

Appendix -IV

Instructions for Filling up Part B of the PBAS Proforma (applicable to teachers in affiliated colleges)

Category I—Teaching Learning and Evaluation related activities.

1.	Lectures/Seminars/Practical/Tutorials/Contact classes taken should be based on verifiable records.	Max. Score: 50
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No score should be assigned if a teacher has taken less than 80% of the assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100% performance.

2.	If teacher has taken classes or other teaching duties exceeding UGC norm, then two points to be assigned for each extra hour of classes/duties.	Max. Score: 10
3.	Preparation and imparting of knowledge/instruction as per <i>curriculum</i> with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students (100% compliance=20 points)	Max. Score: 20
4.	Use of participatory and innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.	

Indicators/Activities	Maximum Score
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Updating of courses, design of curriculum (5 per single course)	10
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Participatory and Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc.,	10
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(a) Interactive Courses: 5 points/each	
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(b) Participatory learning modules: 5 points/each	
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(c) Case studies: 5 points/each	
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Use of ICT in T/L process with computer-aided methods like PowerPoint/Multimedia/Simulation/Softwares etc.	10
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(Use of anyone of these in addition to Chalk & Board: 5 points)	
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Developing and imparting Remedial/Bridge Courses (Each activity: 5 points)	10
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Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity: 5 points)	10
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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
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organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students	10
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(a) Workshop/Training course: 10 points each	
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(b) Popularization programme: 5 points each	
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Supervising teaching practice for students (applicable for teachers in training colleges)	10
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Maximum Aggregate Limit	20
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(iv)	Examination Related Work	
	Indicators	Maximum Score

University end semester/Annual Examination work as per duties allotted	15
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(Invigilation—5 points; Evaluation of answer scripts (home valuation)-5 Points;	
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Question paper setting—5 points). (100% compliance=15 points)	
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Attending C.V camp for valuation, external examiner for University examination (theory, practical, viva). (100% compliance=10 points)	10
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 5 points)	5
Examination work such as co-ordination, Chairman board of exam., Addl. Chief Supdt., flying squad duties (maximum of 5 or 10 depending upon intensity of duty) (100% compliance=10 points)	10
Maximum Aggregate Limit B(iv)	25

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

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

Institutional Co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity (5 point each).	10
Positions held/Leadership role played in organization linked with Extentions Work and National Service Scheme (NSS), NCC, NSO or any other similar activity (Each activity 10 points)	10
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points)	10
Community work such as values of National Integration, Environment, democracy, socialism, Human Rights, Peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	20

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 points each)	10
Institutional Governance responsibilities like Director of Arts Club, Warden, IQAC co-ordinator, College council member, co-operative Society Director Board Member (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee, purchase committee, PTA executive, IQAC member, Anti ragging cell, Women's Forum (5 points each)	10
Responsibility for, or participation in committees for Students Welfare, Counselling and Discipline, College Union advisor, staff editor college magazine, SC/ST cell convener, Nodal officer for scholarships (5 each)	10
Organisation of Conference/Training/Tournaments or sports meet as Chairman/Organizational Secretary/Treasurer:	10
(a) International (10 points); national/inter university (8 points); regional/university (5 points)	
(b) as member of the organizing committee (1 point each)	
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators/Activities	Maximum Score
Membership in profession related committees at state and national level	
(a) At national level: 3 points each	
(b) At state level: 2 points each	

Participation in subject associations, conferences, seminars without paper presentation (Each activity: 2 point)

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)

Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 each)

Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)

Maximum Aggregate Limit

15

CATEGORY: III—RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

This is to be filled as per Appendix III Table 1, Category III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table 1.

III. Summary of API Scores

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

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

Instructions for filling up part B of PBAS proforma for Physical Education Teachers in Universities and colleges.

CATEGORY I:

TEACHING COACHING & INFLUENCING SOCIAL COGNITIVE LEARNING RELATED ACTIVITIES

Brief explanation: based on the teachers self assesment api score proposed for (a) teaching, coaching related activities, (b) contribution to the health & social wellbeing of the stakeholders, (c) domain knowledge, (d) contribution to innovative teaching, new courses (e) participation in examination & evaluation 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 finalised by the screening / selection committee.

