

**APJ Abdul Kalam Technological University
Thiruvananthapuram**

Abstract

APJAKTU-Implementation of placement under Career Advancement Scheme for teachers in Aided Colleges (Engineering Colleges) governed by UGC Regulations and faculty in Aided Colleges (Engineering Colleges) governed by AICTE Regulations-Government orders and guidelines-approved-orders issued.

ACADEMIC SECTION

U.O.No. 421/2024/KTU

Thiruvananthapuram, Dated: 07.02.2024

- Read:-*1.G.O(Ms)204/2019/HEdn dated 20.06.2019
2.G.O(Ms)99/2021/HEdn dated 16.02.2021
3.APJ Abdul Kalam Technological University First Statute 2020 dated 05.08.2020.
4.UO No 1340/2022/KTU dated 07.06.2022
5.UO No 1342/2022/KTU dated 07.06.2022
6.Recommendation of 16th meeting of Syndicate Standing committee on Staff.
7.email forwarding the guidelines dated 26.12.2023.
8.Recommendation of SSC on Approval of Appointment of teaching and Non teaching staff of the University & Aided Colleges held on 12.01.2024.
9.UO No.1800/2023/KTU dated 20.07.2023.

ORDER

The Government of Kerala have issued revised guidelines for placement of faculties of Engineering colleges(Government/Aided) under the career advancement scheme vide paper read 1 above. Also, the Government of Kerala revised the scale of pay of teachers/ faculties in Government/ Government Aided engineering colleges in line with the AICTE Regulations 2019 vide paper read 2.

APJ Abdul Kalam Technological University First Statute 2020 was notified by the Government on 05/08/2020. As per First Statutes, Chapter 3, under the heading "Academic Council" of the APJ Abdul Kalam Technological University First Statutes, 2020, under the item (xvi) requires the Academic Council of the University to give recommendations to the Syndicate on the framing of Regulations prescribing the required qualifications and conditions for the appointment of teachers, their promotions, placements, grade promotions, etc. incorporating the conditions prescribed by AICTE, UGC or Government, in Aided Colleges, Autonomous Colleges and Aided Colleges granted with academic autonomy affiliated to the University and to amend the same whenever required. Accordingly, the Regulations were prepared by the Academic Council considered by the Syndicate and approved by the Board of Governors of the University. The Regulations were published in the Kerala Gazette vide papers read 4 & 5.

As per the above provisions of law, it is for the University to consider applications of the faculty of aided colleges for placement under the Career Advancement Scheme and issue orders of placement. As per First Statutes, Chapter 3 under the heading 'Syndicate' item 3(xxii) - it is the Syndicate that determines the conditions and qualifications for promotion and placement of teaching and non teaching staff. Also item 3(xxxii)- it is the Syndicate to approve the appointment, promotion, grade promotion and placement etc. of teaching and non teaching staff in the aided



colleges affiliated to the University as per the provisions of the Statute. Hence the matter regarding the implementation of the Government Orders in connection with the placement of faculties under the Career Advancement Scheme under AICTE & UGC scheme was placed before the Syndicate Standing Committee on Staff Affairs vide paper read 6, which recommended the same.

Vide paper read 7, the Guidelines for Implementation of Career Advancement Scheme for teachers in Aided Colleges (Engineering Colleges) governed by UGC Regulations and faculty in Aided Colleges (Engineering Colleges) governed by AICTE Regulations, with the recommendation of the Legal Advisor was placed before the Syndicate through the Syndicate Standing committee for consideration and vide paper read 8 the committee recommended to approve the guidelines for Implementation of Career Advancement Scheme for teachers in Aided Colleges (Engineering Colleges) governed by University Grants Commission (UGC) Regulations and faculty in Aided Colleges (Engineering Colleges) governed by All India Council for Technical Education (AICTE) Regulations.

Considering the urgency in implementing the Government orders in connection with the Career advancement Scheme for placement of teachers/faculties under UGC & AICTE scheme in the aided engineering colleges, sanction is accorded by the Vice Chancellor in exercise of powers under section 14(5) of APJAKTU Act 2015 to issue university orders on the implementation of government orders on CAS for placement of teachers/faculties under UGC & AICTE scheme with the guidelines as recommended by the Syndicate Standing committee on Approval of Appointment of teaching and Non teaching staff of the University & Aided Colleges, (attached as annexure), subject to ratification by the Syndicate.

Since the Syndicate holds the authority to approve the said matter, the University order read 9 stands cancelled.

Orders are issued accordingly.

Sd/-

Dr Saji Gopinath *
Vice Chancellor

Copy to:-

1. The Principals of Aided Engineering Colleges.
2. The Director, Technical Education Department
3. PS to VC/PA to Registrar/PA to Dean Research/PA to Dean Academics/PA to CE
4. SF

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.



APJ Abdul Kalam Technological University

Guidelines for Implementation of Career Advancement Scheme for teachers in Aided Colleges (Engineering Colleges) governed by University Grants Commission (UGC) Regulations and faculty in Aided Colleges (Engineering Colleges) governed by All India Council for Technical Education (AICTE) Regulations.

The University Grants Commission notified the **“UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018”**

(Hereinafter referred to as ‘UGC Regulations 2018’ or ‘UGC scheme’ as the context may require). The Regulations came into force from the date of the notification, i.e., 18.07.2018.

The Government of Kerala as per G.O.(P).No.18/2019/HEDN dated 29.06.2019 accepted the revised University Grants Commission Scheme for revision of pay scales provided in the Regulations and issued consequential orders. The Government of Kerala as per G.O. (P).No.9/2021/HEDN dated 20.02.2021 ordered to provide Career Advancement Promotions in colleges, both Government and Aided Colleges, strictly in accordance with the norms, standards and procedures set out in the UGC Regulations, 2018 with effect from 18.07.2018.

The All-India Council for Technical Education notified the **“AICTE REGULATIONS ON PAY SCALES, SERVICE CONDITIONS AND MINIMUM QUALIFICATIONS FOR THE APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF SUCH AS LIBRARY, PHYSICAL EDUCATION AND TRAINING & PLACEMENT PERSONNEL IN TECHNICAL INSTITUTIONS AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN TECHNICAL EDUCATION –(DEGREE) REGULATION, 2019”** (Hereinafter referred to as ‘AICTE Regulations 2019’ or ‘AICTE scheme’ as the context may require). The Government of Kerala as per G.O.



(Ms).No.99/2021/HEDN dated 16.02.2021 revised the scale of pay of teachers/ faculties in Government/ Government Aided engineering colleges in line with the AICTE Regulations 2019.

“The APJ Abdul Kalam Technological University Regulations on Appointment, Minimum Qualifications and Service Conditions of Teachers in Aided Colleges governed by UGC Act, 2022” framed in line with the “UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018” and G.O.(Ms.)No.18/2019/HEdn dated 29.06.2019, was notified by the University, in the Kerala Gazette Extraordinary on 07.06.2022 giving effect to the Career Advancement Scheme for placement of teachers in Engineering Colleges, Librarians and teachers in Physical Education.

“The APJ Abdul Kalam Technological University Regulations on Appointment, Minimum Qualifications and Service Conditions of Teachers in Aided Colleges governed by AICTE Act, 2022” in line with the “AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the appointment of teachers and other academic staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and measures for the maintenance of standards in Technical Education –(Degree) Regulation, 2019” and G.O.(Ms).No.99/2021/HEDN dated 16.02.2021 was notified by the University in the Kerala Gazette Extraordinary on 07.06.2022.

The notification provides that the revised pay scale shall be effective from 01.01.2016. All other service conditions including qualifications, experience, recruitment, promotions publications, training and course requirements etc., shall come into force with effect from 16.02.2021; the qualifications, experience, etc., during 01.01.2016 till 16.02.2021 shall be governed by AICTE Regulations, 2010 dated 05.03.2010 and subsequent notifications issued from time to time; that teachers who are eligible for placement after the date of publication of



this order, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc., but however, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this order to avail the benefit of placement retrospectively from the date of eligibility; and that for incumbent faculty members, the date of eligibility up to 31st July, 2022 shall be allowed to be according to the 6th CPC Gazette notification published on 8th November, 2012. All the benefits of placement to such candidates be permitted retrospectively on the date when he/she becomes eligible.

The “UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018” as approved by the Government of Kerala, provides for the methodology of placement of faculty under Career Advancement Scheme from Assistant Professor (level 10), to Assistant professor (level 11), to Assistant professor (level 12), to Associate professor (level 13A), to Professor (level 14). It also provides for the methodology of placement from Assistant Librarian / College Librarian (Academic level 10) to Assistant Librarian (Senior scale)/ College Librarian (Senior scale) (Academic level 11), to Deputy Librarian/ Assistant Librarian (Selection grade)/College Librarian (Selection grade) (Academic level 12) to Deputy Librarian/ Assistant Librarian (Selection grade)/College Librarian (Selection grade) (Academic level 13A). It further provides the methodology of placement from Assistant Director of Physical Education and Sports/ College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior scale)/ College Director of Physical Education and Sports (Senior scale) (Academic Level 11) to Deputy Director of Physical Education and Sports/ Assistant Director of Physical Education and Sports (Selection grade)/ College Director of



Physical Education and Sports (Academic Level 12) to Deputy Director of Physical Education and Sports/ Assistant Director of Physical Education and Sports (Selection grade)/ College Director of Physical Education and Sports (Academic Level 13A) to College Director of Physical Education and Sports (Academic Level 14).

Note i) under section 6.4E of the “UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018” as approved by the Government of Kerala provides that teachers in institutions where physical education and sports is a teaching department shall be covered by the provisions under Sections 6.4 (B) and 6.4 (C) of the Regulations. Sections 6.4 (B) refers to career advancement scheme for college teachers. The provisions in 6.4 (B) providing for placement as Assistant Professor (level 11), Assistant Professor (level 12), Associate Professor (level 13A) and Professor (level 14) would *mutatis mutandis* apply to physical education teachers appointed as Assistant Professor.

The “AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the appointment of teachers and other academic staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and measures for the maintenance of standards in Technical Education –(Degree) Regulation, 2019” approved by the Government of Kerala as per G.O.(Ms).No.99/2021/HEDN dated 16.02.2021, provides for the methodology of promotion/placement of faculty to various positions viz. Assistant Professor (senior scale), Assistant Professor (selection grade), Associate Professor and Professor. The Government order further provides that the minimum cadre ratio shall be 1:2:6 for Professor: Associate Professor: Assistant Professor and that for the purpose of cadre ratio, Assistant Professor, Assistant Professor (senior scale), and Assistant Professor (selection



grade) shall be grouped together and termed as Assistant Professors. The Government order also provides that while making promotion/ placement flexible cadre structure shall be allowed i.e., the ratio may be 9:0:0 or 8:1:0 or 5:1:3 etc. for Professor: Associate Professor: Assistant Professor.

There shall be two Options for placement under the Career Advancement Scheme, namely Option A and Option B, for Teachers, Librarians, and Teachers in Physical Education under UGC Scheme and for promotion/ placement of Teachers/ Faculty under AICTE Scheme.

Option A for Teachers, Librarians, and Teachers in Physical Education under UGC Scheme shall be in accordance with the UGC Regulations, 2018 dated 18.07.2018 with effect from 18.07.2018.

Option A for faculty under AICTE Scheme shall be in accordance with the AICTE Regulations, 2019 dated 01.03.2019 with effect from 01.03.2019.

