



UNIVERSITY OF CALICUT
UNIVERSITY OF CALICUT
(GENERAL AND ACADEMIC II - 'F' SECTION)

No: 72431/GA-II-F-SO/2019/Admn

Dated, Calicut University P.O 26.02.2020

NOTIFICATION

As per Notification No. F. 1-2/2017 (EC/PS) dated 18/07/2018, 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) Regulation, 2018, has been published in the Gazette of India dated 18/07/2018. The Regulation shall come into force with effect from 18/07/2018, ie; the date of publication of the Regulation in the Government of India Gazette (Extra Ordinary).

The Government of Kerala, vide G. O. (P) No. 28/2019/HEDN dated 29/09/2019, have issued orders implementing the said Regulation, 2018, as such, and directed the University to ensure incorporation of the same in the Statutes and Regulations of the University within one month from the date of the Government Order. It has also been ordered that where there are any provision in the Regulation inconsistent with the provisions in the G. O. (P) No. 28/2019/HEDN dated 29/09/2019, those provisions in the Government Order would override the provision in the Regulations to the extent of such inconsistency. The Government have also ordered that notwithstanding anything contained in the Regulation only those benefits both monetary and others specified in the G. O. (P No. 18/2019/HEDN dated 29/06/2019 would be receivable.

The Academic Council of the University at its meeting held on 05/10/2019 considered the question of approving the draft amendment to University Regulation 2014 and University Regulation 2016 of the Regulation 1977(Chapter IV) based on the UGC Regulations 2018 and recommendations suggested by the Expert Committee constituted by the resolution vide item No. 2019.911* of the Syndicate and resolved vide item No. 37 to approve the draft amendment by incorporating the recommendations of the Expert Committee. The Senate of the University also approved the same at its meeting held on 16/11/2019.

It is hereby notified that the UGC Regulation 2018 is implemented in toto in the University with effect from 18/07/2018.

Where as :

- i) In the case of Visual disciplines, Management/Business Administration and Pharmacy disciplines, the existing provisions as per University amended Regulation of 2014 based on UGC Regulation 2010 shall be applicable.
- ii) In the case of Physical Education the existing qualification of Assistant Professor, Associate Professor and Professor both for direct recruitment and CAS placements as per University amended Regulation of 2014 based on UGC Regulation 2010 shall be applicable.

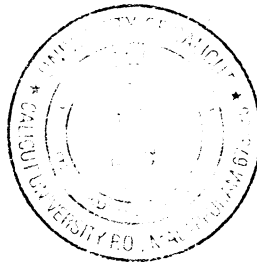
iii) In the case of Teacher Education Colleges (Training Colleges), as per Clause 1.1 of UGC Regulation 2018, the qualifications in respect of all faculties will be as per NCTE Regulation 2014 (for Two Year B.Ed. and M.Ed. programmes) and NCTE (Recognition, Norms and Procedure) Amendment Regulations, 2018 (for Four Years Integrated Teacher Education Programme ie.ITEP).

iv) For fixing qualification to various posts by direct recruitment to the University or affiliated Colleges, the modifications, additions, deletion or clarifications made by the apex statutory bodies like UGC, AICTE, IMC, NCTE or Bar Council etc. shall be made applicable by the Academic Council.

v) The Clauses in respect of qualifications for appointment, placement/promotion of non-UGC teachers (Oriental Title Colleges) shall be based on existing Regulation.

vi) The proforma to be used for various levels of CAS placements/promotions along with the criteria for placement as per the UGC Regulation 2018, appended (Annexure - I to VII) to this regulation as detailed blow:

Sl. No.	Description
Annexure I	Proforma for Promotion and Service Certificate
Annexure II	UGC Regulation 2018 Appendix II Table 1
Annexure III	UGC Regulation 2018 Appendix II Table 2
Annexure IV	Verified and Consolidated APAR Grade Sheet
Annexure V	Proforma and criteria for Placement for those who opt Option B (API Relaxed Mode) under UGC Regulation 2018.
Annexure VI	Statement of Re-fixation with Option and undertaking
Annexure VII	Guidelines for preparing and submitting CAS for College and University Teachers



Dr. Joshy C.L.

