Swami Ramanand Teerth Marathwada University, Nanded

Name of College: _____

REVISED CONSOLIDATED API-PBAS FORMAT FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS AS PER UGC 4TH AMENDMENT DATED 11TH JULY 2016 AND GOVT OF MAHARASHTRA GR NO 201610051453597208 DATED 04TH MARCH 2017 onwards

Assessment Period: from _____ to _____

Request for Promotion under CAS: _____ w.e.f._____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

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

    Telephone No:

    Email:

8. Academic Qualifications (S.S.C. till post graduation):

Examinations	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade	Subject
High School / S.S.C.					
Intermediate H.S.C.					
B.A. / B.Sc. / B.Com. / B. Mus.					
M.A. / M.Sc. / M.Com. / M. Mus.					
Other examination, if any					

Research Degree(s):

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

9. Appointments held prior to joining this institution

Designation	Name of the employer	Date of joining		Salary with grade	Reason for Leaving
		Joining	Leaving		

10. Posts held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

11. Period of teaching experience: P.G. Classes (in years) [____]   U.G. Classes (in years) [____]

12. Research Experience excluding years spent in M. Phil. / Ph. D. (In years) [____]

13. Fields of Specialization under the Subject / Discipline

14. Academic Staff College Orientation / Refresher Course attended:

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation:

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. University may detail the activities, in case institutional specificities require, and adjust the weightages without changing the minimum total API scores required under this category.

Sr. No.	Nature of Activity	Description of Activity	API Score allotted	Max. Aggregate Limit	Self Appraisal score							Verified API score						
					Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Yr. 6	Total	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Yr. 6	Total
1(a)	Direct Teaching	Lectures, Practical, Tutorials, Project Supervision, field work, group discussion seminars, any other.	70/60/60															
1(b)	Examination Duties	Question paper setting, Invigilation / supervision, Flying Squad, CS/ACS/Custodian, CAP Director/ Assistance Director, Unfair menace committee, Grievance Committee, Internal Assessment, External Assessment, Re-valuation, Result Preparation, M. Phil., Ph. D. Thesis evaluation, COE/ Director of Exam & evaluation /Member BOE & 32 (5), 48 (5).	20/20/10	80/75 /70														
1(c)	Contribution to Innovative Teaching	Innovative Teaching, Learning methodologies Use of ICT, Interactive Courses, Preparation of resource/ study material/ laboratory manuals, Updating of Subject content/Course/design/of Curriculum, Mentoring Participatory learning modules, Role playing , Interaction with entrepreneur/ social worker	10/15/20															
	Total Score			-														
	Minimum API Score Required per Year			80/75 /70														
	Max. Aggregate Limit of the Total Score per Year			100/9 5/90														

Note : * Assistant Professor Stage 1 to 2 = 80, Stage 2 to 3 = 80, Assistant Professor to Associate Professor Stage 3 to 4 = 75, Associate Professor to Professor Stage 4 to 5 = 70 Professor Stage 5 to 6 = 70

1. Direct Teaching 16/14/14 hours per week include the Lectures/ Tutorials/ Practical / Project Supervision / Field Work/Skill enhancement.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.
4. Student Feedback is an integral part of the institutional and academic development of higher educational institutions and in fostering quality. Student feedback and teacher response plays a catalytic role towards improvement in teaching-learning and institutional development. Feedback from students on teaching, delivery, methodology and pedagogy is pivotal with a view to enhancing clarity of concepts, subject understanding and developing and deepening an interest in the academic discipline. Universities and Colleges should encourage teachers to assist students in providing constructive feedback on teaching-learning in order to enhance quality education and in responding to the feedback.

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

Brief Explanation:
Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Sr. No.	Nature of Activity	Description of Activity	API Score	Max. Aggre gate Limit	Self Appraisal score							Verified API score						
					Yr. 1	Yr. 2	Yr. 3	Yr 4	Yr. 5	Yr. 6	To tal	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Yr. 6	To tal
A.	Student related co-curricular, extension and field based activities.	(i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)	10	20														
		(ii) Other co- curricular activities (Cultural, Sports, NSS, NCC etc.)	10															
		(iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	10															
B.	Contribution to corporate life & management of the dept & institution through participation in academic & administrative committees & responsibilities	i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)	10	15														
		(ii). Participation in Board of Studies, Academic and Administrative Committees	10															
C.	Professional Development activities	Such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution	15	15														
		Total Score		50														
		Minimum API Score Required for Cat. II / assessment period	50/50/ 50/50/ 100*															
		Max. Aggregate Limit of the Total Score per Year		25														

* Stage 1 to 2 = 50, Stage 2 to 3 = 50, Stage 3 to 4 = 50, Stage 4 to 5 = 50, Stage 5 to 6 = 100
* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

