent as outcome	API Score
1						
2						
3						
4						
5						

(D) Research Guidance.

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

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

Sr. No.	Programme	Duration	Organised by	API Score
1				
2				
3				
4				
5				

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

Sr. No.	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether international / national / state / regional/college or university level	API Score
1					
2					
3					
4					
5					

E (iii) Invited Lectures and Chairmanships at National or International Conference / Seminar etc.

Sr. No.	Title of Lecture / Academic Session	Title of Conference/ Seminar etc.	Organised by	Whether international / national	API Score
1					
2					
3					
4					
5					

Total Score (Category : III) :-	
--	--

**Signature of Physical
 Education Person**

Varified and found correct:

Signature of V.C. / Principal / H.O.D.

Final Score approved by the Screening / Selection Committee:
(For Category: III)

**Signature of Chairman
 Screening / Selection Committee**

IV. SUMMARY OF API SCORES.

Category	Criteria	Last Academic Year	Total- API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Training, Coaching, Sports Person Development and Sport Management Activities.			
II	Co-curricular, Extension, Professional Development Related Activities.			
	Total I + II			
III	Research, Publication and Academic Contribution (For entire period)			

Signature of Physical Education Person

Varified and found correct :

Signature of V.C. / Principal / H.O.D.

Signature of Chairman Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

S.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	

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

1	9
2	10
3	11
4	12
5	13
6	14
7	15
8	

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

Signature of the faculty with
Designation, Place & Date

Signature of V.C./ School
Chairperson / Principal / HOD

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

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**Annual Self-Assessment for the Performance Based Appraisal
System (PBAS)****(PART A, PART B & PART C)**

*(For University Director / Deputy Director / Assistant Director of Physical Education
& Sports and College Director of Physical Education & Sports.)*

Session / Year : _____

(To be completed and submitted at the end of each academic year)

PART A : GENERAL INFORMATION

1. Name (in Block Letters) : _____

2. Father's/Husband's Name : _____

3. Department : _____

4. Current Designation & Grade Pay : _____

5. Date of last Promotion : _____

6. Address for correspondence (with Pin code) : _____

7. Permanent Address (with Pin code) : _____

Telephone No. : _____

Email :

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

9. Academic Staff College Orientation / Refresher Course attended during the year :

Sr.No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency

Date : _____

**Signature of Physical
Education Person**

PART B : ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY : I

Teaching, Training, Coaching, Sports Person Development and Sports Management Activities.

1(a) Management of Physical Education and Sports Programme for students.

Sr. No.	Physical Education / Sports Programme	Level	Planning	Execution	Evaluation and outcome
1					
2					
3					

(b) Lecture cum practice based athlete/sports classes, seminars undertaken as per percentage of allotted hours.

Sr.No.	Lecture / Sports classes / Seminars	Allotted	Taken	Compliance in %
1				
2				
3				

		API Score
(a)	Management of Physical Education and Sports Programme for students. (Maximum Score 20)	
(b)	Lecture cum practice based athlete/sports classes, seminars undertaken as per percentage of allotted hours. (Maximum Score 20)	
	Total Max. Score) - 40	

2. Extending Services, Sports facilities and Training on holidays to the Institutions and Organisations.

Sr. No.	Type of Service, Sports facility and Training Extended.	Name of the Institute or Organisation to which the Service, Sports facility or Training is provided.	Date/s
1			
2			
3			
4			
5			
API Score based on extending Services, Sports facilities and Training on holidays to the Institutions and Organisations. (Maximum Score 10)			API Score (

3. (a) Organizing and conducting sports and games competitions at International / National / Inter University / Inter Zonal levels.

Sr.No.	Nature of Sports and Games Competition conducted.	Level	Duration	Place	API Score
1					
2					
3					
4					
5					
(Maximum Score 25)					

3. (b) Organizing and Conducting Coaching Camps / Sports Person Development / Training Programmes.

Sr.No.	Organization of Coaching Camp / Training Programme.	Level	Duration	Place	API Score
1					
2					
3					
(Maximum Score 15)					

		API Score
(a)	Organizing and conducting sports and games competitions at International/ National / Inter University / Inter Zonal levels (Maximum Score 25)	
(b)	Organizing and Conducting Coaching Camps / Sports Person Development/TrainingProgrammes. (Maximum Score 15)	
(Total Max. Score) - 40		

4. (a) Upgradation of scientific and technological knowledge in Physical Education and Sports.

Sr.No.	Scientific and Technological knowledge upgraded (Give Short Discription)	API Score
(Maximum Score : 5)		

(b) Identifying sports talents and Mentaining sports exellance among students.

Sr.No.	Name of the Student Identified	Justification	API Score
(Maximum Score : 10)			

4 (a) Upgradation of scientific and technological knowledge in Physical Education and Sports.	API Score
4 (b) Identifying sports talents and Mentoring sports excellence among students.	
(Maximum Score : 20)	

5. Development and Maintenance of play fields, Purchase and Maintenance of the other sports facilities.

Sr.No.	Name of the Sports facility	Sports event conducted during the year	Grants Received from the Funding Agencies	API Score
(Maximum Score : 15)				

Total Score (Category : I) :-	
Minimum API Score Required	75

Signature of Physical Education Person

Varified and found correct :

Signature of V.C./ Principal / H.O.D

Final Score approved by the Screening / Selection Committee:
(For Category: I)

**Signature of Chairman
Screening / Selection Committee**

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS (Appendix-IV) proforma before filling out this section)

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

Please mention your contribution to any of the following :

S. No.	Type of Activity	Average Hrs. / week	API Score
	(i) Extension, Co-curricular & field based Activities		
1			
2			
3			
4			
5			
	Total (Max : 20)		
	(ii) Contribution to Corporate life and Management of the Institution	Yearly / Semester wise responsibilities	API Score
1			
2			
3			
4			
5			
	Total (Max : 15)		
	(iii) Professional Development Activities		
1			
2			
3			
4			
5	Total (Max : 15)		
	Total Score (i + ii + iii)		

Total Score (Category : II) :-	
Minimum API Score Required in Category II	15

**Signature of Physical
Education Person**

Varified and found correct :

Signature of V.C./ Principal / H.O.D

Final Score approved by the Screening / Selection Committee:

(For Category : II)

**Signature of Chairman
Screening / Selection Committee**

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS (Appendix-IV) proforma before filling out this section)

CATEGORY : III**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS.****A) Published Papers in Journals.**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed. Impact Factor, If any	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(i) Articles / Chapters published in Books.

Sr. No.	Title with page nos.	Book Title, editor & publisher	ISSN / ISBN No.	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(ii) Full Papers In Conference Proceedings.