Option B for Teachers, Librarians, and Teachers in Physical Education under UGC Scheme shall be in accordance with the UGC Regulations, 2010 dated 30.06.2010 and subsequent Notifications with effect from 30.06.2010 to 17.07.2021.

Option B for faculty under AICTE Scheme shall be in accordance with the AICTE Regulations, 2010 dated 05.03.2010 and AICTE Regulations 2012 dated 08.11.2012 with effect from 08.11.2012 to 31.07.2022.

Incumbent Teachers, Librarians, and Teachers in Physical Education under UGC Scheme shall be entitled to exercise either option A or option B from 18.07.2018 to 17.07.2021. With effect from 18.07.2021 option A alone can be exercised. Incumbent faculty under AICTE Scheme shall be entitled to exercise either option A or option B from 01.03.2019 to 31.07.2022. With effect from 01.08.2022 option A alone can be exercised.

Stages/ Levels for Placement of Teachers under UGC Scheme

Sl. No.	Designation and Stage/Level (From)	Designation and Stage/Level (To)
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1.	Assistant Professor (Level 10)	Assistant Professor (Level 11)
2.	Assistant Professor (Level 11)	Assistant Professor (Level 12)
3.	Assistant Professor (Level 12)	Associate Professor (Level 13 A)
4.	Associate Professor (Level 13 A)	Professor (Level 14)

Stages/ Levels for Placement of Librarian under UGC Scheme

Sl. No.	Designation and Stage/Level (From)	Designation and Stage/Level (To)
1.	Assistant Librarian / College Librarian (Academic Level 10)	Assistant Librarian (Senior scale)/ College Librarian (Senior scale) (Academic Level 11)
2.	Assistant Librarian (Senior scale)/ College Librarian (Senior scale) (Academic Level 11)	Deputy Librarian/ Assistant Librarian (Selection grade)/College Librarian (Selection grade) (Academic Level 12)
3.	Deputy Librarian/ Assistant Librarian (Selection grade)/College Librarian (Selection grade) (Academic Level 12)	Deputy Librarian/ Assistant Librarian (Selection grade) / College Librarian (Selection grade) (Academic Level 13 A)

Stages/ Levels for Placement of Teachers in Physical Education under UGC Scheme

Sl. No.	Designation and Stage/Level (From)	Designation and Stage/Level (To)
1.	Assistant Director of Physical Education and Sports/ College Director of Physical Education and Sports /Assistant Professor (Level 10)	Assistant Director of Physical Education and Sports (Senior scale)/ College Director of Physical Education and Sports (Senior scale)/Assistant Professor (Level 11)
2.	Assistant Director of Physical Education and Sports (Senior scale)/ College Director of Physical Education and Sports (Senior scale)/Assistant Professor (Level 11)	Deputy Director of Physical Education and Sports/ Assistant Director of Physical Education and Sports (Selection grade)/ College Director of Physical Education and Sports /Assistant Professor (Level 12)
3.	Deputy Director of Physical Education and Sports/ Assistant Director of Physical Education and Sports (Selection grade)/ College Director of Physical Education and Sports /Assistant Professor (Level 12)	Deputy Director of Physical Education and Sports/ Assistant Director of Physical Education and Sports (Selection grade)/ College Director of Physical Education and Sports /Associate Professor (Level 13 A)
4.	Deputy Director of Physical Education and Sports/ Assistant Director of Physical Education and Sports (Selection grade)/ College Director of Physical Education and Sports /Associate Professor (Level 13 A)	College Director of Physical Education and Sports /Professor (Level 14)

Stages/ Levels for Placement of Faculty under AICTE Scheme

Sl. No.	Designation and Stage/Level (From)	Designation and Stage/Level (To)
1.	Assistant Professor (Level 10)	Assistant Professor (Senior Scale) (Level 11)
2.	Assistant Professor (Senior Scale) (Level 11)	Assistant Professor (Selection Grade) (Level 12)
3.	Assistant Professor (Selection Grade) (Level 12)	Associate Professor (Level 13 A)
4.	Associate Professor (Level 13 A)	Professor (Level 14)

Eligibility criteria for Placement of Teachers under UGC Scheme



1. The eligibility cum promotion criteria for the placement of teachers under UGC scheme who exercise **Option A** shall be as per Section 6.4(B) of “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for The Maintenance of Standards in Higher Education, 2018” with effect from 19.07.2021.
2. The eligibility cum promotion criteria for the placement of teachers under UGC scheme who exercise **Option B** shall be as per the Section 6.4(B) of “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for The Maintenance of Standards in Higher Education, 2018”. However, incumbent faculty members who have acquired the qualification criteria for promotion under the UGC 6th Regulations within 18.07.2021 shall be eligible for placement under the **UGC Regulations 2018’**.

Eligibility criteria for Placement of Librarian under UGC Scheme

1. The eligibility cum promotion criteria for the placement of teachers under UGC scheme who exercise **Option A** shall be as per Section 6.4(D) of “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for The Maintenance of Standards in Higher Education, 2018”.
2. The eligibility cum promotion criteria for the placement of teachers under UGC scheme who exercise **Option B** shall be as per the Section 6.4(B) of “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for The Maintenance of Standards in Higher Education, 2018”. However, incumbent librarians who have acquired the qualification criteria for promotion under the UGC 6th Regulations within 18.07.2021 shall be eligible for placement under the **UGC Regulations 2018’**



Eligibility criteria for Placement of Teachers of Physical Education under UGC Scheme

3. The eligibility cum promotion criteria for the placement of teachers under UGC scheme who exercise **Option A** shall be as per Section 6.4(E) of “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for The Maintenance of Standards in Higher Education, 2018”.
4. The eligibility cum promotion criteria for the placement of teachers under UGC scheme who exercise **Option B** shall be as per the Section 6.4(B) of “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for The Maintenance of Standards in Higher Education, 2018”. However, incumbent **teachers of Physical Education** who have acquired the qualification criteria for promotion under the UGC 6th Regulations within 18.07.2021 shall be eligible for placement under the **UGC Regulations 2018’**:

Eligibility criteria for Placement of Faculty under AICTE Scheme

5. The eligibility cum promotion criteria for the placement of faculty under AICTE scheme who exercise **Option A** shall be as per Section 5.2 of “AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for The Appointment of Teachers and Other Academic Staff Such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for The Maintenance of Standards in Technical Education –(Degree) Regulation, 2019”.
1. The eligibility cum promotion criteria for the placement of teachers under AICTE scheme who exercise Option B shall be as per the Section 5.2 of “AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for The Appointment



of Teachers and Other Academic Staff Such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for The Maintenance of Standards in Technical Education –(Degree) Regulation, 2019”. However, incumbent faculty members who have acquired the qualification criteria for promotion under the **AICTE 6th Regulations** within 31.07.2022 shall be eligible for placement under the **AICTE Regulations 2019’**:

Constitution of Screening cum Evaluation Committee / Selection Committee for placement as Assistant Professor (Level 11 and 12) under UGC Scheme in Engineering Colleges,

1. The Principal of the College who shall be the Chairperson of the Committee;
2. Head /Teacher-In charge of the department concerned from the college;
3. Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts;

Constitution of Screening cum Evaluation Committee / Selection Committee for placement as Assistant Librarian (Level 11 and 12) under UGC Scheme in Engineering Colleges,

1. The Principal of the College who shall be the Chairperson of the Committee;
2. The Librarian, University Library; and
3. Two experts who are working Librarians nominated by the Vice-Chancellor from the University panel of experts.

Constitution of Screening cum Evaluation Committee / Selection Committee for placement as College Director, Physical Education and Sports /Assistant professor (Level 11 and 12) under UGC Scheme in Engineering Colleges,



1. The Principal of the College who shall be the Chairperson of the Committee;
2. The University Director, Physical Education and Sports; and
3. Two experts in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

Constitution of Screening cum Evaluation Committee / Selection Committee for placement as Associate Professor / Deputy Librarian/ Assistant Librarian (Selection grade) / College Librarian (Selection grade) / Deputy Director of Physical Education and Sports/ Assistant Director of Physical Education and Sports (Selection grade)/ College Director of Physical Education and Sports (Associate Professor) (Level 13 A) under UGC Scheme in Engineering Colleges

1. The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Screening cum Evaluation Committee / Selection Committee.
2. The Principal of the College.
3. The Head of the Department / Teacher-In charge of the concerned subject from the college.
4. Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts



suggested by the relevant statutory body of the college of whom one should be a subject expert.

5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
6. An academicians belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

The quorum for the meeting shall be five, including two subject experts.

In the Screening cum Evaluation Committee / Selection Committee for promotion/ placement as / Deputy Librarian/ Assistant Librarian (Selection grade) / College Librarian (Selection grade) one of the subject experts shall be a practicing librarian.

In the Screening cum Evaluation Committee / Selection Committee for promotion/ placement as Deputy Director of Physical Education and Sports/ Assistant Director of Physical Education and Sports (Selection grade)/ College Director of Physical Education and Sports (Associate Professor) (Level 13 A)



one of the subject experts shall be the Director of physical education and sports.

Constitution of Screening cum Evaluation Committee / Selection Committee for placement as Professor / College Director of Physical Education and Sports (Professor) (Level 14) under UGC Scheme in Engineering Colleges

1. The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
2. The Principal of the College.
3. The Head of the Department / Teacher-In charge of the concerned subject from the college not below the rank of Professor.
4. Two University representatives not below the rank of Professor nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees, not below the rank of Professor, of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject



experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

6. An academican not below the rank of Professor belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of the candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor if any of the above members of the selection committee does not belong to that category.

The quorum for the meeting shall be five, including two subject experts.

In the Screening cum Evaluation Committee / Selection Committee for promotion/ placement as College Director of Physical Education and Sports /Professor (Level 14) one of the subject experts shall be the Director of physical education and sports.

Constitution of Screening cum Evaluation Committee / Selection Committee for placement of faculty under AICTE Scheme in Engineering Colleges

The Selection Committee for the post of Assistant Professor /Associate Professor and Professor under AICTE Scheme in Engineering Colleges,:

- (i) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
- (ii) The Principal/ Director of the College.
- (iii) Head of the Department of the concerned subject in the College.
- (iv) Two nominees of the Vice-Chancellor or Acting Vice Chancellor of the affiliating university of whom one should be a subject-expert. In case of



colleges notified / declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor or Acting Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.

v) Two subject experts not connected with the college to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the

relevant statutory body of the University concerned. In case of Colleges notified/ declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College

(vi) An academicians representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.

To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.



Assessment Process

The following process shall be followed for assessment for promotion / placement under the Career Advancement Scheme, of teacher / Librarian / Teacher in Physical Education under UGC scheme and for promotion / placement under the Career Advancement Scheme, faculty under AICTE scheme

1. The Teacher / Librarian / Teacher in Physical Education under UGC scheme and Faculty under AICTE Scheme whether continuing in the regular service of the college or on deputation or on other duty or on maternity leave or study leave or on other eligible leave whose placements are due covering the scheme period (Option A / Option B), shall submit application in the prescribed Form shown in Annexure 1 to these Regulations, along with Annexure 2 duly filled up, to the Principal of the college where the person has been, through the Head of the Department / Teacher in charge of the department in which the person was appointed.
2. The teacher / Librarian / Teacher in Physical Education under UGC scheme and faculty under AICTE scheme in the regular service of the college shall submit statement proving fulfilment of assessment criteria as in Annexure 2.
3. The teacher / Librarian / Teacher in Physical Education under UGC scheme and faculty under AICTE on deputation or on other duty whose placements are due covering the deputation period / other duty period (Option A / Option B) shall be required to submit only a certificate from the controlling officer during the said period, to the effect that his / her service in the post was very good / good / Satisfactory instead of self-assessment report for the said period. The teacher / Librarian / Teacher in Physical Education under UGC scheme and faculty under AICTE on deputation (QIP/other Government A Departments/Government autonomous bodies/Government research institutions), or on leave for study purpose



ACR/self-appraisal/performance report shall be taken as equivalent to API, provided the candidate has scored at least "very good" and above rating.

