



Thursday, the 7th September, 2017

Direction

No. : 35/ 201 7

Date : 7/ 9/ 2017

Self Assessment Proformas cum Score Sheets for Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) for Appointments and Promotions under Career Advancement Scheme of Teachers.

Whereas, the Government of Maharashtra in Higher & Technical Education Department, Mumbai, has issued Government Resolution No. NGC 2009/(243/09)-UNI-1, dated 12th August, 2009, regarding Revision of Pay Scales of teachers and equivalent cadres in Higher Education as per UGC Scheme (6th Pay Commission), for teachers and other equivalent cadres of library and physical education in all the Universities, Colleges and other higher educational institutes coming under the purview of state legislature through the department of Higher and Technical Education of Maharashtra and governed by the rules of University Grants Commission.

AND

Whereas, the above Govt. Resolution dated 12th August, 2009, of Higher & Technical Education Department, Mumbai, is implemented, by this university, vide Direction No. 21 / 2009, dated 17-9-2009.

AND

Whereas, UGC has published on its website, 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, 2010, dated 28th June, 2010.

AND

Whereas, the above mentioned UGC Regulations, 2010, dated 28th June, 2010, is implemented, by this university, vide Direction No. 55 / 2010, dated 18-9-2010.

AND

Whereas, the UGC Regulation, 2010 (UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010), published in the Gazette of India (PART-III - SEC-4) on 18th September, 2010, is of 30th June, 2010 and not of 28th June, 2010.

AND

Whereas, Government of Maharashtra in Higher & Technical Education Department has implemented UGC Regulation, 2010, dated 30th June, 2010, to the Teachers and Equivalent Cadres in the Non-Agricultural Universities and its affiliated colleges, by issuing Government Resolution No. Sankirna-2011/ (25/11) Vishi-1, dated 15th February, 2011. The above G.R. dated 15th Feb., 2011 was noted by the Management Council of this university in its meeting held on 9-4-2011, vide item no. 50.

AND

Whereas, Government of Maharashtra, in para 8 of the above G.R. dated 15th February, 2011, has directed the Non-Agricultural Universities to make the necessary changes in their Statutes.

AND

Whereas, the UGC Regulation, 2010 dated 30th June, 2010 and Government Resolution No. Sankirna-2011/(25/11)/Vishi-1, dated 15th February, 2011 is implemented by this University, vide Direction No. 42/2011 dated 12-10-2011.

AND

Whereas, Clause 6.0.0, 6.0.1 and 6.0.2 of the above Regulation, 2010 dated 30th June, 2010 provided procedures to be adopted by the Universities while making selections for Appointment & Promotions under Career Advancement Scheme of Teachers.

AND

Whereas, UGC has issued (2nd Amendment) of 'UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education (2nd Amendment), Regulations, 2013, dated 13th June, 2013.'

AND

Whereas, Clause 6.1.0, 6.0.2 of the UGC Regulation, 2010 (Principal Regulations) are amended vide para 2,3 of UGC Regulation, 2013 (2nd Amendment) respectively and the Table I (Category I,II &III) of Appendix III of the Principal Regulation, 2010 are substituted by Table I (Category I,II, & III) of UGC Regulation, 2013 (2nd Amendment).

AND

Whereas, UGC has issued (3rd Amendment) of 'UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education (3rd Amendment), Regulations, 2016, dated 4th May, 2016'.

AND

Whereas, "The existing Tables I to IX under Appendix-III of the UGC Regulation, 2010 (Principal Regulations) and UGC Regulation, 2013 (2nd Amendment) regarding computation of API Score for appointment and promotion of teachers and other academic staff in the Universities/Colleges/Institutions are amended and substituted by the revised Tables I to IX of the UGC Regulation, 2016 (3rd Amendment)."

AND

Whereas, UGC has issued (4th Amendment) of 'UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education (4th Amendment), Regulations, 2016, dated 11th July, 2016'.

AND

Whereas, the second proviso prescribed under Regulation 6.0.1 in the University Grants Commission (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and other measures for the maintenance of the standards in higher education) (2nd Amendment) Regulations, 2013 has been amended vide proviso 4 of the UGC Regulations 2016, dated 11th July, 2016 (4th Amendment).

AND

Whereas, "Tables-I,II(A),II(B),III,IV,V(A),V(B),VI,VII,VIII(A), VIII(B) and IX of Appendix-III of the 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) (3rd Amendment) Regulations, 2016 are amended and substituted by Tables-I,II(A),II(B),III,IV,V(A),V(B), VI,VII,VIII(A), VIII(B) and IX of Appendix-III of the 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) (4th Amendment) Regulations, 2016."

AND

Whereas, the 2nd, 3rd and 4th amendments to UGC Regulation, 2010 dated 30th June, 2010 and Government Resolution No. संकिर्ण-२०१६ प्र.क्र. ८८/१६/विशि-१, dated 15th October, 2016 and

Government Resolution No. संकिर्ण-२०१७/प्र.क्र.३३/१७/विशि-१, dated 4th March, 2017 is implemented by this University vide Direction No.06/2017, dated 19.06.2017.

AND

Whereas, it is necessary for the university to devise self-assessment cum performance appraisal forms for Appointments and Promotions under Career Advancement Scheme (CAS) of Teachers and to implement the same by making as Ordinance for the purpose.

AND

Whereas, the University has to initiate action of framing suitable Ordinance, under the provisions of Section 72 of Maharashtra Public Universities Act, 2016, to prescribe the self-assessment cum performance appraisal forms (Score Sheets) for Appointments and Promotions under Career Advancement Scheme (CAS) of Teachers.

AND

Whereas, the matter is of urgent nature and framing of Statute is likely to take some time, it is necessary to issue direction in this regard.

Now, therefore, I, Dr. M.G. Chandekar, Vice-Chancellor of Sant Gadge Baba Amravati University, in exercise of the powers conferred upon me under Section 12(8) of the Maharashtra Public Universities Act, 2016, do hereby direct as under :-

1. This direction may be known as "Self Assessment Proformas cum Score Sheets for Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) for Appointments and Promotions under Career Advancement Scheme of Teachers, Direction, 2017".
2. This direction shall come into force from the date of its issuance.
3. Self Assessment Proformas cum score sheets for Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS), for Appointments & Promotions under Career Advancement Scheme of Teachers, will be as prescribed by the UGC, vide UGC Regulation 2010, dated 30th June, 2010 and the 2nd, 3rd & 4th Amendment to this Regulation issued vide dated 13th June 2013, 4th May, 2016 and 11th July, 2016 respectively. Self Assessment Proforma Cum Score Sheet prescribed accordingly by the University for this purpose are as per Section-I, Section-II, Section-III and Section-IV annexed herewith.

Summary of these Sections is as under :-

Summary of Sections :-

(A)

Section-I

- Appendix - I** : For University and College Teachers other than Physical Education Persons & Librarians for filling Part - B (Categories - I, II & III) of Appendix - II & Appendix - III.
- Appendix - II** : PBAS Proforma for Promotions under CAS of Teachers other than Physical Education Persons & Librarians (Part - A, Part - B & Part - C).
- Appendix - III** : Annual Self Assessment Proforma for the Performance Based Appraisal System (Part - A, Part - B & Part - C) for Teachers other than Physical Education Persons & Librarians.

Section-II

Appendix - IV : For University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports for filling Part - B (Categories - I, II & III) of Appendix - V & Appendix - VI.

Appendix - V : PBAS Proforma for Promotions under CAS of University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports (Part - A, Part - B & Part - C).

Appendix -VI : Annual Self Assessment Proforma for the Performance Based Appraisal System (Part - A, Part - B & Part - C) for University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports.

Section-III

Appendix - VII : For University Librarian / Deputy Librarian / Assistant Librarian and College Librarian for filling Part - B (Categories - I, II & III) of Appendix - VIII & Appendix - IX.

Appendix-VIII : PBAS Proforma for Promotions under CAS of University Librarian/ Deputy Librarian / Assistant Librarian and College Librarian (Part - A, Part - B & Part - C).

Appendix - IX : Annual Self Assessment Proforma for the Performance Based Appraisal System (Part - A, Part - B & Part - C) for University Librarian / Deputy Librarian / Assistant Librarian and College Librarian.

Section- IV

Appendix - X : For Teachers under Music and Performing Arts Part - B (Categories - I, II & III) of Appendix – XI & Appendix – XII.

Appendix - XI : PBAS Proforma for Promotions under CAS of University For Teachers under Music and Performing Arts (Part - A, Part - B & Part - C).

Appendix - XII : Annual Self Assessment Proforma for the Performance Based Appraisal System (Part - A, Part - B & Part - C) for Teachers under Music and Performing Arts.

(B) For Direct Recruitment of Professors and Principals posts Applicants should submit the information under Part A & '**Category - III**' of Part B of Appendix - II / V / VIII / XI along with his / her application form by respective category of teachers.

4. The Direction No. 5/2011, dated 27.1.2011 hereby stands repealed.

Place : Amravati
Date :24 /08/2017

Sd/-
(M.G. Chandekar)
Vice-Chancellor

Section I

Appendix-I

Sant Gadge Baba Amravati University, Amravati.
Academic Performance Indicators (APIs) And Scores developed for
adoption of Performance Based Appraisal System (PBAS) for Appointments
and Promotions under Career Advancement Scheme (CAS) of
University/College Teachers.
(For Teachers other than Physical Education Persons and Librarians)

Instructions for Filling up Part B of the PBAS Proforma
(Please read the Instructions carefully before filling the proforma for
Category I, II, III)

Part B of the Proforma is based on Appendix-III, Table I of the UGC Regulations 2016, No.F.1-2/2016(PS/Amendment) -In exercise of the powers conferred under clauses (e) and (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission.

B (I) is based on API scoring for **Category I** of the Table. Detailed information for 2017-18 or most recent assessment year is to be provided.

B (II) is based on **Category II** of the Table. Detailed information for 2017-18 or most recent assessment year is to be provided.

B (III) is based on **Category III** of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per the tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the **Table-I** of the UGC Regulations, 2016 (4th Amendment).

NB. The self-assessment scores are subject to verification by the University / College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

CATEGORY : I : Teaching, Learning and Evaluation Related Activities.

I a. Direct Teaching:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.	Assistant Professor	Actual hours spent per academic year ÷7.5	70
	Associate Professor	Actual hours spent per academic year÷7.75	60
	Professor		60

I b. Examination duties:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
<ul style="list-style-type: none"> • Question paper setting, Invigilation, evaluation of answer scripts including term end examination / Department examinations/ College Examinations/ Internal Assessment and other examinations specified by the University. • Examination work such as coordination, Co-officer, Subject Exam Committee etc. or flying squad duties etc. 	Assistant Professor	Actual hours spent per academic year ÷10	20
	Associate Professor		20
	Professor		10

I c. Innovative Teaching:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
<ul style="list-style-type: none"> • learning methodologies, updating of subject contents/courses, mentoring etc. • Participatory and Innovative T /L Process with materials for problem based learning, case studies, Group discussions etc., • Interactive Courses, Participatory Learning modules, Case studies. • Use of ICT in T/L process with computer-aided methods like powerpoint / Multimedia/ Simulation/Softwares etc. • Developing and imparting Remedial/Bridge Courses. • Developing and imparting soft skills/communication skills/personality development courses/ modules. • Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas. • Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning and e-library skills to students. 	Assistant Professor	Actual hours spent per academic year ÷10	10
	Associate Professor		15
	Professor		20

Note: The minimum cut-off shall be 75%. Below this cutoff no scores shall be assigned in these sub-categories under Category-I.

