SREE NARAYANA COLLEGE, PUNALUR

AQAR 2023-24

SREE NARAYANA COLLEGE, PUNALUR (2023-24)

DEPARTMENT:

Name of Teacher :

Feedback Criteria	Result of the feedback analysis carried out on a 5-point scale				
	Excellent	Good	Average	Below Average	Poor
Sincerity					
Communication Skill					
Punctuality and Regularity					
Coverage of Topics					
Encouraging Student Participation in Class					
Approachability					
Discipline Enforcement					
Personal Help					
Help in Extra Curricular Activities					
Conduct of Test and Evaluation					

SREE NARAYANA COLLEGE, PUNALUR
Students feedback on College (2023-24)

Department :

Sl. No.		Excellent	Good	Average	Below Average	Poor
1	General Library					
2	Discipline Enforcement					
3	Canteen food and other facilities					
4	Toilet facilities					
5	Help in career guidance					
6	Office Assistance					
7	Function of PTA					
8	Activities of the college union					
9	Sports promotion					
10	Your overall experience					

SREE NARAYANA COLLEGE, PUNALUR

Students Feedback on Syllabus (2023-24)

Department :

	Ex cellent	Very Good	Good	Satisfact ory	unsatisfactory
Suitability of syllabus to the course					
Syllabus is need based					
Aims and objectives of the syllabi are well defined and clear					
The syllabus balances between theory and application					
The syllabus generates interest in the subject area					
Rate the size of syllabus in terms of the load on the student					

Students Feedback on Syllabus(2017-2018)

Department :

		Excellent	Very Good	Good	Satisfactory	unsatisfactory

#						
1	Suitability of syllabus to the course					
2	Syllabus is need based					
3	Aims and objectives of the syllabi are well defined and clear					
4	The syllabus balances between theory and application					
5	The syllabus generates interest in the subject area					
6	Rate the size of syllabus in terms of the load on the student					

Students Feedback on Syllabus(2018-2019)

Department :

		Excellent	Very Good	Good	Satisfactory	unsatisfactory
1	Suitability of syllabus to the course					
2	Syllabus is need based					
3	Aims and objectives of the syllabi are well defined and clear					
4	The syllabus balances between theory and application					
5	The syllabus generates interest in the subject area					
6	Rate the size of syllabus in terms of the load on the student					

Students Feedback on Syllabus(2019-2020)

Department :

		Excellent	Very Good	Good	Satisfactory	unsatisfactory
1	Suitability of syllabus to the course					
2	Syllabus is need based					
3	Aims and objectives of the syllabi are well defined and clear					
4	The syllabus balances between theory and application					
5	The syllabus generates interest in the subject area					
6	Rate the size of syllabus in terms of the load on the student					

Students Feedback on Syllabus(2020-2021)

Department :

		Excellent	Very Good	Good	Satisfactory	unsatisfactory

1	Suitability of syllabus to the course					
2	Syllabus is need based					
3	Aims and objectives of the syllabi are well defined and clear					
4	The syllabus balances between theory and application					
5	The syllabus generates interest in the subject area					
6	Rate the size of syllabus in terms of the load on the student					

UNIVERSITY OF KERALA

(Abstract)

UGC Regulations, 2018- Promotions and Career Advancement Scheme based on Performance Based Appraisal System (PBAS) for Teachers in the University Teaching Departments and Affiliated Colleges- Self Assessment Cum Performance Appraisal Forms- Approved- Orders issued.

ADMINISTRATION 'D.II' SECTION

No.Ad.DII/General/UGC-R 2018/2021   Thiruvananthapuram, Dated : 07.05.2021

Read :
1. Notification dated 18.07.2018 issued by the Secretary, University Grants Commission.
2. UO. No. Ac. FII/General/UGC-R-2010/2018 dated 30.11.2018.
3. UO. No. Ac. FII/General/UGC-R-2018/2019 dated 02.09.2019.
4. Item no. D16 of the Minutes of the meeting of the Standing Committee of the Syndicate on Academics and Research held on 25.01.2021.
5. UO. No. Ac. FII/General/UGC-R-2018/2021 dated 16.03.2021.
6. Minutes of the meeting of the Syndicate held on 27.01.2021(Item No. 22.61.D6), 17.02.2021(Item No. 23.119), 13.04.2021(Item No.26.55), 19.04.2021(Item No. 01) and 07.05.2021(Item No. 27.02).
7. Item no.138 of the Minutes of the meeting of the Academic Council held on 21.04.2021.

ORDER

The UGC, vide paper read as (1) above, has framed University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education Regulations), 2018, stipulating the minimum qualifications for appointment and other service conditions of University and College Teachers, Librarians, and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education. The same was implemented in the University, vide paper read as (3) above.

The criteria for promotions under Career Advancement Scheme laid down under these Regulation shall be effective from the date of notifications of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice shall be given to them, for being considered for promotions under the existing Regulations. As per clause 6.3 of UGC Regulations, 2018, this option can be exercised only within three years from the date of notification of these Regulations ie; upto 17.07.2021.

As per the clause 6.0.II of UGC Regulations, 2018, the University shall adopt these Regulations for Selection Committees and Selection Procedure through their respective statutory bodies, incorporating Assessment Criteria and Methodology for calculating Academic/ Research Score at the institutional level for University Teaching Departments and their Affiliated/ Aided Colleges to be followed transparently in all the selection processes and

may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to these Regulations.

Thus, a Sub Committee was constituted for preparation of Self Assessment cum Performance Appraisal Forms for teachers and the forms as prepared by the committee was placed before the Standing Committee of the Syndicate on Academics and Research held on 25.01.2021. The Committee, vide paper read as (4) above, considered the same and recommended to refer the matter to the Syndicate along with the suggestions made.

The Syndicate held on 19.04.2021, vide paper read as (6) above, considered the matter and resolved to approve the Eligibility, Promotion Criteria, Score Sheet and PBAS Proforma in principle and place the same before the Academic Council for consideration.

