

**GURUGRAM UNIVERSITY, GURUGRAM**  
(A State University Established under Haryana Act 17 of 2017)



**No. GUG/Estt/2020/  
Dated:**

To

All the Chairpersons,  
University Teaching Departments,  
Gurugram University, Gurugram.

**Sub: Submission of SARs for the session \_\_\_\_\_**

Sir/Madam,

I am directed to request you to submit the Self Appraisal Reports of all the teachers of your department(s), duly verified by you within 15 days positively. A copy of the said proforma alongwith the instructions is available on the University Website.

Yours faithfully,

DA: As stated above.

Sd/-  
Assistant Registrar (Estt.)  
for Registrar

**Endst. No. GUG/Estt./2020**

**Dated:**

Copy of the above is forwarded to the following for information and necessary action:

1. The Dean Academic Affairs, GUG.
2. Deputy Registrar (I.T), (with a request to upload the SAR proforma of Teachers and Librarians/Dy. Librarians/Asstt. Librarians alongwith the relevant instructions on the University Website), GUG.
3. OSD to Vice-Chancellor (for kind information of the Vice-Chancellor), GUG.
4. P.A. to Registrar (for kind information of the Registrar), GUG.

Sd/-  
Assistant Registrar (Estt.)  
for Registrar

# GURUGRAM UNIVERSITY, GURUGRAM

(A State University Established under Haryana Act 17 of 2017)



## Performance Based Self Appraisal Report (for Professor/Associate Professor/Assistant Professor)

Session: \_\_\_\_\_

### PART A: GENERAL INFORMATION

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Department:
4. Current Designation & Grade Pay:
5. Date of appointment :
  - i) In the Institution
  - ii) In the present post
6. Address for correspondence (with Pin code)
  
7. i) Telephone No:
  
- ii) Email:
  
8. Whether acquired any degrees or fresh academic qualifications during the year:

### PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

**Maximum Scores Allocated: 125**

**Minimum API Score Required: 75**

1. Lectures, seminars, tutorials, practicals, contact classes undertaken as percentage of lectures allocated  
(give semester -wise details, where necessary)

Sr. No.	Course/Paper	Mode of Teaching*	Hours per week allotted	% of classes taken as per verifiable record	Average of the percentages	API Score
<b>Total</b>						

\*Lecturer (L), Seminars (S), Tutorials (T), Practical (P), Contact Hours (C)

**2. Lectures or other teaching duties in excess of the UGC norms**

Sr. No.	Course/Paper	Mode of Teaching	Hours per week	API Score
<b>Total</b>				

**3. Preparation and Imparting of knowledge / instructions as per curriculum; syllabus enrichment by providing additional resources to students**

Sr. No.	Course/Paper	Preparation and Imparting of knowledge (a)	API Score (Max. 15) (a)	Additional Resource provided (b)	API Score of (Max. 10 for each paper) (b)	Total API Score= Average (a) + Total (b)
		Average API (a)=		Total API (b)		

**4. Use of participatory and innovating teaching-learning methodologies, updating of subject content, course improvement, etc.**

Sr. No.	Short Description	API Score
	<b>Total</b>	

**5. Examination related work**

Sr. No.	Type of Examination Duties	Duties Assigned	Duties Performed	API Score
	<b>Total Score</b>			

**Total API Score Earned:** \_\_\_\_\_

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

*Maximum Scores Allocated: 50*

*Minimum API Score Required: 15*

Sr. No.	Nature of Activity	Score Earned
1.	Extension, Co-curricular and Related Activities	
	<b>Total Score (Max.: 20 Points)</b>	
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees, and responsibilities	

	<b>Total Score (Max. : 15 Points)</b>	
<b>3.</b>	<b>Professional Development Related Activities</b>	
	<b>Total Score (Max.: 15 Points)</b>	

**Total API Score Earned:** \_\_\_\_\_

**CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**III A: Research Papers Published in Online/Indexed/Digital/Refereed Journals or Conference Proceedings, etc.**

Sr. No.	Title with name of author(s) as appearing in the publication	Journal, Volume, Issue, Year, Page Numbers	Whether indexed/ refereed/ Non- refereed or Conference Proceedings	Impact factor, if any	ISSN / ISBN/ ASIN No., if any	Whether you are first/Principal/corresponding author or supervisor/mentor or other author	API Score

**III B (i): Research Publications (Books published)**

Sr. No.	Whether Text/Reference/E-Book published by International publishers/ Subject books by National level publishers or State and Central Govt. Publications with ISSN/ISBN/ASIN /Subject Books by other local publishers with/without ISSN/ISBN/ASIN	Title with name of authors as appearing in the publication	Book Title, Editor, Publisher Year, Page Numbers	ISSN/ ASIN No, if any	Total No. of authors	API Score

**III B (ii): Research Publications (Chapter in Books/Monograph other than refereed journal articles)**

Sr. No.	Chapter in a Book/ Monograph	Title with name of authors as appearing in the publication	Book Title, Editor, Publisher Year, Page Numbers	Whether contributed to edited knowledge based volume published by International Publishers or in knowledge based volume of Indian/National Level Publishers with ISBN/ASIN Numbers of National and	ISSN/ ASIN No, if any	Total No. of authors	API Score

**III C (i) & (ii): Research Projects**

Sr. No.	Title & Type of Projects (Sponsored/Consultancy) (Major/Minor)	Carried out/On Going	Funding Agency	Period	Amount Mobilized (Rs. in lakhs)	API Score

**III C (iii): Completed Projects Quality Evaluation**

Sr. No.	Title & Type of Project (Major/Minor)	Funding Agency	Period	Amount Mobilized (Rs. Lakhs)	Whether accepted by Funding Agency	API Score

**III C (iv): Projects Outcome/Outputs**

Sr. No.	Title & Type of Project (Major/Minor)	Funding Agency	Period	Amount Mobilized (Rs. Lakhs)	Whether Patent/ Technology Transfer/Product/ Process/Major Policy of Govt. (Bodies at Central and State Level)	API Score

**III D: Research Guidance**

Sr. No.	Course	No. of Students	Registered for Ph. D.	Thesis/Dissertation Submitted	Degree Awarded	API Score
(i)	PG Courses (Dissertation involving one semester)					
(ii)	PG Courses (Dissertation more than one semester/full semester)					
(iii)	M. Phil./M. Tech./LL.M					
(iv)	Ph. D.					

**III E(i): Refresher Course, Methodology workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes, etc.**

Sr. No.	Programme	Duration	Organized by	API Score
<b>Total Score (Max.: 30 points)</b>				

**III E (ii): Participation and Paper (s) presented in Conferences/Seminars/Workshops/Symposia, etc.**

Sr. No.	Title of the paper presented	Presented by	Title of the Conference/ Seminar etc & Organizer	Date (s) of the event	Whether International/ National/ State/ Regional/ University or College level	Whether published in the proceedings	API Score

**III E (iii): Invited for conferences/ seminars/ workshops/ symposia to deliver lectures/ Chair sessions**

Sr. No.	Whether Lecture delivered/ Academic Session Chaired	Title of the Lecture delivered	Title of Conference/ Seminar etc.	Date(s) of the event	Organizer	Whether International/ National/ State/ Regional/ University or College level	API Score

**III E (iv) & (v): Academic Contribution through organizing conferences/ seminars/ workshops/ symposia/orientation/refresher courses, etc.**

Sr. No.	Convener/Secretary/Member of Organizing/Advisory Committee, etc.	Date/Duration of Event	Whether International/ National/ State/ Regional/ University or College level	API Score

**III E (vi): Academic Contribution through participation in quality enhancement efforts**

Sr. No.	Convener/Secretary/Member	Date of Notification	Duration	API Score

**III E (vii): Academic Contribution through leadership**

Sr. No.	Post held	Date of Notification	Duration	API Score

**Total API Score Earned:** \_\_\_\_\_

**IV. SUMMARY OF API SCORES**

	Criteria	Total-API Score for Assessment Period	Annual Average API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities		
II	Co-curricular, Extension, Professional development etc		
	Total I + II		
111	Research and Academic Contribution		

**PART C: OTHER RELEVANT INFORMATION**

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

<b>S. No.</b>	<b>Details (Mention Year, value etc. where relevant)</b>

I certify that the information provided and/or the documents are correct as per records.

