Swami Ramanand Teerth Marathwada University
NANDED-431 606

Name of College: ....

Revised API - PBAS Proforma for Promotion under CAS
As per UGC's 4th Amendment Dated 11th July, 2016 and Govt. of Maharashtra GR No 201610051453597208 dated 04th March 2017 onwards

CAS Promotion for Assistant Professor / Associate Professor / Professor and Direct Recruitment of Associate Professor in Universities and Colleges
For
Faculties of Languages / Humanities / Arts / Social Sciences /Library /Physical Education / Management / Commerce

ACADEMIC YEAR 20-- - 20--

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters)   :
2. Department   :
3. Current Designation & Grade Pay:
4. Date of last Promotion   :
5. Which position and grade pay are you an applicant under CAS:
6. Date of eligibility for promotion :
7. Address (With Pin code)   :

    Telephone No   :
    E-mail   :

8. Academic Qualifications (from S.S.C. till post graduation):

Examinations	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade	Subject / Optional
S. S. C.					
H. S. C.					
Bachelors Degree					
Master Degree					
Other Examination, if any					

9. Research Degree (s):

Degrees	Title	Date of award	University
M. Phil.			
Ph. D.			
D.Sc. / D. Litt.			

10.   Appointments held prior to joining this institution

Designation	Name of the employer	Date of joining		Salary with grade	Reason for Leaving
		Joining	Releaving		

11.   Posts held after appointment at this institution:

Designation	Department	Date of actual Holding		Grade
		From	To	

12.   Period of teaching experience:

        P.G. Classes (In Years):

        U.G. Classes (In Years):

13.   Research Experience excluding years spent in M. Phil. / Ph. D. (In Years):

14.   Fields of Specialization under the Subject / Discipline:

        (a) _____

        (b) _____

15.   Human Resource Development Center Orientation / Refresher Course / ISTE-AICTE sponsored STTP / SBP attended so far:

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

16. **Tick (√) Appropriate stage of your Promotion under CAS and mention whether you fulfill the minimum Academic Performance Requirements**

Sr. No	Promotion of Teachers through CAS	Service Requirement	Eligibility Yes/No	Minimum Academic Performance Requirement and Screening/selection criteria	Eligibility Yes/ No
01	Assistant Professor/ Equivalent Cadre for Stage 1 to 2	Assistant Professor in stage 1st a) Completed Four years of service with Ph. D b) Five years service with M. Phil / P. G. Degree in Professional courses such as LLM / M. Tech / M. V. Sc / M. D. c) 6 Years service* without Ph. D / M. Phil / P. G. in any Professional courses	Yes/No Yes/No Yes/No	i) Minimum Cumulative API score using PBAS scoring Pro forma developed by the UGC as per the norms provided in Table II A ii) a) one Orientation b) one Refresher c) Research Methodology course of 2 to 3 week duration iii) Screening cum verification process for recommending Promotion	Yes/No Yes/No Yes/No
02	Assistant Professor Equivalent cadre 2nd to 3rd stage	Assistant Professor Completed service of Five year in Stage 2	Yes/ No	i) Minimum cumulative API score using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table II A ii) one course / program from among the categories of Refreshers courses, Methodology, Workshop, Training, Teaching, Learning evaluation Technology progames, soft skill development progamme, FDP of 2 to 3 weeks duration iii) Screening cum verification process for recommending Promotion	Yes/No Yes/No Yes/No
03	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professor with three year of completed service in stage 3	Yes/No	i)Minimum cumulative API score 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 Methodologies, Workshop, Training, Teaching, Learning, Evaluation Technology programme, soft skill development programme, Faculty development progamme one week duration iii) a selection committee process as stipulated in the regulation and in table II A	Yes/No Yes/No Yes/No

04	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three year of completed service in stage 4	Yes/No	i) Minimum cumulative API score using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table II A Teachers may combine Two assessment period (in stage 2 & stage 3 to achieve minimum API score if required)	Yes/No
				ii) A minimum of Five publications since the period that the Teacher is placed in stage 3	Yes/No
				iii) A selection committee process as stipulated in the regulation and in table II A	Yes/No
05	Professor (Stage 5) to Professor (Stage 6)	Professor with 10 year of completed service (Universities only)	Yes/No	i) Minimum cumulative API score using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table II A	Yes/No
				ii) Additional crediational are to be evidenced by a) post-doctoral research output of standard b) Awards, Honors', Recognition/Patents and IPR on Product and processes developed / Technology transfer achieved c) addition research degree like D.sc, D.litt, LLD etc.	Yes/No
				iii) A review process by an Expert committee as stipulated in this regulation & in table II A	Yes/No

