

# मुंबई विद्यापीठ



क्र. शिनिमावि(विशि/मशि)/आयसीडी/ ०३ /२०१८-१९

## परिपत्रक:-

विषय:-तिसऱ्या व चौथ्या दुरुस्तीनुसार विद्यापीठ व महाविद्यालय स्तरावर सरळसेवा/आश्वासित प्रगती योजने अंतर्गत नविन API च्या गुणांकन पध्दतीमध्ये झालेल्या बदलानुसार कार्यशाळेचे आयोजन करण्याबाबत

विद्यापीठ अनुदान आयोगाच्या दिनांक ३० जून, २०१० च्या अधिसूचनेनुसार शासन निर्णय क्रमांक संकीर्ण/२०११/(२५/११) विशी-१ दिनांक १५ फेब्रुवारी, २०११ मधील तरतुदी विद्यापीठ अनुदान आयोगाने क्र. F.1-2016(PS) Amendments dated 04/05/2016 & 11/07/2016 अन्वये तिसरी व चौथी दुरुस्ती केलेली असून महाराष्ट्र शासनाने शासन निर्णय क्र. संकीर्ण-२०१७/प्र.क्र. ३३/१७/वि.शि-१ दिनांक ०४/०३/२०१७ अन्वये दोन्ही दुरुस्त्या स्विकृत केलेल्या असल्यामुळे मुंबई विद्यापीठाने परिपत्रक क्र. टीएएस/(युटी/सिटी)/०६/२०१६-१७ दिनांक २६/१२/२०१६ आणि टीएएस/(युटी/सिटी)/०१/२०१७-१८ दिनांक ३/४/२०१७ अन्वये शासन निर्णयाची अंमलबजावणी करण्यात आलेली आहे. तसेच तिसऱ्या व चौथ्या दुरुस्तीच्या अधिसूचनेनुसार अर्हता व नविन API च्या गुणांकन पध्दतीमध्ये झालेले बदल, शिक्षकांची सृजनशीलता व कार्यक्षमता आलेख इत्यादींचे मापन योग्यरितीने होण्याकरिता मा. कुलगुरुंच्या आदेशान्वये ज्येष्ठ प्राचार्य आणि शिक्षक यांच्या समितीचा अहवाल/मार्गदर्शक तत्त्वे मा. विद्वत व व्यवस्थापन परिषदेने मान्य करून विद्यापीठ परिपत्रक क्र. शिनिमावि(विशि/मशि)/आयसीडी/९/२०१७-१८ दि. २६ मार्च, २०१८ अन्वये दि. ४ मार्च, २०१७ पासून लागू करण्यात आलेली आहेत.

उपरोक्त या परिपत्रकाच्या अनुषंगाने अर्हता व नविन API च्या गुणांकन पध्दतीमध्ये झालेले बदल, शिक्षकांची सृजनशीलता व कार्यक्षमता आलेख इत्यादींचे मापनाबाबत प्राचार्य, शिक्षक यांना सविस्तर माहिती मिळणेकरिता तद्द्वारेच नविन API च्या गुणांकन पध्दतीचे मापन व प्रशासकीय कार्यपद्धतीचे मार्गदर्शन करण्यासाठी तज्ञ शिक्षकांच्या मार्गदर्शनाखाली खालील विद्यापीठ विभाग व महाविद्यालयांमध्ये विभागवार कार्यशाळांचे आयोजन करण्यात आलेले आहे.

| अ.क्र. | कार्यशाळा केंद्राचे नाव  | विभाग/परिसर   |
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| १      | मुंबई विद्यापीठ, राज्यशास्त्र विभाग, फिरोजशाहा मेहता सभागृह, कलिना, मुंबई-४०० ९८   | विद्यापीठ शिक्षक  |
| २      | किशिनचंद चेलाराम महाविद्यालय, विद्यासागर प्रिन्सिपल के.एम. कुंदनानी चौक, १२४, दिनशां वाच्छा रोड, चर्चगेट, मुंबई - ४०० ०२०                                      | सीएसटी ते दादर (दक्षिण मुंबई)<br>चर्चगेट ते दादर (पश्चिम मुंबई) |
| ३      | रामनिरंजन झुनझुनवाला कला, विज्ञान व वाणिज्य महाविद्यालय, रेल्वे स्टेशन समोर, घाटकोपर (पश्चिम), मुंबई - ४०० ०८६   | माटुंगा (सेंट्रल) ते मुलुंड                                     |
| ४      | के. जी. जोशी कला व एन. जी. बेडेकर वाणिज्य महाविद्यालय, चेंदानी बंदर मार्ग, ठाणे-४०० ६०१  | ठाणे ते डोंबिवली  |
| ५      | बिल्हा कला, विज्ञान व वाणिज्य महाविद्यालय, बिल्हा कॉलेज रोड, कल्याण, जिल्हा ठाणे-४२१ ३०४   | ठाकुली ते कर्जत व कसारसह वाडा, मोखाडा, जव्हार व भिवंडी          |
| ६      | जनार्दन भगत शिक्षण प्रसारक संस्थाचे चांगू काना ठाकूर कला, वाणिज्य व विज्ञान महाविद्यालय, प्लॉट नं. १, सेक्टर ११, खांदा कॉलनी, नवीन पनवेल, जिल्हा-रायगड-४१० २०६ | नवी मुंबई, पनवेल, नवीन पनवेल व रायगड जिल्हा                     |
| ७      | आर.डी. नॅशनल कॉलेज अँड सेठ वासिमल असोमल सायन्स कॉलेज, बॅरीस्टर होतचंद गोपाळदास अडवाणी मार्ग, लिक्कींग रोड, बांद्रा (वेस्ट), मुंबई - ४०० ०५०.                   | माटुंगा (पश्चिम) ते बोरिवली                                     |



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| ८  | भास्कर वामन ठाकुर विज्ञान महाविद्यालय, यशवंत केशव पाटील वाणिज्य महाविद्यालय व विद्या दयानंद पाटील कला महाविद्यालय, विवा महाविद्यालय मार्ग, वसई, विरार, पालघर - ४०१ ३०३ | दहिसर ते विरार व पालघर जिल्हा |
| ९  | आर.पी. गोगटे कला व विज्ञान आणि आर. व्ही. जोगळेकर वाणिज्य महाविद्यालय, रत्नागिरी - ४१५ ६१२.   | रत्नागिरी जिल्हा              |
| १० | कला वाणिज्य विज्ञान महाविद्यालय कणकवली, कणकवली, जि. सिंधुदुर्ग   | सिंधुदुर्ग जिल्हा             |

उपरोक्त कार्यशाळेची महाविद्यालये तज्ञांच्या उपलब्धतेनुसार कार्यशाळेची कार्यक्रम पत्रिका (दिनांक व वेळ) स्वतंत्रपणे प्रसिद्ध करतील. सदर कार्यशाळेच्या कार्यक्रम पत्रिकेबाबत नजीकच्या महाविद्यालयांमध्ये संपर्क साधण्यात यावा. तसेच सर्व संबंधित महाविद्यालयांच्या प्राचार्यांना विनंती करण्यात येते की, आपल्या महाविद्यालयातील IQAC Cell चे प्रमुख व किमान एक शिक्षक सदर कार्यशाळेसाठी पाठवावे.

मुंबई - ४०० ०३२.

दिनांक :- २६ एप्रिल, २०१८

*(दत्ता घुगे)*

(दत्ता घुगे)

उपकुलसचिव

मुंबई विद्यापीठ

प्रति,

- मुंबई विद्यापीठाच्या विविध विभागांचे संचालक/विभाग प्रमुख, प्राचार्य सर जे.जे. वास्तुशास्त्र महाविद्यालय, समन्वयक, विश्वभूषण डॉ. बाबासाहेब आंबेडकर महाविद्यालय, वि. वि. दळवी महाविद्यालय, तळरे, रत्नागिरी उपकेंद्र, ठाणे उपकेंद्र. तसेच मुंबई विद्यापीठाशी संलग्नित सर्व महाविद्यालयांचे/संस्थांचे प्राचार्य/संस्थांचे सचिव/अध्यक्ष यांचे माहितीसाठी आणि पुढील कार्यवाहीसाठी.

त्याचप्रमाणे विद्यापीठ विभाग प्रमुख व महाविद्यालयीन संस्थांचे सचिव/अध्यक्ष/प्राचार्य यांना विनंती करण्यात येते की, सदर परिपत्रक संबंधित शिक्षकांना दाखविण्यात यावे.

- कुलगुरुंचे कार्यकारी सचिव, मुंबई विद्यापीठ, फोर्ट, मुंबई - ४०० ०३२.
- स्वीय सहाय्यक, प्र-कुलगुरु (प्रभारी), मुंबई विद्यापीठ, फोर्ट, मुंबई - ४०० ०३२.
- स्वीय सहाय्यक, कुलसचिव (प्रभारी), मुंबई विद्यापीठ, फोर्ट, मुंबई - ४०० ०३२.
- प्रभारी संचालक, परीक्षा आणि मुल्यमापन मंडळ, परीक्षा भवन, सांताक्रुझ, मुंबई-४०० ०९८.
- वित्त आणि लेखा अधिकारी, (प्रभारी), मुंबई विद्यापीठ, फोर्ट, मुंबई - ४०० ०३२.
- संचालक, विद्यार्थी विकास विभाग.
- संचालक, दूर आणि मुक्त शिक्षण संस्था, सांताक्रुझ, मुंबई-४०० ०९८.
- जनसंपर्क अधिकारी, मुंबई विद्यापीठ, मुंबई - ४०० ०३२
- सचिव, मुंबई विद्यापीठ, प्राचार्य संघटना, प्रगती महाविद्यालय, डोंबिवली-४२१ २०१.
- डॉ. टी. ए. शिक्वे, अध्यक्ष, A.M.G.C. Director, विल्सन महाविद्यालय, चौपाटी, मुंबई-४०० ००७.
- बॉम्बे युनिवर्सिटी अँड कॉलेज टिचर्स युनियन, मुंबई विद्यापीठ क्लब हाऊस, बी रोड, चर्चगेट, मुंबई - ४०० ०२०.
- मुप्ता (MUPTA) संघटना, १०३, गोरार्ड, सम्राट अशोक को. हाऊ. सोसायटी, प्लॉट नं. १०२, गोरार्ड- २, बोरिवली (पश्चिम), मुंबई - ४०० ०९६.
- मा. अध्यक्ष (UMASA), समाजशास्त्र विभाग, रानडे भवन, कलिना, मुंबई - ४०० ०९८.
- मा. अध्यक्ष (MUCTA), खोली नं ४७, रानडे भवन, कलिना, मुंबई - ४०० ०९८.
- समन्वयक, विद्यापीठ संगणकीय केंद्र (यु.सी.सी.), विद्यानगरी कॅम्पस, कलिना, सांताक्रुझ, मुंबई - ४०० ०९८.
- अभिलेखा विभाग (रेकॉर्ड सेक्शन) (१०प्रती).



# UNIVERSITY OF MUMBAI

Ref.: CONCOL/ TAU / 40 of 2012-2013 dated March 19, 2013

University Grants Commission on minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (3<sup>rd</sup> Amendment), Regulation 2016 was published by the University Grants Commission in the Gazette of Government of India on May 4, 2016 popularly known as UGC 3<sup>rd</sup> Amendment.

Further, University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016 was published by the University Grants Commission in the Gazette of Government of India on July 11, 2016 popularly known as UGC 4<sup>th</sup> Amendment.

Further, Government of Maharashtra accepted the UGC 3<sup>rd</sup> Amendment and UGC 4<sup>th</sup> Amendment vide Government Resolution No. **1d hoi@Á-0-33@17@fo-f1k&1 fn- 4 elp]2017**. Subsequently, the Academic Council and the Management Council of University of Mumbai accepted the Government Resolution dated March 4, 2017 as notified by its circular no. **TAAS (UT / CT) / 01 / 2017-2018 dated April 3, 2017**.

***Taking into consideration, the above, enclosed along with are:***

- a.*** The amendment to the existing provisions of clauses 1.0, 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.10, 1.11, 1.12, 2.0 (4) 3.1, 3.2. (1) 3.3 (1) 5.0., 6.0. (3), 7.2.1. of Schedule for clause 13.4, 9.1.9 and 9.1.10 Note c of CONCOL / TAU / 40 of 2012-2013 dated March 19, 2013 and 6.0.5(i) of UGC Regulation 2010.
- b.*** Revised Appendix I table I, tables II(A) and II(B), table III (For Direct recruitment and Promotion of Teaching Staff Cadre in colleges and University), Appendix I table IV, tables V(A) and V(B), table VI, Table VII (For direct recruitment and promotion of staff in Physical Education Cadre) and Appendix I tables VIII(A) and VIII(B) and table IX (For Direct recruitment and promotion of Staff in Librarian Cadre) and revised PBAS forms for Direct Recruitment, for Annual Self-Assessment and for Promotion for Teaching Staff, Physical Education Cadre and for Library Staff in University and Colleges.

***The revised PBAS form for calculation of Academic Performance Indicator based on the UGC 3<sup>rd</sup> Amendment 2016 and UGC 4<sup>th</sup> Amendment 2016 will be applicable from the Academic Year 2017-2018 i.e. from June 1, 2017 onwards.*** Prior to June 1, 2017 i.e. till May 31, 2017 the PBAS form for calculation of Academic Performance Indicator based on UGC Regulation 2010 as notified by the University of Mumbai vide its circular no. CONCOL / TAU / 30 of 2012-2013 dated March 19, 2013 will be applicable. For ex. If a teacher is due for promotion in 2019-2020 i.e. say in September 2019 after being placed in September 2016-2017, the PBAS form for calculation of API for 16-17 will be based on the PBAS form as prescribed by University of Mumbai in March 2013 and the revised PBAS form will be applicable for calculation of API for the year 2017-2018, 2018-2019 and 2019-2020.



**AMENDMENTS TO CONCOL/TAU/40 OF 2012-2013 dated March 19, 2013**

In the University Grants Commission on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher Education, Regulations, 2010 (Principal Regulation 2010) and subsequently CONCOL / Tau / 40 of 2013-2014 of March 19, 2017 the following amendments are made:-

| <b>Existing provisions of the following clauses of the CONCOL / TAU / 40 of 2012-2013 dated March 19 2017</b>  | <b>Amendments made in the following clauses of CONCOL / TAU / 40 of 2012-2013 dated March 19 2017</b>   |
|--|---|
| <p><b>1.0 Recruitment and Qualifications</b></p> <p>1.1. The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement (As per University of Mumbai circular no. CONCOL / 75 of 1988 dated 3<sup>rd</sup> March 1988) and selections by the duly constituted Selection Committees as per the provisions made under these Regulations to be incorporated under the Statutes/Ordinances of the concerned university. The composition of such committees should be as prescribed by the UGC in these Regulations.</p> <p>The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Principals, Assistant Directors of Physical Education and Sports, Deputy Directors of Physical Education and Sports, Directors of Physical Education and Sports, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by the UGC in this circular.</p> <p>The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level and qualifying in the National Eligibility</p> | <p><b>Recruitment and Qualifications</b></p> <p>The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement (As per circular no. CONCOL / 75 of 1988 dated 3<sup>rd</sup> March 1988 issued by University of Mumbai) and selections by the duly constituted Selection Committees as per the provisions made under these Regulations to be incorporated under the Statutes/Ordinances of the concerned university. The composition of such committees should be as prescribed by the UGC in these Regulations.</p> <p>The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Principals, Assistant Directors of Physical Education and Sports, Deputy Directors of Physical Education and Sports, Directors of Physical Education and Sports, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by the UGC in this circular.</p> <p>The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level and qualifying in the National Eligibility</p> |



Test (NET), or an accredited test (State Level Eligibility Test - SLET/SET), shall remain for the appointment of Assistant Professors.

- 1.4 NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in Universities / Colleges / Institutions :
- Provided* however, that candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

Test (NET), or an accredited test (State Level Eligibility Test - SLET/SET), shall remain for the appointment of Assistant Professors.

NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in Universities/Colleges/Institutions:

*Provided* however, that candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or the subsequent Regulations if notified by the UGC, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

**Further, the award of degrees to candidates registered for the M.Phil./ Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ By laws/ Regulations of the Institution awarding the degrees and the Ph.D. candidates shall be exempted from the requirement of "NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions subject to the fulfilment of the following conditions: -**

- (a) **Ph.D. degree of the candidate awarded in regular mode only;**
- (b) **Evaluation of the Ph.D. thesis by at least two external examiners;**
- (c) **Open Ph.D. Viva voce of the candidate has been conducted**





- (d) Candidate has published two research papers from his / her Ph.D. work out of which at least one in a refereed journal.
  - (e) The candidate had made at least two presentations in conferences / seminars, based on his/her Ph.D. work;
- (a) to (e) as above are to be certified by the Vice - Chancellor/ Pro-Vice-Chancellor/ Dean (Academic Affairs)/Dean (University Instructions)”

NET/SLET/SET shall not be required for such Master's Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.

A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports.

A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe

/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying

NET/SLET/SET shall not be required for such Master's Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.

A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports.

A relaxation of 5% may be provided at the graduate and Master's level for the Scheduled Caste / Scheduled Tribe

/Differently-abled (Physically and visually differently-abled) / Other Backward classes (OBC) (Non-Creamy Layer) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories



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| <p>marks without including any grace mark procedures.</p> <p>1.8 A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.</p> <p>1.9 Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.</p> <p>1.10 The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.</p> <p>1.11 The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.</p> <p>1.12 The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions.</p> | <p>mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.</p> <p>1.8. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.</p> <p>1.9. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.</p> <p>1.10. The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.</p> <p><b>1.11.</b> The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.</p> <p>1.12. The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions.</p> |
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| <p><b>2.0. Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication.</b></p> <p><b>4. ASSISTANT PROFESSOR</b></p> <p>i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the</p> | <p><b>2.0. Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication.</b></p> <p><b>4. ASSISTANT PROFESSOR</b></p> <p>i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the</p> |
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Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.

ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

iii. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities /Colleges /Institutions.

Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.

ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) for Lecturer/Assistant Professor conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

iii. Notwithstanding anything contained in sub-clauses (i) and to this Clause, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or the subsequent Regulations if notified by the UGC, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities /Colleges / Institutions.

**Further, the award of degrees to candidates registered for the M.Phil./Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ By laws/ Regulations of the Institution awarding the degrees and the Ph.D. candidates shall be exempted from the requirement of "NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions subject to the fulfilment of the following conditions: -**

**(a) Ph.D. degree of the candidate awarded**

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| <p>iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.</p>  | <p>in regular mode only;</p> <p>(b) Evaluation of the Ph.D. thesis by at least two external examiners;</p> <p>(c) <b>Open Ph.D. Viva voce of the candidate has been conducted</b></p> <p>(d) Candidate has published two research papers <b>from his / her Ph.D. work</b> out of which at least one in a refereed journal.</p> <p>(e) The candidate had <b>made at least two presentations in conferences / seminars, based on his/her Ph.D. work;</b></p> <p>(a) to (e) as above are to be certified by the Vice - Chancellor/ Pro-Vice-Chancellor/ Dean (Academic Affairs)/Dean (University Instructions)”</p> <p>(iv). NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted</p>              |
| <p><b>3. MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE, ETC.</b></p> <p><b>MUSIC AND DANCE DISCIPLINE</b></p> <p><b>1. ASSISTANT PROFESSOR:</b></p> <p>i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master’s Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.</p> <p>ii. Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in the sub-clauses (i) and (ii) to this Clause, candidates, who are, or have been awarded Ph. D. Degree in accordance with</p> | <p><b>3. MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE, ETC.</b></p> <p><b>MUSIC AND DANCE DISCIPLINE</b></p> <p><b>a. ASSISTANT PROFESSOR:</b></p> <p>i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master’s Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.</p> <p>b. Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers/Assistant Professor conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in the sub-clauses (i) and (ii) to this Clause,</p> |

the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges /Institutions.

candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or the subsequent Regulations if notified by the UGC, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges /Institutions.

**Further, the award of degrees to candidates registered for the M.Phil. / Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ By laws/ Regulations of the Institution awarding the degrees and the Ph.D. candidates shall be exempted from the requirement of "NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions subject to the fulfilment of the following conditions: -**

- a. Ph.D. degree of the candidate awarded in regular mode only;
- b. Evaluation of the Ph.D. thesis by at least two external examiners;
- c. **Open Ph.D. Viva voce of the candidate has been conducted**
- d. Candidate has published two research papers **from his / her Ph.D. work** out of which at least one in a refereed journal.
- e. The candidate had **made at least** two presentations in conferences / seminars, based on his/her Ph.D. work;

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| <p>iii. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.</p> <p style="text-align: center;"><b>OR</b></p> <p>i. A traditional and a professional artist with highly commendable professional in the concerned subject, who should have:</p> <ol style="list-style-type: none"> <li>a. Studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;</li> <li>b. A high grade artist of AIR/TV; and</li> <li>c. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.</li> </ol>   | <p><b>(a) to (e) as above are to be certified by the Vice - Chancellor/ Pro-Vice-Chancellor/ Dean (Academic Affairs)/Dean (University Instructions)”</b></p> <p>iii. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.</p> <p style="text-align: center;"><b>OR</b></p> <p>i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:</p> <ol style="list-style-type: none"> <li>a. Studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;</li> <li>b. A high grade artist of AIR/TV; and</li> <li>c. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.</li> </ol> |
| <p><b>3.2. DRAMA DISCIPLINE:</b></p> <p><b>1. ASSISTANT PROFESSOR:</b></p> <p>i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master’s Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.</p> <p>ii. Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC. However, candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D.</p> | <p><b>3.2. DRAMA DISCIPLINE:</b></p> <p><b>1. ASSISTANT PROFESSOR</b></p> <p>i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master’s Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.</p> <p>ii. Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC.</p> <p>However, candidates, who are, or have been awarded Ph. D. Degree in accordance with</p>   |

Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009 or the subsequent Regulations if notified by the UGC, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

**Further, the award of degrees to candidates registered for the M.Phil./Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ By laws/ Regulations of the Institution awarding the degrees and the Ph.D. candidates shall be exempted from the requirement of "NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions subject to the fulfilment of the following conditions: -**

- a. Ph.D. degree of the candidate awarded in regular mode only;
- b. Evaluation of the Ph.D. thesis by at least two external examiners;
- c. **Open Ph.D. Viva voce of the candidate has been conducted**
- d. Candidate has published two research papers **from his / her Ph.D. work** out of which at least one in a refereed journal.
- e. The candidate had **made at least two presentations in conferences / seminars, based on his/her Ph.D. work;**

**(a) to (e) as above are to be certified by the Vice - Chancellor/ Pro-Vice-Chancellor/ Dean**

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| <p>iii. Without prejudice to the above, NET / SLET / SET shall also not be required for such Masters Programmes in disciplines for which NET / SLET / SET is not conducted.</p> <p style="text-align: center;"><b>OR</b></p> <p>i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:</p> <p>a. A professional artist with first class degree/diploma from National School of Drama or any other such approved Institution in India or abroad;</p> <p>b. Five years of regular acclaimed performance in regional/ national/ international stage with evidence; and</p> <p>b. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in said discipline</p> | <p style="text-align: center;"><b>(Academic Affairs)/Dean (University Instructions)”</b></p> <p>iii. Without prejudice to the above, NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.</p> <p style="text-align: center;"><b>OR</b></p> <p>i. A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:</p> <p>a. A professional artist with first class degree/diploma from National School of Drama or any other such approved Institution in India or abroad;</p> <p>b. Five years of regular acclaimed performance in regional / national / international stage with evidence; and</p> <p>c. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in said discipline.</p> |
| <p><b>3.3. VISUAL (FINE) ARTS DISCIPLINE</b></p> <p><b>1. ASSISTANT PROFESSOR:</b></p> <p>a. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master’s degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.</p> <p>ii. Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause 4.4.2.3, candidates, who are, or have been awarded a Ph.D. Degree, in accordance</p>  | <p><b>3.3. VISUAL (FINE) ARTS DISCIPLINE</b></p> <p><b>1. ASSISTANT PROFESSOR:</b></p> <p>i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master’s degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.</p> <p>ii. Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers/Assistant Professor conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause 4.4.2.3, candidates, who are, or have been awarded</p>  |



with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

a Ph.D. Degree, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or the subsequent Regulations if notified by the UGC, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

**Further, the award of degrees to candidates registered for the M.Phil./Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ By laws/ Regulations of the Institution awarding the degrees and the Ph.D. candidates shall be exempted from the requirement of "NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions subject to the fulfilment of the following conditions: -**

- a. Ph.D. degree of the candidate awarded in regular mode only;
  - b. Evaluation of the Ph.D. thesis by at least two external examiners;
  - c. **Open Ph.D. Viva voce of the candidate has been conducted**
  - d. Candidate has published two research papers **from his / her Ph.D. work** out of which at least one in a refereed journal.
  - e. The candidate had **made at least two presentations in conferences / seminars, based on his/her Ph.D. work;**
- (a) to (e) as above are to be certified by the Vice - Chancellor/ Pro-Vice-Chancellor/**

**Dean (Academic Affairs)/Dean (University Instructions)"**

iii. Without prejudice to the above, NET / SLET / SET shall also not be required for such Masters Programmes in disciplines for which NET / SLET / SET is not conducted.

**OR**

- i. A Professional artist with highly commendable professional achievement in the concerned subject, who should have:
- First class Diploma in Visual (Fine) arts discipline from the recognized Institution of India/Abroad;
  - Five years of experience of holding regular regional/National exhibitions Workshops with evidence; and
  - Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline

iii. Without prejudice to the above, NET / SLET / SET shall also not be required for such Masters Programmes in disciplines for which NET / SLET / SET is not conducted.

**OR**

- i. A Professional artist with highly commendable professional achievement in the concerned subject, who should have:
- First class Diploma in Visual (Fine) arts discipline from the recognized Institution of India/Abroad;
  - Five years of experience of holding regular regional/National exhibitions/Workshops with evidence; and
  - Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline

**5.0 MINIMUM QUALIFICATION FOR DIRECT RECRUITMENT TO THE POSTS OF LIBRARIAN, DEPUTY LIBRARIAN AND UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN.**

**3. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN**

- A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

**5.0 MINIMUM QUALIFICATION FOR DIRECT RECRUITMENT TO THE POSTS OF LIBRARIAN, DEPUTY LIBRARIAN AND UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN.**

**3. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN**

- A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

III. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the “University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian / College Librarian.