Date:

**Signature of the Faculty with  
Designation, Place & Date**

**Countersigned by the Chairperson  
(with seal)**

# GURUGRAM UNIVERSITY, GURUGRAM

(A State University Established under Haryana Act 17 of 2017)



## Performance Based Self Appraisal Report (for Librarian/Deputy Librarian/Assistant Librarian)

Session: \_\_\_\_\_

### PART A: GENERAL INFORMATION

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Department:
4. Current Designation & Grade Pay:
5. Date of appointment :
  - i) In the Institution
  - ii) In the present post
6. Address for correspondence (with Pin code)
7. i) Telephone No:  
ii) Email:
8. Whether acquired any degrees or fresh academic qualifications during the year:

### PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

	Nature of Activity	Max. Score
<b>1.</b>	<b>Library Resources Organization/Services</b>	
	Library resources organisation and maintenance of books, journals, reports (Technical processing of documents)	30
	Acquisition of learning resources (Acquisition Section)	30
	Circulation operations (Circulation Section)	30
	Periodical/Serial management (Periodical Section)	30
	Provision of library reader- services, literature retrieval services to researchers and analysis of Reports	30
	Departmental Library management and services	30
	Over all Management and control of various library activities using Library management software (Acquisition, processing, circulation, serial control)	30

	Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents (Bibliography related services)	10
	Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc	20
	<b>Maximum Aggregate Limit for Sr. No. 1</b>	<b>40</b>
<b>2.</b>	<b>ICT and other New Technologies' Application for up-gradation of Library Services</b>	
	Application of ICT in libraries various operations e.g. automation of catalogue (20 points of each operation)	20
	Learning resources procurement functions	20
	Library resources organization	20
	Circulation operations including membership records	20
	Serial subscription system	20
	Reference and information services	20
	Library security (technology based methods such as RFID, CCTV)	15
	Development of library management tools (software),	25
	Intranet management	20
	<b>Maximum Aggregate Limit for Sr. No. 2</b>	<b>30</b>
<b>3.</b>	<b>Development, Organisation and Management of e-resources</b>	
	Digitization of library resources	20
	e-delivery of information, <i>etc.</i>	10
	<b>Maximum Aggregate Limit for Sr. No. 3</b>	<b>25</b>
<b>4</b>	<b>User Awareness and Instruction Programmes</b>	
	Orientation lectures, users' training in the use of library services as e-resources	15
	Knowledge resources user promotion programmes like organizing book exhibitions	10
	Other interactive latest learning resources, <i>etc.</i>	10
	<b>Maximum Aggregate Limit for Sr. No. 4</b>	<b>20</b>
<b>5.</b>	<b>Additional services</b>	
	Extending library facilities on holidays ( 0.5 point per additional unpaid duty, maximum up to (10 points)	10
	Shelf order maintenance	5
	Building of library user manual (section wise user manual of its operation)	10
	Building and extending institutional library facilities to outsiders through external membership Norms	5
	<b>Maximum Aggregate Limit for Sr. No. 5</b>	<b>10</b>

**Note:** If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by

a committee constituted for the purpose.

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

*Maximum Scores Allocated: 50*

*Minimum API Score Required: 15*

Sr. No.	Nature of Activity	Score Earned
1.	<b>Extension, Co-curricular and Related Activities</b>	
	<b>Total Score (Max.: 20 Points)</b>	
2.	<b>Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees, and responsibilities</b>	
	<b>Total Score (Max. : 15 Points)</b>	
3.	<b>Professional Development Related Activities</b>	
	<b>Total Score (Max.: 15 Points)</b>	

**Total API Score Earned:** \_\_\_\_\_

**CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**III A: Research Papers Published in Online/Indexed/Digital/Refereed Journals or Conference Proceedings, etc.**

Sr. No.	Title with name of author(s) as appearing in the publication	Journal, Volume, Issue, Year, Page Numbers	Whether indexed/ refereed/ Non- refereed or Conference Proceedings	Impact factor, if any	ISSN / ISBN/ ASIN No., if any	Whether you are first/Principal/corresponding author or supervisor/mentor or other author	API Score

**III B (i): Research Publications (Books published)**

Sr. No.	Whether Text/Reference/E-Book published by International publishers/ Subject books by National level publishers or State and Central Govt. Publications with ISSN/ISBN/ASIN /Subject Books by other local publishers with/without ISSN/ISBN/ASIN	Title with name of authors as appearing in the publication	Book Title, Editor, Publisher Year, Page Numbers	ISSN/ ASIN No, if any	Total No. of authors	API Score


**III B (ii): Research Publications (Chapter in Books/Monograph other than refereed journal articles)**

Sr. No.	Chapter in a Book/Monograph	Title with name of authors as appearing in the publication	Book Title, Editor, Publisher Year, Page Numbers	Whether contributed to edited knowledge based volume published by International Publishers or in knowledge based volume of Indian/National Level Publishers with ISBN/ASIN Numbers	ISBN/ASIN No, if any	Total No. of authors	API Score

**III C (i) & (ii): Research Projects**

Sr. No.	Title & Type of Projects (Sponsored/Consultancy) (Major/Minor)	Carried out/On Going	Funding Agency	Period	Amount Mobilized (Rs in	API Score

**III C (iii): Completed Projects Quality Evaluation**

Sr. No.	Title & Type of Project (Major/Minor)	Funding Agency	Period	Amount Mobilized (Rs. Lakhs)	Whether accepted by Funding Agency	API Score

**III C (iv): Projects Outcome/Outputs**

Sr. No.	Title & Type of Project (Major/Minor)	Funding Agency	Period	Amount Mobilized (Rs. Lakhs)	Whether Patent/Technology Transfer/Product/Process/Major Policy of Govt. (Bodies at Central and State Level)	API Score

**III D: Research Guidance**

Sr. No.	Course	No. of Students	Registered for Ph. D.	Thesis/Dissertation Submitted	Degree Awarded	API Score
(i)	PG Courses (Dissertation involving one semester)					
(ii)	PG Courses (Dissertation more than one semester/full semester)					
(iii)	M. Phil./M. Tech./LL.M					
(iv)	Ph. D.					

**III E(i): Refresher Course, Methodology workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes, etc.**

Sr. No.	Programme	Duration	Organized by	API Score
<b>Total Score (Max.: 30 points)</b>				

**III E (ii): Participation and Paper (s) presented in Conferences/Seminars/Workshops/Symposia, etc.**

Sr. No.	Title of the paper presented	Presented by	Title of the Conference/ Seminar etc & Organizer	Date (s) of the event	Whether International/ National/ State/ Regional/ University or College level	Whether published in the proceedings	API Score

**III E (iii): Invited for conferences/ seminars/ workshops/ symposia to deliver lectures/ Chair sessions**

Sr. No.	Whether Lecture delivered / Academic Session Chaired	Title of the Lecture delivered	Title of conference/ Seminar etc.	Date(s) of the event	Organizer	Whether International/ National/ State/ Regional/ University or College level	API Score

**III E (iv) & (v): Academic Contribution through organizing conferences/seminars/ workshops/ symposia/orientation/refresher courses, etc.**

Sr. No.	Convener/Secretary/Member of Organizing/Advisory Committee, etc.	Date/Duration of Event	Whether International/National/ State/Regional/University or College level	API Score

**III E (vi): Academic Contribution through participation in quality enhancement efforts**

Sr. No.	Convener/Secretary/Member	Date of Notification	Duration	API Score

**III E (vii): Academic Contribution through leadership**

Sr. No.	Post held	Date of Notification	Duration	API Score

**Total API Score Earned:** \_\_\_\_\_

#### IV. SUMMARY OF API SCORES

	<b>Criteria</b>	<b>Total-API Score for Assessment Period</b>	<b>Annual Average API Score for Assessment Period</b>
I	Teaching, Learning and Evaluation related activities		
II	Co-curricular, Extension, Professional development etc		
	Total 1 + II		
III	Research and Academic Contribution		

#### PART C: OTHER RELEVANT INFORMATION

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

<b>S. No.</b>	<b>Details (Mention Year, value etc. where relevant)</b>

I certify that the information provided and/or the documents are correct as per records.

Date:

**Signature of the employee concerned  
with designation, Place & Date**

**Counter Signature of the HOD  
with seal**

**APPENDIX-I  
ACADEMIC PERFORMANCE INDICATORS**

(Please see detailed instructions of the Performance Based Appraisal System (PBAS) proforma before filling out this section)  
Period:.....

