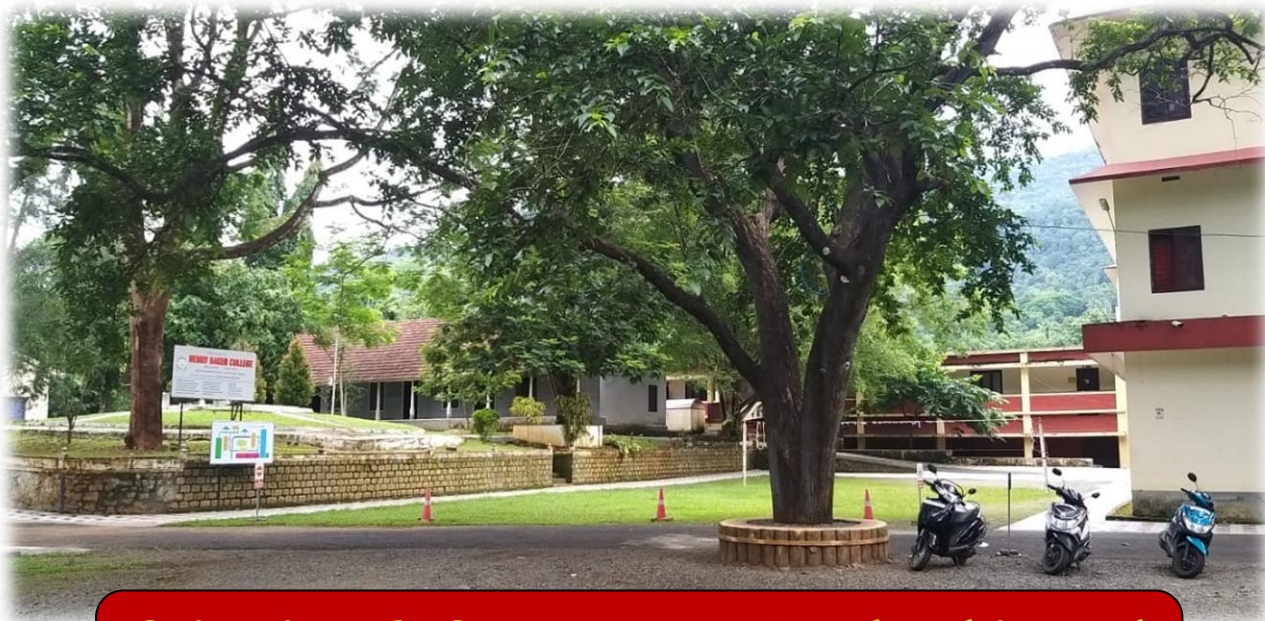


Assessment Period 2015-2020



HENRY BAKER COLLEGE, MELUKAVU

A Christian Minority Educational Institution run by CSI East Kerala Diocese



Criterion 6: Governance, Leadership and Management

Sample Appraisal Form

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



Mahatma Gandhi University, Kottayam

Revised PBAS Proforma for promotion under UGC Career Advancement scheme.

(In accordance with UGC regulation 2010)

Read: 1) GO (P) No 58/2010/H.Edn. Dtd 27-3-2010, 2) UGC Regulation F1-3/2009 Dtd 30/6/2010, 3) UO No 4233/L/Acad/2011 Dtd 1/8/2011, 4) Notification No. Ac.L/1/2017 Dtd: 23/02/2017.

Name of the College:-.....

Department/ Subject:-.....

Proposal for promotion of : Dr. /Sri. /Smt.....

- Promotion as:
- Assistant Professor (stage I to Stage II)
 - Assistant Professor (Stage II to Stage III)
 - Assistant Professor (Stage III) to Associate Professor (Stage IV)
 - Associate Professor to Professor/equivalent cadres (Stage V)
- (Please indicate (v) whichever is applicable)

Period of Assessment of Promotion: From.....To.....