4

PART B: ACADEMIC PERFORMANCE INDICATORS

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. University may detail the activities, in case institutional specificities require, and adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category	Name of Activity	Unit of Calculation		Self appraisal API Score			Verified API Score by Committee
1(a)	**Direct Teaching**	Actual hour spent per semester /per year	Total Hours Spent per semester /per year	For Assistant Professor	For Associate Professor	For Professor	
	(1)	(2)	(3)	(4) = (3)/ 7.5 (Max 70)	(5) = (3)/ 7.75 (Max 60)	(6) = (3)/ 7.75 (Max 60)	
	Lectures						
	Practical						
	Tutorials						
	Project Supervision						
	Field Work						
	Group Discussion						
	Seminars						
	Any Other(teaching in excess of UGC norms)						
1(b)	**Examination Duties**			(4)=(3)/ 10 (Max 20)	(5)=(3)/ 10 (Max 20)	(6)=(3)/ 10 (Max 10)	
	Question paper setting						
	Invigilation / supervision						
	Flying Squad						
	CS/ACS/Custodian						
	CAP Director/ Assistance Director						
	Unfair menace committee						
	Grievance Committee						
	Internal Assessment						
	External Assessment						
	Re-valuation						
	Result Preparation						
	M. Phil., Ph. D. Thesis evaluation						
	COE/ Director of Exam & evaluation /Member BOE & 32(5).						

1(c)	Contribution to Innovative Teaching			(4)=(3)/10 (Max 10)	(5)=(3)/10 (Max 15)	(6)=(3)/10 (Max 20)	
	Innovative Teaching, Learning methodologies						
	Use of ICT						
	Interactive Courses						
	Preparation of resource/ study material/ laboratory manuals						
	Updating of Subject content/Course/design/of Curriculum						
	Mentoring						
	Participatory learning modules						
	Role playing						
	Interaction with entrepreneur/ social worker						

Learning Methodologies (CD / Software / models / videos, etc.)
Use of innovative Methodologies (E-resources, on job training, etc.)
Use of ICT (PPT, CD's, Internet, Interactive Board, etc.).
Note: Evidence must be provided to the committee.

Subtotal (max score 10)	10 / 15/ 20			
Total of Category I Max score	100 / 95 / 90			
Minimum API score required for Category I *	80 / 75 / 70			

Note : * Assistant Professor Stage 1 to 2 = 80, Stage 2 to 3 = 80, Assistant Professor to Associate Professor Stage 3 to 4 = 75, Associate Professor to Professor Stage 4 to 5 = 70 Professor Stage 5 to 6 = 70

1. Direct Teaching 16/14/14 hours per week include the Lectures/ Tutorials/ Practicals / Project Supervision / Field Work/Skill enhancement.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.
4. Student Feedback is an integral part of the institutional and academic development of higher educational institutions and in fostering quality. Student feedback and teacher response plays a catalytic role towards improvement in teaching-learning and institutional development. Feedback from students on teaching, delivery, methodology and pedagogy is pivotal with a view to enhancing clarity of concepts, subject understanding and developing and deepening an interest in the academic discipline. Universities and Colleges should encourage teachers to assist students in providing constructive feedback on teaching-learning in order to enhance quality education and in responding to the feedback.

CATEGORY II:

CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively 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 II	Nature of Activity	Maximum API Score	Actual score
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, 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.)	15	Actual hours spent per academic year ÷10
b	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. 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 Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10
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	15	Actual hours spent per academic year ÷ 10

CATEGORY II:

CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES
(Year Wise)