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

*Maximum Scores Allocated: 125*

*Minimum API Score Required: 75*

- 1. Lectures, seminars, tutorials, practicals, contact classes undertaken as percentage of lectures allocated (give semester-wise details, where necessary)**

Sr. No.	Course/Paper	Mode of Teaching*	Hours per week allotted	% of classes taken as per verifiable record	Average of the percentages	API Score
<b>Total</b>						

\*Lecturer (L), Seminars (S), Tutorials (T), Practical (P), Contact Hours (C)

- 2. Lectures or other teaching duties in excess of the UGC norms**

Sr. No.	Course/Paper	Mode of Teaching	Hours per week	API Score
<b>Total</b>				

- 3. Preparation and Imparting of knowledge / instructions as per curriculum; syllabus enrichment by providing additional resources to students**

Sr. No.	Course/Paper	Preparation and Imparting of knowledge (a)	API Score (Max. 15) (a)	Additional Resource provided (b)	API Score of (Max. 10 for each paper) (b)	Total API Score= Average (a) + Total (b)
<b>Average API (a)=</b>				<b>Total API (b)</b>		

- 4. Use of participatory and innovating teaching-learning methodologies, updating of subject content, course improvement, etc.**

Sr. No.	Short Description	API Score
	<b>Total</b>	

- 5. Examination related work**

Sr. No.	Type of Examination Duties	Duties Assigned	Duties Performed	API Score
	<b>Total Score</b>			

**Total API Score Earned:**

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

*Maximum Scores Allocated: 50*

*Minimum API Score Required: 15*

Sr. No.	Nature of Activity	Score Earned
1.	<b>Extension, Co-curricular and Related Activities</b>	
	<b>Total Score (Max.: 20 Points)</b>	
2.	<b>Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees, and responsibilities</b>	
	<b>Total Score (Max. : 15 Points)</b>	
3.	<b>Professional Development Related Activities</b>	
	<b>Total Score (Max.: 15 Points)</b>	

**Total API Score Earned:**

**CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**III A: Research Papers Published in Online/Indexed/Digital/Refereed Journals or Conference Proceedings, etc.**

Sr. No.	Title with name of author(s) as appearing in the publication	Journal, Volume, Issue, Year, Page Numbers	Whether indexed/ refereed/ Non- refereed or Conference Proceedings	Impact factor, if any	ISSN / ISBN/ ASIN No., if any	Whether you are first/Principal/corresponding author or supervisor/mentor or other author	API Score

**III B (i): Research Publications (Books published)**

Sr. No.	Whether Text/Reference/E-Book published by International publishers/ Subject books by National level publishers or State and Central Govt. Publications with ISSN/ISBN/ASIN /Subject Books by other local publishers with/without ISSN/ISBN/ASIN	Title with name of authors as appearing in the publication	Book Title, Editor, Publisher Year, Page Numbers	ISSN/ ASIN No, if any	Total No. of authors	API Score

**III B (ii): Research Publications (Chapter in Books/Monograph other than refereed journal articles)**

Sr. No.	Chapter in a Book/ Monograph	Title with name of authors as appearing in the publication	Book Title, Editor, Publisher Year, Page Numbers	Whether contributed to edited knowledge based volume published by International Publishers or in knowledge based volume of Indian/National Level Publishers with ISBN/ASIN Numbers	ISSN/ ASIN No, if any	Total No. of authors	API Score

**III C (i) & (ii): Research Projects**

Sr. No.	Title & Type of Projects (Sponsored/Consultancy) (Major/Minor)	Carried out / On Going	Funding Agency	Period	Amount Mobilized (Rs. in lakhs)	API Score

**III C (iii): Completed Projects Quality Evaluation**

Sr. No.	Title & Type of Project (Major/Minor)	Funding Agency	Period	Amount Mobilized (Rs. Lakhs)	Whether accepted by Funding Agency	API Score

**III C (iv): Projects Outcome/Outputs**

Sr. No.	Title & Type of Project (Major/Minor)	Funding Agency	Period	Amount Mobilized (Rs. Lakhs)	Whether Patent/Technology Transfer/Product/Process/Major Policy of Govt. (Bodies at Central and State Level)	API Score

**III D: Research Guidance**

Sr. No.	Course	No. of Students	Registered for Ph. D.	Thesis/Dissertation Submitted	Degree Awarded	API Score
(i)	PG Courses (Dissertation involving one semester)					
(ii)	PG Courses (Dissertation more than one semester/full semester)					
(iii)	M. Phil./M. Tech./LL.M					
(iv)	Ph. D.					

**III E (i): Refresher Course, Methodology workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes, etc.**

Sr. No.	Programme	Duration	Organized by	API Score
<b>Total Score (Max.: 30 points)</b>				

**III E (ii): Participation and Paper (s) presented in Conferences/Seminars/Workshops/Symposia, etc.**

Sr. No.	Title of the paper presented	Presented by	Title of the Conference/Seminar etc & Organizer	Date (s) of the event	Whether International/National/Regional/ or College level	Whether published in the proceedings	API Score

**III E (iii): Invited for conferences/ seminars/ workshops/ symposia to deliver lectures/ Chair sessions**

Sr. No.	Whether Lecture delivered / Academic Session Chaired	Title of the Lecture delivered	Title of Conference/Seminar etc.	Date(s) of the event	Organizer	Whether International/National/ Regional/ University or College level	API Score

**III E (iv) & (v): Academic Contribution through organizing conferences/ seminars/ workshops/ symposia/orientation/refresher courses, etc.**

Sr. No.	Convener/Secretary/Member of Organizing/Advisory Committee, etc.	Date/Duration of Event	Whether International/ National/ State/ Regional/ University or College level	API Score

**III E (vi): Academic Contribution through participation in quality enhancement efforts**

Sr. No.	Convener/Secretary/Member	Date of Notification	Duration	API Score

**III E (vii): Academic Contribution through leadership**

Sr. No.	Post held	Date of Notification	Duration	API Score

Please give details of any other credential/ significant achievement not mentioned earlier:

Sr. No.	Details (Mention Year, Venue etc. where relevant)

**Total API Score Earned:**

**APPENDIX-II**  
**TABLE-I**  
**SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN DIRECT RECRUITMENT AND**  
**CAREER ADVANCEMENT SCHEME PROMOTIONS OF UNIVERSITY/COLLEGE**  
**TEACHERS CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED**  
**ACTIVITIES**

*Maximum Scores Allocated: 125*

*Minimum API Score Required: 75*

Sr. No.	Nature of Activity	Max. Score
1.	<b>Lectures, seminars, tutorials, practicals, contact classes undertaken as percentage of lectures allocated</b>	
	Lectures, seminars, tutorials, practicals, contact classes assigned as per UGC norms should be based on verifiable records. Maximum 50 for 100 per cent performance and proportionate score up to 80 per cent. No score will be assigned if a teacher has taken less than 80 per cent of the assigned classes. No score should be deducted for classes not held or missed due to (i) students not turning up or bunking classes, (ii) sanctioned leave of the teacher of any kind, (iii) any other reason beyond the control of the teacher (total number of classes during the semester/session may be calculated on the basis of academic calendar).	50
2.	<b>Lectures or other teaching duties in excess of the UGC norms</b>	
	If a teacher has taken classes exceeding UGC norms, then two points to be assigned for each extra hour of unpaid class/week.	10
3.	<b>Preparation and Imparting of knowledge / instructions as per curriculum; syllabus enrichment by providing additional resources to students</b>	
	(a) Preparation and imparting of knowledge/instructions as per curriculum with the prescribed material (Text book/Manual, etc.): 15 points (b) Syllabus enrichment by providing additional resources to students such as lab manuals, lecture notes, etc.: 10 points for each paper or manual	20
4.	<b>Use of participatory and innovative teacher-learning methodologies; updating of subject content, course improvement, etc.</b>	
	Participatory & innovative teaching-learning process with material for problem based learning, case studies, group discussions, project work, product development, assignment, handouts, ICT based teaching material, etc.: 10 points each	10
	Use of ICT in teaching-learning process with computer-aided methods like audio visual aids/power-point/multimedia/simulation/software, etc. on regular basis. (Use of any one of these in addition to Chalk & Board: 10 points)	20
	Developing and imparting remedial/bridge courses: 5 points each	10
	Developing and imparting soft skills/communications skills/personality development courses/modules, etc.: 5 points each	10
	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: 5 points each	10
	Organizing and conducting popularization programmes/training courses in computer assisted teaching/web-based learning, e-library skills to students, etc. (a) Workshop/Training course: 10 points each (b) Popularization programmes: 5 points each	10
	Updating of courses, design of curriculum: 5 points per paper per course	10
	<b>Maximum Aggregate Limit for Sr. No.4</b>	<b>20</b>
5.	<b>Examination Related Work</b>	
	College/University Semester/Annual Examination work as per duties allotted: (Superintendent-in-Chief/Superintendent/Deputy Superintendent - 10 points per semester, Invigilation - one point for each duty subject to a maximum of 10 points per semester, Evaluation of answer script - 10 points, Question paper setting-5 points per paper (100 % compliance = 20 points)	20
	College/University examination/evaluation responsibilities for internal assessment/sessionals/seminars/assignment/continuous assessment work as allotted. (100 % compliance = 15 points)	15
	Examination work such as observer or flying squad duties, etc.: (100 % compliance = 10 points)	10
	<b>Maximum Aggregate Limit for Sr. No.5</b>	<b>25</b>