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	
2	Father's Name	
3	Date and Place of Birth	
4	Sex	
5	Marital Status	
6	Nationality	
7	Indicate Category: SC/ST/OBC/General category	
8	Current Designation & AGP	
9	Date of last Promotion with Post/ Grade promoted to with UO reference.	
10	Designation and grade pay to which promotion required?	
11	Date of Eligibility of Promotion	
12	Basic Pay and AGP, Present Scale	
13	Date and Post of Joining service	
14	Permanent Address with PINCODE	
15	Address for Communication with PINCODE	
16	Phone numbers (Off. Res. Mob) and email Id	Office- Residence-

		Mobile- Email-
17	University's Examiner Code	
18	Date in which University teachers portal updated	

19. Academic Qualifications

Qualification	University/Board	Year of Passing	% of marks obtained	Division/Class/Grade	Subjects/Specialization
SSLC/Equivalent					
Higher Secondary/Equivalent					
UG					
PG					
Others					

20. Research Degrees

Qualification	Title	Date of award	University
M.Phil/M.Tech			
PhD			
D.Sc/D.Lit/Others			

21. Record of academic service prior to joining the current post

Institution	Designation	Essential qualification for the post at the time of appointment	Nature of appointment (Regular/fixed term/temporary/Adhoc)	Nature of duties (Teaching/Research/others)	Scale of Pay	Date of Joining and Date of leaving	Reason of Leaving

Note: Please indicate in a separate sheet attached, the following

- The essential qualification for the post held where not lower than the qualifications prescribed by the 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 qualifications as prescribed by UGC for appointment of 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 institution, for each appointment.
- The previous appointment was not as Guest Lecturer for any duration or an adhoc or in a leave vacancy of less than one year duration.

22. Posts held after appointment at this institution

Designation	Department	Date of joining		Grade
		From	To	

23. Period of Teaching Experience

Total Teaching Experience at College level	
P.G. Classes (in Years and months)	
U.G. Classes (in Years and months)	

24. Research experience excluding years spent in M.Phil/Ph.D (in years)

25. Field of Specialization under the Subject/Discipline

26. UGC/AICTE/ISTE recognized Orientation/Refresher Winter Courses attended

Name of the Course/Summer school	Name of Institution & Place	Duration	Sponsoring Agency

27. List of five most significant Publications (For the purpose of evaluation)

Sl. No	Title of Paper	Name of Journal/Publisher in case of Book	Date of Publication and Impact factor if any	Volume number and Pages

28. Whether an Approved Research Guide- Yes/No

If Yes, Give the details in the following table

Name of the Institution/University at which guide ship is approved	Date in which the guide ship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree

29. Details of Leave

Duration	Nature of Leave (other than CL and half pay leave)	Purpose

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature

PART B: ACADEMIC PERFORMANCE INDICATORS

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

Academic Period FromTo.....

Category I: Teaching Learning and Evaluation Related Activities

For Category I and II the forms have to be submitted for each year from 18/9/2010 onwards. The average of yearly API scores for Category I and II for the years under consideration from 18/9/2010 shall be taken as the API score for Category I and II for the purpose of CAS. In all cases for Category III only one form for the whole period under the consideration for CAS promotion need to be submitted.

I(i) Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where ever necessary)						
Max Score I(i) = 50						
Classes Taken –Average for the year (max score 50 for 100 % performance & proportionate score up to 80% performance, below which no score may be given). No score should be assigned if a teacher has taken less than 80% of the assigned classes.						
Sl. No	Course/Paper	Level	Mode of teaching*	Hours/week allotted	% of classes taken as per documented record	API Score
API Score Secured in I(i)						/50
*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)						

I(ii)Teaching Load in excess of UGC norms (Lectures, Seminars, Tutorials, Practical, Contact Hours, give semester-wise details, where necessary)						
Max Score I(ii) = 10						
If teacher has taken classes or other teaching duties exceeding UGC norm, then two points to be assigned for extra hour of classes/duties.						
Sl. No	Course/Paper	Level	Mode of teaching*	Hours/week allotted	% of classes taken as per documented record	API Score
API Score Secured in I(ii)						/10

I(iii) Reading / Instructional material consulted and additional knowledge resources provided to students					
Max. Score I(iii) = 20					
Preparation and imparting of knowledge /instructions as per curriculum with the prescribed material (text book/manual), syllabus enrichment by providing additional resources to students (100% compliance =20 points)(Proof shall be produced before the screening committee)					
Sl. No	Course/Paper	Consulted	Prescribed	Additional Resource provided	API Score
API Score Secured in I(iii)					/20

