No.G(B) UGC/API/1359/2014/ 16   Dated Kahilipara, the 13-10-2014

From:-   Sri P. Jidung, *M.A.,M.Phil.LL.B.,AES,*
           Director, Higher Education, Assam
           Kahilipara, Guwahati-19.

To:-   The Principal (all)

           .... College/ Mahavidyalaya

           P.O.-......................... District-.........................

Sub:-   Placement in Senior Scale, Selection Grade Scale and Associate Professor Scale i.e. stage promotion from one stage to another stage.

Ref.:-   *This office letter No. G(B)UGC.132/2010/Pt/54, dated 06-01-2014.*

Sir,

In continuation to this office letter mentioned under reference on the subject cited above, I would like to forward herewith a format for Assessment of API for necessary stage promotion in respect of Assistant Professors and Librarians of Colleges.

In this regards, it may be stated here that this format is applicable only for Assistant Professors and Librarians who are eligible to get stage promotion after 13-11-2013.

Yours faithfully

Director, Higher Education, Assam
Kahilipara, Guwahati – 19.

Memo No.G(B) UGC/API/1359/2014/   Dated Kahilipara, the 13-10-2014
Copy to :

1) The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6 for favour of kind information.
2) Guard file.

Director, Higher Education, Assam
Kahilipara, Guwahati – 19.

Name of the Institution......................................
PBAS Proforma for Promotion under CAS

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (In Block Letters) :

2. Father's Name/Mother's Name:

3. Department :

4. Educational Qualification:

5. Current Designation & Grade Pay:

6. Date of last Promotion :

7. Which position and grade pay are you an applicant for under CAS?

8. Date of eligibility for promotion:

9. Date and Place of Birth:

10. Sex:

11. Marital Status:

12. Nationality :

13. Indicate whether belongs to SC/ST/OBC category:

14. Address for correspondence (with pin code)

15. Permanent Address (with pin code)

Telephone No:

Email:

16. Academic Qualifications (HSLC till Post Graduation):

Examination	Name of the Board/ University	Year of Passing	Division/ Class/ Grade	Subject
HSLC				
Intermediate (10+2)				
B.A/ B.Sc./ B.Com/ B.Mus/ Others				
M.A/M.Sc./M.Com/ M.Mus/ Others				
Other Examination If any.				

17. Research Degree (S)

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

18. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

19. Posts held after appointment at this Institution

Designation	Department	Date of actual Joining		Grade
		From	To	

20. Period of teaching experience :

    P.G. Classes (in years)   ;   ☐   U.G. Classes (in years)   ☐

21. Research Experience excluding years agent in M.Phil/Ph.D. (In years)

22. Field of Specialization under the Subject/Discipline (If Any)

a) ....

b) ....

    Academic Staff College Orientation/Refresher Course/ Summer School/any other course attended:

Name of the Course	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS proformas before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(From .... to ....)

(i)   Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

Sl.No.	Course	Level	Mode of teaching	Hours per week allotted	% of classes taken as per documented record

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

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score can be given)	
(b)	Teaching Load in excess of UGC norm (max score:10)	

(ii) Reading / Instructional materials consulted and additional knowledge resources provided to students.

Sl.No.	Course/paper	Consulted	Prescribed	Additional resource provided
API score based on Preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students (max.score:20)				API Score

ii) Use of Participatory and innovative Teaching-Learning Methodologies/ Audio-visual teaching aid, Updating of subject Content, Course Improvement etc.

Sl.No	Short Description	API Score
	Total Score (Max Score:20)	

(iii) Examination Duties Assigned and Performed

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max:25)			

This is to certify that Dr/Mr/Ms. .... Assistant/associate Prof of . ... College attended all the allotted classes . He/ She gives regular instructions as per curriculum with the prescribed material, syllabus enrichment by providing additional resources to the student He/She carried out Semester/Annual Examination work as per duties allotted.

Signature of HOD
Department:

CATEGORY :II

CO-CURRICULAR , EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (From .... to ....)

Sl.No.	Type of Activities		API Score	
	i) Extension, Co-curricular 7field based activities			
	Total (max;20)			
	(ii). Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score	
	Total			
	(iii)Professional Development Activities			
	Total			
	Total Score (i+ii+iii) (Max :25)			

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CATEGORY : III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

Sl.No.	Title with page Numbers	Journal	ISSn/ISBN No.	Whether peer reviewed impact Factor, if any	No. Of co-author	Whether you are the main author	API Score

