No. 9104-9204/Estt-I
Date 19/9/2014

CIRCULAR

From

    The Deputy Registrar (Estt.),
    Panjab University,
    Chandigarh.

To

1. The Chairperson/Head/Director of all the University Teaching departments/ Institutes & all the Co-ordinators of the Institute of Emerging Areas in Science & Technology and Social Sciences, Panjab University, Chandigarh.
2. The Chairperson, V.V.B.I.S & I.S., Sandhu Ashram, Hoshiarpur.
3. The Director, P.U. Regional Centre, Sri Muktsar Sahib.
4. The Director, P.U. Regional Centre, Ludhiana.
5. The Director, S.S. Giri P.U Regional Centre, Hoshiarpur
6. The Director, P.U. Rural Centre, Kauni, Sri Muktsar Sahib,
7. The Principal, Baba Balraj P.U. constituent College, Balachaur, Distt. Nawanshehar.
8. The Principal, P.U. Constituent College, Guru Har Sahai, Distt. Ferozepur.
9. The Principal, P.U. Constituent College, Nihalsinghwala, Distt. Moga.
10. The Principal, P.U. Constituent College, Sikhwala, Distt. Sri Muktsar Sahib
11. A.S.V.C
12. AR (DUI) Office.
13. A.R. (General) **alongwith file.**
14. A.R. (Estt.)
15. All sets of Estt. Branch-I.

Subject: Application form (based on UGC notification dated 13.6.2013) for promotion from Assistant Professor/equivalent cadres from Stage-1 to Stage-2, Assistant Professor/equivalent cadres from Stage-2 to Stage-3, Assistant Professor (Stage-3) to Associate Professor/equivalent cadres (Stage-4) and Associate Professor (Stage-4) to Professor/ equivalent cadres (Stage-5) under UGC Career Advancement Scheme (Revised Pay Scales for Teachers, 2006).

Dear Sir/Madam,

    Based on the discussion in the Senate dated 25.05.2014 (Para V), reproduced below:

> "it was clarified that since the Senate is now adopting that for calculating API Score of determine eligibility for Associate Professors and Professors for direct recruitment, the capping will be taken into consideration, therefore, the capping ought to be taken into consideration while determining the eligibility for CAS promotions from now onwards.",

    the Vice-chancellor, in anticipation of the approval of the Syndicate/ Senate has approved the calculation of API Score to determine eligibility for promotion under UGC Career Advancement Scheme in respect of Assistant Professor, Associate Professor & Professor by taking into consideration the UGC notification dated 13.6.2013 on all such cases, in which the date of eligible of capping is on or after 25.5.2014.

    The application form (No. CAS/2014/1) for UGC Career Advancement Scheme, applicable in the case of those candidates whose date of eligibility fall on or after 25.05.2014 is available on the website of the University i.e. www.puchd.ac.in.

The teachers eligible for promotion under the UGC Career Advancement Scheme should submit ten copies of application forms No. CAS/2014/1, duly filled in all respects and other relevant documents in support of their claim.

This is in continuation to this office Circular No. 4721-4801/Estt.-I, dated 24.09.2010.

Yours faithfully,

Deputy Registrar (Estt.)

PANJAB UNIVERSITY, CHANDIGARH

PBAS Proforma(based on UGC notification dated13.06.2013) for promotion under UGC Career Advancement Scheme (Revised Pay Scales for Teachers, 2006)

Application for promotion from: Assistant Professor/ equivalent cadres from **Stage-1 to Stage-2;**
Assistant Professor/ equivalent cadres from **Stage-2 to Stage-3;**
Assistant Professor (Stage-3) to Associate Professor/ equivalent cadres (**Stage-4**);
Associate Professor (**Stage-4**) to Professor/Equivalent cadres(**Stage 5**)

(Please indicate whichever is applicable)

Total API Score Calculated as per Annexure 3:

Session				
Category-I				
Category-II				
Total(Cat.-I + Cat.-II)				
Category-III (period of assessment				

Period of Assessment for the purpose of promotion: _____

1	Name (in Block Letters)	:	
2	Father's Name/Mother's Name	:	
3	Department	:	
4	Current Designation & Grade Pay	:	
5	Date of Last Promotion	:	
6	Which position and grade pay are you an applicant under CAS?	:	
7	Date of eligibility for promotion	:	
8	Date and Place of Birth	:	
9	Sex	:	
10	Marital Status	:	
11	Nationality	:	
12	Indicate whether belongs to PH/ SC/ ST/ OBC category	:	
13	Address for correspondence (with Pincode)	:	
14	Permanent Address (with Pincode)	:	
14.a	Contact Number	:	
14.b	E-Mail	:	