III. However, candidates who are, or have been awarded Ph.D. degree in accordance with the “University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009 or the subsequent Regulations if notified by the UGC, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of **University Assistant Librarian/College Librarian**

**Further, the award of degrees to candidates registered for the M.Phil./Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ By laws/ Regulations of the Institution awarding the degrees and the Ph.D. candidates shall be exempted from the requirement of “NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions subject to the fulfilment of the following conditions: -**

- a. Ph.D. degree of the candidate awarded in regular mode only;
  - b. Evaluation of the Ph.D. thesis by at least two external examiners;
  - c. **Open Ph.D. Viva voce of the candidate has been conducted**
  - d. Candidate has published two research papers **from his / her Ph.D. work** out of which at least one in a refereed journal.
  - e. The candidate had **made at least two presentations in conferences / seminars, based on his/her Ph.D. work;**
- (a) to (e) as above are to be certified by the Vice - Chancellor/ Pro-Vice-Chancellor/ Dean (Academic Affairs)/Dean (University**

|  | Instructions)Instructions)”  |
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| <p><b>6.0. MINIMUM QUALIFICATIONS FOR THE POST OF DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND UNIVERSITY ASSISTANT DIRECTOR OF PHYSICAL EDUCATION / COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS</b></p> <p><b>3. UNIVERSITY ASSISTANT DIRECTOR OF PHYSICAL EDUCATION / COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS</b></p> <p>i. A Master’s Degree in Physical Education or Master’s Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.</p> <p>ii. Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/or national championships.</p> <p>iii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>iv. Passed the physical fitness test conducted in accordance with these Regulations.</p> <p>v. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the “University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education / College Director of Physical Education &amp; Sports.</p> | <p><b>6.0. MINIMUM QUALIFICATIONS FOR THE POST OF DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND UNIVERSITY ASSISTANT DIRECTOR OF PHYSICAL EDUCATION / COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS</b></p> <p><b>3. UNIVERSITY ASSISTANT DIRECTOR OF PHYSICAL EDUCATION / COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS</b></p> <p>i.A Master’s Degree in Physical Education or Master’s Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.</p> <p>ii. Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.</p> <p>iii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>iv. Passed the physical fitness test conducted in accordance with these Regulations.</p> <p>v. However, candidates who are, or have been awarded Ph.D. degree in accordance with the “University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009 or the subsequent Regulations if notified by the UGC, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/College Director Physical Education &amp; Sports.</p> |

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|  | <p>Further, the award of degrees to candidates registered for the M.Phil./Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ By laws/ Regulations of the Institution awarding the degrees and the Ph.D. candidates shall be exempted from the requirement of “NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions subject to the fulfilment of the following conditions: -</p> <ol style="list-style-type: none"> <li>a. Ph.D. degree of the candidate awarded in regular mode only;</li> <li>b. Evaluation of the Ph.D. thesis by at least two external examiners;</li> <li>c. <b>Open Ph.D. Viva voce of the candidate has been conducted</b></li> <li>d. Candidate has published two research papers <b>from his / her Ph.D. work</b> out of which at least one in a refereed journal.</li> <li>e. The candidate had <b>made at least</b> two presentations in conferences / seminars, based on his/her Ph.D. work;</li> </ol> <p>(a) to (e) as above are to be certified by the Vice - Chancellor/ Pro-Vice-Chancellor/ Dean (Academic Affairs)/Dean (University Instructions)”</p> |
| <p><b>7.0 PAY SCALES OF PRO-VICE CHANCELLOR / VICE-CHANCELLOR OF UNIVERSITIES</b></p> <p><b>VICE CHANCELLOR</b></p> <p>The posts of Vice-Chancellor shall carry a fixed pay of `75,000 along with a Special pay of `5,000 per month. All other eligibilities and facilities for the Vice Chancellor as provided in the Act/Statute of the University concerned, shall be applicable besides the pay.</p> | <p><b>7.0 PAY SCALES OF PRO-VICE CHANCELLOR / VICE-CHANCELLOR OF UNIVERSITIES</b></p> <p><b>VICE CHANCELLOR</b></p> <p>The posts of Vice-Chancellor shall carry a fixed pay of `75,000 along with a Special allowance of `5,000 per month. All other eligibilities and facilities for the Vice Chancellor as provided in the Act/Statute of the University concerned, shall be applicable besides the pay.</p>  |
| <p><b>9.0. SELECTION COMMITTEES AND GUIDELINES</b></p>   | <p><b>9.0. SELECTION COMMITTEES AND GUIDELINES</b></p>  |

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| <p><b>ON SELECTION PROCEDURES:</b><br/> <b>College Principal in Affiliated Colleges(NON MINORITY COLLEGES) and</b><br/> <b>College Principal in Affiliated Colleges(MINORITY COLLEGES)</b></p> <p><b>Note : c.</b> <i>The term of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process.</i></p>   | <p><b>ON SELECTION PROCEDURES:</b><br/> <b>College Principal in Affiliated Colleges(NON MINORITY COLLEGES) and</b><br/> <b>College Principal in Affiliated Colleges(MINORITY COLLEGES)</b></p> <p><b>Note : c.</b> <i>The term of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after a similar Selection Committee Process which shall take into account an external peer review, its recommendations and its outcomes. The framework of the external peer review shall be specified by the UGC.</i></p>                                 |
| <p><b>6.0.5(i) of UGC Regulation 2010:</b> Besides the indexed publications documented by various discipline-specific databases, the University concerned shall draw through committee(s) of subject experts and ISSN / ISBN experts</p> <p>(a) Comprehensive list of National / Regional level Journals of quality in the concerned subject(s) and</p> <p>(b) a Comprehensive list of Indian language Journals / periodicals / official publication volumes of language bodies and upload them on the University website which are to be updated periodically.</p> | <p>The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by the UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the Committee. The UGC Standing Committee shall give its recommendation within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo motu, recommend journals for inclusion in the "List of Journals".</p> |

The existing Tables I to IX under **Appendix-III** of the University Grants Commission Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2010 (Principal Regulations) and its amendment, 2013 (2<sup>nd</sup> Amendment) regarding computation of API Score for appointment and promotion of teachers and other academic staff in the Universities/Colleges/Institutions shall stand amended and be substituted by the revised Tables I to IX appended to this circular.



**APPENDIX –I**

**TABLE I (Refer to Appendix III TABLE – I of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016) (Replaces Appendix – I table I of CONCOL / TAU / 40 of 2012-2013 dated March 19, 2013)**

**ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR AND FOR DIRECT RECRUITMENT OF ASSOCIATE PROFESSOR AND PROFESSOR IN UNIVERSITIES AND COLLEGES.**

|                     | Direct teaching hours per week |
|---------------------|--------------------------------|
| Assistant Professor | 16                             |
| Associate Professor | 14                             |
| Professor           | 14                             |

- *Verified API Score is to be filled by the Head of the Department / senior most teacher of the subject / Principal, as the case may be.*
- *Final API score will be verified by the Screening Cum Evaluation Committee / Screening Committee, as the case may be.*

Based on the teacher's self-assessment form, API Scores are proposed for

- i. Teaching related activities; domain knowledge
- ii. Participation in examination and evaluation
- iii. Contribution to innovative teaching, new courses.

**Category I: TEACHING, LEARNING AND EVALUATION RELATED PERFORMANCE**

| Category | Nature of Activity   | Max. Score |
|----------|--|------------|
| a        | Direct Teaching *:   |            |
|          | 1. Stage 1 to Stage 2 and Stage 2 to Stage 3<br>API Score = (Actual time spend per academic year) / 7.5  | 70         |
|          | 2. Stage 3 to Stage 4 and Stage 4 to Stage 5<br>API Score = (Actual time spend per academic year) / 7.75   | 60         |
| b        | Examination Duties including invigilation, question paper setting, evaluation of answer scripts) as per allotment  |            |
|          | 1. Assistant Professor & Associate Professor<br>API Score = (Actual time spend per academic year) / 10   | 10         |
|          | 2. Professor<br>API Score = (Actual time spend per academic year) / 10   | 15         |
| c        | Innovative Teaching Learning Methodologies, updating of subject content / courses , preparation of innovative course, use of innovative methodologies for teaching including bilingual / multilingual teaching, preparation of new teaching learning material, bridge material, study pack or similar additional resources |            |

|  |  |    |
|--|--|----|
|  | for students, use of anonymous student feedback on the quality of classroom teaching and students interaction etc. |    |
|  | 1. Assistant Professor &<br>API Score = (Actual time spend per academic year) / 10                                 | 10 |
|  | 2. Associate Professor<br>API Score = (Actual time spend per academic year) / 10                                   | 15 |
|  | 3. Professor<br>API Score = (Actual time spend per academic year) / 10   | 20 |

Note: \*: 1. Direct Teaching hours for Assistant Professor / Associate Professor / Professor is 16 Hours / 14 / 14 hours respectively and includes Lectures / Tutorials / Practical / Project Supervision / Field work wherever they are prescribed as part of the syllabus.

2. Teachers are required to engage at least 50% of the lectures allotted to be eligible to score under Direct Teaching. The API points can be calculated and awarded based on the schedule given below:

Ex. Assume that for college "A", lectures (including tutorials, practical etc.) could be conducted on 100 working days (can be calculated separately for each subject / overall as the case may be) (excluding the non-instructional days for Annual Days, Sports Days, Examination days etc.) and on an average 4 lectures are conducted per day i.e. expected number of lectures to be conducted is 400 lectures i.e. total number of hours available for conduct of lectures is 320 hours. API points can be calculated as:

| No. of hours "X" (converted to hours) spent by a teacher in conduct of lectures of the total number of hours available for conduct of lectures (w.r.t above ex. 320 hours) | API points between              |
|--|---------------------------------|
| $X \geq 75\%$  | 70                              |
| $70\% \leq X < 75\%$   | $60 \leq \text{API Score} < 70$ |
| $65\% \leq X < 70\%$   | $50 \leq \text{API Score} < 60$ |
| $60\% \leq X < 65\%$   | $40 \leq \text{API Score} < 50$ |
| $55\% \leq X < 60\%$   | $30 \leq \text{API Score} < 40$ |
| $50\% \leq X < 55\%$   | $20 \leq \text{API Score} < 30$ |
| $< 50\%$   | 0                               |

3. Teachers are encouraged to work with students, beyond the structure of classroom teaching like mentoring, guiding and counselling students, identify and address the needs of differently able students etc. for which there is no prescribed hours measured either in weeks or months or in the context and for calculation of API Scores.
4. In case of a teacher who avail of FIP , as approved by the University Concerned and substitute teacher's salary sanctioned by the U.G.C., for the entire / part of the Assessment Period under consideration, a certificate from the recognized Guide under whom the teacher concerned is registered for her Ph.D. program and the Center In-Charge (where the teacher concern is pursuing his/her Ph.D. program) certifying satisfactory completion of the course work, data collection, attending lectures etc. will be equivalent to the teacher concerned being eligible to earn minimum API required for Category I.

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

➤ For Category II, API scores are proposed for Professional Development, Co-curricular and Extension Activities and Related Contribution.

| Sr. No. | Type of Activity   | Max. Score |
|---------|--|------------|
| a.      | <p>Students related co-curricular, extension and field based activities.</p> <p>i. Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student's seminar, and other activities)</p> <p>ii. Other co-curricular activities (Cultural, Sports, NCC, NSS, industry-implant training and placement activity etc.)</p> <p>iii. Extension and Dissemination activities (public / popular lectures / talks / seminars, popular writings not covered under III, Community work on values of National Integration, secularism, democracy socialism, humanism, peace, scientific temper; flood or drought relief, small family norms etc.)</p> <p><b>API Score = (Actual hours spend per academic year) / 10</b></p>  | 15         |
| b.      | <p>Contribution to Corporate list and Management of Department and institution through participation in academic and administrative committees and responsibilities,</p> <p>i. Administrative responsibility (including Dean / Principal / Vice Principal/ Chairperson / Convener / Teacher-in-Charge / Coordinator / similar other duties that require regular office hours for its discharge)</p> <p>ii. Participation in Board of Studies, Academic and Administrative Committees like admission committee, campus development committee, library committee, Responsible for or participation in committee for student's welfare, counseling and Discipline, Organization of Conference /Training Programmes of International / national / State / regional / Local level or as a member of the organizing committee etc.</p> <p><b>API Score = (Actual hours spend per academic year) / 10</b></p> | 15         |
| c.      | <p>Professional Development Activities (such as participation in seminars, conferences, Membership in profession related committees at state and national level, Membership/Participation in State / Central bodies/ committees on Education, Research and National Development, short term training courses of less than one week duration, industrial experience, talks, lectures in refresher course / orientation course, dissemination and general articles and any other contribution, radio talks, television Programmes)</p> <p><b>API Score = (Actual hours spend per academic year) / 10</b></p>   | 15         |

**CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

| Sr. No. | Activity                     | Faculty of Science / Engineering / Agriculture / Medical / Veterinary Sciences / Languages / Humanities / Arts / Social Sciences / Library / Physical Education / Management | Maximum Score for university / College teacher ** |
|---------|------------------------------|--|---|
| III(a)  | Research papers published in | Refereed Journals as notified by the UGC<br><b>(Total Publications = N)</b>  | 25 per publication                                |
|         |                              | <b>No. of papers published in journals with impact factor less than 1 out of N = N<sub>1</sub></b>   | 5 per publication                                 |
|         |                              | <b>No. of papers published in journals with impact factor between 1 and 2 out of N = N<sub>2</sub></b>   | 10 per publication                                |

|         |  |  |                                |
|---------|--|--|--------------------------------|
|         |  | No. of papers published in journals with impact factor between 2 and 5 out of N = N <sub>3</sub>   | 15 per publication             |
|         |  | No. of Papers published in journals with impact factor between 5 to 10 out of N = N <sub>4</sub>   | 20 per publication             |
|         |  | No. of Papers published in journals with impact factor above 10 out of N = N <sub>5</sub>  | 25 per publication             |
|         |  | Other reputed journals as notified by the UGC (Abstract not to be included)<br>No. of Papers published = N <sub>6</sub>  | 10 per publication             |
|         |  | <b>Total of III (A)</b>  |                                |
| III (b) | Publications (Books, Chapters in Books other than refereed Journal articles) | Text or Reference Books Published by International Publishers with ISBN / ISSN Number as approved by the University and posted on its website. The List will be intimated to the UGC.                      | 30 per book for Sole Author. * |
|         |  | Subject Books by National level publishers with ISBN/ISSN number of State / Central government Publications as approved by the University and posted on its website. The list will be intimated to the UGC | 20 per Book as sole author. *  |
|         |  | Subject Books by Other local publishers with ISBN/ISSN numbers as approved by the University and posted on its website. The List will be sent to the UGC.  | 15 per Book as sole author. *  |
|         |  | Chapters in Books published by International Level publishers, with ISSN / ISBN number as approved by the University and posted on its website. The list will be intimated to the UGC                      | 10 per Chapter                 |
|         |  | Chapters in Books published by National Level publishers, with ISSN / ISBN number as approved by the University and posted on its website. The list will be intimated to the UGC                           | 5 per Chapter                  |

Note: \*: In case of more than one author,

**API Score per author = (Max. Score/ No. of chapters) \* No. of chapters written by each author.**

**For ex.** For a Reference Book comprising of 9 chapters wherein each of the 3 authors has written 3 chapters, the score per author will be  $30/9*3 = 10$  i.e. each author will get 10 API points. In case if there are more than one author for a book, besides the other documents, the author concerned will have to produce a letter duly issued by the publisher, on their official letter head, specifying the number of chapters contributed by each of the author. Such letter should also be signed by all the co-authors.

**\*\*:** The API for Joint Publication shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first and principal / Corresponding author / Supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**For ex.** A paper is published in a Referred journal with impact factor 15 from the list approved by the UGC by 4 people viz. Principal Author, Supervisor and 2 other authors. The total API Score for this paper will be  $25 + 25 = 50$ . 70% marks i.e. 35 to be shared equally by the Principal author and Supervisor (17.5 to the Principal Author and 17.5 to Supervisor) and 30% marks i.e. 15 marks to be shared equally by the two authors (7.5 marks to the first

| <b>III (C)</b> | <b>RESEARCH PROJECTS</b>   |  |   |  |
|----------------|--|--|---|--|
| <b>Sr. No.</b> | <b>Activity</b>  | Faculty of Science / Engineering / Agriculture / Medical / Veterinary Sciences | Faculty of Languages / Humanities / Arts / Social Sciences / Library / Physical Education / Management                                  | <b>Minimum Score for University / College teachers</b>   |
| (i)            | <b>Sponsored Projects<sup>1</sup></b>  | Major Projects with grants above Rs. 30 Lakhs                                  | Major Projects with grants above Rs. 5 Lakhs  | 20 / project   |
|                |  | Major Projects with grants above of Rs. 5.00 Lakhs up to Rs. 30.00 Lakhs       | Major Projects with grants above Rs. 3.00 Lakhs up to Rs. 5.00 Lakhs  | 15/project   |
|                |  | Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakh                   | Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakh  | 10/project   |
| (ii)           | <b>Consultancy Projects<sup>1&amp;2</sup></b>  | Amount mobilized with minimum of Rs.10.00 Lakhs.                               | Amount mobilized with minimum of Rs.2.00 Lakhs.   | 10 for every Rs. 10 lakhs and Rs. 2 Lakhs respectively   |
| (iii)          | <b>Projects Outcome / Outputs</b>  | ➤ Patent / Technology Transfer / Product / Process                             | Major Policy Document prepared for International bodies like WHO / UNO / UNESCO / UNICEF etc. Central / State Government / Local Bodies | 30 for each International / 20 for each national level output or patent.<br><br>Major policy document of International bodies : 30, Central Government : 20 , State Government : 10 and Local Bodies : 05. |
|                |  | <b>Total of III (C)</b>  |   |  |
| <b>III D</b>   | <b>RESEARCH GUIDANCE</b>   |  |   |  |
| (I)            | <b>M.Phil.</b>   | Degree awarded   | Degree awarded  | 5 per candidate  |
| (II)           | <b>Ph.D.<sup>3</sup></b>   | Degree awarded / Thesis Submitted  | Degree awarded / Thesis Submitted   | 15 / 10 per candidate  |
|                |  | <b>Total of III (D)</b>  |   |  |
| <b>III E</b>   | <b>Awards / Fellowship / invited lectures delivered / papers presented / chaired or moderated sessions in conferences / seminars</b> |  |   |  |
| (i)            | Fellowship / Awards  | International Award / Fellowship from academic bodies.                         | International Award / Fellowship from academic bodies/ associations   | 15 per Award / 15 per Fellowship   |
|                |  | National Award / Fellowship from academic bodies.                              | National Award / Fellowship from academic bodies / associations   | 10 per Award / 10 per Fellowship   |
|                |  | State / University level awards/Fellowships from academic bodies               | State / University level awards/Fellowships from academic bodies / associations   | 5 per Award / 5 per Fellowship   |
| (ii)           | Invited lectures   | International  | International   | 7 per lecture (or  |

|  |  |                          |                          |  |
|--|--|--------------------------|--------------------------|--|
|  | / Chairperson or Moderator for a session / Presented papers in seminars / conferences. |                          |                          | session) / 5 per paper presented                   |
|  |  | National Level           | National Level           | 5 per lecture (or session) / 3 per paper presented |
|  |  | State / University level | State / University level | 3 per lecture (or session)/ 2 per paper presented  |
| <b><i>The Score under this sub-category i.e. III E will be restricted to 20% of the minimum fixed for Category III for any assessment period. i.e. if the minimum API score required for category III for promotion from Stage II to Stage III is 50 / Assessment period then the maximum API Score for category III (E) that a teacher can claim will be restricted to maximum of 20% of 50 i.e. 10 points.</i></b> |  |                          |                          |  |
| <b>III (F)</b>   | Development of e-learning delivery process / material <sup>4</sup>                     |                          |                          | 10 per module                                      |

**Note:**

1. API Scores for the projects can be claimed only once by the teacher either in the year of sanction of the project or in the year of completion of the project and not every year.
2. Only those Consultancy project which are accepted and approved by the University / Institution / College as per the norms and guidelines prescribed by the University and/or U.G.C. will be eligible for calculation of API points.
3. Maximum score that a teacher / guide can claim for a Ph.D. Candidate is 15 i.e. 10 points for the year when the Thesis is submitted and 5 points in the year when Ph.D. Degree is awarded. If the Research Scholar submits the thesis in 2017-2018 and Ph.D. is awarded in 2020-2021, the teacher concerned will be eligible to claim 10 API points in 2017-2018 and 5 API points in the year 2020-2021.
4. The e-delivery process / material must be available for free for all the users and must not be restricted to any group / college / institution / university.

\*\*\*\*\*



## APPENDIX – I

**Table II(A)** (Refer to APPENDIX – III TABLE – II (A) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016))

(Replaces Appendix – I table II(a) & II(b) of CONCOL / TAU / 40 of 2012-2013 dated March 19, 2013)

**MINIMUM API” S AS PROVIDED IN APPENDIX-I TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT**

|          |  | 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   | 80/Year  | 80/year  | 75/year  | 70/year  | 70/year  |
| II       | Co-curricular, Extension and Profession related activities **  | 50/ Assessment period  | 50/ Assessment period  | 50/ Assessment period  | 50/ Assessment period  | 100/ Assessment period   |
| III      | Research and Academic Contribution**   | 20 / Assessment period                                       | 50 / assessment Period                                       | 75 / Assessment period   | 100 / Assessment period  | 400/assessment period  |
| II + III | Minimum API Score under category II and III*   | 90 / Assessment Period                                       | 120 / Assessment Period                                      | 150 / Assessment Period  | 180 / Assessment Period  | 600 / Assessment Period  |
|          | Expert Assessment System   | Screening cum Evaluation Committee                           | Screening cum Evaluation 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 | <ul style="list-style-type: none"> <li>• 30% - Contribution to Research</li> <li>• 50% - Assessment of domain knowledge and teaching Practices.</li> <li>• 20 % - Interview performance</li> </ul> | <ul style="list-style-type: none"> <li>• 50% - Contribution to Research.</li> <li>• 30 % - Assessment of domain knowledge and teaching practices.</li> <li>• 20 % - Interview performance</li> </ul> | <ul style="list-style-type: none"> <li>• 50% - Research</li> <li>• 50 % - Performance evaluation and other credential by referral procedure</li> </ul> |

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

\*\* : The API score specified are for the Assessment Period i.e. the API points can be scored during the assessment period as required for promotion from existing stage to the next higher stage i.e. a teacher in stage 1 who has applied for promotion to stage 2 is required to score minimum 50 API points for category II during the 4 / 5 / 6 or more years that the teacher is in stage I.

## APPENDIX – I

**Table II(B)** (Refer to APPENDIX – III TABLE – II (B) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016)

(Replaces Appendix – I table II(c) of CONCOL / TAU / 40 of 2012-2013 dated March 19, 2013)

**MINIMUM SCORE FOR API'S FOR DIRECT RECRUITMENT OF TEACHERS IN UNIVERSITY DEPARTMENTS / COLLEGES AND WEIGHTAGES IN SELECTION COMMITTEE TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THE REGULATIONS.**

| Pay Band & Grade Pay  | Pay band Rs. 15600-39100 and AGP of Rs. 6000/-  | Pay band Rs. 37400-67000 and AGP of Rs. 9000/-  | Pay band Rs. 37400-67000 and AGP of Rs. 10000/-   |
|---|---|---|---|
|   | Assistant Professor (Stage 1)   | Associate Professor (Stage 4)   | Professor (Stage 5)   |
| Minimum API Scores  | Minimum Qualification as stipulated in these regulations  | Consolidated API score requirement of 300 points from category II & Category III of APIs (Cumulative)   | Consolidated API score requirement of 400 points from category II and category III of APIs (Cumulative)   |
| Selection Committee criteria / weightages<br><br>(Total Weightages = 100) | <p>a. Academic Record and Research Performance <b>50%</b></p> <p>b. Assessment of Domain Knowledge and Teaching Skills- <b>30%</b></p> <p>c. Interview performance <b>20%</b></p> | <p>a. Academic Background <b>20%</b></p> <p>b. Research performance based on API score and quality of publications <b>40%</b></p> <p>c. Assessment of Domain Knowledge and Teaching Skills <b>20%</b></p> <p>d. Interview performance: <b>20%</b></p> | <p>a. Academic Background <b>20%</b></p> <p>b. Research performance based on API score and quality of publications <b>40%</b></p> <p>c. Assessment of Domain Knowledge and Teaching Skills <b>20%</b></p> <p>e. Interview performance: <b>20%</b></p> |

**Explanatory note for Tables II (a) and II (b):**

1. The College Administration will set up verifiable systems for the API related information required in these tables. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the university / colleges for follow up by the university / college authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) pro-forma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the 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 initially based on the existing systems in university / colleges for one year only. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre.
4. As shown in Table II, the aggregate minimum API score required (given in row IV) 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 II and III 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 fulfil the minimum API scores indicated in Tables I and II, by submitting an application and the required pro-forma along with all the necessary documents, certificates and other testimonials as required to support the Self API Scores specified by them. 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 fulfil the minimum criteria as specified in tables II(A) and / or table 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 she / he fulfils the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application  
(c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.

## APPENDIX –I

**Table III** (Refer to APPENDIX – III TABLE – III of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016)

(Replaces Appendix – I table III of CONCOL / TAU / 40 of 2012-2013 dated March 19, 2013)

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITY 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./P.G. Degree in Professional Courses such as LL.M, 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 Cumulative API scores using PBAS scoring proforma developed by the university as per the norms provided in Table II(A) / II(B) of Appendix I of this circular OR of Appendix III Table II(A) and Table II(B) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016)</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 Cumulative API scores using PBAS scoring proforma developed by the university as per the norms provided in Table II(A) / II(B) of Appendix I of this circular OR of Appendix III Table II(A) and Table II(B) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016).</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 Cumulative API scores using PBAS scoring proforma developed by the university as per the norms provided in Table II(A) / II(B) of Appendix I of this circular OR of Appendix III Table II(A) and Table II(B) of University Grants Commission (Minimum</li> </ul>   |

|    |  |   |   |
|----|--|---|---|
|    |  |   | <p>Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016).</p> <p>II. At least three publications in the entire period as Assistant Professor (twelve years/fourteen years as the case may be). 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.</p> <p>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.</p> <p>IV. A selection committee process as stipulated in this regulation and in Tables II(A) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016</p> |
| 4. | Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5) | Associate Professor with three years of completed service in Stage 4. | <p>I. Minimum Cumulative API scores using PBAS scoring proforma developed by the university as per the norms provided in Table II(A) / II(B) of Appendix I of this circular OR of Appendix III Table II(A) and Table II(B) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>II. A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>III. A selection committee process as stipulated in this regulation and in Table II(A) / II(B) of Appendix I of this circular OR of Appendix III Table II(A) and Table II(B) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016).</p>          |

|    |   |   |   |
|----|---|---|---|
| 5. | Professor (Stage 5) to Professor (Stage 6). | Professor with ten years of completed service (universities only) | <p>I. Minimum Cumulative API scores for the assessment period as per the norms provided in Table II (A) of this circular OR of Appendix III Table II(A) and Table II(B) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016).</p> <p>II. Additional credentials are to be evidenced by: (a) post- doctoral research outputs of high standard; (b) awards / honours' / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.D., etc.,</p> <p>III. A review process by an Expert Committee as stipulated in this regulation and in Tables II(A) and II(b) of this circular OR of Appendix III Table II(A) and Table II(B) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016).</p> |
|----|---|---|---|

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Draft

## University of Mumbai

Name & Address of the College:

**REVISED PBAS PROFORMA FOR SELF ASSESSMENT / DIRECT RECRUITMENT / PROMOTION UNDER  
UGC CAREER ADVANCEMENT SCHEME FOR TEACHERS / EQUIVALENT POSTS  
(FOR COLLEGES & UNIVERSITIES)**

(As per University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016)

Application for promotion from: Annual Self-Assessment for the year: \_\_\_\_\_

Direct Recruitment: \_\_\_\_\_

**Promotion:** (Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3),  
Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4 to Professor / Equivalent cadres (Stage 5) and Professor (Stage 5 to Stage 6).

\_\_\_\_\_

(Please indicate whichever is applicable)

Total API score calculated as per Appendix 3: \_\_\_\_\_.

Period of Assessment for the purpose of Self-Assessment / Promotion: \_\_\_\_\_



**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

| Sr. No. | Particulars   |  |
|---------|---|--|
| 1       | <b>Name (in BLOCK letters)</b>                                      |  |
| 2.      | <b>Father's Name/Mother's Name</b>                                  |  |
| 3.      | <b>Department</b>   |  |
| 4.      | <b>Current Designation &amp; Grade Pay</b>                          |  |
| 5.      | <b>Date of last promotion</b>                                       |  |
| 6.      | <b>Which position and grade pay are you an applicant under CAS?</b> |  |
| 7.      | <b>Date of eligibility for promotion</b>                            |  |
| 8.      | <b>Date and Place of Birth</b>                                      |  |
| 9.      | <b>Sex</b>  |  |
| 10.     | <b>Marital Status</b>   |  |
| 11.     | <b>Nationality</b>  |  |
| 12.     | <b>Indicate whether belongs in SC/ST/OBC category</b>               |  |
| 13.     | <b>Address for correspondence (with pin code)</b>                   |  |
| 14.     | <b>Permanent Address (with pin code)</b>                            |  |
| 14.a.   | <b>Telephone No.</b>  |  |
| 14.b.   | <b>Email</b>  |  |

**15. Academic Qualifications (Metric till Post Graduation):**

| Examinations               | Name of the Board/University | Year of Passing | Percentage of marks obtained | Division/ Class/ Grade | Subject |
|----------------------------|------------------------------|-----------------|------------------------------|------------------------|---------|
| High School/Metric/ S.S.C. |                              |                 |                              |                        |         |
| Intermediate / (10+2)      |                              |                 |                              |                        |         |
| B.A./B.Sc./ B.Com/B.Music  |                              |                 |                              |                        |         |
| M.A./M.Sc./ M.Com/M.Music  |                              |                 |                              |                        |         |
| Other examination, if any  |                              |                 |                              |                        |         |

**16. Research Degree(s):**

| Degrees       | Title | Date of award | University |
|---------------|-------|---------------|------------|
| M.Phil.       |       |               |            |
| Ph.D./D.Phil. |       |               |            |
| D.Sc./D.Litt. |       |               |            |

\* In case of M.Phil. /Ph.D. Examination, an attested copy of the degree and the result notification for the same is attached.

**17. Record of academic service prior to this institution**

| Designation | Nature of appointment (Regular / Temporary/ Ad-Hoc / Fixed tenure) | Name of Employer | Date of |         | Salary with Grade | Reason of leaving |
|-------------|--|------------------|---------|---------|-------------------|-------------------|
|             |  |                  | Joining | Leaving |                   |                   |
|             |  |                  |         |         |                   |                   |
|             |  |                  |         |         |                   |                   |
|             |  |                  |         |         |                   |                   |

Please indicate whether in previous service:

- The essential qualification of the post **held** was not lower than the qualification prescribed by the UGC/University.
- The post is/was in an equivalent grade or of the pre-revised scale of pay.

