GOVERNMENT OF ASSAM
OFFICE OF THE **DIRECTOR OF HIGHER EDUCATION**, ASSAM
KAHILIPARA::::::::::::::GUWAHATI-781 019
****

No.G(B) UGC/API/1359/2014/ *16*   Dated Kahilipara, the 13-10-2014

From:-   Sri P. Jidung, *M.A.,M.Phil,LL.B.,AES.*
            Director, Higher Education, Assam
            Kahilipara, Guwahati-19.

To:-   The Principal (all)

            .... College/ Mahavidyalaya

            P.O.-......................... District-.........................

Sub:-   Placement in Senior Scale, Selection Grade Scale and Associate Professor Scale
            i.e. stage promotion from one stage to another stage.

Ref.:-   *This office letter No.G(B)UGC.132/2010/Pt/54, dated 06-01-2014.*

Sir,

        In continuation to this office letter mentioned under reference on the subject

cited above, I would like to forward herewith a format for Assessment of API for necessary

stage promotion in respect of Assistant Professors and Librarians of Colleges.

        In this regards, it may be stated here that this format is applicable only for Assistant

Professors and Librarians who are eligible to get stage promotion after 13-11-2013.

                                            Yours faithfully

                                            Director, Higher Education, Assam
                                            Kahilipara, Guwahati – 19.

Memo No.G(B) UGC/API/1359/2014/   Dated Kahilipara, the 13-10-2014
Copy to :

        1) The Commissioner and Secretary to the Govt. of Assam, Education (Higher)
            Department, Dispur, Guwahati-6 for favour of kind information.
        2) Guard file.

                                            Director, Higher Education, Assam
                                            Kahilipara, Guwahati – 19.

Name of the Institution...
PBAS Proforma for Promotion under CAS

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (In Block Letters) :

2. Father's Name/Mother's Name:

3. Department :

4. Educational Qualification:

5. Current Designation & Grade Pay:

6. Date of last Promotion :

7. Which position and grade pay are you an applicant for under CAS?

8. Date of eligibility for promotion:

9. Date and Place of Birth:

10. Sex:

11. Marital Status:

12. Nationality :

13. Indicate whether belongs to SC/ST/OBC category:

14. Address for correspondence (with pin code)

15. Permanent Address (with pin code)

Telephone No:

Email:

16. Academic Qualifications (HSLC till Post Graduation):

Examination	Name of the Board/ University	Year of Passing	Division/ Class/ Grade	Subject
HSLC				
Intermediate (10+2)				
B.A/ B.Sc./ B.Com/ B.Mus/ Others				
M.A/M.Sc./M.Com/ M.Mus/ Others				
Other Examination If any.				

17. **Research Degree (S)**

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

18. **Appointments held prior to joining this institution**

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

19. **Posts held after appointment at this Institution**

		Date of actual Joining		
Designation	Department	From	To	Grade

20. Period of teaching experience :

P.G. Classes (in years) ; [   ] U.G. Classes (in years) [   ]

21. Research Experience excluding years agent in M.Phil/Ph.D. (In years)

22. Field of Specialization under the Subject/Discipline (If Any)

a) ....

b) ....

Academic Staff College Orientation/Refresher Course/ Summer School/any other course attended:

Name of the Course	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS proformas before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(From .... to ....)

(i) Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

Sl.No.	Course	Level	Mode of teaching	Hours per week allotted	% of classes taken as per documented record

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

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score can be given)	
(b)	Teaching Load in excess of UGC norm (max score:10)	

(ii)   Reading / Instructional materials consulted and additional knowledge resources provided to students.

Sl.No.	Course/paper	Consulted	Prescribed	Additional resource provided
API score based on Preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students (max.score:20)				API Score

ii) Use of Participatory and innovative Teaching-Learning Methodologies/ Audio-visual teaching aid, Updating of subject Content, Course Improvement etc.

Sl.No	Short Description	API Score
	Total Score (Max Score:20)	

(iii)   Examination Duties Assigned and Performed

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

This   is to certify that Dr/Mr/Ms. …………………………………… Assistant/associate Prof of . …………………… College attended all the allotted classes . He/ She gives regular instructions as per curriculum with the prescribed material, syllabus enrichment by providing additional resources to the student He/She carried out Semester/Annual Examination work as per duties allotted.

