**GUIDELINES FOR FILLING UP OF APPLICATION**

**(PART - B OF THE PBAS PROFORMA)**

Part B of the Proforma is based on the UGC Regulations 2010. It is to be filled out for the recently completed academic year.

The Proforma is to be filled as per UGC Regulations 2010 and self-assessment scores given. For each category, maximum scores that can be given or carried forward are indicated in the table.

Enclose the letter of evidences in support of your claim.

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

**Note:** 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.

**I. Teaching and Evaluation Related Performance**

**(i) a.**

* Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records.
* No score should be assigned if a teacher has taken less than (say) 80% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made.
* Maximum score if there is 100% achievement.
* (for 80% performance 20 scores and above 80%, 1.5 scores for every 1% of performance)

**Max. Score: 50**

**b.**

* If a teacher has taken classes exceeding UGC norm, then two points

to be assigned for each extra hour of classes.

**(ii)**

* Imparting of knowledge/instruction vis-a-vis with the prescribed material (Text book/ Manual etc) and methodology of the curriculum (100% compliance = 20 points)
* (05 API scores for providing each additional resource)

**Max. Score: 10**

**Max. Score: 20**

**(iii) Use of Participatory and Innovative Teaching-Learning Methodologies,**

**Updating of Subject Content, Course Improvement etc.**

|  |  |
| --- | --- |
| **Indicators / Activities** | **Max. Score** |
| Updating of courses, designing of curriculum, (5 per course) | **10** |
| Preparation of resource material, fresh reading materials, Laboratory manuals etc. (5 per material) | **10** |
| Use of Innovative teaching-learning methodologies; use of ICT; Updated  subject content and course improvement.  a. ICT Based Teaching material: 10 points/each  b. Interactive Courses: 5 points/each  c. Participatory Learning modules:5 points/each | **10** |
| Developing and Imparting Remedial/Bridge Courses and Counseling modules (Each activity : 5 points) | **10** |
| Developing and Imparting soft skills/communication skills/personality  development courses/modules (Each activity : 5 points) | **10** |
| Developing and Imparting specialized teaching ñ learning programmes in physical education, library; Innovative compositions and creations in music, performing and visual arts and other traditional areas.  (Each activity : 5 points) | **10** |
| Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library  skills to students.  (a) Workshop / Training course: 10 points each  (b) Popularization program : 5 points each | **10** |
| **Maximum Aggregate Limit** | **20** |

**iii) Examination Related Work**

|  |  |
| --- | --- |
| **Indicators** | **Max. Score** |
| College/University end semester / Annual Examination work as per duties allotted. (Invigilation 10 points; Evaluation of answer scripts  5 points; question paper setting 5 points)  (100% compliance = 20 points,01 point less for every 2% less compliance) | **20** |
| College / University examination / Evaluation responsibilities for internal /continuous assessment work as allotted (100% compliance = 10 points, 01 point less for every 1% less compliance) | **10** |
| Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points, 01 point less for every 1% less compliance) | **10** |
| **Maximum Aggregate Limit B (iv)** | **25** |

**II : Co-curricular, Extension and Profession Related Activities and Participation**

**in the Corporate Life of this Institution.**

**(i) Extension and Co-Curricular Related Activities**

|  |  |
| --- | --- |
| Institutional Co-curricular activities for students such as field studies /educational tours, industry implant training and placement activity (5 point each) | **10** |
| Positions held / Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC or any other similar activity  (Each activity 10 points) | **10** |
| Students and Staff related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points) | **10** |
| Community work such as values of National integration, secularism,  democracy, socialism, humanism, peace, scientific temper ; flood or, drought relief, small family norms etc. (5 points each) | **10** |
| **Maximum Aggregate Limit** | **20** |

**(ii) Contribution to Corporate Life and Management of the Institution**

|  |  |
| --- | --- |
| Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in College magazine and University volumes ( 2 points each) | **10** |
| Institutional governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator  (10 points each) | **10** |
| Participation in Committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 points each) | **10** |
| Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline ( 5 each) | **10** |
| Organization of Conference / Training: International (10 points) ;  National/regional (5 points) | **10** |
| **Maximum Aggregate Limit** | **15** |

**(iii)Professional Development Related Activities**

|  |  |
| --- | --- |
| **Indicators / Activities** | **Maximum Score** |
| Membership in profession related committees at state and national level. a. At national level: 3 points each  b. At state level : 2 points each | **10** |
| Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point) | **10** |
| Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points) | **10** |
| Membership/participation in Bodies/Committees on Education and National Development (5 each) | **10** |
| Publication of articles in newspapers, magazines or other publications (not  covered in category 3), radio talks etc. (1 point each) | **10** |
| **Maximum Aggregate Limit** | **15** |

CATEGORY III: Research and Publications and Academic Contributions

• This is to be filled as per Appendix III Table I/IV/VII, Category III of the UGC Regulations 2010.