I(iv) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc. Max Score I(iv) =20

Explanation of each Teaching-Learning Methodology	Max. Score
1. Updating of courses, design of curriculum (5 per single course)	10
2. Participatory and Innovative teaching learning (T/L) process with material for problem based learning, case studies, Group discussions etc.	10
a. Interactive Courses	5 points each
b. Participatory learning modules	5 points each
c. Case studies	5 points each
3. Use of ICT in T/L process with computer –aided methods like power point/multimedia/simulation/software etc. (Use of any one of these in addition to chalk & Board 5 points)	
4. Developing and imparting Remedial Courses (Each activity 5 points)	10
5. Developing and imparting soft skills/communication skills, personality development courses/modules (Each activity 5 points)	10
6. Developing and imparting specialized T/L programmes in Physical education, library: innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity 5 points)	10
7. Organizing and conducting of popularization programmes/training courses in computer assisted teaching/web based and e-library skills to students.	10
a. Work shop/ training course	10 points each
b. Popularization programme	5 points each

Sl. No	Short Description	API Score
API Score Secured in I(iv)		/20

I(v) Examination Related Work Max. Score in I(v) =25

I(v) 1. University end semester / Annual Examination invigilation work as per duties allotted. Max Score I(v) 1 = 5
(100% Compliance - 5 points)

Total Duties Assigned	Total Duties performed	Extent to which carried out (%)	Total Score	API Score
API Score secured in I(v) 1				/5

I(v) 2. Evaluation of answer scripts (Home valuation) Max Score I(v) 2 = 5

Name of Exam and Year	Name of Paper/Course	Order No. and Date	Post Held(Adnl/Chief)	API Score
API Score secured in I(v) 2				/5

I(v) 3. Question paper settings (University Exams)			Max Score I(v)3 = 5
Name of Exam and Year	Name of Paper	University/Institution and Order number	API Score
API Score secured in I(v) 3			/5

I(v) 4. Attending CV camp for valuation, external examiner (Theory, practical, viva) for University examinations					Max Score I(v) 4=10
Name of Exam and Year	Name of Paper	Order No. with date	Post Held (Adnl/Chief/Chairman)	Theory/practical/ viva	API Score
API Score secured in I(v) 4					/10

I(v) 5. College evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 5 points)				Max. Score I(v)5=5
Total Duties Assigned	Total Duties performed	Extent to which carried out (%)	API Score	
API Score Secured in I(v)5				/5

I(v) 6. Examination work such as coordinator, chairman board of exam, Adnl. Chief Supdt, flying squad duties (Max. of 5 or 10 depending upon intensity of duty) (5 marks for one semester and 10 marks for two semesters in the academic year)					Max. Score I(v) 6=10
SI No	Name of Examination	Post Held	Details of work	API Score	
API Score Secured in I(v)6					/10

Over all 100% compliance in I (v)(1+2+3+4+5+6) Max Score 25	API Score Secured in I (v)	/25
--	-----------------------------------	------------

TOTAL API SCORE SECURED IN CATEGORY: I = I (i+ii+iii+iv+v)	/125
---	-------------

CATEGORY: II. Co-Curricular, Extension, Professional Development Related Activities.

II(i) Extension, Co-curricular & field based Activities

Max Score II(i)=20

II(i) a. Institutional Co-curricular activities for students such as field studies/educational tour Industry-implant training and placement activity (5 point each). Max score II(i) a= 10			
Sl. No	Type of Activity	Average Hrs/week	API Score
API Score secured in II(i) a			/10

II(i) b. Positions held/leadership role played in organization linked with Extension Work and National Service Scheme(NSS), NCC, NSO or any other similar activity(Each activity 10 points) Max score II(i) b= 10			
Sl. No	Type of Activity	Average Hrs/week	API Score
API Score secured in II(i) b			/10

II(i) c. Student and Staff related socio Cultural and Sports Programme, campus publications(departmental level 2 points, institutional level 5 points) Max score II(i) c= 10			
Sl. No	Type of Activity	Average Hrs/week	API Score
API Score secured in II(i) c			/10

II(i) d. Community work such as values of National Integration, Environment, democracy, socialism, Human Rights, Peace, Scientific temper, flood or drought relief, small family norms etc. (5 points each) Max score II(i) d= 10			
Sl. No	Type of Activity	Average Hrs/week	API Score
API Score secured in II(i) d			/5

Maximum score in II(i) (a+b+c+d)=20 points	API Score secured in II(i)	/20
---	-----------------------------------	------------

