

Mahatma Gandhi University, Kottayam

Proforma for promotion under UGC Career Advancement scheme.

(In accordance with UGC 2018 regulation)

Read: 1) GO(P)No 18/2019/H.Edn. Dtd 29-06-2019, 2) GO(P)No 28/2019/H.Edn. Dtd 29-06-2019, 3) GO(P)No. 29/2019/H.Edn. Dtd 30-09-2019. 4) U.O. No. 5020/ACL/2019/MGU dated 19-10-2019

Name of the College :-.....

The college is with minority status: Yes/No

Department/ Subject :-.....

(As per the university approval order)

Proposal for promotion of: Dr. /Sri. /Smt:-.....

Promotion as:

College Director of Physical Education (stage I to Stage II/ Academic Level 10 to 11)

College Director of Physical Education (Stage II to Stage III/ Academic Level 11 to 12)

College Director of Physical Education (Stage III to Stage IV/ Acd Level 12 to Acd Lvl 13A)

College Director of Physical Education (Stage V/Acd Level 13A to 14)

(Please indicate (√) whichever is applicable)

Period of Assessment of Promotion:

From.....To.....

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (English Block Letters)	
	Malayalam	
2	Father's Name	
3	Date and Place of Birth	
4	Gender	
5	Nationality	
6	Religion	
7	Indicate Category: SC/ST/OBC/OEC/General category	
8	Whether differently abled? (Divyang)	
9	Current Designation & AGP/Academic Level	
10	Date of last Promotion with Post/ Grade promoted to with UO reference.(if applicable)	
11	Designation and grade pay/Academic Level to which promotion required?	
12	Date of Eligibility of Promotion	
13	Basic Pay and AGP(if any) of the Present Scale	
14	Date of Approval of Deputy Director for the last promotion (if	

	any)*	
15	Date and Designation of Joining service*	
16	Permanent Address with PINCODE	
17	Address for Communication with PINCODE	
18	Phone numbers (Off. Res. Mob) and email Id	Office- Residence- Mobile- Email-
19	University's Examiner Code	
20	Date in which University teachers portal last updated	

* copy of the certificate is to be attached

21. Academic Qualifications

Qualification	University/Board	Year of Passing	% of marks obtained	Division/ Class/ Grade	Subjects/ Specialization
SSLC/Equivalent					
Higher Secondary/Equivalent					
UG					
PG					
Others					

22. Research Degrees

Qualification	Title	Date of award	University
M.Phil/M.Tech			
PhD			
D.Sc/D.Lit/Others			

23. Record of academic service prior to joining the current post

Institution	Designation	Essential qualification for the post at the time of appointment	Nature of appointment (Regular/fixed term/temporary/ Adhoc)	Nature of duties(Teaching/Research/others)	Scale of Pay	Date of Joining and Date of leaving	Reason of Leaving

Note: Please indicate in a separate sheet attached, the following

- The essential qualification for the post held where not lower than the qualifications prescribed by the University.
- The post is / was in an equivalent grade or of the pre revised scale of pay.

- c. Whether applied through proper channel
 d. Whether possess the same minimum qualifications as prescribed by UGC for appointment of the post.
 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 institution, for each appointment.
 f. The previous appointment was not as Guest Lecturer for any duration.

24. Posts held after appointment at this institution

Designation	Department	Date of joining		Grade
		From	To	

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

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

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

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

Attach copy of the publications.

27. Whether an Approved Research Guide- Yes/No

If Yes, Give the details in the following table

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

28. Details of Leave

Duration	Nature of Leave (other than CL)	Purpose

Declaration

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

Place:-

Date:-

Name and Signature of the teacher

Countersigned by the Head of the Institution

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

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

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE

(Please see detailed instruction of this PBAS Proforma before filling out this section)

CATEGORY: I

I. Activity 1

<i>Year</i>	<i>Mode of Activity*</i>	<i>Total no days Assigned</i>	<i>Number of days engaged as per documented record</i>	$\frac{\text{Number of days engaged}}{\text{Total days Assigned}} \times 100$	<i>Grading</i>
20xx-xx					

OVERALL GRADE FOR CATEGORY I :

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

For Details see Annexure I

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

Activity 2

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

Activity 3

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

Activity 4

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

Activity 5

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

□ **OVERALL GRADE**

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

*

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

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

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

Place & Date

Name and Signature of the Teacher

Signature of HOD/ /Principal

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

Option A – Summary of Grading – Physical Education

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

APPLICANT SUMMARY SHEET – COLLEGE DIRECTOR OF PHYSICAL EDUCATION (CAS)
Stage 1 to 2 [Academic Level 10-11](Colleges)

College:

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

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

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

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

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

**SCREENING COMMITTEE OBSERVATIONS /
RECOMMENDATIONS**

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

Reason if not Eligible:

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

APPLICANT SUMMARY SHEET – COLLEGE DIRECTOR OF PHYSICAL EDUCATION (CAS)
Stage 2 to 3 [Academic Level 11-12] (Colleges)