The main parameters of evaluation in category i is shown in table below:

SL ,NO	NATURE OF ACTIVITY	MAXIMUM SCORE
1.	Teaching, coaching, training and coordinating the health & recreation related activities for the students	50
2.	Extending service to institution, organisations & community in excess to norms	15
3.	Organizing & conduct of sports event	35
4.	Use of participatory & innovative teaching, coaching & training methodologies & facilities.	15
5.	Examination duties as per allotment	10
	Total score	125
Minimum API score required - 75		

Detailed explanation of indicators / activities of category I:

CATEGORY I: TEACHING, COACHING & INFLUENCING SOCIAL COGNITIVE LEARNING RELATED ACTIVITIES

I. Teaching, coaching, training & coordinating health & recreation related activities for the students

Sl.no	Nature of activity	Assigned score	Maximum score																																									
1.1	Class room teaching as per allocation per academic year. <u>Total hours taken x 15</u> Total hours allocated	15	50																																									
1.2	Coaching & training																																											
1.2.1	Conduct of coaching camp at college for various disciplines with not less than 15 days duration. 10 marks per discipline	15																																										
1.2.2	Team securing position at various levels of competition <table border="1" style="margin-left: 20px;"> <thead> <tr> <th rowspan="2">COMPETITION</th> <th colspan="4">TEAM POSITION</th> </tr> <tr> <th>I</th> <th>II</th> <th>III</th> <th>IV</th> </tr> </thead> <tbody> <tr> <td>Inter collegiate</td> <td>3</td> <td>2</td> <td>1</td> <td></td> </tr> <tr> <td>District championship</td> <td>3</td> <td>2</td> <td>1</td> <td></td> </tr> <tr> <td>State championship</td> <td>5</td> <td>3</td> <td>1</td> <td></td> </tr> <tr> <td>Inter university</td> <td>7</td> <td>5</td> <td>3</td> <td>1</td> </tr> </tbody> </table>	COMPETITION	TEAM POSITION				I	II	III	IV	Inter collegiate	3	2	1		District championship	3	2	1		State championship	5	3	1		Inter university	7	5	3	1	10													
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1.2.3	Individuals securing position at various levels of competitions <table border="1" style="margin-left: 20px;"> <thead> <tr> <th rowspan="2">Competition</th> <th colspan="5">POSITION</th> </tr> <tr> <th>I</th> <th>II</th> <th>III</th> <th>IV</th> <th>Partic ipation</th> </tr> </thead> <tbody> <tr> <td>Inter collegiate</td> <td>3</td> <td>2</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>District championship</td> <td>3</td> <td>2</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>State championship</td> <td>5</td> <td>3</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>Inter university/ National</td> <td>7</td> <td>5</td> <td>3</td> <td>2</td> <td>1</td> </tr> <tr> <td>International</td> <td>10</td> <td>7</td> <td>5</td> <td>3</td> <td>2</td> </tr> </tbody> </table>	Competition	POSITION					I	II	III	IV	Partic ipation	Inter collegiate	3	2	1			District championship	3	2	1			State championship	5	3	1			Inter university/ National	7	5	3	2	1	International	10	7	5	3	2	10	
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International	10	7	5	3	2																																							
1.3	Managing other health & recreation related activities																																											
1.3.1	Conduct of fitness awareness & assessment programme for college students	10																																										
1.3.2	Conduct of intramural programmes. 5 points per event	10																																										
1.3.3	Conduct of annual athletic meet	10																																										

1.3.4	Fielding college teams in inter collegiate competitions. 3 points per team	10																										
2. Extending service to institution, organisation & community in excess to norms																												
2.1	Assignments of university/state/national/international events	10	15																									
	<table border="1"> <thead> <tr> <th>PARTICULARS</th> <th>UTY</th> <th>STATE</th> <th>NATIONAL</th> <th>INTERNATIONAL</th> </tr> </thead> <tbody> <tr> <td>Acted as team selector</td> <td>3</td> <td>3</td> <td>5</td> <td>10</td> </tr> <tr> <td>Acted as team coach/manager</td> <td>5</td> <td>3</td> <td>5</td> <td>10</td> </tr> <tr> <td>Officiating</td> <td>2</td> <td>3</td> <td>5</td> <td>10</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	PARTICULARS		UTY	STATE	NATIONAL	INTERNATIONAL	Acted as team selector	3	3	5	10	Acted as team coach/manager	5	3	5	10	Officiating	2	3	5	10						
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2.2	Community, institutional service																											
2.2.1	Coaching camp for school children during weekends, vacation of not less than 15 days duration	5																										
2.2.2	Extending service & facility for conduct of school, community sport	5																										
2.2.3	Conduct of health & fitness assessment, awareness & training for community/school	5																										
2.2.4	First aid awareness class	5																										
3. Conduct of sports event at college																												
3.1	International competitions	30	30																									
3.2	Inter university competitions	30																										
3.3	National level competitions	30																										
3.4	State level competitions	15																										
3.5	Intercollegiate competitions per event	15																										
3.6	District competitions	15																										
3.7	Host for state/university coaching camps	5																										
4. Use of participatory & innovative teaching/ coaching methodologies & facilities																												
4.1	Use of ICT for teaching, coaching	10	20																									
4.2	Updating of course, design of curriculum	10																										
4.3	Preparation of resource materials, fresh reading materials, training manuals	5																										
4.4	Maintenance of playfield	5																										
4.5	Developing/ assigning/imparting remedial/	5																										