The Academic Council, at its meeting held on 21.04.2021, vide paper read as (7) above, considered the matter moved by the Chair, and resolved to approve the Eligibility, Promotion Criteria, Score Sheet and PBAS Proforma for facilitating CAS promotion as laid in UGC Regulations, 2018.

Sanction has therefore been accorded by the Vice-Chancellor in approving Eligibility, Promotion Criteria, Score Sheet and PBAS Proforma for facilitating CAS promotion for teachers as follows:

1) Eligibility and CAS Promotion Criteria for University and College Teachers and Applicant Summary Sheets for **Assistant Professor– Academic Level 10 to 11** (Appendix I)

2) Eligibility and CAS Promotion Criteria for University and College Teachers and Applicant Summary Sheets for **Assistant Professor– Academic Level 11 to 12** (Appendix II)

3) Eligibility and CAS Promotion Criteria for University and College Teachers and Applicant Summary Sheets for Assistant Professor To **Associate Professor– Academic Level 12 to 13A** (Appendix III)

4) Eligibility and CAS Promotion Criteria for University and College Teachers (as sanctioned vide paper read as (5) above) and Applicant Summary Sheets for Associate Professor to **Professor–Academic Level 13 A to 14** (Appendix IV)

5) Eligibility and Promotion Criteria and Applicant Summary Sheets for Promotion from Associate Professor(Academic Level 13 A) and Professor (Academic Level 14) to **Principal and Professor** in Affiliated Colleges (vide paper read as (2) above)– **Academic Level 14** (Appendix V)

6) Eligibility and CAS Promotion Criteria for University Teachers and Applicant Summary Sheets for Professor to **Senior Professor– Academic Level 14 to 15** (Appendix VI)

7) Proforma for Annual Self Appraisal Report for Performance Based Appraisal System (Table I and Table II) (Appendix VII)

8) Assessment Criteria and Methodology for calculating Academic/Research Score for University and College Teachers (Appendix VIII)

The PBAS Proforma can be downloaded from the University Website.

Orders are issued accordingly.

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Dr. K S Anil Kumar
REGISTRAR

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To
1. *The Director, Collegiate Education, Thiruvananthapuram*
2. *The Deputy Director, Collegiate Education, Kollam, Kottayam, Ernakulam*
3. *PS to VC/PVC*
4. *PA to Registrar/FO*
5. *The Managers/Principals of all Colleges*
6. *Ad.AII/III/V/VI, Ad.BIII, Ad.DI/DIII, AcFI/II/III, Ad.H*
7. *Fin II/IV*
8. *Stock File/File copy*

<div align="right">

Forwarded/ By Order

Section Officer

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(Appendix I)

Eligibility and CAS Promotion Criteria for University and Colleges teachers and Applicant Summary Sheets for Assistant Professor to Assistant Professor (Senior Scale) Academic Level 10 to 11

A) For University Teachers

Eligibility:

1. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D/ M.Phil./ PG Degree in a Professional course and satisfies the following conditions:

2. Attended one Orientation course of 21 days duration on teaching methodology;

3. Any one of the following:
   a. Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration,

   OR

   b. Taken one MOOCs course (with e-certification)

   OR

   c. Development of e-contents in four-quadrants/ MOOC's course during the assessment period; and

4. Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria :

A teacher shall be promoted if;

1. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/ four/ five of the last four/ five/ six years of the assessment period as the case may be (as provided in Appendix VII, Table I), and;

2. The promotion is recommended by the Screening-cum-Evaluation Committee.

(Appendix I)

Name of the Teacher:	Subject:

APPLICANT SUMMARY SHEET

UNIVERSITY OF KERALA

CAREER ADVANCEMENT SCHEME (Stage 10 to 11)
(University Teachers- UGC Regulations 2018)

Present Designation & Stage:

Stage to which placement is applied:

Name of the Applicant	Date of Entry in Service	Date of Placement in Existing Stage	Proposed date of Placement in the proposed stage	SC/ST /OBC	Phys./Visual differently abled

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

Requirement / Qualification	YES/NO	Remarks
Completed years of service in existing stage		
MPhil or similar Degrees in Subject relevant/allied/relevant discipline		
Ph.D Degree in Subject relevant/allied/relevant discipline		
Attended one Orientation Course of 21 days duration on teaching methodology		
The teacher has undergone required number of Refresher courses/ Short term course/ Workshop etc as specified in UGC Regulations section 6.4 C I/II/III/IV as the case may be		
Published one research publication in the peer -reviewed journals or UGC-listed journals during the assessment period		
Verified Minimum Scores under Appendix VII of Table I		

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CATEGORY	Minimum Score Required	Verified Score	Limited Score	Remarks
Appendix VII Table I	No of Good Grades:			
Appendix VII Table II				

*Minimum 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in UGC regulations.

SELECTION COMMITTEE OBSERVATIONS/ RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made / Does not possess prescribed minimum requirements.

ELIGIBLE TO BE PLACED TO STAGE: / NOT ELIGIBLE TO BE PLACED TO STAGE:

(Appendix I)

B) **For College Teachers**

Eligibility:

1. Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

2. Attended one Orientation course of 21 days' duration on teaching methodology; and

3. Any one of the following:

   a. Completed one Refresher / Research Methodology Course

   OR

   b. Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

   OR

   c. Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants/ MOOC's course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

1. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table I, and;
2. The promotion is recommended by the Screening-cum-Evaluation Committee.