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

*Maximum Scores Allocated: 50*

*Minimum API Score Required: 15*

Sr. No.	Nature of Activity	Maximum Score
1	<b>Extension, Co-curricular and Related Activities</b>	
	Institutional co-curricular activities for students such as field studies/ educational tours/industrial tour/field training/quiz contest/declamation contest/debate/industry implant training, <i>etc.</i> (5 points each for teacher Incharge/one point for additional member)	10
	Positions held/leadership role played in organization linked with extension work and national services like NSS, NCC, Red Cross, Eco-Club or Woman cell <b>or</b> any other similar organizational activity (10 points each)	10
	Donating blood, contribution of at least one day salary to Prime Minister's relief fund or Chief Minister's relief fund or University corpus fund, instituting a scholarship as contributor or motivator having endowment of not less than Rs. 1 lakh for the education of the poor/needful/meritorious student, organizing a blood donation camp (5 points each)	10
	Students and staff related socio, cultural and sports programmes (organizing such programme (s) or contributing by participating or accompanying a team in any of the programme (s) at intra/inter-departmental or inter-college or inter-university level). (a) Intra-departmental/college level: 5* points each (b) Inter-departmental: 10* points each (c) Inter-college: 10* points each (d) Inter-university: 15* points each * (Convener will get full points and member will get half points for the event)	15
	Community work such as values of national integration, environment democracy, social work, human rights, peace, scientific temper, flood or drought relief, small family norms, tree plantation, energy conservation, library literacy programme, <i>etc.</i> through lectures/awareness programmes or through TV/Satellite/ EDUSAT/Radio, <i>etc.</i> (5 points each)	10
	<b>Maximum Aggregate Limit for Sr. No.1</b>	<b>20</b>
2	<b>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities:</b>	
	Contribution to corporate life in universities/colleges through meetings, popular lectures, expert/extension lectures, EDUSAT lectures, INSPIRE programmes, invited lectures on subject related/scientific/legal, <i>etc.</i> issues, or articles in college magazine and university volumes (5 points each)	10
	<b>Institutional Governance Responsibilities:</b> DAA, DRD, DSW, Proctor, Chief Warden (Boys/Girls), Deans of faculties, Director Distance Education, Director Spots, Principal, Chairperson/ Head /Director, Secretary to Vice-Chancellor, Librarian, NAAC Coordinator, Director IQAC/Sports/Public Relations, FAA, President-Sports Council, Dean of Colleges, Coordinator/Convener and such other additional assignment notified by the competent authority: 15 points each Vice-Principal, DYW, Warden, Bursar, Vice-Chairperson, Secretary Sports Council, Deputy Director, Deputy Coordinator, ADSW, ADYW, PRO/APRO, SPIO, Coordinator University Website, Coordinator Campus Networking, Incharge of the Department, Member of University Court/Executive Council/Academic Council/IQAC/IAEC/membership of Faculty/UG/PG Board of Studies, membership of Governing Bodies of Colleges/Institutes, Secretary of the Departmental Committee, Nodal/Liaison officer, Course Coordinators and such other additional assignment notified by the competent authority: 10 points each	15
	<b>Participation in committees concerned with any aspect of departmental or institutional activities</b> such as NAAC, House Allotment, Grievance, Health Advisory, Human Ethics, admission (including online admission), budget/purchase, time-table, campus development, inspection, library, students welfare, guidance and counseling, placement, help desk, anti-ragging, UMC, Proctorial duty, UGC or any such committee/sub-committee appointed by Vice-Chancellor/Chairperson/Director/Principal/Head/University Court/Executive Council/Academic Council/ Staff Council, <i>etc.</i> (Convener: 7 points each, Member(s): 4 points each)	15

	<p>Organization of Conferences/Seminars/Symposia/Workshops/Training as Coordinator/Chairman/Co-Chairman/Convener/Co-convener/Secretary/Joint-Secretary/Treasurer etc:</p> <p>(a) Conferences/Seminars/Symposia: (i) International (10 points each) (ii) National /Regional (7.5 points each) (iii) State Level (5 points each) (iv) Local-University/College Level (3 points each)</p> <p>(b) Workshop/Training (1 point each day subject to maximum of 7 points)</p> <p>Member of the Advisory/organizing committee of (a) (i) above (5 points each) Member of the Advisory/organizing committee of (a) (ii) or b) above (3 points each) Member of the Advisory/organizing Committee of (a) (iii) above (2 points each) Member of the Advisory/organizing Committee of (a) (iv) above (1 point each)</p>	10
	<p>Organization of Faculty Development Programmes/Technology Based Entrepreneurship Development Programme as Coordinator/Chairman/Co-Chairman/Convener/Co-convener/Secretary/Joint Secretary/Treasurer, etc. (5 points each)</p>	15
	<b>Maximum Aggregate Limit for Sr. No.2</b>	<b>15</b>
3.	<b>Professional Development Related Activities</b>	
	<p>Participation in subject associations, conferences, seminars, symposia, workshop without paper presentation (2 points each) Visits abroad (excluding for conference/seminar/symposia/workshop) for research collaborations or delivering lectures or attending academic meetings (5 points each) Co-chair/ Rapporteur (5 points each)</p>	10
	Invited Lectures in orientation courses/refresher courses: 5 points each, Other extension lectures: 2 points each	10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance, new and emerging fields/subjects/technologies (5 points each)	10
	Membership/participation in State/Central Bodies/Committees on Education, Research and National Development such as UGC/DST/ICMR/ICAR/ICHR, etc. (5 points each)	10
	<p>Membership of professional associations/bodies/academic societies, membership of committees like Board of Studies (UG and PG), Ph. D. Committee, Research Degree Committee, course design committee, expert committee of other University/Institute, editorial committees/boards of journals; referring of research papers of Journals (5 point each) Evaluation of Ph. D. Thesis (5 points each), Conducting Viva-Voce of Ph. D. (5 points each), M. Phil Dissertation-Evaluation and Viva-Voce (3 points each)</p>	15
	Office bearers of professional bodies, Teachers' club, Alumni Association, Academic Societies, etc.: (5 points each), Awards from any professional body (International - 10 points each , National: 5 points each)	10
	Publication of articles in newspapers, magazines or other publications (not covered in category III), radio talks, television programmes (2 points each)	10
	<b>Maximum Aggregate Limit for Sr. No.3</b>	<b>15</b>

**CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

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

Sr. No.	APIs	Engineering/ Agriculture/ Veterinary Science/ Sciences/Medical Sciences	Faculties of Arts & Languages/Social Sciences/Life Sciences/Science/ Education/Indic Studies/Law/Comm. & Mgt.	Max. points for University and College teacher position		
				API Score allotted	Self Appraisal Score+	Verified API Score #
III A	Research Papers* published in:	Refereed/Online/Digital/E - Journals with impact factor 5 and above	Refereed/Online/Digital/E -Journals with impact factor 5 and above	40/publication		
		Refereed/Online/Digital/E -Journals with impact factor 2 and below 5	Refereed/Online/Digital/E -Journals with impact factor 2 and below 5	35/publication		
		Refereed/Online/Digital/E -Journals with impact factor 1 and below 2	Refereed/Online/Digital/E -Journals with impact factor 1 and below 2	30/publication		
		Refereed/Online/Digital/E -Journal with impact factor less than 1	Refereed/Online/Digital/E -Journals with impact factor less than 1	25/publication		
		Refereed/Online/Digital/E - Journals and Indexed Journals	Refereed/Online/Digital/E - Journals and Indexed Journals	20/publication		
		Refereed Online/Digital/E -Journals	Refereed/Online/Digital/ E-Journals - (Fine Arts: participation in international exhibition/ Workshop with one’s own work-15 points each)	15/publication		
		Non-refereed/Online/ Digital/E-Journals but recognized and reputable journals and periodicals, having ISBN/ISSN/ASIN	Non-refereed/Online/ Digital/E-Journals but recognized and reputable journals and periodicals, having ISBN/ISSN/ASIN (Fine Arts: participation in international exhibition /Workshop with one’s own work-10 points each; state level-5 points each)	10/publication		
		Non-refereed Online/ Digital/E-Journals but recognized and reputable journals and periodicals, without having ISBN/ ISSN/ASIN (published before July 2009)	Non-refereed Online/ Digital/E-Journals but recognized and reputable journals and periodicals, without having ISBN/ ISSN/ASIN (published before July 2009)	7.5/publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included) having ISBN/ISSN	Conference proceedings as full papers, etc. (Abstracts not to be included) having ISBN/ISSN	10/publication		