Sr. No.	Title with page nos.	Details of Conference Publication	ISSN / ISBN No.	No. of co-authors	Whether you are the main author	API Score
1						
2						
3						
4						
5						

B(iii) Books Published as single Author or as Editor.

Sr. No.	Title with page nos.	Type of Book & Authorship	Publi- -sher & ISSN / ISBN No.	Whethe r peer review ed.	No. of co- author s	Whethe r you are the main author	API Score
1							
2							
3							
4							
5							

C) Ongoing and Completed Research Projects and Consultancies.**(C) (i & ii) Ongoing Projects / Consultancies.**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	API Score
1					
2					
3					
4					
5					

(C) (iii & iv) Completed Projects / Consultancies.

Sr. No.	Title	Agency	Period	Grant / Amount Mobilize d (Rs. lakh)	Whether policy document/pat ent as outcome	API Score
1						
2						
3						
4						
5						

(D) Research Guidance.

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

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

Sr. No.	Programme	Duration	Organised by	API Score
1				
2				
3				
4				
5				

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

Sr. No.	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether international /national /state / regional/college or university level	API Score
1					
2					
3					
4					
5					

E (iii) Invited Lectures and Chairmanships at National or International Conference / Seminar etc.

Sr. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc.	Organised by	Whether international / national	API Score
1					
2					
3					
4					
5					

Total Score (Category : III) :-	
--	--

**Signature of Physical
 Education Person**

Varified and found correct :

Signature of V.C. / Principal / H.O.D.

Final Score approved by the Screening / Selection Committee:
(For Category: III)

**Signature of Chairman
 Screening / Selection Committee**

IV. SUMMARY OF API SCORES.

Category	Criteria	Last Academic Year	Total- API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Training, Coaching, Sports Person Development and Sport Management Activities.			
II	Co-curricular, Extension, Professional Development Related Activities.			
	Total I + II			
III	Research, Publication and Academic Contribution (For entire period)			

Signature of Physical Education Person

Varified and found correct :

Signature of V.C. / Principal / H.O.D.

Signature of Chairman Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	

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

1	9
2	10
3	11
4	12
5	13
6	14
7	15
8	

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

Signature of the faculty with
Designation, Place & Date

Signature of V.C./ School
Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

Appendix-VII**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

Academic Performance Indicators (APIs) And Scores developed for adoption of Performance Based Appraisal System (PBAS) for Appointments and Promotions under Career Advancement Scheme (CAS) of University Librarian/Deputy Librarian/Assistant Librarian and College Librarian.

Instructions for Filling up Part B of the PBAS Proforma
(Please read the Instructions carefully before filling the proforma for Category I, II, III)

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

B (I) is based on API scoring for **Category I** of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B (II) is based on **Category II** of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B (III) is based on **Category III** of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per the tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the **Table-VII** of the UGC Regulations, 2010.

NB. The self-assessment scores are subject to verification by the university / college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

CATEGORY : I : Procurement, organisation and delivery of knowledge and information through Library services.

Sr.No.	Nature of Activity	Maximum Score
1	Library resources organisation and maintenance of books, journals, reports (10 Points); Provision of library reader - services, literature retrieval services to researchers and analysis of report (10 Points); Provision of assistance to the departments of University/ College with the required inputs for preparing reports, manuals and related documents (10 Points); Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (10 Points);	40
2	ICT and other new technologies application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services. (15 Points); Library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management. (15 Points);	30
3	Development, organisation and management of e-resources including their accessibility over Interanet/Internet, digitization of library resources, e-delivery of information, etc. Creating Intranet / Internet facility : (10 Points); Digitization of library : (15 Points); e-delivery of information : (10 Points).	25
(Maximum 25 Points)		

4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.) (10 Points per Programme)	20
5	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. (2 Points per Activity)	10
Total Score		125
Minimum API Score required		75

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

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

Sr.No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities such as Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels. (2 Points per Activity)	20
	(Maximum Score)	20

(ii) Contribution to Corporate life and Management of the Institution.

Indicators	Maximum Score
Contribution to Corporate life in Universities/colleges through meetings, popular lectures, Library 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 (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 points each) .	10
Responsibility for or participation in committees for Students Welfare, Counseling and Discipline (5 points 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 (1 point each)	10
Maximum Aggregate limit	15

(iii) Professional Development Related Activities.

Indicators / Activities	Maximum Score
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, Confernces, 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 point)	10
Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 points each).	10
Publication of articles in newspapers, magazines or other publications (not covered in category III; radio talks; television programmes (1 point each).	10
Maximum Aggregat Limit	15
Minimum API Score required in (i), (ii) & (iii) above	15

--

CATEGORY: III : Research and Publications and Academic Contributions :

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

III. Summary of API Scores :

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

Appendix-VIII**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY****PBAS Proforma for Promotion under CAS****(PART A, PART B & PART C)***(For University Librarian / Deputy Librarian / Assistant Librarian
and College Librarian.)***PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters) : _____
 2. Father's/Husband's Name : _____
 3. Department : _____
 4. Current Designation & Grade Pay : _____
 5. Date of last Promotion : _____
 6. For which position and grade pay you are an applicant under CAS ? : _____

 7. Date of eligibility for promotion : _____
 8. Date and Place of Birth : _____
 9. Sex : _____
 10. Marital status : _____
 11. Nationality : _____
 12. Indicate whether belongs to SC/ST/OBC category : _____
 13. Address for correspondence (with Pincode) : _____

 14. Permanent Address (with Pincode) : _____

- Telephone No : _____
- Email : __

15. Academic Qualifications (Matric onwards till post graduation) :

Examinations	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade	Subject/s
High School / Matric					
Intermediate / HSSC					
B.A. / B.Sc. / B.Com. / B.Mus./.....					
M.A. / M.Sc. / M.Com. / M.Mus./.....					
Other examination, if any					

16. Research Degree(s) :

Degrees	Title / Topic	Date of award	University
M.Phil.			
Ph.D. / D.Phil.			
D.Sc. / D.Litt.			

17. Appointments held prior to joining this institution :

Sr. No.	Designation	Name of employer	Date of Joining		Salary with Grade	Reason of leaving
			Joining	Leaving		
1.						
2.						
3.						
4.						

18. Posts held after appointment at this institution :

Designation	Department	Date of actual Joining		Grade
		From	To	

19. Period of teaching experience : P.G. Classes (in years)

U.G. Classes (in years)

20. Research Experience excluding years spent in M. Phil / Ph. D. (In years) .

21. Fields of Specialisation under the Subject/Discipline

(a) _____

(b) _____

22. Academic Staff College Orientation / Refresher Course attended :

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

Date : _____

Signature of the
Library Person

PART B : ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY : I**1. Procurement, Organisation and delivery of knowledge and information through Library Services.**

Library resources organisation and maintenance of Books, Journals and Reports. (Full Score for 100 % compliance and proportionate Score may be given upto 80 % compliance. No Score below 80 % be given.) 80-30, 81-84-32, 85-89-34, 90-94-36, 95-99-38, 100-40.	API Score
---	------------------

Sr.No.	Nature of Activity	Execution of Activity with Justification	Evaluation and Compliance	API Score
1				
2				
3				
4				
5				
(Maximum Score : 40)				

2. Technology use for upgradation of Library.

Sr.No.	Mode of Technology	Application	Benefit to Students & Institution	API Score
1				
2				
3				
4				
5				
(Maximum Score : 30)				

3.