4. The teacher / Librarian / Teacher in Physical Education under UGC scheme and faculty under AICTE on maternity leave or study leave or on other eligible leave whose placements are due covering the said period (Option A / Option B) shall be entitled to count the said leave period as equivalent to the remaining assessment period, and the person shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment.
5. If a Teacher / Librarian / Teacher in Physical Education under UGC scheme and faculty under AICTE applies for a promotion / placement on completion of the minimum eligibility criteria period on a particular date, and is successful in assessment, the date of promotion / placement shall be from that particular date.
6. If, however a Teacher / Librarian / Teacher in Physical Education under UGC scheme and faculty under AICTE finds that the person would fulfil the CAS promotion criteria at a later date and applies on that date and is successful, the promotion / placement shall be effected from the date of fulfilling the eligibility criteria.
7. If a Teacher / Librarian / Teacher in Physical Education under UGC scheme and faculty under AICTE fails to succeed in the first assessment, due to commission of any **proved malpractice**, the person has to be reassessed only after one year. When such a candidate succeeds in the eventual assessment the promotion / placement shall be deemed to be effective only with effect from one year from the date of rejection / fails in assessment.
8. A Teacher / Librarian / Teacher in Physical Education under UGC scheme and faculty under AICTE can apply for promotion / placement three months before due date of fulfilment of all promotion / placement criteria.



9. The University shall notify the dates for making applications to the colleges twice a year, by the eligible candidates (Teacher / Librarian / Teacher in Physical Education under UGC scheme and faculty under AICTE).

Duties and responsibilities of the Head of the Department/ Teacher in charge of the Department.

1. The Head of the Department / Teacher in charge of the Department on receipt of an application from the Teacher / Librarian / Teacher in Physical Education under the UGC scheme and Faculty under the AICTE Scheme shall record the receipt in a book for the purpose of showing proof of receipt and issue acknowledgement to the applicant with dated signature, name and designation affixed with the Department seal .
2. Ther Head of the Department / Teacher in charge of the Department shall verify whether the application is duly filled up in all respect and whether all the relevant documents are enclosed along with the application.
3. Ther Head of the Department / Teacher in charge of the Department after verifying the correctness of the details in the application and enclosures shall certify the same wherever required.
4. Ther Head of the Department / Teacher in charge of the Department shall forward the application along with its enclosures to the Principal of the College under due acknowledgement, which shall be communicated simultaneously to the applicant.

Duties and responsibilities of the Principal of the College.

1. The Principal shall issue proceedings constituting the Internal Quality Assurance Cell (IQAC) in the college as per the National Assessment and Accreditation Council (NAAC) / National Board of Accreditation (NBA) Guidelines issued from



time to time. if the IQAC has already been constituted as per NAAC/NBA guidelines, it shall be reconstituted on completion of three years from the date of constitution.

2. The Principal shall issue a proceedings constituting the respective Screening cum Evaluation Committee/ Selection Committee as per these Regulations for the assessment of applicants who have submitted applications for placements / promotions under the respective UGC/AICTE Scheme.
3. The Principal shall issue proceedings entrusting the IQAC for processing promotion/placement applications.
4. The Principal shall ensure that the assessment process as per these Regulations have been complied with.
5. The Principal shall vet the application submitted by eligible candidates and verify whether they fulfil the eligibility criteria in accordance with these Regulations and also UGC/AICTE Regulations, with reference to the supporting documents.
6. The Principal shall assist the screening cum evaluation committee / selection committee to prepare its final recommendation.
7. The Principal shall enlist a panel of experts for each subject in the College for which promotion/placement of teachers is due, and send it to the Vice Chancellor for the latter to nominate two experts from the same to the screening cum evaluation committee / selection committee.
8. The Principal shall ensure that the minutes of the entire selection process duly signed by all members of Screening cum Evaluation Committee/ Selection committee are duly recorded and forwarded to the University along with recommendations of Screening cum Evaluation Committee/ Selection Committee



and copies of the supporting documents fulfilling mandatory requirements duly attested.

9. The Principal shall ensure that the Annual Performance Assessment Report has been prepared based on verifiable authentic records as per these Regulations.

Duties and responsibilities of the Internal Quality Assurance Cell (IQAC) of the College.

1. The Internal Quality Assessment Cell of the College shall document and collate the applications received from Teachers, Librarians, and Teachers in Physical Education under UGC Scheme and faculty under AICTE Scheme.
2. IQAC should maintain an inward register for registering and dispatching of proposals of Placement/Promotion in the following format.
3. IQAC shall maintain personal folders of each teacher for proper filing of proposals of Placement/Promotion.

Duties and responsibilities of Screening cum-Evaluation Committee / Selection Committee.

1. The Screening cum-Evaluation Committee / Selection Committee shall verify the attestations made by the head of department / teacher in charge of the department and Principal in the applications.
2. The Screening cum-Evaluation Committee / Selection Committee shall verify the API scores claimed in the PBAS proforma by the applicants with reference to these Regulations and also UGC/AICTE Regulations, guidelines issued from time to time, and criteria determined by UGC/AICTE from time to time in the matter of promotions / placements under CAS.



3. The Screening cum-Evaluation Committee / Selection Committee shall ensure the applicants have fulfilled the eligibility criteria for promotion / placement in accordance with these Regulations and also UGC/AICTE Regulations, guidelines issued from time to time, and criteria determined by UGC/AICTE from time to time in the matter of promotions / placements under CAS.
4. Where the applicant satisfies the eligibility criteria for promotion/placement, the Screening cum-Evaluation Committee / Selection Committee shall certify and recommend the eligibility and date from which the applicant becomes eligible for the applied designation/s.
5. All members of the Screening cum Evaluation Committee/ Selection Committee shall sign the minutes and its recommendations and forward the same to University.
6. Where the Screening cum-Evaluation Committee / Selection Committee certifies the applicant is not eligible for the applied designation the same shall be returned to the principal for onward transmission to the applicant through the Head of Department stating the reasons for recommending the applications.
7. The Screening cum-Evaluation Committee / Selection Committee shall take a decision on every application either by recommending or by not recommending the request of the applicant stating reasons thereof within 30 days of receipt of the application and communicated to the applicant immediately.
8. Where the Screening cum-Evaluation Committee / Selection Committee certifies and recommends that the applicant has become eligible for the applied designation/s from a specified date, the same shall be communicated to the University along with the application and its enclosures, minutes and



recommendations duly signed by all members of the Screening cum-Evaluation Committee / Selection Committee for further actions.

9. Every application certified and recommended by the Screening cum-Evaluation Committee / Selection Committee shall be placed before the Syndicate of the University for consideration and decision making.

Appeals Committee

1. There shall be an appeals committee established by the University comprising of the Vice-Chancellor, Dean (Academic) and Dean (Research) of the University to consider appeal filed by applicants whose applications have been rejected by the Screening cum-Evaluation Committee / Selection Committee. Every appeal shall be filed in writing within 30 days of receipt of communication rejecting the application by the Screening cum-Evaluation Committee / Selection Committee. The appeal shall state the grounds for filing the appeal and document / evidences in support of the grounds.
2. The Appeals Committee shall be competent to decide on the appeal either by confirming the recommendations of the Screening cum-Evaluation Committee / Selection Committee or rejecting the recommendations of the Screening cum-Evaluation Committee / Selection Committee. In either case the appeals committee shall state the reasons for such decision. Every appeal shall be disposed of by the Appeals Committee within 30 days of receipt of appeal from the applicant, and the decision communicated to the appellant and the Principal of the college immediately. For arriving at a decision on the appeal, the Appeals Committee shall give an opportunity to the Screening cum-Evaluation Committee / Selection Committee and the appellant an opportunity of being heard.



3. The decision of the Appeal Committee shall be placed before the Syndicate of the University for consideration and decision making.



Promotions/ Placements under AICTE Regulations 2019 (Option A)

1. The incumbent faculty covered under AICTE Scheme who satisfy the eligibility criteria prescribed in the AICTE Regulations 2019 for the designations of Assistant Professor (Senior Scale), Assistant Professor (Selection Grade), Associate Professor, and Professor shall be entitled for promotion/placements to the respective designations.
2. Such incumbent faculty members shall utilise the formats utilised by the applicants for promotion/placement under Option B with suitable amendments/modifications.
3. All other matters namely Assessment Process, Duties and responsibilities of the Head of the Department/ Teacher in charge of the Department, Duties and responsibilities of the Principal of the College, Duties and responsibilities of the Internal Quality Assurance Cell (IQAC) of the College, Duties and responsibilities of Screening cum-Evaluation Committee / Selection Committee and Appeals Committee applicable to applicants under Option B shall mutatis mutandis be applicable to applicants under Option A.



ANNEXURE 1

APJ ABDULKALAM TECHNOLOGICAL UNIVERSITY

**APPLICATION FORM FOR PROMOTION / PLACEMENT UNDER THE CAREER
ADVANCEMENTS SCHEME, OF TEACHERS / LIBRARIANS / TEACHERS IN PHYSICAL
EDUCATION UNDER UGC SCHEME AND FOR PROMOTION / PLACEMENT UNDER THE
CAREER ADVANCEMENTS SCHEME (CAS) , FACULTY UNDER AICTE SCHEME**

**Placement from to (Post with
academic level to be mentioned)**

	<u>Proposed date of eligibility for promotion as per eligibility condition and CAS promotion criteria</u>	:
	(GENERAL INFORMATION)	
1.	Name	:
2	PEN	:
3	KTU ID	:
3.	Father/ Mother Name	:
4.	Date of Birth	:
5.	Gender	:
6.	Current Designation with AGP	:
7.	Department	:
8.	Institution	:
9	The college is with minority status: Yes/No	:
1 0.	Date of joining service	:
1 1.	Date of joining the present post	:
1 2.	Date of declaration of probation	:
1 3.	Period of assessment	:
1 4	Date of Approval of last placement/ promotion/appointment, from the government	÷
1 4.	Address for correspondence with PINCODE, mobile number and email ID.	:
1 5.	Permanent Address	:



Qualification (copies of certificates to be attached)

Degree	Date of acquiring degree	University

16. Regular service, prior to entering into the present Service as per Clause 3 of GO(Ms) No. 204/2019/HEdn dated 29.06.2019 :

Sl No	Designation	Name of Employer	Nature of Appointment	Date of		Total Duration
				Joining	Relieving	

17. Non Qualifying period of service:

(LWA etc. if any in the assessment period other than Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation)

Sl No	Leave Description	From	To	Duration

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

I here by declare that the information provided is correct as per records available and / or documents enclosed along with the duly filed proforma.