CATEGORY: II. Co-curricular, Extension and Professional Development Related Activities.

II a. Student related co-curricular, extension and field based activities:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
<p>i. Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</p> <p>ii. Other co-curricular activities. Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity. Students related Socio Cultural and Sports Programmes, campus publications etc.</p> <p>iii. Extension and dissemination activities (public /popular lectures/talks/seminars etc.). Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper, flood or drought relief, small family norms, cleanliness drive, tree plantation etc.</p>	<p>Assistant Professor/ Associate Professor/ Professor</p>	<p>Actual hours spent per academic year ÷10</p>	<p>15</p>

II b. Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
<p>i. Administrative responsibility (including as Dean / Principal / Head of the Department/ Co-ordinator of centers Chairperson / Convener / Teacher-in-charge/ IQAC/ statutory bodies/ similar other duties that require regular office hrs for its discharge)/ other aspect of departmental or institutional management such as admission committee, campus development, library committee etc./ Organization of Conference /Training as Chairman/Organizing Secretary / Treasurer. Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline/ College magazine etc./ Contribution to Corporate life in Universities/colleges through meetings, popular. / lectures, subject related events, etc.</p> <p>ii. Participation in Board of Studies, Academic and Administrative Committees and all other committee (s)/ Duties specified by the University/ Government/ Statutory body.</p>	<p>Assistant Professor/ Associate Professor / Professor</p>	<p>Actual hours spent per academic year ÷10</p>	<p>15</p>

II c. Professional Development activities:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
<ul style="list-style-type: none"> Professional Development activities such as participation in short term training courses/ long term training courses authorized by statutory bodies, industrial experience, talks, refresher / orientation/ faculty development courses, dissemination and general articles and any other contribution, subject Associations, Conferences, Seminars without paper Presentation. Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, etc. Institutional governance. Participation in State/Central Bodies/Committees on Education, Research and National Development. Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes. Lectures in Refresher/ Orientation/ Short Term Programmes and any other professional development activities authorized by statutory bodies. 	Assistant Professor/ Associate Professor / Professor	Actual hours spent per academic year ÷10	15

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education/ Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -339

III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on Its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter
III (C) RESEARCH PROJECTS				
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, Respectively
III (C) (iii)	Projects Outcome / Outputs	Patent awarded / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNI CEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D) RESEARCH GUIDANCE				
III(D)(i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate
III(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -340

III E Fellowships, Awards and Invited lectures delivered in conferences / seminars				
III(E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship
		National Award/Fellowship from academic bodies/ associations	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship
		State/University level Award from academic bodies/ associations	State/University level Award from academic bodies/associations	5 Per Award
III(E) (ii)	*Invited lectures / papers	International	International	7 per lecture / 5 per paper presented
		National level	National level	5 per lecture / 3 per paper presented
		State/University level	State/University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III(F)	Development of e-learning delivery process/material**			10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

** **Note:** e-learning module shall be approved by the head of the Institution/ Department

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -341

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

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions - Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee
V 50% - Research Contribution.	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50%- Performance evaluation and other credential by referral procedure

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

APPENDIX - III TABLE - II(B)

Minimum Scores for APIs for direct recruitment of teachers in university departments / Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

	Assistant Professor (Stage 1)	Associate Professor (Stage 4)	Professor (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria / weightages (Total Weightages = 100)	a. Academic Record and Research Performance (50%) b. Assessment of Domain Knowledge & Teaching Skills (30%) c. Interview performance (20%)	a. Academic Background (20%) b. Research performance based on API score and quality of publications (40%) c. Assessment of Domain Knowledge and Teaching Skills (20%) d. Interview performance: (20%)	a. Academic Background (20%) b. Research performance based on API score and quality of publications (40%). c. Assessment of Domain knowledge and Teaching Skills (20%). d. Interview performance: (20%)

APPENDIX-III - TABLE: III

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

S.No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ Equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses	i. Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). ii. One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration. iii. Screening cum Verification process for recommending promotion.
2	Assistant Professor/ Equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	i. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A). ii. One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. iii. Screening cum Verification process for recommending promotion.
3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	i. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). ii. At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. iii. One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. iv. A selection committee process as stipulated in the regulation and in Tables II(A).
4	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	i. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. ii. A minimum of five publications since the period that the teacher is placed in stage 3. iii. A selection committee process as stipulated in the regulation and in Tables II (A).

Sant Gadge Baba Amravati University, Amravati.
PBAS Proforma for Promotion under CAS
(PART A, PART B & PART C)

(For Teachers other than Physical Education Persons and Librarians)

PART A : GENERAL INFORMATION

1. Name (in Block Letters) :

2. Father's/Husband's Name :

3. Department :

4. Current Designation & Grade Pay :

5. Date of last Promotion :

6. Address for correspondence (with Pin code) :

7. Permanent Address (with Pin code) :

Telephone No. :

Email :

8. Whether acquired any degrees or fresh academic qualifications during the year :

9. Academic Staff College Orientation / Refresher Course attended during the year : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

Signature of teacher

PART B : ACADEMIC PERFORMANCE INDICATORS
CATEGORY : I
TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

I a. Direct Teaching (Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.).

Sr. No.	Course/Paper	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Actual Score Claimed	Proof Document**
Odd Semester							
1							
2							
3							
4							
5							
6							
7							
8							
9							
Even Semester							
10							
11							
12							
13							
14							
15							
16							
17							
18							

* Lecture (L), Tutorial (T), Practical (P), Field Work (FW), Project Supervision (PrS)

Max. API Score: 70, 60, 60 for Assistant Professor, Associate Professor and Professor respectively.

I b. Examination duties:

Sr. No.	Short Description of Duty performed	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				

Max. API Score: 20, 20, 10 for Assistant Professor Associate Professor and Professor respectively

I b. Innovative Teaching:

Sr. No.	Innovative methods in teaching	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				
4.				
5.				

Max. API Score: 10, 15, 20 for Assistant Professor Associate Professor and Professor respectively

Note: The minimum cut-off shall be 75%. Below this cutoff no scores shall be assigned in these sub-categories under Category-I.

****As per table under the document ANNEXURE I (A)**

Total Score (Category : I) :-	
--	--

Signature of Teacher

Verified and found correct :

Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :
(For Category : I)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

II a. Student related co-curricular, extension and field based activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				
	Total (Max: 15)			

II b. Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				
	Total (Max: 15)			

II c. Professional Development activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				
	Total (Max: 15)			

**As per table under the document ANNEXURE II (A)

Verified and found correct:

Signature of Teacher

Signature of V.C. /Principal/H.O.D.

Final Score approved by the Screening / Selection Committee :
(For Category II)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS
CATEGORY : III
RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III A. Research Papers publication:

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
Total									

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

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International / National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
Total									

III C. RESEARCH PROJECTS:

III C. (i). Sponsored Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
Total						

III C. (ii). Consultancy Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
Total						

III C. (iii). Projects Outcome / Outputs:

Sr. No.	Patent awarded / Technology transfer / Product / Process	Nature of Technology transfer / Product / Process	Proof of award	API Score	Proof Document**
1					
Total					

III D. RESEARCH GUIDANCE:

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
Total					

III E. Fellowships and Awards:

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
Total						

III E. Invited lectures / Paper delivered in conferences / seminars:

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
Total						

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

III F. Development of e-learning delivery process/material:

Sr. No.	Title of Document/ Module	Whether module is Web based or offline	Beneficiary	API Score	Proof Document **
1					
2					
Total					

Note: e-learning module shall be approved by the head of the Institution/ Department

****As per table under the document ANNEXURE III (A)**

Total Score (Category : III) :-	
--	--

Signature of Teacher

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

Final Score approved by the Screening / Selection Committee :
 (For Category :III)

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF API SCORES

Category	Criteria	Last Academic.	Total - API	Annual Av. API Score for Assessment Period
I	Teaching, learning and			
	Evaluation related activities			
II	Co-curricular, Extension, Related Professional			
	Development Activities.			
	Total I + II			
III	Research, Publications and Academic Contributions (For entire period)			

Signature of Teacher

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

Signature of Chairman
Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

*Annexure-IV

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

- 1.
- 2.
- 3.

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -349

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

Signature of the faculty with
Designation, Place & Date

Signature of V.C./ School
Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

Name :

Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

D) Verification & Evaluation in respects of API.

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

II) A) General Intelligence : _____

B) Capacity to get work in
Respect of research & teaching

C) Technical Ability : _____

D) Administrative ability including
Judgment initiative and drive
(if applicable) : _____

E) Integrity and Character : _____

F) Whether powers delegated are:
Fully utilized. : _____

G) General Assessment ____ * A+ = Outstanding, A = Very Good, B+ = Positively Good,
B = Good, C+ = Satisfactory, C = Not Satisfactory
(* Strike out which is not applicable.)

Date : / / 2017

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

Sant Gadge Baba Amravati University, Amravati.
PBAS Proforma for Promotion under CAS
(PART A, PART B & PART C)
(For Teachers other than Physical Education Persons and Librarians)

PART A : GENERAL INFORMATION

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :
 Telephone No. :
 Email :
8. Whether acquired any degrees or fresh academic qualifications during the year :

9. Academic Staff College Orientation / Refresher Course attended during the year : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

Signature of teacher

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : I

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

I a. Direct Teaching (Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.).

Sr. No.	Course/Paper	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Actual Score Claimed	Proof Document**
Odd Semester							
1							
2							
3							
4							
5							
6							
7							
8							
9							
Even Semester							

10							
11							
12							
13							
14							
15							
16							
17							
18							

* Lecture (L), Tutorial (T), Practical (P), Field Work (FW), Project Supervision (PrS)

Max. API Score: 70, 60, 60 for Assistant Professor, Associate Professor and Professor respectively.

I b. Examination duties:

Sr. No.	Short Description of Duty performed	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				

Max. API Score: 20, 20, 10 for Assistant Professor Associate Professor and Professor respectively

I b. Innovative Teaching:

Sr. No.	Innovative methods in teaching	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				
4.				
5.				

Max. API Score: 10, 15, 20 for Assistant Professor Associate Professor and Professor respectively

Note: The minimum cut-off shall be 75%. Below this cutoff no scores shall be assigned in these sub-categories under Category-I.