		Conference proceedings as full papers, <i>etc.</i> (Abstracts not to be included) without having ISBN/ISSN/ASIN (published before July 2009)	Conference proceedings as full papers, <i>etc.</i> (Abstracts not to be included) without having ISBN/ISSN/ASIN (published before July 2009)	7.5/publication		
<b>III B</b>	Research Publications* (books, chapters in books, other than refereed journal articles)	Reference/Subject/E-Books published by International Publishers with an established peer review system with ISBN/ASIN	Reference/Subject/E-Books published by International Publishers with an established peer review system with ISBN/ASIN	50/sole author (book) and 10 each chapter in an edited book		
		Reference/Subject/E-Books published by National level publishers/State and Central Govt. Publications with ISBN/ASIN	Reference/Subject/E-Books published by National level publishers/State and Central Govt. Publications with ISBN/ASIN (Fine Arts: Solo exhibition of one's work-25 points each)	25/sole author (book) and 5/ chapter in an edited book		
		Reference/Subject/E-Books published by Other local publishers with ISBN/ASIN	Reference/Subject Books published by other local publishers with ISBN/ASIN	15/sole author(book) and 3/ chapter in an edited book		
		Reference/Subject/E-Books published by other local publishers without ISBN/ASIN (published before July 2009)	Reference/Subject/E-Books published by other local publishers without ISBN/ASIN (published before July 2009)	10/sole author(book) and 2/chapter in an edited book		
(ii)		Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN/ASIN	Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN/ASIN	10/Chapter		
		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ASIN and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ASIN and with numbers of national and international directories	5/Chapter		
<b>III C</b>	<b>RESEARCH PROJECTS</b>					
(i)	Sponsored Projects carried out/ ongoing	(a) Major Project (Amount mobilized with grant above Rs. 30.00 lakhs)	(a) Major Project (Amount mobilized with grant above Rs. 5.00 lakhs)	20/Project per year of operation		
		(b) Major Projects (Amount mobilized with grants above Rs. 5.00 lakhs up to Rs. 30.00 lakhs)	(b) Major Projects (Amount mobilized with grants above Rs. 3.00 lakhs up to Rs. 5.00 lakhs)	15/Project per year of operation		

		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 upto Rs. 5.00 lakhs) <b>Note:</b> Co-PI will be given same benefit as PI in case of research projects)	(c) Minor Projects (Amount mobilized with grants above Rs. 25,000 upto Rs. 3.00 lakhs) <b>Note:</b> Co-PI will be given same benefit as PI in case of research projects)	10/Project per year of operation		
(ii)	Consultancy Projects carried out/ongoing	Amount mobilized Rs. 10.00 lakhs and above	Amount mobilized Rs. 2.00 lakhs	10/every Rs. 10 lakhs and Rs. 2 Lakhs, respectively		
		Amount mobilized Less than Rs. 10.00 lakhs	Amount mobilized Less than Rs. 2.00 lakhs	5 for less than Rs. 10 lakhs and Rs. 2 lakhs, respectively		
(iii)	Completed projects quality evaluation	Completed project report (Accepted by Funding Agency)	Completed project report (Accepted by Funding Agency)	20/ major project and 10/ minor project		
(iv)	Projects outcome/ outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30/ national level output; 50/international level		
<b>III D Research Guidance</b>						
(i)	PG Courses	Dissertation/Project work involving one semester	Dissertation work involving one semester	1/each candidate		
(ii)	PG Courses	Dissertation/Project work involving more than one semester/Full semester dissertation/project work	Dissertation/Project work involving more than one semester/Full semester dissertation/project work	2/each candidate		
(iii)	M.Phil/M. Tech./LL.M.	Degree awarded only	Degree awarded only	3/each candidate		
(iv)	Ph.D.	Degree awarded	Degree awarded	10/each candidate		
		Thesis submitted	Thesis submitted	7/each candidate		
		Candidates registered for Ph. D. (only for first four years of registration except year of submission of thesis or award of degree, subject to satisfactory annual progress report of the candidate) <b>Note:</b> Co-supervisor will be given same benefit as supervisor in case of research supervision.	Candidates registered for Ph. D. (only for first four years of registration except year of submission of thesis or award of degree, subject to satisfactory annual progress report of the candidate) <b>Note:</b> Co-supervisor will be given same benefit as supervisor in case of research supervision.	3/each candidate		

<b>III E Training Courses and Conferences /Seminar/Symposium/Workshop Papers</b>						
(i)	Participation in Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes (Maximum 30 points)	a) Not less than two weeks duration	a) Not less than two weeks duration	20/each		
		b) One week duration	b) One week duration	10/each		
(ii)	Papers in Conferences/ Seminars/ Symposia/ Workshops, etc.**	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional/State level d) Local-University/ College level	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional/State level d) Local-University/ College level	10/ each 7.5/each 5/each 3/each		
(iii)	Invited for conferences/ seminars/ workshops/ symposia to deliver lectures/ Chair sessions, etc.	a) International b) National c) Regional/State level d) Local-University/ College level	a) International b) National c) Regional/State level d) Local-University/ College level	10/ each 7.5/each 5/each 3/each		
(iv)	Academic Contribution through organizing conferences/ seminars/ workshops/ symposia/orientation/refresher courses, etc.	As Convener/Secretary of Organizing/Advisory Committee: a) International b) National c) Regional/State level d) Local-University/ College level	As Convener/Secretary of Organizing/Advisory Committee: a) International b) National c) Regional/State level d) Local-University/ College level	10/ each 7.5/each 5/each 3/each		

(v)	Academic Contribution through organizing conferences/seminars/workshops/symposia/orientation/refresher courses, etc.	As a member of Advisory/Organizing Committee: a) International b) National c) Regional/State level d) Local-University/College level	As a member of Advisory/Organizing Committee: a) International b) National c) Regional/State level d) Local-University/College level	5/ each 3/each 2/each 1/each		
(vi)	Academic Contribution through participation in quality enhancement efforts	Convener/Member of University Court/EC/ AC /IQAC/Human Ethics Committee/ High Powered Purchase Committee/NAAC Committee/Health Advisory Committee/ Inspection/selection committees, etc.RDC/ Faculty/ PGBOS/ UGBOS/ DRC/ Governing Body of Colleges/Institutes, etc.	Convener/Member of University Court/EC/ AC /IQAC/Human Ethics Committee/ High Powered Purchase Committee/ NAAC Committee/Health Advisory Committee/ Inspection/selection committees, etc.RDC/ Faculty/ PGBOS/ UGBOS/ DRC/ Governing Body of Colleges/Institutes, etc.	7/ each (convener) 4/ each (member)		
<b>III F</b>	<b>For Stage 6 Only</b>					
(vii)	Academic Contribution through leadership	VC, PVC, Registrar, DAA, DRD, DSW, Proctor, Chief-Warden, SVC., Dean of Colleges, FAA, Dean of Faculties, Principal, Chairperson, Librarian, COE, Director - IQAC/Sports/ Distance Education, Sports Council, DYW/DPR/ Secretary Sports Council, PRO and other assignments assigned by the University	VC, PVC Registrar, DAA, DRD, DSW, Proctor, Chief-Warden, SVC., Dean of Colleges, FAA, Dean of Faculties, Chairperson, Principal, Librarian, COE, Director - IQAC/Sports/ Distance Education, Sports Council, DYW/DPR/ Secretary Sports Council, PRO and other assignments assigned by the University	40/each subject to maximum of 40 points per year		

+ To be filled by the candidate.

# for office use only.

\* The API for joint publications will have to be calculated in the following manner:

Of the total score for the relevant category of publication by the concerned teacher, the First/Principal/Corresponding author/supervisor/mentor will be given 60 percent of the total points and 40 percent will be given to each other author. For example, if the total score for a publication is 10 (say), then the First/Principal/Corresponding author/supervisor/mentor will be given 6 points and 4 points will be given to each other author.

\*\* API Score for III E (ii) will be claimed solely by the author who participated and presented the paper (oral/poster). However, if a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III) (a) and not under presentation III (e) (ii).

**Note-I:** Date of publication of research paper will be 1st January in case journals published annually, 1st day of the half year in case of journals published half yearly, 1st day of the quarter in case of journals published quarterly, 1st day of the month in case of journals published monthly and likewise.

II: In case of overlapping in table II and III, the benefit will be given only once as per choice of the teacher.

**APPENDIX – II**  
**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 WEIGHTAGES FOR EXPERT ASSESSMENT**

Sr. No.		Assistant Professor/ equivalent cadres (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching–Learning Evaluation Related Activities (Category I)	75/year	75/year	75/year	75/year	75/year
II	Co-curricular, Extension and Profession related activities (Category II)	15/year	15/year	15/year	15/year	15/year
III	Minimum total average annual Score under Categories I & II*	100/year	100/year	100/year	100/year	100/year
IV	Research and Academic Contribution (Category III)	10/year (40/assessment period)	20/year (100/assessment period)	30/year (90/assessment period)	40/year (120/assessment period)	50/year (500/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage – 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Contribution to Research. 50% - Assessment of domain knowledge and teaching practices. 20% - Interview performance	50% - Contribution to Research. 30% - Assessment of domain knowledge and teaching practices. 20% - Interview performance.	50% - Research 50% -Performance evaluation and other credentials by referral procedure

\* Teachers may score 10 points either Category I or Category II to achieve the minimum score required under Category I + II. **Note:** Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000, respectively.

