PROCEEDINGS

IHRD – Implementation of Career Advancement Scheme (CAS) to the faculty members working in the Engineering Colleges – Orders issued.

No. EA3/13935/2015/HRD   *Dated, Thiruvananthapuram, 4ᵗʰ April, 2023*

Read :-   1.   *G.O (MS) No.204/2019/H.Edn. dated 29.06.2019*
2.   *G.O (Rt) No.12/22/HEDN dated 3/1/2022*
3.   *Minutes of the meeting of the Screening cum Evaluation Committee for placement of Assistant Professors to Higher Grade held on 17.02.2023*

ORDER

As per order read first paper above, Government. has issued revised guidelines for Career Advancement Scheme (CAS) for placement of faculty members in Engineering Colleges. Government has also constituted a Screening-cum- Evaluation Committee and Selection Committee for the implementation of Career Advancement Scheme (CAS) for the faculty members working in the Engineering Colleges under IHRD as per the G.O. read second paper above.

The Screening Cum Evaluation Committee / Selection Committee for placement of faculty members to Higher Grade held on 17.02.2023 decided to invite application from the faculty members as per G.O read first paper and subsequent amendment/instructions, if any, for the implementation of Career Advancement Scheme to the faculty members.

In the above circumstances, applications are invited from the eligible faculty for placements under Career Advancement Scheme (CAS) under the following conditions

1. A faculty who wishes to be considered for placement under CAS may submit application in the prescribed format duly certified by Head of institution [1. Application Form 2. Performances Based Appraisal System (PBAS). 3. Data Sheet for Academic Performance Indicator (API) Calculation] on or before 06.05.2023. The Principals concerned shall forward the same to this office on or before 12.05.2023 after due verification.

2. The norms and requirements for placement of faculty members are strictly in accordance with the guidelines mentioned in the G.O. read first paper above.

3. API calculation needs to be done only for assessment years.

4. Career advancement placements from a lower grade to a higher grade of Assistant Professor shall be conducted by a Screening-Cum-Evaluation Committee adhering to the criteria laid out as Academic Performance Indicator (API) score in Performances Based Appraisal System (PBAS) in the Tables of Appendix 1.

5. Career advancement placements of Assistant Professor to Associate Professor and Associate Professor to Professor shall be conducted by a Selection Committee adhering to the criteria laid out as API score in Performances Based Appraisal System (PBAS) in the Tables of Appendix 1.

6. No relaxation shall be given for the mandatory requirements like duration of short term training programmes, number of publications stipulated for each stage etc…

7. The Heads of institutions shall ensure that Leave Without Allowance availed by the faculty members are entered in the Proforma with reference to the Service Book of the incumbent. The heads of institutions shall take more care while entering the leave details of faculty members.

8. In order to remedy the difficulties of collecting the retrospective information and to facilitate the implementation of these regulations from 07/12/2010 in the CAS promotion, the API based PBAS shall be progressively and prospectively rolled out. Accordingly, for the incumbents whose entire assessment period falls prior to the date of this order, the PBAS will be implemented, based on either the existing system with the depicted tables which had been in use during that period or the API based system and tables depicted here in this order. The incumbent teacher shall opt either of the system for assessment. Teachers whose entire assessment period falls prior to the date of this order and who has opted the new assessment system, the API scores shall be computed as per the tables depicted here and the scores secured can be compounded.

9. The faculty members eligible for multiple placements should indicate the same in the application form and should furnish the annual self-assessment and data sheet for API calculations for the entire period.

10. The heads of institutions concerned shall circulate a copy of the proceedings among all the faculty members working under their control including the faculty members now on deputation to other departments, higher studies etc…. The Principal shall also obtain and forward the applications only after verifying with original documents/Service Book along with proper attestation.

11. The heads of institutions shall ensure strict compliance of the Government instructions issued in this regard. Any laxity in this regard will be viewed seriously.

Sd/-
Dr. P Suresh Kumar
DIRECTOR

Encl :-1. Application form
2. Annual Self-assessment for PBAS
3. Data sheet for API calculations
4. Appendix-1
5. Appendix-II
6. Appendix-III

To,
1. All Principals of Engineering Colleges under IHRD
2. Stock File
3. Office Copy

Forwarded/By Order

Senior Superintendent

1053

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Session/Year..........................

Part A
(General Information)

1. Name (in Block Letters) :

2. Department :

3. Current Designation, Pay band, and :
   Grade Pay

4. Date of Last Placement :

5. Official Address, Telephone :
   Number, and Email ID

6. Date of acquiring Post Graduation :
   and Ph.D (Proof to be attached)

7. Orientation/Refresher Course attended (proof to be attached)

Name of the Course/ Summer School	Place	Duration (days)	Sponsoring Agency

8. Details of Presentation / Publication of Research Papers (Copies of the publications clearly

showing the date of conference/ issue of journal, page numbers etc be attached)

Title of Paper/Publication	Name and Nature (National/International) of Journal / Conference	Date of Conference/Issue & Year of Journal	Page no(s) of the journal / conf. proceedings in which the paper appears

1055

PROFORMA FOR PLACEMENT to (Asst Professor (AGP 7000/ 8000) / Associate Professor (AGP 9000)/Professor(AGP 10000) OF ENGINEERING COLLEGE

PART A

Placement Applied for(Indicate all eligible placements with date of eligibility

....

Assessment period for each placement:

....

PERSONAL DETAILS

1. Name   :
2. Designation   :
3. Pay scale with AGP
4. Department   :
5. Institution   :
6. Date of joining service   :
7. Date of joining the last placement :
8. Details of Previous placement if any :
9. Qualification (Copies of certificates to be attached)

Degree	Institution/University	Date of acquiring degree
B.E. / B. Tech		
M.E. / M. Tech		
Ph.D.		

