



RKSD COLLEGE, KAITHAL

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6.3.1 Effective Performance Appraisal System and welfare measures and for teaching and non- teaching staff

1. Welfare Measures for Staff



R.K.S.D. COLLEGE, KAITHAL

Affiliated to Kurukshetra University, Kurukshetra

Ph. 01746-222368, Fax : 234668

Web: rksdcollege.com, E-mail: rksdcollege@yahoo.com

Ref. No. ...8687.....

Dated...03-03-19

List of staff members who are being honoured for completing 25 years of dedicated service to this institution

Sr. No.	Name of Employee	Designation	Date of Appointment
1	Dr.Rajbir Parashar	Associate Professor	09-09-1992
2	Dr.Seema Gupta	Associate Professor	27-11-1992
3	Dr.Anil Narula	Associate Professor	12-12-1992

Dated: 03-03-2019


(Dr.S.K.Goyal)
Principal



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Ref. No. 11958.....

Dated. 05-09-19.....

List of Faculty Honoured on Teacher's Day

Session 2019-2020

Sr. No.	Name of Employee	Designation	Date of Appointment
1	Dr.Sanjay Goyal	Associate Professor	01-10-1986
2	Dr.Satyabir Mehla	Associate Professor	26-08-1989
3	Dr.C.B.Saini	Associate Professor	14-12-1989
4	Dr.Luxmi Mor	Associate Professor	01-07-1990
5	Sh.O.P.Garg	Associate Professor	13-10-1982
6	Dr.Rajbir Parashar	Associate Professor	09-09-1992
7	Dr.Harinder Gupta	Principal Incharge	

Dated: 05-09-2019


(Dr.S.K.Goyal)

Principal



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Ref. No.14967.....

Dated.03-09-2021

List of Faculty Honoured on Teacher's Day

Session (2021-22)

Sr. No.	Name of Employee	Designation	Department
1	Dr.Seema Gupta	Associate Professor	English
2	Dr.Anil Narula	Associate Professor	Physics
3	Dr.Sushil Gupta	Associate Professor	Botany
4	Dr.Geeta Goyal	Associate Professor	English
5	Dr.R.P.Moun	Associate Professor	Hindi
6	Dr.Gagan Mittal	Associate Professor	Zoology
7	Prof.Shri Om	Associate Professor	Political Science
8	Ms.Sarita Rani	Asstt.Professor (Adhoc)	Botany
9	Ms.Deepshikha	Asstt.Professor (Adhoc)	Hindi
R.K.S.D.(Evening Session)			
10	Dr.Meenu Rani + awarded Ph.D	Asstt.Professor	Commerce
11	Ms.Manika Gupta	Asstt.Professor	Economics
12	Mr.Ankit Garg	Asstt.Professor	Computer Science
13	Mr.Ajay Mittal	Asstt.Professor	Commerce


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Ref. No. 17694.....

Dated. 07-12-22

List of staff members who are being honoured for completing 25 years of dedicated service to this institution

Sr. No.	Name of Employee	Designation	Date of Appointment
1	Dr.Geeta Goyal	Associate Professor	05-10-1995
2	Dr.Sushil Gupta	Associate Professor	05-10-1995
3	Dr.R.P.Moun	Associate Professor	14-01-1997
4	Sh.Vishnu Mehat	Peon	01-04-1994
5	Sh.Dharmender	Sweeper	01-09-1994
6	Sh.Rajesh Jain	Clerk	04-07-1996
7	Sh.Rajneesh Goyal	Peon/Photostate Opt.	04-07-1996
8	Sh.Anil Sharma	Peon	04-07-1996
9	Smt.Kamla Devi	Peon	08-07-1996

Dated: 07-12-2022


(Dr.S.K.Goyal)
Principal



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Ref. No.16542.....

Dated..28-07-2022.....