(Appendix I)

Name of the Teacher:	Subject:

APPLICANT SUMMARY SHEET

UNIVERSITY OF KERALA

CAREER ADVANCEMENT SCHEME (Stage 11to 12)
(College Teachers- UGC Regulations 2018)

Present Designation & Stage:

Stage to which placement is applied:

Name of the Applicant	Date of Entry in Service	Date of Placement in Existing Stage	Proposed date of Placement in the proposed stage	SC/ST/ OBC	Phys./Visual differently abled

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

Requirement / Qualification	YES/NO	Remarks
Completed years of service in existing stage		
MPhil or similar Degrees in Subject relevant/allied/relevant discipline		
Ph.D Degree in Subject relevant/allied/relevant discipline		
The teacher has undergone required number of Refresher courses/ Short term course/Workshop etc as specified in UGC regulations section 6.4 B I/II/III/ IV as the case may be		
Verified Minimum Scores under Appendix II of Table I		

Category	Minimum Score Required	Verified Score	Limited Score	Remarks
Appendix II Table I	No. of Good Grades:			
Appendix II Table II				

*Minimum 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in UGC regulations**.**

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made / Does not possess prescribed minimum requirements.

ELIGIBLE TO BE PLACED TO STAGE: / NOT ELIGIBLE TO BE PLACED TO STAGE:

Eligibility and CAS Promotion Criteria for University and Colleges teachers and Applicant Summary Sheets for Assistant Professor (Senior Scale to Selection Grade) – Academic Level 11 to 12

A)For University Teachers

Eligibility:

1. An Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.

2. A Ph.D Degree in the subject relevant/allied discipline.

3. Has done any two of the following in the last five years of Academic Level 11/ Senior Scale:
    a. Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration

    OR
    b. Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),

    OR
    c. Completed one MOOCs course in the relevant subject (with e-certification);

    OR
    d. Contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

4. Published three research papers in the peer reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

1. The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix VII,Table I) and;

2. The promotion is recommended by the Screening-cum-Evaluation Committee.

Name of the Teacher:	Subject:

APPLICANT SUMMARY SHEET
UNIVERSITY OF KERALA
CAREER ADVANCEMENT SCHEME (Stage 11 to 12)
(University Teachers- UGC Regulations 2018)

Present Designation & Stage:

Stage to which placement is applied:

Name of the Applicant	Date of Entry in Service	Date of Placement in Existing Stage	Proposed date of Placement in the proposed stage	SC/ST/OBC	Phys./Visual differently abled

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

Requirement / Qualification	YES/NO	Remarks
Completed years of service in existing stage		
MPhil or similar Degrees in Subject relevant/allied/relevant discipline		
Ph.D Degree in Subject relevant/allied/relevant discipline		
The teacher has undergone required number of Refresher courses/ Short term course/Workshop etc as specified in UGC regulations section 6.4 C I/II/III/IV as the case may be		
Published three research publication in the peer -reviewed journals or UGC-listed journals during the assessment period		
Verified Minimum Scores under AppendixVII of Table I		

Category	Minimum Score Required	Verified Score	Limited Score	Remarks
Appendix VII Table I	No of Good Grades:			
Appendix VII Table II				

*Minimum 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period as the case may be, as specified in UGC regulations.

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made /Does not possess prescribed minimum requirements.

ELIGIBLE TO BE PLACED TO STAGE: / NOT ELIGIBLE TO BE PLACED TO STAGE:

B) For College Teachers

Eligibility:

1. Assistant Professors who have completed five years of service in Academic Level 11/ Senior Scale.

2. Any two of the following in the last five years of Academic Level-11/ Senior Scale:

   a. Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration);

   <div align="center">OR</div>

   b. Completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

1. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix VII, Table I) and;
2. The promotion is recommended by the Screening-cum-Evaluation Committee.

Name of the Teacher:	Subject:

APPLICANT SUMMARY SHEET
UNIVERSITY OF KERALA
CAREER ADVANCEMENT SCHEME (Stage 11 to 12)
(College Teachers- UGC Regulations 2018)

Present Designation & Stage:

Stage to which placement is applied:

Name of the Applicant	Date of Entry in Service	Date of Placement in Existing Stage	Proposed date of Placement in the proposed stage	SC/ST/OBC	Phys./Visual differently abled

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

Requirement / Qualification	YES/NO	Remarks
Completed years of service in existing stage		
The teacher has undergone required number of Refresher courses/ Short term course/Workshop etc as specified in UGC regulations section 6.4 B I/II/III/ IV as the case may be		
Verified Minimum Scores under Appendix VII of Table I		

CATEGORY	Minimum Score Required	Verified Score	Limited Score	Remarks
Appendix VII Table I	No of Good Grades:			
Appendix VII Table II				

*Minimum 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period as the case may be, as specified in UGC regulations.

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made / Does not possess prescribed minimum requirements.

ELIGIBLE TO BE PLACED TO STAGE: / NOT ELIGIBLE TO BE PLACED TO STAGE:

(Appendix III)

Eligibility and CAS Promotion Criteria for University and Colleges teachers and Applicant Summary Sheets for Assistant Professor To Associate Professor– Academic Level 12 to 13A

A) For University Teachers

Eligibility:

1. Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.

2. A Ph.D Degree in the subject concerned/allied/relevant discipline.

3. Any one of the following during last three years:
    a. Completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration

    OR
    b. Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration);

    OR
    c. Completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

4. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

5. Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher may be promoted if;

1. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix VII, Table I, and has a Research Score of atleast 70 as per Appendix VII, Table II, and

2. The promotion to the post of Associate Professor is recommended by the Selection Committee constituted in accordance with these Regulations.

(Appendix III)

Name of the Teacher:	Subject:

APPLICANT SUMMARY SHEET
UNIVERSITY OF KERALA
CAREER ADVANCEMENT SCHEME (Stage 12 to 13 A)
(University Teachers- UGC Regulations 2018)

Present Designation & Stage:

Stage to which placement is applied:

Name of the Applicant	Date of Entry in Service	Date of Placement in Existing Stage	Proposed date of Placement in the proposed stage	SC/ST/OBC	Phys./Visual differently abled

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

Requirement / Qualification	YES/NO	Remarks
Completed years of service in existing stage		
MPhil or similar Degrees in Subject relevant/allied/relevant discipline		
Ph.D Degree in Subject relevant/allied/relevant discipline		
The teacher has undergone required number of Refresher courses/ Short term course/Workshop etc as specified in UGC regulations section 6.4 C I/II/III/IV as the case may be		
Published seven research publication in the peer -reviewed journals or UGC-listed journals during the assessment period out of which three research papers should have been published during assessment period		
Evidence of having guided at least one Ph.D candidate.		
Verified Minimum Scores under Appendix VII of Table I		

Category	Minimum Score Required	Verified Score	Limited Score	Remarks
Appendix VII Table I	No of Good Grades:			
Appendix VII Table II				

*Minimum 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as the case may be, as specified in UGC regulations.

