Mahatma Gandhi University, Kottayam

Proforma for promotion under UGC Career Advancement scheme.
(In accordance with UGC regulation 2010 IV Amendment & 2018 Regulations)
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, 2) 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:

Assistant Professor (stage I to Stage II/ Academic Level 10 to 11)
Assistant Professor (Stage II to Stage III/ Academic Level 11 to 12)
Assistant Professor to Associate Professor (Stage III to Stage IV/ Acd Level 12 to Acd Lvl 13A)
Associate Professor to Professor/equivalent cadres (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
    a. The essential qualification for the post held where not lower than the qualifications prescribed by the University.
    b. 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)
PROFORMA for promotion under CAS
[As per UGC Regulations (IV Amendment), 2016, UGC Regulations 2018]

SESSION/ACADEMIC YEAR...............................
(To be completed and submitted for each academic year of the assessment period)

PART B : ACADEMIC PERFORMANCE INDICATORS
(Please see detailed instruction of this PBAS proforma before filling out this section)

CATEGORY: 1. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a)   Direct Teaching (Lectures, Tutorials, Practicals, Project supervision, Field work)

S.No.	Course/Paper	Level	Mode of teaching*	No. of classes per academic year	No. of classes conducted	% of Classes taken as per documented record

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

	Score
(Max. 70 for 100% performance for Assistant Professor and Max. 60 for 100% performance for Associate Professor/ Professor & proportionate score upto 75% performance, below which no score may be given)	
	Max. Score : 70/60

(b)   Examination Duties assigned and Performed
        (Question paper Setting/Invigilation/Evaluation of answer scripts)

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	Score
Max. 20 for Asst. Professor/Asso.Professor & 10 for Professor				
			Total Score (Max.:20/10)	

(c)   Innovative Teaching-Learning Methodologies, Updating of Subject
Content/Courses mentoring etc.

S.No.	Short Description	Score
Max.10 for Asst. Professor, 15 for Asso.Professor & 20 for Professor Total Score(Max:10/15/20)		
Total Under Category I Minimum : 75; Maximum :100/95/90		

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

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

CATEGORY: III. RESEARCH AND ACADEMIC CONTRIBUTIONS

III (A) Research papers published in Journals

    (i)   Referred Journals as notified by the UGC

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

    (ii) Other reputed journals as notified by the UGC

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

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

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

III (C) Research Projects

    (i) Sponsored Projects

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

(ii) Consultancy Projects

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

(iii) Project outcome/outputs
a. Patent/technology transfer/product/process

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

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

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

III (D) Research Guidance

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

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

(i) Fellowship/Awards

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

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

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

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

S.No.	Module/Title	API Score

Total API Score claimed under Category III	
Total API Score after Expert Evaluation under Category III	

IV. SUMMARY OF API SCORES

Category	Criteria	Minimum API Required	Maximum API	Total-API Score for Assessment Period
I	Teaching, Learning and evaluation related activities			
II	Professional Development, Co- curricular & Extension activities			
III	Research and Academic Contributions			
Total				

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

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

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

Signature of the Teacher with Designation,

Place
Date

Signature of HoD/Principal

To be filled by the Screening/ Selection committee

CATEGORY: 1. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Item	Description	Max Score	Score obtained in each assessment year					
			20xx	20xx	20xx	20xx	20xx	20xx
a	Direct Teaching (Lectures, Tutorials, Practicals, Project supervision, Field work)	**70/60***						
b	Examination Duties assigned and Performed	**20/10****						
C	Innovative Teaching-Learning Methodologies, Updating of Subject Content/Courses mentoring etc.	**10/15 /20*****						
	TOTAL API SCORE SECURED IN CATEGORY: I	**100/95/ 90**						
	Grand Total							

*(Max. 70 for 100% performance for Assistant Professor and Max. 60 for 100% performance for Associate Professor/ Professor & proportionate score upto 75% performance, below which no score may be given)

** Max. 20 for Asst. Professor/Asso.Professor & 10 for Professor.

*** Max.10 for Asst. Professor, 15 for Asso.Professor & 20 for Professor

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

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

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

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

Category III-Research & Academic Contributions

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

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

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

	Yrs of service required			Minimum API required				orientation	refresher	Final result
Minimum requirement	PhD Holders 4 yrs	M.Phil Holders5 yrs	Others 6 yrs	Category I 80/yr	Category II 50/ assmt period	Category III 20/ assmt period	Category II+III 90/Assmt period	One	One	Passed/ failed
Stage I to II										

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

	Yrs of service required	Minimum API required				Orientation/ refresher	Final result
Minimum requirement	5 years in Stage II	Category I 80/yr	Category II 50/ assmt period	Category III 50/ assmt period	Category II+III 120/ Assmt period	Refresher course One	Passed/ failed
Stage II to III							

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

	Yrs of service required	Minimum API required				1 week duration course	Publications (in entire period as assistant professor-12 years)			Final result
Minimum requirement	3 years in Stage III	Category I 75/yr	Category II 50/ assmt period	Category III 75/ assmt period	Category II+III 150/ Assmt period	One	PhD Holders 1	M.Phil Holders 2	Others 3	Passed/f ailed
Asst. Prof to Asso. Prof										

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

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

	Yrs of service required	Minimum API required				Publications	Final result
Minimum requirement	3 years as Asso. Prof.	Category I 70/yr	Category II 50/ assmt period	Category III 100/ assmt period	Category II+III 180/ Assmt period	5 (Since the period that the teacher is placed in stage 3)	Passed/ failed
Asso. Prof. To Professor							