10. Details of Short Term/Refresher Courses attended during the assessment period (Copies to be attached)

Course Name	Conducted by	Sponsoring Agency	Period		Duration
			From	To	

1

11. Details of Presentation / Publication of Research Papers *(Copies of the publications clearly showing the date of conference/ issue of journal, page numbers etc be attached)*

Title of Paper/Publication	Name and Nature (National/International) of Journal / Conference	Date of Conference/Issue & Year of Journal	Page no(s) of the journal / conf. proceedings in which the paper appears

12. Academic Performance indicators

		API SCORE					
PART B (ACADEMIC PERFORMANCE INDICATORS)							
CATEGORY 1 TEACHING, LEARNING, AND EVALUATION RELATED ACTIVITIES							
Sl. No.	Particulars	Year 1 (..........)	Year 2 (..........)	Year 3 (..........)	Year 4 (..........)	Year 5 (..........)	Year 6 (..........)
i (a)	Lectures / Practicals / Tutorials / Contact classes taken (No Score if a teacher has taken less than 80% 'assigned classes'; max.50 points for greater than or equal to 90% performance, 45 points for performance between 80% and 90%)						
i (b)	Teaching Load in excess of AICTE norms (max. score: 10)						
ii	API Score based on preparation and imparting of Knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to students (max. Score:20)						
iii	Use of Participatory and innovative Teaching-Learning Methodologies, updating of subject content, Course Improvement, etc. (max.Score:20)						
iv	Examination Duties Assigned and Performed (max. Score:25)						
	Total score for CATEGORY I (i(a) + i(b) + ii + iii + iv)						
CATEGORY II CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED							

Sl. No.	Particulars	API SCORE					
		Year 1 (..........)	Year 2 (..........)	Year 3 (..........)	Year 4 (..........)	Year 5 (..........)	Year 6 (..........)
(i)	Extension, Co-curricular & field based activities (max. Score:20)						
(ii)	Contribution to Corporate Life and Management of the Institution (max. Score:15)						
(iii)	Professional Development Activities (max. Score:15)						
Total Score for CATEGORY II (i + ii + iii)							

CATEGORY III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sl. No.	Particulars	API SCORE					
		Year 1 (..........)	Year 2 (..........)	Year 3 (..........)	Year 4 (..........)	Year 5 (..........)	Year 6 (..........)
A (i)	Published Papers in Journals						
A (ii)	Abstract / Full Papers in conference Proceedings						
B (i)	Articles/ Chapters Published in Book						
B (ii)	Books Published						
C(i)&(ii)	Ongoing Projects/Consultancies						
C(iv)&(v)	Completed Projects / Consultancies						
D (i)	Research Guidance – B.Tech.						
D (ii)	Research Guidance – PG						
D (iii)	Research Guidance – Ph.D						
E (i)	Attended Refresher courses, Methodology workshops, MOOC/Similar Training, Teaching Learning-						

E(ii)	Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)						
E(iii)	Papers in Conferences/ Seminars/workshops etc (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)) Invited lectures/Expert Lectures or presentations, For Conferences/Symposia/ Training program/ chairing of conferences/Refresher courses.						
Total Score for CATEGORY III (A + B + C + D + E)							
Total API Score considering all the three categories							

IV. SUMMARY OF API SCORES

Sl. No.	Criteria	Total API score of last Year of assessment	Total API Score for Assessment Period	Annual Average API Score for Assessment Period
1.	Teaching, Learning and Evaluation related activities			
2.	Co-curricular, Extension, Professional development, etc.			
	(Total 1 + 2)			
3.	Research and Academic Contribution			

14.   Details of leave without allowance availed by the incumbent during the period:

Leave description	From	To	No. of days

13. Date from which eligible for Placement as   Asst Prof (with AGP ....)/Associate Professor (with AGP 9000) / Professor with (AGP 10000): ....

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

Place:

Date: Signature of the faculty with Name and Designation

                                                                              Signature of HOD

                                                                              Signature of Principal

LIST OF ENCLOSURES: (attach, copies of certificates, sanction orders, papers, etc. wherever necessary)			
SI No.		SI No.	
1		10	
2		11	
3		12	
4		13	
5		14	
6		15	
7		16	
8		17	
9		18	

PART B
(ACADEMIC PERFORMANCE INDICATORS)

CATEGORY 1
TEACHING, LEARNING, AND EVALUATION RELATED ACTIVITIES

Sl. No.	Particulars	API SCORE
i (a)	Lectures / Practicals / Tutorials / Contact classes taken (No Score if a teacher has taken less than 80% `assigned classes`; max.50 points for greater than or equal to 90% performance, 45 points for performance between 80% and 90%)	
i (b)	Teaching Load in excess of AICTE norms (**max. score: 10**)	
ii	API Score based on preparation and imparting of Knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to students (**max. Score:20**)	
iii	Use of Participatory and innovative Teaching-Learning Methodologies, updating of subject content, Course Improvement, etc. (**max.Score:20**)	
iv	Examination Duties Assigned and Performed (**max. Score:25**)	
	Total score for CATEGORY I (i(a) + i(b) + ii + iii + iv)	

CATEGORY II
CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Sl. No.	Particulars	API SCORE
(i)	Extension, Co-curricular & field based activities (**max. Score:20**)	
(ii)	Contribution to Corporate Life and Management of the Institution (**max. Score:15**)	
(iii)	Professional Development Activities (**max. Score:15**)	
	Total Score for CATEGORY II (i + ii + iii)	

CATEGORY III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sl. No.	Particulars	API SCORE
A (i)	Published Papers in Journals	

A (ii)	Abstract / Full Papers in conference Proceedings	
B (i)	Articles/ Chapters Published in Book	
B (ii)	Books Published	
C(i)&(ii)	Ongoing Projects/Consultancies	
C(iv)&(v)	Completed Projects / Consultancies	
D (i)	Research Guidance – B.Tech.	
D (ii)	Research Guidance – PG	
D (iii)	Research Guidance – Ph.D	
E (i)	Attended Refresher courses, Methodology workshops, MOOC/Similar Training, Teaching Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes **(Max: 30 points)**	
E(ii)	Papers in Conferences / Seminars/workshops etc (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))	
E(iii)	Invited lectures / Expert Lectures or presentations, For conferences / Symposia / Training program / chairing of conferences / Refresher courses.	
	Total Score for CATEGORY III (A + B + C + D + E)	
	Total API Score considering all the three Categories	

IV. SUMMARY OF API SCORES*				
Sl. No.	Criteria	Last Academic Year	Total API Score for Assessment Period	Annual Average API Score for Assessment Period
1.	Teaching, Learning and			

	Evaluation related activities			
2.	Co-curricular, Extension, Professional development, etc.			
	(Total 1 + 2)			
3.	Research and Academic Contribution			

Note: Summary of API scores need to be filled only for the last / final year of the assessment period.