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format/ Application incomplete/ No proof produced for claims made/ Does not possess prescribed minimum requirements.

ELIGIBLE TO BE PLACED TO STAGE: **/ NOT ELIGIBLE TO BE PLACED TO STAGE:**

(Appendix III)

B) For College Teachers

Eligibility:

1. Assistant Professor who has completed three years of service in Academic Level 12/ Selection-Grade.

2. A Ph.D. Degree in subject relevant/ allied/ relevant discipline.

3. Any one of the following during the last three years:
   a. Completed one course/ programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration);

   OR

   b. Completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

1. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix VII, Table I, and,.

2. The promotion to the post of Associate Professor is recommended by a Selection Committee constituted in accordance with these Regulations.

(Appendix III)

Name of the Teacher:	Subject:

APPLICANT SUMMARY SHEET
UNIVERSITY OF KERALA
CAREER ADVANCEMENT SCHEME (Stage 12 to 13 A)
(College Teachers- UGC Regulations 2018)

Present Designation & Stage:

Stage to which placement is applied:

Name of the Applicant	Date of Entry in Service	Date of Placement in Existing Stage	Proposed date of Placement in the proposed stage	SC/ST/OBC	Phys./Visual differently abled

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

Requirement / Qualification	YES/NO	Remarks
Completed years of service in existing stage		
MPhil or similar Degrees in Subject relevant/allied/relevant discipline		
Ph.D Degree in Subject relevant/allied/relevant discipline		
The teacher has undergone required number of Refresher courses/ Short term course/Workshop etc as specified in UGC regulations section 6.4 B I/II/III as the case may be		
Verified Minimum Scores under Appendix VII of Table I		

Category	Minimum Score Required	Verified Score	Limited Score	Remarks
Appendix VII Table I	No of Good Grades:			
Appendix VII Table II				

*Minimum 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as the case may be, as specified in UGC Regulations.

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made /Does not possess prescribed minimum requirements.

ELIGIBLE TO BE PLACED TO STAGE:/ NOT ELIGIBLE TO BE PLACED TO STAGE:

(Appendix IV)

Eligibility and CAS Promotion Criteria for University and College Teachers and Applicant Summary Sheets for Associate Professor to Professor– Academic Level 13 A to 14

A)For University Teachers

Eligibility:

1. An Associate Professor who has completed three years of service in Academic Level 13A.

2. A Ph.D degree in the subject concerned/allied/relevant discipline.

3. A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

4. Evidence of having successfully guided doctoral candidate.

5. A minimum of 110 Research Score as per Appendix VII, Table II.

CAS Promotion Criteria:

A teacher shall be promoted if;

1. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix VII, Table I, and at least 110 Research Score, as per Appendix VII, Table II.

2. The promotion is recommended by a Selection Committee constituted in accordance with these Regulations.

(Appendix IV)

Name of the Teacher:	Subject:

APPLICANT SUMMARY SHEET
UNIVERSITY OF KERALA
CAREER ADVANCEMENT SCHEME (Stage 13A to 14)
(University Teachers- UGC Regulations 2018)

Present Designation & Stage:

Stage to which placement is applied:

Name of the Applicant	Date of Entry in Service	Date of Placement in Existing Stage	Proposed date of Placement in the proposed stage	SC/ST/ OBC	Phys./Visual differently abled

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

Requirement / Qualification	YES/NO	Remarks
Completed years of service in existing stage		
MPhil or similar Degrees in Subject relevant/allied/relevant discipline		
Ph.D Degree in Subject relevant/allied/relevant discipline		
Published ten research publication in the peer -reviewed journals or UGC-listed journals during the assessment period out of which three research papers should have been published during assessment period		
Evidence of having guided doctoral candidate.		
Verified Minimum Scores under Appendix VII of Table I		

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Category	Minimum Score Required	Verified Score	Limited Score	Remarks
Appendix VII Table I	No of Good Grades:			
Appendix VII Table II				

*Minimum 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as the case may be, as specified in UGC regulations.

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made / Does not possess prescribed minimum requirements.

ELIGIBLE TO BE PLACED TO STAGE: **/ NOT ELIGIBLE TO BE PLACED TO STAGE:**

(Appendix IV)

B) For College Teachers

Eligibility:

1. Associate Professors who have completed three years of service in Academic level 13A.

2. A Ph.D degree in subject relevant/allied/relevant discipline.

3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.

4. A minimum of 110 Research Score as per Appendix VII, Table II.

CAS Promotion Criteria:

A teacher shall be promoted if;

1. The teacher gets 'satisfactory' or 'good' grades in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix VII, Table I and at least 110 research scores as per Appendix VII, Table II.

2. The promotion to the post of Professor is recommended by a Selection Committee constituted in accordance with these regulations.