• The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/ supervisor/mentor of the teacher would share equally 60% of the total points and there maining 40% would be shared equally by all other authors.

• Required number of additional rows can be added in the tables while filling up the proforma.

***For all clarifications in assessment of API scores on any parameter and for any interpretational operation purpose, the UGC Regulations 2010 and its subsequent amendments from time to time shall be followed / referred.***

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

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S No.** | **APIs** |  | | **Engineering/Agriculture/**  **Veterinary**  **Science/Sciences/Medical**  **Sciences** | | **Faculties of Languages**  **Arts/Humanities/Social**  **Sciences/Library/ Physical**  **education/Management** | | **Max. points for**  **University and**  **college teacher**  **position** | |
|  | |
|  |  | |
|  |  |  | |
|  | Research Papers |  | | Refereed Journals \* | | Refereed Journals\* | | 15 / publication | |
|  | published in: |  | | Non-refereed but recognized  and reputable journals and  periodicals, having ISBN/ISSN  numbers. | | Non-refereed but recognized  and reputable journals and  periodicals, having ISBN/ISSN  numbers. | | 10 /Publication | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | | Conference proceedings as full  papers, etc. (Abstracts not to be  included) | | Conference proceedings as full | |  | |
| **III A** |  |  | | papers, etc. (Abstracts not to | | 10/ publication | |
|  |  | | be included) | |  | |
| **III (B)** | Research Publications |  | | Text or Reference Books | | Text or Reference Books | | 50 /sole author; | |
|  | (books, chapters in |  | | Published by International | | Published by International | |
|  |  | | 10 /chapter in an | |
|  | books, other than |  | | Publishers with an established | | Publishers with an established | |
|  |  | | edited book | |
|  | refereed journal articles) |  | | peer review system | | peer review system | |
|  |  | |  | |
|  |  |  | | Subjects Books by National | | Subject Books by / national | | 25 /sole author, | |
|  |  |  | | level publishers/State and | | level publishers/State and | | and 5/ chapter in | |
|  |  |  | | Central Govt. Publications with | | Central Govt. Publications with | | edited books | |
|  |  |  | | ISBN/ISSN numbers. | | ISBN/ISSN numbers. | |  | |
|  |  |  | | Subject Books by Other local | | Subject Books by Other local | | 15 / sole author, | |
|  |  |  | | publishers with ISBN/ISSN | | publishers with ISBN/ISSN | | and 3 / chapter in | |
|  |  |  | | numbers. | | numbers. | | edited books | |
|  |  |  | | Chapters contributed to edited | | Chapters contributed to edited | | 10 /Chapter | |
|  |  |  | | knowledge based volumes | | knowledge based volumes | |  | |
|  |  |  | | published by International | | published by International | |  | |
|  |  |  | | Publishers | | Publishers | |  | |
|  |  |  | | Chapters in knowledge based | | Chapters in knowledge based | | 5 / Chapter | |
|  |  |  | | volumes by Indian/National | | volumes in Indian/National | |  | |
|  |  |  | | level publishers with ISBN/ISSN | | level publishers with ISBN | |  | |
|  |  |  | | numbers and with numbers of | | /ISSN numbers and with | |  | |
|  |  |  | | national and international | | numbers of national and | |  | |
|  |  |  | | directories | | international directories | |  | |
| **III (C)** | **RESEARCH PROJECTS** |  | |  | |  | |  | |
| **III (C) (i)** | Sponsored Projects |  | | (a) Major Projects amount | | Major Projects amount | | 20 /each Project | |
|  | carried out/ ongoing |  | | mobilized with grants above | | mobilized with grants above | |  | |
|  |  |  | | 30.0 lakhs | | 5.0 lakhs | |  | |
|  |  |  | |  | |  | |