College:

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

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

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

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

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

SCREENING COMMITTEE OBSERVATIONS / RECOMMENDATIONS

ELIGIBLE TO BE PLACED TO STAGE 3 / NOT ELIGIBLE TO BE PLACED TO STAGE 3
Reason if not Eligible:

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

APPLICANT SUMMARY SHEET – COLLEGE DIRECTOR OF PHYSICAL EDUCATION (CAS)
Stage 3 to 4 [Academic Level 12-13A] (Colleges)

College:

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

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

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

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

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

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

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

Reason if not Eligible:

APPLICANT SUMMARY SHEET – COLLEGE DIRECTOR OF PHYSICAL EDUCATION (CAS)
Stage 4 to 5 [Academic Level 13A-14] (Colleges)

College:

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

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

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

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

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

**SELECTION COMMITTEE OBSERVATIONS /
RECOMMENDATIONS**

ELIGIBLE TO BE PLACED TO STAGE 4 / NOT ELIGIBLE TO BE PLACED TO STAGE 4
Reason if not Eligible:

Minutes of the Screening/Selection Committee

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

Recommendation

We have carefully verified the service details, certificates, PBAS proforma and other mandatory requirements. The Candidate is recommended / not recommended for promotion as(Designation) from.....(date) under career advancement scheme of UGC regulation 2018 and Mahatma Gandhi University, U.O. No. 5020/ACL/2019/MGU dated 19-10-2019.

Screening/Selection Committee Members Present

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

Instruction to the Principal/Head of the Institution

1. Send proposal for each candidate separately, for easy verification.
2. Promotion order in form No 6 from the manager has to be attached along with each proposal.
3. Pay fixation Statement, option and declaration statement of the incumbent.
4. Documents to be attached along with the proposal for promotion are
 - a. Service book of the teacher
 - b. PhD/M.Phil/M.Tech/LLM certificate with attested copies.
5. Principal shall circulate notice to all the teaching departments inviting proposal for promotion and the teacher may submit the proposals in the prescribed format.
6. After getting the applications from the teachers, Principal/Chairman of the governing body shall request the University for the subject experts for the screening/selection committee clearly indicating the subjects and the stages of promotion of each candidate.

Annexure I

Detailing of activities of Option A –Physical Education		
Sl. No.	Activity	Grading Criteria
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend	90% and above-good Below 90% but 80 % and above- satisfactory Less than 80%- not Satisfactory
2.	Organizing intra College Competition Organizing Annual Athletic Meet, Conducting Inter Class Sports Tournaments, Sports Coaching Camps- Short Term & Long Term, Conducting Physical Fitness & Health/ Fitness Awareness Programmes, Yoga Programmes, Corrective & Adapted Physical Education Programmes, Anti Doping & Drug Abuse Awareness Programmes, Life Style Diseases, etc. Conduct Awareness programmes on Rules & Regulations of various sports & games, Organize Minor Games & Fun Games Conducting Psychological Counseling & Motivation Programmes for improving sports Performance,	Good – Intra-College competition in more than 5 disciplines Satisfactory- Intra College competition in 3-5 disciplines, Not Satisfactory- Neither Good nor Satisfactory
3.	Institution participating in external competitions Participation in Inter Collegiate Sports Tournaments, University/ Inter University/State/ National Level Sports Competitions. Organize Community Health & Fitness Awareness Programmes for the Public	Good - National level competition in at least 1 discipline plus state /district level competitions in at least 3 discipline , Satisfactory - State level Competition in at least 1 discipline plus district level competitions in at least 3 discipline, or district level Competition in at least 5 discipline Not Satisfactory - Neither Good nor Satisfactory
4.	Up gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical education facilities	Good /satisfactory /Not Satisfactory to be assessed by the Promotion committee

5.	<p>(i) At least one student of the institution participating in national /state/university (for college levels only), teams. organizing state/national/inter university/inter college level competitions</p> <p>(ii) Being invited for coaching at state/national level</p> <p>(iii) Organizing at least three workshops in a year</p> <p>(iv) Publication of at least one research paper in UGC approved journal, assistance in college administration and governance related work done during admission, examinations and extracurricular college activities</p>	<p>Good - involved in any 2 activities</p> <p>Satisfactory- 1 activity</p> <p>Not Satisfactory - not involved/undertaken any of the activities</p>
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Overall Grading:

Good : Good in Category 1 and satisfactory or good in any other two Activity

Satisfactory : Satisfactory in Category 1 and satisfactory/ good in any other two Activity.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note:

- i. It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- ii. The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical Education and Sports and also the CAS Promotion committee.
- iii. The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS promotion committee.

General Instructions

For each academic year Category I and Category II are to be prepared separately

Academic Year means- 1st June of the present year to 31st May of the next year.

For all the previous years' record, Certification of the present Principal/Head of the Department will be sufficient.