(Appendix IV)

Name of the Teacher:	Subject:

APPLICANT SUMMARY SHEET
UNIVERSITY OF KERALA
CAREER ADVANCEMENT SCHEME (Stage 13A to 14)
(College Teachers- UGC Regulations 2018)

Present Designation & Stage:

Stage to which placement is applied:

Name of the Applicant	Date of Entry in Service	Date of Placement in Existing Stage	Proposed date of Placement in proposed stage	SC/ST/ OBC	Phys./Visual differently-abled

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

Requirement / Qualification	YES/ NO	Remarks
Completed 03 years of service in Stage 13A		
Ph.D Degree in Subject relevant/allied/relevant discipline		
Minimum 10 Research Publications in peer-reviewed or UGC – listed journals out of which three research papers should have been published during the assessment period.		
Verified Research Score in Appendix VII Table II (Minimum 110)		
Other requirements if any as per UGC Regulations		

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Category	Minimum Score required	Verified Score	Limited Score	Remarks
Appendix VII Table I	No of Good Grades:			
Appendix VII Table II				

*Minimum 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in UGC regulations

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made / Does not possess prescribed minimum requirements.

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

(Appendix V)

Eligibility, Promotion Criteria and Applicant Summary Sheet for Promotion under Clause 57(3) of Kerala University Act, 1974 from Associate Professor (Academic Level 13 A) and Professor (Academic Level 14) to Principal and Professor in Affiliated Colleges – Academic Level 14

For College Teachers

Eligibility:

1. A Professor/ Associate Professor who has completed fifteen years of of teaching/ research in Universities, Colleges and other institutions of higher education.

2. A Ph.D degree in the subject concerned/allied/relevant discipline.

3. A minimum of 10 research publications in peer-reviewed or UGC listed journals.

4. A minimum of 110 Research Score as per Appendix VII, Table II.

Selection Criteria

The promotion to the post of Principal and Professor (Professor's Grade) is recommended by a Selection Committee constituted in accordance with these Regulations.

(Appendix V)

Name of the Teacher:			Subject:	

APPLICANT SUMMARY SHEET
UNIVERSITY OF KERALA
PRINCIPAL AND PROFESSOR(PROFESSOR'S GRADE)
Promotion as per 57(3) of the Kerala University Act, 1974
(Academic level 14)
(COLLEGE TEACHERS UGC Regulations – 2018)

Present Designation & Stage:

Stage to which placement is applied:

Name of the Applicant	Date of Entry in Service	Date of Placement in Existing Stage	SC/ST/ OBC	Phys./Visual differently abled

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

Requirement / Qualification	YES/NO	Remarks
Professor/ Associate Professor with a total 15 years of teaching experience		
Ph.D Degree in Subject relevant/allied/relevant discipline		
Minimum 10 Research Publications in peer-reviewed or UGC – listed journals.		
Verified Research Score in Appendix VII Table II (Minimum 110)		
Other requirements if any as per UGC Regulations		

Category	Minimum Score required	Verified Score	Limited Score	Remarks
Appendix VII Table II				

** Minimum Research Score of 110 for promotion as Principal and Professor.

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made / Does not possess prescribed minimum requirements.

ELIGIBLE TO BE PROMOTED AS PRINCIPAL AND PROFESSOR (PROFESSOR'S GRADE)

(Appendix VI)

**Eligibility and CAS Promotion Criteria for University teachers and
Applicant Summary Sheets for Professor to Senior Professor–
Academic Level 14 to 15**

For University Teachers

Eligibility:

1. A Professor who has completed ten years of service in Academic Level 14.

2. A minimum of ten publications in the peer-reviewed or UGC-listed journals.

3. Evidence of having successfully awarded Ph.D degree to two candidates under his/her supervision during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

1. The teacher gets 'satisfactory' or 'good' grades in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix VII, Table I.

2. The promotion to the post of Professor is recommended by a Selection Committee constituted in accordance with these regulations.

(Appendix VI)

Name of the Teacher:	Subject:

APPLICANT SUMMARY SHEET
UNIVERSITY OF KERALA
CAREER ADVANCEMENT SCHEME (Stage 14 to 15)
(University Teachers- UGC Regulations 2018)

Present Designation & Stage:

Stage to which placement is applied:

Name of the Applicant	Date of Entry in Service	Date of Placement in Existing Stage	Proposed date of Placement in proposed stage	SC/ST/ OBC	Phys./Visual differently abled

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

Requirement / Qualification	YES/ NO	Remarks
Completed 10 years of service in Stage 14		
Ph.D Degree in Subject relevant/allied/relevant discipline		
Minimum 10 Research Publications in peer-reviewed or UGC – listed journals during the assessment period		
Evidence of having guided two Ph.D candidates.		
Verified Research Score in Appendix VII Table II		
Other requirements if any as per UGC Regulations		

Category	Minimum Score Required	Verified Score	Limited Score	Remarks
Appendix VII Table I	No of Good Grades:			
AppendixVII Table II				

*Minimum 'satisfactory' or 'good' grade in the annual performance assessment reports of at least seven of the last ten years of the assessment period as specified in UGC regulations.

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made / Does not possess prescribed minimum requirements.

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

Proforma for Annual Self Appraisal Report for Performance Based Appraisal System (PBAS)

as per UGC Regulations, 2018 (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Colleges and Measures for the Maintenance of Standards in Higher Education)

Session/Year :

(To be completed and submitted at the end of each academic Year/Session)

PART A: GENERAL INFORMATION

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 SC/ST/OBC Category	:	
13.	Address for correspondence (with Pin code)	:	
14.	Permanent Address (with Pin code)	:	
15.	Telephone No	:	
16.	Email	:	

17. Academic Qualifications:

Examinations	Name of University	Year of Passing	Rank/ Class/ Grade	Subject

(Appendix VII)

M.A/M.Sc/M.Com/____				
M.Phil				
Ph.D				

18. Additional Qualifications (if any)

Examinations	Name of University	Year of Passing	Rank/ Class/ Grade	Subject

19. Provide details of all positions held in the past including the present position.

Designation	Name of employer	Date of Joining	Leaving	Salary with Grade	Reason for leaving

21. Period of teaching experience :
:
22. Research Experience after accruing Ph.D degree (in years) :

23. Field of specialization under the Subject/Discipline :

24. HRDC Orientation/Refresher Course attended:

(Appendix VII)

Name of the Course /Summer School	Place	Duration	Sponsoring Agency

25. HRDC Courses attended other than Orientation and Refresher courses:

Name of the Course /Summer School	Place	Duration	Sponsoring Agency

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE

Table I

Activity – 1: TEACHING AND LEARNING RELATED ACTIVITIES

I a. Lectures, Seminars, Tutorials, Practicals, Contact Hours (give Semester-wise details, where necessary)

Sl.No.	Course/Paper	Level	Mode of teaching*	No. of classes per Week allotted	No. of classes conducted per Week	Percentage of Classes/ Pract. taken as per documented record
01.						
02.						
03.						
04						
05.						
06.						
07.						
08.						