****As per table under the document ANNEXURE I (A)**

Total Score (Category : I) :-	
--	--

Signature of Teacher

Verified and found correct :

Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :
(For Category : I)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

II a. Student related co-curricular, extension and field based activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				
	Total (Max: 15)			

II b. Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				
	Total (Max: 15)			

II c. Professional Development activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				
	Total (Max: 15)			

**As per table under the document ANNEXURE II (A)

Verified and found correct:

Signature of Teacher

Signature of V.C. /Principal/H.O.D.

**Final Score approved by the Screening / Selection Committee :
 (For Category II)**

--

**Signature of Chairman
 Screening / Selection Committee**

PART B : ACADEMIC PERFORMANCE INDICATORS
CATEGORY : III
RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III A. Research Papers publication:

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
Total									

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

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International / National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
Total									

III C. RESEARCH PROJECTS:

III C. (i). Sponsored Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
Total						

III C. (ii). Consultancy Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
Total						

III C. (iii). Projects Outcome / Outputs:

Sr. No.	Patent awarded / Technology transfer / Product / Process	Nature of Technology transfer / Product / Process	Proof of award	API Score	Proof Document**
1					
Total					

III D. RESEARCH GUIDANCE:

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
Total					

III E. Fellowships and Awards:

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
Total						

III E. Invited lectures / Paper delivered in conferences / seminars:

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
Total						

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

III F. Development of e-learning delivery process/material:

Sr. No.	Title of Document/ Module	Whether module is Web based or offline	Beneficiary	API Score	Proof Document **
1					
2					
Total					

Note: e-learning module shall be approved by the head of the Institution/ Department

**As per table under the document ANNEXURE III (A)

Total Score (Category : III) :-	
--	--

Signature of Teacher

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

Final Score approved by the Screening / Selection Committee :
(For Category :III)

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF API SCORES

Category	Criteria	Last Academic.	Total - API	Annual Av. API Score for Assessment Period
I	Teaching, learning and Evaluation related activities			
	Co-curricular, Extension, Related Professional Development Activities.			
II	Total I + II			
III	Research, Publications and Academic Contributions (For entire period)			

Signature of Teacher

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

Signature of Chairman
Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

*Annexure-IV

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

- 1.
- 2.
- 3.

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -356

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

Signature of the faculty with
Designation, Place

& Date

Signature of V.C./

School

Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

Name :

Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

D) Verification & Evaluation in respects of API.

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

II) A) General Intelligence : _____

B) Capacity to get work in
Respect of research & teaching

C) Technical Ability : _____

D) Administrative ability including
Judgment initiative and drive
(if applicable) : _____

E) Integrity and Character : _____

F) Whether powers delegated are
Fully utilized. : _____

G) General Assessment ___ * A+ = Outstanding, A = Very Good, B+ = Positively
Good,

B = Good, C+ = Satisfactory, C = Not Satisfactory

(* Strike out which is not applicable.)

Date : / / 2017

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

Annexure I (A)

Sr. No.	Document
1	Student Attendance certified by HOD/ Head of the institute
2	Academic Dairy certified by HOD/ Head of the institute
3	Total teaching hours Certificate from HOD
4	Certificate from University Authorities
5	Course conduction certificates
6	Other certificates

Annexure II (A)

Sr. No.	Document
1	Proof of Co-curricular activities in the form of letter/ Certificate / Any other document certified by HOD or head of institution
2	Proof of Extension activities in the form of letter/ Certificate/ Any other document certified by HOD or head of institution
3	Administrative committee certificates/ Letters / Any other document certified by HOD or head of institution
4	Certificate / Letter from Conference organizing committee
5	Course conduction certificates
6	Certificate/ Letter from BOS or other bodies
7	Other certificates

Annexure III (A)

Sr. No.	Document
1	Published paper, Journal home page for Impact factor
2	Books front page along with editorial team or Book chapter first page
3	Project Award Certificate/ Midterm Evaluation Report/ Final Project Report/ Utilization Certificate / Project Extension Letter
4	Project outcome report/ Patent award document
5	Student registration Letter/ Thesis submission letter / Notification
6	Fellowship award certificate
	Invited talk letter of intend/ Certificate/ Certificate of paper presentation along with copy of abstract book
7	Other certificates

Section II

Appendix-IV

Sant Gadge Baba Amravati University, Amravati.
Academic Performance Indicators (APIs) And Scores developed for
adoption of Performance Based Appraisal System (PBAS) for
Appointments and Promotions under Career Advancement
Scheme (CAS) of University Director / Deputy Director /
Assistant Director of Physical Education & Sports and
College Director of Physical Education & Sports.
Instructions for Filling up Part B of the PBAS Proforma
(Please read the Instructions carefully before filling the proforma
for Category I, II, III)

Part B of the Proforma is based on Appendix-III, Table IV of the UGC Regulations 2016 (4th Amendment) .

Part B of the Proforma is based on Appendix-III, Table IV of the UGC Regulations 2016, No.F.1-2/2016(PS/Amendment) -In exercise of the powers conferred under clauses (e) and (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission.

B (I) is based on API scoring for **Category I** of the Table. Detailed information for 2017-18 or most recent assessment year is to be provided.

B (II) is based on **Category II** of the Table. Detailed information for 2017-18 or most recent assessment year is to be provided.

B (III) is based on **Category III** of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per the tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the **Table-IV** of the UGC Regulations, 2016 (4th Amendment).

NB. The self-assessment scores are subject to verification by the university / college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

CATEGORY I: Teaching, Training, Coaching, Sport Person Development and Sport Management Activities:

Category I	Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
a	i. Lecture cum practice based athlete / sports classes, seminars undertaken as per allotted hours /organizing and conducting coaching camps / sports person development / training programmes (50 Points) ii. Identifying sports talents and Mentoring sports excellence among students (20 Points) ii. Development and maintenance of play fields, purchase and maintenance of other sports facilities (10 Points)	Assistant Director / College Director	Actual hours spent per academic year ÷17.5	80
		Deputy Director	Actual hours spent per academic year ÷17.25	70
		Director	Actual hours spent per academic year ÷16.75	60
b	i. Management of Physical Education & Sports Program for students (planning, executing and evaluating the policies in physical education & Sports) (10 Points) . ii. Organizing and conducting sports and games competitions at the International / National /State /Inter University/Inter Zonal/ Inter-collegiate Levels (10 Points) . iii. Examination related work such as Physical efficiency test, Medical test, Invigilation, Officer/ co-officer in-charge, External/ Internal Examiner, Member of flying squad (10 Points) .	Assistant Director / College Director/ Deputy Director/ Director	Actual hours spent per academic year ÷10	10
c	i. Upgradation of scientific and technological knowledge in Physical Education and Sports (10 Points) . ii. Extending services, sports facilities and training on holidays to the institutions and organizations (10 Points)	Assistant Director / College Director/ Deputy Director/ Director	Actual hours spent per academic year ÷10	10

CATEGORY: II. Professional Development, Co-curricular and Extension Related Activities.

II a. Student related co-curricular, extension and field based activities:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
<p>i. Discipline related co-curricular activities (such as Cultural exchange and Sports Programmes Various level of extramurals and intramural programmes, extension work through NSS/NCC and other channels.)</p> <p>ii. Extension and dissemination activities (public /popular lectures/talks/seminars etc.).</p>	Assistant Director / College Director/ Deputy Director/ Director	Actual hours spent per academic year ÷10	15

II b. Contribution to Corporate life and Management of the Institution.

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
<p>i. Participation in sports and administrative committees and responsibilities (including as Principal / Director / Convener / similar other duties that require regular office hrs for its discharge).</p> <p>ii. Contribution to Corporate life and management of the sports units in Universities / colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes.</p> <p>iii. Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee etc.</p> <p>iv. Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline.</p> <p>v. Organisation of Conference /Training as Chairperson/Organizing Secretary / Treasurer : (a) International/National/ Regional./ as member of the organizing committee.</p>	Assistant Director / College Director/ Deputy Director/ Director	Actual hours spent per academic year ÷10	15

II c. Professional Development activities:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
<ul style="list-style-type: none"> Professional Development activities (such as participation in seminars, conferences, short term training courses, camps & events, talks, lectures in refresher / faculty development courses, membership of associations, dissemination and general articles and any other contribution). Participation in subject Associations, Conferences, Seminars without paper Presentation. Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance. Participation in State/Central Bodies/Committees on Sports, Cultural, Education, Research and National Development. Publication of articles in newspapers, magazines or other publications (not covered in category III; Radio talks; television programmes. 	Assistant Director / College Director/ Deputy Director/ Director	Actual hours spent per academic year ÷10	15

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and sports contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Director of Physical Education & Sports to higher grades and Selection Committee for the promotion of Assistant Director of Physical Education & Sports to Deputy Director of Physical Education & Sports and for direct recruitment of Deputy Director of Physical Education & Sports and Director of Physical Education & Sports.

Category	Activity	Faculties of Physical Education and Sports	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -361

		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, Respectively
III (C) (iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/ UNESCO/UNICEF etc. Central / StateGovt./Local Bodies	Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5
III(D)(i)	M.Phil.	Degree awarded	5 per candidate
III(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	15/10 per candidate
III(E) (i)	Fellowships/ Awards	International Award/ Fellowship from Govt./ recognized International Sports Bodies/International Sports Organizations	15 per Award / 15 per Fellowship
		National Award/Fellowship from Govt./recognized National Sports Bodies/ National Sports Organizations	10 per Award / 10 per Fellowship
		State / University Award/ Fellowship from Govt./ recognized State Sports Bodies/State Sports Organizations	5 Per Award
III(E) (ii)	*Invited lectures / papers	International	7 per lecture / 5 per paper presented
		National level	5 per lecture / 3 per paper presented
		State/University level	3 per lecture / 2 per paper presented
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III (F)	Development of e-learning delivery process/material 10 per module**		10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

** **Note:** e-learning module shall be approved by the head of the Institution/ Department.

*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

APPENDIX - III TABLE - V (A)

MINIMUM APIs AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE DIRECTOR AND DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES AND COLLEGES

Category	Activity	Assistant / College Director of Physical Education (Stage 1 to Stage 2)	Assistant / College Director of Physical Education (Stage 2 to Stage 3)	Assistant/College Director of Physical Education(Stage 3) to Deputy/ College Director of Physical Education (Stage 4)	Deputy Director of Physical Education (Stage 4) to Director of Physical Education (Stage 5)
I	Teaching, training, coaching, sports person development and sports management activities	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
V 50% - Research Contribution.	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20% - Interview performance

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

APPENDIX - III TABLE – V (B)

Minimum Scores for APIs for direct recruitment of Physical Education Cadres in Universities / Colleges, and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

	Assistant DPE (Stage 1)	Deputy DPE (Stage 4)	DPE (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria / weightages (Total Weightages = 100)	a. Track Record of championship won (30%) b. Sports and athletic skills (40%) c. Interview performance (30%)	a. Research papers (3 nos) evaluation:(40%) b. Organisational skills / Plans of sports (30%) c. Interview performance (30%)	a. Research papers (5 nos) evaluation (50%) b. Organisational track vision plan: (25%) c. Interview performance (25%)