Registrar

UNIVERSITY OF CALICUT**Proforma for Promotion and Service Certificate under CAS****PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters) :
2. Father's Name/Mother's Name :
3. Department :
4. Current Designation & Level :
5. Date of last Promotion :
6. Which position are you an applicant of CAS? :
7. Date of eligibility for promotion :
8. Date and Place of Birth :
9. Sex :
10. Marital status :
11. Nationality :
12. Indicate whether belongs to SC/ST/OBC category :
13. Address for correspondence (with Pincode):
14. Permanent Address (with Pincode) :

Telephone No:

Email:

15. Academic Qualifications (Matric till post graduation)

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division / Class/Grade	Subject
High School/Matric					
Intermediate					
B.A./B.Sc./ B.Com. etc					
M.A./M.Sc./M.Com./ etc.					
Others examination, if any					

16. Research Degree(s)

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

17. Appointments held prior to joining this institution

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

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 Specialisation under the Subject / Discipline

(a) ..

(b) ..

22. Academic Staff College Orientation / Refresher Course attended:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

SERVICE CERTIFICATE

This is to certify that Mr/Mrs/Dr.(Name and designation) joined service in this college w.e.f. and he/she is now submitting the proposal for CAS placement from Level..... to The service details of Mr/Mrs/Dr.(Name) as on his/her Placement due date ie. as follows:

Date of Joining :
Date of commencement of continuous service :
Qualifying service for placement :
LWA Availed during the period :
No of days declared as dies-non :
Other non-qualifying service period if any :
Due date of placement :

(Office Seal)

Station:

Name and Signature of Head of the Office

Date:

UNIVERSITY OF CALICUT
Annual Performance Assessment Reports (APAR)
 (As Per UGC Regulation 2018, No. F.1-2/2017(EC/PS) dated 18th July, 2018)

Appendix II. Table 1.

Session/Year : to.....

(To be completed and submitted at the end of each assessment Year)

PART A: GENERAL INFORMATION

1.	Name of College/ University	
2.	Name of Incumbent (In Block Letters)	
3.	Name of Father / Mother	
4.	Sex	
5.	Date of Birth	
6.	Nationality	
7.	Current designation	
8.	Department	
9.	Date of entry to service	
10.	Date of last promotion if any	
11.	Date of eligibility for promotion	
12.	Address for correspondence (with Pin code)	
13.	Telephone No:	
14.	Email	

15. Academic Staff College Orientation/Refresher Course attended:

Name of the Course /Summer School	Venue	Duration (From - To)	Sponsoring Agency

PART B:
Annual Performance Assessment Reports (APAR)

Session/Year : to.....

(To be completed and submitted at the end of each completed Year)

1.TEACHING

Sl. No	Course/Paper	Level	Mode of teaching*	No. of classes per Week allotted	No. of classes conducted per Week	% of Classes/ Pract. taken
01.						
02.						
03.						
04.						
05.						
06.						
07.						
TOTAL						
80% and above: "Good" 70% to 80% : "Satisfactory" Less than 70% : "Not satisfactory"					Grade	

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

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

2. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/ RESEARCH ACTIVITIES:

(2. a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.

Sl.No	Type of Responsibility/Duty	Role Performed
01		
02		
03		
04		
Total number of activities Involved		

(2. b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

Sl.No	Type of Responsibility/Duty	Role Performed
01		
02		
03		
04		
Total number of activities Involved		

(2. c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

Sl.No	Type of Responsibility/Duty	Role Performed
01		
02		
03		
04		
Total number of activities Involved		

(2. d) Organising seminars/ conferences/ workshops, other college/university activities.

Sl.No	Type of Responsibility/Duty	Role Performed
01		
02		
03		
04		
05		
Total number of activities Involved		

(2. e) Evidence of actively involved in guiding Ph.D students.