(Appendix VII)

	TOTAL	
"Good" for 80% and above performance. "Satisfactory" for 70 % to 80% performance. "Not satisfactory" for less than 70%(Department Time table/Statement of class engaged by teacher attested by Principal or HOD). In the case of Departments where there is no class room teaching, grading can be done by assessing the involvement of the teacher in teaching/learning/research guidance/study material preparation/E-content development	**Grade**	

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

OVER ALL GRADE FOR Activity I : ………………………..

·Good	:	80% and above performance.
Satisfactory	:	70 % to 80% performance.
Not satisfactory	:	less than 70% performance

For Details see Appendix VIII

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

A. Administrative responsibilities

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

B. Examination and evaluation duties assigned by the college/university or attending paper evaluation

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

(Appendix VII)

Total number of activities	

C. Student related co-curricular, extension and field based activities

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

D. Organizing Seminars/ Conferences/ Workshops and other College/University activities

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

E. Evidence of actively involved in guiding Ph. D. students

Sl.No.	Name of Student	Date of Registration	U.O granting Registration
01			
02			
03			
04			
05			
Total number of students			

F. Details of Minor/Major Research Project sponsored by National or International Agencies.

Sl.No.	Name of the project	Funding Agency	Amount sanctioned/utilized
01			
02			
03			
04			
05			
Total number of projects			

(Appendix VII)

G. Details of Publication in peer-reviewed or UGC or University listed journals

Sl. No.	Title with page Nos.	Journal	UGC/ University/ ISSN/ISBN No	Whether peer reviewed or not	No. of Co-authors	Whether you are the main Author
01						
02						
03						
04						
05						
Total number of publications						

OVER ALL GRADE FOR Activity II : …………………………..

Good   :   Involved in at least 03 activities

Satisfactory   :   Involved in 01 – 02 activities

Not satisfactory   :   Not involved / undertaken any of the activities

∗Number of activities can be within or across the broad categories of activities

(For details see Appendix VIII)

Table II

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

01. Published Research Papers in Peer-reviewed or UGC listed Journals

Sl. No.	Title with page Nos.	Journal	UGC ISSN/ISBN No	Whether peer reviewed, Impact Factor, if any	No. of Co-authors	Whether you are the main Author	Score
01							
02							
03							
04							
05							
						Total Research Score	

(Appendix VII)

08 Points per publication for Faculty of Science and 10 Points per publication for Faculty of Languages/Humanities/Arts/Social Sciences/Commerce/Management and other related disciplines and 10 points for papers published in Regional languages in Peer reviewed/UGC approved journals
The Research score for research papers would be augmented as follows:
(Impact factor to be determined as per Thomson Reuters List)
Papers without impact factor by 5points
Papers with impact factor less than 2 by 10 points
Papers with impact factor between 2 and 5 by 20 points
Papers with impact factor between 5 and 10 by 25 points.
Papers with impact factor above 10 by 30 points

Two authors : 70% of total value of publication for each author
More than two authors : 70% of total value of publication for the first/Principal/Corresponding author and the remaining 30% of total value of publication for each of the joint authors.

02. Publications other than Research Papers

02(a). Articles/Chapters published in Books

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	Score
01						
02						
03						
04						
05						
					Total Research Score	

International Publishers: 12 Points
National Publishers / Government owned publications/ Reputed Publishers in the case of Regional languages : 10 Points
Chapter in edited book : 05 Points/Chapter
Editor of book/Reviewer of Journals by International Publisher : 10 Points
Editor of book by National Publisher : 08 Points

02(b). Translation works in Indian and Foreign Languages by faculties

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	No. of Co-authors	Whether you are the main Author	Score
01					
02					
03					
04					
05					
				Total Research Score	

Chapter or Research Paper : 03 Points/Chapter or Paper
Book : 08 Points

(Appendix VII)

03. Creation of ICT mediated Teaching Learning pedagogy and development of new and innovative courses and curricula

03(a). Development of Innovative Pedagogy

Sl.No.	Type of Pedagogy	Class and Semester	Topic Covered	Score
01				
02				
03				
04				
05				
			Total Research Score	
05 Points per Pedagogy or Method				

03(b). Design of New Curricula and Courses

Sl. No.	Name of Course	Class and Semester	University	Score
01				
02				
03				
04				
05				
			Total Research Score	
02 Points per curricula or course				

03(c). MOOCs

Sl. No.	Name of MOOC	Level	University	Score
01				
02				
03				
04				
05				
			Total Research Score	
Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)- 20 points MOOCs (developed in 4 quadrant) per module/lecture- 05 points Content writer/subject matter expert for each module of MOOCs (at one quadrant)-02 points Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)-08 points				

(Appendix VII)

03(d). Development of e-content

Sl. No.	Title of Module/Material	Score
01		
02		
03		
04		
05		
	Total Research Score	

Development of e-content in 04 quadrants for a complete course or e-book : 12 Points
e-content : 05 Points per module
Contribution to development of e-content (at least 01 quadrant) : 02 Points per module
Editor of e-content for complete course/paper/e-book : 10 Points

04. Research Guidance, Projects and Consultancy

04(a). Research Guidance

Category	Number Enrolled	Thesis Submitted	Degree Awarded	Score
i. Ph.D or equivalent				
ii. M.Phil or equivalent		NA		
iii. PG		NA		
			Total Research Score	

Ph. D (Degree Awarded) : 10 Points
Ph. D (Thesis Submitted) : 05 Points
M. Phil : 02 Points
PG : 02 Points/Student
For joint supervision of research students, 70% of total score will be given for each supervisor.