Sr.No.	Development, Organisation and Management of e-resources and their accessibility over Internet / Intranet.	Outcome & Success Rate*	API Score
1	Digitalization of Library		
2	e-delivery of information		
3	Creating Internet and Intranet facility		
(Maximum Score : 25)			

* Score may be allotted on the basis of Success Rate.

4. Procurement, Organisation and delivery of knowledge and information through Library Services.

Sr. No.	Name of the Programme Organised	User Group	Dates	Place	API Score
1					
2					
3					
4					
5					
6					
7					
(Maximum Score : 20)					

5. Additional Services extended.

Sr. No.	Name of the Activity undertaken for extention of Library facility.	Duration	No. of Beneficiries	API Score
API score based on Preparation and Imparting of knowledge / Instruction as per curriculum & syllabus enrichment by providing additional resources to Students (Max. Score : 10)				API Score
Minimum API Score in Point 1 to 5 : 75				
Total Score (Category : I) :-				

Signature of the
Library Person

Varified and found correct :

Signature of V.C./ Principal / H.O.D

Final Score approved by the Screening / Selection Committee:
(For Category: I)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY : II**CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.****Extention and Co-curricular & field based Activities.**

S. No.	Type of Activity	Average Hrs. / week	API Score
	(i) Extension, Co-curricular & field based Activities		
1			
2			
3			
4			
5			
	Total (Max : 20)		
	(ii) Contribution to Corporate life and Management of the Institution	Yearly / Semester wise responsibilities	API Score
1			
2			
3			
4			
5			
	Total (Max : 15)		
	(iii) Professional Development Activities		
1			
2			
3			
4			
5	Total (Max. : 15)		
	Total Score (i + ii + iii) (Max. : 50)		
	Minimum API Score (15)		

Total Score (Category : II) :-	
---	--

Signature of the
Library Person

Varified and found correct :

Signature of V.C./ Principal / H.O.D

Final Score approved by the Screening / Selection Committee:
(For Category II)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY : III**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS.****A) Published Papers in Journals.**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed. Impact Factor, If any	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(i) Articles / Chapters published in Books.

Sr. No.	Title with page nos.	Book Title, editor & publisher	ISSN / ISBN No.	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(ii) Full Papers In Conference Proceedings.

Sr. No.	Title with page nos.	Details of Conference Publication	ISSN / ISBN No.	No. of co-authors	Whether you are the main author	API Score
1						
2						
3						
4						
5						

B(iii) Books Published as single Author or as Editor.

Sr. No.	Title with page nos.	Type of Book & Authorship	Publi- -sher & ISSN / ISBN No.	Whethe r peer review ed.	No. of co- author s	Whethe r you are the main author	API Score
1							
2							
3							
4							
5							

C) Ongoing and Completed Research Projects and Consultancies.**(C) (i & ii) Ongoing Projects / Consultancies.**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	API Score
1					
2					
3					
4					
5					

(C) (iii & iv) Completed Projects / Consultancies.

Sr. No.	Title	Agency	Period	Grant / Amount Mobilize d (Rs. lakh)	Whether policy document/pat ent as outcome	API Score
1						
2						
3						
4						
5						

(D) Research Guidance.

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

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

Sr. No.	Programme	Duration	Organised by	API Score
1				
2				
3				
4				
5				

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

Sr. No.	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether international / national / state / regional/college or university level	API Score
1					
2					
3					
4					
5					

E (iii) Invited Lectures and Chairmanships at National or International Conference / Seminar etc.

Sr. No.	Title of Lecture / Academic Session	Title of Conference/ Seminar etc.	Organised by	Whether international / national	API Score
1					
2					
3					
4					
5					

Total Score (Category : III) :-	
--	--

**Signature of the
 Library Person**

Varified and found correct :

Signature of V.C. /

Principal / H.O.D.

Final Score approved by the Screening / Selection Committee:
(For Category: III)

**Signature of Chairman
 Screening / Selection Committee**

IV. SUMMARY OF API SCORES.

Category	Criteria	Last Academic Year	Total- API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, learning and Evaluation related activities			
II	Co-curricular, Extension, Related Professional Development Activities.			
	Total I + II			
III	Research, Publication and Academic Contribution (For entire period)			

Signature of the Library Person

Varified and found correct :

Principal / H.O.D.

Signature of V.C. /

Signature of Chairman Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

S.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	

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

1	9
2	10
3	11
4	12
5	13
6	14
7	15
8	

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

Signature of the faculty with
Designation, Place & Date

Signature of V.C./ School
Chairperson / Principal / HOD

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

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)****(PART A, PART B & PART C)****(For University Librarian / Deputy Librarian / Assistant Librarian and College Librarian.)****Session / Year : _____****(To be completed and submitted at the end of each academic year)****PART A : GENERAL INFORMATION**

1. Name (in Block Letters) : _____
2. Father's/Husband's Name : _____
3. Department : _____
4. Current Designation & Grade Pay : _____
5. Date of last Promotion : _____
6. Address for correspondence (with Pin code) : _____

7. Permanent Address (with Pin code) : _____

Telephone No. : _____**Email :**

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

Sr.No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency

9. Academic Staff College Orientation / Refresher Course attended during the year :

Date : _____**_____
Signature of LibraryPerson**

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS(Appendix-VII) proforma before filling out this section)

CATEGORY : I**1. Procurement, Organisation and delivery of knowledge and information through Library Services.**

Library resources organisation and maintenance of Books, Journals and Reports. (Full Score for 100 % compliance and proportionate Score may be given upto 80 % compliance. No Score below 80 % be given.) 80-30, 81-84-32, 85-89-34, 90-94-36, 95-99-38, 100-40.	API Score
---	------------------

Sr.No.	Nature of Activity	Execution of Activity with Justification	Evaluation and Compliance	API Score
1				
2				
3				
4				
5				
(Maximum Score : 40)				

2. Technology use for upgradation of Library.

Sr.No.	Mode of Technology	Application	Benefit to Students & Institution	API Score
1				
2				
3				
4				
5				
(Maximum Score : 30)				

3.