15. **Academic Qualifications (Matric onwards):**

Examination	University	Year	% of marks obtained	Division & Distinction
Matric				
Intermediate (10+2)				
B.A./B.Sc./B.Com.				
M.A./M.Sc./M.Com.				
M.Phil.				
Ph.D./D.Phil.				
D.Sc./D.Litt.				
Other Exams (if any)				

- In case of M.Phil/Ph.D. Examination, an attested copy of the degree & the result notification for the same be attached.

16. **Record of academic service prior to joining Panjab University (please attach relevant certificates of service experience)**

Institution	Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/ Temporary/ Adhoc)	Nature of Duties	Pay-Scale	Date of Joining	Date of Leaving	Reasons of Leaving

Please Indicate, whether in previous service(attach certificate from previous employer):

a)	The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC.
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 the UGC for appointment to the post.
e)	The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/StateGovernment/CentralGovernment/Concerned Institution, for such appointments.
f)	The previous appointment was not as guest lecture for any duration, or an ad-hoc or in a leave vacancy of less than one year duration.

17.	**Record of service in Panjab University**

Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/Temporary/ Adhoc)	Nature of Duties	Pay-Scale	Date of Actual joining	Total period Yr. M. Days

18.	**Period of teaching Experience: P.G. Classes (in Years)**

U.G. Classes (in Years)

19.	**Research Experience excluding years spent in M.Phil./Ph.D. (in Years)**

20.   **Fields of Specialization under the Subject/Discipline**

      a)

      b)

21.   **Academic Staff College Orientation/Refresher Course attended:**

Nature of the Course/Summer School	Place	Duration	Sponsoring Agency

      (Attach certificates)

22. List of Publication (for the purpose of evaluation):

Sr.No.	Name of Publication	Name of publisher	Date of publication	Enclosures: Pl. mention page number of application form where proof is attached
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

23.   **Any other relevant information:**

24.   **FUTURE PLANS**

      (Please provide a brief resume of your future plans for teaching and research)

      i)   **Teaching:**

      ii)   **Research:**

                                      Signature

Date_____

<center>**COUNTERSIGNED**</center>

<center>**Chairperson/Head of the Department/Institute**</center>

<center>**(Office Stamp)**</center>

PART-B ACADEMIC PERFORMANCE INDICATORS

G. (A) **Category I: TEACHING, LEARNING AND EVALUATION Related ACTIVITIES –** attach extra sheet, if need be.

(For Instructions, please refer to Annexure-I)

Category	Nature of activity	Notes				Unit of Assessment	Score			
Category-I	TEACHING, LEEARNING AND EVALUATION RELATED ACTIVITIES									
1A(I)	Classroom teaching (including lectures, seminar)	As per allocation				Hours per academic year				
		2010-11	2011-12	2012-13	2013-14		2010-11	2011-12	2012-13	2013-14
1A(ii)	Classroom teaching (including lectures, seminar) in excess of UGC norms	As per allocation				Hours per academic year				
		2010-11	2011-12	2012-13	2013-14		2010-11	2011-12	2012-13	2013-14
1A(iii)	Classroom teaching (including lectures, seminar) preparation time	Same as actual teaching hours as per attendance register				Hours per academic year				
		2010-11	2011-12	2012-13	2013-14		2010-11	2011-12	2012-13	2013-14
1B	Tutorial and Practicals	Actual as per Attendance register				Hours per academic year				
		2010-11	2011-12	2012-13	2013-14		2010-11	2011-12	2012-13	2013-14
1C	Outside classroom interaction with students	Max 0.5 of hours in 1A				Hours per academic year				
		2010-11	2011-12	2012-13	2013-14		2010-11	2011-12	2012-13	2013-14
	Sub –total 1	**Score= hours/ 10 (max score 100)**								