04(b) Completed Research Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
				Total Research Score	

More than 10 Lakh : 10 Points
Less than 10 Lakhs : 05 Points

04(c). On going Research Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Amount in Lakhs)	Score
01					

02					
03					
04					
				Total Research Score	
More than 10 lakhs : 05 Points					
Less than 10 lakhs : 02 Points					

04(d). Consultancy

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Amount in Lakhs)	Score
01					
02					
03					
04					
				Total Research Score	
03 Points each					

05. Project Outcome/ Outputs

05(a).Patent/ Technology Transfer/ Product Process

Sl. No.	Description/Patent	International/National	Score
01			
02			
03			
04			
		Total Research Score	
International : 10 Points/Patent or output			
National : 07 Points /Patent or output			

05(b).Major Policy document submitted to an International Body/organisation or Central or State Government or Local Bodies or Universities

Sl. No.	Description/Patent	International Bodies/ Central/State Government/ Local Bodies	Score
01			
02			
03			
04			
		Total Research Score	
International : 10 Points/Document			
National : 07 Points / Document			
State Govt. : 04 Points / Document			
Local bodies : 03 Points/ Document			

(Appendix VII)

05(c)Fellowships/Awards

Sl. No	Award/Fellowship	International/National/ State or University level	Awarded by	Score
01				
02				
03				
04				
			Total Research Score	
International : 10/Award or Fellowship National : 07/Award or Fellowship State : 05/Award or Fellowship University: 05/Award or Fellowship				

06. Invited Lectures and Papers at International / National/State or University Level

Sl. No.	*Title of the Lecture/ Paper/ Academic Session	Title	Organized by	Whether International/ National/State or University Level	Score
01					
02					
03					
04					
				Total Research Score	
International (Abroad) : 10/Lecture or Paper presented International (within country) : 07/Lecture or Paper presented National : 05/Lecture or Paper presented State/University : 03/Lecture or Paper presented *Paper presented, if part of an edited book or proceedings, then it can be claimed only once					

Total Research Score for Table II :

(For details see Appendix VIII)

PART C : OTHER RELEVENT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sl. No.	Details (Mention Year, Value etc. where relevant)

(Appendix VII)

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

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

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

Place & Date   Signature of the Faculty with Designation

Signature of HOD/Principal

NB: The Annual Self-Assessment Proforma duly filled along with all enclosures submitted for CAS promotions will be verified by the University and information filed with the IQAC.

APPENDIX   VII   TABLE I OF   PBAS

ASSESSMENT CRITERIA AND METHODOLOGY FOR VARIOUS ACTIVITIES

Criteria	Activity	

I	**Teaching**
	 Grading Criteria
	       80% and above – Good
	       Between 80% and 70% – Satisfactory
	       Less than 70%– Not Satisfactory
	 *(Classes taught includes sessions on tutorials, lab and other teaching related activities)	

II	**Involvement in the University/College students related activities/Research activities**
	 Grading Criteria
	       Good – Involved in at least 3 activities
	       Satisfactory – 1 to 2 activities
	       Not satisfactory - Not involved / undertaken any of the activities
	   *(Number of activities can be within or across the broad categories of activities)	

	A	**Administrative responsibilities**
		- Head/ Chairperson/ Dean/ Director/ Coordinator/ warden/ Vice-Principal/ HOD/ Resident Tutor/ Chairman/ IQAC Coordinator/ NAAC Coordinator/ RUSA Coordinator/ PTA Secretary/ College Council Secretary/ CDC Convener/ Staff representative; CAMS – Nodal Officer/ State Public Information Officer– RTI/ Nodal Officers– UGC, AISHE, NPTEL, Scholarships etc. - Members of Senate/ Syndicate/ IQAC/ NAAC/ AICTE Affiliation/ RUSA/ KIIFB, etc. - College Council Member *(Elected member only)* - Class Tutors - Faculty holding positions of various Committees (Admission/ Discipline/ Purchase/ Planning Board/ CLMC/Research/Ethics/ ICC/ Library/ Charge of sophisticated equipment etc.) - Faculty involved in various Centers in the college EDUSAT/ Data Repository/Website/Centralized Computing Facility (CCF)/ Fitness Centre/ Experimentation Centre/ Instrumentation Centre/ Start-up units/Technology Business Incubator (TBI)/ INFLIBNET/ Botanical garden etc. - Staff in Charge of Department Alumni Association
	B	**Examination and evaluation duties assigned by the college/university or attending paper evaluation**
		- Chief Superintendent - Valuation of University answer scripts as per allotment– Chairman/ Chief/ Additional Examiner

- University Exam Invigilator as per allotment.
- Evaluation of Dissertation (Project Viva) – External Examiner/ Chairman
- University Practical Exam–External Examiner/ Chairman/ University Practical Exam –Internal/ Skill
- University Examination Squad duties –External
- University/ Autonomous College –Question Paper setting/ External Examiner for Practicals
- Examination monitoring committee (University/ College level)