PART C: OTHER RELEVANT INFORMATION	
Provide details of any other credential, significant contributions, awards, received, etc. not mentioned earlier.	
SI. No.	**Details (Mention Year, Value, etc. where relevant)**

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

Place:

Date: Signature of the faculty with Name and Designation

Signature of HOD

Signature of Principal

LIST OF ENCLOSURES: (attach, copies of certificates, sanction orders, papers, etc. wherever necessary)			
SI No.		**SI No.**	
1		12	
2		13	
3		14	
4		15	
5		16	
6		17	

7		18	
8		19	
9		20	
10		21	
11		22	

DATA SHEET FOR API CALCULATION (Year..............................)

Name and Designation of the Faculty:

CATEGORY 1

TEACHING, LEARNING, AND EVALUATION RELATED ACTIVITIES

I. i (a) Lectures / Practicals / Tutorials / Contact classes taken

Sl. No.	Course/paper	Level	Mode of Teaching	No. of classes allotted	No. of classes conducted	% classes taken
					API Score	

Criteria

50 points for greater than or equal to 90% performance, 45 points for performance between 80% and 90% and no points below 80%performance.

I.i (b) Teaching Load in excess of AICTE norms (Maximum Score: 10 points per year)

Hours engaged in excess of AICTE norms	API Score (Max: 10)

Criteria

If teacher has taken Lectures/practicals/tutorials/contact classes exceeding AICTE norm/Remedial classes, then two poinst to be assigned for each extra hour of classes subject to a maximum of 10 points.

Verified by Head of the institution

I.ii Preparation and imparting of Knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to students (max. Score:20 for each year)

Sl. No.	Course/Paper	Consulted	Prescribed	Additional Resource Provided
Total API Score (Maximum 20)				

Criteria

Imparting of knowledge /instruction vis-a-vis with the prescribed material (Text book/Manual, etc.) and methodology of the curriculum - Course Plan (Maximum of 20 marks can be allotted for each year)

I.iii Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement, etc. (max. Score:20 for each year)

Sl. No.	Short Description	API score
Total API Score (Maximum 20)	

Criteria

- *Updating of courses, design of curriculum - 5 points for each course (maximum of 10 points)*
- *Preparation of resource material, fresh reading materials, Laboratory manuals, etc. (maximum 10 points).*
- *Use of innovative teaching learning methodologies, use of ICT updated subject content and course improvement - ICT based Teaching material: 10 points/ each; Interactive courses: 5 points/each; Participatory learning modules :5 points/each (maximum of 10 points).*
- *Developing and imparting Remedial/Bridge course and Counselling modules Each activity- 5 points (maximum 10 points).*
- *Developing and imparting soft skills /communication skills/personality development courses /modules - each activity: 5 points (maximum 10 points).*
- *Developing and imparting specialized teaching-learning programmes in physical education, library, innovative compositions and creations in music, performing and visual arts and other traditional areas - each activity: 5 points (maximum 10 points).*
- *Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students - Workshop/Training*

course organizing for students: 10 points each; Popularization program: 5 points each (Maximum 10 points)

I.iv Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment (Maximum Aggregate Limit: 25 points for each year).

Sl. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
Total API Score (Max 25)				

Criteria

- College/University end semester/Annual Examination work as per duties allotted - Invigilation-10 points, Evaluation of answer scripts-10 points, Question paper setting/Question paper scrutiny- 5 points. **(100% compliance-20 points)**.
- College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted **(100% compliance-10 points)**.
- Examination work such as coordination or flying squad duties, KTU observer duty to other Colleges etc. (maximum of 5 or10 depending upon intensity of duty) **(100% compliance-10 points)**.
- University/Internal assessment Examination chief superintendent/additional chief superintendent **(maximum 15 points)**.
- External PhD Thesis evaluation/External examination, External M.Tech Thesis evaluation viva voce and B.Tech Comprehensive Viva voce - Each activity 5 points **(maximum 15 points)**.

CATEGORY II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

II.i Extension, Co-curricular & field-based activities (max. Score:20 points)

Sl. No	Type of Activity	Average Hrs./Week	API Score
	Total API Score (Maximum 20 points)		

Criteria

- *Institutional co-curricular activities for students such as field studies/educational tours, industry-imparting training and placement activity- each activity 10 points (**maximum 10 points**).*
- *Positions Held/Leadership role played in organisation linked with Extension Work; Staff advisor of National Service Scheme(NSS), NCC, College Union, ISTE/IEEE/IICHE/ IET/other professional societies etc or student clubs like robotics club, debate club, music club etc, Staff Treasurer College Union; Staff-in-charge of CERD Satellite Centre, Anti-ragging Cell (District level/institution level), Incubation Centre, College Vehicle, Career guidance and Placement Unit, Maintenance Wing (Electrical, water supply)Audio Visual/Auditorium etc. Campus development, Right to information (PIO), IPR Coordinator, Counselling and Guidance Cell/Student Grievance Redressal Cell, Central Computer Facility, Campus Networking, TREST, CERD and other research centres established by Government, Department library; Staff editor College magazine, coordinator of Cultural and Sports events; for any other similar activity as approved by Head of the institution – each activity 10 points (**maximum 10 points**).*
- *Participation in students and staff related sociocultural and sports programs, campus publications (Department level - 2 points each, Institutional level -5) - **maximum 10 points**.*
- *Participation in community work which uphold (i) the underlying philosophy of Indian constitution like socialism, secularism, democracy etc (ii)The values of National Integration,*

*Humanism, Peace, Scientific temper, Disaster relief, Environmental protection, Green protocol, Gender Sensitization etc – 5 points each (**maximum 10 points**).*

II.ii Contribution to corporate life and management of the institution (Maximum score: 15 Points)

Sl. No	Type of Activity	Yearly/Semester wise responsibilities	API Score
	Total API Score (Maximum 15 points)		

Criteria

- *Contribution to corporate life in Universities/Colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes - 5 points each (**maximum 10 points**).*