**APPENDIX – II**

**TABLE – II (B)**

**MINIMUM POINT NORMS OF THE APIs AS PROVIDED IN TABLE I AND WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)**

Sr. No.		Assistant Professor/ equivalent cadres (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadre (Stage 4)	Associate Professor to Professor Promotion in Colleges (Stage 5) as per assigned posts
I	Teaching–Learning Evaluation Related Activities (Category I)	75/year	75/year	75/year	75/year
II	Co-curricular, Extension and Profession related activities (Category II)	15/year	15/year	15/year	15/year
III	Minimum total average annual Score under Categories I & II*	100/year	100/year	100/year	100/year
IV	Research and Academic Contribution (Category III)	5/year (20/assessment period)	10/year (50/assessment period)	15/year (45/assessment period)	20/year (60/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage – 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	20%- Contribution to Research. 60%- Assessment of domain knowledge and teaching practices. 20%- Interview performance	30%- Contribution to Research. 50%- Assessment of domain knowledge and teaching practices. 20%- Interview performance

\* Teachers may score 10 points either Category I or Category II to achieve the minimum score required under Category I + II. **Note:** Stages 1, 2, 3, 4, and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, and 10000, respectively.

### **Explanatory Note for Tables II (A) and II (B)**

1. All universities/colleges will set up verifiable systems for the API related information required in these tables within THREE months of notification of these regulations. They will have to be documented and collated annually by the Internal Quality Assurance Cells (IQACs) of the universities/colleges for follow up by the universities/colleges authorities in order to facilitate this process. All teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate implementation of these regulations from 31.12.2008 in the CAS promotion the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in universities/colleges for one year only with the minimum average scores as depicted in Table II (A) and (B) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2011, one year API scores for 2010-11 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2012, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings.
5. For Category III (research and academic contributions) maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor the publication requirement shall be met over the two previous stages.
6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date.
7. If, however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables II (A) and II (B) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
8. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.  
(b) If, however, the candidate finds that he/she fulfils the eligibility conditions at a late date and applies on that date and is successful, his/her promotion will be deemed to be from the date of application.  
(c) If the candidate does not succeed in the first assessment but succeeds in an eventual assessment, his/her promotion will be deemed to be from the later date.

**APPENDIX – II  
TABLE – II (C)**

**MINIMUM SCORES FOR APIs FOR DIRECT RECRUITMENT OF TEACHERS IN UNIVERSITY DEPARTMENTS/COLLEGES, LIBRARIAN/ PHYSICAL EDUCATION CADRES IN UNIVERSITIES/COLLEGES, AND WEIGHTAGES IN SELECTION COMMITTEE TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THE REGULATION.**

	<b>Assistant Professor/ equivalent cadres (Stage 1)</b>	<b>Associate Professor/ equivalent cadres (Stage 4)</b>	<b>Professor/ equivalent cadres (Stage 5)</b>
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from category III of APIs	Consolidated API score requirement of 400 points from category III of APIs
Selection Committee criteria / weightages (Total Weightages=100)	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge and 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%)

**Note:** For Universities/ Colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4 and 5 correspond to scales with AGP of Rs. 6000, 9000 and 10000, respectively.

**APPENDIX-II**

**TABLE: III**

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

Sr. 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	<ul style="list-style-type: none"> <li>(i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms provided in Table II (A)/II (B) of Appendix II.</li> <li>(ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration.</li> <li>(iii) Screening cum Verification process for recommending promotion.</li> </ul>
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2	<ul style="list-style-type: none"> <li>(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II (A)/II (B) of Appendix II.</li> <li>(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 weeks duration.</li> <li>(iii) Screening cum Verification process for recommending promotion.</li> </ul>
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<ul style="list-style-type: none"> <li>(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II (A)/II (B) of Appendix II.</li> <li>(ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil holders and an exemption of two publications will be given to Ph.D. holders.</li> <li>(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.</li> <li>(iv) A Selection Committee process as stipulated in this regulation and in Tables II (A) and II (B) of Appendix II.</li> </ul>

4.	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Associate Professor with three year of complete service in Stage 4.	<ul style="list-style-type: none"> <li>(i) Minimum yearly/cumulative API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II (A)/II (B) of Appendix II. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</li> <li>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</li> <li>(iv) A Selection Committee process as stipulated in this regulation and in Tables II (A) and II (B) of Appendix II.</li> </ul>
5.	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (Universities only)	<ul style="list-style-type: none"> <li>(i) Minimum yearly/cumulative API scores for the assessment period as per the norms provided in Table II (A) of Appendix II.</li> <li>(ii) Additional credentials are to be evidenced by: <ul style="list-style-type: none"> <li>(a) post-doctoral research outputs of high standard;</li> <li>(b) awards/ honours/ recognitions/ patents and IPR on products and processes developed/ technology transfer achieved; and</li> <li>(c) Additional research degree like D.Sc., D.Lit., LL.B., etc.</li> </ul> </li> <li>(iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A) and II (B) of Appendix II.</li> </ul>

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

**Note:** Stage 1, 2 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000, respectively.

**APPENDIX-II  
TABLE- IV**

**ACADEMIC PERFORMANCE INDICATORS (APIs) AND SCORES FOR ADOPTION OF  
PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR CAREER ADVANCEMENT SCHEME  
(CAS) PROMOTIONS OF UNIVERSITY DIRECTOR/ DEPUTY DIRECTOR/ ASSISTANT  
DIRECTOR OF PHYSICAL EDUCATION / COLLEGE DIRECTOR OF PHYSICAL EDUCATION  
Category-1: Teaching, Training, Coaching, Sports Person Development and Sports  
Management Activities**

*Max. Score Allocated: 125*

*Min. API Score Required: 75*

<b>Sr. No.</b>	<b>Nature of Activity</b>	<b>Max. Score</b>
1.	Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports) (20 points) Lecture cum practice based athlete / sports classes, seminars undertaken as percentage of allotted hours. (20 points)	<b>40</b>
2	Extending services, sports facilities and training on holidays to the institutions and organizations	<b>10</b>
3	Organizing and conducting sports and games competitions at the international / National/State /Inter University / Inter Zonal Levels. (25 points) Organizing and conducting Coaching camps / sports person development / training programmes. (15 points)	<b>40</b>
4	Up gradation of scientific and technological knowledge in Physical Education and Sports. (10 points) Identifying sports talents and mentoring sports excellence among students. (10 points)	<b>20</b>
5.	Development and maintenance of play fields, purchase and maintenance of the other sports facilities	<b>15</b>

**Note: If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.**

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

*Please see Category-II given in Appendix II: Table I*

**CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

*Please see Category-III given in Appendix II: Table I*

**APPENDIX – II**

**TABLE – V (A)**

**MINIMUM NORMS OF APIs AS PROVIDED IN APPENDIX – II TABLE IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF UNIVERSITY DIRECTOR / DEPUTY DIRECTOR / ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND WEIGHTAGES OF EXPERT ASSESSMENT IN SELECTION COMMITTEES**

Sr. No.		Assistant Director of Physical Education (Stage 1 to Stage 2) (Senior Scale)	Assistant Director of Physical Education (Senior Scale) (Stage 2) to Deputy Director of Physical Education / Assistant Director of Physical Education (Selection Grade) (Stage 3)	Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), Stage 3 to Stage 4	Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), (Stage 4) to Director of Physical Education (Stage 5) (University Only)
I	Teaching, training coaching, sports person development and sports management activities (Category I)	75/year	75/year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/year	15/year	15/year	15/year
III	Minimum total average API annual Score under Categories I & II*	100/year	100/year	100/year	100/year
IV	Research and Academic Contribution (Category III)- Minimum annual score required-to be assessed cumulatively	10/year (40/assessment period)	20/year (100/assessment period)	30/year (90/assessment period)	40/year (120/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage – 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30%- Research Evaluation. 50%- Assessment of domain knowledge and skills in sports. 20%- Interview performance	50%- Research evaluation. 30%- Assessment of domain knowledge and organisation track record with vision plan. 20%- Interview performance.

\* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

**Note:** Stages 1, 2, 3, 4, and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000, respectively.

**APPENDIX – II**

**TABLE – V (B)**

**MINIMUM APIs AS PROVIDED IN TABLE IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SENIOR SCALE) / COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SELECTION GRADE) AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES**

Sr. No.	Categories of Criteria	Minimum average, yearly or cumulative, API score required during the assessment period of each level as evaluated under the Performance Based Appraisal System (PBAS) with weightages for expert assessment		
		College Director of Physical Education to College Director of Physical Education (Senior Scale) (Stage 1 to Stage 2)	College Director of Physical Education Senior Scale to Selection Grade (Stage 2 to Stage 3)	College Director of Physical Education (Selection Grade) (Stage 3 to Stage 4)
I	Teaching, training coaching, sports person development and sports management activities (Category I)	75/year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/year	15/year	15/year
III	Minimum total average API annual Score under Categories I & II*	100/year	100/year	100/year
IV	Research and Academic Contribution (Category III)-Minimum annual score required-to be assessed cumulatively	5/year (20/assessment period)	10/year (50/assessment period)	15/year (45/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage – 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30%- Research Evaluation. 50%- Assessment of domain knowledge and skills in sports. 20%- Interview performance

\* Candidates may score 10 points either Category I or Category II to achieve the minimum score required under Category I + II.