Non-teaching Staff provided with Diwali Gifts and Uniforms

Year	No.of Employees	Cash/Gift	No.of employees	Liveries/Uniform
2017-18	119	Rs.130900	57	Rs.125640/-
2018-19	116	Rs.164200	30	Rs.65600/-
2019-20	114	Rs.125400	29	Rs.63960/-
2020-21	93	Rs.154600	3	Rs.6180/-
2021-22	91	Rs.100100	43	Rs.94128/-

Loans/Advances to staff in financial emergency

Year	No.of Employees	Advances	No.of Employees	Loans
2017-18	32	Rs.501066/-	38	Rs.1314550/-
2018-19	15	Rs.225500/-	25	Rs.490000/-
2019-20	8	Rs.42500/-	19	Rs.642000/-
2020-21	29	Rs.468000/-	8	Rs.286045/-
2021-22	5	Rs.66500/-	13	Rs.413900/-


(Dr.S.K.Goyal)
Principal



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2. Proforma of ACR (Teaching Staff)

R.K.S.D. (P.G.) College, Kaithal (Haryana)

Annual Confidential Report for the year.....
(Only for Teaching Faculty)

To be filled up by Assistant / Associate Professor

Date of Joining in the Service..... Mode of recruitment :- Regular

1. Particulars :

- a) Name _____
- b) Father's/Husband's name _____
- c) Qualifications _____
- d) Subject _____
- e) Date of Birth _____
- f) Previous Service if any Yes / No _____
- i) Name of the Institution _____
- ii) Period of previous posting From.....To.....
- g) Date of joining in the present college _____
- h) Subject of M.Phil/Ph.D. (if passed) _____

2. Particulars of teaching performance :-

a) Result :- Session

Examination	Subject Taught	Number of Students	No. of Pass Students	Pass Percentage College/University	Difference
1	2	3	4	5	6

Odd Sem.

Even Sem.

b) Responsibility of the Assistant/Associate Professor in case of lower percentage than the pass percentage of the University result. :-



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3. Overall assessment of academic competency i.e. Application of new teaching methods, encouraging questions in the classes, holding of seminars/group discussion etc, use of e-learning tools and e-content development.

4. Details of academic and professional progress during the year :-

- a) Research degree acquired, if any _____
- b) Research work, if any _____
- c) Particulars of published research papers, if any _____
- d) Details of in service training _____
- e) Extra classes for weak students _____
- f) Whether giving any private tuitions/coaching ? _____
- g) E-content development _____
- h) Contribution in other college activities like : Adult Education, Social Development Programmes, NSS, Sports, Cultural activities & any Other Special work done :

- i) Whether the staff attendance Register has been regularly signed.

5. Contribution in College Administration Member of various committees like Discipline Committee, Admission Committee, Students Welfare Committee, etc.

6. Any other achievement :-

7. Whether he stays at the HQ after College hours and during the holidays :-



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8. Any other plus point not mentioned above :-

9. Whether the Course for the academic Session were completed

10. Number of working days spent in the college :-

- a) For admission
- b) For teaching
- c) For evaluation
- d) For invigilation/examination
- e) For other activities specify
- f) Total

Date :

(To be filled up by the Principal)

Signature
(Asstt./ Associate Professor)

11. Verification by the Principal

Item No.	Correct	Exaggerate
1.		
2.		
3.		
4. (a)		
(b)		
(c)		
(d)		
(e)		



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(f)

(g)

(h)

5.

6.

7.

8.

9.

10. (a)

(b)

(c)

(d)

(e)

(f)

12. Remarks about integrity :
13. Relation with the Principal/Colleagues :
14. Whether the participated in or instigated any strike in the college ?
15. Overall Assessment :
- (Keeping in view about all facts)
- A. Outstanding
- B. Very good
- C. Good
- D. Average
- E. Below Average
- (Principal to fill up the columns and no column is to be left blank)

Dated.....

(Signature of the Principal)
R.K.S.D (PG) College, Kaithal

16. Remarks by the next Higher Authority/Second Reporting Officer/Reviewing Officer.
17. Whether any enquiry/complaint as pending :
18. Punishment if any awarded :

Date.....