B (i) Articles/ Chapters published in Books

Sl.No.	Title with page nos.	Book Title, editor& publisher	ISSN/ISBN No.	Whether pee reviewed.	No.of co-authors	Whether you are the main author	API Score

ii) Full Papers in Conference Conferences Proceedings

Sl.No.	Title with page nos.	Details of conferences publication	ISSN/ISBN No.	No.of co-authors	Whether you are the main author	API Score

iii) Books published as single or as editor

Sl.No	Title with page nos.	Type of Book &authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No.of co-authors	Whether you are the main author	API Score

iii) Ongoing and completed Research Project and Consultancies
(c) (I &II) Ongoing project /Consultancies

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score

(c) (iii & iv) Completed project/ Consultancies

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether policy document/patent as outcome	API Score

(D) Research Guidance

Sl.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phill or equivalent				
Ph. D. or equivalent				

(E) (i) Training Courses, Teaching-Learning-Evaluation technology programmes, Faculty Development Programmes (not less than one week duration)

Sl.No.	Programme	Duration	Organized by	API Score

(E) (ii) papers presented in Conferences, Seminars, Workshops, Symposia

Sl.No.	Title of the paper presented	Title of conference/ Seminar	Organized by	Whether international/national/state/regional/college or university	API Score

E. (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

Sl.No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc	Organized by	Whether international / national	API Score

E.(iv). SUMMARY OF API SCORES

Sl.No.	Criteria	Last academic Year	Total-API Score for assessment period	Annual Av. API Score for Assessment Period.
i.	Teaching, Learning and Evaluation related activities			
ii	Co-curricular, Extension, professional development etc			
	Total I +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.

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

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

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

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

Signature of the Faculty with Designation
Place   :
Date :

All the documents submitted by Dr/Mr/Ms/ .... Assistant/Associate Prof., ... College are verified and found authentic. The API scores mentioned above are correct.

Signature of the Principal   Convener, IQAC Cell
.... College   ....College

N.B : The individual PBAS proformas for CAS promotion duly filled along with all enclosures, will be duly verified by the DPC and shall be placed before the Screening cum Evaluation Committee or selection Committee for Promotion.

Instructions for Filling up Part 8 of of the PBAS Proforma

Part B of the proforma is based on appendix-III, table-1 of the UGC Regulations 2010

B (I) is based on API scoring for Category 1 of the Table. Details information for 2013-14 or assessment year is to be provided.

B (II) is based on Category II of the Table. Details information for 2013-14 or assessment year is to be provided.

B (III) is based on Category III of the Table. Details information for the entire assessment period is to be provided.The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given 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-1 of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below:

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

(i) (a)

Lectures/Seminars/Practical's/Tutorials/Contact classes taken should be based on verifiable records. No. score should be assigned if a teacher has taken less than 80% of the assigned classes. University may give allowance for period of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100& performance.	Max Score: 50

(b)

If teacher has taken classes exceeding UGC norm, then two points to be assigned for	Max. Score: 10

(ii)

Imparting of knowledge/instruction as per curriculum with the prescribed material (Text Book/ Manual etc0, syllabus enrichment by providing additional resources to students (100% Compliance=20 points)	Max Scores:20

(iii) Use of participatory and Innovative Teaching Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators /Activities	Maximum Score
Updating of course, design of curriculum, 95 per single course)	10

Participatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc,
    (a) Interactive Courses: 5 points/each
    (b) Participatory Learning modules:5 points/each
    (c) Case studies;5 points/each
	10

Use of ICT in T/L process with computer-aided methods like PowerPoint/Multimedia/Simulation/software's etc, (Use of any one of these in addition to chalk & Board : 5points	10
Developing and imparting Remedial/Bridge Courses (each activity :5 points)	10
Developing and imparting soft skills/communications and creations in music, performing and visual arts and other traditional areas (each activity : 5points)	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 (each activity ;5Points0	10

Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students
    (a) Workshop/Training course :10points each
    (b) Popularization program :5points each
	10

Maximum Aggregate Limit	20

    (i)   Examination Related work

Indicators	Max. Score
College/University end semester/annual Examination work as per duties allotted. (Invigilation-10 points; Evaluation of answer scripe-5 points question paper setting – 5points. (100% compliance=20points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance =10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% a compliance =10 points)	10
Maximum Aggregate Limit B (iv)	25

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

(i)   Extension and Co-Curricular & Field based Activities
(ii)

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each)	10
Positions held/Leadership role played in organization linked with extension work and National service Scheme (NSS), NCC,NSO or any other similar activity (each activity 10 points)	10
Students and staff Related Cultural and Sports Programmes, campus	10
Publications (departmental level 2 points, institutional level 5 points	
Community work such as value of national Integration, environment, Literacy, democracy, socialism, Human rights, Peace, Scientific temper, flood or, drought relief, small family norms etc (5 points each)	10
Maximum Aggregate Limit	20