- *Institutional Governance responsibilities like Vice Principal, Bursar, School chairperson, responsibilities like Dean, HOD, Director, Warden, PTA secretary/Treasurer ,Coordinator/Staff in charge- IQAC CCE, IIIC, EDC, Centralised Admission (Regular/Evening UG and PG, Lateral entry), campus development, IIPC, Innovation centre, Department development fund, evening course, ISO, HRD Cell, Continuing Education cell, IRAC,FSDTC, visiting faculty scheme, QEEE, CERC, alumni association, cooperative store, Timetable in charge, TEQIP coordinator/Nodal Officer, AICTE/NIRF nodal officer, Approval/Accreditation coordinator, green protocol officer etc, Joint Director, Deputy director, Training officer, Technical Officer, Member of College Council, Faculty member of startup etc./any similar activity as approved by Head of the Institution -10 points each (**maximum 10 points**).*

- *Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee, hostel management committee(Assistant warden, Resident tutor etc), Placement and training committee, IQAC, IIPC, PTA,EDC, Continuing Education, Audio Visual/Auditorium etc, Timetable committee ,canteen committee, library committee, TEQIP Committee, accreditation committee, exam wing, alumni association or any similar committees constituted in department level institution level - 5 points each (**maximum 10 points**).*

- *Responsibility for, or participation in committees for students welfare, counseling and Discipline - 5 points each (**maximum 10 points**).*

- *Responsibility for staff advisor ship/class advisor ship/Tutorship for PG and UG classes, PG coordinator - 10 points each (**maximum 10 points**).*

Verified by Head of the institution

- *Organization of conference/training: International -10 points; National/State/Regional - 5 points - (maximum 10 points).*

II.iii Professional Development related activities (Maximum score: 15 Points)

Sl. No	Type of Activity	Yearly/Semester wise responsibilities	API Score
	Total API Score (Maximum 15 points)		

Criteria

- *Membership in profession related committees/ professional bodies at International/National level/State level - At International: 7 points each; At National level : 5 points each; At state level : 3 points each - (maximum 10 points).*
- *Participation in subject associations, conferences, seminars without paper presentations - Each activity: 2 points - (maximum 10 points)*
- *Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance, IPR or similar courses - Each activity: 5 points - (maximum 10 points)*
- *Membership/participation in bodies/committees on educational, research and development bodies, member —Board of governors, Board of studies, senate, syndicate, academic/research council, syllabus revision committee or other committees appointed by Government/DTE, AICTE/NBA/NAAC accreditation/AICTE approval process committee/ISO/KSCSTE etc., Governing body of TREST, CERD and other research centres established by Government, Governing body of public institutions, chairman of different engineering courses in university, Expert member in interview boards constituted by state/central Govt, participation of curriculum revision board of SCERT, Govt Licensing board, court verification, question paper setting for competitive examinations conducted by state Govt/central Govt etc., participation in academic related activities of other*

Verified by Head of the institution

universities/institutions, participation in activities in connection with Government projects like KIIFB etc. - 10 points each - (*maximum 10 points*)

- *Expert talk in own institution and other institutions - 5 points each - (**maximum 10 points**)*
- *Publication of articles in newspapers, magazine or other publications (not covered in category 3), radio talks, etc. - 3 point each - (**maximum 10 points**).*

CATEGORY III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III. A) (i) Published Papers in Journals

Sl. No.	Title with Page Nos.	Journal	ISSN/ ISBN No.	Whether peer reviewed, impact factor, if any	API Score
				Total API Score	

Criteria

- *Referred Journals - 15/publication*

- *Wherever relevant to any specific discipline, the API score for paper in referred 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 or SCI/SCI extended/SCOPUS indexed by 25 points.*

- *Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN number – 10/publication*

III.A (ii) Abstract / Full Papers in conference Proceedings

Sl. No	Title with Page Nos.	Details of Conference Publication	International / National.	API Score
		Total API Score		

Criteria

- *Seminar/Conference proceedings as full papers/Abstract, etc can be considered for API calculation*
- *International - 10/publication; National 5/publication*

IIII.B Research Publications (books, chapters in books, other than referred journal articles

B (i) Articles/ Chapters Published in Book

Sl. No	Title with Page Nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No. of Co-authors	API Score
					Total API Score	

B (ii) Books Published

Sl. No	Title with Page Nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of Co-authors	API Score
					Total API Score	

Criteria

- *Chapters contributed to edited knowledge-based volumes published by International Publishers – 10/chapter*
- *Chapters in knowledge based volumes by Indian/National level publishers - 5/Chapter*
- *Subjects Books by National level publishers/state and central Government Publications with ISBN/ISSN Numbers - 5/chapter in edited books*
- *Subject Books by other local publishers with ISBN/ISSN numbers - 3/chapter in edited books*
- *Text or Reference Books published by International Publishers with an established peer review system - 50/sole author, 20 per author for books with more than 1 author*

- *Subjects Books published by National level publishers/state and central Government Publications with ISBN/ISSN numbers - 25/sole author, 10 per author for books with more than 1 author*

III. (C) Ongoing Projects / Consultancies; Completed Projects / Consultancies

C) (i & ii) Ongoing Projects/Consultancies					
SI. No	Title	Agency	Period	Grant/Amount Mobilized (Rs.in Lakh)	API Score
				Total API Score	

C) (iii &iv) Completed Projects/Consultancies						
SI. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs.in Lakh)	Outcome	API Score
					Total API Score	

Criteria

Sponsored Projects carried out/ongoing

- *Major Projects amount mobilized with grants above Rs. 30.0 lakh - 20/each project*
- *Major Projects amount mobilized with grants above Rs.5.0 lakhs upto Rs.30.00 lakh -15/each project*
- *Minor/seed Projects (Amount mobilized with grants above Rs.50,000 up to Rs.5 lakh) – 10/each project*

Consultancy Projects carried out/ongoing

- *Amount mobilized with minimum of Rs.3.00 lakh - 10 per every Rs.3.0 lakh and 5 per every Rs.1.0 lakh respectively*

Completed projects Quality Evaluation

- *Completed Project Report (Acceptance from funding agency) - 20/each major project and 10/each minor Project*

Projects outcome/outputs

Verified by Head of the institution

- Major Policy document of Govt. Bodies at Central and State level/Patent/Technology transfer/Product/Process - 30/each national level output or patent filed; 50/each for international level.

