

Instructions for Filling up Category –I, II & III of the PBAS Proforma

NOTE: Claim of points to be made only in one place for each activity.

Category I: Teaching, Learning, and Evaluation Related Activities

Maximum Scores Allocated: 125

Minimum API Scores Required: 75

	Nature of Activity	Max. Score
(i) (a)	Lectures, seminars, tutorials, practical, contact classes should be based on verifiable records, which is the attendance sheet used by the teacher submitted to the office at the end of each semester along with the internal marks. No score should be assigned if a teacher has taken less than 60% of the assigned classes. University may give allowance for periods of leave where alternative teaching arrangements have been made. Assigned hours for classes = (hours available for taking classes based on a timetable and teaching days available-classes lost for reasons other than due to the teacher concerned). Score to be given= ((Hours of classes taken/Assigned hours) *100-60)*1.25 If Score, as calculated above, is negative zero score shall be given The maximum score of 50 if there is 100% performance	50
(b)	If a teacher has taken classes exceeding UGC norms, then two points to be assigned for each extra hour of classes/week per semester or for every one credit additional per semester	10
(ii)	Imparting of knowledge/instruction as per curriculum with the prescribed material (Textbook/Manual etc.), syllabus enrichment by providing additional resources to students. 2 points per paper taught with regularly used resources. 3 points per paper taught where additional resources were provided to students. 1 point per final project guided at Bachelor's/ master's level (100% compliance = 20 points)	20
(iii)	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement, etc.	
	Updating, of Course, design of curriculum, (5 points per single course)	10
	Participatory & Innovative T/L Process with material for problem-based learning, case studies, Group discussions, etc. a) Interactive Courses : 5 points/each b) Participatory Learning modules : 5 points/each c) Case Studies : 5 points/each	10
	Use of ICT in T/L process with computer-aided methods like interactive panel/Multimedia/ Simulation/Software or Role Plays/Mind Mapping etc., (Use of any one of these in addition to Power Point/Board : 5 points per course taught)	10
	Developing and imparting Remedial/Bridge Courses (each activity: 5 points/ set of material/course)	10
	Developing and imparting soft skills/communications skills/personality development course/ modules (each activity 5 points)	10
	Developing and imparting specialized teaching-learning programs in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity: 5 points)	10
	Organizing and conduction of popularization programs/training courses in computer-assisted teaching/web-based learning and e-library skills to students a) Workshop/Training course: 10 points each b) Popularization programs: 5 points each	10
	Maximum Aggregate Limit	20
(iv)	Examination Related Work	
	College/University end semester/Annual Examination work as per duties, allotted. (invigilation – 2 points per duty taken, Evaluation of answer scripts – 5 points/subject/per exam; Question paper setting-3 points/ per subject/exam. 5 points per lab/Viva exam conducted as an examiner.) (100% compliance = 25 points)	25
	Maximum Aggregate Limit B (iv)	25

Category II: Co-Curricular, Extension and Professional Development Related Activities.**Maximum Scores Allocated: 50****Minimum API Score Required: 15**

S.No.	Nature of Activity	Max. Score
(i)	Extension and Co-curricular, Extension and Professional Development Related Activities	
	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training, Placement, etc (5 points each)	10
	Positions held/Leadership role played in an organization linked with Extension Work and National service Scheme (NSS), NCC, Employment Bureau or any other similar activity at University level (each activity 10 points). Similar roles at college/Department level will get 3 points.	10
	Students and Staff Related Socio Cultural and Sports Programs, Campus publications (departmental level 2 points, Institutional level 5 points)	10
	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)	10
	Maximum Aggregate Limit	20
(ii)	Contribution to Corporate Life and Management of the Institution	
	Contribution to Corporate life in Universities/colleges through popular lectures, subject-related events, articles in college magazine and University volumes (2 points each)	10
	Institutional Governance responsibilities like Member of Syndicate/ Academic Council/Senate, Registrar, Controller of Examinations, Dean, Director IRAA/CIRM, Chief Warden, IQAC Coordinator, Principal (15 points each)	15
	Departmental level Administrative responsibilities, Head of Dept, Director of School (10 points each) Chief superintendent of exams, Chairman Passing Board/Valuation Camp, Placement Coordinator (5 points each) Dept. Council secretary, Member BOS, Member of faculty (3 points, Member passing board- 2 points)	10
	Responsibility for, or participation in committees for Students Welfare, Counseling, and Discipline (3 points each), Batch co-ordinator-2 points.	10
	Organization of Conference/Refresher/ Training as Chairman/Organizational Secretary/Treasurer: (a) International (10 points) National/regional (5 points) (b) As a member of the organizing committee (1 point each)	10
	Maximum Aggregate Limit	15
(iii)	Professional Development Related Activities	
	Membership in profession-related committees at state and national level a) At the national level : 5 points each b) At the state level : 3 points each	10
	Participation in subject associations, conferences, seminars without paper presentation (each activity : 2 points)	10
	Participation in short term training courses less than one-week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (each activity : 5 points)	10
	Membership/participation in State/Central Bodies/Other University Bodies Committees on Education, Research and National Development (5 points each)	10
	Publication of articles in newspapers, magazines or other publications (not covered in category III); radio talks; television programs (1 point each)	10
	Maximum Aggregate Limit	15