Sl. No	Name of Student	Date of Registration	U.O granting Registration
01			
02			
03			
04			
05			
Total number of students			

(2. f) Conducting minor or major research project sponsored by national or international agencies.

Sl. No	Name of the project	Funding Agency	Amount sanctioned/utilized
01			
02			
03			
04			
05			
Total number of projects			

(2. g) *At least one single or joint publication in peer- reviewed or UGC list of Journals*

Sl. No.	Title with page Nos.	Journal	ISSN/ISBN No	Peer reviewed/ UGC listed	No. of Co-authors	Whether you are the main Author
01						
02						
03						
04						
05						
Total number of publications						
Overall Grade for SL. 2 (a+b+c+d+e+f+g) (Good - Involved in at least 3 activities, Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities) *Number of activities can be within or across the broad categories of activities						

Summary of Overall Grade in APAR

Activity	Grade
1. Teaching	
2. Involvement in the University/College student related activities/ research activities.	
Overall Grade for the Assessment Year	
<p>Overall Grading: Good = Good in teaching and satisfactory or good in activity at Sl.No.2. Satisfactory = Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. Not Satisfactory = If neither good nor satisfactory in overall grading Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.</p>	

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

Sign & Name of Applicant

Designation

Place:

Date:

CERTIFICATE

This is to certify that Dr/Sri/Smt has successfully carried out all the duties in respect to APAR SL Number 1 & 2 assigned to him, which are claimed by him in the APAR Proforma for the assessment year-.....

Countersigned by:

(Office Seal)

Name and Signature of Principal/Head of the Office

UNIVERSITY OF CALICUT
Academic / Research Score

(As Per UGC Regulation 2018, No. F.1-2/2017(EC/PS) dated 18th July, 2018)

Appendix II. Table 2.

Session/Year : to.....

PART A: GENERAL INFORMATION

1.	Name of College/ University	
2.	Name of Incumbent (In Block Letters)	
3.	Name of Father / Mother	
4.	Sex	
5.	Date of Birth	
6.	Nationality	
7.	Current designation	
8.	Department	
9.	Date of entry to service	
10.	Date of last promotion if any	
11.	Date of eligibility for promotion	
12.	Address for correspondence (with Pin code)	
13.	Telephone No:	
14.	Email	

1. Published Research Papers in Peer-reviewed or UGC listed Journals

Sl. No.	Title with page Nos.	Journal	ISSN/ISBN & Impact Factor, if any	Peer reviewed/ UGC Listed	No. of Co-authors	Whether you are the main Author	Score
01							
02							
03							
04							
05							
Total Research Score							
<p>08 Points per publication for Faculty of Science and 10 Points per publication for Faculty of Languages/Humanities/Arts/Social Sciences/Commerce/Management and other related disciplines.</p> <p>The Research score for research papers would be augmented as follows: (Impact factor to be determined as per Thomson Reuters List)</p> <ul style="list-style-type: none"> • i) Paper in refereed journals without impact factor : 5 Points • ii) Paper with impact factor less than 1 : 10 Points • iii) Paper with impact factor between 1 and 2 :15 Points • iv) Paper with impact factor between 2 and 5 : 20 Points • v) Paper with impact factor between 5 and 10 : 25 Points • vi) Paper with impact factor >10 : 30 Points <p>(a) Two authors: 70% of total value of publication for each author.</p> <p>(b) More than two authors: 70% of total value of publication for the First/Principal/ Corresponding author and 30% of total value of publication for each of the joint authors.</p>							

2. Publications other than Research Papers**02(a). Books authored which are published by International and National publishers**

Sl. No.	Title of book/chapter/ editor of book etc	National/ International	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	Score
01						
02						
03						
04						
05						
Total Research Score						
International Publishers: 12 National Publishers : 10 Chapter in edited book : 05 Points/Chapter Editor of book by International Publisher : 10 Points Editor of book by National Publisher : 08 Points						