- c. Whether applied through proper channel
- d. Whether possess the same minimum qualification as prescribed by the UGC / University for appointment to the post.
- e. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / Concerned institutions, for such appointment.
- f. The previous appointment was not as guest lecture for any duration, or on ad-hoc or in a leave vacancy of less than one-year duration.

**18. Record of academic service in this institution**

| Designation | Nature of appointment<br>(Regular /<br>Temporary/<br>Ad-Hoc / Fixed<br>tenure) | Name of Employer | Date of |         | Salary with<br>Grade | Reason of<br>leaving |
|-------------|--|------------------|---------|---------|----------------------|----------------------|
|             |  |                  | Joining | Leaving |                      |                      |
|             |  |                  |         |         |                      |                      |
|             |  |                  |         |         |                      |                      |
|             |  |                  |         |         |                      |                      |

**19.** Period of teaching experience: P.G. Classes (in years)  : U.G. classes (in years)

**20.** Research Experience excluding years spent in M.Phil./Ph.D. (in years):

**21.** Fields of specialization under the Subject/Discipline

a.

b.

**22. Academic Staff College Orientation/Refresher course attended:**

| Name of the Course/<br>Summer Course | Place | Duration | Sponsoring Agency |
|--------------------------------------|-------|----------|-------------------|
|                                      |       |          |                   |
|                                      |       |          |                   |
|                                      |       |          |                   |

**(Attach certified true copy of the certificates)**

**23. Detail of publications attached to the PBAS format (for evaluation)**

| Sr. No. | Nature of publication (Book Review / Research Paper etc.) | List of author/s as it appear in the publication | Name of the Book & the publishers / Journal, Issue no. and year of publication, page nos. | ISSN / ISBN number | Impact factor (in case of journal) |
|---------|---|--|---|--------------------|------------------------------------|
|         |   |  |   |                    |                                    |
|         |   |  |   |                    |                                    |
|         |   |  |   |                    |                                    |
|         |   |  |   |                    |                                    |
|         |   |  |   |                    |                                    |

**24. Any Other relevant information: (please attach an additional sheet/paper if required)**

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**25. Please describe in brief about your future plans in relation to the following:**

|            |                              |  |
|------------|------------------------------|--|
| <b>I</b>   | <b>Teaching</b>              |  |
| <b>II</b>  | <b>Research</b>              |  |
| <b>III</b> | <b>Mentoring of students</b> |  |
| <b>IV</b>  | <b>Social Responsibility</b> |  |

**Date:**

**Signature of the staff**

Remarks / Observations / Comments by the Head or senior most teacher of the Department

Date:

Signature of the Head or  
Senior most teacher  
Of the Department

Place:

Date:

Name & Signature of the applicant

Draft : SBIM

**Instructions for Filling up Part B of the PBAS Proforma: (Applicable to all categories except fresh applicants to the post of assistant professor in case of direct recruitment)**

**Part B** of the proforma is based on Appendix III, Table 1 of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016 dated July 11, 2016 accepted by the Government of Maharashtra vide G.R. No. Sankirna-2017 / Pra. Kra. 33 / (17) / Vi. Shi. - 1/ dated March 4, 2017 and VCD.

**Part B (I)** is based on API scoring for Category I of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

**Part B (II)** is based on Category II of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

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

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-I of the UGC Regulations.

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

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



**PART B: ACADEMIC PERFORMANCE INDICATORS**

**(Applicable to all categories except fresh applicants to the post of assistant professor in case of direct recruitment)**

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

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

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

| S. No. | Course/Paper | Level | Mode of teaching<br>L / P / T / F<br>/ PS* | No. of lectures /<br>Hours<br>allotted<br>per<br>week** | % of L / P / T / F /<br>PS taken as per<br>documented<br>record |
|--------|--------------|-------|--|---|---|
|        |              |       |  |   |   |
|        |              |       |  |   |   |
|        |              |       |  |   |   |
|        |              |       |  |   |   |
|        |              |       |  |   |   |
|        |              |       |  |   |   |
|        |              |       |  |   |   |
|        |              |       |  |   |   |

\* Lecture (L), Seminar (S), Tutorial (T), Practical (P), (F) Field Visit includes Excursions, Field Trips, Industrial Visit etc. as prescribed in the syllabus, (PS): Project Supervision if prescribed in the syllabus.

\*\* Convert number of lectures to hours.

**Direct Recruitment and Promotion under CAS of Teachers and other Academic Staff**

| Category | Nature of Activity   | Actual hours spent per academic year | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening Cum Evaluation / Selection Committee |
|----------|--|--------------------------------------|---|--|---|
| a        | Direct Teaching *:   |                                      |   |  |   |
|          | 1. Stage 1 to Stage 2 and Stage 2 to Stage 3<br><b>(Maximum API Score = 70 points)</b><br>API Score = (Actual time spend per academic year) / 7.5  |                                      |   |  |   |
|          | 2. Stage 3 to Stage 4 and Stage 4 to Stage 5<br><b>(Maximum API Score = 60 points)</b><br>API Score = (Actual time spend per academic year) / 7.75   |                                      |   |  |   |
| b        | Examination Duties including invigilation, question paper setting, evaluation of answer scripts) as per allotment  |                                      |   |  |   |
|          | 1. Assistant Professor & Associate Professor<br><b>(Maximum API Score = 10 points)</b><br>API Score = (Actual time spend per academic year) / 10   |                                      |   |  |   |
|          | 2. Professor<br><b>(Maximum API Score = 15 points)</b><br>API Score = (Actual time spend per academic year) / 10   |                                      |   |  |   |
| c        | Innovative Teaching Learning Methodologies, updating of subject content / courses , preparation of innovative course, use of innovative methodologies for teaching including bilingual / multilingual teaching, preparation of new teaching learning material, |                                      |   |  |   |

|  |  |  |  |  |
|--|--|--|--|--|
| bridge material, study pack or similar additional resources for students, use of anonymous student feedback on the quality of classroom teaching and students interaction etc. |  |  |  |  |
| 1. Assistant Professor<br><b>(Maximum API Score = 10 points)</b><br>API Score = (Actual time spend per academic year) / 10   |  |  |  |  |
| 2. Associate Professor<br><b>(Maximum API Score = 15 points)</b><br>API Score = (Actual time spend per academic year) / 10   |  |  |  |  |
| 3. Professor<br><b>(Maximum API Score = 20 points)</b><br>API Score = (Actual time spend per academic year) / 10   |  |  |  |  |

- Note: \*: 1. Direct Teaching hours for Assistant Professor / Associate Professor / Professor is 16 Hours / 14 / 14 hours respectively and includes Lectures / Tutorials / Practical / Project Supervision / Field work wherever they are prescribed as part of the syllabus.
2. Teachers are required to engage at least 80% of the lectures allotted to be eligible to score under Direct Teaching.
3. Teachers are encouraged to work with students, beyond the structure of classroom teaching like mentoring, guiding and counselling students, identify and address the needs of differently able students etc. for which there is no prescribed hours measured either in weeks or months or in the context and for calculation of API Scores.

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

- For Category II, API scores are proposed for Professional Development, Co-curricular and Extension Activities and Related Contribution.
- Verified API Score is to be filled by the Head of the Department / senior most teacher of the subject / Principal, as the case may be.
- Final API score will be verified by the Screening Cum Evaluation Committee / Screening Committee, as the case may be.

**Please mention your contribution to any of the following:**

| Sr. No. | Type of Activity  | Actual hours spent per academic year | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|---|--------------------------------------|---|--|---|
| a.      | Students related co-curricular, extension and field based activities.<br><b>(Maximum API Score = 15 points)</b>   |                                      |   |  |   |
|         | i. Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student's seminar, and other activities)<br><b>API Score = (Actual hours spend per academic year) / 10</b>              |                                      |   |  |   |
|         | ii. Other co-curricular activities (Cultural, Sports, NCC, NSS, industry-implant training and placement activity etc.)<br><b>API Score = (Actual hours spend per academic year) / 10</b>  |                                      |   |  |   |
|         | iii. Extension and Dissemination activities (public / popular lectures / talks / seminars, popular writings not covered under III, Community work on values of National Integration, secularism, democracy socialism, humanism, |                                      |   |  |   |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
|   | <p>peace, scientific temper; flood or drought relief, small family norms etc.)</p> <p><b>API Score = (Actual hours spend per academic year) / 10</b></p>   |  |  |  |  |
| b | <p>Contribution to Corporate list and Management of Department and institution through participation in academic and administrative committees and responsibilities,</p> <p><b>(Maximum API Score = 15 points)</b></p>   |  |  |  |  |
|   | <p>i. Administrative responsibility (including Dean / Principal / Vice Principal/ Chairperson / Convener / Teacher-in-Charge / Coordinator / similar other duties that require regular office hours for its discharge)</p> <p><b>API Score = (Actual hours spend per academic year) / 10</b></p>   |  |  |  |  |
|   | <p>ii. Participation in Board of Studies, Academic and Administrative Committees like admission committee, campus development committee, library committee, Responsible for or participation in committee for student's welfare, counseling and Discipline, Organization of Conference /Training Programmes of International / national / State / regional / Local level or as a member of the organizing committee etc.</p> <p><b>API Score = (Actual hours spend per academic year) / 10</b></p> |  |  |  |  |

|    |   |  |  |  |  |
|----|---|--|--|--|--|
|    |   |  |  |  |  |
| c. | <p>Professional Development Activities (such as participation in seminars, conferences, Membership in profession related committees at state and national level, Membership/Participation in State / Central bodies/ committees on Education, Research and National Development, short term training courses of less than one week duration, industrial experience, talks, lectures in refresher course / orientation course, dissemination and general articles and any other contribution, radio talks, television programmes)</p> <p align="center"><b>(Maximum API Score = 15 points)</b></p> <p><b>API Score = (Actual hours spend per academic year) / 10</b></p> |  |  |  |  |

Note: Please attach relevant documents / certificate issued by the Principal of the College / Institution for information provided in Part B Category I & II

**INSTRUCTIONS FOR FILLING INFORMATION IN CATEGORY I & II OF THE PROFORMA:**

**(Applicable to all categories except fresh applicants to the post of College Librarian in assistant professor cadre in case of direct recruitment)**

**Part B** of the proforma is based on Appendix III, Table 1 of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016 and **this VCD:**

- 
- ✓ **Part (B) (I)** is based on API scoring for Category I of the table.
  - ✓ **Part B (II)** is based on Category II of the table.

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 to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in Appendix III Table II(A), II (B), and Table III of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016 of the UGC Regulations 2010.

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

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

**REFER TO APPENDIX I TABLE I FOR DETAILS ABOUT THE API'S BEFORE THE FORM IS FILLED.**



**CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**Note:** Please read the instructions given at the end of the Proforma for calculating API Scores in each category.

**A) Research papers published in Journals**

| Sr. No. | Title with page nos. | Journal | ISSN / ISBN No. | Impact Factor | No. of co-authors | Whether you are the main author | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|----------------------|---------|-----------------|---------------|-------------------|---------------------------------|---|--|---|
|         |                      |         |                 |               |                   |                                 |   |  |   |
|         |                      |         |                 |               |                   |                                 |   |  |   |
|         |                      |         |                 |               |                   |                                 |   |  |   |
|         |                      |         |                 |               |                   |                                 |   |  |   |

**B (i) Text** or Reference Books Published by International Publishers with ISBN / ISSN Number as approved by the University and posted on its website.

| Sr. No. | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|--|-------------------------|-----------------|--------------------|---|--|---|
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |

B(ii).: Subject Books by National level publishers with ISBN/ISSN number of State / Central government Publications as approved by the University and posted on its website.

| Sr. No. | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|--|-------------------------|-----------------|--------------------|---|--|---|
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |

B(iii).: Subject Books by other local publishers with ISBN/ISSN number as approved by the University and posted on its website.

| Sr. No. | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|--|-------------------------|-----------------|--------------------|---|--|---|
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |

B(iv).: Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

| Sr. No. | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|--|-------------------------|-----------------|--------------------|---|--|---|
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |
|         |  |                         |                 |                    |   |  |   |

**III. C (i) Research Projects**

| Sr. No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. Lakhs) | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|-------|--------|--------|------------------------------------|---|--|---|
|         |       |        |        |                                    |   |  |   |
|         |       |        |        |                                    |   |  |   |
|         |       |        |        |                                    |   |  |   |

**C (ii). Consultancy Projects**

| Sr. No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. Lakhs) | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|-------|--------|--------|------------------------------------|---|--|---|
|         |       |        |        |                                    |   |  |   |
|         |       |        |        |                                    |   |  |   |
|         |       |        |        |                                    |   |  |   |



**C (iii). Project Outcomes / Outputs:**

| Sr. No. | Patent / Technology Transfer / Product / Process / Major Policy documents prepared for International / Central / State Govt. / Local bodies | Agency | Period | Whether policy document / patents as outcome | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|---|--------|--------|--|---|--|---|
|         |   |        |        |  |   |  |   |
|         |   |        |        |  |   |  |   |
|         |   |        |        |  |   |  |   |

**(D) Research Guidance**

| Sr. No.               | Number Enrolled | Thesis submitted | Degree awarded | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|-----------------------|-----------------|------------------|----------------|---|--|---|
| M.Phil. or equivalent |                 |                  |                |   |  |   |
| Ph. D or equivalent   |                 |                  |                |   |  |   |

**(E) (i) Fellowships / Awards**

| Sr. No. | Title of the Fellowship / Award | Awarded by | Is the awarding body an academic body | <b>Is the awarding body recognized as International / National / State / University Level?</b> | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|---------------------------------|------------|---------------------------------------|--|---|--|---|
|         |                                 |            |                                       |  |   |  |   |
|         |                                 |            |                                       |  |   |  |   |

**(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**

| Sr. No. | Title of the Paper presented / lecture delivered | Title of Conference/ Seminar | Date of the event | Organized by | Whether international/ national/state/ regional / university level | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|--|------------------------------|-------------------|--------------|--|---|--|---|
|         |  |                              |                   |              |  |   |  |   |
|         |  |                              |                   |              |  |   |  |   |
|         |  |                              |                   |              |  |   |  |   |

**(F) Development of e-learning delivery process / material**

| Sr. No. | Title of the e-learning process / material developed. | Institution for which the material / process was developed. | Used by | Period of development | Whether international/ national/state/ regional / university level | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|---|---|---------|-----------------------|--|---|--|---|
|         |   |   |         |                       |  |   |  |   |
|         |   |   |         |                       |  |   |  |   |
|         |   |   |         |                       |  |   |  |   |

**IV. SUMMARY OF API SCORES**

|     | Criteria  | Last Academic Year | Total-API Score for Assessment Period | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|-----|---|--------------------|---------------------------------------|---|--|---|
| I   | Teaching, Learning and Evaluation related activities    |                    |                                       |   |  |   |
| II  | Co-curricular, Extension, Professional development etc. |                    |                                       |   |  |   |
| 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.

| S. No. | Details (Mention Year, value etc. where relevant) |
|--------|---|
|        |   |
|        |   |
|        |   |

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

|    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

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

Signature of HOD/School  
Chairperson/Principal

(Applicable only if the applicant has applied for the post of Associate Professor / Professor)

**N.B:** The individual PBAS proforma duly filled along with all the enclosures, submitted for Direct Recruitment will be duly verified by the College as necessary and placed before the Selection Committee for assessment / verification and consideration as part of Direct Recruitment Procedure.

Draft : SBM

**PROFORMA FOR COLLEGE TEACHERS BASED ON ACADEMIC PERFORMANCE  
INDICATORS DEVELOPED BY THE UGC.**

**SECTION I: GENERAL**

| Sr. No. | Particulars   |   |
|---------|---|---|
| 1       | <b>Name (in BLOCK letters)</b>                        |   |
| 3.      | <b>Department / Subject Applied for</b>               |   |
| 4.      | <b>Designation</b>                                    | Assistant Professor / Associate Professor / Professor |
| 8.      | <b>Date and Place of Birth</b>                        |   |
| 9.      | <b>Sex</b>  |   |
| 10.     | <b>Marital Status</b>                                 |   |
| 11.     | <b>Nationality</b>                                    |   |
| 12.     | <b>Indicate whether belongs in SC/ST/OBC category</b> |   |
| 13.     | <b>Address for correspondence (with pin code)</b>     |   |
| 14.     | <b>Permanent Address (with pin code)</b>              |   |
|         | <b>Telephone No.</b>                                  |   |
|         | <b>Email</b>  |   |

**SECTION B:**  
**CATEGORY I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

| Cat. | Nature of Activity  | Max. Score | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|------|---|------------|---|--|---|
| a    | Direct Teaching *:  |            |   |  |   |
|      | 1. Stage 1 to Stage 2 and Stage 2 to Stage 3<br>API Score = (Actual time spend per academic year) / 7.5   | 70         |   |  |   |
|      | 2. Stage 3 to Stage 4 and Stage 4 to Stage 5<br>API Score = (Actual time spend per academic year) / 7.75  | 60         |   |  |   |
| b    | Examination Duties including invigilation, question paper setting, evaluation of answer scripts) as per allotment   |            |   |  |   |
|      | 1. Assistant Professor & Associate Professor<br>API Score = (Actual time spend per academic year) / 10  | 10         |   |  |   |
|      | 2. Professor<br>API Score = (Actual time spend per academic year) / 10  | 15         |   |  |   |
| c    | Innovative Teaching Learning Methodologies, updating of subject content / courses , preparation of innovative course, use of innovative methodologies for teaching including bilingual / multilingual teaching, preparation of new teaching learning material, bridge material, study pack or similar additional resources for students, use of anonymous student feedback on the quality of classroom teaching and students interaction etc. |            |   |  |   |
|      | 1. Assistant Professor &<br>API Score = (Actual time spend per academic year) / 10  | 10         |   |  |   |
|      | 2. Associate Professor<br>API Score = (Actual time spend per academic year) / 10  | 15         |   |  |   |
|      | 3. Professor<br>API Score = (Actual time spend per academic year) / 10  | 20         |   |  |   |



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

| Sr. No. | Type of Activity  | Max. Score | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|---|------------|---|--|---|
| a.      | Students related co-curricular, extension and field based activities.   | 15         |   |  |   |
| B       | Contribution to Corporate list and Management of Department and institution through participation in academic and administrative committees and responsibilities,   | 15         |   |  |   |
| c.      | Professional Development Activities (such as participation in seminars, conferences, Membership in profession related committees at state and national level, Membership/Participation in State / Central bodies/ committees on Education, Research and National Development, short term training courses of less than one week duration, industrial experience, talks, lectures in refresher course / orientation course, dissemination and general articles and any other contribution, radio talks, television programmes) | 15         |   |  |   |

**CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

| Sr. No. | Activity  | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|---|---|--|---|
| lii(a)  | Research papers published in  |   |  |   |
| lii (b) | Research publications (books, chapters in books other than refereed journal articles) |   |  |   |

|          |  |  |  |  |
|----------|--|--|--|--|
| l ii (c) | Research projects  |  |  |  |
| l ii(d)  | Research guidance  |  |  |  |
| l ii(e)  | Fellowships, awards and invited lectures delivered in conferences / seminars |  |  |  |
| l ii(f)  | Development of e-learning delivery process / material                        |  |  |  |
|          |  |  |  |  |

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

**Place & Date**

**Signature of the Applicant with Designation**

**Observations and remarks of the Head / senior most staff of the Department.**

**Date**

**Signature of HOD / Senior most teacher of the Department**

**Observation and remark of the Principal.**

**Date:**

**Signature of Principal**

**Observation and remark of the Chairperson of the Selection Committee.**

**Date:**

**Signature of the Chairperson of the Screening cum Evaluation Committee or Selection Committee**

**APPENDIX –I**

**TABLE IV (Refer to Appendix III TABLE – IV of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016)**

**(Replaces Appendix – I table IV of CONCOL / TAU / 40 of 2012-2013 dated March 19, 2013)**

**ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS)  
PROMOTIONS OF ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND FOR COLLEGE  
DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND FOR DIRECT RECRUITMENT OF DEPUTY  
DIRECTOR AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS IN UNIVERSITIES.**

*Direct Workload and Weightage to be given to different level of Physical Education Personnel*

|  | Direct working hours per week | Weightage |
|--|-------------------------------|-----------|
| Assistant director of Physical Education | 40                            | 100       |
| Deputy Director of Physical Education    | 36 + 4*                       | 90        |
| Director of Physical Education           | 32 + 8*                       | 80        |

\*: Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.

- *Verified API Score is to be filled by the Head of the Department / senior most teacher of the subject / Principal, as the case may be.*
- *Final API score will be verified by the Screening Cum Evaluation Committee / Screening Committee, as the case may be.*

Based on the Physical Education Personnel' self-assessment form, API Scores are proposed for

- i. Lecture cum Practice based athlete / sports classes coaching and training related activities.
- ii. Organizing and conducting sports and games competitions and management related activities and
- iii. Upgradation of sports infrastructure and extension services etc.

**Category I: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES.**

| Sr. No. | Nature of Activity   | Assistant Director/<br>College Director |   | Deputy Director  |  | Director         |   |
|---------|--|---|---|------------------|--|------------------|---|
|         |  | Max. Score                              | Actual Score                                      | Max. Score       | Actual Score                                       | Max. Score       | Actual Score                                      |
| a       | <p><b>i.</b> Lecture Cum Practice based athlete / sports classes, seminars undertaken as per allotted hours / Organizing and conducting coaching camps / sports person development / training programs <b>(Maximum Score 50 / 40 / 30 points as the case may be)</b></p> <ul style="list-style-type: none"> <li>○ Inspiring students to participate in Sports &amp; Gymkhana activities (maximum Score 10 points)</li> <li>○ Arranging Guest Lectures of sportsman / sportswoman / administrator to promote sports activities in the college. (maximum Score 05 points)</li> <li>○ Introduction of new games / sports in the college. (maximum Score 15 points)</li> <li>○ Explaining the rules and regulations of games and sports to the students. (maximum Score 08 points)</li> <li>○ Organizing demonstrations / speeches of the experts on various games /sports. (maximum Score 10 points)</li> </ul> <p><b>ii.</b> Identifying Sports talents and Mentoring Sports excellence among students <b>(Maximum Score 20 Points)</b><br/><b>(Actual hours spent per academic year) / 17.5 / 17.25 / 16.5 (as the case may be)</b></p> <p><b>iii.</b> Development and maintenance of play fields, purchase and maintenance of other sports facilities. <b>(Maximum Score 10 Points)</b><br/><b>(Actual hours spent per academic year) / 17.5 / 17.25 / 16.5 (as the case may be)</b></p> <ul style="list-style-type: none"> <li>➤ Grants received from UGC / Government / Private agencies (maximum score 5 points)</li> <li>➤ Maintenance of various outdoors sports facilities. (maximum score 5 points)</li> <li>➤ Maintenance of various indoor sports facilities. (maximum score 5 points)</li> </ul> | 80<br>(50+20+10)                        | (Actual hours spent per academic year ) /<br>17.5 | 70<br>(40+20+10) | (Actual hours spent per academic year ) /<br>17.25 | 60<br>(30+20+10) | (Actual hours spent per academic year ) /<br>16.5 |

|   |  |    |  |    |  |    |  |
|---|--|----|--|----|--|----|--|
|   | <ul style="list-style-type: none"> <li>➤ Equipment's purchased for outdoor games (maximum score 5 points)</li> <li>➤ Equipment's purchased for indoor games (maximum score 5 points)</li> </ul>  |    |  |    |  |    |  |
| b | <p>i. Management of Physical Education and Sports Program for students (planning, executing and evaluating the policies in Physical Education and Sports) <b>(Maximum Score 10 marks)</b></p> <ul style="list-style-type: none"> <li>➤ Planning of Physical Education &amp; Sports activities in the college (maximum score 05 points)</li> <li>➤ Identifying and Organizing Physical Fitness Programs for the staff and the students of the college (maximum score 04 points)</li> <li>➤ Identifying &amp; Organizing Physical Training Program for the staff &amp; students of the college (maximum score 04 points)</li> <li>➤ Planning, maintaining and improving the Sports Facilities in the college (maximum score 03 points)</li> <li>➤ Organizing Various Physical Tests for the staff and students of the College (maximum score 03 points)</li> <li>➤ Formulating &amp; Conducting different Tests &amp; Measurements for the students (maximum score 03 points)</li> <li>➤ Evaluation of Physical Fitness &amp; Training Programs of the students (maximum score 04 points)</li> <li>➤ Intra-Muller of various Game Sports. (maximum score 03 points)</li> </ul> <p>ii. Organizing and conducting Sports and Games Competitions at the International / National / State / Inter University / Inter Zonal Levels / <b>Inter College Level and/or Organizing and conducting Coaching Camps / Sports person Development / Training Programs (Maximum Score 10 Points)</b><br/><b>(Actual hours spent per academic year ) / 10</b></p> | 10 | (Actual hours spent per academic year ) / 10 | 10 | (Actual hours spent per academic year ) / 10 | 10 | (Actual hours spent per academic year ) / 10 |
| c | <p>i. Upgradation of Scientific and Technological Knowledge of Physical Education and Sports <b>(Maximum Score 10 Points)</b><br/><b>(Actual hours spent per academic year ) / 10</b></p> <ul style="list-style-type: none"> <li>➤ Attended workshops / seminars etc. related to Physical Education &amp; Sports <b>(maximum score 3 points)</b></li> <li>➤ Attended coaching camp/s for learning of new technology / training methodology. <b>(maximum score 3 points)</b></li> </ul>   | 10 | (Actual hours spent per academic year ) / 10 | 10 | (Actual hours spent per academic year ) / 10 | 10 | (Actual hours spent per academic year ) / 10 |

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  | <ul style="list-style-type: none"> <li>➤ Introduced new technology / methods in training students and/or staff. <b>(maximum score 3 points)</b></li> <li>➤ Attended special training programs in Physical Education &amp; Sports. <b>(maximum score 3 points)</b></li> <li>➤ Obtained any additional certificate / diploma / degree related to the field. <b>(maximum score 3 points per Certificate, 4 per diploma and 5 Degree)</b></li> </ul> <p>ii. Extending services, sports facilities and training on holidays to the institution and organizations. <b>(Maximum score: 10 points)</b><br/><b>(Actual hours spent per academic year) / 10</b></p> <ul style="list-style-type: none"> <li>➤ Organizing and remaining present for the Summer Vacation Indoor Camp/s. <b>(maximum Score 05 points)</b></li> <li>➤ Organizing and remaining present for the Summer Vacation Outdoor Camp/s <b>(maximum Score 05 points)</b></li> <li>➤ Organizing and remaining present for the Winter Vacation (Diwali Break) Indoor Camp/s. <b>(maximum Score 04 points)</b></li> <li>➤ Organizing and remaining present for the Winter Vacation (Diwali Break) Outdoor Camp/s <b>(maximum Score 04 points)</b></li> <li>➤ Organizing and remaining present for the pre-season coaching camp on holidays <b>(maximum Score 03 points)</b></li> <li>➤ Organizing and remaining present for the lectures and demonstration of experts i.e. coaches and/or players on various games /sports on a holiday. <b>(maximum Score 03 points)</b></li> <li>➤ Organizing and remaining present for the post-season coaching camp on holidays <b>(maximum Score 03 points)</b></li> <li>➤ Organizing and accompanying the participants for trekking &amp; other related events. <b>(maximum Score 03 points)</b></li> <li>➤ Organizing and remaining present for the <b>Yoga Camps</b> <b>(maximum Score 03 points)</b></li> </ul> |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

**Note:** In case of a Physical Education staff who avail of FIP , as approved by the University Concerned and substitute Physical Education staff's salary sanctioned by the U.G.C., for the entire / part of the Assessment Period under consideration, a certificate from the recognized Guide under whom the Physical Education staff concerned is registered for her Ph.D. program and the Center In-Charge (where the teacher concern is pursuing his/her Ph.D. program)

certifying satisfactory completion of the course work, data collection, attending lectures etc. will be equivalent to the teacher concerned being eligible to earn minimum API required for Category I.