|  |  |  | | (b) Major Projects amount | | Major Projects Amount | | 15 /each Project | |
|  |  |  | | mobilized with grants above | | mobilized with minimum of Rs. | |  | |
|  |  |  | | 5.0 lakhs up to 30.00 lakhs | | 3.00 lakhs up to Rs. 5.00 lakhs | |  | |
|  |  |  | |  | |  | |
|  |  |  | | (c) Minor Projects (Amount | | Minor Projects (Amount | | 10/each Project | |
|  |  |  | | mobilized with grants above | | mobilized with grants above | |  | |
|  |  |  | | Rs. 50,000 up to Rs. 5 lakh) | | Rs. 25,000 up to Rs. 3 lakh) | |  | |
|  |  |  | |  | |  | |
| **III (C) (ii)** | Consultancy Projects |  | | Amount mobilized with | | Amount mobilized with | | 10 per every | |
|  | carried out / ongoing |  | minimum of Rs.10.00 lakh | | | minimum of Rs. 2.0 lakhs | | Rs.10.0 lakhs and | |
|  |  |  |  | |  |  |  | Rs.2.0 lakhs, | |
|  |  |  |  | |  |  |  | respectively | |
|  | Completed projects : |  | Completed project Report | | | Completed project report | | 20 /each major | |
|  |  | project and 10 / | |
| **III (C) (iii)** |  | (Acceptance from funding | | |
| Quality Evaluation |  | (Accepted by funding agency) | | each minor | |
|  |  | agency) | | |
|  |  |  |  |  | project |  |
|  |  |  |  | |  |  |  |  |
|  |  |  |  | |  | Major Policy document of | | 30 / each national | |
|  | Projects |  | Patent/Technology transfer/ | | | level output or | |
| **III (C)** |  | Govt. Bodies at Central and | |
|  | patent /50 /each | |
| **(iv)** | Outcome / Outputs |  | Product/Process | | | State level | |
|  | for International | |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  | level, |  |
| **III (D)** | **RESEARCH GUIDANCE** |  |  | |  |  |  |  |  |
| **III (D)** | M.Phil. |  | Degree awarded only | | | Degree awarded only | | 3 /each candidate | |
| **(i)** |  |
|  |  |  | |  |  |  |  |  |
| **III (D) (ii)** | Ph.D |  | Degree awarded | | | Degree awarded | | 10 /each | |
|  | candidate | |
|  |  |  |  | |  |  |  |
|  |  |  | Thesis submitted | | | Thesis submitted | | 7 /each candidate | |
| **III(E)** | **TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS** | | | | | | |  |  |
|  | Refresher courses,  Methodology  workshops, Training,  Teaching-Learning-  Evaluation Technology  Programmes, Soft  Skills development  Programmes, Faculty  Development  Programmes (Max: 30  points) |  | (a) | | Not less than two weeks | (a) | Not less than two weeks | 20/each |  |
|  |  |  | | duration |  | duration |  |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
| **III(E)** |  |  | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| **(i)** |  |  | |  |  |  |  |  |
|  | (b) | | One week duration | (b) | One week duration | 10/each |  |
|  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
| **III(E)** | Papers in Conferences/ |  | Participation and Presentation | | | Participation and Presentation | |  |  |
| Seminars/ |  | of research papers (oral/poster) | | | of research papers | |  |  |
| **(ii)** |  |  |  |
| workshops etc.\*\* |  | in | |  | (oral/poster) in | |  |  |
|  |  |  |  |  |
|  |  |  | a) | | International conference | a) | International conference | 10 | each |
|  |  |  | b) | | National | b) | National | 7.5 / each | |
|  |  |  | c) | | Regional/State level | c) | Regional/State level | 5 | /each |
|  |  |  | d) | | Local –University/College | d) | Local –University/College | 3 / each |  |
|  |  |  |  | | level |  | level |  |  |
| **III(E)** | Invited lectures or |  | (a) | | International | (a) | International | 10 /each | |
| **(iv)** | presentations for |  |  | |  |  |  |  |  |
|  | conferences/ / |  |  | |  |  |  |  |  |
|  | symposia |  |  | |  |  |  |  |  |
|  |  |  | (b) | | National level | (b) | National level | 5 |  |

\*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii).

**Notes.**

It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.

The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.