Signature of HOD
Department:

CATEGORY :II

CO-CURRICULAR , EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (From .... to ....)

Sl.No.	Type of Activities		API Score
	i) Extension, Co-curricular 7field based activities		
	Total (max;20)		
	(ii). Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	Total		
	(iii)Professional Development Activities		
	Total		
	Total Score (i+ii+iii) (Max :25)		

✳

CATEGORY : III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

Sl.No.	Title with page Numbers	Journal	ISSn/ISBN No.	Whether peer reviewed impact Factor, if any	No. Of co-author	Whether you are the main author	API Score

B (i) Articles/ Chapters published in Books

Sl.No.	Title with page nos.	Book Title, editor& publisher	ISSN/ISBN No.	Whether pee reviewed.	No.of co-authors	Whether you are the main author	API Score

ii) Full Papers in Conference Conferences Proceedings

Sl.No.	Title with page nos.	Details of conferences publication	ISSN/ISBN No.	No.of co-authors	Whether you are the main author	API Score

iii) Books published as single or as editor

Sl.No	Title with page nos.	Type of Book &authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No.of co-authors	Whether you are the main author	API Score

iii) Ongoing and completed Research Project and Consultancies
(c) (I &II) Ongoing project /Consultancies

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

(c) (iii & iv) Completed project/ Consultancies

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether policy document/patent as outcome	API Score

(D) Research Guidance

Sl.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phill or equivalent				
Ph. D. or equivalent				

(E) (i) Training Courses, Teaching-Learning-Evaluation technology programmes, Faculty Development Programmes (not less than one week duration)

Sl.No.	Programme	Duration	Organized by	API Score

(E) (ii) papers presented in Conferences, Seminars, Workshops, Symposia

Sl.No.	Title of the paper presented	Title of conference/ Seminar	Organized by	Whether international/national/state/regional/college or university	API Score

E. (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

Sl.No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc	Organized by	Whether international / national	API Score

E.(iv). SUMMARY OF API SCORES

Sl.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.

Sl.No.	Details (Mention Year, value etc. where relevant)

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

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

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

Signature of the Faculty with Designation
Place   *:*
Date :

All the documents submitted by Dr/Mr/Ms/ .... Assistant/Associate Prof., ... College are verified and found authentic. The API scores mentioned above are correct.

Signature of the Principal   Convener, IQAC Cell
.... College   ....College

N.B : The individual PBAS proformas for CAS promotion duly filled along with all enclosures, will be duly verified by the DPC and shall be placed before the Screening cum Evaluation Committee or selection Committee for Promotion.

Instructions for Filling up Part 8 of of the PBAS Proforma

Part B of the proforma is based on appendix-III, table-1 of the UGC Regulations 2010

B (I) is based on API scoring for Category 1 of the Table. Details information for 2013-14 or assessment year is to be provided.

B (II) is based on Category II of the Table. Details information for 2013-14 or assessment year is to be provided.

B (III) is based on Category III of the Table. Details information for the entire assessment period is to be provided.The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given provide choice/ opportunity to **the teacher, maximum limit of scores that can be given or carried forward under each category/area is** indicated in the table-1 of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below:

CATEGORY: I **Teaching, Learning and Evaluation Related Activities**

(i) (a)

Lectures/Seminars/Practical's/Tutorials/Contact classes taken should be based on verifiable records. No. score should be assigned if a teacher has taken less than 80% of the assigned classes. University may give allowance for period of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100& performance.	Max Score: 50

(b)

If teacher has taken classes exceeding UGC norm, then two points to be assigned for	Max. Score: 10

(ii)

Imparting of knowledge/instruction as per curriculum with the prescribed material (Text Book/ Manual etc0, syllabus enrichment by providing additional resources to students (100% Compliance=20 points)	Max Scores:20

(iii) Use of participatory and Innovative Teaching Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators /Activities	Maximum Score
Updating of course, design of curriculum, 95 per single course)	10