02(b). Translation works in Indian and Foreign Languages by qualified faculties

Sl. No.	Title chapter/research paper/book	Book, Title, Editor & Publisher	No. of Co-authors	Whether you are the main Author	Score
01					
02					
03					
04					
05					
Total Research Score					
Chapter or Research Paper : 03 Points Book : 08 Points					

3. Creation of ICT mediated Teaching Learning pedagogy and development of new and innovative courses and curricula

03(a). Development of Innovative Pedagogy

Sl.No	Type of Pedagogy	Level (UG/PG)	Topic Covered	Score
01				
02				
03				
04				
05				
Total Research Score				
05 Points per Pedagogy				

03(b). Design of New Curricula and Courses

Sl. No.	Name of Course	Level (UG/PG)	University	Score
01				
02				
03				
04				
05				
Total Research Score				
02 Points per curricula or course				

03(c). MOOCs

Sl. No	Name of MOOC	Complete MOOC/ module/lecture/Content writer/subject matter expert/ Course Coordinator	Level (UG/PG)	University	Score
01					
02					
03					
04					
Total Research Score					
<p>Development of complete MOOCs in 4 quadrants (4 credit course) : 20 (In case of MOOCs of lesser credits 05 marks/credit)</p> <p>MOOCs (developed in 4 quadrant) per module/lecture : 05</p> <p>Content writer/subject matter expert for each module of MOOCs (at least one quadrant) : 02</p> <p>Course Coordinator for MOOCs (4 credit course) : 08 (In case of MOOCs of lesser credits 02 marks/credit)</p>					

03(d). E-Content

Sl. No.	Title of Module/ Material	Score
01		
02		
03		
04		
Total Research Score		
<p>Development of e-content in 04 quadrants for a complete course or e-book : 12 e-content in 4 quadrants : 05 Points per module</p> <p>Contribution to development of e-content (at least 01 quadrant) : 02 Points</p> <p>Editor of e-content for complete course/paper/e-book : 10 Points</p> <p>Online process like MOODLE, MOOC, LMS, Submission of e-assignments, ppt, notes, handouts etc. through online groups such as Google, YouTube etc : 2 Points per module</p>		

4. Research Guidance, Projects and Consultancy**04(a). Research Guidance**

Category	Number Enrolled	Thesis Submitted	Degree Awarded	Score
i. Ph.D				
ii.M.Phil or PG Dissertation		NA		
Total Research Score				
Ph. D (Degree Awarded) : 10 Ph. D (Thesis Submitted) : 05 M. Phil/PG/UG : (Degree Awarded): 02 (UG 5 Students group) For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co- supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.				

04(b). Completed Research Projects

SI	Title	Sponsor Agency	Duration	Amount Mobilised	Score
01					
02					
03					
04					
Total Research Score					
More than 10 lakhs : 10 Points Less than 10 lakhs : 05 Points Joint Projects: Principal Investigator and Co-investigator would get 50% each.					

04(c). Ongoing Research Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
Total Research Score					
More than 10 lakhs : 05 Points Less than 10 lakhs : 02 Points Joint Projects: Principal Investigator and Co-investigator would get 50% each.					

04(d). Consultancy

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
Total Research Score					
03 Points each					

5. Patent/ Policy documents/Award and fellowship**05(a). Patent**

Sl. No.	Description/Patent	International/National	Score
01			
02			
03			
04			
Total Research Score			
International : 10 Points/Patent or output National : 07 Points /Patent or output			

05(b). Policy Document (Submitted to an International body/organisation like UNO/UNESCO/ World Bank/International Monetary Fund etc. or Central Government or State Government or Local body)

Sl	Description/Patent	International Bodies/ Central/State Government/ Local Bodies	Score
01			
02			
03			
04			
Total Research Score			
International : 10 Points/ National : 07 Points / State Govt. : 04 Points / Local body: 03 points			

05(c). Fellowships/Awards

Sl. No	Award/Fellowship	International/National/ State	Awarded by	Score
01				
02				
03				
04				
Total Research Score				
International : 10/Award or Fellowship National : 07/Award oFellowship State : 05 /Award or Fellowship				

6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

Sl. No.	*Title of the Lecture/ Paper/ Academic Session	Organized by	Whether International/ National/State or University Level	Score
01				
02				
03				
04				
Total Research Score				
International (Abroad) : 07/Lecture or Paper presented International (within country) : 05/Lecture or Paper presented National : 03/Lecture or Paper presented State/University : 02/Lecture or Paper presented *Paper presented, if part of an edited book or proceedings, then it can be claimed only once				
* For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/ Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.				
* The research score shall be from the minimum of three categories out of six categories.				