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

- For Category II, API scores are proposed for Co-curricular and Extension Activities and Professional Development, Related Contribution.

| Sr. No. | Type of Activity   | Max. Score |
|---------|--|------------|
| A.      | <p>Students related co-curricular, extension and field based activities.<br/> <b>API Score = (Actual hours spend per academic year) / 10</b></p> <ol style="list-style-type: none"> <li>i. Discipline related co-curricular activities (e.g. Cultural, Sports, NSS, NCC etc.) (Various levels of intramural and extramural programmes)</li> <li>ii. Extension and Dissemination activities (public / popular lectures / talks / seminars etc.) <ul style="list-style-type: none"> <li>• NSS/NCC officers (max. points 10)</li> <li>• Cultural Activities (Departmental / Institutional) (max. points 2.5)</li> <li>• Organizing Subject related events like (max. 2 points each) <ul style="list-style-type: none"> <li>○ Lectures on special topics</li> <li>○ Quiz / Debate / Elocution</li> <li>○ Essay competition / Exhibition(Sports)</li> <li>○ Science Day Celebration in terms of application to Sports / Physical Education</li> <li>○ Subject Association</li> </ul> </li> <li>• Counselling. (max. points 5)</li> <li>• Conduct of Physical Education / Sports Activities / Yoga activities etc. for the members of the Community/Society (max. 10 points)</li> </ul> </li> </ol>  | 15         |
| B       | <p>Contribution to Corporate list and Management of sports units and institution through participation in sports and administrative committees and responsibilities (including as Principal / Director / Convener / similar other duties that require regular office hours for its discharge) <b>(Maximum Score 15 points)</b><br/> <b>API Score = (Actual hours spend per academic year) / 10</b><br/> <b>Contribution to Corporate life:</b></p> <ul style="list-style-type: none"> <li>• University/ Institution / College-Industry interaction <b>(max. 2 points)</b></li> <li>• Consultancy. <b>(max. 2 points)</b></li> <li>• Placement Coordinator/ In-plant training coordinator. <b>(max. 5 points)</b></li> <li>• Training of Industry persons. <b>(max. 2 points)</b></li> </ul> <p><b>Management of Sports Units and Institution through participation in Sports and Administrative Committees and responsibilities.</b><br/> <b>Administration: (5 points each)</b></p> <ul style="list-style-type: none"> <li>• Head/Director/V.P./coordinator/Rector/Dean/IQAC Coordinator</li> <li>• Admission Committees</li> <li>• Discipline committee</li> <li>• Anti-Ragging committee</li> <li>• Prevention of Sexual Harassment Committee / Internal Complaint Committee under Prevention of Sexual Harassment Act</li> <li>• Statutory Committees of the University</li> </ul> | 15         |



|    |   |    |
|----|---|----|
|    | <ul style="list-style-type: none"> <li>Gymkhana Committee of the University</li> <li>Any other committee appointed by Hon'ble V.C / Principal</li> </ul> <p><b>Academic: (5 points each)</b></p> <ul style="list-style-type: none"> <li>Academic Committee</li> <li>NACC Committee</li> <li>IQAC</li> <li>Any other academic committee appointed by Hon'ble Vice Chancellor / Principal</li> </ul> <p><b>Member of any of the Bodies of the University (10 points each)</b></p>   |    |
| C. | <p>Professional Development Activities (such as participation in seminars, conferences, short term training courses, camps and events, talks, lectures in refresher course / faculty development courses, membership of associations, dissemination and general articles and any other contribution). <b>(Maximum Score 15 points)</b></p> <p><b>API Score = (Actual hours spend per academic year) / 10</b></p> <p><b>Participation in: (per activity)</b></p> <ul style="list-style-type: none"> <li>Seminar / Workshop / Symposia <b>(2 points)</b></li> <li>Conferences <b>(2 points)</b></li> <li>Faculty Development Course <b>(5 points)</b></li> <li>Short term training courses (of less than 1-week duration) <b>(5 points)</b></li> <li>Talks / Lectures delivered in program conducted / organized by recognized bodies <b>(2 points)</b></li> <li>Membership of Sports / Sports activities related recognised Associations                             <ul style="list-style-type: none"> <li>National Level <b>(3 points)</b></li> <li>State Level <b>(2 points)</b></li> </ul> </li> <li>Publication of Articles on general topics <b>(2 points)</b></li> <li>Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. <b>(1 / activity subject to maximum score of 5 points)</b></li> </ul> | 15 |

| Sr. No.   | Activity                     | Faculty of Physical Education and Sports   | Maximum Score for University / College DPE * |
|---|------------------------------|--|--|
| <b>CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS</b> |                              |  |  |
| III(a)  | Research papers published in | Refereed Journals as notified by the UGC<br><b>(Total Publications = N)</b>                            | 25 per publication                           |
|   |                              | <b>No. of papers published in journals with impact factor less than 1 out of N = N<sub>1</sub></b>     | 5 per publication                            |
|   |                              | <b>No. of papers published in journals with impact factor between 1 and 2 out of N = N<sub>2</sub></b> | 10 per publication                           |
|   |                              | <b>No. of papers published in journals with impact factor between 2 and 5 out of N = N<sub>3</sub></b> | 15 per publication                           |
|   |                              | <b>No. of Papers published in journals with impact factor between 5 to 10 out of N = N<sub>4</sub></b> | 20 per publication                           |
|   |                              | <b>No. of Papers published in journals with impact factor above 10 out of N = N<sub>5</sub></b>        | 25 per publication                           |
|   |                              | Other reputed journals as notified by the UGC (Abstract not to be included)                            | 10 per publication                           |

|         |   | <b>No. of Papers published = N<sub>6</sub></b>   |                                |
|---------|---|--|--------------------------------|
|         |   | <b>Total of III (A)</b>  |                                |
| III (b) | Research Publications (Books, Chapters in Books other than refereed Journal articles) | Text or Reference Books Published by International Publishers with ISBN / ISSN Number as approved by the University and posted on its website. The List will be intimated to the UGC.                      | 30 per book for Sole Author. * |
|         |   | Subject Books by National level publishers with ISBN/ISSN number of State / Central government Publications as approved by the University and posted on its website. The list will be intimated to the UGC | 20 per Book as sole author. *  |
|         |   | Subject Books by Other local publishers with ISBN/ISSN numbers as approved by the University and posted on its website. The List will be sent to the UGC.  | 15 per Book as sole author. *  |
|         |   | Chapters in Books published by International Level publishers, with ISSN / ISBN number as approved by the University and posted on its website. The list will be intimated to the UGC                      | 10 per Chapter                 |
|         |   | Chapters in Books published by National Level publishers, with ISSN / ISBN number as approved by the University and posted on its website. The list will be intimated to the UGC                           | 5 per Chapter                  |

Note: \*: In case of more than one author,

*API Score per author = (Max. Score / No. of chapters) \* No. of chapters written by each author.*

**For ex.** For a Reference Book comprising of 9 chapters wherein each of the 3 authors has written 3 chapters, the score per author will be  $30/9*3 = 10$  i.e. each author will get 10 API points.

In case if there are more than one author for a book, besides the other documents, the author concerned will have to produce a letter duly issued by the publisher, on their official letter head, specifying the number of chapters contributed by each of the author. Such letter should also be signed by all the co-authors.

\*\* : The API for Joint Publication shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first and principal / Corresponding author / Supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**For ex.** A paper is published in a Referred journal with impact factor 15 from the list approved by the UGC by 4 people viz. Principal Author, Supervisor and 2 other authors. The total API Score for this paper will be  $25 + 25 = 50$ . 70% marks i.e. 35 to be shared equally by the Principal author and Supervisor (17.5 to the Principal Author and 17.5 to Supervisor) and 30% marks i.e. 15 marks to be shared equally by the two authors (7.5 marks to the first author and 7.5 marks to the second author)

| <b>III (C)</b> | <b>RESEARCH PROJECTS</b>               |   |  |
|----------------|--|---|--|
| <b>Sr. No.</b> | <b>Activity</b>                        | Faculty of Physical Education and Sports                      | <b>Minimum Score for University / College teachers</b> |
| (i)            | <b>Sponsored Projects <sup>1</sup></b> | Major Projects amount mobilized with grants above Rs. 5 Lakhs | 20 / project   |

|                |  |   |  |
|----------------|--|---|--|
|                |  | Major Projects Amount mobilized with minimum of Rs. 3.00 Lakhs up to Rs. 5.00 Lakhs   | 15/project   |
|                |  | Minor Projects with grants above Rs. 1 lakh to Rs. 3 lakhs  | 10/project   |
| (ii)           | <b>Consultancy Projects</b> <sup>1&amp;2</sup>   | Amount mobilized with minimum of Rs.2.00 Lakhs.   | 10 for every Rs. 2 Lakhs.  |
| (iii)          | <b>Projects Outcome / Outputs</b>  | Major Policy Document prepared for International bodies like WHO / UNO / UNESCO / UNICEF etc. Central / State Government / Local Bodies | Major policy document of International bodies : 30, Central Government : 20 , State Government : 10 and Local Bodies : 05. |
| <b>III D</b>   | <b>RESEARCH GUIDANCE</b>   |   |  |
| (I)            | <b>M.Phil.</b>   | Degree awarded  | 5 per candidate  |
| (II)           | <b>Ph.D.</b> <sup>3</sup>  | Degree awarded / Thesis Submitted   | 15 / 10 per candidate  |
|                |  | <b>Total of III (D)</b>   |  |
| <b>III E</b>   | <b>Awards / Fellowship / invited lectures delivered / papers presented / chaired or moderated sessions in conferences / seminars</b>   |   |  |
| (i)            | Fellowship / Awards  | International Award / Fellowship from Government / recognised International Sports Bodies / International Sports Organizations.         | 15 per Award / 15 per Fellowship   |
|                |  | National Award / Fellowship from Government / recognised National Sports Bodies / National Sports Organizations.                        | 10 per Award / 10 per Fellowship   |
|                |  | State / University level awards/fellowships from academic bodies / associations   | 5 per Award / 5 per Fellowship   |
| (ii)           | Invited lectures / Chairperson or Moderator for a session / Presented papers in seminars / conferences.  | International   | 7 per lecture (or session) / 5 per paper presented   |
|                |  | National Level  | 5 per lecture (or session) / 3 per paper presented   |
|                |  | State / University level  | 3 per lecture (or session) / 2 per paper presented   |
|                | <b><i>The Score under this sub-category i.e. III E will be restricted to 20% of the minimum fixed for Category III for any assessment period. i.e. if the minimum API score required for category III for promotion from Stage II to Stage III is 50 / Assessment period then the maximum API Score for category III (E) that a teacher can claim will be restricted to maximum of 20% of 50 i.e. 10 points.</i></b> |   |  |
| <b>III (F)</b> | Development of e-learning delivery process / material <sup>4</sup>   |   | 10 per module  |

**Note:**

1. API Scores for the projects can be claimed only once by the teacher either in the year of sanction of the project or in the year of completion of the project and not every year.
2. Only those Consultancy project which are accepted and approved by the University / Institution / College will be eligible for calculation of API points.
3. Maximum score that a teacher / guide can claim for a Ph.D. Candidate is 15 i.e. 10 points for the year when the Thesis is submitted and 5 points in the year when Ph.D. Degree is awarded. If the Research Scholar submits the thesis in 2017-2018 and Ph.D. is awarded in 2020-2021, the teacher concerned will be eligible to claim 10 API points in 2017-2018 and 5 API points in the year 2020-2021.

4. The e-delivery process / material must be available for free for all the users and must not be restricted to any group / college / institution / university.

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**APPENDIX – I**

**Table V(A)** (Refer to APPENDIX – III TABLE – V (A) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016))

**(Replaces Appendix – I table V(a) and V(b) of CONCOL / TAU / 40 of 2012-2013 dated March 19, 2013)**

**MINIMUM ACADEMIC PERFORMANCE INDICATORS (API) TO BE APPLIED FOR THE CAREER  
ADVANCEMENT SCHEME (CAS) PROMOTIONS OF ASSISTANT/ COLLEGE DIRECTOR OF PHYSICAL  
EDUCATION AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN  
UNIVERSITIES AND COLLEGES.**

|          |  | <b>Assistant / College Director of P.E. (Stage 1 to Stage 2)</b> | <b>Assistant / College Director of P.E.: (Stage 2 to Stage 3)</b> | <b>Assistant / College Director of P.E. (Stage 3) to Deputy / College director of P.E. (Stage 4)</b>   | <b>Deputy Director of P.E. (Stage 4) to Director of Physical Education (Stage 5)</b>   |
|----------|--|--|---|--|--|
| I        | Teaching, training, sports person development and sports management activities.  | 80/Year  | 80/year   | 75/year  | 70/year  |
| II       | Professional Development and Extension Activities. Minimum Score to be assessed cumulatively                                       | 50 Assessment Period   | 50 Assessment Period  | 50 Assessment Period   | 50 Assessment Period   |
| III      | Research and Academic Contribution. Minimum Score to be assessed cumulatively  | 20 / Assessment period   | 50 / assessment Period  | 75 / Assessment period   | 100 / Assessment period  |
| II + III | Minimum API Score under category II and III *  | 90 / Assessment Period   | 120 / Assessment Period   | 150 / Assessment Period  | 180 / Assessment Period  |
|          | Expert Assessment System   | Screening cum Evaluation Committee                               | Screening cum Evaluation 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      | <ul style="list-style-type: none"> <li>• 30% - Contribution to Research</li> <li>• 50% - Assessment of domain knowledge and teaching Practices.</li> <li>• 20 % - Interview performance</li> </ul> | <ul style="list-style-type: none"> <li>• 50% - Contribution to Research.</li> <li>• 30 % - Assessment of domain knowledge and teaching practices.</li> <li>• 20 % - Interview performance</li> </ul> |

\* Physical Education cadre may score the balance points from either Category II or Category III to achieve the minimum score required under Category II + III.

**APPENDIX – I**

**Table V(B)** (Refer to APPENDIX – III TABLE – V (B) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016)

(Replaces Appendix – I table V(c) of CONCOL / TAU / 40 of 2012-2013 dated March 19, 2013)

**MINIMUM SCORE FOR API's FOR DIRECT RECRUITMENT OF PHYSICAL EDUCATION CADRES IN UNIVERSITY / COLLEGES AND WEIGHTAGES IN SELECTION COMMITTEE TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THE REGULATIONS.**

|   |  |   |   |
|---|--|---|---|
| Pay Band & Grade Pay  | Pay band Rs. 15600-39100 and AGP of Rs. 6000/-   | Pay band Rs. 37400-67000 and AGP of Rs. 9000/-  | Pay band Rs. 37400-67000 and AGP of Rs. 10000/-   |
|   | Assistant DPE (Stage 1)  | Deputy DPE (Stage 4)  | DPE (Stage 5)   |
| Minimum API Scores  | Minimum Qualification as stipulated in these regulations   | Consolidated API score requirement of 300 points from category II & Category III of APIs (Cumulative)   | Consolidated API score requirement of 400 points from category II and category III of APIs (Cumulative)   |
| Selection Committee criteria / weightages<br><br>(Total Weightages = 100) | <b>a.</b> Track Record of Championship won <b>30%</b><br><b>b.</b> Sports and Athletic Skills <b>40%</b><br><b>c.</b> Interview performance <b>30%</b> | <b>a.</b> Research Papers (3 nos.) evaluation <b>40%</b><br><b>b.</b> Organizational Skills / Plans of Sports <b>30%</b><br><b>c.</b> Interview performance: <b>30%</b> | <b>a.</b> Research Papers (5 nos.) evaluation <b>50%</b><br><b>b.</b> Organizational Skills / Plans of Sports <b>30%</b><br><b>c.</b> Interview performance: <b>30%</b> |



**Explanatory note for Tables V (a) and V (b):**

1. The College Administration will set up verifiable systems for the API related information required in these tables. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the university / colleges for follow up by the university / college authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) pro-forma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the 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 initially based on the existing systems in university / colleges for one year only. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre.
4. As shown in Table II, the aggregate minimum API score required (given in row IV) 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 II and III 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 fulfil the minimum API scores indicated in Tables I and II, by submitting an application and the required pro-forma along with all the necessary documents, certificates and other testimonials as required to support the Self API Scores specified by them. 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 fulfil the minimum criteria as specified in Table V(A) and Table V(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 she / he fulfils the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application  
(c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.

## APPENDIX –I

**Table VI** (Refer to APPENDIX – III TABLE –VI of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016)

(Replaces Appendix – I table VI of CONCOL / TAU / 40 of 2012-2013 dated March 19, 2013)

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

| Sr. No. | Promotion of Teachers through CAS  | Service requirement  | Minimum Academic Performance Requirements and Screening/Selection Criteria   |
|---------|--|--|--|
| 1       | Assistant DPE / College DPE to Assistant DPE (Senior Scale) / College DPE (Senior Scale) (Stage 1 to Stage 2)  | Assistant DPE / College DPE in Stage 1 and 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. | <ul style="list-style-type: none"> <li>i. Minimum cumulative API scores using PBAS scoring proforma developed by the university as per the norms provided in Table V(A) / V(B) of Appendix I of this circular OR of Appendix III Table V(A) and Table V(B) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016)</li> <li>ii. One Orientation and one Refresher/Research Methodology Course of 3/4 week's duration.</li> <li>iii. Screening cum Verification process for recommending Promotion.</li> </ul>  |
| 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.   | <ul style="list-style-type: none"> <li>I. Minimum cumulative API scores using PBAS scoring proforma developed by the university as per the norms provided in Table II(A) / II(B) of Appendix I of this circular OR of Appendix III Table II(A) and Table II(B) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016).</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 3/4 weeks' duration.</li> <li>III. Screening cum Verification process for recommending promotion.</li> </ul> |
| 3.      | Assistant DPE (Selection Grade) / College DPE (Selection Grade) to Deputy DPE / College DPE (Selection Grade) (Stage 3 to                                      | Assistant DPE (Selection Grade) / College DPE (Selection Grade) with three years of completed service in Stage 3.  | <ul style="list-style-type: none"> <li>I. Minimum Cumulative API scores using PBAS scoring proforma developed by the university as per the norms provided in Table V(A) / V(B) of Appendix I of this circular OR of Appendix III Table V(A) and Table V(B) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other</li> </ul>  |



|    |   |  |   |
|----|---|--|---|
|    | Stage 4)  |  | <p>Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016).</p> <p>II. At least three publications in the entire period as Assistant DPE/College DPE (twelve years to fourteen years as the case may be). However, in the case of College DPE, 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.</p> <p>III. Evidence of having produced teams / athletes.</p> <p>IV. A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III of UGC Regulations 2010.</p>  |
| 4. | University DPE (Stage 5 ) (For Universities only) | Deputy DPE in Universities with three years of completed service in Stage 4. | <p>I. Minimum Cumulative API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VA) / V(B) of Appendix I of this circular OR of Appendix III Table V(A) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>II. A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>III. Evidence of having produced teams / athletes.</p> <p>IV. A selection committee process as stipulated in this regulation and in Table II(A) / II(B) of Appendix I of this circular OR of Appendix III Table II(A) and Table II(B) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016).</p> |

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## University of Mumbai

Name & Address of the College:

**Revised PBAS Proforma for Self-Assessment / Direct Recruitment / Promotion Under UGC Career Advancement Scheme for Assistant Director of Physical Education and Sports and for College Director of Physical Education and Sports and for Direct Recruitment of Deputy Director and Director of Physical Education and Sports in Universities  
(Based on UGC 4<sup>th</sup> Amendment dated July 11, 2016)**

Application for promotion from: Self-Assessment: \_\_\_\_\_

Direct Recruitment: \_\_\_\_\_

**Promotion:** (Asst. Director / DPES Stage 1 and Stage 2, Stage 2 to Stage 3), Asst. Director / College DPES (Stage 3) to Asst. Director / College DPES (Stage 4), Asst. Director / College DPES (Stage 4) to College DPES Professor / Equivalent cadres (Stage 5) and Asst. Director / Director Professor (Stage 5 to Stage 6). \_\_\_\_\_

(Please indicate whichever is applicable)

Total API score calculated as per Appendix 3: \_\_\_\_\_.

Period of Assessment for the purpose of Self-Assessment / Promotion: \_\_\_\_\_

**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

| Sr. No. | Particulars  |   |
|---------|--|---|
| 1       | Name (in BLOCK letters)                                      |   |
| 2.      | Father's Name/Mother's Name                                  |   |
| 3.      | Current Designation & Grade Pay                              | Designation:<br>Pay Band:<br>Grade pay: |
| 4.      | Date of last promotion                                       |   |
| 5.      | Which position and grade pay are you an applicant under CAS? | Position:<br>Grade pay:                 |
| 6.      | Date of eligibility for promotion                            |   |
| 7.      | Date and Place of Birth                                      |   |
| 8.      | Sex  |   |
| 9.      | Marital Status   |   |
| 10.     | Nationality  |   |
| 11.     | Indicate whether belongs in SC/ST/OBC category               |   |
| 12.     | Address for correspondence (with pin code)                   |   |
| 13.     | Permanent Address (with pin code)                            |   |
| 14.a.   | Telephone No.  | Landline:<br>Mobile:                    |

|       |       |  |
|-------|-------|--|
| 14.b. | Email |  |
|-------|-------|--|

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

| Examinations                                | Name of the Board/University | Year of Passing | Percentage of marks obtained | Division/ Class/ Grade | Subject |
|---|------------------------------|-----------------|------------------------------|------------------------|---------|
| High School/Metric (10 <sup>th</sup> class) |                              |                 |                              |                        |         |
| Intermediate / (10+2)                       |                              |                 |                              |                        |         |
| B.A./B.Sc./ B.Com/_____                     |                              |                 |                              |                        |         |
| B.P.Ed.                                     |                              |                 |                              |                        |         |
| M.P.Ed.                                     |                              |                 |                              |                        |         |
| N.E.T. / S.E.T. J.R.F.                      |                              |                 |                              |                        |         |
| Other examination, if any                   |                              |                 |                              |                        |         |

**16. Research Degree(s):**

| Degrees       | Title | Date of award | University |
|---------------|-------|---------------|------------|
| M.Phil.       |       |               |            |
| Ph.D./D.Phil. |       |               |            |
| D.Sc./D.Litt. |       |               |            |

\* In case of M.Phil. /Ph.D. Examination, an attested copy of the degree and the result notification for the same is attached.

**17. Record of academic service prior to joining the current college: Appointments held prior to joining this institution**

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

**Please indicate whether in previous service:**

- The essential qualification of the post **held** was not lower than the qualification prescribed by the UGC/University.
- The post is/was in an equivalent grade or of the pre-revised scale of pay.
- Whether applied through proper channel
- Whether possess the same minimum qualification as prescribed by the UGC / University for appointment to the post.
- The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / Concerned institutions, for such appointment.
- The previous appointment was not as guest lecture for any duration, or on ad-hoc or in a leave vacancy of less than one-year duration.

**18. Posts held after appointment at this institution:**

| Designation | Department | Date of actual joining |    | Grade |
|-------------|------------|------------------------|----|-------|
|             |            | From                   | To |       |
|             |            |                        |    |       |
|             |            |                        |    |       |
|             |            |                        |    |       |
|             |            |                        |    |       |
|             |            |                        |    |       |

**19. Period of teaching experience:**

P.G. Classes (in years): \_\_\_\_\_

U.G. classes (in years): \_\_\_\_\_

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

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

-

b.

**22. Academic Staff College Orientation/Refresher course attended:**

| Name of the Course/<br>Summer Course | Place | Duration | Sponsoring Agency |
|--------------------------------------|-------|----------|-------------------|
|                                      |       |          |                   |
|                                      |       |          |                   |
|                                      |       |          |                   |

**23. Detail of publications attached to the PBAS format (for evaluation)**

| Sr. No. | Nature of publication (Book Review / Research Paper etc.) | List of author/s as it appear in the publication | Name of the Book & the publishers / Journal, Issue no. and year of publication, page nos. | ISSN / ISBN number | Impact factor (in case of journal) |
|---------|---|--|---|--------------------|------------------------------------|
|         |   |  |   |                    |                                    |
|         |   |  |   |                    |                                    |
|         |   |  |   |                    |                                    |
|         |   |  |   |                    |                                    |
|         |   |  |   |                    |                                    |

**24. Any Other relevant information: (please attach an additional sheet/paper if required)**

25. Please describe in brief about your future plans in relation to the following:

|     |                       |  |
|-----|-----------------------|--|
| I   | Teaching              |  |
| II  | Research              |  |
| III | Mentoring of students |  |
| IV  | Social Responsibility |  |

**Date:**

**Signature of the staff**

**Remarks / Observations / Comments by the Head or Senior most teacher of the Department**

**Date:**

**Signature of the Head or  
Senior most teacher  
of the Department**

Draft Copy: SBMA



**Instructions for Filling up Part B of the PBAS Proforma: (Applicable to all categories except fresh applicants to the post of College Director of Physical Education & Sports in Assistant Professor cadre in case of direct recruitment)**

**PART B: ACADEMIC PERFORMANCE INDICATORS**

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

**INSTRUCTIONS FOR FILLING INFORMATION IN CATEGORY I AND CATEGORY II OF PART B OF THE PBAS PROFORMA:**

**Part B** of the proforma is based on Appendix III, Table 1 of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016 and **this VCD:** \_\_\_\_\_.

**Part B (I)** is based on API scoring for Category I of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

**Part B (II)** is based on Category II of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff 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 to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in Appendix III Table V(A), V (B), and Table VI of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016 of the UGC Regulations 2010.