	correctional/bridge/counseling sessions		
4.6	Developing, imparting, and organizing soft skills, psychological skills & personality development programmes for sportsperson	5	
4.7	Talent identification programme development & conduct	5	
5. Examination related works			
5.1	University end semester examination- on work as per duties allotted:	10	10
	Invigilation -5		
	Evaluation of answer script - 5		
	Question paper setting - 5		
	Attending CV camp by university - 5		
5.2	College examination/ evaluation, responsibilities for internal, continuous assessment work as allotted (100% compliance -10pts)	10	
5.3	Exam works such as coordinator/ flying squad/external examiner (100% compliance – 10 pts)	10	

For criteria II and III instructions will be same as those for University and College Teachers.

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (API's) IN RECRUITMENT AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF COLLEGE LIBRARIANS.

CATEGORY I

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sl.No	Nature of Activity	Max. Score	Items	Assigned Score/item	Secured Score*		
1	Library resources organisation and maintenance	40	Attendance of the Librarian in the college not less than 80% [otherwise proportionately, rounded off to the nearest integer]	30			
	of books, journals, reports; provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional newsletters, etc.		Coordinator- Inter National Seminar/workshop (min.2 days) coordinator	15			
			Coordinator-National Seminar/workshop (min.2 days)	10			
			State level Seminar/workshop coordinator	5			
			Seminar chairing	5			
			Paper presentation for Inter National seminar	15			
			Paper presentation for National seminar	10			
			Paper presentation for state level seminar	5			
			Preparation of institutional news letters minimum 2 Nos in an academic year	10			
			Literature retrieval service to researchers	5			
			Assistance to Departments of the college in preparing reports, manuals, and related documents like IQAC reports, surveys etc	5			
			Provision of library reader service to the stake holders	5			
	2		ICT and other new technologies application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV) development of library management	30	Automation of catalogue and its updation year wise	10	
					Reference and information services and its updation	5	
					Using ICT tools like RFID, CCTV	10	
		Virtual Labs, Blog usage,	5				
		Orientation for fresh students regarding Library usage	5				
		Preparation of Bibliographic notes for research purpose	10				
		RFID awareness to the students and staff, if the facility is available in the college	5				

	tools					
	(software), Internet management					
3	Development, organisation and management	25	CSIR,UGC,NET,SET entrance etc coaching for			
	of e-resources including their accessibility over		not less than 5 students in a year by qualified Librarian			
	Intranet/Internet, digitization of library resources,		as UGC general paper	20		
	e-delivery of information etc.		Usage/preparation of digital library books	25		
			e-delivery of information to IQAC, UGC,NAAC,KSAAC	5		
			Usage or preparation of digital library of periodicals			
			with National/International publications	10		
4	User awareness and Instruction programmes	20	User awareness and instruction Programmes	10		
	(Orientation lectures, users' training in the use of		Users' training in the use of library services			
	library services as e-resources, OPAC; knowledge		as e-resources	10		
	resources user promotion programmes like		Organising Book exhibition on new arrivals, for			
	organising book exhibitions, other interactive		departmental seminars, special occasions like			
	latest learning resources etc.		writer's day * etc	10		
5	Additional services such as extending library	10	Extending library facilities on holidays			
	facilities on holidays, shelf order maintenance,		[for each day 1 mark each subject to a			
	library user manual, building and extending		maximum of 5 marks]	5		
	institutional library facilities to outsiders through		Shelf order maintenance	5		
	external membership norms		Uploading of National/UGC/DCE seminar papers from			
			various departments of the college	5		
			Building and extending institutional library facilities			
			to outsiders through external membership norms	10		
			NLIST/ INFLIBNET/EDUSAT/DELNET*	10		
	Total Score	125	Total score	295		
	Minimum API Score Required	75	Secured score		*	

NB:- The self-assessment scores are subject to verification by the university/college, and by the Screening cum Verification Committ