Summary of Research & Academic Score

Sl	Sub Sections	Score
1	Published Research Papers in Peer-reviewed or UGC listed Journals	
2 a	Articles/Chapters published in Books/Full papers in Seminar Proceedings	
2 b	Translation works in Indian and Foreign Languages by faculties	
3 a	Development of Innovative Pedagogy	
3 b	Design of New Curricula and Courses	
3 c	MOOCs	
3 d	E-Content	
4 a	Research Guidance	
4 b	Completed Research Projects	
4 c	Ongoing Research Projects	
4 d	Consultancy	
5 a	Patent	
5 b	Policy Document	
5 c	Fellowships/Awards	
6	Invited lectures / Resource Person/ paper presentation	
	TOTAL	

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

Sign & Name of Applicant

Designation

Place:

Date:

Countersigned by:

Name and Signature of Head of the Office

(Office Seal)

Place :

Date :

UNIVERSITY OF CALICUT
Verified and Consolidated Annual Performance Assessment Reports (APAR) Grade Sheet.
(As Per UGC Regulation 2018, No. F.1-2/2017(EC/PS) dated 18th July, 2018)

Name of the Candidate :

CAS Placement Stage : From Level..... to Level.....

Activity	Grade: Good/Satisfactory/Not Satisfactory					
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
 - - - - - -
Sl. No. 1. Teaching						
Sl. No. 2. Involvement in the University/College student related activities/research activities.						
Overall Grade						

Name of the S&E Committee Members

Signature

1.

Principal

2.

Head of the Dept

3.

Subject Expert

4.

Subject Expert

Place:

Date :

UNIVERSITY OF CALICUT
Performance Based Appraisal System (PBAS) Relaxed version as per 2018 Regulation
(Option. B)

Session / Yearto (Assessment Period)

PART A: GENERAL INFORMATION

1. Name (in Block Letters) :
2. Father's Name/Mother's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with Pin code) :
7. Permanent Address (with Pin code) :
 Telephone No :
 Email :
8. Whether acquired any degrees or fresh academic qualifications during the year :
9. Academic Staff College Orientation/Refresher Course attended during the year :

Name of the Course /Summer School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS**Performance Based Appraisal System (PBAS) Relaxed Version as per 2018 Regulation
(Option. B)**

Session / Yearto (Assessment Period)

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

SL	<u>Category II A. Student related co-curricular, extension and field based activities.</u> (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc Max. 15	Actual score (Actual hours spent per academic year ÷10)	Remarks
G Total II A			

SL	<u>Category II B. Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities</u> i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees Max. 15	Actual score (Actual hours spent per academic year ÷10)	Remarks
G Total II B			

SL	Category II 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) Max. 15	Actual score (Actual hours spent per academic year ÷10)	Remarks
	G Total II C		
G. Total Category II (II a+II b+II c)			

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

III (A) Research Papers published in: Refereed Journals 25 per Publication , Other Reputed Journals 10 per Publication									
S L	Title of Article	ISSN/ ISBN & Impact factor	Sponsor/ Publisher	Name of Co- Author(s)	Name of Journal/ Book/ Publicatio n	Vol, Issue & Page/ Chapter Numbers	Month & Year of Publica tion	API Score	Remark s
Total for III A									