APPENDIX-III - TABLE: VI

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL EDUCATION CADRES IN UNIVERSITIES AND COLLEGES

S.No.	Promotion of Physical Education Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant DPE/ College DPE to Assistant DPE (Senior Scale) / College DPE (Senior Scale) (Stage 1 to Stage 2)	Assistant DPE / College DPE completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	i. Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table V (A). ii. One Orientation and one Refresher / Research Methodology Course of 3/4 weeks duration. iii. Screening cum Verification process for recommending promotion.
2	Assistant DPE (senior scale) / College DPE (senior scale) to Deputy DPE / Assistant DPE (selection grade) / College DPE (selection grade) (Stage 2 to Stage 3)	Assistant DPE (senior scale) College DPE (senior scale) with completed service of five years in Stage 2	i. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A) ii. One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 3/4 week duration. iii. Screening cum Verification process for recommending promotion.
3	Assistant DPE (Selection Grade) / College DPE (Selection Grade) to Deputy DPE / College DPE (Selection Grade) (Stage 3 to Stage 4).	Assistant DPE (Selection Grade) / College DPE (Selection Grade) with three years of completed service in Stage 3.	i. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A). ii. At least three publications in the entire period as Assistant/College DPE (twelve years). However, in the case of College DPE, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. iii. Evidence of having produced teams / athletes iv. A selection committee process as stipulated in the regulation and in Tables V(A).
4	University DPE (Stage 5) (For universities only)	Deputy DPE in universities with three years of completed service in Stage 4.	i. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. ii. A minimum of five publications since the period the personnel is placed in stage 3 iii. Evidence of having produced. teams / athletes iv. A selection committee process as (stipulated in the regulation and in Tables V(A).

Note: The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Physical Director cadres as per the API score specified for this cadre.

* **Wherever** relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

Appendix-V

Sant Gadge Baba Amravati University, Amravati.

PBAS Proforma for Promotion under CAS

(PART A, PART B & PART C)

(For University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports.)

PART A : GENERAL INFORMATION

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :
Telephone No. :
Email :
8. Whether acquired any degrees or fresh academic qualifications during the year :

9. Academic Staff College Orientation / Refresher Course attended during the year : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

Signature of teacher

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : I

TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES.

I a. i. Lecture cum practice based athlete/sports classes, practical, seminars undertaken as per percentage of allotted hours.

Sr. No.	Lecture / Sports classes / Seminars	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Actual Score Claimed	Proof Document**
Odd Semester							
1							
2							
3							
4							
5							
6							
7							
8							
9							
Even Semester							
10							
11							
12							
13							
14							
15							
16							
17							
18							

*Lecture cum practice based athlete / sports classes (AC), Practical (PR) seminars (S), organizing and conducting coaching camps (CC), sports person development / training programmes (SP/TP)

I a. ii. Sport Talent and Mentoring sports excellence:

Sr. No.	Short Description of Programme	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				

I a. iii. Development and maintenance of play fields, purchase and maintenance of other sports facilities:

Sr. No.	Short Description of Development Work	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -366

(Max. API Score: 80, 70, 60 for Assistant Director including College Director/ Deputy Director/ Director respectively under I a. i, ii, and iii).

I b. i. Management of Physical Education & Sports Program for students:

Sr. No.	Short Description of Titles	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				

I b. ii. Organizing and conducting sports and games competitions:

Sr. No.	Name of the Event	Organizers including joint organizers	Date of Event	Level of Event International / National/ State	Total number of hours	Actual Score Claimed	Proof Document*
1							
2							
3							
4							
5							

I b. iii. Examination related work:

Sr. No.	Short Description of Duty performed	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				

(Max. API Score: 10 for Assistant Director including College Director/ Deputy Director/ Director under I b. i, ii and iii).

I c. i. Upgradation of scientific and technological knowledge in Physical Education and Sports:

Sr. No.	Name of the Event	Organizers including joint organizers	Date of Event	Deliverables	Total number of hours	Actual Score Claimed	Proof Document**
1							
2							
3							

I c. ii. Extending Services, Sports facilities and Training on holidays to the Institutions and Organisations:

Sr. No.	Type of Service, Sports facility and Training Extended.	Name of the Institute/ Organisation to which the Service, Sports facility or Training is provided.	Date of Event	Deliverables	Total number of hours	Actual Score Claimed	Proof Document*
1							
2							
3							
4							
5							

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -367

(Max. API Score: 10 for Assistant Director including College Director/ Deputy Director/ Director under I a. i, and ii).

Note: The minimum cut-off shall be 75%. Below this cutoff no scores shall be assigned in these sub-categories under Category-I.

**As per table under the document ANNEXURE I (B)

Total Score (Category : I) :-	
--	--

Verified and found correct : _____
Signature of Teacher

Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee : _____
(For Category : I)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

II a. Student related co-curricular, extension and field based activities:

II a. i. Discipline related co-curricular activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				

II a. ii. Extension and dissemination activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				

Max. API Score 15 under II a for Assistant Director / College Director/ Deputy Director/ Director

II b. Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.:

II b i. Participation in sports and administrative committees and responsibilities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				

II b ii. Contribution to Corporate life and management of the sports units:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				

II b iii. Institutional Governance responsibilities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				

II b iv. Responsibility and committees:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				

II b iv. Organization of events:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				

Max. API Score 15 under II b for Assistant Director / College Director/ Deputy Director/ Director

II c. Professional Development activities:

II c. i. Participation in professional development activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				

II c. ii. Participation in subject Associations, Conferences, Seminars without paper Presentation:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				

II c. iii. Participation in other professional development activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				

Max. API Score 15 under II c for Assistant Director / College Director/ Deputy Director/ Director

**As per table under the document ANNEXURE II (B)

Signature of Teacher

Verified and found correct:

Signature of V.C. /Principal/H.O.D.

Final Score approved by the Screening / Selection Committee :
(For Category II)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III A. Research Papers publication:

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
Total									

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

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International/ National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
Total									

III C. RESEARCH PROJECTS:

III C. (i). Sponsored Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document*
1						
Total						

III C. (ii). Consultancy Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document*
1						
Total						

III C. (iii). Projects Outcome / Outputs:

Sr. No.	Patent awarded / Technology transfer / Product / Process	Nature of Technology transfer / Product / Process	Proof of award	API Score	Proof Document**
1					
Total					

III D. RESEARCH GUIDANCE:

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
Total					

III E. Fellowships and Awards:

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
Total						

III E. Invited lectures / Paper delivered in conferences / seminars:

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
Total						

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

III F. Development of e-learning delivery process/material:

Sr. No.	Title of Document/ Module	Whether module is Web based or offline	Beneficiary	API Score	Proof Document**
1					
2					
Total					

Note: e-learning module shall be approved by the head of the Institution/ Department

****As per table under the document ANNEXURE III (B)**

Total Score (Category : III) :-	
--	--

Signature of Teacher

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -371

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

Final Score approved by the Screening / Selection Committee :
(For Category :III)

--

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF API SCORES

Category	Criteria	Last Academic.	Total - API	Annual Av. API Score for Assessment Period
I	Teaching, learning and			
	Evaluation related activities			
II	Co-curricular, Extension, Related Professional			
	Development Activities.			
	Total I + II			
III	Research, Publications and Academic Contributions (For entire period)			

Signature of Teacher

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

Signature of Chairman
Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

*Annexure-IV

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

- 1.
- 2.
- 3.

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

Signature of the faculty with
Designation, Place & Date

School

Signature of V.C./
Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

Name :

Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

D) Verification & Evaluation in respects of API.

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

II) A) General Intelligence : _____

B) Capacity to get work in
 Respect of research & teaching

C) Technical Ability : _____

D) Administrative ability including
 Judgment initiative and drive
 (if applicable) : _____

E) Integrity and Character : _____

F) Whether powers delegated are
 Fully utilized. : _____

G) General Assessment ___ * A+ = Outstanding, A = Very Good, B+ = Positively
 Good,
 B = Good, C+ = Satisfactory, C = Not Satisfactory
 (* Strike out which is not applicable.)

Date : / / 2017

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

Sant Gadge Baba Amravati University, Amravati.
Annual Self-Assessment for the Performance Based Appraisal
System (PBAS)
(PART A, PART B & PART C)

(For University Director / Deputy Director / Assistant Director of Physical Education & Sports and College Director of Physical Education & Sports.)

PART A : GENERAL INFORMATION

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :
 Telephone No. :
 Email :
8. Whether acquired any degrees or fresh academic qualifications during the year :

9. Academic Staff College Orientation / Refresher Course attended during the year : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

Signature of teacher

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : I

TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES.

I a. i. Lecture cum practice based athlete/sports classes, practical, seminars undertaken as per percentage of allotted hours.

Sr. No.	Lecture / Sports classes / Seminars	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Actual Score Claimed	Proof Document**
Odd Semester							
1							
2							
3							
4							
5							
6							
7							
8							
9							
Even Semester							
10							
11							

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -374

12							
13							
14							
15							
16							
17							
18							

*Lecture cum practice based athlete / sports classes (AC), Practical (PR) seminars (S), organizing and conducting coaching camps (CC), sports person development / training programmes (SP/TP)

I a. ii. Sport Talent and Mentoring sports excellence:

Sr. No.	Short Description of Programme	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				

I a. iii. Development and maintenance of play fields, purchase and maintenance of other sports facilities:

Sr. No.	Short Description of Development Work	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				

(Max. API Score: 80, 70, 60 for Assistant Director including College Director/ Deputy Director/ Director respectively under I a. i, ii, and iii).

I b. i. Management of Physical Education & Sports Program for students:

Sr. No.	Short Description of Titles	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				

I b. ii. Organizing and conducting sports and games competitions:

Sr. No.	Name of the Event	Organizers including joint organizers	Date of Event	Level of Event International/ National/ State	Total number of hours	Actual Score Claimed	Proof Document**
1							
2							
3							
4							
5							

I b. iii. Examination related work:

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -375

Sr. No.	Short Description of Duty performed	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				

(Max. API Score: 10 for Assistant Director including College Director/ Deputy Director/ Director under I b. i, ii and iii).

I c. i. Upgradation of scientific and technological knowledge in Physical Education and Sports:

Sr. No.	Name of the Event	Organizers including joint organizers	Date of Event	Deliverables	Total number of hours	Actual Score Claimed	Proof Document **
1							
2							
3							

I c. ii. Extending Services, Sports facilities and Training on holidays to the Institutions and Organisations:

Sr. No.	Type of Service, Sports facility and Training Extended.	Name of the Institute/ Organisation to which the Service, Sports facility or Training is provided.	Date of Event	Deliverables	Total number of hours	Actual Score Claimed	Proof Document **
1							
2							
3							
4							
5							

(Max. API Score: 10 for Assistant Director including College Director/ Deputy Director/ Director under I a. i, and ii).

Note: The minimum cut-off shall be 75%. Below this cutoff no scores shall be assigned in these sub-categories under Category-I.

**As per table under the document ANNEXURE I (B)

Total Score (Category : I) :-	
--	--

Verified and found correct :

Signature of Teacher

Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :
 (For Category : I)

--

 Signature of Chairman
 Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

II a. Student related co-curricular, extension and field based activities:

II a. i. Discipline related co-curricular activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				

II a. ii. Extension and dissemination activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				

Max. API Score 15 under II a for Assistant Director / College Director/ Deputy Director/ Director

II b. Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.:

II b i. Participation in sports and administrative committees and responsibilities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				

II b ii. Contribution to Corporate life and management of the sports units:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				

II b iii. Institutional Governance responsibilities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				

II b iv. Responsibility and committees:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				

II b iv. Organization of events:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				

Max. API Score 15 under II b for Assistant Director / College Director/ Deputy Director/ Director

II c. Professional Development activities:

II c. i. Participation in professional development activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				

II c. ii. Participation in subject Associations, Conferences, Seminars without paper Presentation:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				

II c. iii. Participation in other professional development activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				

Max. API Score 15 under II c for Assistant Director / College Director/ Deputy Director/ Director

****As per table under the document ANNEXURE II (B)**

Signature of Teacher

Verified and found correct:

Signature of V.C. /Principal/H.O.D.

Final Score approved by the Screening / Selection Committee :
(For Category II)

**Signature of Chairman
 Screening / Selection Committee**

PART B : ACADEMIC PERFORMANCE INDICATORS
CATEGORY : III
RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III A. Research Papers publication:

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
Total									

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

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International / National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document*
1									
Total									

III C. RESEARCH PROJECTS:

III C. (i). Sponsored Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
Total						

III C. (ii). Consultancy Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
Total						

III C. (iii). Projects Outcome / Outputs:

Sr. No.	Patent awarded / Technology transfer / Product / Process	Nature of Technology transfer / Product / Process	Proof of award	API Score	Proof Document**
1					
Total					

III D. RESEARCH GUIDANCE:

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
Total					

III E. Fellowships and Awards:

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
Total						

III E. Invited lectures / Paper delivered in conferences / seminars:

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
Total						

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

III F. Development of e-learning delivery process/material:

Sr. No.	Title of Document/ Module	Whether module is Web based or offline	Beneficiary	API Score	Proof Document**
1					
2					
Total					

Note: e-learning module shall be approved by the head of the Institution/ Department

****As per table under the document ANNEXURE III (B)**

Total Score (Category : III) :-	
--	--

Signature of Teacher

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

Final Score approved by the Screening / Selection Committee :
(For Category :III)

--

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF API SCORES

Category	Criteria	Last Academic.	Total - API	Annual Av. API Score for Assessment Period
I	Teaching, learning and			
	Evaluation related activities			
II	Co-curricular, Extension, Related Professional			
	Development Activities.			
	Total I + II			
III	Research, Publications and Academic Contributions (For entire period)			

Signature of Teacher

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

Signature of Chairman
Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

*Annexure-IV

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

- 1.
- 2.
- 3.

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

Signature of the faculty with
Designation, Place & Date

Signature of V.C./ School
Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

Name :

Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

D) Verification & Evaluation in respects of API.

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

- II) A) General Intelligence : _____
- B) Capacity to get work in
Respect of research & teaching
- C) Technical Ability : _____
- D) Administrative ability including
Judgment initiative and drive
(if applicable) : _____

E) Integrity and Character : _____

F) Whether powers delegated are
Fully utilized. : _____

- G) General Assessment ____ * A+ = Outstanding, A = Very Good, B+ = Positively Good,
B = Good, C+ = Satisfactory, C = Not Satisfactory
(* Strike out which is not applicable.)

Date : / / 2017

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

Annexure I (B)

Sr. No.	Document
1	Student Attendance certified by HOD/ Head of the institute
2	Academic Dairy certified by HOD/ Head of the institute
3	Total teaching hours Certificate from HOD
4	Certificate from University Authorities
5	Course conduction certificates
6	Other certificates

Annexure II (B)

Sr. No.	Document
1	Proof of Co-curricular activities in the form of letter/ Certificate / Any other document certified by HOD or head of institution
2	Proof of Extension activities in the form of letter/ Certificate/ Any other document certified by HOD or head of institution
3	Administrative committee certificates/ Letters / Any other document certified by HOD or head of institution
4	Certificate / Letter from Conference organizing committee
5	Course conduction certificates
6	Certificate/ Letter from BOS or other bodies
7	Other certificates

Annexure III (B)

Sr. No.	Document
1	Published paper, Journal home page for Impact factor
2	Books front page along with editorial team or Book chapter first page
3	Project Award Certificate/ Midterm Evaluation Report/ Final Project Report/ Utilization Certificate / Project Extension Letter
4	Project outcome report/ Patent award document
5	Student registration Letter/ Thesis submission letter / Notification
6	Fellowship award certificate
	Invited talk letter of intend/ Certificate/ Certificate of paper presentation along with copy of abstract book
7	Other certificates

Section-III

Appendix-VII

Sant Gadge Baba Amravati University, Amravati.
Academic Performance Indicators (APIs) And Scores developed for
adoption of Performance Based Appraisal System (PBAS) for
Appointments and Promotions under Career Advancement
Scheme (CAS) of University Librarian/Deputy Librarian/
Assistant Librarian and College Librarian.
Instructions for Filling up Part B of the PBAS Proforma
(Please read the Instructions carefully before filling the proforma
for Category I, II, III)

Part B of the Proforma is based on Appendix-III, Table I of the UGC Regulations 2016, No.F.1-2/2016(PS/Amendment) -In exercise of the powers conferred under clauses (e) and (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission.

B (I) is based on API scoring for **Category I** of the Table. Detailed information for 2017-18 or most recent assessment year is to be provided.

B (II) is based on **Category II** of the Table. Detailed information for 2017-18 or most recent assessment year is to be provided.

B (III) is based on **Category III** of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per the tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the **Table-VII** of the UGC Regulations, 2016 (4th Amendment).

NB. The self-assessment scores are subject to verification by the university / college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

CATEGORY : I : Procurement, organization, and delivery of knowledge and information through Library services

Sub-categories	Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
a	<p>i. Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/ College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points)</p> <p>ii. Development, organization and management of e-resources including their accessibility over Intranet / Internet, digitization of library resources, e-delivery of information, etc (15 Points)</p> <p>iii. Examination related work such as Physical efficiency test, Medical test, Invigilation, Officer/ co-officer in-charge, External/ Internal Examiner, Member of flying squad (15 Points).</p> <p>iv. User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. (15 Points).</p>	Univ. Assistant Librarian/ College Librarian	Actual hours spent per academic year ÷20	70
		Deputy Librarian/		60
		Librarian		55
b	ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	Actual hours spent per academic year ÷10	15
c	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	Actual hours spent per academic year ÷10	15

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

II a. Student related co-curricular, extension and field based activities:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
Student related co-curricular, extension and field based activities such as Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels, Library usage awareness programmes.	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	Actual hours spent per academic year ÷10	15

II b. Contribution to Corporate life and Management of the Institution.

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
<ul style="list-style-type: none"> * Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities. * Contribution in Universities/ colleges through meetings, popular lectures, Library related events, articles in college magazine and University volumes. * Institutional Governance responsibilities like ,Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator. * Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee. * Responsibility for or participation in committees for Students Welfare, Counseling and Discipline. * Organisation of Conference /Training as Chairman/Organizational Secretary / Treasurer/ as member of the organizing committee 	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	Actual hours spent per academic year ÷10	15

II c. Professional Development activities:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
<ul style="list-style-type: none"> Professional Development activities such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below. Participation in subject Associations, Conferences, Seminars without paper Presentation. Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance. Participation in State/Central Bodies/Committees on Education, Research and National Development. Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes. 	Univ. Assistant Librarian/ College Librarian/ Deputy Librarian/ Librarian	Actual hours spent per academic year ÷10	15

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

Category	Activity	University/College Librarians Max.score *	University/College Librarians Max.score *
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -386

III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, Respectively
III (C) (iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/ UNESCO/UNICEF etc. Central / StateGovt./Local Bodies	Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5
III(D)(i)	M.Phil.	Degree awarded	5 per candidate
III(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	15/10 per candidate
III(E) (i)	Fellowships/ Awards	International Award/ Fellowship from Govt./ recognized International Sports Bodies/International Sports Organizations	15 per Award / 15 per Fellowship
		National Award/Fellowship from Govt./recognized National Sports Bodies/ National Sports Organizations	10 per Award / 10 per Fellowship
		State / University Award/ Fellowship from Govt./ recognized State Sports Bodies/State Sports Organizations	5 Per Award
III(E) (ii)	*Invited lectures / papers	International	7 per lecture / 5 per paper presented
		National level	5 per lecture / 3 per paper presented
		State/University level	3 per lecture / 2 per paper presented
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III(F)	Development of e-learning delivery process/material 10 per module**		10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

** **Note:** e-learning module shall be approved by the head of the Institution/ Department.

*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the “List of Journals” notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the “List of Journals”. The clause 6.0.5 (i) will be strictly followed by the University.

**APPENDIX - III TABLE - VII (A)
MINIMUM APIs FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF
ASSISTANT/COLLEGE LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGES FOR EXPERT
ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITIES AND COLLEGES**

Category	Activity	Assistant / College Librarian (Stage 1 to Stage 2)	Assistant / College Librarian (Stage 2 to Stage 3)	Assistant/College Librarian (Stage 3) to Deputy/ College Librarian (Stage 4)	Deputy Librarian (Stage 4) to Librarian (Stage 5)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
V 50% - Research Contribution.	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20 % - Interview performance	50% Library publication work 30% Assessment of innovative Library service and organization of digital library services 20% Interview performance

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

**APPENDIX - III TABLE – VIII (B)
Minimum APIs and Other Norms for the Direct Recruitment of Librarian Positions in University
Departments/Colleges and weightages in Selection Committees to be considered along with other specified
eligibility qualifications stipulated in the Regulation.**

Minimum Norm / Criteria	Assistant University Librarian / College Librarian (Stage 1)	Deputy Librarian in universities (Stage 4)	Librarian (university only) (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria / weightages (Total Weightages = 100)	a. Teaching / computer and communication skills by a Lecture demonstration (50%) b. Record of Library management skills (20%) c. Interview performance(30%)	a. Library related Research / Theme papers (3 Nos) Evaluation: (50%) b. Library automation skills and Organizational Plans (20%) c. Interview performance (30%)	a. Library Research papers (Five) evaluation (60%) b. Organizational track record of innovation library service and vision plan (20%) c. Interview performance (20%)

**APPENDIX-III - TABLE: IX
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF
PHYSICAL EDUCATION CADRES IN UNIVERSITIES AND COLLEGES**

S.No.	Promotion of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/ College Librarian completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	i. Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. ii. One Orientation and one Refresher Course of 3/4 weeks duration iii. Screening cum Verification process for recommending promotion.
2	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale) / College Librarian (senior scale) with completed service of five years in Stage 2	i. Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A) of Appendix III for Librarian Cadres in universities and for college librarian cadres. ii. Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. iii. Screening cum Verification process for recommending promotion.
3	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) to Deputy Librarian / College Librarian (Selection Grade) (Stage 3 to Stage 4)	Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	i. Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix III. Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph.D. Holders. ii. Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation. iii. A selection committee process as stipulated in the Regulation and in Table VIII (A)
4	University Librarian (Stage 5) (For universities only)	Deputy Librarian in universities with three years of completed service in Stage 4.	i. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment periods (in Stages 3 and 4) 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. Evidence of innovative library service and organization of published work. iv. A selection committee process as stipulated in the regulation and in Table VIII (A)

Note: The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Physical Director cadres as per the API score specified for this cadre.

* **Wherever** relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

Sant Gadge Baba Amravati University, Amravati.
PBAS Proforma for Promotion under CAS
(PART A, PART B & PART C)
*(For University Librarian / Deputy Librarian / Assistant Librarian
and College Librarian.)*
PART A : GENERAL INFORMATION

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :

Telephone No. :

Email :
8. Whether acquired any degrees or fresh academic qualifications during the year :

9. Academic Staff College Orientation / Refresher Course attended during the year : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

Signature of teacher

PART B : ACADEMIC PERFORMANCE INDICATORS
CATEGORY : I

PROCUREMENT, ORGANISATION AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES.

I. a.i. Library resource organization:

Sr. No.	Nature of Activity	Execution of Activity with justification	Outcome	Total number of hours	Actual Score Claimed	Proof Document**
1						
2						
3						
4						

I. a. ii. e-content development and software based programs:

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -390

Sr. No.	Nature of Activity	Execution of Activity with justification	Outcome	Total number of hours	Actual Score Claimed	Proof Document**
1						
2						
3						
4						

I. a. iii. Examination duties:

Sr. No.	Short Description of Duty performed	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				

I. a. iv. User awareness and instruction programmes:

Sr. No.	Short Description of programmes	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				

(Max. API Score: 70, 60, 55 for Univ. Assistant Librarian including College Librarian, Deputy Librarian, Librarian respectively under Ia).

b. ICT and other new technologies':

Sr. No.	Nature of Activity	Execution of Activity with justification	Outcome	Total number of hours	Actual Score Claimed	Proof Document**
1						
2						
3						
4						
Max. API Score						15

c. Additional services such as extending library facilities on holidays:

Sr. No.	Nature of Activity	Execution of Activity with justification	Outcome	Total number of hours	Actual Score Claimed	Proof Document**
1						
2						
3						
4						
Max. API Score						15

Note: The minimum cut-off shall be 75%. Below this cutoff no scores shall be assigned in these sub-categories under Category-I.

****As per table under the document ANNEXURE I (C)**

Total Score (Category : I) :-	
--	--

Signature of Teacher

Verified and found correct :

Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :
(For Category : I)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : II

**CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED
ACTIVITIES.**

II a. Student related co-curricular, extension and field based activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				
	Total (Max: 15)			

II b. Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				
	Total (Max: 15)			

II c. Professional Development activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				
	Total (Max: 15)			

**As per table under the document ANNEXURE II (C)

Verified and found correct:

Signature of Teacher

Signature of V.C. /Principal/H.O.D.

Final Score approved by the Screening / Selection Committee :
(For Category II)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS
CATEGORY : III
RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III A. Research Papers publication:

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
Total									

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

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International / National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
Total									

III C. RESEARCH PROJECTS:

III C. (i). Sponsored Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
Total						

III C. (ii). Consultancy Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document Code**
1						
Total						

III C. (iii). Projects Outcome / Outputs:

Sr. No.	Patent awarded / Technology transfer / Product / Process	Nature of Technology transfer / Product / Process	Proof of award	API Score	Proof Document**
1					
Total					

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -393

III D. RESEARCH GUIDANCE:

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
Total					

III E. Fellowships and Awards:

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
Total						

III E. Invited lectures / Paper delivered in conferences / seminars:

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
Total						
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period						

III F. Development of e-learning delivery process/material:

Sr. No.	Title of Document/ Module	Whether module is Web based or offline	Beneficiary	API Score	Proof Document**
1					
2					
Total					

Note: e-learning module shall be approved by the head of the Institution/ Department

****As per table under the document ANNEXURE III (C)**

Total Score (Category : III) :-	
--	--

Signature of Teacher

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

Final Score approved by the Screening / Selection Committee :
(For Category :III)

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF API SCORES

Category	Criteria	Last Academic.	Total - API	Annual Av. API Score for Assessment Period
I	Teaching, learning and			
	Evaluation related activities			
II	Co-curricular, Extension, Related Professional			
	Development Activities.			
	Total I + II			
III	Research, Publications and Academic Contributions (For entire period)			

 Signature of Teacher

Verified and found correct :

 Signature of V.C./ Principal / H.O.D.

 Signature of Chairman
 Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

*Annexure-IV

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

- 1.
- 2.
- 3.

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

Signature of the faculty with
 Designation, Place

& Date

School

Signature of V.C./
 Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

Name :

Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

D) Verification & Evaluation in respects of API.

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

II) A) General Intelligence : _____

B) Capacity to get work in
 Respect of research & teaching

C) Technical Ability : _____

D) Administrative ability including
 Judgment initiative and drive
 (if applicable) : _____

E) Integrity and Character : _____

F) Whether powers delegated are
 Fully utilized. : _____

G) General Assessment ____ * A+ = Outstanding, A = Very Good, B+ = Positively
 Good,
 B = Good, C+ = Satisfactory, C = Not Satisfactory
 (* Strike out which is not applicable.)

Date : / / 2017

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

Appendix-IX

**Sant Gadge Baba Amravati University, Amravati.
Annual Self-Assessment for the Performance Based Appraisal
System (PBAS)**

(PART A, PART B & PART C)

*(For University Librarian / Deputy Librarian / Assistant Librarian
and College Librarian.)*

Session / Year : _____

(To be completed and submitted at the end of each academic year)

PART A : GENERAL INFORMATION

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :

Telephone No. :

Email :

8. Whether acquired any degrees or fresh academic qualifications during the year :

9. Academic Staff College Orientation / Refresher Course attended during the year : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

Signature of teacher

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : I

**PROCUREMENT, ORGANISATION AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH
LIBRARY SERVICES.**

- I. a.i. Library resource organization:

Sr. No.	Nature of Activity	Execution of Activity with justification	Outcome	Total number of hours	Actual Score Claimed	Proof Document**
1						
2						
3						
4						

I. a. ii. e-content development and software based programs:

Sr. No.	Nature of Activity	Execution of Activity with justification	Outcome	Total number of hours	Actual Score Claimed	Proof Document**
1						
2						
3						
4						

I. a. iii. Examination duties:

Sr. No.	Short Description of Duty performed	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				

I. a. iv. User awareness and instruction programmes:

Sr. No.	Short Description of programmes	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				

(Max. API Score: 70, 60, 55 for Univ. Assistant Librarian including College Librarian, Deputy Librarian, Librarian respectively under Ia).

b. ICT and other new technologies’:

Sr. No.	Nature of Activity	Execution of Activity with justification	Outcome	Total number of hours	Actual Score Claimed	Proof Document**
1						
2						
3						
4						
Max. API Score						15

c. Additional services such as extending library facilities on holidays:

Sr. No.	Nature of Activity	Execution of Activity with justification	Outcome	Total number of hours	Actual Score Claimed	Proof Document**
1						
2						
3						
4						
Max. API Score						15

Note: The minimum cut-off shall be 75%. Below this cutoff no scores shall be assigned in these sub-categories under Category-I.

****As per table under the document ANNEXURE I (C)**

Total Score (Category : I) :-	
--	--

Signature of Teacher

Verified and found correct :

Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :

(For Category : I)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

II a. Student related co-curricular, extension and field based activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document**
1.				
2.				
3.				
	Total (Max: 15)			

II b. Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				
	Total (Max: 15)			

II c. Professional Development activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				
	Total (Max: 15)			

**As per table under the document ANNEXURE II (C)

Signature of Teacher

Verified and found correct:

Signature of V.C.

/Principal/H.O.D.

Final Score approved by the Screening / Selection Committee :
(For Category II)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS
CATEGORY : III
RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III A. Research Papers publication:

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
Total									

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

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International / National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
Total									

III C. RESEARCH PROJECTS:

III C. (i). Sponsored Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
Total						

III C. (ii). Consultancy Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document Code**
1						
Total						

III C. (iii). Projects Outcome / Outputs:

Sr. No.	Patent awarded / Technology transfer / Product / Process	Nature of Technology transfer / Product / Process	Proof of award	API Score	Proof Document**
1					
Total					

III D. RESEARCH GUIDANCE:

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
Total					

III E. Fellowships and Awards:

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
Total						

III E. Invited lectures / Paper delivered in conferences / seminars:

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
Total						
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period						

III F. Development of e-learning delivery process/material:

Sr. No.	Title of Document/ Module	Whether module is Web based or offline	Beneficiary	API Score	Proof Document**
1					
2					
Total					

Note: e-learning module shall be approved by the head of the Institution/ Department

****As per table under the document ANNEXURE III (C)**

Total Score (Category : III) :-	
--	--

Signature of Teacher

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

Final Score approved by the Screening / Selection Committee :
(For Category :III)

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF API SCORES

Category	Criteria	Last Academic.	Total - API	Annual Av. API Score for Assessment Period
I	Teaching, learning and Evaluation related activities			
	Co-curricular, Extension, Related Professional Development Activities.			
Total I + II				
III	Research, Publications and Academic Contributions (For entire period)			

Signature of Teacher

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

Signature of Chairman
Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

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

- 1.
- 2.
- 3.

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

Signature of the faculty with
Designation, Place & Date

Signature of V.C./ School
Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

Name :
Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

D) Verification & Evaluation in respects of API.

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

II) A) General Intelligence : _____

B) Capacity to get work in
Respect of research & teaching

C) Technical Ability : _____

D) Administrative ability including
Judgment initiative and drive
(if applicable) : _____

E) Integrity and Character : _____

F) Whether powers delegated are
Fully utilized. : _____

G) General Assessment ____ * A+ = Outstanding, A = Very Good, B+ = Positively Good,
B = Good, C+ = Satisfactory, C = Not Satisfactory

(* Strike out which is not applicable.)

Date : / / 2017

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

Annexure I (C)

Sr. No.	Document
1	Student Attendance certified by HOD/ Head of the institute
2	Academic Dairy certified by HOD/ Head of the institute
3	Total teaching hours Certificate from HOD
4	Certificate from University Authorities
5	Course conduction certificates
6	Other certificates

Annexure II (C)

Sr. No.	Document
1	Proof of Co-curricular activities in the form of letter/ Certificate / Any other document certified by HOD or head of institution
2	Proof of Extension activities in the form of letter/ Certificate/ Any other document certified by HOD or head of institution
3	Administrative committee certificates/ Letters / Any other document certified by HOD or head of institution
4	Certificate / Letter from Conference organizing committee
5	Course conduction certificates
6	Certificate/ Letter from BOS or other bodies
7	Other certificates

Annexure III (C)

Sr. No.	Document
1	Published paper, Journal home page for Impact factor
2	Books front page along with editorial team or Book chapter first page
3	Project Award Certificate/ Midterm Evaluation Report/ Final Project Report/ Utilization Certificate / Project Extension Letter
4	Project outcome report/ Patent award document
5	Student registration Letter/ Thesis submission letter / Notification
6	Fellowship award certificate
	Invited talk letter of intend/ Certificate/ Certificate of paper presentation along with copy of abstract book
7	Other certificates

Section IV

Appendix-X

Sant Gadge Baba Amravati University, Amravati.
Academic Performance Indicators (APIs) And Scores developed for
adoption of Performance Based Appraisal System (PBAS) for Appointments
and Promotions under Career Advancement Scheme (CAS) of
University/College Teachers.
(For Teachers in music and performing arts)

Instructions for Filling up Part B of the PBAS Proforma
(Please read the Instructions carefully before filling the proforma for Category I, II, III)

Part B of the Proforma is based on Appendix-III, Table I of the UGC Regulations 2016, No.F.1-2/2016(PS/Amendment) -In exercise of the powers conferred under clauses (e) and (g) of sub-section (1) of Section 26 of University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission.

B (I) is based on API scoring for **Category I** of the Table. Detailed information for 2017-18 or most recent assessment year is to be provided.

B (II) is based on **Category II** of the Table. Detailed information for 2017-18 or most recent assessment year is to be provided.

B (III) is based on **Category III** of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per the tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the **Table-I** of the UGC Regulations, 2016 (4th Amendment).

NB. The self-assessment scores are subject to verification by the University / College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

CATEGORY : I : Teaching, Learning and Evaluation Related Activities.

I a. Direct Teaching:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.	Assistant Professor	Actual hours spent per academic year ÷7.5	70
	Associate Professor	Actual hours spent per academic year ÷7.75	60
	Professor		60

I b. Examination duties:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
<ul style="list-style-type: none"> Question paper setting, Invigilation, evaluation of answer scripts including term end examination / Department examinations/ College Examinations/ Internal Assessment and other examinations specified by the University. Examination work such as coordination, Co-officer, Subject Exam Committee etc. or flying squad duties etc. 	Assistant Professor	Actual hours spent per academic year ÷10	20
	Associate Professor		20
	Professor		10

I c. Innovative Teaching:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
<ul style="list-style-type: none"> • learning methodologies, updation of subject contents/courses, mentoring etc. • Participatory and Innovative T /L Process with materials for problem based learning, case studies, Group discussions etc., • Interactive Courses, Participatory Learning modules, Case studies. • Use of ICT in T/L process with computer-aided methods like powerpoint / Multimedia/ Simulation/Softwares etc. • Developing and imparting Remedial/Bridge Courses. • Developing and imparting soft skills/communication skills/personality development courses/ modules. • Developing and imparting specialized teaching-learning programmes in music, library; innovative compositions and creations in music, performing and visual arts and other traditional areas. • Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning and e-library skills to students. 	Assistant Professor	Actual hours spent per academic year ÷10	10
	Associate Professor		15
	Professor		20

Note: The minimum cut-off shall be 75%. Below this cutoff no scores shall be assigned in these sub-categories under Category-I.

CATEGORY: II. Co-curricular, Extension and Professional Development Related Activities.

II a. Student related co-curricular, extension and field based activities:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max.Score
<p>i. Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visits, student seminars and other events.)</p> <p>ii. Other co-curricular activities. Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity. Students related Socio Cultural and Sports Programmes, campus publications etc.</p> <p>iii. Extension and dissemination activities (public /popular lectures/talks/seminars/ etc.). Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper, flood or drought relief, small family norms, cleanliness drive, tree plantation etc.</p>	<p>Assistant Professor/ Associate Professor/ Professor</p>	<p>Actual hours spent per academic year ÷10</p>	<p>15</p>

II b. Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max.Score
<p>i. Administrative responsibility (including as Dean / Principal / Head of the Department/ Co-ordinator of centers Chairperson / Convener / Teacher-in-charge/ IQAC/ statutory bodies/ similar other duties that require regular office hrs for its discharge)/ other aspect of departmental or institutional management such as admission committee, campus development, library committee etc./ Organization of Conference /Training as Chairman/Organizational Secretary / Treasurer/ Chair person in organizations or associations related to the music and performing arts, Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline/ College magazine etc./ Contribution to Corporate life in Universities/colleges through meetings, popular. / lectures, subject related events, Coordinator of music festivals/ programs etc.</p> <p>ii. Participation in Board of Studies, Academic and Administrative Committees and all other committee (s)/ Duties specified by the University/ Government/ Statutory body.</p>	<p>Assistant Professor/ Associate Professor / Professor</p>	<p>Actual hours spent per academic year ÷10</p>	<p>15</p>

II c. Professional Development activities:

Indicator/ Activity	Post Held	Calculation of Actual Score	Max. Score
<ul style="list-style-type: none"> • Professional Development activities such as participation in short term training courses/ long term training courses authorized by statutory bodies, industrial experience, talks, refresher / orientation/ faculty development courses, dissemination and general articles and any other contribution, subject Associations, Conferences, Seminars without paper Presentation. Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Subject expert/Examiner/ judge in committees/ competitions related to music and performing arts etc. • Institutional governance. Participation in State/Central Bodies/Committees on Education, Research and National Development. Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks/ programmes; television programmes in music and performing arts. Director/ choreographer in the events related to the music and performing arts. Events related to the folk music and dance etc. • Lectures in Refresher/ Orientation/ Short Term Programmes and any other professional development activities authorized by statutory bodies. 	<p>Assistant Professor/ Associate Professor / Professor</p>	<p>Actual hours spent per academic year ÷10</p>	<p>15</p>

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

Category	Activity	Teachers in Music and Performing Arts	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC #	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books, <u>Cassettes/ CDs, DVDs, Tracks</u>)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on Its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies. List of companies approved by the University and intimated to UGC.	20 per CD/ DVD
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter
		Individual track in Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies. Published or broadcasted solo/ group performance at AIR, TV, festivals and album etc. List of companies approved by the University and intimated to UGC.	10/ track
		Publish self competitions-classical, semi classical and light songs.	International – 15 National- 10 State-5
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per Project
		Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, Respectively

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -409

III (C) (iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/ UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5
III(D)(i)	M.Phil.	Degree awarded	5 per candidate
III(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	15/10 per candidate
III(E) (i)	Fellowships/ Awards <u>including top A grade, A grade, B high grade, B grade in music and performing arts.</u>	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship
		National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship
		State/University level Award from academic bodies/associations	5 Per Award
III(E) (ii)	*Invited lectures / papers	International	7 per lecture / 5 per paper presented
		National level	5 per lecture / 3 per paper presented
		State/University level	3 per lecture / 2 per paper presented
III(F)			10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.

** **Note:** e-learning module shall be approved by the head of the Institution/ Department

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the “List of Journals” notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the “List of Journals”. The clause 6.0.5 (i) will be strictly followed by the University.

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -410

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

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee
V 50% - Research Contribution.	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50%- Performance evaluation and other credential by referral procedure

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

**APPENDIX - III TABLE - II(B)
Minimum Scores for APIs for direct recruitment of teachers in university departments / Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.**

	Assistant Professor (Stage 1)	Associate Professor (Stage 4)	Professor (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria / weightages (Total Weightages = 100)	d. Academic Record and Research Performance (50%) e. Assessment of Domain Knowledge & Teaching Skills (30%) f. Interview performance (20%)	e. Academic Background (20%) f. Research performance based on API score and quality of publications (40%) g. Assessment of Domain Knowledge and Teaching Skills (20%) h. Interview performance: (20%)	e. Academic Background (20%) f. Research performance based on API score and quality of publications (40%). g. Assessment of Domain knowledge and Teaching Skills (20%). h. Interview performance: (20%)

**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	iv. Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). v. One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration. vi. 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.	iv. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A). v. 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. vi. Screening cum Verification process for recommending promotion.
3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	v. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). vi. At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. vii. 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. iii. A selection committee process as stipulated in the regulation and in Tables II(A).
4	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	iv. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. v. A minimum of five publications since the period that the teacher is placed in stage 3. vi. A selection committee process as stipulated in the regulation and in Tables II (A).

Appendix-XI

**Sant Gadge Baba Amravati University, Amravati.
PBAS Proforma for Promotion under CAS
(PART A, PART B & PART C)
(For Teachers in Music and Performing Arts)**

PART A : GENERAL INFORMATION

- 1. Name (in Block Letters) :**
- 2. Father's/Husband's Name :**
- 3. Department :**
- 4. Current Designation & Grade Pay :**
- 5. Date of last Promotion :**
- 6. Address for correspondence (with Pin code) :**
- 7. Permanent Address (with Pin code) :**

Telephone No. :

Email :

8. Whether acquired any degrees or fresh academic qualifications during the year :

9. Academic Staff College Orientation / Refresher Course attended during the year : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

 Signature of teacher

PART B : ACADEMIC PERFORMANCE INDICATORS
CATEGORY : I
TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

I a. Direct Teaching (Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.).

Sr. No.	Course/Paper	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Actual Score Claimed	Proof Document**
Odd Semester							
1							
2							
3							
4							
5							
6							
7							
8							
9							
Even Semester							
10							
11							
12							
13							
14							
15							
16							
17							
18							

* Lecture (L), Tutorial (T), Practical (P), Field Work (FW), Project Supervision (PrS)

Max. API Score: 70, 60, 60 for Assistant Professor, Associate Professor and Professor respectively.

I b. Examination duties:

Sr. No.	Short Description of Duty performed	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				

Max. API Score: 20, 20, 10 for Assistant Professor Associate Professor and Professor respectively

I b. Innovative Teaching:

Sr. No.	Innovative methods in teaching	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				
4.				
5.				
Max. API Score: 10, 15, 20 for Assistant Professor Associate Professor and Professor respectively				

Note: The minimum cut-off shall be 75%. Below this cutoff no scores shall be assigned in these sub-categories under Category-I.

****As per table under the document ANNEXURE I (D)**

Total Score (Category : I) :-	
--	--

Signature of Teacher

Verified and found correct :

Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :

(For Category : I)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

II a. Student related co-curricular, extension and field based activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				
	Total (Max: 15)			

II b. Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities/ Chair person in organizations or associations related to the music and performing arts/ music festivals and programmes:

Sr. No.	Type of Activity	Acting As	Total number of hours	Actual Score Claimed	Proof Document**
1.					
2.					
3.					
	Total (Max: 15)				

II c. Professional Development activities:

Sr. No.	Type of Activity	Acting As	Total number of hours	Actual Score Claimed	Proof Document**
1.					
2.					
3.					
	Total (Max: 15)				

**As per table under the document ANNEXURE II (D)

Signature of Teacher

Verified and found correct:

Signature of V.C.

/Principal/H.O.D.

Final Score approved by the Screening / Selection Committee :
 (For Category II)

Signature of Chairman
 Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III A. Research Papers publication:

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
Total									

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

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International / National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
Total									

III B. Cassettes/ CDs, DVDs, Tracks published/ recorded:

Sr. No.	Cassettes/ CDs, DVDs, Tracks	Company	Publication International / National/ Local	Whether approved by University	No. of co-artists	Whether you are the main artist	API Score	Proof Document**
1								
Total								

III B. Individual track in Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies:

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -415

Sr. No.	Cassettes/ CDs, DVDs, Tracks	Company	Publication International / National/ Local	Whether approved by University	No. of co-artists	Whether you are the main artist	API Score	Proof Document**
1								
Total								

III C. RESEARCH PROJECTS:

III C. (i). Sponsored Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
Total						

III C. (ii). Consultancy Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
Total						

III C. (iii). Projects Outcome / Outputs:

Sr. No.	Patent awarded / Technology transfer / Product / Process	Nature of Technology transfer / Product / Process	Proof of award	API Score	Proof Document**
1					
Total					

III D. RESEARCH GUIDANCE:

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
Total					

III E. Fellowships and Awards:

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
3						
Total						

III E. Invited lectures / Paper delivered in conferences / seminars:

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
Total						
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period						

III F. Development of e-learning delivery process/material:

Sr. No.	Title of Document/ Module	Whether module is Web based or offline	Beneficiary	API Score	Proof Document**
1					
2					
Total					

Note: e-learning module shall be approved by the head of the Institution/ Department

**As per table under the document ANNEXURE III (D)

Total Score (Category : III) :-	
--	--

Signature of Teacher

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

Final Score approved by the Screening / Selection Committee :
(For Category :III)

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF API SCORES

Category	Criteria	Last Academic.	Total - API	Annual Av. API Score for Assessment Period
I	Teaching, learning and			
	Evaluation related activities			
II	Co-curricular, Extension, Related Professional			
	Development Activities.			
	Total I + II			
III	Research, Publications and Academic Contributions (For entire period)			

Signature of Teacher

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

Signature of Chairman
Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

*Annexure-IV

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

- 1.
- 2.
- 3.

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

Signature of the faculty with
Designation, Place

& Date

School

Signature of V.C./

Chairperson / Principal / HOD

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

Name :

Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

- c) State whether the facts stated above are correct, if not, state the correct facts.
- d) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

D) Verification & Evaluation in respects of API.

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

- II) A) General Intelligence : _____
- B) Capacity to get work in
Respect of research & teaching
- C) Technical Ability : _____
- D) Administrative ability including
Judgment initiative and drive
(if applicable) : _____

E) Integrity and Character : _____

F) Whether powers delegated are
Fully utilized. : _____

G) General Assessment ___ * A+ = Outstanding, A = Very Good, B+ = Positively
Good,
B = Good, C+ = Satisfactory, C = Not Satisfactory
(* Strike out which is not applicable.)

Date : / / 2017

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

Sant Gadge Baba Amravati University, Amravati.

PBAS Proforma for Promotion under CAS

(PART A, PART B & PART C)

(For Teachers in Music and Performing Arts)

PART A : GENERAL INFORMATION

1. Name (in Block Letters) :
2. Father's/Husband's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :
Telephone No. :
Email :
8. Whether acquired any degrees or fresh academic qualifications during the year :

9. Academic Staff College Orientation / Refresher Course attended during the year : Nil

Sr. No.	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
1				

Date :

Signature of teacher

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : I

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

I a. Direct Teaching (Lectures/ Practicals/ Tutorials/ Field Work / Project Supervision taken should be based on verifiable records.).

Sr. No.	Course/Paper	level	Mode of teaching*	Hours allotted per week	Hours Engaged	Actual Score Claimed	Proof Document**
Odd Semester							
1							
2							
3							
4							
5							
6							
7							
8							
9							
Even Semester							
10							
11							
12							
13							
14							
15							
16							
17							
18							

* Lecture (L), Tutorial (T), Practical (P), Field Work (FW), Project Supervision (PrS)

Max. API Score: 70, 60, 60 for Assistant Professor, Associate Professor and Professor respectively.

I b. Examination duties:

Sr. No.	Short Description of Duty performed	Total number of hours	Actual Score Claimed	Proof Document**
1				
2				
3				
4				
5				
Max. API Score: 20, 20, 10 for Assistant Professor Associate Professor and Professor respectively				

I b. Innovative Teaching:

Sr. No.	Innovative methods in teaching	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				
4.				
5.				
Max. API Score: 10, 15, 20 for Assistant Professor Associate Professor and Professor respectively				

Note: The minimum cut-off shall be 75%. Below this cutoff no scores shall be assigned in these sub-categories under Category-I.

****As per table under the document ANNEXURE I (D)**

Total Score (Category : I) :-	
--	--

Signature of Teacher

Verified and found correct :

Signature of V.C./H.O.D./Principal

Final Score approved by the Screening / Selection Committee :
(For Category : I)

Signature of Chairman
Screening / Selection Committee

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

II a. Student related co-curricular, extension and field based activities:

Sr. No.	Type of Activity	Total number of hours	Actual Score Claimed	Proof Document **
1.				
2.				
3.				
	Total (Max: 15)			

II b. Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities/_Chair person in organizations or associations related to the music and performing arts/ music festivals and programmes:

Sr. No.	Type of Activity	Acting As	Total number of hours	Actual Score Claimed	Proof Document**
1.					
2.					
3.					
	Total (Max: 15)				

II c. Professional Development activities:

Sr. No.	Type of Activity	Acting As	Total number of hours	Actual Score Claimed	Proof Document**
1.					
2.					
3.					
	Total (Max: 15)				

****As per table under the document ANNEXURE II (D)**

Signature of Teacher

Verified and found correct:

Signature of V.C.

/Principal/H.O.D.

Final Score approved by the Screening / Selection Committee :
(For Category II)

**Signature of Chairman
 Screening / Selection Committee**

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III A. Research Papers publication:

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
Total									

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

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International / National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
Total									

III B. Cassettes/ CDs, DVDs, Tracks published/ recorded:

Sr. No.	Cassettes/ CDs, DVDs, Tracks	Company	Publication International / National/ Local	Whether approved by University	No. of co-artists	Whether you are the main artist	API Score	Proof Document**
1								
Total								

III B. Individual track in Cassettes/ CDs, DVDs recording in classical and semi-classical and light music done by registered/ reputed music companies:

Sr. No.	Cassettes/ CDs, DVDs, Tracks	Company	Publication International / National/ Local	Whether approved by University	No. of co-artists	Whether you are the main artist	API Score	Proof Document**
1								
Total								

III C. RESEARCH PROJECTS:

III C. (i). Sponsored Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
Total						

III C. (ii). Consultancy Projects:

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
Total						

III C. (iii). Projects Outcome / Outputs:

Sr. No.	Patent awarded / Technology transfer / Product / Process	Nature of Technology transfer / Product / Process	Proof of award	API Score	Proof Document**
1					
Total					

III D. RESEARCH GUIDANCE:

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
Total					

III E. Fellowships and Awards:

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
3						
Total						

III E. Invited lectures / Paper delivered in conferences / seminars:

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
Total						
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period						

III F. Development of e-learning delivery process/material:

Sr. No	Title of Document/ Module	Whether module is Web based or offline	Beneficiary	API Score	Proof Document**
1					
2					
Total					

Note: e-learning module shall be approved by the head of the Institution/ Department

****As per table under the document ANNEXURE III (D)**

Total Score (Category : III) :-	
--	--

Signature of Teacher

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

Final Score approved by the Screening / Selection Committee :
 (For Category :III)

Signature of Chairman
Screening / Selection Committee

IV. SUMMARY OF API SCORES

Category	Criteria	Last Academic.	Total - API	Annual Av. API Score for Assessment Period
I	Teaching, learning and			
	Evaluation related activities			
II	Co-curricular, Extension, Related Professional			
	Development Activities.			
	Total I + II			
III	Research, Publications and Academic Contributions (For entire period)			

Signature of Teacher

Verified and found correct :

Signature of V.C./ Principal / H.O.D.

Signature of Chairman
Screening / Selection Committee

PART C : OTHER RELEVANT INFORMATION

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

Sr.No.	Details (Mention Year, value etc. where relevant)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

*Annexure-IV

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

- 1.
- 2.
- 3.

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

Signature of the faculty with
Designation, Place & Date

Signature of V.C./ School
Chairperson / Principal / HOD

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE - 2017 -PART ONE -425

N:B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

Name :

Designation :

Assessment Year :

EVALUATION BY THE HEAD OF THE DEPARTMENT OR PRINCIPAL.

- a) State whether the facts stated above are correct, if not, state the correct facts.
- b) Do you agree with the Performance based appraisal done by the teacher ? if not, give reasons why you do not agree.

D) Verification & Evaluation in respects of API.

Item	Correct	Exaggerated	Excellent	Very Good	Average
Category I					
Category II					
Category III					
A					
B					
C					
D					
E					

II) A) General Intelligence : _____

B) Capacity to get work in Respect of research & teaching

C) Technical Ability : _____

D) Administrative ability including Judgment initiative and drive (if applicable) : _____

E) Integrity and Character : _____

F) Whether powers delegated are Fully utilized. : _____

G) General Assessment ___ * A+ = Outstanding, A = Very Good, B+ = Positively Good, B = Good, C+ = Satisfactory, C = Not Satisfactory (* Strike out which is not applicable.)

Date : / / 2017

Signature of Reporting Officer

Observation of the Reviewing Officer (Vice-Chancellor) :

Date : / /

Signature of Reviewing Officer

Annexure I (D)

Sr. No.	Document
1	Student Attendance certified by HOD/ Head of the institute
2	Academic Dairy certified by HOD/ Head of the institute
3	Total teaching hours Certificate from HOD
4	Certificate from University Authorities
5	Course conduction certificates
6	Other certificates

Annexure II (D)

Sr. No.	Document
1	Proof of Co-curricular activities in the form of letter/ Certificate / Any other document certified by HOD or head of institution
2	Proof of Extension activities in the form of letter/ Certificate/ Any other document certified by HOD or head of institution
3	Administrative committee certificates/ Letters / Any other document certified by HOD or head of institution
4	Certificate / Letter from Conference organizing committee
5	Course conduction certificates
6	Certificate/ Letter from BOS or other bodies
7	Other certificates

Annexure III (D)

Sr. No.	Document
1	Published paper, Journal home page for Impact factor
2	Books front page along with editorial team or Book chapter first page
3	Project Award Certificate/ Midterm Evaluation Report/ Final Project Report/ Utilization Certificate / Project Extension Letter
4	Project outcome report/ Patent award document
5	Student registration Letter/ Thesis submission letter / Notification
6	Fellowship award certificate
	Invited talk letter of intend/ Certificate/ Certificate of paper presentation along with copy of abstract book
7	Other certificates