III. D Research Guidance

SI.No	Number Enrolled/ No. of projects	Thesis/ Project Report submitted	Degree awarded (Ph.D)	Ongoing supervision (Ph.D)	API Score
(i) B.Tech/B.Arch					
(ii) M.E/M.Tech/ Master in appropriate field					
(iii) Ph.D. or Equivalent					
				Total API Score	

Criteria

- B.Tech. Project report submitted - 3/each Project
- ME/ M.Tech/ MPhil Thesis submitted - 5/each Project
- Ph.D Degree Awarded - 10/each candidate
- Ph.D Thesis submitted - 7/each candidate
- Ph.D Ongoing. Supervision - 5/each candidate

Verified by Head of the Institution

III. E. TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS

(E) (i) Attended Refresher courses, Methodology workshops, MOOC/Similar Training, Teaching Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)

Sl. No.	Programme	Duration	Organized by	API Score
			Total API Score (Max 30)	

Criteria for E(i)

Not less than two weeks (10 days duration) – 20/each

Not less than 1 week (5 days duration) - 10/each

Not less than 3 days duration - 5/each

Less than 3 days duration – 2 /each

(E) (ii) Papers Presented in Conferences, Seminar, Workshops, Symposia

Sl. No.	Title of the Paper Presented	Title of Conference/ Seminar	Organized by	Whether international/ national/state/reg ional/College or University Level	API Score
			Total API Score		

Criteria for E (ii)

Participation and Presentation of research papers (oral poster) in:

    a)   *International - 15/each; b) National -10/each; c) Regional/State level- 5/each*
          d) Local/University/College level – 3/each

Note: 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)

SI. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar, etc.	Organized by	Whether international/ national	API Score
(E) (iii) Invited Lectures and Chairmanship at national or International Conference/Seminar.etc					
				Total API Score	

Criteria for E(iii)

    (a) *International level – 10/each; national level – 5/each; (c) Regional /State level 3/each*

APPENDIX-I

TABLE – I

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN CAREER ADVANCEMENT SCHEME (CAS) PLACEMENTS

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation:- Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities (b) domain knowledge (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses, etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

Sl. No	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated	50
2	Lectures or other teaching duties in excess of the AICTE norms	10
3	Preparation and imparting of knowledge/instruction as per curriculum, syllabus enrichment by providing additional resources	20
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content course improvement etc.	20
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment	25
	Total Score	125
	Minimum API Score Required	75

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

Brief Explanation:- Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for placement is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will

be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

Sl. No	Nature of Activity	Maximum Score
1	Student related co-curricular extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	15
3	Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Total Score	50
	Minimum API Score Required	15

CATEGORY- III:- RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation:- Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of placement. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sl.No	APIs	Nature of Contribution	Max points
III(A)	Research Papers Accepted/ Published in:	Referred Journals *	15/publication
		Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN number	10/Publication
		Seminar/Conference proceedings as full papers/Abstract, etc	International 10/publication National 5/publication

			50/sole author,
III(B)	Research Publications (books, chapters in books, other than referred journal articles)	Text or Reference Books published by International Publishers with an established peer review system	50/sole author, 20 per author for books with more than 1 author 10/chapter in an edited book
		Subjects Books by National level publishers/state and central Government Publications with ISBN/ISSN numbers.	25/sole author, 10 per author for books with more than 1 author and 5/chapter in edited books
		Subject Books by other local publishers with ISBN/ISSN numbers	15/sole author, 6 per author for books with more than 1 author and 3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	10/chapter
		Chapters in knowledge based volumes by Indian/National level publishers	5/Chapter
III(C)	RESEARCH PROJECTS		
III(C) (i)	Sponsored Projects carried out/ongoing	Major Projects amount mobilized with grants above Rs.30.0 lakh	20/each project
		Major Projects amount mobilized with grants above Rs.5.0 lakhs uptoRs.30.00 lakh	15/each project
		Minor/seed Projects (Amount mobilized with grants above Rs.50,000 up to Rs.5 lakh)	10/each Project

III(C) (ii)	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs.3.00 lakh		10 per every Rs.3.0 lakh and 5 per every Rs.1.0 lakh respectively
III(C) (iii)	Completed projects Quality Evaluation	Completed Project Report (Acceptance from funding agency)		20/each major project
				10/each minor Project
III(C) (iv)	Projects outcome/outputs	Major Policy document of Govt. Bodies at Central and State level		30/each national level output or patent filed
		Patent/Technology transfer/Product/Process		50/each for International level
III(D)	**RESEARCH GUIDANCE**			
III(D) (i)	B.Tech/B.Arch	Project report submitted		3/each Project
(ii)	ME/ M.Tech/ M.Phil	Thesis submitted		5/each Project
(iii)	Ph.D	Degree awarded		10/each candidate
		Thesis submitted		7/each candidate
		Ongoing supervision		5/each candidate
III(E)	TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS			
III(E) (i)	Attended Refresher courses, Methodology workshops, MOOC/Similar Training, Teaching Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	Not less than two weeks (10 days duration)		20/each
		Not less than 1week (5 days duration)		10/each
		Not less than 3 days duration		5/each
		Less than 3 days duration		2/each
III(E) (ii)**	Papers in Conferences/ Seminars/workshops etc	Participation and Presentation of research papers (oral/poster) in		
		a) International		15/each

		b) National	10/each
		c)Regional/State level	5/each
		d) Local/University/College level	3/each
III(E) (iii)	Invited lectures/Expert Lectures or presentations, for Conferences/Symposia/Training program/ chairing of conferences/Refresher courses.	(a) International	10/each
		(b) National level	5/each
		(c) Regional /State level	3/each

Note :   * Wherever relevant to any specific discipline, the API score for paper in referred 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 or SCI/SCI extended/SCOPUS indexed 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)

TABLE –II				
MINIMUM APIs AS PROVIDED IN TABLE I				
TO BE APPLIED FOR THE PLACEMENT OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME(CAS) AND WEIGHTAGES FOR EXPERT ASSESSMENT				
		Assistant Professor Stage 1 to Stage 2 (AGP 6000 to AGP 7000)	Assistant Professor Stage 2 to Stage 3 (AGP 7000 to AGP 8000)	Assistant Professor Stage 3 to Associate Professor Stage 4 (AGP 8000 to AGP 9000)	Associate Professor Stage 4 to Professor Stage 5 (AGP 9000 to AGP 10,000)
I	Teaching learning Evaluation Related Activities (Category 1)	75/year	75/year	75/year	75/year