Category	Nature of activity	Notes				Unit of Assessment	Score			
Category-I	**TEACHING, LEEARNING AND EVALUATION RELATED ACTIVITIES**									
2	Research Supervision (including Masters thesis)	Max 1 hour per student per working week				Hours per academic year				
		2010-11	2011-12	2012-13	2013-14		2010-11	2011-12	2012-13	2013-14
	Sub –total 2	**Score= hours/ 10 (max score 30)**								
3A	Question paper setting, moderation and related work	Actual hours				Hours per academic year				
		2010-11	2011-12	2012-13	2013-14		2010-11	2011-12	2012-13	2013-14
3B	Invigilation/Supervision and related examination duties	Actual hours				Hours per academic year				
		2010-11	2011-12	2012-13	2013-14		2010-11	2011-12	2012-13	2013-14
3C	Evaluation/assessment of answer scripts and assignments related to internal assessment, external and re-evaluation	Max 20 minutes per full script				Hours per academic year				
		2010-11	2011-12	2012-13	2013-14		2010-11	2011-12	2012-13	2013-14
	Sub –total 3	**Score= hours/ 10 (max score 30)**								
4A	Teaching innovation including preparation of innovative course, use of innovative methodologies for	Evidence to be provided. Scores to be finalized by the screening committee				Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1				
		2010-11	2011-12	2012-13	2013-14		2010-11	2011-12	2012-13	2013-14

4

Category	Nature of activity	Notes	Unit of Assessment	Score
	teaching including bilingual/ multi-lingual teaching			
4B	Preparation of new teaching-learning material including translation, bridge material, study pack or similar additional resource for students.	Evidence to be provided. Scores to be finalized by the screening committee 2010-11 / 2011-12 / 2012-13 / 2013-14	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	2010-11 / 2011-12 / 2012-13 / 2013-14
4C	Use of anonymous students' feedback on the quality of classroom teaching and students' interaction	Performa and summary feedback to be attached 2010-11 / 2011-12 / 2012-13 / 2013-14	2 points per course (max 10 points)	2010-11 / 2011-12 / 2012-13 / 2013-14
	Sub –total 4	**Score= max 20**		

Minimum score required : 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

G. (A) Category II: Co-curricular, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES – attach extra sheet, if need be.

(For Instructions, please refer to Annexure-II)

Category	Nature of activity	Notes	Unit of Assessment	Score
Category-II	**CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**			
5A	Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counselling etc.	(Evidence to be provided. Scores to be finalized by the screening committee) **Self-assessment by candidate** 2010-11 / 2011-12 / 2012-13 / 2013-14	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	**Final score by screening committee** 2010-11 / 2011-12 / 2012-13 / 2013-14
5B	Other co-curricular activities (cultural, Sports, NSS, NCC etc.)	(Evidence to be provided. Scores to be finalized by the screening committee) **Self-assessment by candidate** 2010-11 / 2011-12 / 2012-13 / 2013-14	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	**Final score by screening committee** 2010-11 / 2011-12 / 2012-13 / 2013-14
5C	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under (III)	(Evidence to be provided. Scores to be finalized by the screening committee) **Self-assessment by candidate** 2010-11 / 2011-12 / 2012-13 / 2013-14	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	**Final score by screening committee** 2010-11 / 2011-12 / 2012-13 / 2013-14
	Sub-Total 5	**Score = Max. 30**		
6A	Administrative responsibility (including Dean, Principal, Chairperson, Convener, Teaching-in-Charge or similar duties that require regular office hours for its discharge)	Actual hours 2010-11 / 2011-12 / 2012-13 / 2013-14	Hours per academic year	**Final score by screening committee** 2010-11 / 2011-12 / 2012-13 / 2013-14
6B	Participation in Board of Studies, Academic and Administrative Committees	Actual hours 2010-11 / 2011-12 / 2012-13 / 2013-14	Hours per academic year	**Final score by screening committee** 2010-11 / 2011-12 / 2012-13 / 2013-14
	Sub –total 6	**Score= hours/ 10 (max score 30)**		

Category	Nature of activity	Notes				Unit of Assessment	Score			
Category-II	CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES									
7	Overall contribution to the collective/ corporate life of the institution (including 5, 6 and any other contribution)	(Evidence to be provided. Scores to be finalized by the screening committee) **Self-assessment by candidate**				Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	**Final score by screening committee**			
		2010-11	2011-12	2012-13	2013-14		2010-11	2011-12	2012-13	2013-14
	Sub-total : 7	**Score = Max. 10**								
	Grand Total (Sub-total: 1 to Sub-total: 7)	(Out of 250)								