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

Maximum Score in II(ii)=15

II(ii) a. Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each). Max score II(ii) a= 10			
Sl. No	Type of Activity	Yearly/Sem wise responsibilities	API Score
API Score secured in II(ii) a			/10

II(ii) b. Institutional Governance responsibilities like, Director of Arts Club, Warden, school chairperson, IQAC co coordinator, College council member, Co Operative director Board member (10 points each)			
			Max score II(ii) b= 10
Sl. No	Type of Activity	Yearly/Sem wise responsibilities	API Score
API Score secured in II(ii) b			/10

II(ii) c. Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee, purchase committee, PTA executive, IQAC member, Anti ragging cell, Women’s Forum (5 point each).			
			Max score II(ii) c= 10
Sl. No	Type of Activity	Yearly/Sem wise responsibilities	API Score
API Score secured in II(ii) c			/10

II(ii) d. Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline, College union advisor, staff editor college magazine, SC/ST cell convener, Nodal officer for scholarships (5 each)			
			Max score II(ii) d= 10
Sl. No	Type of Activity	Yearly/Sem wise responsibilities	API Score
API Score secured in II(ii) d			/10

II(ii) e. Organization of Conference /Training/Tournaments or sports meet as chairman/ Organizing secretary/Treasurer.			
a) International (10 points); national/Inter University (8 points) regional/University (5 points).			
b) As member of the organizing committee (1 point each)			
			Max score II(ii) e= 10
Sl. No	Type of Activity	Yearly/Sem wise responsibilities	API Score
API Score secured in II(ii) e			/10

Maximum score in II(ii) (a+b+c+d+e)=15 points	API Score secured in II(ii)	/15
--	------------------------------------	------------

II(iii) Professional Development Activities		Max Score 15
a. Membership in profession related committees at state and national level i. At national level: 3 points each ii. At state level : 2 points each b. Participation in subject associations, conferences, seminars without paper presentation (Each activity: 2 point) c. 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) d. Membership/participation in State/Central Bodies /committees on Education Research and National Development (5 each). e. Publication of articles in newspapers, magazines or other publications (not covered in category 3); f. Radio talks, Television programme etc. (1 point each).		
Sl. No	Type of Activity	API Score
API Score Secured in II(iii)		/15

TOTAL API SCORE SECURED IN CATEGORY: II=II(i+ii+iii)	/50
---	------------

Note: Attach certificate from Principle/HoD/ Concerned Authority as the proof of claim.

Category III-Research & Academic Contributions

III.A Published Papers in Journals

Title with page Nos. Issue, Volume	Name of the Journal	ISSN/ISBN No	Whether peer reviewed Impact factor, if any	No. of co-authors	Whether you are the main author	API Score
API Score secured in III.A						

III.A Published Papers in Journals -Score calculation			
APIs	sciences	Languages/ Arts/Humanities/Social sciences/Library/Physical education/Management	Max. score
Research Papers (Published in Journals)	Refereed Journals*	Refereed Journals*	15/Publications
	Non-referred but recognized and reputable journals and periodicals, having ISBN/ISS numbers	Non-referred but recognized and reputable journals and periodicals, having ISBN/ISS numbers	10/Publications
	Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/Publications

Note:

- For Publications and paper presentations involving multiple authors, API calculations would be as given below.
From 1 to 3 authors: 100% credit for each author. 4 to 6 authors: 60% credit for each author. 7 and above authors: 40% credit for each author. (No specific weightage for the order of authors in the publications/Patents).
- Wherever relevant to any specific discipline, the API score for papers 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 above 5 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)).

III B (i) Articles / Chapters published in Books						
Title with page Nos.	Book Title, editor and publisher	ISSN/ ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score
API Score secured in III B(i)						

III B (ii) Full Papers published in Conference Proceedings						
Title with page Nos.	Details of conference Publication	ISSN/ISBN No	No. of co-authors	Whether you are the main author	API Score	
API Score secured in III B (ii)						

III B (iii) Books published as single author or as editor						
Title with page Nos	Type of Book and authorship	Publisher and ISSN/ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score
API Score secured in III B(iii)						