Signature of the Faculty with Designation, Place & Date

Signature of HOD
Principal

Signature of



ANNEXURE 2

APJ ABDULKALAM TECHNOLOGICAL UNIVERSITY

STATEMENT PROVING FULFILMENT OF ASSESSMENT CRITERIA

FOR PROMOTION / PLACEMENT UNDER THE CAREER ADVANCEMENTS SCHEME, OF TEACHERS

UNDER UGC SCHEME

(OPTION A)

1. Recognized Orientation/Refresher/ Winter /Short Term/MOOC Courses attended

Name of the Course/Summer school	Name of Institution & Place	Duration	Sponsoring Agency

2. List of most significant UGC listed/peer reviewed Publications (For the purpose of evaluation)

Sl. No	Title of Paper	Name of Journal/Publisher in case of Book	Date of Publication and Impact factor if any	Volume number and Pages

Attach copy of the publications.

3. Whether an Approved Research Guide- Yes/No

If Yes, Give the details in the following table

Name of the Institution/University at which guide ship is approved	Date in which the guide ship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree





CATEGORY: 1. TEACHING

I a. Lectures, Seminars, Tutorials, Practicals, Contact Hours

Year	Mode of Activity *	Total class Assigned	Number of classes engaged as per documented record	Number of classes engaged Total class Assigned	Grading
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

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

OVERALL GRADE FOR Category I :

Good : 80% and above performance.

Satisfactory : 70 % to 80% performance.

Not satisfactory : less than 70% performance

CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES

a. Administrative responsibilities

Sl.No	Type of Responsibility	Role Performed
01		
02		
03		
04		
05		
Total number of activities		

b. Examination and evaluation duties assigned by the college/university or attending paper evaluation



Sl.No	Name of Duty	Role Performed
01		
02		
03		
04		
Total number of activities		

c. Student related co-curricular, extension and field-based activities

Sl.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		
06		
Total number of activities		

d. Organizing seminars/conferences/workshops and other college/university activities

Sl.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		
Total number of activities		

e. Evidence of actively involved in guiding Ph. D. students

Sl.No	Name of Student	Date of Registration	U.O granting Registration
01			
02			
03			
04			
05			
Total number of students			

f. Details of minor/major research project sponsored by national or international agencies.



Sl.No	Name of the project	Funding Agency	Amount sanctioned/utilized
01			
02			
03			
Total number of projects			

g. Details of Publication in peer-reviewed or UGC listed journals

Sl. No.	Title with page Nos.	Journal	No in the UGC List of Journals	Whether peer reviewed or not	ISSN/ ISBN	Whether you are the main Author
01						
02						
03						
04						
05						
Total number of publications						

□ **OVERALL GRADE FOR Category II :**

□ *Good* : Involved in at least 03 activities

Satisfactory : Involved in 01 – 02 activities

Not satisfactory : Not involved / undertaken any of the activities

Summary of Grading

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Category I						
Category II						
Overall Grading						

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(Only for placement from Academic level 13A to 14 and 14 to 15; Associate Professor to Professor/Principal)

(Note: The research score shall be from the minimum of three categories out of six categories)

I. Published Research Papers in Peer-reviewed or UGC listed Journals



Sl. No.	Title with page Nos.	Journal	UGC/ ISSN/ISBN No	Whether peer reviewed, Impact Factor, if any	No. of Co-authors	Whether you are the main Author	Score
01							
04							
05							
Total Research Score							
08 Points per publication for Faculty of Science and 10 Points per publication for Faculty of Languages/Humanities/Arts/Social Sciences/Commerce/Management and other related disciplines.							
<p>The Research score for research papers would be augmented as follows: (Impact factor to be determined as per Thomson Reuters List) Papers without impact factor by 5points Papers with impact factor less than 1 by 10 points Papers with impact factor between 1 and 2 by 15 points Papers with impact factor between 2 and 5 by 20 points; Papers with impact factor between 5 and 10 by 25 points. Papers with impact factor above 10 by 30 points</p> <p>Two authors : 70% of total value of publication for each author More than two authors : 70% of total value of publication for the first/Principal/Corresponding author and the remaining 30% of total value of publication for each of the joint authors.</p>							

II. Publications other than Research Papers

II(a). Articles/Chapters published in Books.

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	Score
01						
02						
03						
Total Research Score						
International Publishers: 12 Points National Publishers : 10 Points Chapter in edited book : 05 Points Editor of book by International Publisher : 10 Points Editor of book by National Publisher : 08 Points						

II (b). Translation works in Indian and Foreign Languages by faculty



Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	No. of Co-authors	Whether you are the main Author	Score
01					
02					
03					
Total Research Score					
Chapter or Research Paper : 03 Points/Chapter or Paper Book : 08 Points					



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

III(a). Development of Innovative Pedagogy

Sl.No.	Type of Pedagogy	Level (UG/PG)	Class and Semester	Topic Covered	Score
01					
02					
03					
04					
05					
Total Research Score					
05 Points per Pedagogy or Method					

III(b). Design of New Curricula and Courses

Sl. No.	Name of Course	Level (UG/PG)	Class and Semester	University	Score
01					
02					
03					
04					
05					
Total Research Score					
02 Points per curricula or course					

III(c). MOOCs

Sl. No.	Name of MOOC	Level (UG/PG)	University	Score
01				
02				
03				
04				
05				
Total Research Score				
Development of complete MOOC with 04 quadrants (04 credits) : 20 Points (In case of MOOCs of lesser Credits 5 marks/credit)				
MOOCs (developed in 04 quadrants) per module or lecture : 05 points per module or lecture MOOCs				
Content writer/subject matter(at least 01 quadrant) per module : 02 points per module Course				
Coordinator for MOOCs (04 credit course) : 08 Points (In case of MOOCs of lesser Credits 2 marks/credit)				



III(d). E-content

Development of e-learning delivery process/material

Sl. No.	Title of Module/Material	Score
01		
02		
03		
04		
05		
Total Research Score		
Development of e-content in 04 quadrants for a complete course or e-book : 12 Points e-content(Developed in 4 quadrants) : 05 Points per module Contribution to development of e-content (at least 01 quadrant) : 02 Points per module Editor of e-content for complete course/paper/e-book : 10 Points		

IV. Research Guidance, Projects and

Consultancy

IV(a). Research Guidance

Category	Number Enrolled	Thesis Submitted	Degree Awarded	Score
i. Ph.D or equivalent				
ii.M.Phil or equivalent		NA		
iii. PG Dissertation		NA		
Total Research Score				
Ph. D (Degree Awarded) : 10 Points Ph. D (Thesis Submitted) : 05 Points M. Phil : 02 Points PG : 02 Points				

**For Joint supervision of research students, the formula shall be 70% of the total score for supervisor and co-supervisor. Supervisor and Co-Supervisor, both shall get 7 marks each.*

IV(b). Completed Research Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
Total Research Score					



More than 10 lakhs : 10 Points Less than 10 lakhs : 05 Points
--

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

IV(c). Ongoing Research Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
Total Research Score					
More than 10 lakhs : 05 Points Less than 10 lakhs : 02 Points					

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

IV(d). Consultancy

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
Total Research Score					

V. Patents, Policy Documents and Awards/Fellowships

V(a). Patents

Sl. No.	Description/Patent	International/National	Score
01			
02			
03			
Total Research Score			
International : 10 Points/Patent National : 07 Points /Patent			

V(b). Major Policy document submitted to an International Body/organization or Central or State Government*

Sl. No.	Description/Patent	International Bodies/ Central/State Government/	Score
01			
02			
03			
Total Research Score			
International : 10 Points/Document National : 07 Points / Document State Govt. : 04 Points / Document			

V(c). Fellowships/Awards

Sl. No	Award/Fellowship	International/National	Awarded by	Score
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01			
02			
Total Research Score			
International : 07/Award or Fellowship ; National : 05/Award or Fellowship			

VI. Invited Lectures/Resource Persons and Papers at International /National/State or University Level*

Sl. No.	*Title of the Lecture/ Paper/ Academic Session	Title	Organized by	Whether International/ National/State or University Level	Score
01					
02					
03					
04					
Total Research Score					
International (Abroad) : 07/Lecture or Paper presented International (within country) : 05/Lecture or Paper presented National : 03/Lecture or Paper presented State/University : 02/Lecture or Paper presented *Paper presented, if part of an edited book or proceedings, then it can be claimed only once					

Note :For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b) (Policy Document) and 6 (Invited lectures/Resource Person/Paper presentation) shall have an upper capping of thirty percent of the total research score of the teacher concerned.

Total Research Score for Category III :

V. SUMMAY OF ASSESSMENT

Session/Year :

Category	Criteria	Grade/Score
I	Teaching and Learning related activities	
II	Involvement in the University/College students related activities/ Research activities	
III	*Research and Academic Contribution	

*Only for placement from Academic level 13A to 14 Associate Professor to Professor/Principal.

Note: Score in the Category III is to be calculated in the following manner:

a) *Category III is cumulative, Hence the total period of service is to be taken as a single unit.*



- b) Yearwise preparation of the Category III is not necessary.*
- c) Category I & II are not mandatory for Principal Appointment.*



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

01.	
02.	
03.	
04.	
05.	
06.	
07..	
08.	
09.	

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

Place & Date

Name and Signature of the Teacher

Signature of HOD/ /Principal



APPLICANT SUMMARY SHEET – ASSISTANT PROFESSOR (CAS)**Stage 1 to 2 [Academic Level 10-11](Colleges)****College:****Subject:**

Applicant	Date of Entry in Service	Proposed date of Placement	SC/ST/OBC	Phys./Visual./differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed years of service in Stage 1[Academic Level 10]with Ph.D : 04 Yrs.		
With M.Phil/PG Degree in Professional Courses : 05 Yrs.		
Others : 06 Yrs.		
One Orientation course (03 weeks duration – 21 Days) within the Assessment Period		
One Refresher Course/Research Methodology (02 weeks duration – 10 Days) within the Assessment period OR Any two of the following (01 week duration- 05 days) : Workshop/Syllabus Up-gradation Workshop/Training in Teaching-Learning and Evaluation/Technology Programmes/Faculty Development Programmes OR Completed one MOOCs Course (With e-certification) during assessment period OR Development of e-contents in four quadrants/MOOC Course during assessment Period		
Verified annual performance assessment Report		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			



UGC Regulation 2018 :

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***Good or Satisfactory for at least 03/04/05 Years of the assessment period for Ph. D, M. Phil and NET holders respectively for both Category.**

**SCREENING COMMITTEE OBSERVATIONS /
RECOMMENDATIONS**

**ELIGIBLE TO BE PLACED TO STAGE 2 / NOT ELIGIBLE TO BE PLACED TO
STAGE 2**

Reason if not Eligible:



APPLICANT SUMMARY SHEET - ASSISTANT PROFESSOR (CAS)**Stage 2 to 3 [Academic Level 11-12] (Colleges)****College:****Subject**

Applicant	Date of Entry in Service	Date of Placement in Stage 2	Proposed date of Placement in Stage 3	SC/ST/OBC	Phys./Visual./differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed 05 years of service in Stage 2 [Academic Level 11]		
Any two of the following: Refresher Course/Research Methodology/Workshop/Syllabus Up-gradation Workshop/Training in Teaching-Learning and Evaluation/Technology Programmes/Faculty Development Programmes (02 weeks duration – 10 Days) within the Assessment period (or completed two courses of at least one week or 05 days duration in lieu of every single course/programme of at least two week or ten days duration) OR Completed one MOOCs Course (With e-certification) during assessment period OR Contribution towards development of e-content in 4-quadrant - (at least one quadrant - minimum of 10 modules of a course/contribution) during assessment period		
Verified annual performance assessment Report		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

***Good or Satisfactory grade in annual performance assessment for at least 04 Years of the assessment**

SCREENING COMMITTEE OBSERVATIONS / RECOMMENDATIONS

UGC Regulation 2018 :

**ELIGIBLE TO BE PLACED TO STAGE 3 / NOT ELIGIBLE TO BE PLACED TO
STAGE 3**

Reason if not Eligible:



APPLICANT SUMMARY SHEET - ASSOCIATE PROFESSOR (CAS)**Stage 3 to 4 [Academic Level 12-13A] (Colleges)****College:****Subject**

Applicant	Date of Entry in Service	Date of Placement in Stage 3	Proposed date of Placement in Stage 4	SC/ST/OBC	Phys./Visual./differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed 03 years of service in Stage 3 [Academic Level 12]		
Ph.D Degree in Subject relevant/allied/relevant discipline		
One Refresher Course/Research Methodology/ Workshop/Syllabus Up-gradation Workshop/Training in Teaching-Learning and Evaluation/Technology Programmes/Faculty Development Programmes (02 weeks duration – 10 Days) within the Assessment period (or completed two courses of at least one week or 05 days duration in lieu of every single course/programme of at least two week or ten days duration) OR Completed one MOOCs Course (With e-certification) during assessment period OR Contribution towards development of e-content in 4-quadrant - (at least one quadrant - minimum of 10 modules of a course/contribution) during assessment Period		
Verified annual performance assessment Report		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

***Good or Satisfactory grade in annual performance assessment for at least 02 Years of the assessment**

SCREENING CUM EVALUATION COMMITTEE/ SELECTION

UGC Regulation 2018 :

COMMITTEE OBSERVATIONS / RECOMMENDATIONS

**ELIGIBLE TO BE PLACED TO STAGE 4 / NOT ELIGIBLE TO BE PLACED TO
STAGE 4**

Reason if not Eligible:



APPLICANT SUMMARY SHEET - PROFESSOR (CAS)**Stage 4 to 5 [Academic Level 13A-14] (Colleges)****College:****Subject**

Applicant	Date of Entry in Service	Date of Placement in Stage 4	Proposed date of Placement in Stage 5	SC/ST/OBC	Phys./Visual./differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed 03 years of service in Stage 4 [Academic Level 13A]		
Ph.D Degree in Subject relevant/allied/relevant discipline		
A minimum of 10 research Publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period		
A minimum of 110 research score as per Appendix II, Table 2 of UGC Regulations 2018.		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			
III			

***Good or Satisfactory grade in annual performance assessment for at least 02 Years of the assessment**

SCREENING CUM EVALUATION COMMITTEE / SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

ELIGIBLE TO BE PLACED TO STAGE 4 / NOT ELIGIBLE TO BE PLACED TO STAGE 4



Reason if not Eligible:



Minutes of the Screening/Selection Committee

1. Name of the candidate -
2. Name of the College -
3. Present Designation -
4. Designation and AGP to which promotion is sought -

Recommendation

We have carefully verified the service details, certificates, PBAS proforma and other mandatory requirements. The Candidate is recommended / not recommended for promotion as(Designation) from.....(date) under career advancement scheme of UGC regulation 2018 and , U.O. No.

.....

Screening/Selection Committee Members Present

Sl. No	Name of the Member	Official Address	Signature with Date
1			
2			
3			
4			
5			
6			
7			



STATEMENT PROVING FULFILMENT OF ASSESSMENT CRITERIA

FOR PROMOTION / PLACEMENT UNDER THE CAREER ADVANCEMENTS SCHEME, OF TEACHERS

UNDER UGC SCHEME

(OPTION B)

1. Recognized Orientation/Refresher/ Winter /Short Term/MOOC Courses attended

Name of the Course/Summer school	Name of Institution & Place	Duration	Sponsoring Agency

2. List of most significant UGC listed/peer reviewed Publications (For the purpose of evaluation)

Sl. No	Title of Paper	Name of Journal/Publisher in case of Book	Date of Publication and Impact factor if any	Volume number and Pages

Attach copy of the publications.

3. Whether an Approved Research Guide- Yes/No

If Yes, Give the details in the following table

Name of the Institution/University at which guide ship is approved	Date in which the guide ship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree

4. Details of Leave

Duration	Nature of Leave (other than CL)	Purpose

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-Date:-

Name and Signature of the teacher (UGC)

Countersigned by the Head of the Institution

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



Sl.No.	Nature of Activity	Actual Hours Spent per academic year	Score
a. Student related Co-curricular extension & field based activities			
	i. Discipline related co-curricular activities (eg., remedial classes, career counselling, study visit, student seminar and other events)		
	ii. Other Co-curricular activities(cultural, sports, NSS, NCC etc.)		
	iii. Extension and dissemination activities (public/popular lectures/talks/seminars etc.)		
	Total Score(Max. : 15)		
b. Contribution to Corporate Life and Management of the Department & Institution through participation in academic and administrative committees and responsibilities			
	Nature of Activity	Actual Hours Spent per academic year	Score
	i. Administrative responsibility (including as Dean/Principal/Chairperson/Convener/Teacher in-charge/similar other duties that require regular office hrs. for its discharge)		
	ii. Participation in BoS, Academic & Administrative Committees		
	Total Score (Max. : 15)		
	c. Professional Development Activities(such as participation in Seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/faculty development courses, dissemination and general articles and any other contribution)		
	Total Score (Max : 15)		
	Total (a + b + c) (Maximum : 45)		



CATEGORY: III. RESEARCH AND ACADEMIC CONTRIBUTIONS

III (A) Research papers published in Journals

(i) Referred Journals as notified by the UGC

S. No.	Title with page Nos.	Journal	Sl.No. in UGC list	ISSN/ ISBN	Whether peer reviewed. Impact Factor, if Any	No. of Co-authors	Whether you are the main author	Score

(ii) Other reputed journals as notified by the UGC

S. No.	Title with page Nos.	Journal	Sl.No. in UGC list	ISSN/ ISBN	Whether peer reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the main author	Score

III (B) Publications other than journal articles(Books, Chapters in Books)

S. No.	Title with page Nos.	Book Title, Editor & Publisher	ISSN/ ISBN	Whether peer reviewed.	No. of Co-authors	Whether you are the main author	Score

III (C) Research Projects

(i) Sponsored Projects

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



(ii) Consultancy Projects

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

(iii) Project outcome/outputs

a. Patent/technology transfer/product/process

S.No.	Description/Patent	International/National	API Score

b. Major Policy document prepared for International Bodies/
Central/State Government/Local Bodies

S.No.	Description/Patent	International Bodies/ Central/State Government/ Local Bodies	API Score

III (D) Research Guidance

Sl.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
i. Ph.D or equivalent				
ii. M.Phil or equivalent (for Degree awarded only)		NA		
PG (Project) (for Degree awarded only)		NA		
UG (Project) (for Degree awarded only)		NA		

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



(i) Fellowship/Awards

S.No.	Award/Fellowship	International/National /State or University level	Awarded by	API Score

(ii) Invited Lectures and Papers at International /National/ State/ University/ Local/College Level.

S.No	Title of the Lecture/Paper & Academic Session	Title	Organized by	Whether International/ National/State/ University/Local /College Level	API Score
Total under III(E) (i +ii) (Limited to 20% of the minimum fixed for Category III)					

III (F) Development of e-learning delivery process/material

S.No.	Module/Title	API Score

Total API Score claimed under Category III	
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IV. SUMMARY OF API SCORES

Category	Criteria	API Score Claimed	Score Achieved after Expert Evaluation	Remarks
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II	Professional Development, Co- curricular & Extension activities			
III	Research and Academic Contributions			
Total				



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/College and/or documents enclosed along with the duly filled PBAS Proforma.

**Place
Date**

Signature of the Teacher with Designation,

Signature of HoD/Principal



To be filled by the Screening/ Selection committee

Category II. Co-Curricular, Extension, Professional Development related activities

Item	Description	Max Score	Score obtained in each assessment year					
II (i)	a. Student related Co-curricular extension & field based activities	15	20xx	20xx	20xx	20xx	20xx	20xx
	i. Discipline related co-curricular activities (eg., remedial classes, career counselling, study visit, student seminar and other events)							
	ii. Other Co-curricular activities(cultural, sports, NSS, NCC etc.)							
	iii. Extension and dissemination activities (public/popular lectures/talks/seminars etc.)							
II(ii)	b. Contribution to Corporate Life and Management of the Department & Institution through participation in academic and administrative committees and responsibilities	15						
	i. Administrative responsibility (including as Dean/Principal/Chairperson/Convener/Teacher in-charge/similar other duties that require regular office hrs. for its discharge)							
	ii. Participation in BoS, Academic & Administrative Committees							
II(iii)	Professional Development Activities	15						
	TOTAL API SCORE SECURED IN CATEGORY: II	45						
	Grand Total							

Name & Signature of the Subject experts of the Screening/Selection Committee



Category III-Research & Academic Contributions

Item	Description	Score obtained in each assessment year					
		20xx	20xx	20xx	20xx	20xx	20xx
III. A	Research papers published in Journals						
	(iii) Referred Journals as notified by the UGC						
	(iv) Other reputed journals as notified by the UGC						
III. B	Publications other than journal articles(Books, Chapters in Books)						
III. C	Research Projects						
	(iv) Sponsored Projects						
	(v) Consultancy Projects						
	(vi) Project outcome/outputs						
III. D	Research Guidance						
III. E	Fellowships, Awards and Invited Lectures delivered in Conference/Seminars						
	i. Fellowship/Awards						
	ii. Invited Lectures and Papers at International /National/ State/ University/ Local/College Level.						
III. F	Development of e-learning delivery process/material						
	TOTAL API SCORE SECURED IN CATEGORY: III						

Name & Signature of the Subject experts of the Screening/Selection Committee



Check List

Asst. Professor Stage I to Stage II [academic level 10-11] (Screening Committee)

	Years of service required			Minimum API required			orientation	refresher	Final result
Minimum requirement	PhD Holders 4 yrs	M.Phil Holder 5 yrs	Others 6 yrs	Category II	Category III	Category II+III 20/ Assmt period	One	One	Passed/ failed
Stage I to II									

Asst. Professor Stage II to Stage III [academic level 11 to 12] (Screening Committee)

	Years of service required		Minimum API required			Orientation/ refresher	Final result
Minimum requirement	5 years in Stage II		Category II	Category III	Category II+III 50/ Assmt period	Refresher course One	Passed/ failed
Stage II to III							

Asst. Professor Stage III to Associate Professor [academic level 12 to 13A] (Selection Committee)

	Years of service required	Minimum API required			1 week duration course	Publications (in entire period as assistant professor-12 years)			Final result
Minimum requirement	3 years in Stage III	Category II	Category III	Category II+III 45/ Assmt period	One	PhD Holders 1	M.Phil Holders 2	Others 3	Passed/ failed
Asst. Prof to Asso. Prof									

Note: For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification(18/09/2010) are Assistant Professors in Stage2, the requirement of publications may be adjusted pro rata. For all others who enter Stage2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

Associate Professor To Professor [academic level 13A to 14] (Selection Committee)

	Years of service required	Minimum API required			Publications	Final result
Minimum requirement	3 years as Asso. Prof.	Category II	Category III	Category II+III 60/ Assmt period	5 (Since the period that the teacher is placed in stage 3)	Passed/ failed
Asso. Prof. To Professor						

Name & Signature of the Subject experts of the Screening/Selection Committee



Summary of API Score							
	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API score for the Assessment period
API Secured in CATEGORY II							
API Secured in CATEGORY III							
API Secured in CATEGORY (II+III)							

Name & Signature of the Subject experts of the Screening/Selection Committee

Name, Designation & Signature of the Members of the Committee

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



Minutes of the Screening Committee

1. Name of the candidate -
2. Name of the College -
3. Present Designation -
4. Designation and AGP to which promotion is sought -

Recommendation

We have carefully verified the service details, certificates and API score as shown in the PBAS proforma and other mandatory requirements. The Candidate is recommended / not recommended for promotion as(Designation) from.....(date) under career advancement scheme of UGC regulation 2018 and, U.O. No

Screening/Selection Committee Members Present

Sl. No	Name of the Member	Official Address	Signature with Date
1			
2			
3			
4			
5			
6			
7			



STATEMENT PROVING FULFILMENT OF ASSESSMENT CRITERIA

FOR PROMOTION / PLACEMENT UNDER THE CAREER ADVANCEMENTS SCHEME, OF LIBRARIANS

UNDER UGC SCHEME

(OPTION A)

1. Recognized Orientation/Refresher/ Winter /Short Term/MOOC Courses attended

Name of the Course/Summer school	Name of Institution & Place	Duration	Sponsoring Agency

2. List of most significant UGC listed/peer reviewed Publications (For the purpose of evaluation)

Sl. No	Title of Paper	Name of Journal/Publisher in case of Book	Date of Publication and Impact factor if any	Volume number and Pages

Attach copy of the publications.

3. Whether an Approved Research Guide- Yes/No (If Yes, Give the details in the following table)

Name of the Institution/University at which guide ship is approved	Date in which the guide ship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree

4. Details of Leave

Duration	Nature of Leave (other than CL)	Purpose

CATEGORY: I. Attendance

Year	Mode of Activity	Total days Assigned	Number of days engaged as per documented record	$\frac{\text{Number of days engaged}}{\text{Total days assigned}} \times$	Grading
20xx-xx					



20xx-xx					
20xx-xx					
20xx-xx					

OVER ALL GRADE FOR CATEGORY I :

(Good :90% and above performance; Satisfactory:Above 80 but below 90; Not satisfactory:Less than 80)

CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES

Activity 2

Sl.No	Type of Responsibility	Role Performed
01		
02		
03		
04		
05		
Total number of activities		

Activity 3

Sl.No	Name of Duty	Role Performed
01		
02		
03		
04		
05		
06		
Total number of activities		

Activity 4

Sl.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		
06		
Total number of activities		

Activity 5

Sl.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		



Total number of activities	
----------------------------	--

OVERALL GRADE

- Good : Good in Category I and satisfactory/good in any two other items
- Satisfactory : Satisfactory in Category 1 and Satisfactory/good in any other two items.
- Not satisfactory : If neither good nor satisfactory in overall grading



Option A - Summary of Grading

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

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

01.	
02.	
03.	
04.	
05.	
06.	
07.	
08.	
09.	

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

Place & Date

Name and Signature of the Teacher





APPLICANT SUMMARY SHEET – COLLEGE LIBRARIAN (CAS)

Stage 1 to 2 [Academic Level 10-11](Colleges)

College:

Subject:

Applicant	Date of Entry in Service	Proposed date of Placement	SC/ST/OBC	Phys./Visual./differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed years of service in Stage 1[Academic Level 10]with Ph.D : 04 Yrs.		
With M.Phil/PG Degree in Professional Courses : 05 Yrs.		
Others : 06 Yrs.		
One Orientation course (03 weeks duration – 21 Days) within the Assessment Period		
Training, Seminar or Workshop on automation and digitalization, maintenance and related activities of at least 5days.		
Verified annual performance assessment Report		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

***Good or Satisfactory for at least 03/04/05 Years of the assessment period for Ph. D, M. Phil and NET holders respectively for both Category.**

SCREENING COMMITTEE OBSERVATIONS / RECOMMENDATIONS

ELIGIBLE TO BE PLACED TO STAGE 2 / NOT ELIGIBLE TO BE PLACED TO STAGE 2

Reason if not Eligible:



APPLICANT SUMMARY SHEET – COLLEGE LIBRARIAN (CAS)

Stage 2 to 3 [Academic Level 11-12] (Colleges)

College:

Subject

Applicant	Date of Entry in Service	Date of Placement in Stage 2	Proposed date of Placement in Stage 3	SC/ST/OBC	Phys./Visual./differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed 05 years of service in Stage 2 [Academic Level 11]		
Completed any two of the following in the last five years: (i) Training/Seminar/Workshop/ Course on automation and digitalisation, (ii) Maintenance and other activities of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.		
Verified annual performance assessment Report		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

***Good or Satisfactory grade in annual performance assessment for at least 04 Years of the assessment**

SCREENING COMMITTEE OBSERVATIONS / RECOMMENDATIONS



**ELIGIBLE TO BE PLACED TO STAGE 3 / NOT ELIGIBLE TO BE PLACED TO
STAGE 3**

Reason if not Eligible:



APPLICANT SUMMARY SHEET – COLLEGE LIBRARIAN (CAS)

Stage 3 to 4 [Academic Level 12-13A] (Colleges)

College:

Subject

Applicant	Date of Entry in Service	Date of Placement in Stage 3	Proposed date of Placement in Stage 4	SC/ST/OBC	Phys./Visual./differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed 03 years of service in Stage 3 [Academic Level 12]		
Completed any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.		
Verified annual performance assessment Report		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

***Good or Satisfactory grade in annual performance assessment for at least 02 Years of the assessment**

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS



**ELIGIBLE TO BE PLACED TO STAGE 4 / NOT ELIGIBLE TO BE PLACED TO
STAGE 4**

Reason if not Eligible:



Minutes of the Screening/Selection Committee

1. Name of the candidate -
2. Name of the College -
3. Present Designation -
4. Designation and AGP to which promotion is sought -

Recommendation

We have carefully verified the service details, certificates, PBAS proforma and other mandatory requirements. The Candidate is recommended / not recommended for promotion as(Designation) from.....(date) under career advancement scheme of UGC regulation 2018 and University, U.O. No..

Screening/Selection Committee Members Present

Sl. No	Name of the Member	Official Address	Signature with Date
1			
2			
3			
4			
5			
6			
7			



STATEMENT PROVING FULFILMENT OF ASSESSMENT CRITERIA

FOR PROMOTION / PLACEMENT UNDER THE CAREER ADVANCEMENTS SCHEME, OF LIBRARIANS

UNDER UGC SCHEME

(OPTION B)

1. Recognized Orientation/Refresher/ Winter /Short Term/MOOC Courses attended

Name of the Course/Summer school	Name of Institution & Place	Duration	Sponsoring Agency

2. List of most significant UGC listed/peer reviewed Publications (For the purpose of evaluation)

Sl. No	Title of Paper	Name of Journal/Publisher in case of Book	Date of Publication and Impact factor if any	Volume number and Pages

Attach copy of the publications.

3. Whether an Approved Research Guide- Yes/No

If Yes, Give the details in the following table

Name of the Institution/University at which guide ship is approved	Date in which the guide ship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree

4. Details of Leave

Duration	Nature of Leave (other than CL)	Purpose



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

Sl No	Nature of Activity	Score obtained
a	Student related co-curricular, extension and field based activities	
	i. 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. (Maximum 15)	
b	b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities. (Maximum 15)	
c	c) 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) (Maximum 15)	
	Total (a+b+c) (Maximum 45)	

CATEGORY: III. RESEARCH AND ACADEMIC CONTRIBUTIONS**III (A) Research papers published in Journals**

(v) Referred Journals as notified by the UGC

S. No.	Title with page Nos.	Journal	Sl.No. in UGC list	ISSN/ ISBN	Whether peer reviewed. Impact Factor, if Any	No. of Co-authors	Whether you are the main author	Score



(vi) Other reputed journals as notified by the UGC

S. No.	Title with page Nos.	Journal	Sl.No. in UGC list	ISSN/ ISBN	Whether peer reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the main author	Score

III (B) Publications other than journal articles(Books, Chapters in Books)

S. No.	Title with page Nos.	Book; Title, Editor & Publisher	ISSN/ ISBN	Whether peer reviewed.	No. of Co-authors	Whether you are the main author	Score

III (C) Research Projects

(vii) Sponsored Projects

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Lakh)	Score

(viii) Consultancy Projects

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

(ix) Project outcome/outputs

a. Patent/technology transfer/product/process

S.No.	Description/Patent	International/National	API Score

b. Major Policy document prepared for International Bodies/ Central/State Government/Local Bodies

S.No.	Description/Patent	International Bodies/ Central/State Government/ Local Bodies	API Score

III (D) Research Guidance

Sl.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
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i. Ph.D or equivalent				
ii. M.Phil or equivalent (for Degree awarded only)		NA		
PG (Project)		NA		
UG (Project)		NA		

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

(iii) Fellowship/Awards

S.No.	Award/Fellowship	International/National /State or University level	Awarded by	API Score

(iv) Invited Lectures and Papers at International /National/ State/ University/ /College Level.

S.No	Title of the Lecture/Paper & Academic Session	Title	Organized by	Whether International/ National/State/ University/Local /College Level	API Score
Total under III(E) (i +ii) (Limited to 20% of the minimum fixed for Category III)					

III (F) Development of e-learning delivery process/material

S.No.	Module/Title	API Score

Total API Score claimed under Category III	

IV. SUMMARY OF API SCORES

Category	Criteria	API Score Claimed	Score Achieved after Expert Evaluation	Remarks
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II	Professional Development, Co- curricular & Extension activities			
III	Research and Academic Contributions			
Total				



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/College and/or documents enclosed along with the duly filled PBAS Proforma.

Signature of the Teacher with Designation,

**Place
Date**

Signature of HoD/Principal

To be filled by the Screening/ Selection committee



Category II. Co-Curricular, Extension, Professional Development related activities

Item	Description	Max Score	Score obtained in each assessment year			
II (i)	a. Student related Co-curricular extension & field based activities	15	20xx	20xx	20xx	20xx
II(ii)	b. Contribution to Corporate Life and Management of the Department & Institution through participation in academic and administrative committees and responsibilities	15				
II(iii)	Professional Development Activities	15				
	TOTAL API	45				
	SCORE SECURED IN CATEGORY: II					
	Grand Total					

Name & Signature of the Subject experts of the Screening/Selection Committee

Category III-Research & Academic Contributions

Item	Description	Score obtained in each assessment year					
		20x	20x	20x	20x	20x	20x



		X	X	X	X	X	X
III. A	Research papers published in Journals						
	Referred Journals as notified by the UGC						
	Other reputed journals as notified by the UGC						
III. B	Publications other than journal articles(Books, Chapters in Books)						
III. C	Research Projects						
	Sponsored Projects						
	Consultancy Projects						
	Project outcome/outputs						
III. D	Research Guidance						
III. E	Fellowships, Awards and Invited Lectures delivered in Conference/Seminars						
	Fellowship/Awards						
	Invited Lectures and Papers at International /National/ State/ University/ Local/College Level.						
III. F	Development of e-learning delivery process/material						
	TOTAL API SCORE SECURED IN CATEGORY: III						

Name & Signature of the Subject experts of the Screening/Selection Committee



Check List

College Librarian Stage I to Stage II [academic level 10-11] (Screening Committee)

	Yrs of service required			Minimum API required			orientation	refresher	Final result
Minimum requirement	PhD Holders 4 yrs	M.Phil Holders 5 yrs	Others 6 yrs	Category II	Category III	Category II+III 20/Assmt period	One	One	Passed/failed
Stage I to II									

College Librarian Stage II to Stage III [academic level 11 to 12] (Screening Committee)

	Yrs of service required	Minimum API required			Orientation/ refresher	Final result
Minimum requirement	5 years in Stage II	Category II	Category III	Category II+III 50/ Assmt period	Refresher course One	Passed/failed
Stage II to III						

College Librarian Stage III to Stage IV [academic level 12 to 13A] (Selection Committee)

	Yrs of service required	Minimum API required			1 week duration course	Publications (in entire period as assistant professor- 12 years)			Final result
Minimum requirement	3 years in Stage III	Category II	Category III	Category II+III 45/ Assmt period	One	PhD Holders 1	M.Phil Holders 2	Others 3	Passed/failed
College Librarian									

Note: For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification(18/09/2010) are Assistant Professors in Stage2, the requirement of publications may be adjusted pro rata. For all others who enter Stage2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.