Minimum score required for eligibility for promotion of

> Assistant Professor/ equivalent cadres from **Stage-1 to Stage-2;**
> Assistant Professor/ equivalent cadres from **Stage-2 to Stage-3**
> Assistant Professor (Stage-3) to Associate Professor/ equivalent cadres (**Stage-4**);
> Associate Professor (**Stage-4**) to Professor/Equivalent cadres (**Stage 5**)

is : 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

Sr. No.	Category	Minimum API required Total API	API Score filled-in by the Applicant (Year-wise w.e.f. 30.6.2010)	Whether fulfils minimum API score or not (Yes/No)	Remarks, if any	Enclosures: Pl. mention page number of application form where proof is attached
i)	**Category-I :** **Teaching-Learning Evaluation related activities**	**Per 100 /Year** **180**	2010-11 2011-12 2012-13 2013-14			
ii)	**Category-II :** **Co-curricular, Extension and Professional development related activities**	**Per 20 /Year** **70**	2010-11 2011-12 2012-13 2013-14			
iii)	**Minimum total average annual score Under Categories (Category-I and II*)**	**Per 150 /Year** **250**	2010-11 2011-12 2012-13 2013-14			

G: (A) CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

(For Instructions, please refer to Annexure-III)

ASSESSMENT PERIOD W.E.F _____

TO _____

Area of Specialization, if any : _____

Note: Proof of publications with ISSN/ISBN number must be attached with the application form.

III. (A) (i) Published Papers in Journals during the Assessment period

S.N.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author	API Score	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee
				Total API Score					

III. (A) (ii) Full papers in Conference Proceedings during the Assessment period

S.N.	Title with page no.	Details of conference Publications	ISSN/ISBN No.	No. of Co-authors and Date of publication	Whether you are the main author	API Score claimed by candidate	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee
			Total API score					

Let X = Total API scores in Table III (A) (i) & (ii) = _____

III. B (i) Articles/ Chapters published in Books during the Assessment period

S.N.	Title with page no.	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors and Date of Publication	Whether you are the main author	API Score claimed by candidate	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee
				Total API score					

III. B (ii) Books published as single author or as editor during the Assessment period

S.N.	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether Peer Reviewed	No. of Co-author & Date of Publication	Whether you are the main author	API Score claimed by candidate	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee
				Total API score					

Let Y= Total API scores in Table III (B) (I) & (II) = _____

III. C (i & ii). Ongoing Research projects and consultancies during the Assessment period

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs Lakhs)	API Score claimed by candidate	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee
			From	To				
			Total score					

III. C (iii & iv) Completed project/Consultancies during the Assessment period

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents / Patent as outcome	API Score claimed by candidate	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee
			From	To					
			Total score						

Let Z = Total API scores in Table III (C) (I & II) and III (C) (III & IV) = _____

III. (D) Research Guidance during the Assessment period

S.N.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score claimed by candidate	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee
M. Phil or Equivalent						
Ph.D or Equivalent						
		Total score				

Let U = Total API scores in Table III (D) = _____

III. E (i) **Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Not less than one week duration) during the Assessment period**

S.N.	Programme	Duration		Organised by	API Score claimed by candidate	Enclosures: Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee
		From	To				

III. E (ii) Papers presented in Conferences, Seminars, Workshops, Symposia during the Assessment period

S.N.	Title of the paper presented	Title of Conference/ Seminar etc	Date(s) of the event	Organised by	Whether International/ National/State/ Regional/ University or College Level	API Score claimed by candidate	Enclosures: Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee

III. E (iii) Invited Lectures and Chairmanships at National or international Conference/ Seminars during the Assessment period

S.N.	Title of Lecture/ Academic Session	Title of Conference/Seminar etc	Date(s) of the event	Organised by	Whether International/ National	API Score claimed by candidate	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee

Let V = Total API scores in Table III (E) (I,+ II + III) = _____

Note .