III B Books published as single author or as editor - score calculation			
APIs	Sciences	Languages/Arts/Humanities/ Social sciences	Max. points
Research Publications (books, chapters in books, other than referred journals articles)	Text or Reference Books Published by international Publishers with an established peer review system.	Text or Reference Books Published by international Publishers with an established peer review system.	50/book, 10/chapter in an edited book
	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25/book, 5/chapter in an edited book
	Subject Books by other local publishers with ISBN/ISSN numbers	Subject Books by other local publishers with ISBN/ISSN numbers	15/book, 3/chapter in an edited book
	Chapters contributed to edited knowledge based volumes published by International Publisher. Chapter in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters contributed to edited knowledge based volumes published by International Publisher Chapter in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	10/chapter, 5/chapter

III C (I & ii) Ongoing /Completed Research Projects and Consultancies				
Title	Agency	Period	Grant/Amount Mobilizes(Rs Lakhs)	API Score
API Score secured in IIIC(i &ii)				

III C (iii & iv) Completed Projects/ Project outputs/outcomes					
Title	Agency	Period	Grant/Amount Mobilizes(Rs Lakhs)	Whether policy document/patent as outcome	API Score
API Score secured in III.C(i &ii)					

Note: For Thesis Guidance, projects and Consultancy involving multiple persons in Investigator role, API investigators would be as given Principal Investigator or guide gets 70% of the points, Co-investigator or co-guide share the remaining 30% of the points.

III C (I,ii,iii,iv) Ongoing /Completed Research Projects and Consultancies - score calculation				
		Sciences	Languages/Arts/Humanities/ Social sciences	Max. score
III(C) i	Sponsored Projects carried out/ongoing	Major projects amount mobilized with grants above 30.0lakhs	Major projects amount mobilized with grants above 5.0 lakhs	20/each Project
		Major projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs	Major projects amount mobilized with minimum of Rs.3.0 lakhs up to Rs.5.00 lakhs	15/each Project
		Minor projects (amount mobilized with grants above Rs.50,000 up to Rs. 5.0 lakh	Minor projects (amount mobilized with grants above Rs.25,000 up to Rs. 3.0 lakh	10/each project
III(C) ii	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.00 lakh	10 points per every Rs.10.0 lakhs and Rs. 2.0 lakhs. Reply.
III(C) iii	Completed projects: Quality Evaluation	Completed Project Report (Acceptance from funding agency)	Completed Project Report (Acceptance from funding agency)	project and 10/each minor project not covered in anywhere else
III(C) iv	Projects Outcomes/ Outputs	Patent/Technology transfer/product process	Major policy document of Govt. Bodies at Central and State level	25/each national level output.40/each for international level output.

III (D) Research Guidance					
Degree	Number Enrolled	Thesis Submitted	Title	Degree awarded	API Score
UG Project					
PG Project					
M. Phil or equivalent					
Ph. D or equivalent					
API Score secured in III.D					

III (D) Research Guidance – score calculation		
UG Project	Degree awarded only	3/each candidate
PG Project	Degree awarded only	5/each candidate
M. Phil	Degree Awarded only	7/each candidate
P.hD	Degree Awarded only	10/each candidate
	Thesis submitted	7/each candidate
Note: 1.Where the project work is carried out by a group of students, score will be awarded considering the project as a single unit.		

III (E) (i) Training Courses, Teaching-Learning-Evaluation technology, Faculty Development Programmes attended (not less than one week duration)			
Programme	Duration	Organized by	API Score
API Score secured in III.E(i)			
III E (ii) Papers presented in Conferences, Seminars, Workshops,			

Title of the paper presented	Title of conference/Seminar	Organized by	Whether International/state/Regional/College or University	API Score
API Score secured in III.E(ii)				

III E (iii) Invited Lectures or presentation for conference/ Symposia				
Title of lecturer/Academic session	Title of conference /Seminar	Organized by	Whether International/National	API Score
API Score secured in III.E(iii)				

III E –Score calculation				
		Sciences	Languages/Arts/Humanities/Social sciences	API
III E (i)	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 duration	a. Not less than two weeks duration	20 points each
		b. One week duration	b. One week duration	10 points each
III E (ii)	Papers in Conference/Seminars/workshops etc.**	Participation and Presentation of research papers (oral/Poster) in		
		a. International Conference		10 Points each
		b. National		7.5 Points each
		c. Regional/State level		5 Points each
		d. Local-University/college level		3 Points each
III E (iii)	Invited lectures or presentations for conferences/symposia or talks in refresher courses	a. International		10 Points each
		b. National level		5 Points each
API Score secured in III.E				

Note: 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.