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

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

**Part B of the PBAS Proforma: (Applicable to all categories except fresh applicants to the post of College Director of Physical Education & Sports in Assistant Professor cadre in case of direct recruitment)**

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

**Category I: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES.**

| Sr. No. | Nature of Activity  | (Actual hours spent per academic year ) | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|---|---|---|--|--|
| a       | i. Lecture Cum Practice based athlete / sports classes, seminars undertaken as per allotted hours / Organizing and conducting coaching camps / sports person development / training programs <b>(Maximum Score 50 / 40 / 30 points as the case may be)</b><br><b>(Actual hours spent per academic year ) / 17.5 / 17.25 / 16.5 (as the case may be)</b> |   |   |  |  |
|         | ○ Inspiring students to participate in Sports & Gymkhana activities (maximum Score 10 points)   |   |   |  |  |
|         | ○ Arranging Guest Lectures of sportsman / sportswoman / administrator to promote sports activities in the college. (maximum Score 05 points)  |   |   |  |  |
|         | ○ Introduction of new games / sports in the college. (maximum Score 15 points)  |   |   |  |  |
|         | ○ Explaining the rules and regulations of games and sports to the students. (maximum Score 08 points)   |   |   |  |  |
|         | ○ Organizing demonstrations / speeches of the experts on various games /sports. (maximum Score 10 points)   |   |   |  |  |
|         | ii. Identifying Sports talents and Mentoring Sports excellence among students <b>(Maximum Score 20 Points)</b><br><b>(Actual hours spent per academic year ) / 17.5 / 17.25 / 16.5 (as the case may be)</b>   |   |   |  |  |
|         | iii. Development and maintenance of play fields, purchase and maintenance of other sports facilities. <b>(Maximum Score 10 Points)</b><br><b>(Actual hours spent per academic year ) / 17.5 / 17.25 / 16.5 (as the case may be)</b>   |   |   |  |  |
|         | ➤ Grants received from UGC / Government / Private agencies (maximum score 5 points)   |   |   |  |  |

|    |   |  |  |  |  |
|----|---|--|--|--|--|
|    | ➤ Maintenance of various outdoors sports facilities. (maximum score 5 points)   |  |  |  |  |
|    | ➤ Maintenance of various indoor sports facilities. (maximum score 5 points)   |  |  |  |  |
|    | ➤ Equipment's purchased for outdoor games (maximum score 5 points)  |  |  |  |  |
|    | ➤ Equipment's purchased for indoor games (maximum score 5 points)   |  |  |  |  |
| b  | iii. Management of Physical Education and Sports Program for students (planning, executing and evaluating the policies in Physical Education and Sports)<br><b>(Maximum Score 10 marks)</b><br><b>(Actual hours spent per academic year ) / 10</b>  |  |  |  |  |
|    | ➤ Planning of Physical Education & Sports activities in the college (maximum score 05 points)   |  |  |  |  |
|    | ➤ Identifying and Organizing Physical Fitness Programs for the staff and the students of the college (maximum score 04 points)  |  |  |  |  |
|    | ➤ Identifying & Organizing Physical Training Program for the staff & students of the college (maximum score 04 points)  |  |  |  |  |
|    | ➤ Planning, maintaining and improving the Sports Facilities in the college (maximum score 03 points)  |  |  |  |  |
|    | ➤ Organizing Various Physical Tests for the staff and students of the College (maximum score 03 points)   |  |  |  |  |
|    | ➤ Formulating & Conducting different Tests & Measurements for the students (maximum score 03 points)  |  |  |  |  |
|    | ➤ Evaluation of Physical Fitness & Training Programs of the students (maximum score 04 points)  |  |  |  |  |
|    | ➤ Intra-Muller of various Game Sports. (maximum score 03 points)  |  |  |  |  |
|    | iv. Organizing and conducting Sports and Games Competitions at the International / National / State / Inter University / Inter Zonal Levels / <b>Inter College Level and/or Organizing and conducting Coaching Camps / Sports person Development / Training Programs (Maximum Score 10 Points)</b><br><b>(Actual hours spent per academic year ) / 10</b> |  |  |  |  |
| c. | ii. Upgradation of Scientific and Technological Knowledge of Physical Education and Sports <b>(Maximum Score 10 Points)</b><br><b>(Actual hours spent per academic year ) / 10</b>  |  |  |  |  |

|  |  |  |  |  |
|--|--|--|--|--|
| ➤ Attended workshops / seminars etc. related to Physical Education & Sports<br><b>(maximum score 3 points)</b>   |  |  |  |  |
| ➤ Attended coaching camp/s for learning of new technology / training methodology.<br><b>(maximum score 3 points)</b>   |  |  |  |  |
| ➤ Introduced new technology / methods in training students and/or staff.<br><b>(maximum score 3 points)</b>  |  |  |  |  |
| ➤ Attended special training programs in Physical Education & Sports. <b>(maximum score 3 points)</b>   |  |  |  |  |
| ➤ Obtained any additional certificate / diploma / degree related to the field.<br><b>(maximum score 3 points per Certificate, 4 per diploma and 5 Degree)</b>                                      |  |  |  |  |
| <b>iii. Extending services, sports facilities and training on holidays to the institution and organizations. (Maximum score: 10 points)</b><br><b>(Actual hours spent per academic year ) / 10</b> |  |  |  |  |
| ➤ Organizing and remaining present for the Summer Vacation Indoor Camp/s.<br><b>(maximum Score 05 points)</b>  |  |  |  |  |
| ➤ Organizing and remaining present for the Summer Vacation Outdoor Camp/s <b>(maximum Score 05 points)</b>   |  |  |  |  |
| ➤ Organizing and remaining present for the Winter Vacation (Diwali Break) Indoor Camp/s. <b>(maximum Score 04 points)</b>  |  |  |  |  |
| ➤ Organizing and remaining present for the Winter Vacation (Diwali Break)Outdoor Camp/s <b>(maximum Score 04 points)</b>   |  |  |  |  |
| ➤ Organizing and remaining present for the pre-season coaching camp on holidays <b>(maximum Score 03 points)</b>   |  |  |  |  |
| ➤ Organizing and remaining present for the lectures and demonstration of experts i.e. coaches and/or players on various games /sports on a holiday.<br><b>(maximum Score 03 points)</b>            |  |  |  |  |
| ➤ Organizing and remaining present for the post-season coaching camp on holidays <b>(maximum Score 03 points)</b>  |  |  |  |  |
| ➤ Organizing and accompanying the participants for trekking & other related events. <b>(maximum Score 03 points)</b>   |  |  |  |  |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  | ➤ Organizing and remaining present for the <b>Yoga Camps (maximum Score 03 points)</b> |  |  |  |  |
|--|--|--|--|--|--|

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

➤ For Category II, API scores are proposed for Co-curricular and Extension Activities and Professional Development, Related Contribution.

| Sr. No. | Type of Activity   | (Actual hours spent per academic year)   | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|--|--|---|--|--|
| A.      | Students related co-curricular, extension and field based activities. <b>(Maximum Score 15 points)</b><br><b>API Score = (Actual hours spend per academic year) / 10</b> |  |   |  |  |
|         | i. Discipline related co-curricular activities (e.g. Cultural, Sports, NSS, NCC etc.) (Various levels of intramural and extramural programmes)                           |  |   |  |  |
|         | ii. Extension and Dissemination activities (public / popular lectures / talks / seminars etc.)   |  |   |  |  |
|         |  | • NSS/NCC officers (max. points 10)  |   |  |  |
|         |  | • Cultural Activities (Departmental / Institutional) (max. points 2.5)           |   |  |  |
|         |  | • Organizing Subject related events like (max. 2 points each)                    |   |  |  |
|         |  | ○ Lectures on special topics   |   |  |  |
|         |  | ○ Quiz / Debate / Elocution  |   |  |  |
|         |  | ○ Essay competition / Exhibition(Sports)   |   |  |  |
|         |  | ○ Science Day Celebration in terms of application to Sports / Physical Education |   |  |  |
|         | ○ Subject Association  |  |   |  |  |

|  |   |  |  |  |  |
|--|---|--|--|--|--|
|  | <ul style="list-style-type: none"> <li>• Counselling (max. points 5)</li> </ul>   |  |  |  |  |
|  | <ul style="list-style-type: none"> <li>• Conduct of Physical Education / Sports Activities / Yoga activities etc. for the members of the Community/Society (max. 10 points)</li> </ul>  |  |  |  |  |
| B  | <p>Contribution to Corporate list and Management of sports units and institution through participation in sports and administrative committees and responsibilities (including as Principal / Director / Convener / similar other duties that require regular office hours for its discharge) <b>(Maximum Score 15 points)</b></p> <p style="text-align: center;"><b><i>API Score = (Actual hours spend per academic year) / 10</i></b></p> |  |  |  |  |
|  | <b>Contribution to Corporate life:</b>  |  |  |  |  |
|  | <ul style="list-style-type: none"> <li>• University/ Institution / College-Industry interaction <b>(max. 2 points)</b></li> </ul>   |  |  |  |  |
|  | <ul style="list-style-type: none"> <li>• Consultancy. <b>(max. 2 points)</b></li> </ul>   |  |  |  |  |
|  | <ul style="list-style-type: none"> <li>• Placement Coordinator/ In-plant training coordinator. <b>(max. 5 points)</b></li> </ul>  |  |  |  |  |
|  | <ul style="list-style-type: none"> <li>• Training of Industry persons. <b>(max. 2 points)</b></li> </ul>  |  |  |  |  |
|  | <b>Management of Sports Units and Institution through participation in Sports and Administrative Committees and responsibilities. Administration: ( 5 points each)</b>  |  |  |  |  |
|  | <ul style="list-style-type: none"> <li>• Head/Director/V.P./coordinator/Rector/Dean/IQAC Coordinator</li> </ul>   |  |  |  |  |
|  | <ul style="list-style-type: none"> <li>• Admission Committees</li> </ul>  |  |  |  |  |
|  | <ul style="list-style-type: none"> <li>• Discipline committee</li> </ul>  |  |  |  |  |
|  | <ul style="list-style-type: none"> <li>• Anti-Ragging committee</li> </ul>  |  |  |  |  |
|  | <ul style="list-style-type: none"> <li>• Prevention of Sexual Harassment Committee / Internal Complaint Committee under Prevention of Sexual Harassment Act</li> </ul>  |  |  |  |  |
|  | <ul style="list-style-type: none"> <li>• Statutory Committees of the University</li> </ul>  |  |  |  |  |
|  | <ul style="list-style-type: none"> <li>• Gymkhana Committee of the University</li> </ul>  |  |  |  |  |
| <ul style="list-style-type: none"> <li>• Any other committee appointed by Hon'ble V.C / Principal</li> </ul> |   |  |  |  |  |

|    |  |  |  |  |  |
|----|--|--|--|--|--|
|    | <b>Academic: (5 points each)</b>   |  |  |  |  |
|    | • Academic Committee   |  |  |  |  |
|    | • NACC Committee   |  |  |  |  |
|    | • IQAC   |  |  |  |  |
|    | • Any other academic committee appointed by Hon'ble Vice Chancellor / Principal  |  |  |  |  |
|    | <b>Member of any of the Bodies of the University (10 points each)</b>  |  |  |  |  |
| C. | Professional Development Activities (such as participation in seminars, conferences, short term training courses, camps and events, talks, lectures in refresher course / faculty development courses, membership of associations, dissemination and general articles and any other contribution).<br><b>(Maximum Score 15 points)</b><br><b>API Score = (Actual hours spend per academic year) / 10</b> |  |  |  |  |
|    | <b>Participation in: (per activity)</b>  |  |  |  |  |
|    | • Seminar / Workshop / Symposia <b>(2 points)</b>  |  |  |  |  |
|    | • Conferences <b>(2 points)</b>  |  |  |  |  |
|    | • Faculty Development Course <b>(5 points)</b>   |  |  |  |  |
|    | • Short term training courses (of less than 1 week duration) <b>(5 points)</b>   |  |  |  |  |
|    | • Talks / Lectures delivered in program conducted / organized by recognized bodies <b>(2 points)</b>   |  |  |  |  |
|    | • Membership of Sports / Sports activities related recognised Associations   |  |  |  |  |
|    | ❖ National Level <b>(3 points)</b>   |  |  |  |  |
|    | ❖ State Level <b>(2 points)</b>  |  |  |  |  |
|    | • Publication of Articles on general topics <b>(2 points)</b>  |  |  |  |  |
|    | • Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. <b>(1 / activity subject to maximum score of 5 points)</b>  |  |  |  |  |

**INSTRUCTIONS FOR FILLING INFORMATION IN CATEGORY III OF PART B OF THE PBAS PROFORMA:**

**Part B** of the proforma is based on Appendix III, Table 1 of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016 and **this VCD:**

\_\_\_\_\_.

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

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-I of the UGC Regulations.

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

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

**REFER TO APPENDIX I TABLE I FOR DETAILS ABOUT THE API'S BEFORE THE FORM IS FILLED.**

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**CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**Note:** Please read the instructions given at the end of the Proforma for calculating API Scores in each category.

**A) Research papers published in Journals**

| Sr. No. | Title with page nos. | Journal | ISSN / ISBN No. | Impact Factor | No. of co-authors | Whether you are the main author | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|----------------------|---------|-----------------|---------------|-------------------|---------------------------------|---|--|--|
|         |                      |         |                 |               |                   |                                 |   |  |  |
|         |                      |         |                 |               |                   |                                 |   |  |  |
|         |                      |         |                 |               |                   |                                 |   |  |  |
|         |                      |         |                 |               |                   |                                 |   |  |  |

**B (i) Text** or Reference Books Published by International Publishers with ISBN / ISSN Number as approved by the University and posted on its website.

| Sr. No. | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|--|-------------------------|-----------------|--------------------|---|--|--|
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |

B(ii).: Subject Books by National level publishers with ISBN/ISSN number of State / Central government Publications as approved by the University and posted on its website.

| Sr. No. | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|--|-------------------------|-----------------|--------------------|---|--|--|
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |

B(iii).: Subject Books by other local publishers with ISBN/ISSN number as approved by the University and posted on its website.

| Sr. No. | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|--|-------------------------|-----------------|--------------------|---|--|--|
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |

B(iv).: Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

| Sr. No. | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|--|-------------------------|-----------------|--------------------|---|--|--|
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |

**III. C (i) Research Projects**

| Sr. No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. Lakhs) | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|-------|--------|--------|------------------------------------|---|--|--|
|         |       |        |        |                                    |   |  |  |
|         |       |        |        |                                    |   |  |  |
|         |       |        |        |                                    |   |  |  |

## C (ii). Consultancy Projects

| Sr. No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. Lakhs) | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|-------|--------|--------|------------------------------------|---|--|--|
|         |       |        |        |                                    |   |  |  |
|         |       |        |        |                                    |   |  |  |
|         |       |        |        |                                    |   |  |  |

**C (iii). Project Outcomes / Outputs:**

| Sr. No. | Patent / Technology Transfer / Product / Process / Major Policy documents prepared for International / Central / State Govt, / Local bodies | Agency | Period | Whether policy document / patents as outcome | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|---|--------|--------|--|---|--|--|
|         |   |        |        |  |   |  |  |
|         |   |        |        |  |   |  |  |
|         |   |        |        |  |   |  |  |

**(D) Research Guidance**

| Sr. No.               | Number Enrolled | Thesis submitted | Degree awarded | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|-----------------------|-----------------|------------------|----------------|---|--|--|
| M.Phil. or equivalent |                 |                  |                |   |  |  |
| Ph. D or equivalent   |                 |                  |                |   |  |  |



**(E) (i) Fellowships / Awards**

| Sr. No. | Title of the Fellowship / Award | Awarded by | Is the awarding body an academic body | Is the awarding body recognized as International / National / State / University Level? | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|---------------------------------|------------|---------------------------------------|---|---|--|--|
|         |                                 |            |                                       |   |   |  |  |
|         |                                 |            |                                       |   |   |  |  |

**(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**

| Sr. No. | Title of the Paper presented / lecture delivered | Title of Conference/ Seminar | Date of the event | Organized by | Whether international/ national/state/ regional / university level | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|--|------------------------------|-------------------|--------------|--|---|--|--|
|         |  |                              |                   |              |  |   |  |  |

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**(F) Development of e-learning delivery process / material**

| Sr. No. | Title of the e-learning process / material developed. | Institution for which the material / process was developed. | Used by | Period of development | Whether international/ national/state/ regional / university level | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|---|---|---------|-----------------------|--|---|--|--|
|         |   |   |         |                       |  |   |  |  |
|         |   |   |         |                       |  |   |  |  |
|         |   |   |         |                       |  |   |  |  |

**IV. SUMMARY OF API SCORES**

|     | Criteria  | Last Academic Year | Total-API Score for Assessment Period | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|-----|---|--------------------|---------------------------------------|---|--|--|
| I   | TEACHING, TRAINING, COACHING, DEVELOPMENT OF SPORTS PERSON AND SPORTS MANAGEMENT ACTIVITIES |                    |                                       |   |  |  |
| II  | PROFESSIONAL DEVELOPMENT, CO-CURRICULAR and EXTENSION ACTIVITIES                            |                    |                                       |   |  |  |
| III | RESEARCH AND ACADEMIC CONTRIBUTION  |                    |                                       |   |  |  |

Draft Copy : SBMA

**PART C: OTHER RELEVANT INFORMATION**

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

| S. No. | Details (Mention Year, value etc. where relevant) |
|--------|---|
|        |   |
|        |   |
|        |   |

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

|    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

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

**Observations and remarks of the Head / Senior most staff of the Department.**

**Signature of Head / Senior most staff of the  
Department**

**N.B:** The individual PBAS proforma duly filled along with all the enclosures, submitted for CAS promotions will be duly verified by the University/College as necessary and placed before the Screening Cum Evaluation Committee or Selection Committee for assessment / verification.

**Observation and remark of the Principal.**

**Date:**

**Signature of Principal**

**Observation and remark of the Chairperson of the Selection Committee.**

**Date:**

**Signature of the Chairperson of the  
Screening cum Evaluation Committee or  
Selection Committee**

Draft Copy: SBM

**PROFORMA FOR COLLEGE TEACHERS BASED ON ACADEMIC PERFORMANCE  
INDICATORS DEVELOPED UNDER UGC REGULATIONS 2010 AND MODIFIED BASED ON**

University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment),  
Regulation 2016

**SECTION I: GENERAL**

| Sr. No. | Particulars   |   |
|---------|---|---|
| 1.      | <b>Name (in BLOCK letters)</b>                        |   |
| 3.      | <b>Department / Subject Applied for</b>               |   |
| 4.      | <b>Designation</b>                                    | Assistant Professor / Associate Professor / Professor |
| 8.      | <b>Date and Place of Birth</b>                        |   |
| 9.      | <b>Sex</b>  |   |
| 10.     | <b>Marital Status</b>                                 |   |
| 11.     | <b>Nationality</b>                                    |   |
| 12.     | <b>Indicate whether belongs in SC/ST/OBC category</b> |   |
| 13.     | <b>Address for correspondence (with pin code)</b>     |   |
| 14.     | <b>Permanent Address (with pin code)</b>              |   |
|         | <b>Telephone No.</b>                                  |   |
|         | <b>Email</b>  |   |

## SECTION B:

## CATEGORY I: TEACHING, TRAINING, COACHING, DEVELOPMENT OF SPORTS PERSON AND SPORTS MANAGEMENT ACTIVITIES:

| Sr. No.            | Nature of Activity   | Scores                            |   |  |  |
|--------------------|--|-----------------------------------|---|--|--|
|                    |  | Max. API Score                    | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
| 1                  | <p>Lecture Cum Practice based athlete / sports classes, seminars undertaken as per allotted hours / Organizing and conducting coaching camps / sports person development / training programs (maximum Score 50 / 40 / 30 points as the case may be)</p> <p>Identifying Sports talents and Mentoring Sports excellence among students. (Maximum Score 20 Points)</p> <p>Development and maintenance of play fields, purchase and maintenance of other sports facilities. (Maximum Score 10 Marks)</p> | 80 / 70<br>60 as the case may be. |   |  |  |
| b                  | <p>Management of Physical Education and Sports Program for students (planning, executing and evaluating the policies in Physical Education and Sports). (Maximum Score 10 marks)</p> <p>Organizing and conducting Sports and Games Competitions at the International / National / State / Inter University / Inter Zonal Levels (Maximum Score 10 points)</p>  | 10                                |   |  |  |
| c                  | <p>Upgradation of Scientific and Technological Knowledge of Physical Education and Sports (Maximum Score 10 points)</p> <p>Extending services, sports facilities and training on holidays to the institutions and organizations (Maximum Score 10 points)</p>  | 10                                |   |  |  |
| <b>Total Score</b> |  |                                   |   |  |  |

## CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES

| Sr. No.            | Nature of Activity  | Score          |   |  |  |
|--------------------|---|----------------|---|--|--|
|                    |   | Max. API Score | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
| 1                  | Students related co-curricular, extension and field based activities.<br>i. Discipline related co-curricular activities (e.g. Cultural, Sports, NSS, NCC etc.) (Various levels of intramural and extramural programmes)<br>ii. Extension and Dissemination activities (public / popular lectures / talks / seminars etc.)<br><b>API Score = (Actual hours spend per academic year) / 10</b> | 15             |   |  |  |
| 2                  | Contribution to Corporate list and Management of sports units and institution through participation in sports and administrative committees and responsibilities (including as Principal / Director / Convener / similar other duties that require regular office hours for its discharge)<br><b>API Score = (Actual hours spend per academic year) / 10</b>                                | 15             |   |  |  |
| 3                  | Professional Development Activities (such as participation in seminars, conferences, short term training courses, camps and events, talks, lectures in refresher course / faculty development courses, membership of associations, dissemination and general articles and any other contribution)<br><b>API Score = (Actual hours spend per academic year) / 10</b>                         | 15             |   |  |  |
| <b>Total Score</b> |   | <b>45</b>      |   |  |  |



**CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

| Sr. No.  | Nature of Activity  | Score          |   |  |  |
|----------|---|----------------|---|--|--|
|          |   | Max. API Score | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
| <b>A</b> | RESEARCH PUBLICATION (JOURNALS)   |                |   |  |  |
| <b>B</b> | RESEARCH PUBLICATIONS (BOOKS, CHAPTERS IN BOOKS OTHER THAN REFEREED JOURNAL ARTICLES) |                |   |  |  |
| <b>C</b> | RESEARCH PROJECT  |                |   |  |  |
| <b>D</b> | RESEARCH GUIDANCE   |                |   |  |  |
| <b>E</b> | TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS                              |                |   |  |  |
|          | <b>Total Score</b>  |                |   |  |  |

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 Applicant with  
Designation, Place & Date**

**Observations and remarks of the Head / senior most staff of the Department.**

**Signature of HOD / Senior most teacher of  
the Department**

**Observation and remark of the Principal.**

**Date:**

**Signature of Principal**

**Observation and remark of the Chairperson of the Selection Committee.**

**Date:**

**Signature of the Chairperson of the  
Screening cum Evaluation Committee or  
Selection Committee**

Draft Copy: SBM

**APPENDIX –I**

**TABLE –VII** (Refer to Appendix III: Table IX of the UGC Regulations 2010)

**ACADEMIC PERFORMANCE INDICATORS (APIs) FOR PROMOTION OF ASSISTANT LIBRARIAN IN UNIVERSITIES / FOR COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) AND FOR DIRECT RECRUITMENT OF DEPUTY LIBRARIAN AND LIBRARIAN IN UNIVERSITY.**

(Replaces Appendix – I table VII of CONCOL / TAU / 40 of 2012-2013 dated March 19, 2013)

*Direct Workload and Weightage to be given to different level of Librarian.*

|   | Direct working hours per week | Weightage |
|---|-------------------------------|-----------|
| Assistant Librarian / College Librarian | 40                            | 100       |
| Deputy Librarian                        | 36 + 4*                       | 90        |
| Librarian                               | 32 + 8*                       | 80        |

\*: Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.

- *Verified API Score is to be filled by the Head of the Department / senior most teacher of the subject / Principal, as the case may be.*
- *Final API score will be verified by the Screening Cum Evaluation Committee / Screening Committee, as the case may be.*

Based on the Librarian's Cadre, self-assessment form, API Scores are proposed for

- i. Library Resources Organization and maintenance of books, journals, reports, Development, Organization and Management of e-resources; User awareness and interaction programs
- ii. ICT and New technologies application for upgradation of Library services and
- iii. Additional services such as extending library facilities to outsiders through external membership norms.

## CATEGORY I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

| Sr. No. | Indicators / Activities   | Unvt. Assistant Librarian / College Librarian |  | Deputy Librarian |  | Librarian        |  |
|---------|---|---|--|------------------|--|------------------|--|
|         |   | Max. Score                                    | Actual Score                                 | Max. Score       | Actual Score                                 | Max. Score       | Actual Score                                 |
| a       | 1. Library resources organisation and maintenance of books, journals, reports; Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports; Provision of assistance to the departments of college with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information and for bringing out institutional Newsletters, etc. <b>(Maximum Score 40 / 30 / 25 points as the case may be)</b>   | 70<br>(40+15+15)                              | (Actual hours spent per academic year ) / 20 | 60<br>(30+15+15) | (Actual hours spent per academic year ) / 20 | 55<br>(25+15+15) | (Actual hours spent per academic year ) / 20 |
| 1.1     | <p>Library resources organisation and maintenance of books, journals, reports</p> <p><b>Books collected / acquired (collection Building)</b></p> <ul style="list-style-type: none"> <li>• Books (Text Books, Reference Books, Books on General Reading etc.) purchased</li> <li>• Journals Subscribed</li> <li>• E-Journals</li> <li>• Reports collected</li> <li>• Back volumes collected / Bound</li> </ul> <p><b>Maintenance of collection</b></p> <ul style="list-style-type: none"> <li>• Technical Processing</li> <li>• Accessioning</li> <li>• Classification</li> <li>• Cataloguing</li> <li>• Book Binding</li> </ul> |   |  |                  |  |                  |  |

|     |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
|     | <ul style="list-style-type: none"> <li>• Training to library staff to maintain collection</li> </ul> <p><b>Book Purchase Policy</b></p> <ul style="list-style-type: none"> <li>• Recommended by Teachers</li> <li>• Recommended by Students/Staff (other than teachers)</li> <li>• Recommended by Check list</li> <li>• Publisher Catalogue</li> <li>• Books Review, exhibition, etc.</li> <li>• Arrangement of Collection / Stack Arrangement</li> <li>• Subject-wise / Classified shelving</li> <li>• Alphabetical shelving</li> <li>• Stock verification is completed regularly</li> <li>• Write off/ weeding out of books, reading materials, etc.</li> <li>• Collection Promotion. Expl.:- Display, Additions list, in house exhibition</li> </ul>        |  |  |  |  |  |  |
| 1.2 | <p>Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports</p> <ul style="list-style-type: none"> <li>• Reference Service</li> <li>• Current Awareness Services</li> <li>• Selective Dissemination of Information Services</li> <li>• Bibliographic/Catalogues/ Index Services</li> <li>• Inter Library Loan Services</li> <li>• On-line Public Access catalogue (OPAC)</li> <li>• Home lending Services</li> <li>• Reprographic Services</li> <li>• Internet Information Services</li> <li>• Information Extension Services</li> <li>• E-Journals Services</li> <li>• Periodical Contents Services</li> <li>• Information Analysis for catalogue / Index</li> <li>• Document Deriving Services</li> </ul> |  |  |  |  |  |  |

|     |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
|     | <ul style="list-style-type: none"> <li>• Audio-Visuals information Services</li> <li>• Indexing / Abstracting Services</li> </ul>  |  |  |  |  |  |  |
| 1.3 | <p>Provision of assistance to the departments of University / College with the required inputs for preparing reports, manuals and related documents</p> <ul style="list-style-type: none"> <li>• Assistance by providing number of books, reports to Departments</li> <li>• Assistance by providing documents under documents delivery facilities to Departments</li> <li>• Assistance by providing Technical guidance to develop Departmental Library</li> <li>• Assistance by providing books to faculties of Department</li> <li>• Assistance by providing Indexing / Abstracting /Periodical Contents to faculties of Departments/ Sections</li> </ul> |  |  |  |  |  |  |
| 1.4 | <p>Assistance towards updating website with activity related information and for bringing out institutional Newsletters etc.</p> <ul style="list-style-type: none"> <li>• Information Provided about Library</li> <li>• Information Provided about Services rendered</li> <li>• Information Provided about Link of e-Resources</li> <li>• Information Provided about new additions</li> <li>• Information Provided about Transactions</li> <li>• Information Provided about Library members</li> <li>• Information Provided for University / College publication</li> </ul>  |  |  |  |  |  |  |
|     | <p><b>2. Development, Organization and management of e-resources including their accessibility over Intranet / Internet, Digitization of library resources, e-delivery of information, etc. (Maximum Score 15 points)</b></p>  |  |  |  |  |  |  |
| 2.1 | <p>Development, Organization and management of e-resources including their accessibility over Intranet / Internet</p> <ul style="list-style-type: none"> <li>• Web Resources facilities provided to readers Expl. - Consortia,</li> </ul>  |  |  |  |  |  |  |

|     |   |  |  |  |  |  |  |
|-----|---|--|--|--|--|--|--|
|     | Open access journals, <b>DOAJ</b> , J-Gate, etc.  |  |  |  |  |  |  |
| 2.2 | <b>Digitization of library resources &amp; e-delivery of information</b> <ul style="list-style-type: none"> <li>• Digital Library developed for readers.</li> <li>• Information collected and delivered thorough electronic devices to Institutional Departments / Sections and readers.</li> <li>• Digitization / Computerization of Library.</li> <li>• Digitization / Lamination of Rare Books, Manuscripts, etc.</li> </ul> |  |  |  |  |  |  |
| 2.3 | <b>Management of e-Recourses</b> <ul style="list-style-type: none"> <li>• Databases Subscribed</li> </ul> <b>Types of Databases Management</b> <ul style="list-style-type: none"> <li>• CDs stored</li> <li>• Hard Disk stored</li> <li>• Printed and stored</li> </ul>   |  |  |  |  |  |  |
|     | <b>3. User Awareness and Instruction programmes (orientation Lectures, Users training in the use of library services as e-resources, OPAC; Knowledge resources, user promotion programmes like organizing book exhibitions, other interactive latest learning resources etc. (Maximum Score 15 points)</b>  |  |  |  |  |  |  |
| 3.1 | User Awareness and Instruction programmes <ul style="list-style-type: none"> <li>• Users education activities</li> <li>• Training or knowledge inculcation <b>to readers</b> about, how to use library resources</li> <li>• Library talks / Lectures arranged for users</li> <li>• Instructions inculcation / display about OPAC</li> </ul>   |  |  |  |  |  |  |
| 3.2 | Information Sources promotion programmes <ul style="list-style-type: none"> <li>• Originating Books exhibition</li> <li>• Originating Journals display</li> <li>• Parading Bulletin Board Services</li> <li>• Originating Display of New Added books</li> <li>• Conducting Information literacy programmes</li> </ul>   |  |  |  |  |  |  |



|   |  |    |  |    |  |    |  |
|---|--|----|--|----|--|----|--|
| B | <p><b>Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services such as automation of catalogue, learning resources, procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFIS, CCTV), development of library management tools (software), intranet management.</b></p> <p><b>(Maximum Score: 15 points)</b></p>  | 15 | (Actual hours spent per academic year ) / 10 | 15 | (Actual hours spent per academic year ) / 10 | 15 | (Actual hours spent per academic year ) / 10 |
|   | <p>1. Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services</p> <ul style="list-style-type: none"> <li>• Library Automation</li> <li>• Data Capturing</li> <li>• Provision of OPAC</li> <li>• Membership data creation / Readers data creation</li> <li>• Computerized Reports Generation</li> <li>• Computerized Alphabetic list of books generation</li> <li>• Daily / Weekly /Monthly computerized Reports generation for transaction</li> <li>• Computerized Acquisition</li> <li>• Computerized periodicals Registration</li> <li>• Computerized list of back volumes</li> <li>• Computerized list of members / readers</li> </ul> |    |  |    |  |    |  |
|   | <p>2. Library security (technology based methods such as RFID, CCTV).</p> <ul style="list-style-type: none"> <li>• RFID Technology</li> <li>• CCTV Technology</li> <li>• 3MP Technology</li> <li>• Other electronic Security</li> <li>• Library Management Software</li> <li>• Internet for Library management /function</li> </ul>  |    |  |    |  |    |  |
| c | <p><b>Additional services such as extending library facilities on holidays, Shelf Order Maintenance, Library User Manual, Building and Extending</b></p>   | 15 | (Actual hours                                | 15 | (Actual hours                                | 15 | (Actual hours                                |



|  | <b>Institutional Library Facilities to outsiders through External Membership Norms.</b>  |  | spent per academic year ) / 10 |  | spent per academic year ) / 10 |  | spent per academic year ) / 10 |
|--|--|--|--------------------------------|--|--------------------------------|--|--------------------------------|
|  | 1. Additional services such as extending library facilities on holidays <ul style="list-style-type: none"> <li>• Textbook Section services provided</li> <li>• Reading Room facilities provided</li> <li>• If required, Reading Room hours extended</li> <li>• Sanitary and Drinking Water services provided including holidays</li> <li>• Shelf Indicators / stickers maintained in stack to guide the readers</li> <li>• Library user manual brought out to guide the readers</li> </ul> |  |                                |  |                                |  |                                |
|  | 2. Institutional Library Facilities to outsiders through External Membership Norms. <ul style="list-style-type: none"> <li>• Reference Service</li> <li>• Reprographic</li> <li>• Temporary memberships</li> <li>• Referral service</li> <li>• Memberships opened to institutes</li> <li>• Inter Library Loan Services provided to institutes</li> </ul>   |  |                                |  |                                |  |                                |

**Note:** In case of a Librarian who avail of FIP , as approved by the University Concerned and substitute Librarian’s salary sanctioned by the U.G.C., for the entire / part of the Assessment Period under consideration, a certificate from the recognized Guide under whom the Librarian concerned is registered for her Ph.D. program and the Center In-Charge (where the teacher concern is pursuing his/her Ph.D. program) certifying satisfactory completion of the course work, data collection, attending lectures etc. will be equivalent to the teacher concerned being eligible to earn minimum API required for Category I.