Sr.No.	Development, Organisation and Management of e-resources and their accessibility over Internet / Intranet.	Outcome & Success Rate*	API Score
1	Digitalization of Library		
2	e-delivery of information		
3	Creating Internet and Intranet facility		
(Maximum Score : 25)			

* Score may be allotted on the basis of Success Rate.

4. Procurement, Organisation and delivery of knowledge and information through Library Services.

Sr. No.	Name of the Programme Organised	User Group	Dates	Place	API Score
1					
2					
3					
4					
5					
6					
7					
(Maximum Score : 20)					

5. Additional Services extended.

Sr. No.	Name of the Activity undertaken for extention of Library facility.	Duration	No. of Beneficiries	API Score
API score based on Preparation and Imparting of knowledge / Instruction as per curriculum & syllabus enrichment by providing additional resources to Students (Max. Score : 10)				API Score
Minimum API Score in Point 1 to 5 : 75				
Total Score (Category : I) :-				

**Signature of the
 Library Person**

Varified and found correct :

Signature of V.C./ Principal / H.O.D

**Final Score approved by the Screening / Selection Committee:
 (For Category: I)**

**Signature of Chairman
 Screening / Selection Committee**

PART B : ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY : II**CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.****Extention and Co-curricular & field based Activities.**

S. No.	Type of Activity	Average Hrs. / week	API Score
	(i) Extension, Co-curricular & field based Activities		
1			
2			
3			
4			
5			
	Total (Max : 20)		
	(ii) Contribution to Corporate life and Management of the Institution	Yearly / Semester wise responsibilities	API Score
1			
2			
3			
4			
5			
	Total (Max : 15)		
	(iii) Professional Development Activities		
1			
2			
3			
4			
5	Total (Max. : 15)		
	Total Score (i + ii + iii) (Max. : 50)		
	Minimum API Score (15)		

Total Score (Category : II) :-	
---	--

Signature of the
Library Person

Varified and found correct :

Signature of V.C./ Principal / H.O.D

Final Score approved by the Screening / Selection Committee:
(For Category : II)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY : III**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS.****A) Published Papers in Journals.**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed. Impact Factor, If any	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(i) Articles / Chapters published in Books.

Sr. No.	Title with page nos.	Book Title, editor & publisher	ISSN / ISBN No.	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score
1							
2							
3							
4							
5							

B(ii) Full Papers In Conference Proceedings.

Sr. No.	Title with page nos.	Details of Conference Publication	ISSN / ISBN No.	No. of co-authors	Whether you are the main author	API Score
1						
2						
3						
4						
5						

B(iii) Books Published as single Author or as Editor.

Sr. No.	Title with page nos.	Type of Book & Authorship	Publi- -sher & ISSN / ISBN No.	Whethe r peer review ed.	No. of co- author s	Whethe r you are the main author	API Score
1							
2							
3							
4							
5							

C) Ongoing and Completed Research Projects and Consultancies.**(C) (i & ii) Ongoing Projects / Consultancies.**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. lakh)	API Score
1					
2					
3					
4					
5					

(C) (iii & iv) Completed Projects / Consultancies.

Sr. No.	Title	Agency	Period	Grant / Amount Mobilize d (Rs. lakh)	Whether policy document/pat ent as outcome	API Score
1						
2						
3						
4						
5						

(D) Research Guidance.

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

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

Sr. No.	Programme	Duration	Organised by	API Score
1				
2				
3				
4				
5				

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

Sr. No.	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether international /national /state / regional/college or university level	API Score
1					
2					
3					
4					
5					

E (iii) Invited Lectures and Chairmanships at National or International Conference/ Seminar etc.

Sr. No.	Title of Lecture / Academic Session	Title of Conference/ Seminar etc.	Organised by	Whether international / national	API Score
1					
2					
3					
4					
5					

Total Score (Category : III) :-	
--	--

**Signature of the
 Library Person**

Varified and found correct :

Signature of V.C. / Principal / H.O.D.

Final Score approved by the Screening / Selection Committee:
(For Category: III)

**Signature of Chairman
 Screening / Selection Committee**

IV. SUMMARY OF API SCORES.

Category	Criteria	Last Academic Year	Total- API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, learning and Evaluation related activities			
II	Co-curricular, Extension, Related Professional Development Activities.			
	Total I + II			
III	Research, Publication and Academic Contribution (For entire period)			

Signature of the Library Person

Varified and found correct :

Principal / H.O.D.

Signature of V.C. /

**Signature of Chairman
Screening / Selection Committee**

PART C : OTHER RELEVANT INFORMATION

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

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	

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

1	9
2	10
3	11
4	12
5	13
6	14
7	15
8	

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

Signature of the faculty with
Designation, Place & Date

Signature of V.C./ School
Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

APPENDIX – X TABLE – I**PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (AOU_s) UB
RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS
OF UNIVERSITY/ COLLEGE TEACHING.****CATEGORY 1:TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Brief Explanation: Based on the teacher's self-assessment API scores are proposed for (a) teaching related activities; (b) domain knowledge (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from the category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

Universities will be required to detail the activities and in case institutional specificities require adjust the weightages, without changing the minimum total API scores required under this category.

S.No.	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentages of lectures allocated*	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and imparting of knowledge/instruction as per curriculum syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching –learning methodologies, updating of subject content, course improvement etc.	20
5	Examination duties (invigilation, question paper setting, evaluation /assessment of answer scripts) as per allotment.	25
	Total Score	125
	Minimum API Score Required	75

Note:* Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave). Say 80% for 1 and 5 above, below which no scores may be assigned in these sub-categories.

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

Brief Explanation: Based on the teachers self-assessment, category II API scores are proposed for co-curricular and extension activities and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below it will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores, Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S.No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

CATEGORY III RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teachers self-assessment API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self assessment score will be based on veriable criteria and will be finalized by the screening/selection committee.

S.No.	APIs	Engineering/Agricultural Veterinary Science/ Sciences/ Medical Sciences	Faculties of Languages Arts/ Humanities/ Social Sciences/ Library/ Physical education/ Management	Max. points for University and college teacher position
III A	Research Papers published in	Related Journals	Refereed Journals	15/publication
		Non-refereed but recognized and reputable journals and periodicals having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals having ISBN/ISSN numbers	10/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
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 books
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25/sole author, and 5/chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers	Subject Books by Other local publishers with ISBN/ISSN numbers	15/sole author and 3/chapter in edited books
		Chapters contributed in edited knowledge based volumes published by international Publishers	Chapters contributed to edited knowledge based volumes published by Internaitonal Publishers	10/Chapter