List of Enclosures (Attach copies of certificates, sanction orders, published papers etc. wherever necessary)

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place

Date

Signature of the teacher

Name and Current Designation of the teacher

Counter signed by HoD/Principal

College Seal

To be filled by the Screening/ Selection committee

Category I: Teaching Learning and Evaluation Related Activities

Item	Description	Max Score	Score obtained
I(i)	Lectures, Seminars, Tutorials, Practical, Contact Hours	50	
I(ii)	Teaching Load in excess of UGC norms	10	
I(iii)	Reading / Instructional material consulted and additional knowledge resources provided to students	20	
I(iv)	Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.	20	
I(v)	Examination Related Work	Max Score 25	25
	I(v) 1 University end semester / Annual Examination invigilation	Max Score 5	
	I(v) 2 Evaluation of answer scripts (Home valuation)	Max Score 5	
	I(v) 3 Question paper settings	Max Score 5	
	I(v) 4 Attending CV camp for valuation, external examiner (Theory, practical, viva) for University examinations	Max Score 10	
	I(v) 5 College/University examination/evaluation responsibilities for internal/continuous assessment work	Max Score 5	
	I(v) 6 Examination work such as coordinator, chairman board of exam, Adnl. Chief Supdt, flying squad duties	Max Score 10	
	TOTAL API SCORE SECURED IN CATEGORY: I (Minimum Required for Category I=75/year)	125	

Category II. Co-Curricular, Extension, Professional Development related activities

Item	Description	Max Score	Score obtained
II (i)	Extension, Co-curricular & field based Activities	Max Score =20	20
	II(i) a. Institutional Co-curricular activities for students such as field studies/educational tour Industry-implant training and placement activity (5 point each). Max score = 10		
	II(i) b. Positions held/leadership role played in organization linked with Extension Work and National Service Scheme(NSS) or any other similar activity(Each activity 10 points) Max score = 10		
	II(i) c. Student and Staff related socio Cultural and Sports Programme, campus publications(departmental level 2 points, institutional level 5 points) Max score = 10		
	II(i) d. Community work such as values of National Integration, Environment, democracy, socialism, Human Rights, Peace, Scientific temper, flood or drought relief, small family norms etc. 5 points Max score = 10		
II(ii)	Contribution to Corporate Life and Management of the Institution	Maximum Score 15	15
	II(ii) a. Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each). Max score = 10		
	II(ii) b. Institutional Governance responsibilities like, Director of Arts Club, Warden, Bursar, IQAC co coordinator, College council member, Co Operative director Board member (10 points each) Max score = 10		
	II(ii) c. Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library commit, purchase committee, PTA executive, IQAC member, Anti ragging cell, Women's Forum (5 point each). Max score = 10		
	II(ii) d. Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline, College union advisor, staff editor college magazine, SC/ST cell, convener, Nodal officer for scholarships (5 each) Max score = 10		
	II(ii) e. Organization of Conference /Training/Tournaments or sports meet as chairman/ Organizing secretary/Treasurer.		

	a) International (10 points); national/Inter University (8 points) regional/University (5 points). b) As member of the organizing committee (1 point each) Max score = 10		
II(iii)	Professional Development Activities	Max Score 15	15
	TOTAL API SCORE SECURED IN CATEGORY: II (Minimum Required for Category II=15/year)		50
	TOTAL API SCORE SECURED IN CATEGORY: (I+II) (Minimum Required for Category (I+II)=100/year)		175

Category III-Research & Academic Contributions

Item	Description	Score obtained
III. A	Published Papers in Journals	
III. B (i)	Articles / Chapters published in Books	
III. C (I & ii)	Ongoing /Completed Research Projects and Consultancies	
III. C (iii & iv)	Completed Projects/ Consultancies	
III. D	Research Guidance	
III. E (i)	Training Courses, Teaching-Learning-Evaluation technology, Faculty Development Programmes attended (not less than one week duration)	
III. E (ii)	Papers presented in Conferences, Seminars, Workshops, Symposia	
III. E (iii)	Invited Lectures and Chairmanships at national or international conference/seminar etc.	
	TOTAL API SCORE SECURED IN CATEGORY: III	

Check List

Asst. Professor Stage I to Stage II

	Yrs of service required			Minimum API required				orientation	refresher	Final result
	PhD Holders 4 yrs	M.Phil Holders 5 yrs	Others 6 yrs	Category I 75/yr	Category II 15/yr	Category I+II 100/yr	Category III 5/yr or 20/assmt. period			
Stage I to II										