1. The screening/selection committees will assess and verify the categorization and scores of publications.
2. The parameters listed in table of **category-III** (Research and Academic contributions) shall have following capping in relation to the total API score claimed by the candidates for promotion:-

   - III (A) : Research papers (Journals, etc) 30%
   - III (B) : Research publications (Books, etc) 25%
   - III (C): Research Projects 20%
   - III (D): Research Guidance 10%
   - III (E): Training Courses and Conf/Seminar, etc 15%

ELIGIBILITY

3. **For eligibility, a candidate has to secure the following API scores:**

   (1) For eligibility based on **Category I: Teaching Learning and Evaluation related activities,** the minimum score required by teachers from this category is 100; **and**

   (2) For eligibility based on Category-II: **Co-curricular, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES;** the Minimum score required for eligibility for appointment of Associate Professor and Professor is : 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II; **and**

   (3) For eligibility based on Category-III: **RESEARCH AND ACADEMIC CONTRIBUTIONS** the API score is to be calculated as follows :

Sr. No.	Table/Sub-category		API Score (during the Assessment period) claimed/ filled by the candidate	API Score (during the Assessment period) to be given by Pre-Screening Committee
1.	**Table III (A) (i) and (ii)**	**X**		
2.	**Table III (B) (i) and (ii)**	**Y**		
3.	**Table III (C) (i) & (ii), (iii) & (iv)**	**Z**		
4.	**Table III (D)**	**U**		
5.	**Table III (E) (i)+ (ii) + (iii)**	**V**		
			As claimed by the	**As given by the Pre-**

Let $T = X + Y + Z + U + V$ =

candidate	Screening Committee

Sr. No.	Table/Sub-category	API Score			Score as claimed/ filled by the candidate	Score to be given by the Pre-Screening Committee
1.	Table III (A) (i) and (ii)	X	**Let** X_1 = Minimum of X and 0.3	T x	X_1 =	X_1 =
2.	Table III (B) (i) and (ii)	Y	**Let** Y_1 = Minimum of Y and 0.25	T x	Y_1 =	Y_1 =
3.	Table III (C) (i) & (ii), (iii) & (iv)	Z	**Let** Z_1 = Minimum of Z and 0.2	T x	Z_1 =	Z_1 =
4.	Table III (D)	U	**Let** U_1 = Minimum of U and 0.1	T x	U_1 =	U_1 =
5.	Table III (E) (i)+ (ii) + (iii)	V	**Let** V_1 = Minimum of V and 0.15	T x	V_1 =	V_1 =
			Let $T_1 = X_1 + Y_1 + Z_1 + U_1 + V_1$		T_1 =	T_1 =

If $T_1 \geq 40$(during the Assessment period) **: eligible for promotion as Assistant Professor**/ equivalent cadres from **Stage-1 to Stage-2;**

If $T_1 \geq 100$(during the Assessment period **: eligible for promotion as Assistant Professor**/ equivalent cadres from **Stage-2 to Stage-3;**

If $T_1 \geq 90$ (during the Assessment period : eligible for promotion as Assistant Professor (Stage-3) to Associate Professor/ equivalent Cadres (**Stage-4);**

If $T_1 \geq 120$(during the Assessment period) **: eligible for promotion as Associate Professor** (**Stage-4) to Professor**/ Equivalent cadres (**Stage 5**)

Sr. No.	Promotion of teachers through CAS	Minimum API score required	API score filled-in by the applicant For the assessment period w.e.f._____ to_____		Score to be given by the Pre-screening Committee	Remarks, if any.
1	**Assistant Professor**/ equivalent cadres from **Stage-1 to Stage-2**	**(10/per year)/(40/ assessment period)**_____				
2	**Assistant Professor**/ equivalent cadres from **Stage-2 to Stage-3**	**(20/per year)/(100/ assessment period)** _____				
3.	**Assistant Professor (Stage-3) to Associate Professor**/ equivalent cadres (**Stage-4**)	**(30/per year)/ (90/ assessment period)** _____				
4.	Associate Professor (Stage-4) to Professor/ Equivalent cadres (Stage 5)	(40/per year)/ (120/ assessment period) _____				

Signature

Date_____

INSTRUCTIONS

Category I: Teaching, LEARNING AND EVALUATION Related ACTIVITIES

Note: Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 and 5 above, below which no scores may be assigned in these subcategories.

Note: The model table proposes API scores and the mode for awarding these scores for various parameters of Category I of PBAS.

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The institution can verify these from the official Time Table and the record of students' attendance.

2. In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, she would claim additional 2 x 16 hours in row 1A (ii). If she has actually taught for 275 hours in that semester, she would claim 275 hours in row 1A (iii). So, in all, she would get credit for 320+32+275 = 627 hours for that semester. She would do similar calculation for the second semester and the total would be entered in each row.

3. In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But he will be awarded the maximum of 20 points in that category.

4. Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each institution may further develop these criteria and specify the requirements for the various categories mentioned here.

5. Under 4c, the teacher is only required to give a proof that she administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of her teaching. She would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.