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

| Sr. No.  | Nature of Activity   | Unvt. Assistant Librarian / College Librarian |  | Deputy Librarian |  | Librarian  |  |
|----------|--|---|--|------------------|--|------------|--|
|          |  | Max. Score                                    | Actual Score                                 | Max. Score       | Actual Score                                 | Max. Score | Actual Score                                 |
| <b>a</b> | <b>Students related co-curricular, extension and field based activities (Such as Cultural Exchange and Library Service Programmes (Various level of extramural and intramural programmes), extension, library-literary work through different channels)</b>  |   |  |                  |  |            |  |
|          | <ul style="list-style-type: none"> <li>✓ Cultural/ exchange programmes originated for internal Institution students</li> <li>✓ Cultural/ exchange programmes originated for external Institutions student</li> <li>✓ Lectures on special topics</li> <li>✓ Quiz / Debate / Elocution</li> <li>✓ Essay competition / Exhibition/ Book Review etc. (Library)</li> <li>✓ Subject Association / Committee</li> <li>✓ Program Officer / Commanding Officer of NCC / NSS.</li> <li>✓ Member of Academic Development related association / club etc.</li> <li>✓ Originating of Extension programmes arranged for awareness among students / public.</li> <li>✓ Lectures delivered for local students / Lectures delivered for university students.</li> <li>✓ Book Bank Facility for the students of the institution</li> <li>✓ Book Bank Facility for students other than the institution</li> </ul> | 15  | (Actual hours spent per academic year ) / 10 | 15               | (Actual hours spent per academic year ) / 10 | 15         | (Actual hours spent per academic year ) / 10 |
| <b>b</b> | Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities.  | 15  | (Actual hours spent per academic year ) / 10 | 15               | (Actual hours spent per academic year ) / 10 | 15         | (Actual hours spent per academic year ) / 10 |
|          | <ul style="list-style-type: none"> <li>• Formation of Library Committee.</li> <li>• Regular Meetings of the Library committee</li> <li>• Member of Senate</li> </ul>   |   |  |                  |  |            |  |

|          |   |    |  |    |  |    |  |
|----------|---|----|--|----|--|----|--|
|          | <ul style="list-style-type: none"> <li>• Member of Management Council</li> <li>• Member of Academic Council</li> <li>• Member of Faculty</li> <li>• Member of Board of Studies</li> <li>• Member of Board of Examination</li> <li>• Member of Local University Committees</li> <li>• Member of Local College Committees like Admission Committee, Cultural Committee etc.</li> <li>• Member of Selection Committees / Screening Cum Evaluation Committee</li> </ul>   |    |  |    |  |    |  |
| <b>C</b> | Professional Development Activities (such as participation in seminars, conferences, short term courses, e-library training courses, workshops and evens, talks, lectures, membership of associations, dissemination and general articles not covered in category III below).   | 15 | (Actual hours spent per academic year ) / 10 | 15 | (Actual hours spent per academic year ) / 10 | 15 | (Actual hours spent per academic year ) / 10 |
|          | <p>Professional Development Activities</p> <ul style="list-style-type: none"> <li>➤ Participation in Seminars / Conferences / Workshops, Orientation course, Refresher Course, Training Course, etc.</li> <li>➤ Delivered lectures for professionals at Seminars, Conferences, Workshops, Training, Orientation/ Refresher Courses.</li> <li>➤ Membership of Professional Associations including position acquired in it.</li> <li>➤ Professional Information Disseminated through Bulletin Board, Brochures, Pamphlets, etc.</li> <li>➤ Creation of information, new methodology, new techniques to manage library / profession</li> <li>➤ Editor / Sub-editor / Associate Editor/ Patron, etc. for publications in Profession Advisor / Organizer / Convener, etc. for professional activities</li> </ul> |    |  |    |  |    |  |

**CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

| Sr. No. | Activity  | Faculty of Physical Education and Sports   | Maximum Score for University / College DPE * |
|---------|---|--|--|
| III(a)  | Research papers published in  | Refereed Journals as notified by the UGC<br><b>(Total Publications = N)</b>  | 25 per publication                           |
|         |   | <b>No. of papers published in journals with impact factor less than 1 out of N = N<sub>1</sub></b>   | 5 per publication                            |
|         |   | <b>No. of papers published in journals with impact factor between 1 and 2 out of N = N<sub>2</sub></b>   | 10 per publication                           |
|         |   | <b>No. of papers published in journals with impact factor between 2 and 5 out of N = N<sub>3</sub></b>   | 15 per publication                           |
|         |   | <b>No. of Papers published in journals with impact factor between 5 to 10 out of N = N<sub>4</sub></b>   | 20 per publication                           |
|         |   | <b>No. of Papers published in journals with impact factor above 10 out of N = N<sub>5</sub></b>  | 25 per publication                           |
|         |   | Other reputed journals as notified by the UGC<br>(Abstract not to be included)<br><b>No. of Papers published = N<sub>6</sub></b>   | 10 per publication                           |
| III (b) | Research Publications (Books, Chapters in Books other than refereed Journal articles) | Text or Reference Books Published by International Publishers with ISBN / ISSN Number as approved by the University and posted on its website. The List will be intimated to the UGC.                      | 30 per book for Sole Author. *               |
|         |   | Subject Books by National level publishers with ISBN/ISSN number of State / Central government Publications as approved by the University and posted on its website. The list will be intimated to the UGC | 20 per Book as sole author. *                |
|         |   | Subject Books by Other local publishers with ISBN/ISSN numbers as approved by the University and posted on its website. The List will be sent to the UGC.  | 15 per Book as sole author. *                |
|         |   | Chapters in Books published by International Level publishers, with ISSN / ISBN number as approved by the University and posted on its website. The list will be intimated to the UGC                      | 10 per Chapter                               |
|         |   | Chapters in Books published by National Level publishers, with ISSN / ISBN number as approved by the University and posted on its website. The list will be intimated to the UGC                           | 5 per Chapter                                |

Note: \*: In case of more than one author,

*API Score per author = (Max. Score / No. of chapters) \* No. of chapters written by each author.*

**For ex.** For a Reference Book comprising of 9 chapters wherein each of the 3 authors has written 3 chapters, the score per author will be  $30/9*3 = 10$  i.e. each author will get 10 API points.

In case if there are more than one author for a book, besides the other documents, the author concerned will have to produce a letter duly issued by the publisher, on their official letter head, specifying the number of chapters contributed by each of the author. Such letter should also be signed by all the co-authors.

\*\* : The API for Joint Publication shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first and principal /

Corresponding author / Supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**For ex.** A paper is published in a Referred journal with impact factor 15 from the list approved by the UGC by 4 people viz. Principal Author, Supervisor and 2 other authors. The total API Score for this paper will be  $25 + 25 = 50$ . 70% marks i.e. 35 to be shared equally by the Principal author and Supervisor (17.5 to the Principal Author and 17.5 to Supervisor) and 30% marks i.e. 15 marks to be shared equally by the two authors (7.5 marks to the first author and 7.5 marks to the second author)

| III (C) | RESEARCH PROJECTS   |   |  |
|---------|---|---|--|
| Sr. No. | Activity  | Faculty of Physical Education and Sports  | Minimum Score for University / College teachers  |
| (i)     | Sponsored Projects carried out/ ongoing <sup>1</sup>  | Major Projects amount mobilized with grants above Rs. 5 Lakhs   | 20 / project   |
|         |   | Major Projects Amount mobilized with minimum of Rs. 3.00 Lakhs up to Rs. 5.00 Lakhs   | 15/project   |
|         |   | Minor Projects with grants above Rs. 1 lakh to Rs. 3 lakhs  | 10/project   |
| (ii)    | Consultancy Projects <sup>1&amp;2</sup>   | Amount mobilized with minimum of Rs.2.00 Lakhs.   | 10 for every Rs. 2 Lakhs.  |
| (iii)   | Projects Outcome / Outputs  | Major Policy Document prepared for International bodies like WHO / UNO / UNESCO / UNICEF etc. Central / State Government / Local Bodies | Major policy document of International bodies : 30, Central Government : 20 , State Government : 10 and Local Bodies : 05. |
| III D   | RESEARCH GUIDANCE   |   |  |
| (I)     | M.Phil.   | Degree awarded  | 5 per candidate  |
| (II)    | Ph.D. <sup>3</sup>  | Degree awarded / Thesis Submitted   | 15 / 10 per candidate  |
| III E   | Awards / Fellowship / invited lectures delivered / papers presented / chaired or moderated sessions in conferences / seminars |   |  |
| (i)     | Fellowship / Awards   | International Award / Fellowship from Government / recognised International Sports Bodies / International Sports Organizations.         | 15 per Award / 15 per Fellowship   |
|         |   | National Award / Fellowship from Government / recognised National Sports Bodies / National Sports Organizations.                        | 10 per Award / 10 per Fellowship   |
|         |   | State / University level awards/fellowships from academic bodies / associations   | 5 per Award / 5 per Fellowship   |
| (ii)    | Invited lectures / Chairperson or Moderator for a session / Presented papers in seminars / conferences.                       | International Level   | 7 per lecture (or session) / 5 per paper presented   |
|         |   | National Level  | 5 per lecture (or session) / 3 per paper presented   |
|         |   | State / University level  | 3 per lecture (or session) / 2 per paper presented   |

|        |   |               |
|--------|---|---------------|
|        | <i>The Score under this sub-category i.e. III E will be restricted to 20% of the minimum fixed for Category III for any assessment period. i.e. if the minimum API score required for category III for promotion from Stage II to Stage III is 50 / Assessment period then the maximum API Score for category III (E) that a Library Faculty can claim will be restricted to maximum of 20% of 50 i.e. 10 points.</i> |               |
| III(F) | Development of e-learning delivery process / material <sup>4</sup>  | 10 per module |

**Note:**

1. API Scores for the projects can be claimed only once by the teacher either in the year of sanction of the project or in the year of completion of the project and not every year.
2. Only those Consultancy project which are accepted and approved by the University / Institution / College as per the norms and guidelines prescribed by the University and/or U.G.C. will be eligible for calculation of API points.
3. Maximum score that a teacher / guide can claim for a Ph.D. Candidate is 15 i.e. 10 points for the year when the Thesis is submitted and 5 points in the year when Ph.D. Degree is awarded. If the Research Scholar submits the thesis in 2017-2018 and Ph.D. is awarded in 2020-2021, the teacher concerned will be eligible to claim 10 API points in 2017-2018 and 5 API points in the year 2020-2021.
4. The e-delivery process / material must be available for free for all the users and must not be restricted to any group / college / institution / university.

\*\*\*\*\*

Final Draft



## APPENDIX –I

**TABLE VIII (A)** (Refer to APPENDIX – III TABLE – VIII(A) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016)

(Replaces Appendix – I table VIII(a) and table VIII(b) of CONCOL / TAU / 40 of 2012-2013 dated March 19, 2013)

**MINIMUM API's FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT / COLLEGE LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITY AND COLLEGES.**

|     |  | Assistant Librarian/ College Librarian (Stage 1 to Stage 2 ) | Assistant Librarian/ College Librarian (Stage 2 to Stage 3)  | Assistant / College Librarian (Stage 3) to Deputy / College Librarian (Stage 4)  | Deputy Librarian (Stage 4. University only) to Librarian ( Stage 5)  |
|-----|--|--|--|--|--|
| I   | Procurement, organisation and delivery of knowledge and information through library services                       | 80/Year  | 80/Year  | 75/year  | 70/year  |
| II  | Professional Development and Extension Activities – Minimum Score required to be assessed cumulatively **          | 50 / Assessment Period                                       | 50 / Assessment Period                                       | 50 / Assessment Period   | 50 / Assessment Period   |
| III | Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively ** | 20/Assessment period   | 50/Assessment period   | 75/Assessment period   | 100/Assessment period  |
|     | Minimum Total API Score under category II + III*   | 90 / Assessment Period                                       | 120 / Assessment Period                                      | 150 / Assessment Period  | 180 / Assessment Period  |
|     | Expert Assessment System   | Screening Committee  | Screening Committee  | Selection Committee  | Selection Committee  |
| IV  | Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)) | No separate points. Screening committee to verify API scores | No separate points. Screening committee to verify API scores | <ul style="list-style-type: none"> <li>• 30% - Library related research papers evaluation</li> <li>• 50% - Assessment of domain knowledge on Library automation and Organizational skills</li> <li>• 20 % - Interview performance</li> </ul> | <ul style="list-style-type: none"> <li>• 50% Library publication work</li> <li>• 30% Assessment of innovative Library service and organization of digital library services</li> <li>• 20% Interview performance</li> </ul> |

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

\*\* : The API score specified are for the Assessment Period i.e. the API points can be scored during the assessment period as required for promotion from existing stage to the next higher stage i.e. a teacher in stage 1 who has applied for promotion to stage 2 is required to score minimum 50 API points for category II during the 4 / 5 / 6 or more years that the teacher is in stage I.

**APPENDIX –I**

**TABLE – VIII(B)** (Refer to APPENDIX – III TABLE – VIII(B) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016)

(Replaces Appendix – I table VIII(c) of CONCOL / TAU / 40 of 2012-2013 dated March 19, 2013)

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

|  |   |   |   |
|--|---|---|---|
| Pay Band & Grade<br>Pay  | Pay band Rs. 15600-39100 and AGP of Rs. 6000/-  | Pay band Rs. 37400-67000 and AGP of Rs. 9000/-  | Pay band Rs. 37400-67000 and AGP of Rs. 10000/-   |
| Minimum Norm /<br>Criteria   | Assistant University Librarian / College Librarian (Stage 1)  | Deputy Librarian in universities (Stage 4)  | Librarian (University only) (Stage 5)   |
| API score (Research and Academic Contribution – Category III)          | Minimum Qualification as stipulated in this circular  | Consolidated API score requirement of 300 points from category II & III of API's (Cumulative)   | Consolidated API score requirement of 400 points from category II & III of API's (Cumulative)   |
| Selection Committee criteria/weightages<br><br>(Total weightage = 100) | <ul style="list-style-type: none"> <li>i. Teaching / computer and communication skills by a Lecture demonstration (50%)</li> <li>ii. Record of Library management skills (20%)</li> <li>iii. Interview performance (30%)</li> </ul> | <ul style="list-style-type: none"> <li>i. Library related Research / Theme papers (THREE Nos.) Evaluation: (50%)</li> <li>ii. Library automation skills and Organisational Plans (20%)</li> <li>iii. Interview performance (30%)</li> </ul> | <ul style="list-style-type: none"> <li>i. Library Research papers (FIVE Nos.) Evaluation: (60%)</li> <li>ii. Organisational track record of innovation library service and vision plan (20%)</li> <li>iii. Interview performance (20%)</li> </ul> |



## APPENDIX –I

**TABLE IX** (Refer to APPENDIX – III TABLE – IX of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016)

(Replaces Appendix – I table IX of CONCOL / TAU / 40 of 2012-2013 dated March 19, 2013)

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

| S. No | Promotion of Librarian cadres through CAS   | Service (as prescribed by the MHRD Notification) requirement  | Minimum Academic Performance Requirements and Screening/Selection Criteria   |
|-------|---|---|--|
| 1.    | Assistant University Librarian / College Librarian to Assistant Librarian (Senior Scale) / College 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. | <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 VIII (A) of Appendix III for Librarian cadres in university and Table VIII (A) of Appendix III of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016)</li> <li>ii. One Orientation and one Refresher Course of 3/4 weeks' duration</li> <li>iii. No separate interview points for The Screening cum Verification Process of recommending promotion.</li> </ul>            |
| 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  | <ul style="list-style-type: none"> <li>I. Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A) of Appendix III of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016).</li> <li>II. Additionally, <b>TWO</b> Refresher Courses, for a minimum period of 3 to 4 weeks' duration to have been undergone during the assessment period.</li> <li>III. No separate interview points for the Screening cum Verification process of recommending promotion.</li> </ul> |

|    |   |   |  |
|----|---|---|--|
| 3. | Assistant Librarian (Selection Grade) / University Librarian (Selection Grade) to Deputy Librarian / College Librarian (Selection Grade) (Stage 3 to Stage 4) | Deputy Librarian / Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) 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 university as per the norms provided in Table VIII (A) of Appendix III of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016).</li> <li>ii. Three publications over twelve (or Fourteen years as the case may be) years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph. D. Holders.</li> <li>iii. Additionally, one course/training under the categories of Library automation / Analytical tool Development for academic documentation.</li> <li>iv. A selection committee process as stipulated in the Regulation and in Table VIII (A) of Appendix III of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016)</li> </ul> |
| 4. | Librarian (university) (Stage 5) -  | Deputy Librarian in university with three years of completed service in Stage 4.  | <ul style="list-style-type: none"> <li>i. Minimum API scores using the PBAS scoring proforma developed by the university as per the norms provided in Table VIII (a) of Appendix III for Librarian (university). Minimum API scores can also be considered over two assessment periods (Stages 3 and 4), if required.</li> <li>ii. A minimum of 5 publications over current and previous assessment periods.</li> <li>iii. Evidence of innovative library service and organization of published work</li> <li>iv. A selection committee process as stipulated in this regulation and in Table VIII (a) of Appendix III for Librarian (university)</li> </ul>   |

**Note:** The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the librarian cadres as per the API score specified for this cadre.

## University of Mumbai

Name & Address of the University / College:

**REVISED PBAS PROFORMA FOR SELF ASSESSMENT / DIRECT RECRUITMENT /  
PROMOTION UNDER UGC CAREER ADVANCEMENT SCHEME FOR UNIVERSITY  
LIBRARIAN / UNIVERSITY DEPUTY LIBRARIAN UNIVERSITY ASSISTANT  
LIBRARIAN/COLLEGE LIBRARIAN / EQUIVALENT POSTS**

(As per University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016)

Application for promotion from: Self-Assessment: \_\_\_\_\_

Direct Recruitment: \_\_\_\_\_

**Promotion: Assistant Librarian/ College Librarian (Stage 1 to Stage 2 / Stage 2 to Stage3), University Assistant Librarian / College Librarian (Stage 3) to University Deputy Librarian / College Librarian (Stage 4), University Deputy Librarian (Stage 4. University only) to University Librarian (Stage 5)**

(Please indicate whichever is applicable)

Total API score calculated as per Appendix 3: \_\_\_\_\_.

Period of Assessment for the purpose of Self Assessment / Promotion: \_\_\_\_\_

**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

| Sr. No. | Particulars   |   |
|---------|---|---|
| 1       | <b>Name (in BLOCK letters)</b>                                      |   |
| 2.      | <b>Father's Name/Mother's Name</b>                                  |   |
| 3.      | <b>Current Designation &amp; Grade Pay</b>                          | Designation:<br>Pay Band:<br>Grade pay: |
| 4.      | <b>Date of last promotion</b>                                       |   |
| 5.      | <b>Which position and grade pay are you an applicant under CAS?</b> | Position:<br>Grade pay:                 |
| 6.      | <b>Date of eligibility for promotion</b>                            |   |
| 7.      | <b>Date and Place of Birth</b>                                      |   |
| 8.      | <b>Sex</b>  |   |
| 9.      | <b>Marital Status</b>   |   |
| 10.     | <b>Nationality</b>  |   |
| 11.     | <b>Indicate whether belongs in SC/ST/OBC category</b>               |   |
| 12.     | <b>Address for correspondence (with pin code)</b>                   |   |
| 13.     | <b>Permanent Address (with pin code)</b>                            |   |
| 14.a.   | <b>Telephone No.</b>  | Landline:<br>Mobile:                    |
| 14.b.   | <b>Email</b>  |   |

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

| Examinations                                | Name of the Board/University | Year of Passing | Percentage of marks obtained | Division/ Class/ Grade | Subject |
|---|------------------------------|-----------------|------------------------------|------------------------|---------|
| High School/Metric (10 <sup>th</sup> class) |                              |                 |                              |                        |         |
| Intermediate / (10+2)                       |                              |                 |                              |                        |         |
| B.A./B.Sc./ B.Com/ _____                    |                              |                 |                              |                        |         |
| B.Lib.Sc.                                   |                              |                 |                              |                        |         |
| M.Lib.Sc.                                   |                              |                 |                              |                        |         |
| N.E.T. / S.E.T. J.R.F.                      |                              |                 |                              |                        |         |
| Other examination, if any                   |                              |                 |                              |                        |         |

Attach attested copies of the certificates and mark sheets.

**16. Research Degree(s):**

| Degrees       | Title | Date of award | University |
|---------------|-------|---------------|------------|
| M.Phil.       |       |               |            |
| Ph.D./D.Phil. |       |               |            |
| D.Sc./D.Litt. |       |               |            |

\* In case of M.Phil. /Ph.D. Examination, an attested copy of the degree and the result notification for the same is attached.

**17. Record of academic service prior to joining the current college: Appointments held prior to joining this institution**

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

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**Please indicate whether in previous service:**

- a. Attach the attested copy of the letter issued by the University granting approval to your appointment at the previous institution/s.
- b. The essential qualifications of the post held were not lower than the qualification prescribed by the UGC/University.
- c. The post is/was in an equivalent grade or of the pre-revised scale of pay.
- d. Whether applied through proper channel
- e. Whether possess the same minimum qualification as prescribed by the UGC / University for appointment to the post.
- f. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / Concerned institutions, for such appointment.
- g. The previous appointment was not as guest lecture for any duration, or on ad-hoc or in a leave vacancy of less than one-year duration.

**18. Posts held after appointment at this institution:**

| Designation | Department | Date of actual joining |    | Grade |
|-------------|------------|------------------------|----|-------|
|             |            | From                   | To |       |
|             |            |                        |    |       |
|             |            |                        |    |       |
|             |            |                        |    |       |
|             |            |                        |    |       |
|             |            |                        |    |       |

**19. Period of teaching experience:**

P.G. Classes (in years): \_\_\_\_\_

U.G. classes (in years): \_\_\_\_\_

**20. Research Experience excluding years spent in M.Phil. /Ph.D. (in years):**

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

- a.
- b.

**22. Academic Staff College Orientation/Refresher course attended:**

| Name of the Course/<br>Summer Course | Place | Duration | Sponsoring Agency |
|--------------------------------------|-------|----------|-------------------|
|                                      |       |          |                   |
|                                      |       |          |                   |
|                                      |       |          |                   |

**23. Detail of publications attached to the PBAS format (for evaluation)**

| Sr. No. | Nature of publication (Book Review / Research Paper etc.) | List of author/s as it appear in the publication | Name of the Book & the publishers / Journal, Issue no. and year of publication, page nos. | ISSN / ISBN number | Impact factor (in case of journal) |
|---------|---|--|---|--------------------|------------------------------------|
|         |   |  |   |                    |                                    |
|         |   |  |   |                    |                                    |
|         |   |  |   |                    |                                    |
|         |   |  |   |                    |                                    |
|         |   |  |   |                    |                                    |
|         |   |  |   |                    |                                    |

**24. Any Other relevant information: (please attach an additional sheet/paper if required)**

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25. Please describe in brief about your future plans in relation to the following:

|     |                       |  |
|-----|-----------------------|--|
| I   | Teaching              |  |
| II  | Research              |  |
| III | Mentoring of students |  |
| IV  | Social Responsibility |  |

Date:

Signature of the staff



Remarks / Observations / Comments by the Head or Senior most teacher of the Department

Date:

Signature of the Head or Senior most teacher of the Department

Final Draft

**Instructions for Filling up Part B of the PBAS Proforma: (Applicable to all categories except fresh applicants to the post of College Librarian in assistant professor cadre in case of direct recruitment)**

**Part B** of the proforma is based on (Refer to APPENDIX – III TABLE – VIII(B) of University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016) and **this CIRCULAR:\_\_\_\_\_**.

**Part B(I)** is based on API scoring for Category I of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

**Part B(II)** is based on Category II of the table. Detailed information for 2009-10 or more recent assessment year is to be provided.

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

University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff 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 to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in Appendix III Table VIII(A), VIII(B), and Table IX of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016 of the UGC Regulations 2010.