Asst. Professor Stage II to Stage III

	Yrs of service required	Minimum API required				Orientation/ refresher	Final result
		Category I 75/yr	Category II 15/yr	Category I+II 100/yr	Category III 10/yr or 50/assmt. period		
Minimum requirement	5 years in Stage II					Refresher course One	Passed/ failed
Stage II to III							

Asst. Professor Stage III to Associate Professor

	Yrs of service required	Minimum API required				1 week duration course	Publications			Final result
Minimum requirement	3 years in Stage III	Category I 75/yr	Category II 15/yr	Category I+II 100/yr	Category III 15/yr or 45/assmt. period	One	PhD Holders 1	M. Phil Holders 2	Others 3	Passed/ failed
Asst. Prof to Asso. Prof										

Associate Professor To Professor

	Yrs of service required	Minimum API required				Publications	Final result
Minimum requirement	3 years as Asso. Prof.	Category I 75/yr	Category II 15/yr	Category I+II 100/yr	Category III 20/yr or 60/assmt. period	5	Passed/ failed
Asso. Prof. To Professor							

Summary of API Score							
	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API for the Period From..... To.....	Total API score for the Assessment period
API Secured in CATEGORY I							
API Secured in CATEGORY II							
API Secured in CATEGORY (I+II)							
API Secured in CATEGORY III							

Minutes of the Screening Committee

1. Name of the candidate -
2. Name of the College -
3. Present Designation -
4. Designation and AGP to which promotion is sought -

Recommendation

We have carefully verified the service details, certificates and API score as shown in the PBAS proforma and other mandatory requirements as shown in Appendix III Table II (c), Table III, Table VI and Table IX. The Candidate is recommended / not recommended for promotion under carrier advancement scheme of UGC regulation 2010 and Mahatma Gandhi University, UO. No. 4233/L/Acad/2011, Dtd 1/8/2011 and Notification No. Ac.L/1/2017, Dtd: 23/02/2017.

Screening/Selection Committee Members Present

Sl. No	Name of the Member	Official Address	Signature with Date
1			
2			
3			
4			
5			

Instruction to the Principal/Head of the Institution

1. Send proposal for each candidate separately, for easy verification.
2. Promotion order in form No 6 from the manager has to be attached along with each proposal.
3. Pay fixation Statement, option and declaration stamen of the incumbent.
4. Documents to be attached along with the proposal for promotion are
 - a. Service book of the teacher
 - b. PhD/M.Phil/M.Tech/LLM certificate with attested copies.
5. Principal shall circulate notice to all the teaching departments inviting proposal for promotion and the teacher may submit the proposals in the prescribed format.
6. After getting the applications from the teachers, Principal shall request the University for the subject experts for the screening/selection committee clearly indicating the subjects and the stages of promotion of each candidate.

Instruction to the Candidate

1. Teachers can submit the application for promotion in the prescribed format even 3 months before the due date of promotion.
2. Along with the proposals attested copies of the relevant documents should be attached.
3. Promotion due before 18/09/2010 will be guided by UGC regulation prior 2010 and for promotion or after 18/09/2010, the existing regulation will be follows. Thus, if a teacher is considered for CAS promotion in 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API score of Category I and II will be required for assessment. And so on leading progressively for the complete assessment period for category III(Research and academic contributions). API score for this category will be applied for the entire assessment period. The teacher shall submit separate application form for Category I and II for each academic year whereas for Category III a single Performa showing the achievements for the entire assessment period along may be submitted.

Appendix-III-Table III.

Minimum Academic Performance and Service Requirements for Promotion of Teachers in Colleges

Sl. No.	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
Assistant Professor Stage I to II	4 years - Ph.D. Holders (ii) 5 years - M.Phil/PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., (iii) 6 years - without Ph.D/M.Phil/PG Degree in Professional Courses	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table II(B) of Appendix III. (ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
Assistant Professor Stage II to III	Assistant Professor with completed service of 5 years in Stage II.	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III (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 week duration. (iii) Screening cum Verification process for recommending promotion.