INSTRUCTIONS

Category II: Co-curricular, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Note : The model table proposes API scores and the mode for awarding these scores for various parameters of Category II of PBAS.

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The institution can verify these from the official Time Table and the record of students' attendance.

2. In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, she would claim additional 2 x 16 hours in row 1A (ii). If she has actually taught for 275 hours in that semester, she would claim 275 hours in row 1A (iii). So, in all, she would get credit for 320+32+275 = 627 hours for that semester. She would do similar calculation for the second semester and the total would be entered in each row.

3. In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But he will be awarded the maximum of 20 points in that category.

4. Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each institution may further develop these criteria and specify the requirements for the various categories mentioned here.

5. Under 4c, the teacher is only required to give a proof that she administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of her teaching. She would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.

INSTRUCTIONS

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S.N.	APIs	Engineering/Agriculture/ Veterinary Science/ Sciences/Medical Sciences	Faculties of Languages/Arts/ Humanities/Social Sciences/ Library/Physical education/ Management	Max. points for University and college teacher position	
III (A)	**Research Papers (Published in Journals)**	Refereed Journals*	Refereed Journals*	15 / Publication	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication	
		Conference proceedings as full papers, etc. (Only abstract included in the conference Proceedings and/or souvenir of Conference would not merit any credit)	Conference proceedings as full papers, etc. (Only abstract included in the conference Proceedings and/or souvenir of Conference would not merit any credit)	10 / Publication	
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book	
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books	
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author,and 3 / chapter in edited books	
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter	
		Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter	
III C	**Research Projects**				
III C (i)	**Sponsored Projects carried out/ ongoing**	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project	
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project	
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project	
III C (ii)	**Consultancy Projects carried out /**	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.00 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively	

	ongoing			
III C (iii)	**Completed projects : Quality Evaluation**	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project
III C (iv)	**Projects Outcome / Outputs**	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level
III D	**Research Guidance**			
III D ii)	**M.Phil**	Degree awarded only	Degree awarded only	3 Points for each candidate
III D (ii)	**Ph.D**	Degree awarded only	Degree awarded only	10 Points for each candidate
		Thesis submitted	Thesis submitted	7 Points for each candidate
III E	**TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS**			
III E (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 points each
		(b) One week duration	(b) One week duration	10 points each
III E (ii)	Papers in Conference/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International Conference	a) International Conference	10 Points each
		b) National	b) National	7.5 Points each
		c) Regional/State level	c) Regional/State level	5 Points each
		d) Local – University/College level	d) Local –University/ College level	3 Points each
III E (iii)	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 Points each
		(b) National level	(b) National level	5 Points each

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – 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 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

NOTE: The score for joint publications (books/chapters in books) will be calculated in the following manner:

"Of the total score for the relevant category of publication by the concerned candidate, the first/principal author and the corresponding author/ supervisor/ mentor would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors."

It is clarified that the points are to be shared equally and not to be divided equally:

For example, if a paper has 'M' authors, which are amongst the first/principal author, the corresponding author/supervisor/mentor and 'N' remaining authors, then each of 'M' authors will get 60% marks each (say M-1 or M-2 or M-3 etc. will get 60% marks each) and the remaining authors will get 40% marks each (say N-1 or N-2 or N-3 etc. will get 40% marks each).

Sr. No.	Category	API Score (Year-wise)					
		Year		Year		Year	
		API score filled-in by the applicant	API score awarded by the Pre-screening Committee	API score filled-in by the applicant	API score awarded by the Pre-screening Committee	API score filled-in by the applicant	API score awarded by the Pre-screening Committee
1.	Category-I						
2.	Category-II						
Total: (Category-I + Category-II)							

Sr. No.	Category	API score during the Assessment Period	
		API score filled-in by the applicant	API score awarded by the Pre-screening Committee
3.	Category-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 API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III. (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 API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III (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.

18

3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	I. Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table IIA/II(B) of Appendix III. 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 will be given to M. Phil. holders and an exemption of two publications will 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 this regulation and in Tables II(A) and II(B) of Appendix III.
4.	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III. 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 this regulation and in Tables II(A) and II(B) of Appendix III.
5.	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (universities only)	(i)Minimum yearly /cumulative API scores for the assessment period as per the norms provided in Table II(A) of Appendix III (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.B., etc., (iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II(A) and II(b) of Appendix III.

* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

19