		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and intrernational directories	Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and intrernational directories	5/Chapter
III(C)	RESEARCH PROJECTS			
III(C)(i)	Sponsored Projects carried out/ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20/each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15/each Project
		(c) Minor Projects (Amount mobilized with grants above Rs. 50.000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25.000 up to Rs. 3 lakh)	10/each Project
III (C) (ii)	Consultancy Projects carried out/ ongoing	Amount mobilized with minimum of Rs. 10.00 lakh.	Amount mobilized with minimum of Rs. 2.0 lakh.	10 per every Rs.10.0 lakhs and Rs. 2.0 lakhs. Respectively
III (C) (iii)	Completed projects Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project Report (Accepted by funding agency)	20/each major project and 10/each minor project
III (C) (iv)	Projects Outcome/ Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30/ each national level output or patent /50/ each for inter - national level
III (D)	RESEARCH GUIDANCE			
III(D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3/each candidate
III(D)(ii)	Ph.D.	Degree awarded only	Degree awarded only	10/each candidate
		Thesis submitted	Thesis submitted	7/each candidate
III (E)	TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS			
III(E)(i)	Refresher courses, Methodology workshops. Training Teaching-Learning	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each

	Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max. 30 points)	(b) One week duration	(b) One week duration	10/each
(III)(E)(ii)	Papers in Conferences/ Seminars/ workshops etc.**	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 each
		b) National	b) National	7.5/each
		c) Regional/State level	c) Regional/State level	5/each
		d) Local- University/ College level	d) Local- University/ College level	3/each
(III)(E)(iii)	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10/each
		(b) National level	(b) National level	5

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows (i) indexed journals- by 5 points. (ii) papers with impact factor between 1 and 2 by 10 points, (iii) papers with impact factor between 2 and 5 by 15 points (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (iii) (a) and not under presentation (iii) (e)(ii).

Notes.

1. If is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such lime, screening/selection committees will assess and verify the the categorization and scores of publications.

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

APPENDIX - X TABLE - II (A)
MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE TO BE APPLIED FOR
THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME
(CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT
ASSESSMENT

		Assistant Professor equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning Evaluation Related Activities (Category 1)	75/ year	75 /year	75/year	75/Year	75/Year
II	Co-curricular Extension and Profession related activities (Category III)	15/ year	15 /year	15/year	15/Year	15/Year
II I	Minimum total average annual Score under Categories I and II*	100/ year	100/year	100/year	100/Year	100/Year
I V	Research and Academic Contribution (Category III)	10/Year (40/assessment period)	20/Year (100/assessment period)	30/Year (90/assessment period)	40/Year (120/assessment period)	50/Year (500/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment	No separate points Screening committee to verify API scores	No separate points Screening committee to verify API scores	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices	5% - Contribution to Research 3% - Assessment of domain knowledge and teaching practices	50% - Research 50% - Performance evaluation and other credential by referral procedure.

nt (Total weightage =100. Minimum required for promotion is 50)			20% - Interview Performance	20% - Interview Performance	
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* Teachers may score ts from either Category I of Catgery II to achieve the minimum score required under ategory I+II.

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1,2,3,4,5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

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

		Assistant Professor/equivalent cadres Stage 1 to Stage 2	Assistant Professor/equivalent cadres Stage 2to Stage 3	Assistant Professor (Stage 3) to Associate Profess/equivalent cadre (Stage 4)	Associate Professor to Professor Promotion in Colleges (Stage 5) as per assigned posts
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
II I	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
I V	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	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	30% - Contribution to Research 50% - Assessment of

the Expert Assessment (Total weightage = 100 Minimum required for promotion is 50)			domain knowledge and teaching practices 20% - Interview Performance	domain knowledge and teaching practices 20% - Interview Performance
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***Teachers may score 10 points from either Category 1 or Category II to achieve the minimum score required under Category 1 + II.**

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1,2,3,4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

Explanatory note for Tables II (a) and II(b)

1. All universities/ colleges will set up verifiable systems for the API related information required in these tables within THREE months of notification of these regulations. They will have to be documented and collated annually by the internal Quality Assessment cells (IQACs) of the universities /colleges for follow up by the universities/ colleges authorities in order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations from 31-12-2008 in the CAS Promotion the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in universities/ colleges for one year only with the minimum average scores as depicted in Table II(a) and II(b) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API score for these categories will be required for assessment and so on leading progressively to complete assessment period.
4. As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributors possible in different institutional settings.
5. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period in this category, as aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous states, taken together in the case of promotion to Professor, the publication requirement shall be met over the two previous stages.
6. Candidate should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required proforms. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date.
7. If however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables III(A) and II(B) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
8. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility .
 (b) If however, the candidate finds that she/he fulfills the eligibility conditions at a later date and applies on that date and is successful her / his promotion will be deemed to be from that date of application
 (c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her/his promotion will be deemed to be from the later date.

APPENDIX – X TABLE – II(c)

Minimum Scores for APIs for direct recruitment of teachers in university departments/Colleges, Librarian/Physical Education cadres in Universities/ Colleges, and weightages in Selection Committee to be considered along with other specified eligibility qualifications stipulated in the Regulation.

	Assistant Professor equivalent cadres (Stage 1)	Associate Professor/ equivalent cadres (Stage 4)	Professor/ equivalent cadres (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from category III of APIs	Consolidated API score requirement of 400 points from category III of APIs
Selection Committee criteria/ weightages (Total Weightages = 100)	a) Academic Record and a Research Performance (50%) b) Assessment of Domain knowledge and Teaching Skills (30%) c) Interview performance (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance (20%)	e) Academic Background (20%) f) Research performance based on API score and quality of publications (40%) g) Assessment of Domain knowledge and Teaching Skills (20%) Interview performance (20%)

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4 and 5 correspond to scales with AGP of Rs. 6000, 9000 and 10000 respectively.

APPENDIX – X - TABLE – III**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIRMENTS FOR PROMOTION OF TEACHERS IN UNIKVERSITIES AND COLLEGES**

S.N	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirments and Screening/Selection Criteria.
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 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 usisng PBAS scoring proforma developed by the concerned university as per the norms provided in Table II (A)/II(B) of Appendix X. (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 Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2	(i) Minimum API Scores usisng the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II (A)/II(B) of Appendix X. (ii) One course/ programme from among the catgegories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.