II	Co-curricular, Extension and Profession related activities (Category II)	15/year	15/year	15/year	15/year
III	Minimum total average annual score under Categories I and II	100/year	100/year	100/year	100/year
IV	Research and Academic contribution (Category III)	5/year (20/assessment period)	10/year (50/assessment period)	15/year (45/assessment period)	20/year (60/assessment period)
V	Expert Assessment System Percentage distributin of weightage points in the expert assessment (Total weightage = 100) 50 or above is required for placement	Screening cum evaluation Committee No separate points. Screening cum evaluation committee to verify API scores	Screening cum evaluation Committee No separate points. Screening cum evaluation committee to verify API scores	Selection Committee Weightage points to be calculated from cumulative scores for the entire assessment period as detailed below. i. Research contribution based on category III scores : 20 points for cumulative score ≥ 60 0 to 20 points for score between 0 to 60 on a linear scale ii. Academic contribution based	Selection Committee Weightage points to be calculated from cumulative scores for the entire assessment period as detailed below. i) Research contribution based on category III scores : 30 points for cumulative score ≥ 90 0 to 30 points for score between 0 to 90 on a linear scale ii) Academic contribution based on category I score:

				on category 1 score: 60 points for cumulative score $\geq$ 300 0 to 60 points for score between 0 to 300 on a linear iii) scale iii. Assessment/ interview performance for 20 points based on the contribution to Co-curricular, Extension and Professional development related activities (category II)	50 points for cumulative score $\geq$ 300 0 to 50 points for score between 0 to 300 on a linear scale iii)Assessment/intervie w performance for 20 points based on contribution to Co-curricular, Extension and Professional development related activities (category II)

Explanatory note for Table II	
1	All teachers shall submit the duly filled in Performance Based Appraisal System (PBAS) proforma to the IQAC at DTE annually and shall verify the documents and corresponding scores
2	As shown in table II (row III), the aggregate minimum API score required can be earned from any of the two broad categories (Category I and Category II), subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II and also for the differing nature of contributions possible in different institutional settings.
3	For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for placement over each stage. The unutilized API scores for this category in an year can be utilized for other years in the same assessment period or can be carry forwarded to next higher grade assessment period as the case may be.
4	Candidates should offer themselves for assessment for placement, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application in the required proforma. They can do so three months before the due date, if they consider themselves eligible. Candidates who do not consider themselves eligible, can also apply at a later date.

TABLE III

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PLACEMENT OF TEACHERS

Sl. No	Placement of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D or five years of service who are with M.Phil/M.Tech or six years of service without PhD/ M.Phil/ M.Tech	i. Minimum yearly/cumulative API scores for the assessment period as per the norms provided in Table II of Appendix I ii. Short term training programmes from among the categories of refresher courses, orientation programmes, methodology workshops, Training, Teaching, Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of total 14 days approved or conducted by AICTE/Central Govt./State Govt./TEQIP/CIIILP/ISTE/ NITTTR/SITTTR/IIT/DTE/SBTE/University, etc. iii. Screening cum Evaluation process for recommending placement
2	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	i. Minimum yearly/cumulative API scores for the assessment period as per the norms provided in Table II of Appendix I ii. Short term training programmes from among the categories of refresher courses, orientation programmes, methodology workshops, Training, Teaching Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of total 14 days approved or conducted by AICTE/Central Govt./State Govt./TEQIP/CIIILP/ISTE/ NITTTR/ SITTTR/IIT/DTE /SBTE/University, etc. iii. Screening cum Evaluation process for recommending placement

3	Assistant Professor (Stage 3) to Associate Professor (Stage 4) 8000-9000	Assistant Professors with three years of completed service in Stage 3	i. Minimum yearly/cumulative API scores for the assessment period as per the norms provided in Table II of Appendix I ii. At least three publications in the entire period as Assistant Professor. 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. iii. Short term training programmes from among the categories of refresher courses, orientation programmes, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of total 14 days approved or conducted by AICTE/Central Govt./State Govt./TEQIP/CIIILP/ISTE/NITTTR/SITTTR/IIT /DTE/SBTE/University, etc iv. A Selection process for recommending placement
4	Associate Professor (Stage 4) Professor (Stage 5) 9000-10000	Associate Professor with three years of completed service in Stage 4	i. Minimum yearly/cumulative API scores for the assessment period as per the norms provided in Table II of Appendix I ii. A minimum of five publications since the period that the teacher is placed in Stage 3. iii. A Selection process for recommending placement

1089

Instructions for Filling up and verification of Part B of the PBAS Proforma

The proforma is to be filled as per these tables and self-assessment scores given. The self-assessment scores are to be based on the indicators/activities given below. For each category, maximum scores that can be given or carried forward is indicated in the Table.

N.B : The self-assessment scores are subject to verification by the university/college and by the Screening cum Evaluation/Selection Committee.

I			*Teaching and Evaluation Related Performance*	
			Indicators/Activities	**Maximum Score**
	i	(a)	Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No Score should be awarded if a teacher has taken less than 80% 'assigned classes'. **'Assigned classes'-Represent the number of actual working hours a teacher ought to deliver based on the number of actual working days in a particular semester.** HOD may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made subject to available classes in that year. **50 points for greater than or equal to 90% performance, 45 points for performance between 80% and 90% and no points below 80% performance** Verification based on the Certificate from HOD on maintenance of course diary for Lectures/ Practicals/ Tutorials/Contact classes	50
		(b)	If teacher has taken Lectures/practicals/tutorials/contact classes exceeding AICTE norm/Remedial classes, then two point to be assigned for each extra hour of classes **Verification based on the Certificate from HOD regarding the number of hours the teacher has taken classes exceeding AICTE norms/Remedial classes.**	10
	ii		Imparting of knowledge /instruction vis-à-vis with the prescribed material (Text book/Manual, etc.) and methodology of the curriculum –Course Plan	20

			Verification based on the Self-attested course delivery plan containing syllabus, text books, reference books and teaching methodology (Course Plan).	
	iii		Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement, etc.	
		(a)	Updating of courses, design of curriculum (5 points for each course) **Verification based on the Proof of participation in design of curriculum/syllabus revision**	10
		(b)	Preparation of resource material, fresh reading materials, Laboratory manuals, etc. **Verification based on the Certificate from HOD**	10
		(c)	Use of innovative teaching learning methodologies, use of ICT updated subject content and course improvement **Verification based on theCertificate from HOD**	10
		1	ICT based Teaching material : 10 points/ each	
		2	Interactive courses : 5 points/each	
		3	Participatory learning modules :5 points/each	
		(d)	Developing and imparting Remedial/Bridge course and Counseling modules (Each activity- 5 points) **Verification based on the Certificate from HOD or certificate of delivery**	10
		(e)	Developing and imparting soft skills /communication skills/personality development courses /modules (each activity: 5 points) **Verification based on the Certificate from HOD or Certificate of delivery**	10
		(f)	Developing and imparting specialized teaching-learning programmes in physical education, library, innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity: 5 points). **Verification based on the Certificate from concerned HODs or Certificate of delivery**	10