Participatory & Innovative T/L Process with materials 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 PowerPoint/Multimedia/Simulation/software's etc, (Use of any one of these in addition to chalk & Board : 5points	10
Developing and imparting Remedial/Bridge Courses (each activity :5 points)	10
Developing and imparting soft skills/communications and creations in music, performing and visual arts and other traditional areas (each activity : 5points)	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 ;5Points0	10

Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students
    (a) Workshop/Training course :10points each
    (b) Popularization program :5points each
	10

Maximum Aggregate Limit	20

(i)   Examination Related work

Indicators	Max. Score
College/University end semester/annual Examination work as per duties allotted. (Invigilation-10 points; Evaluation of answer scripe-5 points question paper setting – 5points. (100% compliance=20points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance =10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% a compliance =10 points)	10
Maximum Aggregate Limit B (iv)	25

CATEGORY :II Co-curricular, Extension and professional Development Related Activities

(i)   Extension and Co-Curricular & Field based Activities
(ii)

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each)	10
Positions held/Leadership role played in organization linked with extension work and National service Scheme (NSS), NCC,NSO or any other similar activity (each activity 10 points)	10
Students and staff Related Cultural and Sports Programmes, campus	10
Publications (departmental level 2 points, institutional level 5 points	
Community work such as value of national Integration, environment, Literacy, democracy, socialism, Human rights, Peace, Scientific temper, flood or, drought relief, small family norms etc (5 points each)	10
Maximum Aggregate Limit	20

(iii)   Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in University/College trough meeting, popular lectures, subject related events, articles in college magazine and University volumes (2 points each)	10
Institutional Governance responsibilities like, Vice principal, Dean director, Warden, Bursar, School Chairperson, IQAC Coordinator (10 point each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5points each)	10
Responsibility for, or participation in committee for students welfare, Counseling and Discipline (5 each)	10
Organisation of Conference/Training as Chairman/Organization Secretary/Treasurer ; (a) International (10 points); national/regional (5 points) (b) As member of the organization committee (1 point each)	10
Maximum aggregate Limit	15

(iv)   Professional Development related Activities

Indicators/Activities	Maximum Score
Membership in Profession related committee at state and national level a. At national level;3 points each b. At site level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	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:5points)	10
Membership/Participation in State/ Central Bodies/Committees on Education, Research and national Development (5 each)	10
Publication of articles in newspapers, Magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)	10
Maximum Aggregate Limit	15

*** Teachers on Leave

5. FIP holders shall have to produce an authentic certificate from appropriate authority certifying the candidates' uninterrupted and satisfactory progress of work for which he/ she has been duly engaged.   In case the candidate avails earned leave/ maternity leave/ study leave/ any other leave during the period of assessment, he/ she shall have to produce necessary orders etc. from appropriate authority duly counter signed by the principal to get the benefit of API score for the period in leave. The

PBAS proforma for promotion under CAS must be filled up the college teachers in every year. The authority will verify and finalize the API scores and will keep ready for DPC, in due time.

Leave availed

Sl.No.	Type	From	To	Whether approved or not

NECESSARY INFORMATION

1) ## Assessment API
    (a) Assessment API for Less than 1 Year: The PBAS based on the API scores will be assessed for 1 year only with the minimum API scores. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2014, API scores for one year will only be required for assessment.
    (b) Assessment API for 2 years: The PBAS based on the API scores will be assessed for 2 years only with the minimum API scales. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2015, API scores for 2 years will only be required for assessment.
    (c) Assessment for full duration: The PBAS on API score will be required for assessment only with the minimum API scores category wise as mentioned in the Appendix Table.

2) ## Duration for Promotion:
    ### From stage 1 to stage 2
    i)   4 years with Ph.D. (Awarded as per UGC guidelines)
    ii)   5 years with M.Phil Degree (Awarded as per UGC guideline)
    iii)   6 years regular service without Ph.D./M.Phil.
            Teachers may score 10 points from either category I or category II to achieve the minimum score required under category I + II.
    iv)   There must be a screening Committee for assessment of the API points in each Colleges as per UGC guideline.
    v)   One OC and One RC/ Research methodology Course of 2/3 weeks duration without Ph.D.
    vi)   With Ph.D. one OC.

    ### From stage 2 to stage 3
    i)   5 years.
    ii)   There must be a screening committee for assessment of the API points in each colleges as per UGC guidelines.
    iii)   One Course/ Program from among the categories of Refresher Course, methodology workshops, Training- Learning Evaluation Programs, soft skills Development programs and faculty Development programs of 2/3 week duration.

    ### From stage 3 to stage 4
    i)   3 years.
    ii)   There must be a selection committee for final assessment of the marks for consideration for CAS promotion out of which the candidate must have obtained 50% of marks in the expert assessment, if, however on final assessment candidate do not either fulfill the minimum criteria under Rows III and IV of Table (A) and II (B) or obtain less than 50% in the

expert assessment, they will be reassessed only after a minimum period of one year.

iii) One Course/ Program from among the category methodology workshops, training, teaching-learning evaluation technology programs, soft skills development programs and faculty development programs of 1-week duration.

iv) At least 3 publication in the entire period as Assistant Professor. However in the case of College teachers and exemption of 1 publication will be given to M.Phil holders and an exemption of 2 publications will be given to Ph.D. holder.

v) Total marks = 100
    I)   20% - Contribution to research.
    II)   60% - Assessment of domain knowledge and teaching practices.
    III)   20% - Interview performance.

Minimum API scores required:

From stage 1 to stage 2
    I)   Category I -75/ per year out of 125
    II)   Category II-15/ per year out of 50
        Minimum total average annual score under category I and II must not be less than 100 per year.
    III)   Category III- average 5 point per year.
        With Ph.D. (for assessment period) = 20
        With M.Phil (for entire assessment period) = 25
        Regular service without Ph.D., M.Phil (for entire assessment period) = 30

For stage 2 to stage 3
    I)   Category I – 75/ per year out of 125.
    II)   Category II – 75/ per year out of 50.
        Minimum total average annual score under category I and II must not be less than 100 per year.
    III)   Category III – average 10 point per assessment year.

For stage 3 to stage 4
    I)   Category I : 75/ per year out of 125
    II)   Category II : 15/ per year out of 50
        Minimum total average annual score under category I and II must not be less than 100 per year.
    III)   Category III : average 15 point per assessment year.

ANNUAL CONFIDENTIAL REPORTS

(For ACS II and all other Technical/Non-Technical Class I to III officers of the State)

[See Rule 4 (2) of Assam services(Confidential Rules) Rules,1990]

Report for the year/period ending…………………………………………

Part- I: PERSONAL DATA

(To be filled up by the office)

1. Name of the officer/employee :

2. Name of the service to which belongs :

3. Date of Birth :

4. Present Designation :

5. Period of absence from duty on leave,
   training etc. during the period of report :

6. Description of work on which engaged
   during the period :

7. Any Special knowledge/experience/
   training which facilitate to discharge
   the allotted work of the officer/employee :

Part-II: ASSESSMENT BY THE REPORTING AUTHORITY

1. Name(s) and Designation of the
   Reporting Authority :

2. Period of Service of the incumbent
   under the Reporting Authority :
   (Separate forms to be used by different reporting authority)

3. State of health :

4. What is opinion about his/her
a. Aptitude, initiative, drive and efficiency for
   I.   Arrangement for work :

   II.   Execution of work :

b. Intelligence :

c. Attendance/conduct and amenability to
   Discipline :

d. Character with particular reference to
   reliability and integrity :

e. Knowledge of law/ rules and relevant
   office procedure   :

f. Capacity of supervision, inspection and
   to create team spirit (where applicable) :

g. Spirit of for and relationship with public /
   subordinate staff and superior officers   :

h. Physical stamina and aptitude for hard
   touring (where applicable)   :

i. General remarks, if any   :

j. What is your opinion about his /her
   fitness or otherwise for advancement
   for next higher rank   :

(FOR TECHNICAL OFFICERS ONLY)

k. Professional ability
a. Promptness and
   correctness in

i.	Preparation of estimates and projects	:
ii.	Designs	:
iii.	Accounts	:
iv.	Control of expenditure	:

Date: **Recording Authority**

Part- III : OPINION OF THE REVIEWING AUTHORITY

1. Name and designation of the reviewing authority   :

2. Period of service of the incumbent under
   the Reviewing Authority   :

3. General opinion of the reviewing authority   :

4. Graded   :

Date: **Reviewing Authority**

Part-IV: REMARKS OF THE ACCEPTING AUTHORITY

Date: **Name and Designation of the Accepting Authority**

Annexure-I
API Proforma for Professor, Associate Professor & Assistant Professor
ACADEMIC PEFORMANCE INDICATORS BASED ON PERFORMANCE BASED APPRAISAL SYSTEM TO BE SUBMITTED BY EACH APPLICANT FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF
AS PER UGC REGULATIONS, 2010

Advertisement No.	
Name of the Applicant	
Date of Birth	
Post applied for and Subject	
Name of the Department	

SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS

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.

S. No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50		
2	Lectures or other teaching duties in excess of the UGC 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**		

\# Supporting documents, wherever required be attached.

(Signature of Applicant)

Advertisement No.	
Name of the Applicant	
Date of Birth	
Post applied for and Subject	
Name of the Department	

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 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.

S. No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
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		
	Minimum API Score Required	**15**		

Supporting documents, wherever required be attached.

(Signature of Applicant)

Advertisement No.					
Name of the Applicant					
Date of Birth					
Post applied for and Subject					
Name of the Department					

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 No.	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	Self Assess-ment Score (to be filled by applicant)	Verified API Score (for official use)
III A	Research Papers published in:	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 /sole author; 10 /chapter in an edited book		
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books		
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books		
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	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 in 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 30.00 lakhs	Major Projects Amount mobilized with 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		
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs. 2.0 lakhs Rs.10.0 lakhs and	10 per every Rs.2.0 lakhs, respectively		
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report(Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project		
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level,		
III (D)	**RESEARCH GUIDANCE**					
III (D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate		
III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 /each candidate		
		Thesis submitted	Thesis submitted	7 /each candidate		
III(E)	**TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS**					
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each		
		(b) One week duration	(b) One week duration	10/each		
III(E) (ii)	Papers in Conferences/ 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 each		
		b) National	b) National	7.5 / each		
		c) Regional/State level	c) Regional/State level	5 /each		
		d) Local – University/College	d) Local – University/College	3 / each		
III(E) (iv)	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each		
		(b) National level	(b) National level	5		

*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 between 5 and 10 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)).

Note: The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

Supporting documents, wherever required be attached.

(Signature of Applicant)

To

    The Principal

    Sub: Promotion under CAS

Sir/Madam,

With due respect I would like to submit before you that I have become eligible under Career Advancement Scheme for placement in the:

                                        wef:

Further, I have fulfilled all the necessary eligibility conditions for the said promotion.

In this connection, I would cordially request you kindly to forward the proposal for my promotions to the office of the Director of Higher Education, Assam for approval at your earliest convenience.

Details of the particulars regarding my promotion are given below for your kind perusal and necessary action.

01. Name of incumbent   :

02. Department   :

03. Present Designation   :

04. Date of Approval   :

05. Date of regularization, if any :

06. (a) M.Phil. Degree   :

      (b) Ph.D. Degree   :

      (c) NET / SLET   :

07. OP / RC attended**:-**

OP/RC	Name/s of UGC ASCs	Duration	No.of days/weeks

08. API Score (Self-Assessed API Score under PBAS for Promotion)

Category	Assessment Period	API Score
Category **I** :		
Category **II** :	to	
Category **I & II**		
Category **III** :	to	

09. Present Scale of Pay   : _____

10. Stage of Promotion with AGP   : _____

 (a) Date of eligibility in the AGP **7,000/-**   : _____
     (if already placed - date of effect,
     Letter No. / Date - copy to enclose)   : _____

 (b) Date of eligibility in the AGP **8,000/-**   : _____
     (if already placed - date of effect,
     Letter No. / Date - copy to enclose)   : _____

 (c) Date of eligibility in the AGP **9,000/-**   : _____

11. List of enclosures:

  i. Photocopy of Formal Approval Letter of Appointment
 ii. x
iii. x
 iv. x
  v. x
 vi. x
vii. x
viii. x
 ix. x
  x. x
 xi. x
xii. x

    I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.

<div align="center">With regards.</div>

<div align="center">Sincerely yours,</div>

Signature: **:** _____

Name **:** _____

Date: **:** _____

CHECKLIST FOR PROMOTION UNDER CAS

College:

01. Name of incumbent   :
02. Department   :
03. Present Designation   :
04. Date of Approval   :
05. Date of regularization, if any   :
06. MPhil / PhD / NET / SLET   :

07. OP / RC attended:- (Certificate enclosed)   :
08. API Score (Self-Assessed API Score under PBAS for Promotion)

Category	Assessment Period	API Score
Category **I** :		
Category **II** :	to	
Category **I & II**		
Category **III** :	to	

09. Present Scale of Pay   : _____
10. Stage of Promotion with AGP   : _____
 (a) Date of eligibility in the **AGP 7,000/-**   : _____
      (if already placed - date of effect,
      Letter No./Date - copy to enclose)   : _____
 (b) Date of eligibility of in the **AGP 8,000/-**   : _____
      (if already placed - date of effect,
      Letter No./Date - copy to enclose)   : _____
 (c) Date of eligibility of in the **AGP 9,000/-**   : _____

I, _____ do hereby declare that all statements made
in this application are true, complete and correct to the best of my knowledge and belief.

Counter-signature   Signature of incumbent
Principal of the College   Date:

Following documents are enclosed along with this proposal for promotion:-
1. Certified copy of nomination of subject experts in the concerned subject
   nominated by the VC from the University panel of experts.
2. Original copy of Scrutiny-cum-Evaluation-Committee's Report.
3. Certified copy of GB Resolution vide **No.**   **dated**
4. Appraisal Reports of the incumbent in a sealed envelope.
5. Duly attested photocopies of Service Book of the incumbent.
6. Duly filled application for promotion submitted by the concerned
   incumbent along with _____ **nos.** of enclosures.
7. Duly filled in PBAS Proforma.

Signature
Principal of the College

Promotion under CAS
NECESSARY INFORMATION

Please check the contents with the original copy.

1) **Assessment API**

(a) Assessment API for Less than 1 Year: The PBAS based on the API scores will be assessed for 1 year only with the minimum API scores. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2014, API scores for one year will only be required for assessment.

(b) Assessment API for 2 years: The PBAS based on the API scores will be assessed for 2 years only with the minimum API scales. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2015, API scores for 2 years will only be required for assessment.

(c) Assessment for full duration: The PBAS on API score will be required for assessment only with the minimum API scores category wise as mentioned in the Appendix Table.

2) **Duration for Promotion:**

From stage 1 to stage 2

i) 4 years with Ph.D. (Awarded as per UGC guidelines)
ii) 5 years with M.Phil. Degree (Awarded as per UGC guideline)
iii) 6 years regular service without Ph.D./M.Phil.
Teachers may score 10 points from either category I or category II to achieve the minimum score required under category I + II.
iv) There must be a screening Committee for assessment of the API points in each Colleges as per UGC guideline.
v) One OC and One RC/ Research methodology Course of 2/3 weeks duration without Ph.D.
vi) With Ph.D. one OC.

From stage 2 to stage 3

i) 5 years.
ii) There must be a screening committee for assessment of the API points in each colleges as per UGC guidelines.
iii) One Course/ Program from among the categories of Refresher Course, methodology workshops, Training- Learning Evaluation Programs, soft skills Development programs and faculty Development programs of 2/3 week duration.

From stage 3 to stage 4

i) 3 years.
ii) There must be a selection committee for final assessment of the marks for consideration for CAS promotion out of which the candidate must have obtained 50% of marks in the expert assessment, if. however on final assessment candidate do not either fulfill the minimum criteria under Rows III and IV of Table (A) and II (B) or obtain less than 50% in the expert 'assessment, they will be reassessed only after a minimum period of one year,
iii) One Course/ Program from among the category methodology workshops, training, teaching-learning evaluation technology programs, soft skills development programs and faculty development programs of 1- week duration.
iv) At least 3 publication in the entire period as Assistant Professor. However in the case of College teachers and exemption of 1 publication will be given to M.Phil. holders and an exemption of 2 publications will be given to Ph.D. holder.

v) **Total marks = 100**

I) 20% - Contribution to research.

II) 60% - Assessment of domain knowledge and teaching practices.

III) 20% - Interview performance.

Minimum API scores required:

From stage 1 to stage 2

I) Category I: 75/ per year out of 125

II) Category II: 15/ per year out of 50
Minimum total average annual score under category I and II must not be less than 100 per year.

III) Category III: average 5 point per year.

With Ph.D. (for entire assessment period) = 20

With M.Phil. (for entire assessment period) = 25

Regular service without Ph.D., M.Phil. (for entire assessment period) = 30

For stage 2 to stage 3

I) Category I: 75/ per year out of 125.

II) Category II: 75/ per year out of 50.
Minimum total average annual score under category I and II must not be less than 100 per year.
Category III: average 10 point per assessment year.

For stage 3 to stage 4

I) Category I: 75/ per year out of 125

II) Category II: 15/ per year out of 50
Minimum total average annual score under category I and II must not be less than 100 per year.

III) Category III: average 15 point per assessment year.

List of maximum API Score under different categories (Category I, II and III)

Instructions for Filling up Part B of the PBAS Proforma

Part B of the proforma is based on appendix-III, Table-1 of the UGC Regulations 2010 B (I) is based on API scoring for Category I of the Table. Details information for 2013-14 or assessment year is to be provided.

B (II) is based on Category II of the Table. Details information for 2013-14 or assessment year is to be provided.

B (III) is based on Category III of the Table. Details information for the entire assessment period is to be provided. The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given provide choice/ opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-1 of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below:

Category – I: Teaching, Learning and Evaluation Related Activities

(i)	(a)	Lectures/Seminars/Practical's/Tutorials/Contact classes taken should be based on verifiable records. No. score should be assigned if a teacher has taken less than 80% of the assigned classes. University may give allowance for period of leave where alternative teaching arrangements have been made. **Maximum score of 50 if there is 100% performance.**	Max Score: 50
	(b)	If teacher has taken classes exceeding UGC norm, then two points to be assigned for each extra hour of classes / credit	Max. Score: 10
(ii)		Imparting of knowledge/instruction as per curriculum with the prescribed material /Text Book/ Manual etc, syllabus enrichment by providing additional resources to students. **100% Compliance=20 points.**	Max. Score: 20
(iii)		Use of participatory and Innovative Teaching Learning Methodologies, Updating of Subject Content, Course Improvement etc.	
		Updating of course, design of curriculum. **5 per single course.**	10
		Participatory & Innovative T/L Process with materials 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 PowerPoint / Multimedia / Simulation/software's etc. **Use of any one of these in addition to chalk & board: 5 points**	10
		Developing and imparting Remedial/Bridge Courses. **Each activity: 5 points.**	10
		Developing and imparting soft skills/communications and creations in music, performing and visual arts and other traditional areas. **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 and e-library skills to students **(a) Workshop/Training course: 10 points each** **(b) Popularization program: 5 points each**	10
		Maximum Aggregate Limit	**20**
(iv)		Examination Related work	Max. Score
		College/University end semester/annual Examination work as per duties allotted. **Invigilation Duties: 10 points; Evaluation of Answer Scripts: 5 points;** **Question Paper Setting: 5 points. 100% compliance=20 points**	20
		College/University examination/Evaluation responsibilities for internal / continuous assessment work as allotted. **100% compliance =10 points.**	10
		Examination work such as coordination, or flying squad duties etc. **Maximum of 5 or 10 depending upon intensity of duty; 100% a compliance =10 points**	10
		Maximum Aggregate Limit	**25**

Category – II: Co-curricular, Extension and professional Development Related Activities

(i)	Extension and Co-Curricular & Field based Activities	Max. Score
	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity. **Each activity 5 points.**	10
	Positions held/Leadership role played in organization linked with extension work and National service Scheme (NSS), NCC, NSO or any other similar activity. **Each activity 10 points.**	10
	Students and staff Related Cultural and Sports Programmes, Campus Publications. **Departmental level 2 points, Institutional level 5 points**	10
	Community work such as value of national Integration, environment, Literacy, democracy, socialism, Human rights, Peace, Scientific temper, flood or, drought relief, small family norms etc. **Each activity 5 points.**	10
	Maximum Aggregate Limit	**20**
(iii)	Contribution to Corporate Life and Management of the Institution	Max. Score
	Contribution to Corporate life in University/College trough meeting, popular lectures, subject related events, articles in college magazine and University volumes. **2 points each.**	10
	Institutional Governance responsibilities like, Vice principal, Dean director, Warden, Bursar, School Chairperson, IQAC Coordinator. **10 point each.**	10
	Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee **5 points each.**	10
	Responsibility for, or participation in committee for students welfare, Counseling and Discipline **5 points each.**	10
	Organisation of Conference/Training as Chairman/Organization Secretary/Treasurer ; **(a) International: 10 points** **(b) National/regional: 5 points** **(c) As member of the organization committee: 1 point each**	10
	Maximum Aggregate Limit	**15**
(iv)	Professional Development related Activities	Max. Score
	Membership in Profession related committee at state and national level **(a) At national level: 3 points each** **(b) At site level: 2 points each**	10
	Participation in subject associations, conferences, seminars without paper presentation Each activity: 2 point	10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, and Institutional governance. **Each activity: 5 points.**	10
	Membership/Participation in State/ Central 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 3); radio talks; television programmes. **1 point each.**	10
	Maximum Aggregate Limit	**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 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

Serial No.	APIs	Engineering/ Agriculture/ Veterinary Science/ Medical Sciences/ **Sciences**	Faculties of **Languages Arts/Humanities/Social Sciences**/Library/ Physical Education/**Management**	Maximum Score
III (A)	**Research Papers published in:**	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
		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 in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	5 / Chapter
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 /sole author; 10 /chapter in an edited book
	Note: The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first / Principal author and the corresponding author / supervisor / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by other local publishers with ISBN/ISSN numbers.	Subject Books by other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International publishers	Chapters contributed to edited knowledge based volumes published by International publishers	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

*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 between 5 and 10 by 25 points.

III (C)	**Research Projects**			
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above Rs. 30 lakhs	Major Projects amount mobilized with grants above Rs. 5 lakhs	20 /each Project
		(b) Major Projects amount mobilized with grants above Rs. 5 lakhs up to 30 lakhs	Major Projects Amount mobilized with minimum of Rs. 3 lakhs up to 5 lakhs	15 /each Project
		(c) Minor Projects amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs	Minor Projects amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs	10/each Project
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs. 10 lakhs	Amount mobilized with minimum of Rs. 2 lakhs	10 per every Rs. 10 lakhs and Rs. 2 lakhs, respectively
III (C) (iii)	Completed projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent and 50 /each for International level
III (D)	**Research Guidance**			
III (D) (ii)	MPhil	Degree awarded only	Degree awarded only	3/each candidate
III (E)	PhD	Degree awarded	Degree awarded	10/each candidate
III (E) (i)		Thesis submitted	Thesis submitted	7/each candidate
III (E) (ii)	Training Courses and Conference /Seminar/Workshop Papers			
	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 each
		(b) One week duration	(b) One week duration	10 each
III (E) (iv)	Papers in Conferences/ 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 each
		b) National	b) National	7.5 each
		c) Regional/State level	c) Regional/State level	5 each
		d) Local -University/College level	d) Local -University/College level	3 each
	Invited lectures or presentations for conferences/ / symposia	(a) International	(a) International	10 each
		(b) National level	(b) National level	5 each

** 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)).