C	Student related co-curricular, extension and field based activities

- NSS District Coordinator/NSS Programme Officer/ NCC Officer/ NCC care taker
- Coordinators of New initiatives programmes of DCE (FLAIR, WWS, SSP, ASAP, GIAN etc.)
- Faculty involved in various Cells/ Clubs such as Anti-ragging, Placement, Training, Guidance and Counseling, CASH, Continuing Education, Women's Units, Nature Club, Science Club, HR Club, Tourism Club, Literary Club, Entrepreneurship club, Health club, Yoga Club, Sports Club, Arts Club, Film/ Drama Club, Bhoomithrasena and all other clubs/ forums for promoting co-curricular education, College Alumni Association, Community College, Other bodies under UGC plan etc.
- Staff Advisor of College Union, Arts Club Advisor of College Union
- Staff accompanying students for Study Tour/arts/ sports events
- Stage Managers of University Youth Festival
- Editor and editorial board members – College Magazine, College or Department News Letter/ Campus Publications; Convenor/ Editor/ Sub-editor of College Souvenirs
- Faculty in charge of Extension and Outreach programmes
- Faculty in Charge of Documentation of Annual Reports, Administrative Reports etc of the college
- Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/ web-based learning and e-library skills to students
- Faculty involved in preparing Participatory Learning modules/Interactive course/Case Studies
- Faculty involved in Developing and imparting soft skills/ communication skills/ personality development courses/psychological counseling modules;
- Faculty involved in N-LIST/ INFLIBNET/ EDUSAT/ ORICE/ NPTEL Usage/ preparation of digital library with seminar papers, uploading of seminar papers/ resource materials to the college website, scholar portal etc./ Use of online course management system.
- Faculty involved in Mentoring – Internal and external (e.g. WWS, SSP etc.); Industrial/ Institute visits
- Community work such as values of National Integration, Environment democracy, socialism, Human Rights, Peace, scientific temper; flood or,

		drought relief, small family norms etc., Census work, waste management, • organic farming, social forestry, NGO related activities
	D	**Organizing seminars/ conferences/ workshops and other college/ university activities**
		• Organizing seminars/ conferences/ workshops • Subject Expert in Curriculum Preparation/ Question paper Setting/ Physical Efficiency Test for Govt. Bodies like KPSC, SSC, UPSC, HSE, SCERT, Open School, Saksharatha Mission, Pareeksha Bhavan, Distance education etc; Subject Expert in PSC Interview Board/ FIP Interview/ Guest Lecturer Interview. • Member–Faculty/ Board of Studies/ Academic Council/ Pass Board/ Scrutiny Board/ Curriculum Committee of the University, • Deans/ Subject experts/ Senate Member/S yndicate member involved in evaluation of proposals/ or orgainsing seminars/ conference • Faculty involved in programmes initiated by DCE (e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/ Higher education State Level. • Recipients of Internships (e.g. FLAIR) – International/ National • Membership/ Participation/ Subject Expert in State/ Central Bodies/ Committees on Education, Research, Sports and National Development • Organizing Programmes on PEECS, FLAIR,WWS, SSP, e-Governance • Lectures delivered in refresher/ orientation/ faculty development courses/ New initiative programmes (e.g. FLAIR, WWS, SSP, ASAP etc) • Editors of Research Journals. • Reviewer in Research Journals. • Membership in Renowned Professional Associations (per current membership) • Interaction with Industry, Industrial Experience for students • Conducting Bridge Courses, Finishing school (in Polytechnics),Gifted Children programme.
	E	**Evidence of actively involved in guiding Ph. D. Students**
		• Each Ph.D/ M.Phil produced/year by the faculty as guide or co-guide is to be treated as an activity • Guiding each ongoing Ph.D/ M.Phil by the faculty as guide or co-guide is to be treated as an activity.
	F	**Evidence for Conducting Minor/Major Research Projects**
		• Each ongoing project (Major/ Minor/ Consultancy) by the faculty as Principal Investigator or Co-investigator is to be treated as an activity. • Each submitted project (Major/ Minor/ Consultancy) in an year by the faculty as Principal Investigator or Co-investigator is to be treated as an activity

	G	Details of at least one Publication in peer-reviewed or UGC or University listed journals
		- Each publication by the faculty as principal/ corresponding/ co-author is to be treated as an activity - Publication can be in the form of journals, books, patents, policy documents etc.

Note:

For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

APPENDIX VII TABLE II OF PBAS

METHODOLOGY FOR CALCULATING ACADEMIC/ RESEARCH SCORE

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

Sl. No.	Academic/Research Activity	Faculty of Sciences/ Engineering/ Agriculture/ Medical/ Veterinary Sciences	Faculty of Languages / Humanities/Arts/ Social Sciences/ Library/ Education/ Physical Education/ Commerce/ Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12

		National Publishers	10	10
		Chapter in Edited Book	05	05
		Editor of Book by International Publisher	10	10
		Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties			
		Chapter or Research paper	03	03
		Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
	(a) Development of Innovative pedagogy		05	05
	(b) Design of new curricula and courses		02 per curricula/ course	02 per curricula/course
	(c) MOOCs			
		Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/ credit)	20	20
		MOOCs (developed in 4 quadrant) per module/lecture	05	05
		Content writer/ subject matter expert for each module of MOOCs (at least one quadrant)	02	02
		Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/ credit)	08	08
	(d) E-Content			
		Development of e-Content in 4 quadrants for a complete course/ e-book	12	12
		e-Content (developed in 4 quadrants) per module	05	05
		Contribution to development of e-content module in complete course/ paper/ e-book (at least one quadrant)	02	02
		Editor of e-content for complete course/ paper/ e-book	10	10
4	(a) Research guidance			
		Ph.D.	10 per degree	10 per degree awarded 05

		awarded 05 per thesis submitted	per thesis submitted
	M.Phil./ P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakh	10	10
	Less than 10 lakh	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakh	05	05
	Less than 10 lakh	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/ organisation like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government or University)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

NOTE 1:

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

i.	Paper in refereed journals without impact factor	-5 Points
ii.	Paper with impact factor less than 1	-10 Points
iii.	Paper with impact factor between 1 and 2	-15 Points
iv.	Paper with impact factor between 2 and 5	-20 Points
v.	Paper with impact factor between 5 and10	-25 Points
vi.	Paper with impact factor > 10	-30Points

    a) Two authors: 70% of total value of publication for each author.

    b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

NOTE 2:

    Joint Projects: Principal Investigator and Co-investigator would get 50% each.

NOTE 3:

• Paper presented if part of edited book or proceeding then it can be claimed only once.

• For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

• *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/ Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

• The research score shall be from the minimum of three categories out of six categories.