Assistant Professor (Stage II) to Associate Professor (Stage IV)	Assistant Professors with 3 years of completed service in Stage III.	<p>(I) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(B) of Appendix III.</p> <p>(II) At least three publications in the entire period as Assistant Professor (twelve years). 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) and II(B) of Appendix III.</p>
Associate Professor (Stage IV) Professor/ equivalent cadres (Stage V)	Associate Professor with three years of completed service in Stage 4.	<p>(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III. 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 Tables II(A) and II(B) of Appendix III.</p>

Appendix-III-Table II (B)

Minimum Point norms of the APIs as provided in TABLE I and weightages for expert Assessment to be applied for the Promotion of Teachers, in Colleges (UG and PG) under Career Advancement Scheme (CAS)

Category	Assistant Professor stage I to II	Assistant Professor Stage II to III	Asst. Prof. Stage III to IV (Asso. Prof.)	Associate Professor to Professor
I	75/Year	75/Year	75/Year	75/Year
II	15/Year	15/Year	15/Year	15/Year
I+II	100/Year	100/Year	100/Year	100/Year
IV	5/Year(20/Assessment period)	10/Year(50/Assessment period)	15/Year(45/Assessment period)	20/Year(60/Assessment period)
Expert Assessment System	Screening Committee	Screening Committee	Screening Committee	Selection Committee
Contribution of weightage	No separate points. Committee to verify API scores	No separate points. Committee to verify API scores	No separate points. Committee to verify API scores	30%-Research 50%-Knowledge and teaching practice 20%-Interview

C. Experience

	In Years	In Month
Total Employment Experience		
Experience in current position		

7. Positions held during the job and period of holding the position.

8. Improvement of Professional Competence (Please attach details/ Copy of Certificate)

9. Details of the participation in the conduct of the following:

University Examination	
Internal Examination	
Practical Examination	

10. Positions held outside the campus

D. Self Assessment

11. Steps taken by you for the evaluation of your work

Sl.No		Yes	No
1	Feed Back collected from the superiors		
2	Feedback Collected from the superiors and acted upon		
3	Keep track of work given		

Signature

HENRY BAKER COLLEGE, MELUKAVU

CONFIDENTIAL REPORT

Name of Institute : Henry Baker College, Melukavu

Name of Employee :

Post held : Department

Period :

Sl. No	Parameter	Report	Tick
1	Industriousness (How busy keeps himself/herself)	Self-Motivated	
		Takes job to logical end	
		Tendency to shirk any work	
		Lazy, Sluggish	
2	Application of mind	Applies mind every time	
		Gives personal touch	
		Lack of confidence	
		No application of mind	
3	Capacity to extract work from subordinates	Yes, Very good	
		Just enough	
		Feels burdensome	
		Incompetent	
4	Relations with colleagues	Very healthy	
		Co-operative	
		Strained	
		Behaves rudely	
5	General Intelligence	Very sharp, Creative	
		Limited, Just enough	
		Needs elaborate explanation	
		Dull	
6	Decision Making	Quick and confident	
		Delivers goods	
		Slow	
		Incompetent	
7	Natural Aptitude towards Initiative	Original	
		Just enough	
		Casual	
		Non-initiative	
8	Drive in carrying out assignment	Forceful	
		Pushing	
		No confidence	
		Motionless	

9	Integrity	Beyond Doubt	
		Fairly good moral	
		Suspicious	
		Harmful to the organization	
10	Fitness to continue in present post	Yes, by all means	
		May be continued	
		May be tried for 1 year	
		Unfit	
11	Fitness for promotion	Deserves quick promotion	
		Fit for promotion	
		More experience required	
		Not recommended	
12	Involved in private tuitions/business	No, not at all	
		Do not think so	
		Heard so	
		Yes, involved	
13	Has money oriented thinking	Not at all	
		Not observed	
		Expects return every time	
		Very much	
14	Loyalty to organization	Absolute loyal	
		Quite good	
		Always looking for other job	
		May not continue with us.	
15	Special Aptitude observed		
16	Grading (Write in handwriting)		
A+ → Outstanding, A → Very good, B+ → Positively good, B → Good, B- → Average, C → Below Average			

Remarks of Head of the Department

Grade Awarded by Reporting Officer (HOD)

Place:

Date:

Signature of Reporting Officer

Seal

Remarks of Reviewing Officer

Grade Awarded by Reviewing Officer (PRINCIPAL)

Place:

Date:

Signature of Reviewing Officer

Seal

For use of Corporate Office: Final Grade awarded

Remarks to be communicated

Signature of Director (HRD)

Seal



g2
PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU