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अखिल भारतीय तकनीकी शिक्षा परिषद्

अधिसूचना

नई दिल्ली, 8 नवम्बर, 2012

अखिल भारतीय तकनीकी शिक्षा परिषद् [ तकनीकी संस्थाओं ( डिग्री ) में शिक्षकों तथा  
अन्य शैक्षणिक स्टाफ के लिए कैरियर उन्नति योजना ] विनियम, 2012

फा. सं. 37-3/विधिक/अभातशिप/2012.— अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम, 1987 (1987 का 52) की धारा 10 (i) और (v) के साथ पठित धारा 23 की उप-धारा (1) के अधीन प्रदत्त अपनी शक्तियों का प्रयोग करते हुए अखिल भारतीय तकनीकी शिक्षा परिषद् निम्न विनियम बनाती है :—

## 1. संक्षिप्त नाम, प्रयोज्यता एवं आरंभ :

- 1.1 इन विनियमों को अखिल भारतीय तकनीकी शिक्षा परिषद् [तकनीकी संस्थाओं (डिग्री) में शिक्षकों तथा अन्य शैक्षणिक स्टाफ के लिए कैरियर उन्नति योजना] विनियम, 2012 कहा जाएगा।
- 1.2 ये उन सभी अभातशिप अनुमोदित तकनीकी संस्थाओं तथा मानित विश्वविद्यालय जैसी संस्थाओं सहित, उन विश्वविद्यालयों पर लागू होंगे, जो तकनीकी शिक्षा तथा ऐसे अन्य पाठ्यक्रम/कार्यक्रम और विषय-क्षेत्र संचालित कर रहे हैं, जैसेकि परिषद् द्वारा समय-समय पर अधिसूचित किए गए हैं।

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
NOTIFICATION**

New Delhi, the 8th November, 2012

**All India Council for Technical Education (Career Advancement Scheme for the  
Teachers and other Academic Staff in Technical Institutions) (Degree) Regulations, 2012**

**F. No. 37-3/Legal/AICTE/2012.**—In exercise of its powers conferred under sub-section (1) of Section 23 read with Section 10(i) and (v) of the All India Council for Technical Education Act, 1987 (52 of 1987), the All India Council for Technical Education makes the following Regulations :

<b>1.</b>	<b>SHORT TITLE, APPLICATION AND COMMENCEMENT :</b>	
1.1		These Regulations may be called the All India Council for Technical Education (Career Advancement Scheme for the Teachers and Other Academic Staff in Technical Institutions) (Degree) Regulations, 2012.
1.2		They shall apply to all technical institutions approved by the AICTE and Universities including Institution deemed to be Universities imparting technical education and such other courses/Programs and areas as notified by the AICTE from time to time.
1.3		They shall come into force with effect from the date of their publication in the Official Gazette.  <i>Provided</i> that in the event, any candidate becomes eligible for promotion under Career Advancement Scheme in terms of these Regulations on or after 5 <sup>th</sup> March, 2010, the promotion of such a candidate shall be governed by the provisions of these Regulations.

<b>2.</b>	<b>CAREER ADVANCEMENT SCHEME :</b>	
2.1		A teacher who wishes to be considered for promotion under CAS may submit in writing to the University / College, within three months in advance of the due date, that he / she fulfils all qualifications under CAS and submit to the University / College the Performance Based Appraisal System (PBAS) in a proforma as evolved by the concerned University / College duly supported by all credentials as per the Academic Performance Indicator (API) guidelines (Appendix 1) set out in these Regulations.
2.2		In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the University / College should immediately initiate the

		process of screening / selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in these Regulations, as on 05 <sup>th</sup> March, 2010 and till the date on which these Regulations is notified, can be considered for promotion from the date, on or after 5 <sup>th</sup> March, 2010, on which they fulfill the eligibility conditions.
2.3		Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Regulations as per Tables II (A and B) of Appendix 1 or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he / she is successfully re-assessed.
2.4		The Selection Committee specifications as delineated in Clause 4 are applicable to Career Advancement promotions of Assistant Professor to Associate Professor and Associate Professor to Professor.
2.5		CAS promotions from a lower grade to a higher grade of Assistant Professor / Associate Professor shall be conducted by a "Screening-cum-Evaluation Committee" adhering to the criteria laid out as API score in Performance Based Appraisal System (PBAS) in the Tables of Appendix 1.
2.6		The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors / Associate Professor from one AGP to the other higher AGP shall consist of :
	[1]	"Screening-cum-Evaluation Committee" for University teachers :
	[i]	The Vice Chancellor or Acting Vice Chancellor, as the Chairperson of the selection committee;
	[ii]	The Dean of the concerned Faculty;
	[iii]	The Head of the Department / Chairperson of the School; and
	[iv]	One subject expert in the concerned subject nominated by the Vice Chancellor or Acting Vice Chancellor from the University panel of experts.
	[2]	"Screening-cum-Evaluation Committee" for College teachers :
	[i]	The Principal / Director of the College;
	[ii]	Head of the concerned department from the College, where there is no HOD, Professor as nominated by the Principal / Director from the same or any other Institution in the jurisdiction of the concerned University; and

		[iii]	Two subject experts in the concerned subject nominated by the Vice Chancellor or Acting Vice Chancellor from the University panel of experts.
		[3]	<b>For Government/ Government Aided/ Government Autonomous Colleges :</b>
		[i]	As may be prescribed by the respective State Governments / Board of Governors
	2.7		The quorum for these committees in both categories mentioned above shall be three including one subject expert / University nominee need to be present.
	2.8		The Screening-cum-Evaluation Committee on verification / evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the respective University / Directorate of Technical Education based on these Regulations and as per the minimum requirement specified in Tables II and III of Appendix 1 for each of the cadre of Assistant Professor, shall recommend to the Syndicate / Executive Council / Board of Management of the University / College about the suitability for the promotion of the candidate(s) under CAS for implementation.
	2.9		All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.
	2.10		CAS promotion, being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert to its original cadre.
	2.11		The incumbent teacher must be on the roll and active service of the Universities / Colleges on the date of consideration by the Selection Committee for Selection / CAS Promotion.
	2.12		Candidates shall offer themselves for assessment for promotion, if they fulfil the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date of the promotion if they consider themselves eligible. In any event, the University / College concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.
	2.13		In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.
	2.14		If a candidate applies for promotion immediately on completion of the minimum eligibility period and is successful, the date of promotion will be made applicable

		from the date of completion of minimum period of eligibility.
	2.15	If, however, the candidate finds that he / she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from the date of application.
	2.16	If the candidate does not succeed in the first assessment, but succeeds in the subsequent assessment, his / her promotion will be deemed to be from the later date of successful assessment.
3.	<b>STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS /ASSOCIATE PROFESSORS / PROFESSORS :</b>	
	3.1	Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and Stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid down in next clause.
	3.2	In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Regulations from 5 <sup>th</sup> March, 2010 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in the tables of Appendix I is to be implemented for one year, initially based on the existing systems in Universities / Colleges for one year only with the minimum annual scores as depicted in Table II (a) and II (b) for University and College teachers. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2013, one year API scores for 2012-13 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2014, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
	3.3	Assistant Professor, possessing Ph. D Degree in the relevant discipline shall be eligible, for moving to the next higher grade of Rs.7000 (stage 2) after completion of four years service as Assistant Professor.
	3.4	Assistant Professor possessing M. Phil Degree or a Post-Graduate Degree in professional courses, approved by the relevant statutory body, shall be eligible for the next higher grade of Rs.7000 (stage 2) after completion of five years service as Assistant Professor.
	3.5	Assistant Professor who does not have Ph.D. or M.Phil or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade of Rs.7000 (stage 2) only after completion of six years service as Assistant Professor.
	3.6	The upward movement from the entry level grade (stage 1) to the next higher grade of Rs.7000 (stage 2) for all Assistant Professors shall be subject to their satisfying



		the API based PBAS conditions laid down by the AICTE in this Regulation.
	3.7	Assistant Professor who has completed five years of service in the grade of Rs.7000 (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by these Regulations, to move up to next higher grade of Rs.8000 (stage 3).
	3.8	Assistant Professor completing three years of teaching in the grade of Rs.8000 (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the Pay Band of Rs.37400-67000 with next higher grade of Rs.9000 (stage 4) and to be designated as Associate Professor. However those joining the Service after 5 <sup>th</sup> March 2010 shall have also earned Ph. D in addition to above mentioned requirements to move to the stage 4.
	3.9	Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade of Rs.10000 (stage 5) subject to following :
	(a)	satisfying the required credit points as per API based PBAS requirements as provided in Tables of Appendix 1; and
	(b)	an assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. Provided that no teacher other than those with a Ph.D shall be promoted or appointed as Professor.
4.	<b>SELECTION COMMITTEES AND GUIDELINESS ON SELECTION PROCEDURES :</b>	
	The AICTE has evolved following guidelines on :	
	(a)	Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor for direct recruitment and under CAS
	(b)	Specified selection procedures for direct recruitment and Career Advancement Scheme Regulations for Teachers in Universities and Colleges. However, for other academic staff in Universities / Colleges, UGC guidelines of 30.6.2009 and any amendments / corrigendum / clarifications issued subsequently by UGC be followed.
5.	<b>SELECTION COMMITTEE SPECIFICATIONS :</b>	
	5.1	<b>Assistant Professor in the University :</b>
		The Selection Committee for the post of Assistant Professor in the University shall have the following composition :

	1.	The Vice Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee.
	2.	Three experts in the concerned subject nominated by the Vice-Chancellor or Acting Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University concerned.
	3.	Dean of the concerned Faculty, wherever applicable
	4.	Head/Chairperson of the Department/School.
	5.	An academician nominated by the Visitor / Chancellor, wherever applicable.
	6.	An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice Chancellor, if any of the candidates representing these categories is the applicant and 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.
5.2	<b>Associate Professor in the University :</b>	
	The Selection Committee for the post of Associate Professor in the University shall have the following composition :	
	1.	Vice Chancellor or Acting Vice Chancellor to be the Chairperson of the Selection Committee.
	2.	An academician who is the nominee of the Visitor / Chancellor, wherever applicable.
	3.	Three experts in the concerned subject / field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the University concerned.
	4.	Dean of the faculty, wherever applicable.
	5.	Head/Chairperson of the Department/School.
	6.	An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing 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.
		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.

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5.3	<b>Professor in the University :</b>
	The composition of the Selection Committee for the post of Professor in the University shall be similar in composition as that for the post of Associate Professor set out in above clause.
5.4	<b>Assistant Professor in Colleges including Private Colleges :</b>
	The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:
1.	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.
2.	The Principal / Director of the College.
3.	Head of the Department of the concerned subject in the College.
4.	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 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 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.
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 or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.
6.	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
7.	An academician representing SC / ST/ OBC/ Minority/ Women/Differently-abled categories, if any of 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



		<p>out of the three subject-experts shall be present.</p> <p>For all levels of teaching positions in for Government / Government aided / Government autonomous Colleges, the State Public Services, Commissions / Teacher Recruitment Boards must invite three subject experts, for which the concerned University be involved in the selection process by respective appointing authority.</p> <p>For all levels of teaching positions in Constituent College(s) of a University, the selection committee norms shall be similar to that of the posts of departments of the University.</p>
	5.5	<b>Associate Professor in Colleges including Private Colleges :</b>
		The Selection Committee for the post of Associate Professor in Colleges including Private Colleges shall have the following composition :
	1.	The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
	2.	The Principal / Director of the College.
	3.	The Head of the Department of the concerned subject from the College.
	4.	Two University representatives nominated by the Vice Chancellor or Acting Vice Chancellor, one of whom will 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 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.
	6.	An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing 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.
			<p>The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.</p> <p>For all levels of teaching positions in for Government / Government aided / Government autonomous Colleges, the State Public Service, Commissions / Teacher Recruitment Boards must invite three subject experts for which the concerned University, be involved in the selection process by respective appointing authority.</p> <p>For all levels of teaching positions in Constituent College(s) of a University, the selection committee norms shall be similar to that of the posts of departments of the University.</p>
	5.6		<b>Professor in the Colleges including Private Colleges :</b>
			<p>The composition of the Selection Committee for the post of Professor in the Colleges including private Colleges shall be similar in composition as that for the post of Associate Professor set out in the above clause.</p> <p>For all levels of teaching positions in For Government / Government aided / Government autonomous Colleges, the State Public Services, Commissions / Teacher Recruitment Boards must invite three subject experts for which the concerned University, be involved in the selection process by respective appointing authority.</p> <p>For all levels of teaching positions in Constituent College(s) of a University, the selection committee norms shall be similar to that of the posts of departments of the University.</p>
	5.7		<b>College Principal / Director :</b>
			The Selection Committee for the post of College Principal shall have the following composition :
		1.	Chairperson of the Governing Body as Chairperson.
		2.	Two members of the Governing Body of the College to be nominated by the Chairperson of whom one shall be an expert in academic administration.
		3.	One nominee of the Vice Chancellor who shall be a Higher Education expert.
		4.	Three experts consisting of the Principal / Director of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant statutory body of the University concerned.

	5.	An academican representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing 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.
		<p>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.</p> <p>All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.</p> <p>The term of appointment of the College Principal / Director shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process.</p>
6.	<b>COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS :</b>	
	6.1	Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific / professional organizations such as the CSIR, ICAR, DfIDO, UGC, ICSSR, ICHR, ICMR, DBT , etc., should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix I - Table No. II provided that :
	(a)	The essential qualifications of the post held were not lower than the qualifications prescribed by the AICTE for Assistant Professor, Associate Professor and Professor as the case may be.
	(b)	The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer), Associate Professor (Reader) and Professor.
	(c)	The candidate for direct recruitment has applied through proper channel only.
	(d)	The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.

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		(e)	The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / concerned institutions, for such appointments.
		(f)	The previous appointment was not as guest lecturer for any duration, or an ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that :
		(i)	the period of service was of more than one year duration;
		(ii)	the incumbent was appointed on the recommendation of duly constituted Selection Committee;
		(iii)	the incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service; and
		(iv)	Artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on permanent basis shall be given the benefit of entire service rendered by him with effect from the date of initial appointment (temporary/contract/ad-hoc) notwithstanding the artificial break/breaks in service.
		(g)	No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government) was considered for counting past services under this clause.

Dr. K. P. ISAAC, Member-Secy.

[ADVT. III/4/162/12/Exty.]

**APPENDIX - I****TABLE - I**

**PROPOSED SCDRES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN  
RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PRDMDTIDNS  
OF UNIVERSITY / COLLEGE TEACHERS**

**CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED  
ACTIVITIES**

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

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

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

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



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

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

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

Sl. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling).	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below).	15
	<b>Total Score</b>	<b>50</b>
	<b>Minimum API Score Required</b>	<b>15</b>

### CATEGORY- III : RESEARCH AND ACADEMIC CONTRIBUTIONS

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between University and Colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sl. No.	APIs	Engineering	Faculties of Languages Humanities/ Social Sciences/	Mox. points for University and College

			Management	teacher position
III A	Research Papers published in :	Refereed Journals *	Refereed Journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN number.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Seminar/ Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	International 10/ publication
				National 5 / publication
III (B)	Research Publications (books, chapters in books, nther than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters contributed to edited knowledge based volumes published by International Publishers Chapters in knowledge based volumes by Indian/National level publishers with	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international	5 / Chapter

		ISBN/ISSN numbers and with numbers of national and international directories	directories	
<b>III (C)</b>	<b>RESEARCH PROJECTS</b>			
<b>III (C) (i)</b>	Sponsored Projects carried out/ ongoing	Major Projects amount mobilized with grants above Rs. 30.0 lakh	Major Projects amount mobilized with grants above Rs. 5.0 lakh	20 /each Project
		Major Projects amount mobilized with grants above Rs. 5.0 lakhs up to Rs. 30.00 lakh	Major Projects Amount mobilized with minimum of Rs.3.00 lakh up to Rs.5.00 lakh	15 /each Project
		Minor Projects (Amount mobilized with grants above Rs.50,000 up to Rs.5 lakh)	Minor Projects (Amount mobilized with grants above Rs.25,000 up to Rs.3 lakh)	10/each Project
<b>III (C) (ii)</b>	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.3.00 lakh	Amount mobilized with minimum of Rs.1.0 lakh	10 per every Rs.3.0 lakh and Rs.1.0 lakh Respectively
<b>III (C) (iii)</b>	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project
				10 / each minor Project
<b>III (C) (iv)</b>	Projects Outcome / Outputs	Major policy document of Govt. Bodies at Central and State level	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent
		Patent/ Technology transfer/ Product/ Process	Patent/ Technology transfer/ Product/ Process	50 /each for International level
<b>III (D)</b>	<b>RESEARCH GUIDANCE</b>			
<b>III (D) (i)</b>	M.Phil./ M.Tech	Degree awarded only	Degree awarded only	3 / each candidate

III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 /each Candidate
		Thesis submitted	Thesis submitted	7 /each candidate
<b>III (E) TRAINING COURSES AND CONFERENCE /SEMINAR / WORKSHOP PAPERS</b>				
III (E) (i)	Attended Refresher courses, Methodology workshops, Training, Teaching Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	Not less than two weeks Duration	Not less than two weeks duration	20/each
		One week duration	One week duration	10/each
III (E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	a) International conference	15 /each
		b) National	b) National	10/ each
		c) Regional/State level	c) Regional/State level	5 /each
		d) Local University/College level	d) Local University/College level	3 / each
III (E) (iv)	Invited lectures or presentations for conferences / Symposia	(a) International	(a) International	10 /each
		(b) National level	(b) National level	5 /each

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal

would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

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

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

2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally total score, if the number of authors are more, then the first two authors would share equally 60% of the total points and the remaining authors would share equally 40% of the points.

**TABLE – II (A)**

**MINIMUM APIs AS PROVIDED IN TABLE I**

**TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHT AGES FOR EXPERT ASSESSMENT**

		Assistant Professor/ equivalent cadres : (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities (category I)	75/Year	75/Year	75/Year	75/Year	75/Year
II	Co-curricular, Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year	15/Year



III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III)	10/Year (40/assessment period)	20/Year (100/assessment Period)	30/Year (90/assessment period)	40/Year (120/assessment period)	50/Year (500/assessment period)
V	Expert Assessment System Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	Screening Committee No separate points. Screening committee to verify API scores	Screening Committee No separate points. Screening committee to verify API scores	Selection Committee 30% Contribution to Research 50% Assessment of domain knowledge and teaching practices. 20 % Interview performance	Selection Committee 50% Contribution to Research 30 % Assessment of domain knowledge and teaching practices. 20 % Interview performance	Expert Committee 50% Contribution to Research 50 % Performance evaluation and other credential by referral procedure
Note : For Universities for which Sixth PRC Awards are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs.6000, 7000, 8000, 9000, 10000 and 12000 respectively						

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TABLE – II (B)					
MINIMUM APIs AS PROVIDED IN TABLE I					
TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS) AND WEIGHTAGES FOR EXPERT ASSESSMENT					
		Assistant Professor/ equivalent cadres Stage 1 to Stage 2 :	Assistant Professor/ equivalent cadres : Stage 2 to Stage 3	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadre (Stage 4)	Associate Professor to Professor Promotion in Colleges (Stage 5) as per assigned posts
I	Teaching learning, Evaluation Related Activities (category I)	75/Year	75/Year	75/Year	75/Year
II	Co-curricular, Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III)	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)	20/Year (60/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100.	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	20% - Contribution to Research 60% - Assessment of domain knowledge and teaching	30% - Contribution to Research. 50 % - Assessment of domain knowledge and teaching

Minimum required for promotion is 50)		practisees. 20 % Interview performance	practisees. 20 % Interview performance
<p>* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.</p> <p>Note : For Universities for which Sixth PRC Awards are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs.6000, 7000, 8000, 9000 and 10000 respectively.</p>			

#### Explanatory note for Tables II (A) and II (B)

1. All Universities / Colleges will set up verifiable systems for the API related information required in these tables within THREE months of notification of these Regulations. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the Universities / Colleges for follow up by the Universities / College authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Regulations from 31-12-2010 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in Universities / Colleges, if any for one year only with the minimum average scores as depicted in Table II (a) and II (h). This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is eligible for CAS promotion in 2011, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher becoming for CAS promotion in 2012, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II, also for the differing nature of contributions possible in different institutional settings.
5. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together.
6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so three months before the due date, if they consider themselves eligible. Candidates who do not consider themselves eligible, can also apply at a later date.

7.	If, however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables II(A) and II (B) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.	
8.	a.	If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
	b.	If however, the candidate finds that she / he fulfills the eligibility conditions at a later date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application.
	c.	If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.

**TABLE - II(C)**

**Minimum Scores for APIs for direct recruitment of teachers in University departments/Colleges, and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulations.**

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

**Note :** For Universities/Colleges for which Sixth PRC Awards are applicable, Stages 1, 4 and 5 correspond to scales with AGP of Rs.6000, 9000 and 10000 respectively.

TABLE : III

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES			
Sl. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil /PG Degree in Professional Courses such as LLM, M.Tech, or six years of service who are without Ph.D /M.Phil /PG Degree in Professional Courses	(i) Minimum API scores using PBAS scoring proforma developed by the concerned University as per the norms provided in Table II(A)/II(B) of Appendix I. (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration approved or conducted by AICTE / Central Govt. / State Govt. /TEQIP / CIILP/ISTE/ NITTTR / IIT / DTE / SBTE / University , etc. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II(A) / II(B) of Appendix I (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching Learning – Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration approved or conducted by AICTE / Central Govt. / State Govt. /TEQIP / CIILP / ISTE/ NITTTR / IIT / DTE / SBTE / University , etc. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor	Assistant Professors with three years of completed service in	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms



	(Stage 4)	Stage 3.	<p>provided in Table II(A) / II(B) of Appendix 1.</p> <p>(ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders..</p> <p>(iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration approved or conducted by AICTE/Central/State Govt / TEQIP / CIILP/STE/ NITTTR / IIT / DTE / SBTE / University , etc.</p> <p>(iv) A selection committee process as stipulated in these Regulations and in Tables II(A) and II(B) of Appendix 1.</p>
4.	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II(A)/II(B) of Appendix 1. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection committee process as stipulated in this Regulation and in Tables II(A) and II(B) of Appendix 1.</p>
5.	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (Universities only)	<p>(i) Minimum yearly /cumulative API scores for the assessment period as per the norms provided in Table II(A) of Appendix 1</p> <p>(ii) Additional credentials are to be evidenced by: (a) postdoctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c)</p>

		Additional research degrees like D.Sc., D.Litt., LL.B., etc., (iii) A review process by an Expert Committee as stipulated in this Regulation and in Tables II(A) and II(B) of Appendix 1.
*	<p>For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the existing requirement of Ph.D. or equivalent publications will continue to apply. In case, some teachers do not also meet this criteria, the selection committee may give due weightage to criteria mentioned in Appendix 1, Categories I and II. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these Regulations, will be applicable.</p>	
<p><b>Note :</b> For Universities/Colleges for which Sixth PRC Awards are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs.6000, 7000, 8000, 9000, 10000 and 12000 respectively</p>		

University of \_\_\_\_\_

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

Session / Year \_\_\_\_\_

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

**PART A**

**( GENERAL INFORMATION )**

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

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

**PART B**

**(ACADEMIC PERFORMANCE INDICATORS)**

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

**CATEGORY 1**

**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

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

Sl. No.	Course / Paper	Level	Mode of teaching *	No. of classes per week allotted	No. of Classes conducted	% of classes / practicals taken as per documented record

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

		API Score
(a)	Classes Taken (max. 50 for 100% performance & Proportionate score upto 80% performance, below which no score may be given)	
(h)	Teaching Load in excess of AICTE norm (max. score : 10)	
(ii)	Reading / Instructional material consulted and additional knowledge resources provided to students	

Sl. No.	Course / Paper	Consulted	Prescribed	Additional Resource Provided
API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students (max. Score : 20)				API Score
(iii)	Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement , etc.			
Sl. No.	Short Description			API Score
Total Score (max Score : 20)				
(iv)	Examination Duties Assigned and Performed			
Sl. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
Total Score (max. : 25)				

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CATEGORY II							
<u>CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES</u>							
Please mention your contribution to any of the following :							
Sl. No.	Type of Activity				Average Hrs. / Week		API Score
	(i) Extension, Co-curricular & field based activities						
	Total (max. : 20)						
	(ii) Contribution to Corporate Life and Management of the Institution				Yearly / Semester wise responsibilities		API Score
	Total (max. : 15)						
	(iii) Professional Development Activities						
	Total (max. : 15)						
	Total Score (i + ii + iii) (max. : 25)						
CATEGORY III							
<u>( RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS )</u>							
A) Published Papers in Journals							
Sl.	Title with	Journal	ISSN/ISBN	Whether peer reviewed, impact	No. of co-	Whether you are the main	API



No.	Page Nos.	No.	factor, if any	authors	author	Score

**B(i) Articles / Chapters published in Books**

Sl. No.	Title with Page Nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

**(ii) Full Papers in Conference Proceedings**

Sl. No.	Title with Page Nos.	Details of Conference Publication	ISSN/ISBN No.	No. of co-authors	Whether you are the main author	API Score

**(iii) Books Published as single author or as editor**

Sl.	Title with	Type of	Publisher &	Whether	No. of	Whether	API
-----	------------	---------	-------------	---------	--------	---------	-----

No.	Page Nos.	Book & Authorship	ISSN/ISBN No.	peer reviewed	co-authors	you are the main author	Score

iii (C) Ongoing and Completed Research Projects and Consultancies

(c) (i & ii) Ongoing Projects / Consultancies

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

(c) (iii & iv) Completed Projects / Consultancies

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

(D) Research Guidance

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.E./M.Tech./Master in appropriate field				

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

Sl. No.	Programme	Duration	Organised by	API Score

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

Sl. No.	Title of the paper presented	Title of Conference / Seminar	Organised by	Whether international / national / state / regional / College or University level	API Score

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

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

#### IV. SUMMARY OF API SCORES

Sl.No.	Criteria	Last Academic Year	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development, etc.			
	Total (I + II)			
III	Research and Academic Contribution			

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**PART C : OTHER RELEVANT INFORMATION**

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

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

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

Sl. No.	Sl. No.
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

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

Signature of the faculty with  
Designation, Place & Date

Signature of HOD/School  
Chairperson/Principal

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

<b><u>PART C : OTHER RELEVANT INFORMATION</u></b>			
Please give details of any other credential, significant contributions, awards, received, etc. not mentioned earlier.			
Sl. No.	Details (Mention Year, value, etc. where relevant)		
<b>LIST OF ENCLOSURES :</b> (Please attach copies of certificates, sanction orders, papers, etc. wherever necessary)			
Sl. No.		Sl. No.	
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	
I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filed PBAS proforma.			
Signature of the faculty with Designation, Place & Date			
Signature of HOD/School Chairperson/Principal			
N.B. : The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the University/College and information filed with the IQAC.			

### **Instructions for Filing up Part B of the PBAS Proforma**

Part B of the Proforma is based on the AICTE Regulations 2010. It is to be filled out for the recently completed academic year.

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

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

N.B. : The self-assessment scores are subject to verification by the University/College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

#### **I Teaching and Evaluation Related Performance :**

		Indicators/Activities	Maximum Score
(i)	(a)	Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records.  No score should be assigned if a teacher has taken less than (say) 80% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made.  Maximum score if there is 100% achievements	50
	(b)	If teacher has taken classes exceeding AICTE norm, then two point to be assigned for each extra hour of classes	10
(ii)		Imparting of knowledge/instruction vis-a-vis with the prescribed material (Text book / Manual , etc.) and methodology of the curriculum (100% compliance = 20 points)	20
(iii)		Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement , etc.	
		Updating of courses, design of curriculum, (5-single course)	10
		Preparation of resource material, fresh reading materials, Laboratory manuals , etc.	10
		Use of innovative teaching-learning methodologies; use of ICT;	10



	updated subject content and course improvement.	
	a. ICT Based Teaching material: 10 points/each	
	b. Interactive Courses : 5 points/each	
	c. Participatory Learning modules : 5 points/each	
	Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity : 5 points)	10
	Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10
	Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)	10
	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students	10
	a. Workshop/Training course : 10 points each	
	b. Popularization program : 5 points each	
	Maximum Aggregate Limit	20
(iv)	Examination Related Work	
	College/University end semester/Annual Examination work as per duties allotted. (Invigilation - 10 points, Evaluation of answer scripts - 5 points; Question paper setting - 5 points). (100% compliance = 20 points)	20
	College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance - 10 points)	10
	Examination work such as coordination, or flying squad duties, etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
	Maximum Aggregate Limit B (iv)	25
<b>II</b>	<b>Co-curricular, Extension and Profession Related Activities and Participation in the</b>	

<b>Corporate Life of the Institution</b>		
(i)	<b>Extension and Co-curricular Related Activities</b>	
	Institutional Co-curricular activities for students such as field studies/educational tours, industry-imparting training and placement activity (5 point each)	10
	Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC or any other similar activity (Each activity 10 points)	10
	Students and Staff Related Socio-Cultural and Sports Programmes, campus publications (department level 2 points, institutional level 5 points).	10
	Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms , etc. (5 points each)	10
	Maximum Aggregate Limit	20
(ii)	<b>Contribution to Corporate Life and Management of the Institution</b>	
	Contribution to Corporate life in Universities/Colleges through meetings, popular lectures, subject related events, articles in College magazine and University volumes (2 point each).	10
	Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
	Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10
	Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
	Organization of Conference/Training: International (10 points); national/regional (5 points)	10
	Maximum Aggregate Limit	15
(iii)	<b>Professional Development Related Activities</b>	
	Membership in profession related committees at state and national level	10

	a.	At national level : 3 points each	
	b.	At state level : 2 points each	
		Participation in subject associations, conferences, seminars without paper presentation (Each activity:2 point)	10
		Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points)	10
		Membership/participation in Bodies/ Committees on Education and National Development (5 each)	10
		Publication of articles in newspapers, magazine or other publications (not covered in category 3); radio talks, etc. (1 point each).	10
		Maximum Aggregate Limit	15

### III RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

	This is to be filled as per the AICTE Regulations, 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table I.		
	iii.	Summary of API Scores	
		The summary must take into account the maximum score limits for each set of indicators.	
	iv.	Similar PBAS proforma could be developed by the universities for the Cadres of Librarian/ Deputy Librarian /Assistant Librarian and Director of Physical Education & Sports/Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in AICTE Regulations, 2010.	