III (B) Publications other than journal articles (books, chapters in books) Text/Reference, Books published by National Publishers, with ISBN/ISSN, 20 per Book for Single Author . Chapters in Books, published by National level publishers, with ISBN/ISSN number, 5 per Chapter.								
S L	Title of Book/ Shapter	ISSN/ ISBN & Impact factor	Sponso r/ Publis her	Name of Co- Author(s)	Type	Vol, Issue & Page/ Chapter Numbers	Month & Year of Publication	API Score

III (C) (i) Sponsored Projects Minor Projects (Amount mobilised with grants above Rs. 25,000 up to Rs. 3 lakh) 10 per Project				
S L	Title of the Project	Type	Month & Year of Sanction	API Score

III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakh	Amount mobilized with a minimum of Rs. 2 lakh	10 for every Rs.10 lakhs and Rs.2 lakhs

III (C) (iii)	Projects Outcome / Outputs	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

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher
III (D) (i)	Research Guidance M Phil Degree awarded	Degree awarded	Degree awarded	5 per candidate

III (D) (ii)	Research Guidance PhD (Degree awarded / Thesis submitted)	15/10 per candidate	Remarks
Tota for III D (ii)			

III (E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award/Fellowship from academic bodies	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

III (E) (ii) Invited lectures / papers (International 7 per lecture / 5 per paper presented) National level (5 per lecture / 3 per paper presented) State/University level (3 per lecture / 2 per paper presented) (Maximum Score Subject to the 20% of score required from Category III)						
Invited Lectures (International 7, National 5, State/Usty 3)						
S L	Title of Programme	Type	Venue	Date	API Score	Remarks
					Total	

III (E) (ii) Papers Presented (International 5, National 3, State/Usty 2)						
S L	Title of Programme	Type	Venue	Date	API Score	Remarks
Total for III (E) (ii) Seminar Paper presented						
Total for III (E) (ii) (Maximum Score Subject to the 20% of score required from Category III)						

Category III (F) Development of e-learning delivery process/material		Maximum score for University / College teacher	
		10 per module	Remarks
TOTAL SCORE			
G Total for III A+B+C+D+E+F			

SUMMARY OF API SCORE

Category	Criteria	Total-API Score for Assessment Period
II	Co-curricular, Extension, Professional development etc.	
III	Research and Academic Contribution	
II+III		

Any other relevant information:

List of Enclosures: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

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

(Signature of the faculty with Name & Designation)

Place:

Date:

This is to certify that Dr/Sri. has successfully carried out all the duties in respect to PBAS Category II assigned to him, which are claimed by him in the PBAS Proforma for the assessment year from to.....

Countersigned by:

(Office Seal)

Name and Signature of Principal/Head of the Office

Criteria for placement for relaxed mode of API under 2018 regulation for Pending promotions

VII. Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC 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 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

(a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

OR

(b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC 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 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC 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 and its amendments, is defined as under :

- i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC 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 and its amendments including 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) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.
- ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC 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 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

TABLE-A**(Minimum API requirement for the promotion of teachers under CAS in university departments)**

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/ AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/ AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-B**(Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG))**

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/ AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period	60/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-C
(Minimum API requirement for the promotion of Library staff under CAS in Universities)

S.N		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	A s s i s t a n t L i b r a r i a n (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/ Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4 / A G P Rs.9000/-)	Deputy Librarian (Stage 4/AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-D
(Minimum API requirement for the promotion of Library staff under CAS in Colleges)

S.No.		Assistant Librarian (Stage 1/AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/AGP Rs.7000/- to Stage3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Table-E
(Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director, Physical Education and Sports)

S.No		A s s i s t a n t D i r e c t o r (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/ Deputy Director (Stage 3/AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)	Deputy Director (Stage 4/AGP Rs. 9000/-) to Deputy Director (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-F
(Minimum API requirement for the promotion of College Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/ AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