3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professor with three years of completed service in Stage 3.	<p>(i) Minimum API Scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II (A)/II(B) of Appendix X.</p> <p>(ii) At least three publications in the entire period as Assistant Professor (twelve years). 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.</p> <p>(iii) ii) One course/ programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>(iv) A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix X.</p>
4	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>i) Minimum yearly/cumulative API scores using the PBAS scoring proforma developed by the concerned 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 X.</p>
5.	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (universities only)	<p>(i) Minimum yearly /cumulative API scores for the assessment period as per the norms provided in Table II(A) of Appendix III</p> <p>ii) Additional credentials are to be evidenced by (a) post-doctoral research outputs of high standard, (b) awards/ honours/ recognitions/ patents and IPR on products and processes developed / technology transfer achieved and (c) Additional research degrees like D.Sc. D.litt. LL.B. etc.</p> <p>(iii) A review process by an Expert Committee as, stipulated in this regulation and in Tables II(A) and II(b) of Appendix X.</p>

* For teachers seeking promotion under CAS Associate Professor, for those who on the date of this notification are Assistant Professors in Stage2, the requirement of publications may be adjusted pro rate. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1,2,3,4,5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

APPENDIX – X: TABLE – IV**ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES DEVELOPED BY THE UGC FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY/ DIRECTOR/ DEPUTY DIRECION/ ASSISTANT DIRECTOR OF PHYSICAL EDUCATION/ COLLEGE DIRECTOR OF PHYSICAL EDUCATION****CATEGORY 1: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES**

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

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

S.No.	Nature of Activity	Maximum Scores
1	Student related co-curricular, extension and field based activities (such Cultural exchange and Sports Programmes (Verios level of extramurals and intramural programmes) extension work through NSS/NCC and other channels.	20
2	Contribution to Corporate life and management of the sports units and institution through participation in sports and administyrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, camps and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS

S.No.	APIs	Faculties of Physical education	Max. points for University and college teacher position
III(a)	Research Publication (Journals)	Refereed Journals*	15/Publication
		Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10/Publication
		Full papers in Conference proceedings, etc.* (Abstracts not to be included)	10/ publication
III(b)	Research Publications (books, chapters in books, other than refereed journal articles)	Text of Reference Books Published by National/ Central/State Government/Societies**	50/sole author 10/chapter in an edited book
		Text or Reference Books Published by National/ Central/State Government/Societies**	25/sole author, 5/chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers**	15/sole author, 3/chapter in edited books
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories**	5/ Chapter

*For joint Research papers, the First/Principal author will share 60%, while the rest joint authors will share the 40% of API scores

** Scores (5025/10/03 whatever the case may be) to be shared equally by all authors

III(C) RESEARCH PROJECT			
III (C) (i)	Sponsored Projects carried out/ ongoing	Major Projects/Events amount mobilized with grants above 5.0 lakhs	20 each Project
		Major Projects/Events Amount mobilized with minimum of Rs. 4.00 lakhs up to Rs. 5.00 lakhs	15 each major project
		Minor projects From central/state funding agencies with grants below 4.00 lakhs	15 each major project
III(C)(ii)	Consultancy Projects carried out/ ongoing	Amount mobilized with minimum of Rs. 1.0 lakh	10 per every Rs.5.0 lakhs 2 per every Rs.1.0 lakhs
III(C)(iii)	Completed projects Quality Evaluation	Completed project report (Accepted by funding agency)	20/each major project and 10/each minor project
III(C)(iv)	Projects Outcome /Outputs	Policy document of Govt. Bodies at Central and State level	30/each output or outcome for National patents etc/50/each for international patents.

III(D) RESEARCH GUIDANCE			
III(D)(i)	M.Phi..	Degree awarded only	3/each candidate
III(D)(ii)	Ph.D.	Degree awarded	10/each candidate
		Thesis submitted	7/each candidate
III(E) TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS			
(III)(E)(i)	Research Methodology/Training/Coaching Workshops	Research methodology/Training/Coaching programme (not less than three weeks) workshops of not less than one week.	20
III(E)(ii)	Papers in Conferences/ Seminars/ Workshops etc.	Participation and Presentation of research papers (oral/poster) in:	
		a) International conference	10/each
		b) National	7.5/each
		c) Regional/State level	5/each
III(E)(iv)	Invitations for conferences/seminars/ workshops/symposia to deliver lectures/chair sessions	d) Local-University/College level	3/each
		a) International	10 each
		b) National	7.5/each
		c) State level/Regional	5/each
		d) University/College level Endowment lectures	5/each

V(a)
MINIMUM NORS OF APIS AS PROVIDED IN APPENDIX – TABLE: IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF UNIVERSITY DIRECTOR/DEPUTY DIRECTOR/ASSISTANT DIRECTOR OF PHYSICAL EDUCATION, AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES.

		Assistant Director Physical Education (Stage 1 to Stage 2 (Senior Scale)	Assistant Director of Physical Education (Senior Scale) (Stage 2) to Deputy Director of Physical Education Assistant Director Physical Education (Selection Grade) (Stage 3)	Deputy Director Physical Education/ Assistant Director Physical Education (Selection Grade), Stage 3 to Stage 4	Deputy Director Physical Education/ Assistant Director Physical Education (Selection Grade), (Stage 4) to Director of Physical Education (Stage 5) (university only)
I.	Teaching, training, coaching, sports person development and sports management activities (Category-I)	75/Year	75/Year	75/Year	75/Year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average API annual score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contributions (Category III) – Minimum Annual score required- to be assessed cumulatively	10/Year (40/assessment period)	20/Year (100/assessment period)	30/Year (90/assessment period)	40/Year (120/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, Minimum required 50)	No separate points, Screening committee to verify API scores	No separate points, Screening committee to verify API scores	30^ - Research evaluation 50% - Assessment of domain knowledge and skills in sports 20% - Interview performance	60%- Research evaluation 30% - Assessment of domain knowledge contribution and organization track record with vision plan. 20% - Interview

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

Note: For universities for which Sixth PRC Awards (*vide Appendix 2) are applicable, Stages 1,2,3,4 and 5 correspond to scales as provided, and AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively.

APPENDIX X TABLE – V(b)

MINIMUM APIS AS PROVIDED IN APPENDIX – III TABLE: IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (cas) PROMOTION OF COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SENIOR SCALE)/COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SELECTION GRADE), AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES.

S.No.	Categories of Criteria	Minimum Average, yearly or cumulative, API score required during the assessment period of each level as evaluated under the Performance based Appraisal System (PBAS) with weightages for Expert Assessment		
		College Director of Physical Education to Colege Director of Physical Education (Senior Scale) (Stage 1 to Stage 2)	College Director of Physical Ecucation Senior Scale to Selection Grade (Stage 2 to Stage 3).	College Director of Physical Education (Selection Grade (Stage 3 to Stage 4).
I	Teaching-learning, Evaluation Related Activities (Category – I)	75/Year	75/Year	75/Year
II	Co-curricular, Extension and Profession related activities (Category – II)	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III)- Minimum Annual Score Required – to assessed cumulatively	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year, (45/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage =100. Minimum required 50)	No separate points, Screening committee to verify API scores	No separate points, Screening committee to verify API scores	30^ - Research evaluation 50% - Assessment of domain knowledge and skills in sports 20% - Intewrview performance

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

Note: For colleges in which Sixth PRC Awards (*vide Appendix 2) are applicable, Stages 1,2,3, and 4 correspond to scales as provided, and AGP of Rs. 6000, 7000, 8000 and 9000 respectively.