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

	Total API for the Period From……….. To……………	Total API for the Period From……….. To……………	Total API for the Period From……….. To……………	Total API for the Period From……….. To……………	Total API for the Period From……….. To……………	Total API for the Period From……….. To……………	Total API score for the Assessment period
API Secured in CATEGORY I							
API Secured in CATEGORY II							
API Secured in CATEGORY III							
API Secured in CATEGORY (II+III)							

Summary of API Score

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

Score Sheet for Selection/Expert Committee of Associate Professor/Professor

Maximum Score :100

ea of Assessment	Category			
	sistant Professor (Stage 3) to Associate Professor/ Equivalent cadres (Stage 4)	sociate Professor (Stage 4) to Professor /Equivalent Cadres (Stage 5)	ofessor (stage5) to Professor (Stage 6)	ore Achieved

Name, Designation & Signature of the Members of the Committee

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

Instructions

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

*Performance evaluation and other credential by referral procedure.

Minutes of the Screening Committee

1. Name of the candidate   -

2. Name of the College   -

3. Present Designation   -

4. Designation and AGP to which promotion is sought   -

Recommendation

We have carefully verified the service details, certificates and API score as shown in the PBAS proforma and other mandatory requirements. The Candidate is recommended / not recommended for promotion as ……………………………………..(Designation) from………………….(date) under career advancement scheme of UGC regulation 2016 (IV amendment) 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 stamen 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 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.

Instructions for Filling up Part B of the PBAS Proforma

I. Teaching, Learning and Evaluation Related activities
(Teachers whose promotion due before 17-07-2018 and opt option B (regulation 2010) need not fill category I)

a. Direct Teaching

Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than 75% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievement.	Maximum Score 70 for Asst. Professor, 60 for Asso. Professor/ Professor

b. Examination duties assigned and performed

Indicators	Maximum Aggregate Limit (b)	
College/University End Semester/Annual Examination work as per duties allotted.	**20 for Asst. Professor / Asso. Professor & 10 for Professor**	*Actual Hours Spent per academic year ÷10*
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted		
Examination work such as co-ordination, or flying squad duties etc.		

c. Innovative Teaching-Learning Methodologies, Updating of Subject Content/Courses, mentoring etc.

Indicators/Activities	Maximum aggregate limit (c)	Calculation
Updating of courses, design of curriculum		
Preparation of resource material, fresh reading materials, Laboratory manuals etc.		
Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement.		
Developing and imparting Remedial/Bridge Courses Counselling modules.	**10 for Asst. Professor 15 for Asso. Professor & 20 for Professor.**	*Actual Hours Spent per academic year ÷10*
Developing and imparting soft skills/communication skills/personality development courses/modules		
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		

Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students.		
Total under Category I (a+b+c)		
	Max.100/95/90	

II. Professional Development, Co-curricular & Extension Activities

a. Student related Co-curricular extension and field based Activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity.	Maximum Aggregate Limit 15	*Actual Hours Spent per academic year ÷10*
Positions held/Leadership role played in Organization linked with Extension Work and National Service Scheme (NSS), NCC or any other similar activity.		
Students and Staff Related Socio-Cultural and Sports Programmes, Campus publications.		
Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc.		

b. Contribution to Corporate Life and Management of the Department and Institution through participation in academic and administrative committees and responsibilities

Contribution to Corporate life in Universities/Colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes	Maximum Aggregate Limit (b) 15	*Actual Hours Spent per academic year ÷10*
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, Convener, Chairperson, IQAC Co-ordinator		
Participation in Committees concerned with an aspect of departmental or institutional management such as admission committee, development, library committee		
Responsibility for, or participation in BOS, Academic & Administrative Committees for Students Welfare, Counselling and Discipline		

c. Professional Development Activities

Indicators / Activities		
Membership in profession related Committees at State and National level	Maximum Aggregate Limit (c) 15	*Actual Hours Spent per academic year ÷10*
Participation in subject associations, conferences, seminars without paper presentation.		
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance		
Membership/participation in Bodies/Committees on Education and National Development		
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc.		
Total under Category II (a+b+c)	Maximum 45	

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication
III (B)	Publications other than journal articles (books,	Text/Reference, Books published by International Publishers, with ISBN/ISSN number.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications.	Subject Books, published b National level publishers, with ISBN/ISSN number or State Central Govt. Publications.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University.	15 per Book for Single Author

	chapters in books)	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University.	International –10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	RESEARCH GUIDANCE			
III(D) (i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate
III(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
Iii	PG(Project)	Degree awarded	Degree awarded	3
Iv	UG (Project)	Degree awarded	Degree awarded	2
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III(E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship
		State/University level Award from academic bodies	State/University level Award from academic bodies/associations	5 Per Award
III(E) (ii)	Invited lectures / papers	International	International	7 per lecture / 5 per paper presented
		National level	National level	5 per lecture / 3 per paper presented
		State/University level	State/University level	3 per lecture / 2 per paper presented
		Local/College Level	Local/College Level	2 per lecture / 1 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III(F)	Development of e-learning delivery process/material			10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - 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 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

APPENDIX - III TABLE - II (A)

MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. 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	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20 % - Interview performance	50% - Research Contribution. 50%- Performance evaluation and other credential by referral procedure

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

APPENDIX-III - TABLE: III

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES

S.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, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration. (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 cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (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. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (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 may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (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. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).
4.	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	(i)Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3. Iii) A selection committee process as stipulated in the regulation and in Tables II (A).
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (universities only)	(i) Minimum cumulative API scores for the assessment period as per the norms provided in Table II (A). (ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.D., etc., (iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A)..