		(g)	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students. **Verification based on the Certificate from HOD or Certificate of delivery**	10
		1	Workshop/Training course organizing for students: 10 points each **Verification based on the Certificate from HOD or Certificate of delivery**	
		2	Popularization program: 5 points each **Verification based on the Certificate from HOD or Certificate of delivery**	
			Maximum aggregate limit iii	20
iv			**Examination related work**	
		(a)	College/University end semester/Annual Examination work as per duties allotted. (Invigilation-10 points, Evaluation of answer scripts-10 points, Question paper setting/Question paper scrutiny- 5 points). (100% compliance-20 points) **Verification based on the Certificate from Chief Superintendent / HOD**	20
		(b)	College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance-10 points) **Verification based on the Certificate from HOD**	10
		(c)	Examination work such as coordination or flying squad duties, ,KTU observer duty to other Colleges etc.(maximum of 5 or10 depending upon intensity of duty) (100% compliance-10 points) **Verification based on the Certificate from Principal/HOD**	10
		(d)	University/Internal assessment Examination chief superintendent/additional chief superintendent **Verification based on the Certificate from Principal/Chief Superintendent/HOD**	15
		(e)	External PhD Thesis evaluation/External examination, External M.Tech Thesis evaluation/Viva voce and B.Tech Comprehensive Viva voce (Each activity 5 points)	10

			Verification based on the Duty Certificate from concerned institution / HOD	
			Maximum Aggregate Limit iv	25
II	Co-curricular, extension and profession related activities and participation in the corporate life of the institution			
	i		Extension and co-curricular related activities	
		(a)	Institutional co-curricular activities for students such as field studies/educational tours, industry-imparting training and placement activity-(10 point each). Verification based on the Certificate from HOD/Principal	10
		(b)	Positions Held/Leadership role played in organisation linked with Extension Work ●Staff advisor of National Service Scheme(NSS), NCC, College Union, ISTE/IEEE/IICHE/ IET/other professional societies etc or student clubs like robotics club, debate club, music club etc, Staff Treasurer College Union. ●Staff-in-charge of CERD Satellite Centre, Anti ragging Cell (District level/institution level), Incubation Centre, College Vehicle, Career guidance and Placement Unit, Maintenance Wing (Electrical,water supply)Audio Visual/Auditorium etc. Campus development, Right to information (PIO), IPR Coordinator, Counselling and Guidance Cell/Student Grievance Redressal Cell, Central Computer Facility, Campus Networking, TREST, CERD and other research centres established by Government, Department library. ●Staff editor College magazine, coordinator of Cultural and Sports events ●or any other similar activity as approved by Head of the institution (each activity 10 points)) Verification based on the Certificate from /Principal/HOD	10
		(c)	Participation in students and staff related socio-cultural and sports programs, campus publications (Department level - 2 points each , Institutional level -5) Verification based on the Certificate from HOD/Principal	10

		(d)	Participation in community work which uphold
			1)The underlying philosophy of Indian constitution like
			   socialism, secularism, democracy etc
			2) The values of National Integration, Humanism, Peace,
			   Scientific temper, Disaster relief, Environmental protection, Green protocol, Gender Sensitization etc
			(5 points each)
			Verification based on the Certificate from concerned authority/Principal
				10

			Maximum Aggregate Limit i	20
	ii		**Contribution to corporate life and management of the institution.**	
		(a)	Contribution to corporate life in Universities/Colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (5 point each).	10
		(b)	Institutional Governance responsibilities like Vice Principal, Bursar, School chairperson, responsibilities like Dean, HOD, Director, Warden, PTA secretary/Treasurer ,Coordinator/Staff in charge- IQAC , CCE, IIIC, EDC, Centralised Admission (Regular/Evening UG and PG, Lateral entry), campus development, IIPC, Innovation centre, Department development fund, evening course, ISO, HRD Cell, Continuing Education cell, IRAC,FSDTC, visiting faculty scheme, QEEE, CERC, alumni association, cooperative store, Timetable in charge, TEQIP coordinator/Nodal Officer, AICTE/NIRF nodal officer, Approval/Accreditation coordinator, green protocol officer etc, Joint Director, Deputy director, Training officer, Technical Officer, Member of College Council, Faculty member of startup etc./any similar activity as approved by Head of the Institution (10 points each) **Verification based on the Certificate from concerned authority/Principal**	10
		(c)	Participation in committees concerned with any aspect of departmental or institutional management such as admission committee,	10

		campus development, library committee, hostel management committee(Assistant warden, Resident tutor etc), Placement and training committee, IQAC, IIPC, PTA,EDC, Continuing Education, Audio Visual/Auditorium etc, Timetable committee ,canteen committee, library committee, TEQIP Committee, accreditation committee, exam wing, alumni association or any similar committees constituted in department level/institution level (5 points each) **Verification based on the Certificate from concerned authority / Principal/HOD**	
	(d)	Responsibility for, or participation in committees for students welfare, counseling and Discipline(5 points each) **Verification based on the Certificate from concerned authority / Principal**	10
	(e)	Responsibility for staff advisor ship/class advisor ship/Tutorship for PG and UG classes, PG coordinator (10 points each) **Verification based on the Certificate from Principal/HOD**	10
	(f)	Organization of conference/training: International(10 points): National/State/Regional (5 points) **Verification based on the Certificate from concerned authority/Principal**	10
		Maximum Aggregate Limit.II (ii)	15
(iii)		**Professional Development related activities**	
	(a)	Membership in profession related committees/ professional bodies at International/National level/State level	10
	1	At International: 7 points each	
	2	At National level : 5 points each	
	3	At state level : 3 points each	
	(b)	Participation in subject associations, conferences, seminars without paper presentations (Each activity: 2 points)	10