(iii)   Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in University/College trough meeting, popular lectures, subject related events, articles in college magazine and University volumes (2 points each)	10
Institutional Governance responsibilities like, Vice principal, Dean director, Warden, Bursar, School Chairperson, IQAC Coordinator (10 point each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5points each)	10
Responsibility for, or participation in committee for students welfare, Counseling and Discipline (5 each)	10
Organisation of Conference/Training as Chairman/Organization Secretary/Treasurer ; (a) International (10 points); national/regional (5 points) (b) As member of the organization committee (1 point each)	10
Maximum aggregate Limit	15

(iv)   Professional Development related Activities

Indicators/Activities	Maximum Score

Membership in Profession related committee at state and national level
    a. At national level;3 points each
    b. At site level : 2 points each
	10

Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, Institutional governance (each activity:5points)	10
Membership/Participation in State/ Central Bodies/Committees on Education, Research and national Development (5 each)	10
Publication of articles in newspapers, Magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)	10
Maximum Aggregate Limit	15

*** Teachers on Leave

5. FIP holders shall have to produce an authentic certificate from appropriate authority certifying the candidates' uninterrupted and satisfactory progress of work for which he/ she has been duly engaged.   In case the candidate avails earned leave/ maternity leave/ study leave/ any other leave during the period of assessment, he/ she shall have to produce necessary orders etc. from appropriate authority duly counter signed by the principal to get the benefit of API score for the period in leave. The

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PBAS proforma for promotion under CAS must be filled up the college teachers in every year. The authority will verify and finalize the API scores and will keep ready for DPC, in due time.

Leave availed

Sl.No.	Type	From	To	Whether approved or not

NECESSARY INFORMATION

1) **Assessment API**

   (a) Assessment API for Less than 1 Year: The PBAS based on the API scores will be assessed for 1 year only with the minimum API scores. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2014, API scores for one year will only be required for assessment.

   (b) Assessment API for 2 years: The PBAS based on the API scores will be assessed for 2 years only with the minimum API scales. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2015, API scores for 2 years will only be required for assessment.

   (c) Assessment for full duration: The PBAS on API score will be required for assessment only with the minimum API scores category wise as mentioned in the Appendix Table.

2) **Duration for Promotion:**

   From stage 1 to stage 2

   i)   4 years with Ph.D. (Awarded as per UGC guidelines)

   ii)   5 years with M.Phil Degree (Awarded as per UGC guideline)

   iii)   6 years regular service without Ph.D./M.Phil.
   Teachers may score 10 points from either category I or category II to achieve the minimum score required under category I + II.

   iv)   There must be a screening Committee for assessment of the API points in each Colleges as per UGC guideline.

   v)   One OC and One RC/ Research methodology Course of 2/3 weeks duration without Ph.D.

   vi)   With Ph.D. one OC.

   From stage 2 to stage 3

   i)   5 years.

   ii)   There must be a screening committee for assessment of the API points in each colleges as per UGC guidelines.

   iii)   One Course/ Program from among the categories of Refresher Course, methodology workshops, Training- Learning Evaluation Programs, soft skills Development programs and faculty Development programs of 2/3 week duration.

   From stage 3 to stage 4

   i)   3 years.

   ii)   There must be a selection committee for final assessment of the marks for consideration for CAS promotion out of which the candidate must have obtained 50% of marks in the expert assessment, if, however on final assessment candidate do not either fulfill the minimum criteria under Rows III and IV of Table (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.

iii) One Course/ Program from among the category methodology workshops, training, teaching-learning evaluation technology programs, soft skills development programs and faculty development programs of 1-week duration.

iv) At least 3 publication in the entire period as Assistant Professor. However in the case of College teachers and exemption of 1 publication will be given to M.Phil holders and an exemption of 2 publications will be given to Ph.D. holder.

v) Total marks = 100

    I) 20% - Contribution to research.

    II) 60% - Assessment of domain knowledge and teaching practices.

    III) 20% - Interview performance.

Minimum API scores required:

From stage 1 to stage 2

    I) Category I -75/ per year out of 125

    II) Category II-15/ per year out of 50

    Minimum total average annual score under category I and II must not be less than 100 per year.

    III) Category III- average 5 point per year.

    With Ph.D. (for assessment period) = 20

    With M.Phil (for entire assessment period) = 25

    Regular service without Ph.D., M.Phil (for entire assessment period) = 30

For stage 2 to stage 3

    I) Category I – 75/ per year out of 125.

    II) Category II – 75/ per year out of 50.

    Minimum total average annual score under category I and II must not be less than 100 per year.

    III) Category III – average 10 point per assessment year.

For stage 3 to stage 4

    I) Category I : 75/ per year out of 125

    II) Category II : 15/ per year out of 50

    Minimum total average annual score under category I and II must not be less than 100 per year.

    III) Category III : average 15 point per assessment year.