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

**PART B: ACADEMIC PERFORMANCE INDICATORS****(Applicable to all categories except fresh applicants to the post of College Librarian in assistant professor cadre in case of direct recruitment)**

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

**CATEGORY I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES**

| Sr. No. | Indicators / Activities  | Actual hours spent per academic year | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Screening cum Evaluation / Selection Committee |
|---------|--|--------------------------------------|---|--|---|
| A       | <p>1. Library resources organisation and maintenance of books, journals, reports; Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports; Provision of assistance to the departments of college with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information and for bringing out institutional Newsletters, etc. <b>(Maximum Score 40 / 30 / 25 points as the case may be)</b></p> <p style="text-align: center;"><i>API Score = (Actual hours spent per academic year) / 20</i></p> |                                      |   |  |   |
|         | <p>Library resources organisation and maintenance of books, journals, reports</p> <p><b>Books collected / acquired (collection Building)</b></p> <ul style="list-style-type: none"> <li>• Books (Text Books, Reference Books, Books on General Reading etc.) purchased</li> <li>• Journals Subscribed</li> <li>• E-Journals</li> <li>• Reports collected</li> <li>• Back volumes collected / Bound</li> </ul> <p><b>Maintenance of collection</b></p> <ul style="list-style-type: none"> <li>• Technical Processing</li> <li>• Accessioning</li> <li>• Classification</li> </ul>   |                                      |   |  |   |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  | <ul style="list-style-type: none"> <li>• Cataloguing</li> <li>• Book Binding</li> <li>• Training to library staff to maintain collection</li> </ul> <p><b>Book Purchase Policy</b></p> <ul style="list-style-type: none"> <li>• Recommended by Teachers</li> <li>• Recommended by Students/Staff (other than teachers)</li> <li>• Recommended by Check list</li> <li>• Publisher Catalogue</li> <li>• Books Review, exhibition, etc.</li> <li>• Arrangement of Collection / Stack Arrangement</li> <li>• Subject-wise / Classified shelving</li> <li>• Alphabetical shelving</li> <li>• Stock verification is completed regularly</li> <li>• Write off/ weeding out of books, reading materials, etc.</li> <li>• Collection Promotion. Expl.:- Display, Additions list, in house exhibition</li> </ul> |  |  |  |  |
|  | <p>Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports</p> <ul style="list-style-type: none"> <li>• Reference Service</li> <li>• Current Awareness Services</li> <li>• Selective Dissemination of Information Services</li> <li>• Bibliographic/Catalogues/ Index Services</li> <li>• Inter Library Loan Services</li> <li>• On-line Public Access catalogue (OPAC)</li> <li>• Home lending Services</li> <li>• Reprographic Services</li> <li>• Internet Information Services</li> <li>• Information Extension Services</li> <li>• E-Journals Services</li> <li>• Periodical Contents Services</li> <li>• Information Analysis for catalogue / Index</li> </ul>   |  |  |  |  |

|  |   |  |  |  |  |
|--|---|--|--|--|--|
|  | <ul style="list-style-type: none"> <li>• Document Deriving Services</li> <li>• Audio-Visuals information Services</li> <li>• Indexing / Abstracting Services</li> </ul>   |  |  |  |  |
|  | <p>Provision of assistance to the departments of University / College with therequired inputs for preparing reports, manuals and related documents</p> <ul style="list-style-type: none"> <li>• Assistance by providing number of books, reports to Departments</li> <li>• Assistance by providing documents under documents delivery facilities to Departments</li> <li>• Assistance by providing Technical guidance to develop Departmental Library</li> <li>• Assistance by providing books to faculties of Department</li> <li>• Assistance by providing Indexing / Abstracting /Periodical Contents to faculties of Departments/ Sections</li> </ul> |  |  |  |  |
|  | <p>Assistance towards updating website with activity related information and for bringing out institutional Newsletters etc.</p> <ul style="list-style-type: none"> <li>• Information Provided about Library</li> <li>• Information Provided about Services rendered</li> <li>• Information Provided about Link of e-Resources</li> <li>• Information Provided about new additions</li> <li>• Information Provided about Transactions</li> <li>• Information Provided about Library members</li> <li>• Information Provided for University / College publication</li> </ul>   |  |  |  |  |
|  | <p><b>2. Development, Organization and management of e-resources including their accessibility over Intranet / Internet, Digitization of library resources, e-delivery of information, etc. (Maximum Score 15 points)</b></p> <p><b><i>API Score = (Actual hours spent per academic year ) / 20</i></b></p>   |  |  |  |  |
|  | <p>Development, Organization and management of e-resources including their accessibilityover Intranet / Internet</p> <ul style="list-style-type: none"> <li>• Web Resources facilities provided to readers Expl. - Consortia, Open access journals, DOAJ, J-Gate, etc.</li> </ul>   |  |  |  |  |
|  | <p><b>2.2 Digitization of library resources &amp; e-delivery of information</b></p>   |  |  |  |  |

|   |  |                                 |   |  |                              |
|---|--|---------------------------------|---|--|------------------------------|
|   | <ul style="list-style-type: none"> <li>• Digital Library developed for readers.</li> <li>• Information collected and delivered through electronic devices to Institutional Departments / Sections and readers.</li> <li>• Digitization / Computerization of Library.</li> <li>• Digitization / Lamination of Rare Books, Manuscripts, etc.</li> </ul>                                    |                                 |   |  |                              |
|   | <p><b>Management of e-Recourses</b></p> <ul style="list-style-type: none"> <li>• Databases Subscribed</li> </ul> <p><b>Types of Databases Management</b></p> <ul style="list-style-type: none"> <li>• CDs stored</li> <li>• Hard Disk stored</li> <li>• Printed and stored</li> </ul>  |                                 |   |  |                              |
|   | <p><b>3. User Awareness and Instruction programmes (orientation Lectures, Users training in the use of library services as e-resources, OPAC; Knowledge resources, user promotion programmes like organizing book exhibitions, other interactive latest learning resources etc. (Maximum Score 15 points)</b></p> <p><b>API Score = (Actual hours spent per academic year ) / 20</b></p> |                                 |   |  |                              |
|   | <p>User Awareness and Instruction programmes</p> <ul style="list-style-type: none"> <li>• Users education activities</li> <li>• Training or knowledge inculcation <b>to readers</b> about, how to use library resources</li> <li>• Library talks / Lectures arranged for users</li> <li>• Instructions inculcation / display about OPAC</li> </ul>                                       |                                 |   |  |                              |
|   | <p>Information Sources promotion programmes</p> <ul style="list-style-type: none"> <li>• Originating Books exhibition</li> <li>• Originating Journals display</li> <li>• Parading Bulletin Board Services</li> <li>• Originating Display of New Added books</li> <li>• Conducting Information literacy programmes</li> </ul>   |                                 |   |  |                              |
| B | <p><b>Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services such as automation of catalogue, learning resources, procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology</b></p>                     | Actual hours spent per academic | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff | Final Score by Screening cum |

|   | <b>based methods such as RFIS, CCTV), development of library management tools (software), intranet management. (Maximum Score: 15 points)</b><br><b><i>API Score = (Actual hours spent per academic year ) / 10</i></b>   | year                                 |   | / Head of the Dept. / by the Principal)                               | Evaluation / Selection Committee                             |
|---|---|--------------------------------------|---|---|--|
|   | 1. Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services <ul style="list-style-type: none"> <li>• Library Automation</li> <li>• Data Capturing</li> <li>• Provision of OPAC</li> <li>• Membership data creation / Readers data creation</li> <li>• Computerized Reports Generation</li> <li>• Computerized Alphabetic list of books generation</li> <li>• Daily / Weekly /Monthly computerized Reports generation for transaction</li> <li>• Computerized Acquisition</li> <li>• Computerized periodicals Registration</li> <li>• Computerized list of back volumes</li> <li>• Computerized list of members / readers</li> </ul> |                                      |   |   |  |
|   | 2. Library security (technology based methods such as RFID, CCTV). <ul style="list-style-type: none"> <li>• RFID Technology</li> <li>• CCTV Technology</li> <li>• 3MP Technology</li> <li>• Other electronic Security</li> <li>• Library Management Software</li> <li>• Internet for Library management /function</li> </ul>  |                                      |   |   |  |
| c | <b>Additional services such as extending library facilities on holidays, Shelf Order Maintenance, Library User Manual, Building and Extending Institutional Library Facilities to outsiders through External Membership Norms. (Maximum Score: 15 points)</b><br><b><i>API Score = (Actual hours spent per academic year ) / 10</i></b>   | Actual hours spent per academic year | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the | Final Score by Scrutiny cum Evaluation / Selection Committee |

|  |   |  |  | Principal) |  |
|--|---|--|--|------------|--|
|  | <p>3. Additional services such as extending library facilities on holidays</p> <ul style="list-style-type: none"> <li>• Textbook Section services provided</li> <li>• Reading Room facilities provided</li> <li>• If required, Reading Room hours extended</li> <li>• Sanitary and Drinking Water services provided including holidays</li> <li>• Shelf Indicators / stickers maintained in stack to guide the readers</li> <li>• Library user manual brought out to guide the readers</li> </ul> |  |  |            |  |
|  | <p>4. Institutional Library Facilities to outsiders through External Membership Norms.</p> <ul style="list-style-type: none"> <li>• Reference Service</li> <li>• Reprographic</li> <li>• Temporary memberships</li> <li>• Referral service</li> <li>• Memberships opened to institutes</li> <li>• Inter Library Loan Services provided to institutes</li> </ul>   |  |  |            |  |



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

| Sr. No. | Nature of Activity   | Actual hours spent per academic year | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|--|--------------------------------------|---|--|--|
| a       | <p><b>Students related co-curricular, extension and field based activities (Such as Cultural Exchange and Library Service Programmes (Various level of extramural and intramural programmes), extension, library-literary work through different channels) (Maximum score: 15 points)</b></p> <p><b><i>API Score = (Actual hours spent per academic year) / 10</i></b></p>   |                                      |   |  |  |
|         | <ul style="list-style-type: none"> <li>✓ Cultural/ exchange programmes originated for internal Institution students</li> <li>✓ Cultural/ exchange programmes originated for external Institutions student</li> <li>✓ Lectures on special topics</li> <li>✓ Quiz / Debate / Elocution</li> <li>✓ Essay competition / Exhibition/ Book Review etc. (Library)</li> <li>✓ Subject Association / Committee</li> <li>✓ Program Officer / Commanding Officer of NCC / NSS.</li> <li>✓ Member of Academic Development related association / club etc.</li> <li>✓ Originating of Extension programmes arranged for awareness among students / public.</li> <li>✓ Lectures delivered for local students / Lectures delivered for university students.</li> <li>✓ Book Bank Facility for the students of the institution</li> <li>✓ Book Bank Facility for students other than the institution</li> </ul> |                                      |   |  |  |
| b       | <p><b>Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities. (Maximum Score: 15 points)</b></p> <p><b><i>API Score = (Actual hours spent per academic year) / 10</i></b></p>  |                                      |   |  |  |
|         | <ul style="list-style-type: none"> <li>• Formation of Library Committee.</li> <li>• Regular Meetings of the Library committee</li> <li>• Member of Senate</li> <li>• Member of Management Council</li> <li>• Member of Academic Council</li> <li>• Member of Faculty</li> <li>• Member of Board of Studies</li> </ul>  |                                      |   |  |  |

|          |   |  |  |  |  |
|----------|---|--|--|--|--|
|          | <ul style="list-style-type: none"> <li>• Member of Board of Examination</li> <li>• Member of Local University Committees</li> <li>• Member of Local College Committees like Admission Committee, Cultural Committee etc.</li> <li>• Member of Selection Committees / Screening Cum Evaluation Committee</li> </ul>  |  |  |  |  |
| <b>C</b> | <p><b>Professional Development Activities (such as participation in seminars, conferences, short term courses, e-library training courses, workshops and evens, talks, lectures, membership of associations, dissemination and general articles not covered in category III below).</b></p> <p><b>(Maximum Score: 15 points)</b></p> <p><b><i>API Score = (Actual hours spent per academic year ) / 10</i></b></p>  |  |  |  |  |
|          | <p>Professional Development Activities</p> <ul style="list-style-type: none"> <li>➤ Participation in Seminars / Conferences / Workshops, Orientation course, Refresher Course, Training Course, etc.</li> <li>➤ Delivered lectures for professionals at Seminars, Conferences, Workshops, Training, Orientation/ Refresher Courses.</li> <li>➤ Membership of Professional Associations including position acquired in it.</li> <li>➤ Professional Information Disseminated through Bulletin Board, Brochures, Pamphlets, etc.</li> <li>➤ Creation of information, new methodology, new techniques to manage library / profession</li> <li>➤ Editor / Sub-editor / Associate Editor/ Patron, etc. for publications in Profession Advisor / Organizer / Convener, etc. for professional activities</li> </ul> |  |  |  |  |

Note: Please attach relevant documents / certificate issued by the Principal of the College / Institution for information provided in Part B Category I & II

**INSTRUCTIONS FOR FILLING INFORMATION IN CATEGORY III OF PART B OF THE PBAS PROFORMA:**

**Part B** of the proforma is based on Appendix III, Table 1 of the University Grants Commission (Minimum Qualifications for Appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulation 2016 and **this VCD:**

\_\_\_\_\_.

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

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide chance / opportunity to the teacher, maximum limits of scores that can be given or carried forward is indicated in the Table-I of the UGC Regulations.

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

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

**REFER TO APPENDIX I TABLE I FOR DETAILS ABOUT THE API'S BEFORE THE FORM IS FILLED.**

**CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**Note:** Please read the instructions given at the end of the Proforma for calculating API Scores in each category.

**A) Research papers published in Journals**

| Sr. No. | Title with page nos. | Journal | ISSN / ISBN No. | Impact Factor | No. of co-authors | Whether you are the main author | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|----------------------|---------|-----------------|---------------|-------------------|---------------------------------|---|--|--|
|         |                      |         |                 |               |                   |                                 |   |  |  |
|         |                      |         |                 |               |                   |                                 |   |  |  |
|         |                      |         |                 |               |                   |                                 |   |  |  |
|         |                      |         |                 |               |                   |                                 |   |  |  |

**B (I) Text** or Reference Books Published by International Publishers with ISBN / ISSN Number as approved by the University and posted on its website.

| Sr. No. | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|--|-------------------------|-----------------|--------------------|---|--|--|
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |

B(ii).: Subject Books by National level publishers with ISBN/ISSN number of State / Central government Publications as approved by the University and posted on its website.

| Sr. No. | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|--|-------------------------|-----------------|--------------------|---|--|--|
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |

B(iii).: Subject Books by other local publishers with ISBN/ISSN number as approved by the University and posted on its website.

| Sr. No. | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|--|-------------------------|-----------------|--------------------|---|--|--|
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |

B(iv).: Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

| Sr. No. | Book title and/or Chapter title with page nos. | Editor and/or Publisher | ISSN / ISBN No. | No. of co-authors. | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|--|-------------------------|-----------------|--------------------|---|--|--|
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |
|         |  |                         |                 |                    |   |  |  |



III. C (I) Research Projects

| Sr. No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. Lakhs) | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|-------|--------|--------|------------------------------------|---|--|--|
|         |       |        |        |                                    |   |  |  |
|         |       |        |        |                                    |   |  |  |
|         |       |        |        |                                    |   |  |  |

**C (ii). Consultancy Projects**

| Sr. No. | Title | Agency | Period | Grant/Amount Mobilized (Rs. Lakhs) | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|-------|--------|--------|------------------------------------|---|--|--|
|         |       |        |        |                                    |   |  |  |
|         |       |        |        |                                    |   |  |  |
|         |       |        |        |                                    |   |  |  |

**C (iii). Project Outcomes / Outputs:**

| Sr. No. | Patent / Technology Transfer / Product / Process / Major Policy documents prepared for International / Central / State Govt. / Local bodies | Agency | Period | Whether policy document / patents as outcome | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|---|--------|--------|--|---|--|--|
|         |   |        |        |  |   |  |  |
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**(D) Research Guidance**

| Sr. No.               | Number Enrolled | Thesis submitted | Degree awarded | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|-----------------------|-----------------|------------------|----------------|---|--|--|
| M.Phil. or equivalent |                 |                  |                |   |  |  |
| Ph. D or equivalent   |                 |                  |                |   |  |  |

**(E) (i) Fellowships / Awards**

| Sr. No. | Title of the Fellowship / Award | Awarded by | Is the awarding body an academic body | Is the awarding body recognized as International / National / State / University Level? | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|---------------------------------|------------|---------------------------------------|---|---|--|--|
|         |                                 |            |                                       |   |   |  |  |
|         |                                 |            |                                       |   |   |  |  |

**(E) (ii) Invited Lectures / Papers presented in Conferences, Seminars, Workshops, Symposia**

| Sr. No. | Title of the Paper presented / lecture delivered | Title of Conference/ Seminar | Date of the event | Organized by | Whether international/ national/state/ regional / university level | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|--|------------------------------|-------------------|--------------|--|---|--|--|
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**(F) Development of e-learning delivery process / material**

| Sr. No. | Title of the e-learning process / material developed. | Institution for which the material / process was developed. | Used by | Period of development | Whether international/ national/state/ regional / university level | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|---------|---|---|---------|-----------------------|--|---|--|--|
|         |   |   |         |                       |  |   |  |  |
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## IV. SUMMARY OF API SCORES

|     | Criteria  | Last Academic Year | Total-API Score for Assessment Period | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|-----|---|--------------------|---------------------------------------|---|--|--|
| I   | Procurement, Organization, And Delivery Of Knowledge And Information Through Library Services |                    |                                       |   |  |  |
| II  | Professional development, Co-curricular, Extension activities.                                |                    |                                       |   |  |  |
| 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.

| S. No. | Details (Mention Year, value etc. where relevant) |
|--------|---|
|        |   |
|        |   |
|        |   |

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

|    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

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

Signature of HOD/School  
Chairperson/Principal

*(Applicable only if the applicant has applied for the post of Associate Professor / Professor)*

**N.B:** The individual PBAS proforma duly filled along with all the enclosures, submitted for Direct Recruitment will be duly verified by the College as necessary and placed before the Selection Committee for assessment / verification and consideration as part of Direct Recruitment Procedure.

**PROFORMA FOR COLLEGE LIBRARIAN BASED ON ACADEMIC PERFORMANCE  
INDICATORS DEVELOPED BY THE UGC.**

**SECTION I: GENERAL**

| Sr. No. | Particulars                                    |   |
|---------|--|---|
| 1       | Name (in BLOCK letters)                        |   |
| 3.      | Department / Subject Applied for               |   |
| 4.      | Designation                                    | Assistant Professor / Associate Professor / Professor<br>Direct Recruitment and Promotion under CAS of Library Faculty. |
| 8.      | Date and Place of Birth                        |   |
| 9.      | Sex  |   |
| 10.     | Marital Status                                 |   |
| 11.     | Nationality                                    |   |
| 12.     | Indicate whether belongs in SC/ST/OBC category |   |
| 13.     | Address for correspondence (with pin code)     |   |
| 14.     | Permanent Address (with pin code)              |   |
|         | Telephone No.                                  |   |
|         | Email  |   |



**SECTION B:**

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

| Sr. No. | Nature of Activity   | Maximum Score                          |   |  |  |
|---------|--|--|---|--|--|
|         |  | API Score                              | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
| 1.1     | <p>Library resources organisation and maintenance of books, journals, reports; Provision of Library reader-services, literature, retrieval services to researchers and analysis of reports; Provision of assistance to the departments of college with the required inputs for preparing reports, manuals and related documents; Assistance towards updating website with activity related information and for bringing out institutional Newsletters, etc. <b>(Maximum Score 40 / 30 /25 points as the case may be)</b></p> <p>Development, Organization and management of e-resources including their accessibility over Intranet / Internet, Digitization of library resources, e-delivery of information, etc. <b>(maximum Score: 15 points)</b></p> <p>User Awareness and Instruction programmes (orientation Lectures, Users training in the use of library services as e-resources, OPAC; Knowledge resources, user promotion programmes like organizing book exhibitions, other interactive latest learning resources etc. <b>(Maximum score: 15 points)</b></p> | <b>70 / 60 / 55 as the case may be</b> |   |  |  |
| 1.2     | Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services such as automation of catalogue,  | <b>15</b>                              |   |  |  |

|                    |  |           |  |  |  |
|--------------------|--|-----------|--|--|--|
|                    | learning resources, procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFIS, CCTV), development of library management tools (software), intranet management. <b>(Maximum Score: 30 points)</b> |           |  |  |  |
| 1.3                | Additional services such as extending library facilities on holidays, Shelf Order Maintenance, Library User Manual, Building and Extending Institutional Library Facilities to outsiders through External Membership Norms. <b>(Maximum Score: 10 points)</b>  | <b>15</b> |  |  |  |
| <b>Total Score</b> |  |           |  |  |  |

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

| Sr. No. | Nature of Activity  | Direct Recruitment and Promotion under CAS of Library Faculty |   |  |  |
|---------|---|---|---|--|--|
|         |   | Max. API Score  | API Score to be filled by the applicant | API  | Final Score by Scrutiny cum Evaluation / Selection Committee |
| 1       | Students related co-curricular, extension and field based activities (Such as Cultural Exchange and Library Service Programmes, Various level of extramural and intramural programmes, extension, library-literary work through different channels) <b>(Maximum score: 20 points)</b>                           | <b>15</b>   |   | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) |  |
| 2       | Contribution to Corporate Life and Management of the Library units and institution through participation in library and administrative committees and responsibilities. <b>(Maximum score: 15 points)</b>   | <b>15</b>   |   |  |  |
| 3       | Professional Development Activities (such as participation in seminars, conferences, short term courses, e-library training courses, workshops and evens, talks, lectures, membership of associations, dissemination and general articles not covered in category III below). <b>(Maximum score: 15 points)</b> | <b>15</b>   |   |  |  |

**CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

| Sr. No.  | Activity  | Max. API Score | API Score to be filled by the applicant | Verified API Score (By Senior-most Staff / Head of the Dept. / by the Principal) | Final Score by Scrutiny cum Evaluation / Selection Committee |
|----------|---|----------------|---|--|--|
| <b>A</b> | RESEARCH PUBLICATION (JOURNALS)   |                |   |  |  |
| <b>B</b> | RESEARCH PUBLICATIONS (BOOKS, CHAPTERS IN BOOKS OTHER THAN REFEREED JOURNAL ARTICLES) |                |   |  |  |
| <b>C</b> | RESEARCH PROJECT  |                |   |  |  |
| <b>D</b> | RESEARCH GUIDANCE   |                |   |  |  |
| <b>E</b> | TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS                              |                |   |  |  |

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

**Place & Date**

**Signature of the Applicant with Designation.**

**Observations and remarks of the Head / Senior most staff of the Department.**

**Date**

**Signature of HOD / Senior most teacher  
of the Department**

**Observation and remark of the Vice Chancellor / Principal.**

**Date:**

**Signature of Vice Chancellor / Principal**

**Observation and remark of the Chairperson of the Selection Committee.**

**Date:**

**Signature of the Chairperson of the  
Screening cum Evaluation Committee  
Or Selection Committee**



Sudhagad Education Society's

Estd. 1989-90

**SHETH J. N. PALIWALA COMMERCE COLLEGE,  
SCIENCE & ARTS COLLEGE, PALI-SUDHAGAD, RAIGAD**

Accredited with 'B<sup>+</sup>' grade by NAAC

Late. Shri. K. G. Limaye  
Founder Chairman

Shri. V. G. Oswal  
Chairman  
Mob.: 9422691491

Shri. Ravindra Limaye  
Vice-Chairman  
Mob.: 9224582575

Dr. S. C. Lahupachang  
Principal  
Mob.: 9422036364

**CODE OF CONDUCT  
TABLE OF CONTENTS**

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| 1       | Code of conduct for students                      | 1       |
| 2       | Code of Conduct for Faculty members               | 5       |
| 3       | Code of Conduct for Administrators                | 6       |
| 4       | Code of Conduct for Administrative/ Support Staff | 7       |



  
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## 1. Code of conduct for students:

### Code of conduct for students


1. Students are prohibited from doing anything inside or outside the college that will harm its orderly administration or its public image,
2. Students resorting to unfair means in the examination will be dealt with in accordance with the Provision of the Government of Maharashtra Act No. XXXI of 1982 and the Maharashtra Public Universities Act, 2016.
3. Students shall observe modesty in dress.
4. Students should wear identity cards on the campus and produce when asked.
5. Use of mobile phones during the teaching hours in Departments is strictly prohibited,
6. Students are expected to read notice/circulars regarding examination, scholarships, and Placement opportunities, and functions displayed on the notice board without fail.
7. Minimum 75% attendance in regular theory and practical classes is mandatory for grant of term of term otherwise they will not be allowed to appear for the examination.
8. Students are expected to participate in extra-curricular activities organized by the institute.
9. Students must keep the campus clean by putting the waste into proper dustbins.
10. Students should maintain a healthy and friendly ambiance with classmates.
11. Students should be attentive not to harm the reputation of the institute.
12. Students should preserve the institute's property. Destroying or damaging the institute's property is punishable. The cost of such damage will be recovered from the students.
13. All vehicles should be parked in the student allotted parking place. 14. It is compulsory to attend Popular lectures/seminars/debates and various functions arranged by the institute.
15. All students are expected to observe rules and regulations currently in force to enable the Smooth working of the institute.
16. All students must fill the Anti-ragging Affidavit at the time of admission.

## 2. Code of Conduct for Faculty members (Teaching)

### I. Teachers and their Responsibilities: -

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his



  
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students and society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education that have already been set forth and which he/she should seek to inculcate among students must be his/her ideals. The profession further requires that the teacher should be calm, patients, and communicative by temperament, and amiable in disposition.

**Teacher should:**


- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession.
- (iii) Seek to make professional growth continuous through study and research.
- (iv) Express free and frank opinion by participation at professional meeting, seminars, and conferences etc, towards the contribution of knowledge.
- (v) Maintain active membership of professional organization and strive to improve education and Profession through them,
- (vi) Perform their duties in the form of teaching, tutorials, practical's, seminars, and research work, conscientiously and with dedication
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, Mission, cultural practices, and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including community Service.

**II. Teachers and Students**

**Teachers should:**

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social, and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and the same time



  
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Contribute to community welfare;

- (v) Inculcate among students scientific temper, the spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection, and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide Students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues, or administration.

### III. Teachers and Colleagues

**Teachers should:**


- (i) Treat other members of the profession in the same manner as they wish to be treated;
- (ii) Speak respectfully of other teachers and assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race, or sex in their professional endeavour.

### IV. Teachers and Authorities:

**Teachers should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of the contract;



  
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- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

#### **V. Teachers and Non-Teaching Staff:**

##### **Teachers should:**

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the function of joint-staff councils covering both the teachers and the non-teaching staff.

#### **VI. Teachers and Guardians**

##### **Teachers should:**

- (i) Try to see through teachers' bodies and organization, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meeting convened for the purpose of mutual exchange of ideas and the benefit of the institution.

#### **VII. Teachers and Society**

##### **Teachers should:**

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship; in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote a feeling of hatred of enmity among different communities, regions, or linguistic groups but actively work for national integration.



  
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### (3.) Code of Conduct for Administrator

#### College Principal should:

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human policy resources, and concern for environment and sustainability;
- (b) Conduct him/her with transparency, fairness, honesty, highest degree of ethics, and decision making that is in the best interest of the college;
- (c) Act as a steward of the College's assets in managing the resources responsibility, optimally, effectively, and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that bring about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession,
- (h) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including community service.
- (ii) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

#### Vice-Principal should:

The Vice Principal supports the administrator and works jointly wherever necessary. A healthy dialogue, understanding, and harmony between them characterize the development of the institute. Both maintain quality conduct by keeping the students and staff in faith. The duties of Vice-Principal are as below-

#### Duties of Vice-Principal:

The Vice-Principal shall-

1. Channelize managerial and organizational tasks along with Principal.
2. Attend the meetings of any of the authorities, bodies, or committees along with Principal and when required;
3. Can take decisions in absentia of Principal, if necessary;
4. Share the rights and powers except for judicial, financial, and legal matters;
5. Act as a signing authority in absentia of Principal except for judicial, financial, and legal documents;



  
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6. Act as representative/nominee in absentia of Principal;
7. Act as Principal in the leave period;
8. Share and report the daily execution of the routine to the Principal;
9. Accomplish the duties assigned by Authorities and Principal from time to time;
10. Be a good mediator between students, staff, and Principal;
11. Maintain secrecy in professional related matters;

**HOD should:**

Monitor and conduct academic activities and maintain a schedule in the department;


1. Monitor and conduct extracurricular activities in the department.
2. Monitor the teaching-learning and evaluation process in the department and take remedial actions accordingly;
3. Plan and take the necessary actions for improvement of the department result and academic performance;
4. Enhance research, linkages, and collaborations;

**4. Code of Conduct for Administrative/ Support Staff**

**Support Staff members should:**

1. Perform the highest possible work culture in their professional behaviour;
2. Cooperate with their colleagues, providing support, help and guidance as and when required;
3. Use their skills and show efficiency for the advantage of the institute;
4. Attend professional development programmes and training;
5. Attend their duty hours punctually;
6. Give prior notice/ sanction the leave in case of absence;
7. Maintain confidentiality in professional related matters;
8. Assistance in all internal and university assessments/exams/tests fairly and properly concerning confidentiality and security.



  
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**SHETH J. N. PALIWALA COMMERCE COLLEGE,  
SCIENCE & ARTS COLLEGE, PALI-SUDHAGAD, RAIGAD**

Accredited with 'B' grade by NAAC

Late. Shri. K. G. Limaye  
Founder Chairman

Shri. V. G. Oswal  
Chairman  
Mob.:9422691491

Shri. Ravindra Limaye  
Vice-Chairman  
Mob.:9224582575

Dr. S. C. Lahupachang  
Principal  
Mob.:9422036364


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Ref. No.:

Date: 13/06/2023


**Notice**

All the staff members are hereby informed that for the academic year 2023-24 various committees are constituted for the smooth functioning of the academic and administration work of the college. You are responsible for the smooth functioning of the work of committee.







  
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& Arts College,  
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**Various College Committees for the academic year 2023-2024**

| Sr.No. | Name of Committee   | Sr.No | Name of Member              | Designation               |
|--------|---------------------|-------|-----------------------------|---------------------------|
| 1.     | Admission Committee | 1.    | Prof.Dr.Mrs.A.S.Puranik     | Chairman                  |
|        |                     | 2.    | Prof.Dr.Shri.S.V. Patharkar | Member                    |
|        |                     | 3.    | Prof.Mrs.S.S.Bewalkar       | Member <i>Belwalkar</i>   |
|        |                     | 4.    | Shri.R.P.Ghosalkar          | Member                    |
|        |                     | 5.    | Shri.S.G.Gaikwad            | Member                    |
| 2.     | NSS Committee       | 1.    | Prof.Mrs.S.S.Belwalkar      | Chairman <i>Belwalkar</i> |
|        |                     | 2.    | Prof. Shri .D.G.Mundhe      | Member                    |
|        |                     | 3.    | Prof.Dr.Shri. A.S.Zende     | Member                    |
| 3.     | Alumni Committee    | 1.    | Prof.Dr. A.M Sohani         | Chairman                  |
|        |                     | 2.    | Prof.Mrs.S.S.Belwalkar      | Member <i>Belwalkar</i>   |
|        |                     | 3.    | Dr.M.A. Badgujar            | Member <i>Badgujar</i>    |
|        |                     | 4.    | Prof.Shri.N.N.Patil         | Member <i>Patil</i>       |
|        |                     | 5.    | Prof.Miss.V.G.Mankame       | Member <i>Mankame</i>     |
|        |                     | 6.    | Prof.Mrs.S.D.Deshmukh       | Member                    |
|        |                     | 7.    | Prof.Shri.R.M.Shirke        | Member <i>Shirke</i>      |
|        |                     | 8.    | Prof.Mrs.J.D.Machigar       | Member                    |
|        |                     | 9.    | Prof.G.L.Nehare             | Member <i>G.L.Nehare</i>  |

  
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 College, Sci. & Arts College,  
 Pali-Sudhanad, Dist. *Warananagar*



|    |                               |     |                           |          |   |
|----|-------------------------------|-----|---------------------------|----------|---|
| 4. | SC/ST Committee               | 1.  | Prof. A. M. Sohani        | Chairman |    |
|    |                               | 2.  | Prof. Y.D.Bhandkoli       | Member   |    |
|    |                               | 3.  | Prof. D.G.Mundhe          | Member   |   |
|    |                               | 4.  | Prof. B.D.Sajekar         | Member   |   |
| 5. | Culture Committee             | 1.  | Prof. U. B. Inamdar       | Chairman |    |
|    |                               | 2.  | Prof. S. S. Khairnar      | Member   |    |
|    |                               | 3.  | Prof. Miss V. G. Mankame  | Member   |    |
|    |                               | 4.  | Prof. Mrs S. D. Deshmukh  | Member   |   |
| 6. | College Development Committee | 1.  | Mr. V. G. Oswal           | Chairman |   |
|    |                               | 2.  | Mr. Ravi Limaye           | Member   |   |
|    |                               | 3.  | Mrs. Geeta. Parlecha      | Member   |   |
|    |                               | 4.  | Mrs. Ravikant Ghosalkar   | Member   |   |
|    |                               | 5.  | Mr. Madhav Vaishampayan   | Member   |   |
|    |                               | 6.  | Prof. Dr. A. S. Puranik   | Member   |   |
|    |                               | 7.  | Prof. M. S Liman          | Member   |   |
|    |                               | 8.  | Prof. Dr. M. A. Badgujar  | Member   |  |
|    |                               | 9.  | Prof. Dr. S. V. Patharkar | Member   |   |
|    |                               | 10. | Prof. Dr. S. A. Patil     | Member   |   |
|    |                               | 11. | Mr. Uttam Shinde          | Member   |   |
|    |                               | 12. | Mrs. Dr. Aaditi Bhide     | Member   |   |
|    |                               | 13. | Mr. Kalpesh Shaha         | Member   |   |

  
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 Pali-Bhamburda, Dist. Ratgad.

|     |                             |     |                               |           |                    |
|-----|-----------------------------|-----|-------------------------------|-----------|--------------------|
|     |                             | 14. | Miss. Waghmare Saloni         | Member    |                    |
|     |                             | 15. | Miss. Suvarna. Akhade         | Member    |                    |
|     |                             | 16. | Dr. Sudhakar. C. Lahupachang  | Secretary |                    |
| 7.  | <b>D. L. L. E Committee</b> | 1.  | Prof. Shri D. R. Shivpuje     | Chairman  | <i>[Signature]</i> |
|     |                             | 2.  | Prof. Shri Y. D. Bhandkoli    | Member    | <i>[Signature]</i> |
|     |                             | 3.  | Prof. Shri. R. M. Shirke      | Member    | <i>[Signature]</i> |
|     |                             | 4.  | Prof. D. S. Nikam             | Member    |                    |
|     |                             | 5.  | Prof. S. G. Shikhande         | Member    | <i>[Signature]</i> |
| 8.  | <b>Placement Committee</b>  | 1.  | Prof. Shri. M. A Badgujar     | Chairman  | <i>[Signature]</i> |
|     |                             | 2.  | Prof. Dr. Shri S. V Patharkar | Member    |                    |
|     |                             | 3.  | Prof. Shri Y. D. Bhandkoli    | Member    | <i>[Signature]</i> |
|     |                             | 4.  | Prof. Mrs. S. S Belwalkar     | Member    | <i>[Signature]</i> |
|     |                             | 5.  | Prof. Mrs. A. C. Patil        | Member    |                    |
| 9.  | <b>Sports Committee</b>     | 1.  | Prof. Dr. S. V. Patharkar     | Chairman  |                    |
|     |                             | 2.  | Prof. S. R. Bhoir             | Member    | <i>[Signature]</i> |
|     |                             | 3.  | Prof. D. M. Bangare           | Member    |                    |
|     |                             | 4.  | Mr. Chandrakant. B. Paradhi   | Member    |                    |
| 10. | <b>Library Committee</b>    | 1.  | Lib. Mr. L. B. Ukey           | Chairman  |                    |
|     |                             | 2.  | Prof. Dr. Shri S. V Patharkar | Member    |                    |
|     |                             | 3.  | Prof. Dr. M. A Badgujar       | Member    |                    |
|     |                             | 4.  | Prof. Dr. A. S. Zende         | Member    |                    |

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 Dist. Solapur, Dist - Raigad.

|  |  |    |                    |                    |
|--|--|----|--------------------|--------------------|
|  |  | 5. | Prof. G. L. Nehare | <i>[Signature]</i> |
|--|--|----|--------------------|--------------------|

|     |                       |    |                                 |                                   |
|-----|-----------------------|----|---------------------------------|-----------------------------------|
| 11. | Discipline Committee  | 1. | Prof. Dr. Shri. S. V. Patharkar | Chairman                          |
|     |                       | 2. | Prof. Dr. M. A. Badgujar        | Member <i>[Signature]</i>         |
|     |                       | 3. | Prof. Shri. D. G. Mundhe        | Member                            |
|     |                       | 4. | Prof. Miss A. S. Kedari         | Member <i>[Signature]</i>         |
|     |                       | 5. | Mr. Chandrakant. B. Paradhi     | Member                            |
| 12. | Examination Committee | 1. | Prof. Shri. N. N. Patil         | Chairman <i>[Signature]</i>       |
|     |                       | 2. | Prof. Shri. D. R. Shivpuje      | Member <i>[Signature]</i>         |
|     |                       | 3. | Prof. Shri. S. T. Chavan        | Member <i>[Signature]</i>         |
|     |                       | 4. | Prof. Miss. A. S. Kedari        | Member <i>[Signature]</i>         |
|     |                       | 5. | Prof. Miss. V. G. Mankame       | IT Coordinator <i>[Signature]</i> |
| 13. | IQAC Committee        | 1. | Prof. Dr. Shri. M. A. Badgujar  | Co-ordinator <i>[Signature]</i>   |
|     |                       | 2. | Prof. Shri. U. B. Inamdar       | Member <i>[Signature]</i>         |
|     |                       | 3. | Prof. Mrs. S. S. Belwalkar      | Member <i>[Signature]</i>         |
|     |                       | 4. | Prof. Mr. D. G. Mundhe          | Member                            |
|     |                       | 5. | Lib. Mr. L. B. Ukey             | Member                            |
|     |                       | 6. | Dr. Mrs. A. S. Puranik          | Member                            |
|     |                       | 7. | Dr. S. A. Patil                 | Member                            |
|     |                       | 7. | Shri. Ravikant. P. Ghosalkar    | Administrative officer            |

*[Signature]*  
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 Sheth J. N. Patil's Com.  
 College, Sci. & Arts College,  
 Pali-Sudhagad, Dist.- Raigad.





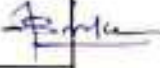
|     |                              |    |                               |                         |
|-----|------------------------------|----|-------------------------------|-------------------------|
| 14. | Sexual Harassment Committee  | 1. | Mrs. Dr. Shri.A. S. Puranik   | Chairman                |
|     |                              | 2. | Prof.Mrs.S.S Belwalkar        | Member <i>Belwalkar</i> |
|     |                              | 3. | Prof. Shri. D. G. Mundhe      | Member                  |
|     |                              | 4. | Prof. Shri. R. M. Shirke      | Member <i>Shirke</i>    |
|     |                              | 5. | Prof.Mrs.J. D. Machigar       | Member                  |
| 15. | Women development cell       | 1. | Prof Dr.Mrs.A.S.Puranik       | Chairman                |
|     |                              | 2. | Prof.Mrs.S.S Belwalkar        | Member <i>Belwalkar</i> |
|     |                              | 3. | Prof. Dr. A. M. Sohani        | Member <i>Sohani</i>    |
|     |                              | 4. | Prof. Dr.Mrs.B. M Arote       | Member <i>Arote</i>     |
|     |                              | 5. | Mrs. Advt. Swarda Sane        | Member                  |
|     |                              | 6. | Shri. S. G. Gaikwad           | Member                  |
|     |                              | 7. | Mrs. Vinita. V. More          | Member                  |
| 16. | Internal Complaint Committee | 1. | Prof.Shri.U. B. Inamdar       | Chairman <i>Inamdar</i> |
|     |                              | 2. | Prof. Dr.Shri. M. A. Badgujar | Member <i>Badgujar</i>  |
|     |                              | 3. | Prof.Shri.N. N. Patil         | Member <i>Patil</i>     |
|     |                              | 4. | Prof.Shri.S. S. Khairnar      | Member <i>Khairnar</i>  |
|     |                              | 5. | Prof.Shri.D. R. Shivpuje      | Member <i>Shivpuje</i>  |
|     |                              | 6. | Prof. Miss. V. G. Mankame     | Member <i>Mankame</i>   |
|     |                              | 7. | Prof.Shri.R. M. Shirke        | Member <i>Shirke</i>    |
|     |                              | 8. | Prof.Mrs. A. M. Patil         | Member <i>Patil</i>     |


  
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 College of Arts & Com. College,  
 Pali, Solapur, Dist. Raigad.

|     |                               |     |                                 |          |                    |
|-----|-------------------------------|-----|---------------------------------|----------|--------------------|
|     |                               | 9.  | Shri. V. Lokhande               | Member   | <i>(Lokhande)</i>  |
|     |                               | 10. | Prof. Miss. C. Jamdhare         | Member   | <i>(Jamdhare)</i>  |
|     |                               | 11. | Prof. Shri. K. G. Jambhekar     | Member   | <i>(Jambhekar)</i> |
| 17. | Grievance Redressal Committee | 1.  | Prof. Dr. Shri. S. V. Patharkar | Chairman |                    |
|     |                               | 2.  | Prof. Shri. N. N. Patil         | Member   |                    |
|     |                               | 3.  | Prof. Mrs. S. S. Belwalkar      | Member   | <i>(Belwalkar)</i> |
|     |                               | 4.  | Dr. Mrs. B. M. Arote            | Member   | <i>(Arote)</i>     |
| 18. | Anti-Ragging Committee        | 1.  | Prof. Mrs. Dr. A. S. Puranik    | Chairman |                    |
|     |                               | 2.  | Prof. Shri. K. G. Jambekar      | Member   | <i>(Jambekar)</i>  |
|     |                               | 3.  | Prof. S. T. Chavan              | Member   | <i>(Chavan)</i>    |
|     |                               | 4.  | Prof. Dr. S. V. Patharkar       | Member   |                    |
|     |                               | 5.  | Prof. Shri. S. S. Khairnar      | Member   |                    |
|     |                               | 6.  | Prof. Shri. N. N. Patil         | Member   | <i>(Patil)</i>     |
|     |                               | 7.  | Prof. Shri Y. D. Bhandkoli      | Member   | <i>(Bhandkoli)</i> |
|     |                               | 8.  | Prof. Mrs. S. S. Belwalkar      | Member   | <i>(Belwalkar)</i> |
| 19  | Career Guidance Cell          | 1   | Prof. Santosh Bhoir             | Chairman | <i>(Bhoir)</i>     |
|     |                               | 2   | Prof. Ganesh Nehere             | Member   | <i>(Nehere)</i>    |
|     |                               | 3   | Prof. A.S. Zende                | Member   |                    |

*(Signature)*

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|    |                              |    |                      |  |
|----|------------------------------|----|----------------------|--|
| 20 | Student welfare<br>Committee | 1  | Prof. S.S. Khairnar  | Chairman  |
|    |                              | 2  | Prof. K.G. Jambhekar | Member    |
|    |                              | 3. | Dr. S.A. Patil       | Member   |
|    |                              | 4  | Prof. R.M. Shirke    | Member    |
|    |                              | 5  | Dr. A.M. Sohani      | Member   |

  
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Sudhagad Education Society's

Estd. 1989-90

**SHETH J. N. PALIWALA COMMERCE COLLEGE,  
SCIENCE & ARTS COLLEGE, PALI-SUDHAGAD, RAIGAD**

Accredited with 'B' grade by NAAC

Late. Shri. K. G. Limaye  
Founder Chairman

Shri. V. G. Oswal  
Chairman  
Mob.: 9422691491

Shri. Ravindra Limaye  
Vice-Chairman  
Mob.: 9224582575

Dr. S. C. Lahupachang  
Principal  
Mob.: 9422036364

● Phone : (02142)-242101 / 241074 ● Web.: <https://jnpaliwala.in> ● Email : [principal@jnpaliwala.in](mailto:principal@jnpaliwala.in)

Ref. No.:

Date: 19/06/2023

**IQAC Committee 2023-24**

| Sr. No | Name of the Member          | Designation/Department           | Position in IQAC          |
|--------|-----------------------------|----------------------------------|---------------------------|
| 1      | Dr. Sudhakar C. Lahupachang | Principal                        | Chairperson               |
| 2      | Mr. Ravindra Limaye         | Vice President, SES              | Management representative |
| 3      | Mrs. Gitatai Palrecha       | Administrative Officer, SES      | Management representative |
| 4      | Mr. Ravikant Ghosalkar      | Office superintendent            | Administrative staff      |
| 5      | Mr. Inderkumar Parmar       | Director, SES                    | Community representative  |
| 6      | Mr. Madhukar A. Badgujar    | Assistant Professor in Chemistry | Coordinator               |
| 7      | Mrs. Anjali S. Puranik      | Professor in Chemistry           | Teacher's representative  |
| 8      | Mrs. Snehal S. Belwalkar    | Assistant professor in Commerce  | Teacher's representative  |
| 9      | Mr. Sarjerao A. Patil       | Assistant professor in Geography | Teacher's representative  |
| 10     | Mr. Dnyanesh G. Mundhe      | Assistant professor in Marathi   | Teacher's representative  |
| 11     | Mr. Umesh B. Inamdar        | Associate professor in Botany    | Teacher's representative  |
| 12     | Mr. Lintaj Ukey             | Librarian                        | Teacher's representative  |
| 13     | Mr. Rohidas H. Khandagale   | Chemical Industry                | Industry representative   |
| 14     | Miss. Saloni Waghmare       | Student                          | Student representative    |
| 15     | Mr. Vaibhav Jadhav          | Student                          | Student representative    |
| 16     | Mr. Rakesh Belose           | Ex Student                       | Alumni representative     |
| 17     | Mr. Mahesh Barmukh          | Ex Student                       | Alumni representative     |
| 18     | Mrs. Pratiksha M. Bhave     | Parent                           | Parent representative     |



*[Signature]*  
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Founder Chairman

Shri. V. G. Oswal  
Chairman  
Mob :9422691491

Shri. Ravindra Limaye  
Vice-Chairman  
Mob :9224582575

Dr. S. C. Lahupachang  
Principal  
Mob :9422036364

**ADMINISTRATIVE OFFICERS**

**YEAR: - 2023-2024**

| Sr.No. | Name                  | Designation           |
|--------|-----------------------|-----------------------|
| 1      | Dr. S. C. Lahupachang | Principal             |
| 2      | Mr. R. P. Ghosalkar   | Office Superintendent |



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SCIENCE & ARTS COLLEGE, PALI-SUDHAGAD, RAIGAD**

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Founder Chairman

Shri. V. G. Oswal  
Chairman  
Mob.: 9422691491

Shri. Ravindra Limaye  
Vice-Chairman  
Mob.: 9224562575

Dr. S. C. Lahupachang  
Principal  
Mob.: 9422036364

**List of Head of Department: 2023-2024**

| Sr. No. | Name                       | Department |
|---------|----------------------------|------------|
| 1       | Prof. Mrs. S. S. Belwalkar | Commerce   |
| 2       | Dr. A. S. Puranik          | Chemistry  |
| 3       | Prof. Dr. S. V. Patharkar  | History    |
| 4       | Prof. Dr. S. A. Patil      | Geography  |
| 5       | Prof. Y. D. Bhandkoli      | Marathi    |
| 6       | Prof. Dr. A. S. Zende      | Economics  |
| 7       | Prof. D. R. Shivpuje       | Physics    |
| 8       | Prof. U. B. Inamdar        | Botany     |



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Shri. Ravindra Limaye  
Vice-Chairman  
Mob.:9224582575

Dr. S. C. Lahupachang  
Principal  
Mob.:9422036364

**CLASS TEACHER LIST- 2023-2024**

| Sr. No.             | Class                   | Name of class Teacher |
|---------------------|-------------------------|-----------------------|
| Faculty of Arts     |                         |                       |
| 1                   | F. Y. B. A.             |                       |
| 2                   | S. Y. B. A.             | Dr. S. V. Patharkar   |
| 3                   | T. Y. B. A. (Geography) | Dr. S. A. Patil       |
| 4                   | T. Y. B. A. (History)   | Dr. A. M. Sohani      |
| 5                   | T. Y. B. A. (Marathi)   | Mr. Y. D. Bhandkoli   |
| 6                   | T. Y. B. A. (Economics) | Mr. A. S. Zende       |
| Faculty of Commerce |                         |                       |
| 7                   | F. Y. B. Com.           | Mrs. S. S. Belwalkar  |
| 8                   | S. Y. B. Com            | Mr. S. R. Bhoir       |
| 9                   | T. Y. B. Com            | Mr. K. G. Jambhekar   |
| Faculty of Science  |                         |                       |
| 10                  | F. Y. B. Sc.            | Ms. V. G. Mankame     |
| 11                  | S. Y. B. Sc.            | Mr. S. S. Khairnar    |
| 12                  | T. Y. B. Sc.            | Mrs. A. M. Patil      |
| Faculty of Arts     |                         |                       |
| 13                  | M. A. (I)               | Mrs. S. D. Deshmukh   |
| 14                  | M. A. (II)              | Mrs. S. D. Deshmukh   |
| Faculty of Commerce |                         |                       |
| 15                  | M. Com. (I)             | Mr. S. R. Bhoir       |
| 16                  | M. Com. (II)            | Mr. K. G. Jambhekar   |
| Faculty of Science  |                         |                       |
| 17                  | M. Sc. I                | Mr. R. M. Shirke      |
| 18                  | M. Sc. I                | Mr. V. V. Lokhande    |



  
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Mob. 9422691491

Shri. Ravindra Limaye  
Vice-Chairman  
Mob. 9224582575

Dr. S. C. Lahupachang  
Principal  
Mob. 9422036364

# PERSPECTIVE PLAN

FOR ACADEMIC YEAR  
2023-2024



PREPARED BY

INTERNAL QUALITY ASSURANCE CELL

SHETH J.N. PALIWALA COMMERCE COLLEGE, SCIENCE &  
ARTS COLLEGE, PALI-SUDHAGAD, DIST. RAIGAD-410205



**PRINCIPAL**

Sheth J. N. Paliwala Com.  
College, Sci. & Arts College,  
Pali-Sudhagad, Dist.- Raigad.



## PREAMBLE


The College has prepared a Perspective Plan for the academic year 2023-24. The perspective plan has been chalked out in the purview of quality indicators of seven criteria determined by NAAC.

Internal Quality Assurance Cell (IQAC) of the college has taken initiatives in the preparation of the Perspective Plan. Inputs from all stakeholders, their expectations, management policies and goals and objectives of the college are considered as a base for the formulation of the perspective plan.

The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality measures. Feedback from all the stakeholders and the recommendations of the IQAC are taken into account in the drafting of the perspective plan.

Introduction of new academic and research programmes, augmentation of career oriented and skill based short-term courses, provision of academic flexibility, faculty involvement in curriculum design and development, organization of workshops on revised syllabus, recruitment of qualified faculty, organization of teacher training programmes, stakeholders feedback mechanism, focus on cross-cutting issues like Gender, Climate Change, Environmental Education, Human Rights and ICT, self-appraisal by teachers, faculty improvement programmes, use of ICT in Teaching-Learning, organization of capacity building programmes / activities for students, attainment of quantitative and qualitative academic results at university examinations, promotion of innovative teaching-learning methods, use of summative and formative evaluation methods, IT input in admission and evaluation processes, up gradation of teachers' qualification, provision of remedial coaching, provision of psycho-social and academic counselling to students, promotion of research in terms of Major/Minor Research Projects, research publications in reputed journals, book publication, paper presentations and organization of seminars and conferences, augmentation of consultancy services for revenue generation, organization of




  
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Pali-Sudhagad, Dist.- Raigad.

extension and outreach programmes under ISR, Signing MoUs and strengthening collaborations with academic bodies, , upkeep and augmentation of infrastructural facilities, up gradation of Central Library facility, up gradation of departmental libraries, provision of ICT equipment to academic departments and support services, strengthening students support mechanism, organization of sports and cultural events of University of Mumbai, enhancement in students participation in different sports and cultural events, promotion of students research activities through Aavishkar Research Convention, inculcation of entrepreneurship among students, arrangement of placement activities, focus on students progression to higher education, efforts for minimizing drop-out rate, ensure students' active involvement of students in administrative and academic committees, provision of academic leadership by the management, conduct of academic and administrative audits, provision of welfare schemes for faculty and staff, avail grants from different funding agencies, strengthening IQAC activities, conduct of green and energy audits, effective implementation of institutional best practices, focus on energy conservation, water harvesting, check dam construction, carbon neutrality, tree plantation, hazardous waste management and e-waste management, etc. are some of the measures taken at priority basis for quality sustenance and enhancement and prepare the perspective plan.

The draft of the Perspective Plan has been discussed with stakeholders, reviewed and approved in the local managing committee of the college. The perspective plan reflects our sincere efforts to design the institutional quality framework for attainment of its goals and objectives and cope up with the changing perspective of Higher Education in the context of globalization.



  
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Pali- Sudhagad, Dist.- Raigad.



## CURRICULAR ASPECTS

### **I) To Introduce New Programmes/Courses:**

- Degree Programmes  
Direct & Indirect Tax (Unaided)  
DLLE (Unaided)  
F. Y. B. com second division (Unaided)
- Postgraduate Degree Programmes  
M.A.-History/Marathi (Unaided)  
M.Com-ACCOUNT (Unaided)  
M. Sc-Organic Chemistry (Unaided)  
Institutional Courses

### **Certificate Courses**

- Communication Skill in English ( From 2019 to till date ) Department of Chemistry
- Tourism S.Y.B.A. Department of Geography
- Career Oriented Courses – Competitive exam Guidance centre

### **II) To develop Curriculum:**

The institute will frame departmental Board of Studies comprising in-house faculty and external experts.

Curriculum of the proposed Institutional Courses will to be designed by the institutional faculty.

### **III) To organize Workshops on Revised Syllabi:**


The institute will organize workshops on Revised Syllabi as per the revision made by the affiliated university.

### **IV) To strengthen Feedback Mechanism:**

The institute has planned to restructure feedback mechanism to collect feedback from stakeholder for quality improvement.

Online Feedback System will be adopted for collection of feedback on curriculum, academic facilities and ambiance.



  
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## TEACHING-LEARNING AND EVALUATION

- To appoint Qualified Teachers
- To adopt innovative T-L Methods
- To provide Remedial Coaching for SC, ST, OBC Students
- To provide extra coaching to Slow and Advanced Learners
- To improve academic results at university examinations
- To promote ICT in T-L
- To arrange Experts Lecture Series
- To organize Faculty and Students Improvement Programmes
- To depute faculty and students to seminars and workshops
- To conduct faculty and student exchange programmes
- To develop e-modules
- To strengthen CIE
- To promote online teaching-learning process
- To develop knowledge bank of videos and PPTs
- To define Programme Outcomes and Course Outcomes
- To develop mechanism for measurement of attainment of PO and CO
- To implement Online Student Satisfaction Survey on T-L
- To strengthen mechanism for monitoring of T-L Process



  
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## RESEARCH, INNOVATION AND EXTENSION

- To organize Seminars/Workshops/Conferences/Webinars
- To prompt Faculty to go for Major and Minor Research Projects
- To prompt Faculty to publish research papers in reputed journals
- To encourage faculty to present papers in international conferences especially held in abroad
- To publish national and international patents
- To increase student's participation in Aavishkar Research Convention
- To initiate formal consultancy services for revenue generation
- To arrange extension activities under ISR To sign MoUs for collaborative activities
- To develop Linkages and Collaborations
- To conduct activities under ISR
- To strengthen extension and outreach activities

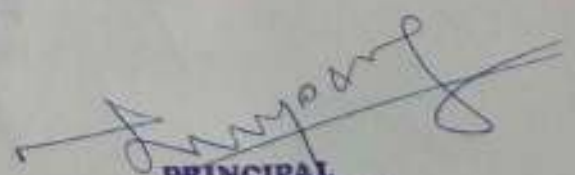


  
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## INFRASTRUCTURE AND LEARNING RESOURCES

- To construct Auditorium of 500 seating capacity
- To construct New Canteen Building To develop Record Room for administrative office
- To install Effluent Treatment Plant
- To develop Video Lecture Recording Centre
- To develop CAP Centre
- To renovate passages of Science Building.
- To develop leisure places for boys and girls
- To develop Wi-Fi facility
- To upgrade English Language classroom
- To upgrade UGC Network Resource Centre
- To renovate Reading Rooms of Library
- To upgrade ICT facility
- To provide 20 MBPS internet connectivity
- To purchase new computers, printers, LCD projectors, Xerox etc. to meet the requirement of ICT enabled T-L
- To enrich the Central and Departmental Libraries
- To sign AMCs for upkeep of infrastructural facilities
- To initiate physical facilities and up gradation of existing ones.




  
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## STUDENT SUPPORT AND PROGRESSION

- To strengthen student support mechanism
- To enhance students' participation in sports, cultural and Aavishkar Research Convention
- To start Management Scholarship
- To provide financial assistance to needy students through Student-Aid Fund
- To avail CIDCO stipend for project affected students
- To organize sports and cultural events of University of Mumbai
- To strengthen Mentor-Mentee Scheme To provide Bridge Courses
- To provide Remedial Coaching
- To provide Crash Courses in Computer Literacy and Communications Skills
- To strengthen Placement Cell, Psycho-Social Counselling Cell and Entrepreneurship Development Cell
- To organize Job Fairs and On Campus Placement Drives
- To organize workshops on Entrepreneurship Development
- To organize Health Check-up Camps, Karate Training, Yoga and Gender Sensitization Programmes
- To organize Aavishkar Research Convention at college level To provide Psycho-Social Counselling, Career Counselling and Health related Counselling
- To improve support services like Library, NSS, WDC, DLLE etc.
- To strengthen Alumni Association and activities
- To ensure Alumni engagement in the development of the college




  
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## GOVERNANCE, LEADERSHIP AND MANAGEMENT

- To ensure participative management
- To accord Best Performance Award to staff members
- To organize Training Programmes for faculty and staff
- To conduct Internal and External Academic and Administrative Audits To conduct Internal and External Financial Audits
- To strengthen Welfare activities for faculty and staff
- To organize lectures under Staff Academy
- To depute faculty for FIP, Refresher and Orientation Courses
- To make budgetary provision for academic departments
- To organize collaborative activities of IQAC
- To promote the staff members for promotion under Career Advancement Scheme
- To raise funds with the help of stakeholders
- To conduct periodic meetings of IQAC
- To submit proposals to DBT, SERB and UGC



  
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## INSTITUTIONAL VALUES AND BEST PRACTICES

- To conduct Green Audit
- To conduct Energy Audit To conduct Environmental Audit
- To conduct Gender Audit To renovate College Check Dam
- To install 30 KV Solar Plant on college campus
- To organize awareness programmes for environment consciousness
- To make arrangement for hazardous and e-waste management
- To organize Tree Plantation Drives
- To adopt and introduce Innovations and Best Practices at departments and support services levels
- To organize activities for energy and water conservation
- To strengthen Institutional Best Practices
- To strive for overall development of all students as per the vision. Mission, objectives and distinctiveness of the college.



A handwritten signature in blue ink, appearing to read "Sheth J. N. Paliwala", written over a horizontal line.

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