			Verification based on the Certificate from concerned authority of participation/HOD	
		(c)	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance, IPR or similar courses (Each activity: 5 points) **Verification based on the Certificate of participation/Certificate from concerned authority/HOD**	10
		(d)	Membership/participation in bodies/committees on educational, research and development bodies, member – Board of governors, Board of studies, senate, syndicate, academic/research council, syllabus revision committee or other committees appointed by Government/DTE, AICTE/NBA/ NAAC accreditation/AICTE approval process committee/ISO/KSCSTE etc., Governing body of TREST, CERD and other research centres established by Government, Governing body of public institutions, chairman of different engineering courses in university, Expert member in interview boards constituted by state/central Govt, participation of curriculum revision board of SCERT ,Govt Licensing board, court verification, question paper setting for competitive examinations conducted by state Govt/central Govt etc., participation in academic related activities of other universities/institutions, participation in activities in connection with Government projects like KIIFB etc. (10 points each) **Verification based on the Certificate of membership/participation/Certificate from concerned authority/HOD**	10
		(e)	Expert talk in own institution and other institutions (5 points each) **Verification based on the Certificate from concerned authority/HOD**	10
		(f)	Publication of articles in newspapers, magazine or other publications(not covered in category 3), radio talks, etc. (3 point each)	10

			Verification based on the proof from concerned authority/HOD	
			Maximum Aggregate limit II(iii)	15
III	RESEARCH AND ACADEMIC CONTRIBUTIONS			
	To be filled as per the scoring pattern given in Table I of appendix I of this order			

Appendix III

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Session/Year ....
(To be completed and submitted at the end of each academic year)
PART A **(GENERAL INFORMATION)**

1	Name (in Block Letters)	
2	Department	
3	Current Designation, Payband & Grade Pay	
4	Date of last placement	
5	Official Address, Telephone No & e-mail id	
6	Date of acquiring Ph.D	
7	Orientation/Refresher Course attended during the year:	

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

PART B
(ACADEMIC PERFORMANCE INDICATORS)
(Please see detailed instructions of this PBAS Performa before filling out this section)
CATEGORY 1
TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i)	Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details)

SI. No.	Course/Paper	Level	Mode of teaching	No. of Classes allotted	No. of classes conducted	% of classes practicals taken as per documented record

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

		API Score
(a)	Classes Taken (max.50 points for greater than or equal to 90% performance, 45 points for performance between 80% and 90% and no points below 80% performance)	
(b)	Teaching Load in excess of AICTE norm (max. score:10)	
(ii)	**Reading/Instructional material consulted and additional knowledge resources provided to students/Course Plan**	

SI. No.	Course/Paper	Consulted	Prescribed	Additional Resource Provided

	API Score
API Score based on preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students (max.score:20)	

(iii)	**Use of Participatory and innovative Teaching-Learning Methodologies, updating of subject content. Course Improvement, etc.**

SI. No.	Short Description	API Score
	Total Score (max.Score:20)	

(iv)	**Examination Duties Assigned and Performed**			
SI. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score

Total Score (max:25)				
Total score for CATEGORY I (i+ii+iii+iv)				

CATEGORY II

CO-CURRICULAR,EXTENSION,PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following:

SI. No.	Type of Activity	Average Hrs./Week	API Score
(i)	Extension, Co-curricular & field based activities		
	Total (max:20)		
(ii)	Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	Total (max:15)		
	Professional Development Activities		
	Total (max:15)		
	Total Score for CATEGORY II (i+ii+iii)		

CATEGORY III

(RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS)

A) (i) Published Papers in Journals

SI. No.	Title with Page Nos.	Journal	ISSN / ISBN No.	Whether peer reviewed, impact factor, if any	API Score

(ii) Abstract/Full Papers in Conference Proceedings

SI. No.	Title with Page Nos.	Details of Conference Publication	International / National.	API Score

B (i) Articles/ Chapters Published in Book

SI. No.	Title with Page Nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	API Score

(ii) Books Published

SI.No.	Title with Page Nos.	Type of Book & Authorship	Publisher &ISSN/IS BN No.	Whether peer reviewed	No. of Co-authors	API Score

(C) Ongoing and Completed Research Projects and Consultancies
(C) (i & ii) Ongoing Projects/Consultancies

SI. No	Title	Agency	Period	Grant/Amount Mobilized (Rs.in Lakh)	API Score

(C) (iii &iv) Completed Projects/Consultancies

SI. No	Title	Agency	Period	Grant/ Amount Mobilized (Rs.in Lakh)	Outcome	API Score

(D) Research Guidance

SI.No	Number Enrolled/ No. of projects	Thesis/ Project Report submitted	Degree awarded (Ph.D)	Ongoing supervision (Ph.D)	API Score
B.Tech/B.Arch					
M.E/M.Tech/ Master in appropriate field					
Ph.D. or equivalent					

(E) (i) Training Courses, Teaching - Evaluation Technology Programmers, Faculty Development Programmes

SI.No	Programme	Duration	Organized by	API Score

(E) (ii) Papers Presented in Conferences,Seminar,Workshops,Symposia

SI. No	Title of the Paper Presented	Title of Conference/ Seminar	Organized by	Whether international/ national/ state/regional /College or	API Score

				University Level	

(E) (iii) Invited Lectures and Chairmanship at national or International Conference/Seminar.etc.

SI. No	Title of Lecture/ Academic Session	Title of Conference/ Seminar,etc.	Organized by	Whether international/ national	API Score
Total score for Category III (A+B+C+D+E)					

IV. SUMMARY OF API SCORES

SI. No	Criteria	Last Academic Year	Total - API Score for Assessment Period	Annual Av., API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development, etc.			
	Total (I +II)			
III	Research and Academic Contribution			

PART C: OTHER RELEVANT INFORMATION

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

SI. No	Details (Mention Year, Value, etc. where relevant)

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

SI. No.		SI. No.	
1		6	
2		7	

3		8	
4		9	
5		10	

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

Signature of the faculty with Designation, Place & Date
Signature of HOD
Signature of Principal

N.B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS Placements will be verified by the College and the directorate level IQAC.

Endorsement No. 1158/17 dtd 29.6-2019

Copy of the Revised Guide lines/order of the CAS placement of the faculty of Government Engineering Colleges/Aided is communicated for information

Senior Administrative Officer

1/7/19

To

The principals of all Govt./Aided Engg. Colleges