Category II	Nature of Activity	Unit of Calculations		Self appraisal API Score	Verified API Score by Committee	Page No.
(A)	**Students related co-curricular, extension and field based activities**	Actual Hrs Spent / academic year	Total Hours Spent	Total hrs / 10 (Max 20)		
[i]	**Discipline related co-curricular activities**					
	Field work, field studies study tour					
	Student seminar					
	Remedial classes					
	Career counseling					
	NET/SET/GETE/Workshop					
	Quiz, debate, elocution, Guest talk (on subject)					
	Essay/Poster competition on subject					
	Exhibition on subject					
	Subject / faculty day celebration					
	Survey conduction					
	Subject association activity					
	Avishkar / Aswamedh / Anweshan (Evidence to be provided.)					
[ii]	**Other co-curricular activities**					
	Cultural prog. coordinator					
	NSS, NCC officer/ Assit officer/ Earn & learn scheme					
	Eradication of superstitions					
	Tree plantation					
	AIDS / Awareness					
	Blood donation camp					
	Student welfare officer					
	Placement officer/ industry-implant training					
	Sports Committee					
	(Evidence to be provided.)					
[iii]	**Extension and dissemination activities**					
	Positions held / Leadership role played in organization linked with Extension work					
	Community work such as— National integration, human Right, peace, Scientific temper flood/ drought relief/Women empowerment					
	Public lectures/Radio talk or prog. delivered (Related to subject)					
	Talks delivered in a programme as chief guest					
	Seminars in public interest					
	General awareness activities					

8

		Actual Hrs Spent / academic year	Total Hours Spent	Total hrs / 10 (Max 15)		
	Organizing subject related event like lecturer on special topics					
	Popular writings not covered under(III)					
	(Evidence to be provided.)					
(B)	**Contribution to corporate life & management of the dept & institution through participation in academic & administrative committees & responsibilities**					
[i]	**Administrative responsibilities**					
	Dean, Principal, management council member					
	Director of school/ institute					
	IQAC coordinator					
	Refresher / orientation coordinator					
	Head of Department					
	Chairperson/ Convener					
	Teacher-in-charge or similar duties that require regular office hours for its discharge) per duty					
[ii]	**Participation in**					
	BOS/ Faculty / Academic Council /					
	Senate/ any other University Committee					
	Chairman for subject related event like. Ph.D/M.Phil Open Defense Session/Referee.					
	Various Scrutiny meeting					
	Resource Person/ Speaker for subject related event					
	Referee / Judge for subject related event etc.					
	Administrative Committees					
	Editorial Board					
	Local management committee/ CDC					
	Admission committee					
	Campus development					
	Library committee					
	Standing Committee					
	Sexual Harassment & Prevention Committee etc. Internal assessment monitoring/SEC Coordination committee					
	Membership / participation in State / Central bodies/ committees on Education, Research, Exam Reform committee (Note: Evidence Produce before Committee)					

II (C)	**Professional Development activities**	Actual Hrs Spent / academic year	Total Hours Spent	Total hrs / 10 (Max 15)		
	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					
	Publication of Articles in proceedings/ newspaper (on subject) Magazines not covered in CATGEORY III					
	Honors/ Participation					
	Membership of Association (International/ National/ State)					
	Total of Category II Max score			50		
	Minimum API score required for Category II (for Assessment period)			*50 / 50 / 50 / 50 /100		

* Stage 1 to 2 = 50, Stage 2 to 3 = 50, Stage 3 to 4 = 50, Stage 4 to 5 = 50, Stage 5 to 6 = 100
* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

VERIFIABLE CRITERIA:1) Academic Teaching Plan/Dairy, 2) Bio Metric Generated Slips. 3) Attendance sheets/Register, 4) Certification by HOD / Principal, IQAC Coordinator(mandatory) 5) Supporting Documents

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.

III A) (i) Published Papers in Refereed Journals as notified by the UGC*

(25 points per publication)

Sr. No.	Title with page Nos.	Journal	ISSN / ISBN No.	Impact Factor, if any	No. of co-authors	Whether principal author/ corresponding author / Guide	Self appraisal score	API score Verified	Page No. of relevant documents
Sub Total A (i)									

Published Papers in Other Reputed Journals as notified by the UGC*

(10 points per publication)

Sr. No.	Title with page Nos.	Journal	ISSN / ISBN No.	Impact Factor, if any	No. of co-authors	Whether principal author/ corresponding author / Guide	Self appraisal score	API score Verified	Page No. of relevant documents
Sub Total A (i)									

III B) Publications other than journal articles (books, chapters in books)

(i) Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (30 Points per Book for Single Author)

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author /corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant document
Sub Total B i)									

(ii) Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC. (20 Points per Book for Single Author)

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author/corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant document
Sub Total B ii)									

(iii) Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (15 Points per Book for Single Author)

Sr. No.	Title with page nos.	Type of Book &Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author/corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant documents
Sub Total B iii)									

(iv) Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (International -10 points per Chapter National – 5 Points per Chapter)

Sr. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether principal author/corresponding author /Guide	Self Appraisal score	API score Verified	Page No. of relevant document
Sub Total B iv)									

Total B (i+ii+iii+iv)	

* 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.