**Note:** Stages 1, 2, 3, and 4 correspond to scales with AGP of Rs. 6000, 7000, 8000, and 9000, respectively.

**APPENDIX – II  
TABLE – V (C)**

**MINIMUM APIS FOR THE DIRECT RECRUITMENT OF PHYSICAL EDUCATION  
PERSONNEL IN UNIVERSITY DEPARTMENTS (TO BE CONSIDERED ALONG WITH  
OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS  
REGULATION)**

<b>Minimum Norm / Criteria</b>	<b>Assistant Director of Physical Education / College Director of Physical Education (Entry Stage— Stage 1)</b>	<b>Deputy Director of Physical Education In University (Stage 4)</b>	<b>Director of Physical Education in University (Stage 5)</b>
API Score (Research and Academic Contribution— Category III)	---	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
Selection Committee criteria / weightages (Total Weightage=100)	a) Track Record of championship won (30%) b) Sports and Athletic Skills (40%) c) Interview Performance (30%)	a) Research papers (3 Nos.) evaluation (20%) 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%)

**Note:** Stages 1, 4 and 5 correspond to scales with AGP of Rs. 6000, 9000 and 10000, respectively.

**APPENDIX-II**

**TABLE: VI**

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

<b>Sr. No.</b>	<b>Promotion of Physical Education Cadres through CAS</b>	<b>Service requirement</b>	<b>Minimum Academic Performance Requirements and Screening/ Selection Criteria</b>
1.	Assistant DPE/College DPE to Assistant 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 who are with M.Phil or six years of service who are without Ph. D./M.Phil.	(i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms provided in Table V(A) of Appendix II for University DPEs cadres in Universities and in Table V(B) of Appendix II for cadres in Colleges (ii) One Orientation and one Refresher Course of 3/4 weeks duration. (iii) No separate interview points for the Screening cum Evaluation process of 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 API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table V (A) of Appendix II for university DPEs cadres in Universities and in Table V (B) of Appendix II for DPEs cadres in Colleges. (ii) Additionally, two refresher courses of 3-4 weeks duration to have been undergone during the assessment period. (iii) No separate interview points for the Screening cum Evaluation process of recommending promotion.
3.	Deputy DPE / Assistant DPE (Selection grade) / College DPE (Selection grade) to Deputy DPE / Assistant DPE (Selection grade) / College DPE (Selection grade) (Stage 3 to Stage 4)	Deputy DPE / Assistant DPE (Selection grade) / College DPE (Selection grade) with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table V (A) of Appendix II for university DPEs cadres in Universities and in Table V (B) of Appendix II for DPEs cadres in Colleges. (ii) Minimum three publications over twelve years. For promotion in colleges an exemption of one publication for M.Phil holders and exemption of two publications for Ph. D. holders. (iii) Evidence of having produced teams / athletes. (iv) A Selection Committee process as stipulated in this regulation and in Table V (A) of Appendix II for university DPEs cadres in Universities and in Table V (B) of Appendix II for DPEs cadres in Colleges.
4.	University DPE (Stage 5)	Deputy DPEs in University with three years of completed service in Stage 4.	(i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table V (A) of Appendix II for DPEs in Universities. These may be achieved over two assessment periods, if required. (ii) A minimum of five publications over two assessment periods (six years) (iii) Evidence of having produced teams / athletes (iv) A Selection Committee process as stipulated in this regulation and in Table V (A) of Appendix II for university DPEs.

\* The explanatory note provided for Tables II(A) and for II(B) for CAS for teachers is also applicable for the Physical Director cadres as per the API score specified for this cadre.

**Note:** Stage 1, 2 3, 4, and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, and 10000, respectively.

**APPENDIX-II  
TABLE- VII**

**ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES DEVELOPED BY UGC FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR DIRECT APPOINTMENT/CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS APPLICABLE TO LIBRARIAN, (UNIVERSITY) DEPUTY LIBRARIAN AND ASSTT. LIBRARIAN /COLLEGE LIBRARIAN**

**Category-1: Procurement, organisation, and delivery of knowledge and information through Library Services**

**Max. Score Allocated : 125 Min. API Score Required : 75**

	Nature of Activity	Max. Score
<b>1.</b>	<b>Library resources organization/ services</b>	
	Library resources organisation and maintenance of books, journals, reports (Technical processing of documents)	30
	Acquisition of learning resources (Acquisition Section)	30
	Circulation operations (Circulation Section)	30
	Periodical/Serial management (Periodical Section)	30
	Provision of library reader- services, literature retrieval services to researchers and analysis of reports	30
	Departmental Library management and services	30
	Over all Management and control of various library activities using Library management software (Acquisition, processing, circulation, serial control)	30
	Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents (Bibliography related services)	10
	Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc	20
	<b>Maximum Aggregate limit for Sr. No. 1</b>	<b>40</b>
<b>2.</b>	<b>ICT and other new technologies' application for up-gradation of library services</b>	
	Application of ICT in libraries various operations e.g. automation of catalogue (20 points of each operation)	20
	Learning resources procurement functions	20
	Library resources organisation	20
	Circulation operations including membership records	20
	Serial subscription system	20
	Reference and information services	20
	Library security (technology based methods such as RFID, CCTV)	15
	Development of library management tools (software),	25
	Intranet management	20
	<b>Maximum Aggregate limit for Sr. No. 2</b>	<b>30</b>

<b>3.</b>	<b>Development, organisation and management of e- resources</b>	
	Digitization of library resources	20
	e-delivery of information, <i>etc.</i>	10
	<b>Maximum Aggregate limit for Sr. No. 3</b>	<b>25</b>
<b>4</b>	<b>User awareness and instruction programmes</b>	
	Orientation lectures, users' training in the use of library services as e-resources	15
	Knowledge resources user promotion programmes like organizing book exhibitions	10
	other interactive latest learning resources, <i>etc.</i>	10
	<b>Maximum Aggregate limit for Sr. No. 4</b>	<b>20</b>
<b>5.</b>	<b>Additional services</b>	
	Extending library facilities on holidays ( 0.5 point per additional unpaid duty, maximum up to (10 points)	10
	Shelf order maintenance	5
	Building of library user manual (section wise user manual of its operation)	10
	Building and extending institutional library facilities to outsiders through external membership norms	5
	<b>Maximum Aggregate limit for Sr. No. 5</b>	<b>10</b>

**Note:** If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.

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

*Please see Category-II given in Appendix II: Table I*

**CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

*Please see Category-III given in Appendix II: Table I*

**APPENDIX – II**  
**TABLE – VIII (A)**  
**MINIMUM APIs AS PROVIDED IN APPENDIX – II TABLE VII TO BE APPLIED FOR THE PROMOTION OF**  
**LIBRARY STAFF OF UNIVERSITIES AND WEIGHTAGES FOR EXPERT ASSESSMENT UNDER CAREER**  
**ADVANCEMENT SCHEME (CAS)**

Sr. No.		Assistant Librarian to Assistant Librarian (Senior scale) (Stage 1 to Stage 2)	Deputy Librarian / Assistant (Selection Grade) (Stage 2 to Stage 3)	Deputy Librarian / Assistant (Selection Grade) (Stage 3 to Stage 4)	Librarian (University Only) (Stage 4 to Stage 5)
I	Procurement, Organisation and delivery of knowledge and information through library services (Category I)	75/year	75/year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/year	15/year	15/year	15/year
III	Minimum total average API annual Score under Categories I & II*	100/year	100/year	100/year	100/year
IV	Research and Academic Contribution (Category III)- Minimum annual score required-to be assessed cumulatively	10/year (40/assessment period)	20/year (100/assessment period)	30/year (90/assessment period)	40/year (120/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage – 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30%- 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 services. 20%- Interview performance.

\* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

**Note:** Stages 1, 2, 3, 4, and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000, respectively.

**APPENDIX – II**

**TABLE – VIII (B)**

**MINIMUM WEIGHTAGE POINTS (WP) NORMS OF THE AIPS AS PROVIDED IN APPENDIX TABLE VII TO BE APPLIED FOR THE PROMOTION OF LIBRARY STAFF OF COLLEGES AND WEIGHTAGES FOR EXPERT ASSESSMENT UNDER CAREER ADVANCEMENT SCHEME (CAS)**

Sr. No.		College Librarian to College Librarian (Senior scale) (Stage 2)	College Librarian (Senior scale) (Stage 2) to College Librarian (Selection grade) (Stage 3)	College Librarian (Selection Grade) (Stage 3 to Stage 4)
I	Procurement, Organisation and delivery of knowledge and information through library services (Category I)	75/year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/year	15/year	15/year
III	Minimum total average API annual Score under Categories I & II*	100/year	100/year	100/year
IV	Research and Academic Contribution (Category III)-Minimum annual score required-to be assessed cumulatively	5/year (20/assessment period)	10/year (50/assessment period)	15/year (45/assessment period)
	<b>Expert Assessment System</b>	<b>Screening Committee</b>	<b>Screening Committee</b>	<b>Selection Committee</b>
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage – 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30%- Library related research papers evaluation.. 50%- Assessment of domain knowledge on automation and organizational skills. . . 20%- Interview performance

\* Candidates may score 10 points either Category I or Category II to achieve the minimum score required under Category I + II.