APPENDIX X TABLE – V(c)

**MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF PHYSICAL EDUCATION PERSONNEL IN UNIVERSITY DEPARTMENTS/COLLEGES
(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS UGC REGULATION)**

S.No. OF category	Minimum Norm /Criteria	Assistant Director of Physical Education/ College Director of Physical Education (Entry Stage- Stage 1)	Deputy Director of Physical Education in university (Stage 4)	Director of Physical Education in university (Stage 5)
I	API score (Research and Academic Contribution – Category III)	—	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
II	Selection Committee criteria/weightages (Total weightage = 100)	d) Track Record of championship won (30%) e) Sports and athletic skills (40%) f) Interview performance (30%)	h) Research papers (3 nos) evaluation(40%) i) Organisational skills/ Plans of sports (30%) J) Interview performance (30%)	a) Research papers (6 nos) evaluation (50%) b) Organisational track vision plan (25%) c) Interview performance (25%)

Note: For universities/colleges in which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1,4, and 5 correspond to scales as provided, and AGP of Rs. 6000, 9000, and 10000 respectively.

APPENDIX-X TABLE: VI
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR
PROMOTION OF PHYSICAL EDUCATION CADRES IN UNIVERSITIES AND COLLEGES

S.No.	Promotion of Physical Education Cadres through CAS	Service (as prescribed by the MHRD Notification requirement)	Minimum Academic Performance Requirement and Screening/Selection Criteria
1	Assistant DPE/ College DPE to Assistant DPE (Senior Scale) /College DEP (Senior Scale) (Stage 1 to Stage 2)	Assistant DPE/ College DPE completed four years of service in Stage 1 with Ph.D. or five years of service who are with M.Phil. or six years of service who are without Ph.D./M.Phil.	(iv) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix X for university DPEs cadres in Universities and in Table V(b) of Appendix X for cadres in Colleges. (v) One Orientation and one Refresher Course of ¼ weeks duration. (vi) No separate interview points for the Screening cum Evaluation process of recommending promotion.
2	Assistant DPE (senior scale)/ College DPE (senior scale) to Deputy DPE/ Assistant DPE (selection grade)/ College DPE (selection grade (Stage 2 to Stage 3)	Assistant DPE (senior scale) College DPE (senior scale) with completed service of five years in Stage 2	(iv) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix X for university DPEs cadres in Universities and in Table V(b) of Appendix X for cadres in Colleges. (v) Additionally two refresher courses of 3-4 weeks duration to have been undergone during the assessment period. (vi) No separate interview points for the Screening cum Evaluation process of recommending promotion.
3	Deputy DPE/Assistant DPE (Selection Grade)/College DPE (Selection Grade) to Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) (Stage 3 to Stage 4)	Deputy DPE Assistant DPE (Selection Grade)/college DPE (Selection Grade) with three years of completed service in Stage 3	(i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix X for university DPEs cadres in Universities and in Table V(b) of Appendix X for cadres in Colleges. (ii) Minimum three publications over twelve years., For promotion in Colleges an exemption of one publication for M.Phil. holders and exemption of two publications for Ph.D. holders. (iii) Evedience of having produced teams/athletes. (iv) A selection committee process as stipulated in this regulation and in Tble V(a) of Appendix X for the university DPE cadres in universities and in Table V(b) of Appendix II of UGC notification for cadres in colleges
4	University DPE (Stage 5) (For universities only)	Deputy DPE in universities with three years of completed service in Stage 4.	(iv) Minimum API scores using the PBAS scoring problems developed by the concerned university as per the norms provided in Table V(a) of Appendix III for DPEs in university. These may be achieved over two assessment periods, if required. (v) A minimum of five publications over two assessment periods (six years) (vi) Evidence of having produced teams/ athletes. (vii) A selection committee process as stipulated in the regulation and in Table V(A) of Appendix X lfor DPEs in the university.

Note: The explanatory not provided for Tables IIA and IIV for CAS for teachers is also applicagle for the Physical Director cadres as per the API score specified for this cadre.

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Statges 1,2,3,4 and 5 correspond to scales with AGP of Rs. 6000,7000,8000,9000 snd 10000 respectively.

APPENDIX – X: TABLE – VII

ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORE DEVELOPED BY UGC FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR DIRECT APPOINTMENT/CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS APPLICABLE TO LIBRARIAN, (UNIVERSITY) DEPUTY LIBRARIAN AND ASST. LIBRARIAN/COLLEGE LIBRARIAN.

Category – I: Procurement, organization, and delivery of knowledge and information through Library services

S.No.	Nature of Activity	Maximum Score
1	Library/resources organization and maintenance of books, journals, reports, Provision of library reader-services, literature retrieval services to researchers and analysis of reports, Provision of assistance to the departments of University/ College with the required inputs for preparing reports, manuals and related documents, Assistance towards updating institutional website with activity related information and for bringing out institutional newsletters, etc.	40
2	ICT and other new technologies application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV). Development of library management tools (Software), Intranet management.	30
3	Development, organization and management of e-resources including their accessibility over intranet/Internet, digitization of library resources, e-delivery of information, etc.	25
4	User awareness and instruction programmes (Orientation lectures, users training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	20
5	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms.	10
	Total Score	125
	Minimum API score required	75

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

S.No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes), extension, library-literary work through different channels.	20
2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

Category – III – Research and academic contributions

S.No.	Promotion of APIs	Activity	Maximum Point
III A	Research Papers published in	Referred journals	15/publication
		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)	10/publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by international Publishers with an established peer review system	50/sole author 10/chapter in an edited book

		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25/sole author and 5/chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers	15/ sole author and 3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by international publishers	10/Chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5/ Chapter

III (C)

III (C) (i)	Sponsored Projects carried out/ongoing	(d) Major Projects amount mobilized with grants above 30.0 lakhs	20/each Project
		(e) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15/ each Project
		(f) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakh)	10/each Project
III (C) (ii)	Consultancy Projects carried out/ ongoing	Amount mobilized with minimum of Rs. 10.00 lakhs	10 per every Rs.10.0lakhs and Rs.2.0 lakhs, respectively
III (C) (iii)	Completed projects Quality Evaluation	Completed project Report (Acceptance-from funding agency)	20/each major project and 10/each minor project
III (C) (iv)	Projects Outcome/ Outputs	Patent/Technology transfer/ Product/Process	30/ each national level output or patent /50 /each for international level.