Name & Signature of the Subject Experts of the Screening /Selection Committee

Summary of API Score							
	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API score for the Assessme nt period
API Secured in CATEGOR Y II							
API Secured in CATEGOR Y III							
API Secured in CATEGOR Y (II+III)							



Name & Signature of the Subject Experts of the Screening /Selection Committee



Table-D
(Minimum API requirement for the promotion of library staff under CAS in colleges)

Sl No	Area of Assessment	Category		
		Assistant Librarian (Stage 1/AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/AGP Rs.8000/- to Deputy Librarian (Stage 4/AGP Rs.9000/-)
1	Research and Academic Contribution	20/Assessment period	50/Assessment period	45/Assessment period
2	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee

Score Sheet for Selection Committee of Stage 4



Maximum Score :100

Area of Assessment	Category			Score Achieved
	Assistant Professor (Stage 3) to Associate Professor/ Equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /Equivalent Cadres (Stage 5)	Professor (stage5) to Professor (Stage 6)	

Name, Designation & Signature of the Members of the Committee

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Instructions

Area of Assessment	Category		
	Assistant Professor (Stage 3) to Associate Professor/ Equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /Equivalent Cadres (Stage 5)	Professor (stage5) to Professor (Stage 6)
Research Contribution	30	50	50
Domain Knowledge & Teaching Practices { For professor 5 to professor 6-Performance evaluation and other credential by referral procedure}	50	30	50*
Interview Performance	20	20	

*Performance evaluation and other credential by referral procedure.



Minutes of the Screening Committee

1. Name of the candidate -
2. Name of the College -
3. Present Designation -
4. Designation and AGP to which promotion is sought -

Recommendation

We have carefully verified the service details, certificates and API score as shown in the PBAS proforma and other mandatory requirements. The Candidate is recommended / not recommended for promotion as
(Designation) from.....(date) under career advancement scheme of UGC regulation 2018 and, U.O. No

Screening/Selection Committee Members Present

Sl. No	Name of the Member	Official Address	Signature with Date
1			
2			
3			
4			
5			
6			
7			



STATEMENT PROVING FULFILMENT OF ASSESSMENT CRITERIA

FOR PROMOTION / PLACEMENT UNDER THE CAREER ADVANCEMENTS SCHEME, OF TEACHERS IN

PHYSICAL EDUCATION UNDER UGC SCHEME

(OPTION A)

1. Recognized Orientation/Refresher/ Winter /Short Term/MOOC Courses attended

Name of the Course/Summer school	Name of Institution & Place	Duration	Sponsoring Agency

2. List of most significant UGC listed/peer reviewed Publications (For the purpose of evaluation)

Sl. No	Title of Paper	Name of Journal/Publisher in case of Book	Date of Publication and Impact factor if any	Volume number and Pages

Attach copy of the publications.

3. Whether an Approved Research Guide- Yes/No

If Yes, Give the details in the following table

Name of the Institution/University at which guide ship is approved	Date in which the guide ship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree

4. Details of Leave

Duration	Nature of Leave (other than CL)	Purpose





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

*(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University Departments and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018 :
Option-A*

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE (Please see detailed instruction of this PBAS Proforma before filling out this section)

CATEGORY: I

I. Activity 1

Year	Mode of Activity *	Total no days Assigned	Number of days engaged as per documented record	<div> <div>Number of days engaged</div> <div> <hr/> Total days Assigned </div> </div> <div>X100</div>	Grading
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

OVERALL GRADE FOR CATEGORY I :

Good: 90% and above performance, Satisfactory: Above 80 but below 90, Not satisfactory: Less than 80

CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES

Activity 2

S l . N o	Type of Responsibility	Role Performed
01		
02		



03		
Total number of activities		

Activity 3

Sl. No	Name of Duty	Role Performed
01		
02		
03		
04		
Total number of activities		

Activity 4

Sl. No	Type of Activity	Role Performed
01		
02		
03		
04		
Total number of activities		

Activity 5

Sl.No	Type of Activity	Role Performed
01		
02		
03		
Total number of activities		

OVERALL GRADE

Good

Good in Category I and satisfactory/good in any two other items



Satisfactory
Not satisfactory

Satisfactory in Category 1 and Satisfactory/good in any other two items.
If neither good nor satisfactory in overall grading

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

0 1 .	
0 2 .	
0 3 .	
0 4 .	
0 5 .	
0 6 .	
0 7 .	

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

Place & Date

Name and Signature of the Teacher

Signature of HOD/ /Principal



Option A - Summary of Grading - Physical Education

Categori es	2 0 x x - x x	2 0 x x- x x x	2 0 x x - x x	2 0 x x - x x	2 0 x x x- x x	2 0 x x - x x
Activity 1: Attendance						
Activity 2						
Overall Grading						

APPLICANT SUMMARY SHEET – COLLEGE DIRECTOR OF PHYSICAL EDUCATION (CAS)

Stage 1 to 2 [Academic Level 10-11](Colleges)

College:

Applic ant	Date of Entry in Service	Proposed date of Placement	SC/ST/ OBC	Phys./Visual./ differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	Y E S / N O	Re ma rks
Completed years of service in Stage 1[Academic Level 10]with Ph.D : 04 Yrs.		
With M.Phil/PG Degree in Professional Courses : 05 Yrs.		
Others : 06 Yrs.		
One Orientation course (03 weeks duration – 21 Days) within the Assessment Period		



One Refresher Course/Research Methodology (02 weeks duration – 10 Days) within the Assessment period OR Any two of the following (01 week duration- 05 days) : Workshop/Syllabus Up-gradation Workshop/Training in Teaching-Learning and Evaluation/Technology Programmes/Faculty Development Programmes OR Completed one MOOCs Course (With e-certification) during assessment period		
Verified annual performance assessment Report		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

***Good or Satisfactory for at least 03/04/05 Years of the assessment period for Ph. D, M. Phil and NET holders respectively for both Category.**

SCREENING COMMITTEE OBSERVATIONS / RECOMMENDATIONS

**ELIGIBLE TO BE PLACED TO STAGE 2 / NOT ELIGIBLE TO BE PLACED TO
STAGE 2**

Reason if not Eligible:



**APPLICANT SUMMARY SHEET - COLLEGE DIRECTOR OF PHYSICAL EDUCATION
(CAS)**

Stage 2 to 3 [Academic Level 11-12] (Colleges)

College:

Applicant	Date of Entry in Service	Date of Placement in Stage 2	Proposed date of Placement in Stage 3	SC/ST/OBC	Phys./Visual./differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed 05 years of service in Stage 2 [Academic Level 11]		
Any two of the following: Refresher Course/Research Methodology/Workshop/Syllabus Up-gradation Workshop/Training in Teaching-Learning and Evaluation/Technology Programmes/Faculty Development Programmes (02 weeks duration – 10 Days) within the Assessment period (or completed two courses of at least one week or 05 days duration in lieu of every single course/programme of at least two week or ten days duration) OR Completed one MOOCs Course (With e-certification) during assessment period OR Contribution towards development of e-content in 4-quadrant - (at least one quadrant - minimum of 10 modules of a course/contribution) during assessment period		
Verified annual performance assessment Report		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

***Good or Satisfactory grade in annual performance assessment for at least 04 Years of the assessment**

**SCREENING COMMITTEE OBSERVATIONS /
RECOMMENDATIONS**



**ELIGIBLE TO BE PLACED TO STAGE 3 / NOT ELIGIBLE TO BE PLACED TO
STAGE 3**

Reason if not Eligible:



**APPLICANT SUMMARY SHEET - COLLEGE DIRECTOR OF PHYSICAL EDUCATION
(CAS)**

Stage 3 to 4 [Academic Level 12-13A] (Colleges)

College:

Applicant	Date of Entry in Service	Date of Placement in Stage 3	Proposed date of Placement in Stage 4	SC/ST/OBC	Phys./Visual./differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed 03 years of service in Stage 3 [Academic Level 12]		
He/she has done any one of the following during last three years: (i)Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning Evaluation Technology Programmes / Faculty development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).		
Verified annual performance assessment Report		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

***Good or Satisfactory grade in annual performance assessment for at least 02 Years of the assessment**

**SELECTION COMMITTEE OBSERVATIONS /
RECOMMENDATIONS**

**ELIGIBLE TO BE PLACED TO STAGE 4 / NOT ELIGIBLE TO BE PLACED TO
STAGE 4**



Reason if not Eligible:



**APPLICANT SUMMARY SHEET - COLLEGE DIRECTOR OF PHYSICAL EDUCATION
(CAS)**

Stage 4 to 5 [Academic Level 13A-14] (Colleges)

College:

Applicant	Date of Entry in Service	Date of Placement in Stage 4	Proposed date of Placement in Stage 5	SC/ST/OBC	Phys./Visual./differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed 03 years of service in Stage 4 [Academic Level 13A]		
A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.		
He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching- Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).		
Evidence of organising competitions and coaching camps of at least two weeks duration.		
Evidence of having produced good performance of teams/athletes for competitions like state/national/interuniversity/ combined university, etc.		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

Good or Satisfactory grade in annual performance assessment for at least 02 Years of the



assessment

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

**ELIGIBLE TO BE PLACED TO STAGE 4 / NOT ELIGIBLE TO BE PLACED TO
STAGE 4**

Reason if not Eligible:



Minutes of the Screening/Selection Committee

1. Name of the candidate -
2. Name of the College -
3. Present Designation -
4. Designation and AGP to which promotion is sought -

Recommendation

We have carefully verified the service details, certificates, PBAS proforma and other mandatory requirements. The Candidate is recommended / not recommended for promotion as(Designation) from.....(date) under career advancement scheme of UGC regulation 2018 and U.O. No..

Screening/Selection Committee Members Present

Sl. No	Name of the Member	Official Address	Signature with Date
1			
2			
3			
4			
5			
6			
7			



STATEMENT PROVING FULFILMENT OF ASSESSMENT CRITERIA

FOR PROMOTION / PLACEMENT UNDER THE CAREER ADVANCEMENTS SCHEME, OF TEACHERS IN

PHYSICAL EDUCATION UNDER UGC SCHEME

(OPTION B)

1. Recognized Orientation/Refresher/ Winter /Short Term/MOOC Courses attended

Name of the Course/Summer school	Name of Institution & Place	Duration	Sponsoring Agency

2. List of most significant UGC listed/peer reviewed Publications (For the purpose of evaluation)

Sl. No	Title of Paper	Name of Journal/Publisher in case of Book	Date of Publication and Impact factor if any	Volume number and Pages

Attach copy of the publications.