III C) Research Projects:

III C (i) Sponsored Projects

A)   Major projects: grants above Rs.30 lakhs for Engineering/ sciences &above Rs.5 lakhs for others, 20 points per project,

B)   Major project: grants above Rs. 5 lakhs up to Rs. 30 lakhs for Engineering/ science and Rs.3 lakhs minimum to Rs. 5 lakhs for others, 15 points per project & Below 5 lakhs 10 points per project,

C)   Minor project: grants upto Rs. 5 lakhs for Engineering/ sciences & less than Rs.1 lakhs 5 points per project , Above 3 lakhs others, 10 points per project,

Type of project	Title	Agency	Year of completion	Whether Co-PI	Grant (Rs. Lakh)	Self appraisal Score	API score Verified	Page No. of relevant documents
Sub Total C (i)								

III C (ii) Consultancy Projects (Amount mobilized with minimum Rs.10 lakhs for Engineering/ sciences & minimum of Rs.2 lakhs for others, 10 points for every Rs 10 lakhs & Rs. 2 lakhs. Respectively)

Sr. No.	Title	Agency	Year of completion	Whether Co-PI	Amount Mobilized (Rs. Lakh)	Self appraisal Score	API score Verified	Page No. of relevant documents
Sub Total C (ii)								

III C (iii) Projects Outcome/Output:

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)

Sr. No.	Name of the Project	Funding Agency	Whether Co-PI	Amount Mobilized (Rs.)	Self appraisal score	API score Verified	Page No. of relevant documents
Sub Total C (iii)							

Total C (i+ii+iii)	

III D Research Guidance (In the case of joint supervision points are to be equally shared)

(For M.Phil. degree awarded 5 points per candidate, Ph.D. degree awarded 15 points per candidate. Ph.D. thesis submitted 10 points per candidate)

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score Claimed by the candidate	API Score Verified	Page No. of relevant documents
M. Phil or equivalent						
Ph. D. or equivalent						
Sub Total D						

III E Fellowships, Awards and Invited lectures delivered in conferences / seminars

III E (i) Fellowships/ Awards

A. International Award /Fellowship from academic bodies/associations -15 per Award / 15 per Fellowship.

B. National Award/Fellowship from academic bodies/associations -10 per Award / 10 per Fellowship. C. State/University level Award from academic bodies/associations -5 per Award

Sr. No.	Fellowship / Award	Year	Level International /National / State/ University	Awardee Academic Body/ Association	API Score Claimed by the candidate	API Score Verified	Page No. of relevant documents
Sub Total E (i)							

III E (ii) Invited lectures / papers International level 7 per lecture, National level 5 per lecture, State / University level 3 per lecture

a. Invited lectures

Sr. No.	Title of Lecture /Academic Session	Title of Conference / Seminar etc	Organized by	Whether international /National	API score claimed	API Score Verified	Page No. of relevant documents
Sub Total E (ii)							

(ii) Invited lectures / papers International level 5 per paper, National level 3 per paper, State / University level 2 per paper a. Papers presented

A) Invited Lectures:

Sr. No.	Title of Lecture /Academic Session	Title of Conference /Seminar etc	Organized by	Whether international/ National/ State or University level	API score claimed	API Score Verified	Page No. of relevant documents

B) Paper Presentation:

Sr. No.	Title of Lecture /Academic Session	Title of Conference /Seminar etc	Organized by	Whether international/ National/ State or University level	API score claimed	API Score Verified	Page No. of relevant documents

Total E (i+ii)	

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

SUMMARY OF CATEGORY III

Details	By Candidate	By Committee	Remark
Total A)			
Total B)			
Total C)			
Total D)			
Total E)			
Total F)			
Grand Total			

List of Enclosures:

(Please attach, copies of certificates, and / or letters sanction orders, papers etc. wherever.
Necessary)

1	6
2	7
3	8
4	9
5	10

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UNDERTAKING

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I _____undertake that the information

Provided is correct as per records submitted by me to College / Institute / university and / or documents enclosed along with the duly filled PBAS Performa.

My PBAS based APIs score carries

Place :

Date :   Signature of the faculty with

                                                                Designation

Place :

Date :   Signature

                                                         Head of the Department

                                                              Signature

                                                           IQAC Director

Place :

Date :   Principal / Director/ Vice- Chancellor

N. B.: The individual PBAS Performa duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the college/Institute/university as necessary and placed before   the   Screening   cum Evaluation Committee or Selection Committee for assessment / verification.