Signature
(President Governing Body)
R.K.S.D (PG) College, Kaithal



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3. Proforma of ACR (Non-teaching Staff)

Radha Krishan Sanatan Dharam (Post Graduate) College Kaithal (Haryana)



Annual Confidential Report on the work and conduct of Non-Teaching Staff
Working in the Govt. Aided Colleges

For the year 20.....To 20.....

Reporting officers shall fill this form carefully. Any Special remarks for which a place cannot be found or which are required to be make before next years report is filled, can be entered on the back of the form

1. Name of the Employee : _____
2. Designation : _____
3. Date of Birth : _____
4. Date of Appointment : _____
5. Nature of Appointment (Regular, temporary, adhoc) : _____
6. Scale of pay : _____
7. Actual Pay (As per salary bill) : _____
8. Industry : _____
9. Hand-writing and Neatness : _____
10. Punctuality and Regularity : _____
11. Reputation for honesty : _____
12. Capacity for Work and Intelligence : _____
13. Acquaintance with Rules and Orders : _____
14. Knowledge and Skill in dealing with Accounts matters : _____
15. Quickness in disposal of Assigned work : _____
16. Proficiency in Type Writing and Shorthand : _____
17. Capacity of working with others : _____
18. Defect if any, pointed out
 1. Orally : _____
 2. In Writing : _____
19. Fitness for promotion : _____
20. General remarks, if any : _____
21. Signature and date of reporting
Officer with Designation : _____

Date:

Remarks by the Reviewing Authority



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4. Performa of Academic Performance Indicator (API) for PBAS

1

Guidelines for Academic Performance Indicator (API) scored system for Assistant Professor and Associate Professor and other Academic Staff in Government And Private Aided College In Haryana Colleges under Career Advancement Scheme (CAS).

1. These guidelines will be applicable on recruitment and CAS promotion of teachers and other academic staff working in affiliated colleges covered under Govt. Notification No. 07/18-09 C-IV (3) dated 21.07.2011.
2. The Internal Quality Assurance Cell (IQAC) shall be established in all colleges as per the UGC/National Assessment Accreditation Council (NAAC) guidelines with the principal as Chairperson. The IQAC shall act as the documentation and record keeping centre for the institution including assistance in the development of the API criteria based PBAS Performa laid down in the notification dt. 21.7.2011 and as illustrated with these guidelines.
3. The API score given hereunder will be applicable from the academic session 2012-13. The academic session means 1st July to 30th June of every year.
4. The API score will be considered on yearly performance basis for the purpose of CAS.
5. If a teacher is considered for CAS promotion in 2013-14, one year API score for 2012-13 alone will be required for assessment.

If the next stage of a teacher is due in the academic session 2014-2015 the only two years API score i.e. 2012-13 and 2012-14 will be counted for the purpose and so on leading progressively for the complete Assessment period for the years required for the purpose, as per Govt. Notification dated 21.07.2011.

6. An Assistant Professor having post graduate with NET qualification with grade pay of Rs. 6,000/- will be placed in the grade pay of Rs. 7,000/- after six years service subject to fulfilling all other requirement of PBAS/API as given in the notification and illustrated in these guidelines. The period for Assistant Professor having M.Phil and Ph.D degree will be five and four years respectively as the case may be. Provided further if an Assistant Professor possesses Ph.D degree in lieu of relaxation of NET as essential eligibility condition, then he will be treated at par of Assistant Professor having post graduate degree with NET qualification.
7. An Assistant Professor in the grade pay of Rs. 7,000/- will be moved to grade pay of Rs. 8,000/- after completion of 5 years service in grade pay of Rs. 7,000/- subject to meeting the API based PBAS requirements.
8. An Assistant Professor completing three years of service shall be eligible subject to the qualifying conditions and the API based PBAS requirements to move to the next higher grade. (i.e. pay band IV with G.P. Rs. 9000)
9. A teacher who wishes to be considered for promotion under CAS may submit in writing to the college authorities that he fulfils all qualifications under CAS and submit to the college, the PBAS proforma as evolved under these guidelines duly supported by all credentials.
10. Candidates who do not fulfil the minimum score requirement under the API scoring system or those who obtain less than 50% in the expert assessment will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he successfully got re-assessed.



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2

SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF TEACHERS AND OTHER ACADEMIC STAFF, OF GOVERNMENT AND PRIVATE AIDED COLLEGE IN HARYANA

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.

Sr. No.	Nature of Activity	Maximum Score	Self Assessment Score (by applicant)	Verified API Score
1.	Lectures, practicals, undertaken as percentage of lectures allocated	50		
2.	Lectures or other teaching duties in excess of the State Govt. norms	10		
3.	Preparation and imparting of knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students	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 promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from 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.

Sr. No.	Nature of Activity	Maximum Score	Self Assessment Score (by applicant)	Verified API 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 counselling)	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)	15		
	Total Score	50		



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	Minimum API Score Required	15		
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Instructions for filling up Category-I & II of the PBAS Proforma

Category I: Teaching Learning and Evaluation Related Activities

Maximum Scores Allocated: 125

Minimum API Score Required: 75

Sr. No	Nature of Activity	Maximum Score
1.	Lectures, tutorials, practical, should be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of the assigned classes. No score should be deducted for classes not held or missed due to (i) students not turning up or bunking classes ii) any other reason beyond the control of the teacher. 10 points for 80% Classes taken and 2 points for each additional % age of classes taken.	50
2.	If a teacher has taken classes exceeding State Govt. norms, then two points to be assigned for each extra period of unpaid class/week.	10
3.	<ul style="list-style-type: none"> a) Imparting of knowledge/instructions as per curriculum with the prescribed material (Text Book/Manua 15 Points (with documentary proof) b) syllabus enrichment by providing additional resources to student such as lab manuals, lecture notes, etc : 10 points (with documentary proof) 	20
4.	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. :-	
	Participatory & Innovative Teaching-Learning Process with material for problem based learning, case studies, Group discussions, project work, product development, assignment, (10 points/each)	10
	Use of ICT in Teaching-Learning process with computer-aided methods like power-point/Multimedia/Simulation/Software etc., (Use of any one of these in addition to Chalk & Board : 10 Points/each)	20
	Developing and imparting Remedial/Bridge Courses (each activity; 5 Points)	10
	Developing and imparting soft skills/communications skill/personality development courses/modules, etc. (each activity 5 points)	10
	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)	10
	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning, e-library skills to students, etc. <ul style="list-style-type: none"> a) Workshop/Training course: 10 Points each b) b) Popularization programmes: 5 Points each 	10
	Maximum Aggregate Limit for S. No. 4	20
5.	Examination Related Work	
	College/University semester/Annual Examination work as per duties allotted. (Coordination/invigilation-10 points, Evaluation of answer scripts-10 points; Question paper setting-10 Points) (100% compliance= 15 Points)	15
	College/University examination/Evaluation responsibilities for internal assessment/seminars/assignments/continuous assessment work as allotted. (100% compliance= 15 Points)	15
	Examination work such as coordination, or flying squad duties etc. (10 points)	10
	Maximum Aggregate Limit for S. No. 5	25



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

Maximum Scores Allocated: 50

Minimum API Score Required: 15

S. No	Nature of Activity	Maximum Score
1.	Extension, Co-curricular and Related Activities	
	Institutional Co-curricular activities for students such as field studies/educational tours/Industrial tour/field training/quiz contest/declamation contest/debate/industry- training etc. (5 point each)	10
	Positions held/Leadership role played in organization linked with Extension Work and National service like NSS, NCC, Red Cross, Eco-Club, Women Cell, NGOs or any other similar organisational activity (10 points each)	10
	Donating blood, commitment to donate eyes or body or organs, contribution to Prime Minister's relief fund or Chief Minister's relief fund, contribution to University corpus fund, instituting a scholarship for the education of the poor and needy (5 points each)	10
	Students and Staff Related Socio Cultural and Sports Programmed (organizing such program (s) or contributing by participating in any of the program (s) at intra/interdepartmental or Intercollege or interuniversity level) a) Intradepartmental/college level : 5 points each b) Interdepartmental : 10 Points each c) Intercollege : 10 points each d) Interuniversity : 15 points each	15
	Community work such as values of National integration, Environment democracy, social work, Human Rights, peace, scientific temper, flood or drought relief, small family norms, tree plantation, energy conservation etc, through lectures/awareness programmes or through TV/Satellite/EDUSAT/Radio etc. (5 Points each)	10
	Maximum Aggregate Limit for S. No. 1	20
2.	Contribution to corporate Life and Management of the Institution	
	Contribution to Corporate life in universities/colleges through meetings, popular lectures, expert/extension lectures, EDUSAT lectures, INSPIRE programme, invited lectures on subject related/scientific/legal etc. issues, or articles in college magazine and University volumes (5 points each)	10
	Institutional Governance responsibilities: Warden, Bursar, Member of University Court/Executive Council/Academic Council/IQAC: 7 points each	15
	Participation in committee concerned with any aspect of departmental or institutional activity such as admission. Purchase, time-table, campus development, inspection, library, students welfare, guidance & counselling, placement, anti-ragging, Proctorial duty, UGC or any such committee discipline/cultural committee women cell appointed by Principal. (5 point each)	15
	Organization of Conferences/Seminars/Symposia/workshops/Training as Coordinator/Co-Chairman/Convener/Co-convener/Secretary/Joint-Secretary/Treasurer etc: a) International (10 Points each) b) National/regional (7 points each) As member of the organizing committee of (a) above (5 points each) As member of the organizing committee of (b) above or the Advisory Committee of (a) (3 points each)	10
	Organization of Faculty Development programmes/Technology Based Entrepreneurship Development Programme as Coordinator/Chairman/Co-Chairman/Convener/Co-convener/Secretary/ Joint-Secretary/Treasurer etc. (5 points each)	10
	Maximum Aggregate Limit for S.No. 2	15



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S. No	Nature of Activity	Maximum Score
3.	Participation in subject association, conference, seminars, symposia, workshop without paper presentation (2 points each); Visits abroad (excluding for conference/seminar/ symposia/workshop) for research collaborations or delivering lectures (at least one week duration) (5 points each)	10
	Invited Lectures in orientation courses/refresher courses (5 points each)	10
	Participation in short term training courses less than one week duration in education technology, curriculum development, professional development, Examination reforms, institutional governance, new and emerging fields/subjects/technologies (5 Points each)	10
	Membership /participation in State/Central Bodies/Committees on Education, Research and National Development such as UGC/DST/ICMR/ICAR/ICHR. etc. (5 points each)	10
	Membership of professional associations/bodies at the national level (like ISCA, INSA, ICAI, ICWAI, ICSI etc); membership of committees like Board-of-studies (UG and PG) of any university/Institute ; editorial/advisory committees/boards of journals; referring of research papers of journals with impact factors, etc. (5 points each)	10
	Office bearers of professional bodies including Teachers' association, Teachers' club etc. (5 points each)	10
	Publication of articles in newspapers, magazines or other publications (not covered in category III) (2 points each)	10
	Maximum Aggregate Limit for S. No. 3	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. Minimum API score required from this Category is different for different levels of promotion. The self assessment score will be based on verifiable criteria and will be finalized by the screening /selection committee.

Sr. No.	APIs	Faculties of Arts & Language /Social Science/Life Sciences /Sciences/ Education / Comm. & Mgt.	Max. Points for university and college teacher position		
			API Score	Self Appraisal score +	Verified API Score #
IIIA	Research papers* Published in :	Refereed Journals with impact factor 5 and above	45/ Publication		
		Refereed journal with impact factor between 2 and 5	35/Publication		
		Refereed journal with impact factor between 1 and 2	30/Publication		
		Refereed and Indexed Journals	20/Publication		
		Refereed Journals, (Fine arts : Participation in international exhibition /workshop with one's own work -15 points each)	15/Publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. (Fine arts : Participation in international exhibition /workshop with one's own work -10 points each; state level -5 points each)	10/Publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/Publication		
IIIB	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 with ISBN.	50/Sole author (book) and 10 each chapter in an edited book		
		Subject Books by National level publishers /state and Central govt. Publications with ISBN/ISSN numbers. (Fine Arts: Solo exhibition of one's own work-25 points each)	25/Sole author (book) and 5 each chapter in an edited book		
Sr.	APIs	Faculties of Arts & Language /Social	Max. Points for university and college		



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No.		Science/Life Sciences /Sciences/ Education / Comm. & Mgt.	teacher position		
			API Score	Self Appraisal score +	Verified API Score #
		Subject books by other local publishers with ISBN/ISSN numbers	15/ sole author (book) and 3 each chapter in an edited book		
		Chapter contributed to edited knowledge based volumes published by international Publishers with ISBN	10/ chapter		
		Chapter in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5 /Chapter		
IIIC Research Projects					
I	Sponsored projects carried out/ongoing	(a) Major project (amount mobilized with grant above Rs. 5.00 lakhs)	20/Project		
		(b) Major projects (amounts mobilized with grants above Rs. 3.00 lakhs upto Rs. 5.00 lakhs)	15/ Project		
		(c) Minor projects (amounts mobilized with grants above Rs. 25000 upto Rs. 3.00 lakhs)	10 / Project		
(ii)	Consultancy Projects carried out/on going	Amount mobilized with minimum of Rs. 2.00 lakhs	10 per every Rs. 2 lakhs		
		Amount mobilized between Rs. 10000/- and Rs. 2.00 lakhs	5 for each project		
(iii)	Completed projects quality evaluation	Completed project report (Accepted by Funding Agency)	20/ each major project and 10/ each minor project		
(iv)	Projects outcome/outputs	Major Policy document of Govt. Bodies at Central and State level	30/ each national level output; 50/ each for international level		
III D Training Courses and conference/Seminar/Symposium/Workshop papers.					
(i)	Refresher courses, Methodology workshop, training, teachers Learning Evaluation Technology Programmes, Soft skills development Programmes, Faculty Development Programmes (max. 30 points)	Not less than two weeks duration. One week duration. Less than one week duration	20/ each 10/ each. 5/each		
(ii)	Papers in conferences / Seminars/Symposia/ workshops etc. **	Participation and presentation of research papers (oral/ poster) in International Level National Level Regional/ State Level Local- University/ College Level	10/ each 7.5/ each 5/ each 3/ each		
(iii)	Invited for conference /seminars/ workshop/ symposia to deliver lecturers/ Chair sessions	International Level National Level Regional/ State Level Local-University /College Level	10 /each 7.5 /each 5 /each 3 /each		

To be filled by the candidate.

For office use only.

* 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%



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would be shared equally by the other authors. For examples, if the total score for a publication is 10 (say), then the First/Principal author, the corresponding author, supervisor, co-supervisor and mentor would get 6 points each and the other authors would get 4 points each.


** API Score for III E(ii) will be claimed solely by the author who participated and presented the paper (oral/poster). However, 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).

Note: Date of publication of research paper will be 1st January in case journals published annually, 1st day of the half year in case of journals published half yearly, 1st day of the quarter in case of journals published quarterly, 1st day of the month in case of journals published monthly and likewise.

APPENDIX - III TABLE - II (B)

Minimum APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

		Assistant Professor/equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres: (Stage 4) and Assistant Professor to Principal Stage 5 on Promotion	Associate Professor to the promotion of Principal in Colleges (Stage 5)
i	Teaching-learning, Evaluation Relation Activities (category I)	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)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
v	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100 Minimum required for promotion is 50)	No separate points Screening Committee to verify API scores	No separate points Screening Committee to verify API scores	20% - Contribution to Research 60% - Assessment of domain knowledge and teaching practices. 20% - Interview performance	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices. 20% - Interview performance


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