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

(iv)   Examination Related Work

Indicators	Maximum Score
University end semester/Annual Examination work as per duties allotted (Invigilation—5 points; Evaluation of answer scripts (home valuation)-5 Points; Question paper setting—5 points). (100% compliance=15 points)	15

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.

CATEGORY I:

TEACHING COACHING & INFLUENCING SOCIAL COGINITIVE LEARNING RELATED ACTIVITIES

Brief explanation: based on the teachers self assessement 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 COGINITIVE LEARNING RELATED ACTIVITIES |

| 1. | 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. Total hours taken x 15 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	10	
1.2.3	Individuals securing position at various levels of competitions	10	
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	

1.2.2 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	

1.2.3 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

5

1.3.4	Fielding college teams in inter collegiate competitions. 3 points pet team					10	

2. Extending service to institution, organisation & community in excess to norms

2.1	Assignments of university/state/national/international events					10	

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

(15)

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, comnity 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: Invigilation -5 Evaluation of answer script - 5 Question paper setting - 5 Attending CV camp by university - 5	10	10
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			
	of books,journals,reports; provision of library		than 80% [otherwise proportionately, rounded off			
	reader-services, literature retrieval services to		to the nearest integer]	30		
	researchers and analysis of reports;Provision of		Coordinator- Inter National Seminar/workshop	15		
	assistance to the departments of College with		(min.2 days) coordinator			
	the required inputs for prepariing reports,		Coordinator-National Seminar/workshop			
	manuals and related documents; Assistance		(min.2 days)	10		
	towards updating institutional website with		State level Seminar/workshop coordinator	5		
	activity related information and for bringing out		Seminar chairing	5		
	institutional newsletters,etc.		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	30	Automation of catelogue and its updation year wise	10		
	upgradation of library services such as automation		Reference and information services and its updation	5		
	of catelogue, learning resources procurement		Using ICT tools like RFID, CCTV	10		
	functions, circulation operations including		Virtual Labs,Blog usage,	5		
	membership records, serial subscribtion system,		Orientation for fresh students regarding Library usage	5		
	reference and information services, library security		Preparation of Bibliographic notes for research purpose	10		
	(technology based methods such as RFID, CCTV)		RFID awareness to the students and staff, if the			
	development of library management		facility is available in the college	5		

	tools				
	(software), Internet management				
3	Dedvelopment, organisation and management	25	CSIR,UGC,NET,SET entrance etc coaching for		
	of e-resources including their accessability 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 manuel, 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		*

CATEGORY II
CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES
[LIBRARIANS]

Sl.No	Nature of Activity	Maximum Score	Items	Assigned score	Secured score
1	Student related Cocurricular extension and field based activities related to Library	20	Current awareness services based on documentation work	10	
			Library user education programme for freshers	10	
			Collaboration work-Facilitating IGNOU study centre	10	
			Books exhibition of new arrivals soon after each yearly purchase	10	
			Research/Dissertation work-need based reference services	10	
			(Make available the required books and periodical based on the research work/ Dissertation, secondary journal web site etc)		
2	Contribution to corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Collection of College magazines-back editions Min.5 Nos	10	
			Collection and documentation of the historical imporatant places in the District	10	
			Preparation of 'Reminiscences' book about the College	10	
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)	15	Collection of PhD/Mphil thesis/publications of teachers and students (PhD 10, M Phil 5)	10	
			DCE Sponsored seminar book exhibition (Two seminars 5 marks, More than two-10 mark	10	
			Citation index register	5	
			Seminar participants*	2	
			= do = outside the state *	3	
			short term course participation**	10	
			(like IMG Trg, Computer Trg, Grandha lipi Trg etc		
			Basic document digitalisation(Archieve materia	10	
			Rare Book collection(Min.10 books in a year)	5	
			Very rare book collection (Min.2 book in a year (including from existing books, if any)	10	
	Total Score	50		145	
	Minimum API Score Required	15	Secured score		

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

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