STATEMENT OF RE-FIXATION OF PAY DUE TO FURTHER PLACEMENT

(See GO(P) No. 29/2019/HEDN dated. 30/09/2019) Appendix. V

1. Name of the college/university :
2. Name of the employee :
3. Designation of the present post :
4. Academic level of the present post :
5. Date of placement to the higher post :
6. Designation of the higher post in which pay is to be fixed :
7. Academic level of the higher post :
8. Applicable cell of the present post :
9. Existing Basic Pay in the applicable cell :
10. Figure in the next higher applicable cell (After adding a notional increment of 3% of the existing basic pay & rounded off to the nearest hundred) :
11. Applicable academic level after placement :
12. Applicable cell number in the higher academic level containing the amount equal to or higher obtained in Serial No.10) :
13. The figure arrived as per Sl.No.12 :
14. Basic Pay fixed for the higher post (The amount as per Sl.No.13):
15. Personal pay, if admissible :
16. Special pay. if admissible :
17. Non-Practicing allowance, if admissible :
18. Date of next increment :

Date of increment	Pay after increment in applicable level of Pay Matrix

19. Any other information :

Name and Signature of the Head of the office

Place :

Date:

(Office Seal)

Appendix-II

FORM OF OPTION

[See G. O. (P) No. 29/2019/HEDN dated 30.09.2019]

* 1 . I, (Name) hereby elect the revised pay structure with effect from

2. I, (Name) hereby elect to continue on Pay Band and Grade Pay of my substantive/officiating post mentioned below until:

* the date of my next increment / the date of my subsequent increment raising my pay to Rs..... / I vacate or cease to draw pay in the existing pay structure / the date of my promotion / upgradation to the post of.....

Existing Pay Band and Grade Pay.....

Signature:

Name:

Designation:

Office in which employed :

*To be scored out, if not applicable.

Countersigned by:

(Office Seal)

Name and Signature of Head of the Office

Place :

Date:

Appendix-III

UNDERTAKING

[See G. O. (P) No. 29/2019/HEDN dated 30.09.2019]

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in the e Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature:

Name:

Designation:

Office in which employed :

Date:

Place:

Countersigned by:

(Office Seal)

Name and Signature of Head of the Office

**Guidelines for submitting CAS Placement proposal as per UGC Regulation 2018
(For College Teachers)**

CAS Placement Stage	Mandatory Criteria	Proforma to be used
<p>Asst. Prof (Level 10) to Asst. Prof. Senior grade (Level 11)</p> <p><u>Option. A</u></p>	<ol style="list-style-type: none"> 1. 6 Years of qualifying service in Level 10 with 1 Year relaxation for M Phil and 2 year relaxation for PhD. Both MPhil and PhD at entry level or while in service. 2. One Orientation course of 21 days' duration. 3. Completed one Refresher / Research Methodology Course Or Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration. Or Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period. 4. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1. 5. Evaluation and Recommendation by the screening-cum-evaluation committee. 	<p>Annexure - I Annexure - II Annexure - IV Annexure - VI</p>
<p>Asst. Prof. Senior grade (Level 11) to Asst. Prof. Selection grade (Level 12)</p> <p><u>Option. A</u></p>	<ol style="list-style-type: none"> 1. 5 Years of qualifying service in Level 11. 2. Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning- Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment. 3. The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1. 4. Evaluation and Recommendation by the screening-cum-evaluation committee. 	<p>Annexure - I Annexure - II Annexure - IV Annexure - VI</p>

<p>Asst. Prof. Selection grade (Level 12) to Associate Professor (Level 13 A)</p> <p><u>Option. A</u></p>	<ol style="list-style-type: none"> 1. 3 Years of qualifying service in Level 12. 2. A Ph.D. degree in subject relevant /allied/relevant discipline. 3. Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment. 4. The teacher gets ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least two of the last three years of the assessment period, (as prescribed in Appendix II, Table 1. 5. The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations. 	<p>Annexure - I Annexure - II Annexure - IV Annexure - VI</p>
<p>Associate Professor (Level 13 A) Professor (Level 14)</p> <p><u>Option. A</u></p>	<ol style="list-style-type: none"> 1. 3 Years of qualifying service in Level 13 A. 2. A Ph.D. degree in subject relevant /allied/relevant discipline. 3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period. 4. A minimum of 110 Research Score as per Appendix II, Table 2 5. The teacher gets ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least two of the last three years of the assessment period, (as prescribed in Appendix II, Table 1. 6. The promotion to the post of Professor is recommended by the selection committee in accordance with these Regulations. 	<p>Annexure - I Annexure - II Annexure - III Annexure - IV Annexure - VI</p>
<p>*** Those who opt option B for placement, for all levels refer criteria as per Annexure - V</p>		<p>Annexure - I Annexure - V Annexure - VI</p>