Note: For the above Activities wherever activities jointly conducted Principal organizer gets 70% points, Co-organizers share the remaining 30% points from total points allocable if an activity performed by a single person.

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 promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S.N.	APIs	Engineering/Agriculture/ Veterinary Science/Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position
III(A)	Research Papers (Published in Journals)	Refereed Journals*	Refereed Journals*	15 / Publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication
III (B)	Research Publications (books, chapters in books, other than refereed journal 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, and 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, and 3 / chapter in an edited book
		Chapters contributed to edited knowledge-based volumes published by International Publisher	Chapters contributed to edited knowledge-based volumes published by International Publisher	10 / Chapter
		Chapters in knowledge-based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge-based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter
III C	Research Projects			
III C (i)	Sponsored Projects carried out/ ongoing	a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 / each Project
		b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs	Major Projects amount mobilized with a minimum of Rs.3.00 lakhs up to Rs.5.00 lakhs	15 / each Project
		c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10 / each Project

IIIC (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with a minimum of Rs.10.00 lakh	Amount mobilized with a minimum of Rs.2.00 lakhs	10 points per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III (iii)	Completed projects/Patents filed: Quality Evaluation	Completed Project Report (Acceptance from funding agency) or details of patents filed/Published	Completed project report (Accepted by funding agency)	50 per patent technology transferred/Startup initiated 20 per each major project/Patent Published and 10 per each minor project/Patent filed (not covered in anywhere else)
III (iv)	Projects Outcome/Outputs	Patent/Technology transfer/Product Process	Major Policy document of Govt. Bodies at Central and State level	25/ each national level output or patent published. 40/each for international level output or patent granted
III D	Research Guidance			
III D (i)	M.Phil.	Degree Awarded only	Degree Awarded only	3 Points for each candidate
III (ii)	Ph.D.	Degree Awarded only	Degree Awarded only	10 Points for each candidate
		Thesis submitted	Thesis submitted	7 Points for each candidate
III E	TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS Attended			
III E(i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programs, Soft skills development Programs, Faculty Development Programs (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	Participation and Presentation of research papers (oral/poster) in	
		a) International Conference	a) International Conference	10 Points each
		b) National	b) National	7.5 Points each
		c) Regional/State level	c) Regional/State level	5 Points each
		d) Local-University/College level	d) Local-University/ College level	3 Points each
III (iii)	Invited lectures or presentations for conferences/ symposia or talks in refresher courses	(a) International	(a) International	10 Points each
		(b) National Level	(b) National Level	5 Points each

Note: **1.** For Publications and paper presentations involving multiple authors, API calculations would be as given: From 1 to 3 Authors: 100% credit for each author. For 4 and above Authors: 60% credit for first & Corresponding author and 40% credit divided amongst others. Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor above 5 by 25 points. (Impact Factor awarded by only Thomson Reuters Scientific to be considered)

2. For Thesis Guidance, Projects and Consultancy involving multiple persons in Investigator role, API calculations would be as given: *Principal Investigator or Guide gets 60% of the points, Co-investigators or co-guides share the remaining 40% of the points.*

3. 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)).