**Note:** Stages 1, 2, 3, and 4 correspond to scales with AGP of Rs. 6000, 7000, 8000, and 9000, respectively.

**APPENDIX – II  
TABLE – VIII (C)**

**MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF  
LIBRARIAN POSITIONS IN UNIVERSITY DEPARTMENTS / COLLEGES (TO BE  
CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS  
STIPULATED IN THIS REGULATION)**

<b>Minimum Norm / Criteria</b>	<b>Assistant University Librarian / College Librarian (Stage 1)</b>	<b>Deputy Librarian in University (Stage 4)</b>	<b>Librarian (University only) (Stage 5)</b>
API Score (Research and Academic Contribution— Category III)	---	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
Selection Committee criteria / weightage (Total Weightage=100)	a) Teaching/Compute and Communication skills by a Lecture demonstration (30%) b) Record of Library management skills (20%) c) Interview Performance (50%)	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) Organisational track record of innovative library service and vision plan (20%) c) Interview Performance (20%)

**Note:** Stages 1, 4 and 5 correspond to scales as given and the AGP of Rs. 6000, 9000 and 10000, respectively.

**APPENDIX-II**

**TABLE: IX**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES**

<b>Sr. No.</b>	<b>Promotion of Librarian Cadres through CAS</b>	<b>Service requirement</b>	<b>Minimum Academic Performance Requirements and Screening/ Selection Criteria</b>
1.	Assistant University Librarian / College Librarian to Assistant Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant University Librarian / College Librarian (Stage 1) completed four years of service with Ph. D. or five years of service who are with M.Phil or six years of service who are 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 II for Librarian cadres in Universities and in Table VIII(B) of Appendix II for College Librarian cadres (ii) One Orientation and one Refresher Course of 3/4 weeks duration. (iii) No separate interview points for the Screening cum Evaluation process of recommending promotion.
2.	Assistant University Librarian (Senior Scale) / College Librarian (Senior scale) to Assistant University Librarian (Selection grade) / College Librarian (Selection grade) (Stage 2 to Stage 3)	Assistant University 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 the University as per the norms provided in Table VIII(A) of Appendix II for Librarian cadres in Universities and in Table VIII(B) of Appendix II for College Librarian cadres (ii) Additionally, two refresher courses of 3-4 weeks duration to have been undergone during the assessment period. (iii) No separate interview points for the Screening cum Evaluation process of recommending promotion.
3.	Deputy University Librarian / Assistant University Librarian (Selection grade) / College Librarian (Selection grade) (Stage 3 to Stage 4)	Assistant University Librarian (Selection grade) / College Librarian (Selection grade) with three years of completed service in Stage 3.	(ii) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table VIII(A) of Appendix II for Librarian cadres in Universities and in Table VIII(B) of Appendix II for College Librarian cadres. (ii) 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. (iii) Additionally, one course / training under the categories of Library automation / Analytical tool development for academic documentation. (iii) A Selection Committee process as stipulated in this regulation and in Table VIII(A) of Appendix II for University and in Table VIII(B) of Appendix II for Librarian cadres in colleges.
4.	Librarian (University) (Stage 5)	Deputy Librarian in University with three years of completed service in Stage 4.	(i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table VIII(A) of Appendix II for Librarian (University). Minimum API scores can also be considered over two assessment periods (Stages 3 and 4, if required). (ii) A minimum of five publications over current and previous assessment periods. (iii) Evidence of innovative library service and organization of published work. (iv) A Selection Committee process as stipulated in this regulation and in Table VIII (A) of Appendix II for Librarian (University).

\* The explanatory note provided for Tables IIa and for IIb for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

**Note:** Stage 1, 2, 3, 4, and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, and 10000, respectively.

**Bifurcation in the Appendix-II Table-II (C)**

**Selection committee Criteria/Weightage for award of scores drawn in the light of the criteria proposed by the UGC for direct recruitment of Teachers (as suggested along with new Pay Scales and other guidelines) for the post of Assistant Professor and equivalent cadres**

**Total Marks- 100**

<b>A.</b>	<b>Academic record</b>	<b>25 marks</b>
a)	Minimum Academic Qualifications	00 marks
b)	1 mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor's and Master's level.	03 marks
c)	3 marks for each first division in Matric, 10+2, Bachelor degree and Master degree	12 marks
d)	Additional marks for obtaining 75% or above marks at Master's level	05 marks
e)	M. Phil.  OR  Ph.D., if not considered towards eligibility	03 marks    08 marks
<b>B.</b>	<b>Research Performance /Publication (with respect to number and quality)</b>  <b>Quality to be assessed w.r.t. publication(s) at National and International levels.</b>	<b>25 Marks</b>
a)	Paper published in International Journal with ISSN No.	05 Marks each
b)	Chapter published in Book/Book published by International Publisher with ISBN No.	05 Marks each
c)	Paper published in National Journal with ISSN No.	03 Marks each
d)	Chapter published in Book/ Book published by National Publisher with ISBN No.	03 Marks each
e)	Paper published in Conference Proceedings  (National/International) with ISSN/ISBN No.	02 Marks each
<b>C.</b>	<b>Domain Knowledge and Teaching Skills</b>	<b>30 Marks</b>
a)	Domain Knowledge  With respect to:  i. Conceptual clarity ii. Overall subject knowledge iii. Latest developments in the subject	25 Marks

b)	Teaching Experience/Skills  (1 Mark for each year of teaching experience,  Subject to maximum of 5 years experience)	05 Marks
<b>D.</b>	<b>Interview Performance</b>	<b>20 Marks</b>
	With respect to:  i. Communication Skill ii. Confidence level iii. Quality of response iv. Overall Personality	

**SELECTION COMMITTEE CRITERIA/WEIGHTAGE FOR AWARD OF SCORES DRAWN FOR  
DIRECT RECRUITMENT FOR THE POST OF ASSOCIATE PROFESSOR AND EQUIVALENT CADRES**

**Total Marks- 100**

<b>A.</b>	<b>Academic Record</b>	<b>20 Marks</b>
a)	Minimum Academic Qualifications	00 Marks
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelors and Master's level	03 Marks
c)	3 Marks for each 1 <sup>st</sup> Division in Matric, 10+2, Bachelor Degree and Master's Degree	12 Marks
d)	M. Phil.  OR  Ph.D.	03 Marks   5 Marks
<b>B.</b>	<b>Research Performance based on API Score and quality of Publications</b>	<b>40 Marks</b>
	For consolidated qualifying API Score of 300.  The consolidated API Score above 300 will be multiplied by the factor 1/15 subject to a maximum of 40 marks	<b>20 Marks</b>
<b>C.</b>	<b>Domain Knowledge and Teaching Skills</b>	<b>20 Marks</b>
	With respect to:  a. Conceptual clarity b. Overall subject knowledge c. Latest developments in the subject d. Administrative skills	
<b>D.</b>	<b>Interview Performance</b>	<b>20 Marks</b>
	With respect to:  a. Communication Skill b. Confidence level c. Quality of response d. Overall personality	

**SELECTION COMMITTEE CRITERIA/WEIGHTAGE FOR AWARD OF SCORES DRAWN FOR  
DIRECT RECRUITMENT FOR THE POST OF PROFESSOR AND EQUIVALENT CADRES**

**Total Marks- 100**

<b>A.</b>	<b>Academic Record</b>	<b>20 Marks</b>
a)	Minimum Academic Qualifications	00 Marks
b)	1 Mark each for obtaining more than 55% but less than 60% marks at 10+2, Bachelors and Master's level	03 Marks
c)	3 Marks for each 1 <sup>st</sup> Division in Matric, 10+2, Bachelor Degree and Master's Degree	12 Marks
d)	M. Phil.  OR  Ph. D.	03 Marks   5 Marks
<b>B.</b>	<b>Research Performance based on API Score and quality of Publications</b>	<b>40 Marks</b>
	For consolidated qualifying API Score of 400.  The consolidated API Score above 400 will be multiplied by the factor 1/20 subject to a maximum of 40 marks	<b>20 Marks</b>
<b>C.</b>	<b>Domain Knowledge and Teaching Skills</b>  With respect to:  a. Conceptual clarity b. Overall subject knowledge c. Latest developments in the subject d. Administrative skills	<b>20 Marks</b>
<b>D.</b>	<b>Interview Performance</b>  With respect to:  a. Communication Skill b. Confidence level c. Quality of response d. Overall personality	<b>20 Marks</b>