**Guidelines for submitting CAS Placement proposal as per UGC Regulation 2018
(For University Teachers)**

CAS Placement Stage	Mandatory Criteria	Proforma to be used
Asst. Prof (Level 10) to Asst. Prof. Senior grade (Level 11) <u>Option. A</u>	<ol style="list-style-type: none"> 1. 6 Years of qualifying service in Level 10 with 1 Year relaxation for M Phil and 2 year relaxation for PhD. Both MPhil and PhD at entry level or while in service. 2. One Orientation course of 21 days' duration. 3. Completed one Refresher / Research Methodology Course Or Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration. Or Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period. 4. Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period. 5. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1. 6. Evaluation and Recommendation by the screening-cum-evaluation committee. 	Annexure - I Annexure - II Annexure - IV Annexure - VI

<p>Asst. Prof. Senior grade (Level 11) to Asst. Prof. Selection grade (Level 12)</p> <p><u>Option. A</u></p>	<ol style="list-style-type: none"> 1. 5 Years of qualifying service in Level 11. 2. A Ph.D. degree in subject relevant /allied/relevant discipline. 3. Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning- Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment. 4. Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period. 5. The teacher gets ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1. 6. Evaluation and Recommendation by the screening-cum-evaluation committee. 	<p>Annexure - I Annexure - II Annexure - IV Annexure - VI</p>
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<p>Asst. Prof. Selection grade (Level 12) to Associate Professor (Level 13 A)</p> <p><u>Option. A</u></p>	<ol style="list-style-type: none"> 1. 3 Years of qualifying service in Level 12. 2. A Ph.D. degree in subject relevant /allied/relevant discipline. 3. Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment. 4. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period. 5. Evidence of having guided at least one Ph.D. candidate. 6. A minimum of 70 Research Score as per Appendix II,Table 2 7. The teacher gets ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least two of the last three years of the assessment period, (as prescribed in Appendix II,Table 1. 8. The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations. 	<p>Annexure - I Annexure - II Annexure - III Annexure - IV Annexure - VI</p>
<p>Associate Professor (Level 13 A) Professor (Level 14)</p> <p><u>Option. A</u></p>	<ol style="list-style-type: none"> 1. 3 Years of qualifying service in Level 13 A. 2. A Ph.D. degree in subject relevant /allied/relevant discipline. 3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period. 4. Evidence of having successfully guided doctoral candidate. 5. A minimum of 110 Research Score as per Appendix II,Table 2 6. The teacher gets ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least two of the last three years of the assessment period, (as prescribed in Appendix II,Table 1. 7. The promotion to the post of Professor is recommended by the selection committee in accordance with these Regulations. 	<p>Annexure - I Annexure - II Annexure - III Annexure - IV Annexure - VI</p>

<p>Professor (Level 14) to Senior Professor (Academic Level 15)</p> <p><u>Option. A</u></p>	<ol style="list-style-type: none"> 1. A Professor can be promoted to the post of Senior Professor under the CAS 2. Ten years' experience as a Professor. 3. A minimum of ten publications in the peer-reviewed or UGC-listed journals(10 best publications during the last 10 years) 4. Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period. 5. The promotion shall be based on academic achievement, favourable review from three eminent subject -experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. 6. The selection shall be based on interaction with a Selection Committee constituted in accordance with these Regulations. 	<p>Annexure - I Annexure - VI</p>
<p>*** Those who opt option B for placement, for all levels refer criteria as per Annexure - V</p>		<p>Annexure - I Annexure - V Annexure - VI</p>