3. Whether an Approved Research Guide- Yes/No

If Yes, Give the details in the following table

Name of the Institution/University at which guide ship is approved	Date in which the guide ship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree

28. Details of Leave

Duration	Nature of Leave (other than CL)	Purpose



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

SI No	Nature of Activity	Score obtained
a	Student related co-curricular, extension and field based activities	
	i. Discipline related co-curricular activities (Cultural, Sports, NSS, NCC etc.) (various levels of intramural and extramural programmes)	
	ii. Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	
	Total(i+ii) (Maximum 15)	
B	b) Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities(including as Principal / Director / Convener / similar other duties that require regular office hrs for its discharge) (Maximum 15)	
C	c) Professional Development activities (such as participation in seminars, conferences, short term training courses, camps & events, talks, lectures in refresher/ faculty development courses, membership of associations, dissemination and general articles and any other contribution) (Maximum 15)	
	Total (a+b+c)	

CATEGORY: III. RESEARCH AND ACADEMIC CONTRIBUTIONS

III (A) Research papers published in Journals

(vii) Referred Journals as notified by the UGC

S. No.	Title with page Nos.	Journal	Sl.No. in UGC list	ISSN/ ISBN	Whether peer reviewed. Impact Factor, if Any	No. of Co-authors	Whether you are the main author	Score

(viii) Other reputed journals as notified by the UGC

S. No.	Title with page Nos.	Journal	Sl.No. in UGC list	ISSN/ ISBN	Whether peer reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the main author	Score



III (B) Publications other than journal articles(Books, Chapters in Books)

S. No.	Title with page Nos.	Book Title, Editor & Publisher	ISSN/ ISBN	Whether peer reviewed.	No. of Co-authors	Whether you are the main author	Score

III (C) Research Projects

(x) Sponsored Projects

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

(xi) Consultancy Projects

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

(xii) Project outcome/outputs

a. Patent/technology transfer/product/process

S.No.	Description/Patent	International/National	API Score



- b. Major Policy document prepared for International Bodies/ Central/State Government/Local Bodies

S.No.	Description/Patent	International Bodies/ Central/State Government/ Local Bodies	API Score

III (D) Research Guidance

	Number Enrolled	Thesis Submitted	Degree awarded	API Score
Ph.D or equivalent				
M.Phil or equivalent (for Degree awarded only)		NA		
PG (Project)		NA		
UG (Project)		NA		

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

(v) Fellowship/Awards

S.No.	Award/Fellowship	International/National /State or University level	Awarded by	API Score

(vi) Invited Lectures and Papers at International /National/ state/ University/ Local/College Level.

S.No	Title of the Lecture/Paper & Academic Session	Title	Organize d by	Whether International/ National/State/ University/Local/ College Level	API Score
Total under III(E) (i +ii) (Limited to 20% of the minimum fixed for Category III)					



III (F) Development of e-learning delivery process/material

S.No.	Module/Title	API Score

Total API Score claimed under Category III	
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IV. SUMMARY OF API SCORES

Category	Criteria	API Score Claimed	Score Achieved after Expert Evaluation	Remarks
II	Professional Development, Co- curricular & Extension activities			
III	Research and Academic Contributions			
Total				

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/College and/or documents enclosed along with the duly filled PBAS Proforma.



Signature of the Teacher with Designation,

Place

Date

Signature of HoD/Principal

To be filled by the Screening/ Selection committee

Category II. Co-Curricular, Extension, Professional Development related activities

Item	Description	Max Score	Score obtained in each assessment year					
			20xx	20xx	20xx	20xx	20xx	20xx
II (i)	a. Student related Co-curricular extension & field based activities	15						
	i. Discipline related co-curricular activities (eg., remedial classes, career counselling, study visit, student seminar and other events)							
	ii. Other Co-curricular activities(cultural, sports, NSS, NCC etc.)							
	iii. Extension and dissemination activities (public/popular lectures/talks/seminars etc.)							
II(i i)	b. Contribution to Corporate Life and Management of the Department & Institution through participation in academic and administrative committees and responsibilities	15						
	i. Administrative responsibility (including as Dean/Principal/Chairperson/Convener/Teacher in-charge/similar other duties that require regular office hrs. for its discharge)							
	ii. Participation in BoS, Academic & Administrative Committees							



II(i ii)	Professional Development Activities	15						
	TOTAL API SCORE SECURED IN CATEGORY: II	45						
	Grand Total							

Name & Signature of the Subject experts of the Screening/Selection Committee

Category III-Research & Academic Contributions

Item	Description	Score obtained in each assessment year					
		20x x	20x x	20x x	20x x	20x x	20x x
III. A	Research papers published in Journals						
	(ix) Referred Journals as notified by the UGC						
	(x) Other reputed journals as notified by the UGC						
III. B	Publications other than journal articles(Books, Chapters in Books)						
III. C	Research Projects						
	(xiii) Sponsored Projects						
	(xiv) Consultancy Projects						
	(xv) Project outcome/outputs						
III. D	Research Guidance						
III. E	Fellowships, Awards and Invited Lectures delivered in Conference/Seminars						
	iii. Fellowship/Awards						
	iv. Invited						



	Lectures and Papers at International /National/ State/ University/ Local/College Level.						
III. F	Development of e-learning delivery process/material						
	TOTAL API SCORE SECURED IN CATEGORY: III						

**Name & Signature of the Subject experts of the Screening/Selection
Committee**



Check List

College Director of Physical Education Stage I to Stage II [academic level 10-11] (Screening Committee)

	Yrs of service required			Minimum API required			orientation	refresher	Final result
Minimum requirement	PhD Holders 4 yrs	M.Phil Holders 5 yrs	Others 6 yrs	Category II	Category III	Category II+III 20/Assmt period	One	One	Passed/failed
Stage I to II									

College Director of Physical Education Stage II to Stage III [academic level 11 to 12] (Screening Committee)

	Yrs of service required			Minimum API required			Orientation/ refresher	Final result
Minimum requirement	5 years in Stage II			Category II	Category III	Category II+III 50/ Assmt period	Refresher course One	Passed/failed
Stage II to III								

College Director of Physical Education Stage III to Stage IV [academic level 12 to 13A] (Selection Committee)

	Yrs of service required	Minimum API required			1 week duration course	Publications (in entire period as assistant professor- 12 years)			Final result
Minimum requirement	3 years in Stage III	Category II	Category III	Category II+III 45/ Assmt period	One	PhD Holders 1	M.Phil Holders 2	Others 3	Passed/failed
College Director of Physical Education									

Name and Signature of the Subject Experts of the Screening/Selection Committee

Summary of API Score



	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API score for the Assesmen t period
API Secured in CATEGORY II							
API Secured in CATEGORY III							
API Secured in CATEGORY (II+III)							

Name and Signature of the Subject Experts of the Screening/Selection Committee



Score Sheet for Selection Committee of Stage 4

Maximum Score :100

Area of Assessment	Category			Score Achieved
	Assistant Professor (Stage 3) to Associate Professor/ Equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor / Equivalent Cadres (Stage 5)	Professor (stage5) to Professor (Stage 6)	
		NA	NA	
		NA	NA	
		NA	NA	

Name, Designation & Signature of the Members of the Committee

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



Minutes of the Screening Committee

1. Name of the candidate -
2. Name of the College -
3. Present Designation -
4. Designation and AGP to which promotion is sought -

Recommendation

We have carefully verified the service details, certificates and API score as shown in the PBAS proforma and other mandatory requirements. The Candidate is recommended / not recommended for promotion as(Designation) from.....(date) under career advancement scheme of UGC regulation 2018 and , U.O. No

Screening/Selection Committee Members Present

Sl. No	Name of the Member	Official Address	Signature with Date
1			
2			
3			
4			
5			
6			
7			



STATEMENT PROVING FULFILMENT OF ASSESSMENT CRITERIA
FOR PROMOTION / PLACEMENT UNDER THE CAREER ADVANCEMENTS SCHEME, OF
FACULTY UNDER AICTE SCHEME
(OPTION B)

(Ref. G.O.(Ms).No.204/2019/HEDN dated 29.06.2019, G.O (Ms)99/202 1/HEdn Dated,

Thiruvananthapuram 16.02.2021 **and UO**)

1.	Years of service excluding leave without Allowance :					
2.	Details of Short Term/Refresher/ Faculty development Courses attended					
	Total number of days :					
	Course Name	Conducted by	Sponsoring Agency	From Date	To Date	Duration
3	Details of Presentation / Publication of Research Papers					
	Sl no	Title of Paper/Publication	Name and Nature (National/International) of Journal / Conference	Date of Conference /Issue & Year of Journal	Page no. of the journal / conf. proceedings	
4.	Academic Performance Indicators					
	Period of Assessment				:	
	Category I : Teaching, Learning And Evaluation Related Activities					
	Sl no	Criteria			Compound API Score	
	i.	Lectures, seminars, tutorials, practical. Contact hours undertaken as percentage of lectures allocated				
	i.a.	Classes Taken (max.50 points/year for greater than or equal to 90% performance, 45 points for performance between 80% and 90% and no points below 80% performance)				
	i.b.	Teaching Load in excess of the AICTE norms (max score/year 10)				
	ii.	Reading / Instructional material consulted and additional knowledge resources provided to students API Score based on preparation and imparting of knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to students (max score/year:20)				
	iii.	Use of participatory and innovative teaching-learning methodologies, updating of subject content. course improvement, etc. (max score/year:20)				
	iv.	Examination Duties Assigned and Performed (max/year:25)				
	Category II: Co-Curricular Extension Professional Development Related Activities					



	Sl no	Criteria	Compound API Score
	i.	Extension, Co-curricular & field-based activities (max:20/year)	
	ii.	Contribution to Corporate Life and Management of the Institution (max:15/year)	
	iii.	Professional Development Activities (max:15/year)	
Category III : Research, publications and academic contributions			
	Sl no	Criteria	Compound API Score
	i.	Research, publications and academic contributions	
5.	Details of any other credential, significant contributions, awards received etc., not mentioned earlier		
	Sl No	Relevant details (Mention Year, Value etc.)	
List of Enclosures			
	Sl no	Enclosures	

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

Place:
Designation

Name and Signature of the Faculty with

Date:

Signature of HOD

Signature of Principal



Table for ready reference

PLACEMENT OF TEACHERS- As per G.O(Rt)204/2019/HEdn dated 29/06/2019					
Sl.No	Placement of Teachers through CAS	Service requirements	Minimum Compound Scores	Minimum No of publications	Minimum no. of days of Training programs attended.
1	Assistant Professor Stage 1 to Stage 2- (AGP 6000 to AGP 7000)	With B Tech (6 Years) With M.Tech (5 Years) With Ph.D (4 Years)	With B Tech -630 With M.Tech 525 With Ph.D 420	Not required	14
2	Assistant Professor Stage 2 to Stage 3(AGP 7000 to AGP 8000)	5 Years in Stage 2	550	Not required	14
3	Assistant Professor Stage 3 to Associate Professor Stage 4 (AGP 8000 to AGP 9000)	3 Years in Stage 3	345	3 publications in the entire period as Assistant Professor. Faculty with M.Phil-2 Faculty with Ph.D-1	14
4	Associate Professor Stage 4 to professor Stage 5 (AGP 9000 to AGP 10,000)	3 Years in Stage 4	360	5 publications since the period that the teacher is placed in Stage 3(Assistant professor with AGP 8000)	NIL