III (D)

III (D) (i)	M.Phil.	Degree awarded only	3/ each candidate
III (D) (ii)	Ph.D.	Degree awarded	10/ each

			Candidate
		Thesis submitted	7 /each candidate

III (E)

III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max 30 points)	Not less than two weeks duration	20/each
		One week duration	10/EACH
III (E) (ii)	Papers in Conferences/ Seminars/ workshops etc.*	Participation and Presentation of research papers (oral/poster) in	
		Internaitonal conference	Each
		b) National	/each
		c) Regional/State level	/each
		Local- Univesity/College level	3/each
III(E) (iv)	Invited lectures or presentations for conferences/ symopsis	International	10/each
		National level	5

*If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (iii (a)) and not under presentation (iii(e)(iii)).

Notes.

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

APPENDIX - X TABLE - VIII (a)**Minimum APIs as provided in Appendix III Table VII to be applied for the Promotion of Library staff of universities and weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)**

		Assistant Librarian to Assistant Librarian (senior scale) (Stage 1 to Stage 2)	Deputy Librarian/ Assistant Librarian (Selection Grade) (Stage 2 to Stage 3)	Deputy Librarian/ Assistant Librarian (Selection Grade) (Stage 3 to Stage 4)	Librarian (university only) (Stage 4 to Stage 5)
1	Procurement organization and delivery of knowledge and information thro library services (category I)	75/Year	75/Year	75/Year	75/Year
II	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) – Minimum Annual Score Required- to be assessed cumulatively	10/Year (40/assessment period)	20/Year (100/assessment period)	30/Year (90/assessment period)	40/Year (120/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	
V	Percentage Distribution of Wweightage Points in the Expert Assessment (Total weightage = 100 Minimum required 50))	No separate points Screening committee verify API scores	No separate points Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of doman knowledge on Library automation and Organisational skills 20% - Interview performance	50% Library publication work 30% Assessment of innovative Library service and organization of digital library services 20% interview performance

*Candidates may score 10 points from either Category 1 or Category II to achieve the minimum score required under Caytegrory I+II.

Note For universities/ colletges for whom Sixth PRC Awards (vide Appendix 2) are applicagle, Stages 1,2,3,4 andf 5 correspond to scales as tgiven with AGP of Rs. 6000,7000,8000,9000 and 10000 respectively.

APPENDIX – X TABLE – VIII (b)

Minimum Weightage points (WP) norms of the APIs as provided in Appendix III Table VII to be applied for the Promotion of Library staff of Colleges and weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

		College Librarian (Stage 1) College Librarian (selection scale) (Stage 2)	College Librarian (Senior scale) (Stage 2) to College Librarian (senior scale) (Stage 3)	College Librarian (Selection Grade) (Stage 3 to Stage 4)
I	Procurement, organization and delivery of knowledge and information thro library services (Category I)	75/Year	75/year	75/Year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories 1 and II*	100/year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	5/Year (40/assessment period)	10/Year (100/assessment period)	15/Year (90/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage of Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points Screenign committee to verify API scores	No separate points Screening committee to verify API scores	30%- Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organisational skills 20% - Interview performance

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

Note: For colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1,2,3 and 4 correspond to scales as provided with AGP of Rs. 6000, 7000, 8000 and 9000 respectively.

APPENDIX - X TABLE - VIII (c)

**MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF LIBRARIAN
POSITIONS IN UNIVERSITY DEPARTMENTS/COLLETS
(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY
QUALIFICATIONS STIPUTATED IN THIS UGC REGULAION)**

s.No. of category	Minimum Norm criteria	Assustant University Librarian/ Cjolelge Librarian (Stage 1)	Deputy Librarian in universities (Stage 4)	Librarian (university only) (Stage 5)
1	API SCORE (Research and Academic Contribution – Category III)	---	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
II	Selection Committee criteria/ weightages (Total weightage = 100)	a) Teaching /compute and communication skills by a Lecture demonstration (30%)	a) Library related Research/ Theme papers (3 Nos) Evaluation (50%)	a) Library Research papers (Five) evaluation (60%)
		b) Record of Library management skills (20%)	b) Library automation skills and Organisational Plans (20%)	b) Organisational track record of innovation library service and vision plan (20%)
		c) Interview performance (50%)	c) Interview performance (30%)	c) Interview performance (20%)

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Statges 1,4,5 and 5 correspond to scale as given and AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

APPENDIX - X TABLE - IX**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES**

S.No.	Promotion of Librarian cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant University Librarian/ College Librarian to Assistant Librarian (Senior Scale)/ College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant University Librarian /College Librarian (Stage 1) completed four years of service with Ph.D. or five years of service who are with M.Phil. or six years of service who are without Ph.D./M.Phil.	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (a) of Appendix X for Librarian cadres in universities and Table VIII(b) of Appendix X for college Librarian cadres (ii) One Orientation and one Refresher Course of ¾ weeks duration (iii) No separate interview points for the Screening cum Verification process of recommending promotion
2	Assistant university Librarian (Senior Scale)/ college Librarian (senior scale) to Assistant university Librarian (Selection Grade/ College Librarian/ (selection grade) (Stage 2 to Stage 3)	Assistant university Librarian (Senior Scale)/ college Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring progorma developed by Univcersity as per the norms provided in Table VIII (a) of Appendix X for Librarian Cadres in universities and Table VIII (b) of Appendix X for college librarian cadres.
			(ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period.
			(iii) No separate interview points for the Screening cum Verification process of rcommending promotion.

3	Deputy university Librarian / Assistant university Librarian (Selection Grade)/ College Librarian (Selection Grade) (Stage 3 to Stage 4)	Assistant university Librarian (Selection Grade/ College Librarian (Selection Grade) with three years of completed service in Stage 3	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (a) of Appendix X for Librarian cadres in universities and in Table VIII (b) of Appendix X for Librarian Cadres in Colleges.
			(ii) Three publications over twelve years in Colleges, an exemption of one publication will be given to M.Phil. holders and two publications to Ph.D. Holders.
			(iii) Additionally one course/training under the categories of Library automation/ Analytical tool Development for academic documentation (iv) A selection committee process as stipulated in the Regulation and in Table VIII (a) of Appendix X for university in Table VIII (b) of Appendix X for librarian cadres in colleges.
4	Librarian (university) (Stage 5)	Deputy Librarian in university with three years of completed service in Stage 4.	(i) Minimum API scores using ther PBAS scoring proforma developed by the university as per the norms provided in Table VIII (a) of Appendix X for Librarian (university) Minimum API scores can also be considered over two assessment periods (Stages 3 and 4) if required. (ii) A minimum of 5 publications over current and previous assessment periods. (iii) Evidence of innovative library service and organization of published work. (iv) A selection committee process as stipulated in this regulation and in Table VIII (a) of Appendix X for Librarian (university)

Note: The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the librarian cadres as per the API score specified for this cadre.

Note: For universities for which Sixth PRC Awards (vide Appendix 2 of UGC notification) are applicable, Stages 1,2,3,4, and 5 correspond to scales as provided and AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.