VERIFIABLE CRITERIA:1) Academic Teaching Plan/Dairy, 2) Bio Metric Generated Slips. 3) Attendance sheets/Register, 4) Certification by HOD / Principal, IQAC Coordinator(mandatory) 5) Supporting Documents

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation:

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

Engineering/ Agriculture/ Veterinary Science/ Sciences/ Medical Sciences	Faculties of Languages, Arts/ Humanities/ Social Sciences/ Library/ Physical education/ Management	API score allotted	Self Appraisal score							Verified API score						
(A) Research Papers published			Yr. 1	Yr. 2	Yr 3	Yr 4	Yr 5	Yr 6	Tot al	Yr. 1	Yr. 2	Yr. 3	Yr 4	Yr. 5	Yr 6	Tot al
Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 /Publication														
Number of articles in refereed journals with impact factor below 1.0 / Index Journal	Number of articles in refereed journals with impact factor below 1.0 / Index Journal	30/ publication														
Refereed Journals* with impact factor 1.0 and below 2.0	Refereed Journals* which are indexed (impact factor less than 1)	35 / publication														
Refereed Journals* with impact factor 2.1 and below 5.0	Refereed Journals* with impact factor 1.0 and below 2.0	40/ publication														
Refereed Journals* with impact factor 5.1 and below 10	Refereed Journals* with impact factor 2.0 and below 5.0	45/publication														
Refereed Journals* with impact factor above 10	Refereed Journals* with impact factor above 10	50/publication														
Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC#	10 / publication														
(B) Research Publications (books, chapters in books, other than refereed journal articles)		**API score allotted**	**Self Appraisal score**							**Verified API score**						
			Yr. 1	Yr. 2	Yr 3	Yr 4	Yr 5	Yr 6	Tot al	Yr. 1	Yr. 2	Yr. 3	Yr 4	Yr. 5	Yr 6	Tot al
Text/Reference, Books published by International Publishers, with ISBN/ISSN	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by	30 per Book for Single Author														

		API score allotted	Self Appraisal score	Verified API score
number as approved by the University and posted on its website. The List will be intimated to UGC.	the University and posted on its website. The List will be intimated to UGC.			
Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author		
Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author		
Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter		

(C) RESEARCH PROJECTS		**API score allotted**	**Self Appraisal score**	**Verified API score**
Sponsored Projects carried out / ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	(a) Major Projects amount mobilized with grants above 5.0 lakhs	20/ each Project		
	(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	(b) Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs 5.00 lakhs	15 / each Project		
	c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized With grants above Rs 25,000 up to Rs. 3 lakh)	10 / each Project		

Consultancy Projects	Amount mobilized with minimum-of Rs. 10.00 Lakhs	Amount mobilized with minimum of Rs. 2.0 lakhs	10 per every Rs 10.0 lakhs and Rs.2.0 lakhs, respectively																		
Projects outcome / output	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO /UNO /UNESCO / UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5																		
(D) RESEARCH GUIDANCE																					
M. Phil	Degree awarded only	Degree awarded only	5 / each candidate																		
Ph. D.	Degree awarded	Degree awarded	15 / each candidate																		
	Thesis submitted	Thesis submitted	10 / each candidate																		
(E) Fellowships, Awards and Invited lectures delivered in conferences / seminars																					
Fellowships / Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship																		
	National Award / Fellowship from academic bodies	National Award/ Fellowship from academic bodies/ associations	10 per Award / 10 per Fellowship																		
	State/University level Award from academic bodies	State/University level Award from academic bodies / associations	5 Per Award																		
Invited lectures /	International	International	7 per lecture /																		

Papers presented			5 per paper presented																	
	National level	National level	5 per lecture / 3 per paper presented																	
	State / University level	State / University level	3 per lecture / 2 per paper presented																	
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period																				
(F) Development of e-learning delivery process / material			10 per module																	
Total Score																				
Minimum API Score Required per Year																				
Max. Aggregate Limit of the Total Score per Year																				

Signature of Principal   Signature of Applicant

Verified and recommended / not recommended by Screening Committee Members with Signature w.e.f._____: For Stage____ to ____ AGP: ____

1. The Principal   2. Govt. Nominee   3. Head of the concerned department   4.Subject expert I   5. Subject expert II

Verified and recommended / not recommended by Selection Committee Members with Signature w.e.f._____: For Stage____ to ___ AGP: _____

1. The Chairperson of the Governing Body or his or her nominee   2. The Principal   3. Govt. Nominee

4. Head of the concerned department   5. Two University representatives nominated by the Vice Chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject

6. I) Subject expert I   II) Subject expert II

7. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

Notes:

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

*Note: Published by International/ National level publication with ISSN No Journals with impact factor as approved by university and posted on its website and the list should be intimated to UGC.