वर्धमान महावीर खुला विश्वविद्यालय कोटा।

कार्यवाही विवरण

विश्वविद्यालय के प्रबंध मंडल की 83वीं बैठक दिनांक 30 अप्रेल 2012 को अपरान्ह बाद 2.30 विश्वविद्यालय के जयपुर स्थित क्षे0के0 पर आयोजित की गई. बैठक में निम्नलिखित सदस्यों ने भाग लियाः–

1. प्रो0 नरेश दाधीच   अध्यक्ष
कुलपति
वर्धमान महावीर खुला विश्वविद्यालय,कोटा।

2. प्रमुख शासन सचिव   सदस्य
उच्च शिक्षा विभाग
राजस्थान सरकार सचिवालय,जयपुर।

3. प्रो0 श्रीमती मालाश्री लाल   सदस्य
डिपार्टमेंट आफ इंगलिश
दिल्ली विश्वविद्यालय,दिल्ली।

4. प्रो0 सी0बी0 शर्मा   सदस्य
आचार्य (एज्युकेशन)
इंदिरा गांधी रा0 मु0 वि0वि0,
नई दिल्ली

5. प्रो0 बी0 के0 शर्मा   सदस्य
आचार्य
वर्धमान महावीर खुला विश्वविद्यालय, कोटा।

6. डॉ0आर0 सी0 मीणा   सदस्य
निदेशक (क्षे0 के0)
वर्धमान महावीर खुला विश्वविद्यालय,अजमेर।

आवश्यक गणापूर्ति के बाद माननीय कुलपति महोदय द्वारा पूर्व सदस्य डा0 विकास गुप्ता के स्थान पर इंदिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय के प्रतिनिधी के रूप मनोनीत सदस्य प्रो0 सी0 बी0 शर्मा, एवं प्रो0 एम0 के0 घड़ालिया के स्थान पर मनोनीत विश्वविद्यालय के आचार्य प्रो0 बी0के शर्मा का परिचय प्रबंध मंडल के अन्य सदस्यों से करवाते हुए पूर्व सदस्य प्रो0 अतुल शर्मा, डा0 विकास गुप्ता एवं प्रो0 एम0 के0 घड़ोलिया द्वारा प्रबंध मंडल के सदस्य के रूप में किए गए सहयोग के लिए धन्यवाद ज्ञापित किये जाने के बाद कार्यसूची विवरण में उल्लेखित बिंदुओं के अनुसार बैठक प्रारंभ

करवाने के माननीय कुलपति महोदय के निर्देश के कम में कार्यसूची में उल्लेखित बिंदुओं पर बिंदुवार चर्चा प्रारंभ कर निम्नानुसार निर्णय लिये गये:-

83/01   प्रबंध मंडल की 82वीं बैठक दिनांक 19 अक्टूबर 2011 के कार्यवाही विवरण की पुष्टि।

प्रबंध मंडल की 82वीं बैठक दिनांक 19.10.11 के कार्यवाही विवरण का अनुमोदन किया गया।

83/02   प्रबंध मंडल 82वीं बैठक दिनांक 19 अक्टूबर 2011 में किये गये निर्णयों के कम में अनुपालना प्रतिवेदन अवलोकन एवं अनुमोदनार्थ।

प्रबंध मंडल की 82वीं बैठक में किए गए निर्णयों के कम तैयार किए गए अनुपालना प्रतिवेदन का अवलोकन कर अनुमोदन किया गया।

83/03   आयोजना मंडल की 13वीं बैठक दिनांक 14 फरवरी 2011 के कार्यवाही विवरण का अनुमोदन।
आयोजना मंडल की 13वीं बैठक दिनांक 14 फरवरी 2011 के कार्यवाही विवरण का अनुमोदन किया गया।

83/04   वित्त समिति की 47वीं बैठक दिनांक 27 फरवरी 2012 का कार्यवाही विवरण अनुमोदनार्थ।

सदन द्वारा वित्त समिति की 47वीं बैठक के कार्यवाही विवरण की पुष्टि किए जाने का निर्णय किया गया।

83/05   विश्वविद्यालय द्वारा संचालित स्नातक स्तरीय कार्यकम में प्रारंभिक पाठ्यकम की समकक्षता के सम्बन्ध में विचार सम्बन्धी प्रस्ताव।

सदन में चर्चा के दौरान सदस्यगणों का मत था कि प्रारंभिक पाठ्यकम को सीनियर सैकंडरी के समकक्ष माने जाने के सम्बन्ध में प्रस्ताव राज्य सरकार को प्रेषित करने से पूर्व इस पर पुनर्विचार की आवश्यकता है।

83/06   निदेशक क्षे0 के0 के पद पर नियुक्त अभ्यार्थी डा0 अनिल कुमार जैन द्वारा निर्धारित समयावधि में कार्यभार ग्रहण नहीं करने के कारण नियुक्ति आदेश रद्द किये जाने सम्बन्धी आदेश कमांक 1148 दिनांक 25.11.11 सूचनार्थ।

डा0 अनिल कुमार जैन द्वारा निदेशक, क्षे0के0 के पद पर निर्धारित समयावधि में कार्यभार ग्रहण नहीं करने के कारण उनकी नियुक्ति के आदेश रद्द करने सम्बन्धी आदेश की पुष्टि की गई।

83/12   अन्य बिंदु आसन की अनुमति से :–

83/12(1)   प्रबंध मंडल की 80वीं बैठक दिनांक 05.09.11 के कार्यवाही विवरण एवं अनुपालना प्रतिवेदन का अनुमोदन ।

प्रबंध मंडल की 80वीं बैठक का कार्यवाही विवरण भूलवश 81वीं बैठक में अनुमोदित नहीं हो सकने के तथ्य को ध्यान में रखते हुए 80वीं बैठक के कार्यवाही विवरण एवं अनुपालना प्रतिवेदन को अनुमोदित किया गया।

83/12(2)   आयोजना मंडल में प्रबंध मंडल के नामित सदस्य के रूप में प्रो0 बी0 के0 शर्मा को प्रबंध मंडल के सदस्य के रूप में मनोनयन किए जाने की सूचना।

आयोजना मंडल में प्रबंध मंडल के नामित सदस्य के रूप में प्रो0 बी0 के0 शर्मा के मनोनयन सम्बन्धी आदेश को नोट किया गया।

83/12(3)   विश्वविद्यालय द्वारा स्थापित प्राथमिक सूचना केन्द्रों की सूची सूचनार्थ।

विश्वविद्यालय द्वारा स्थापित प्राथमिक सूचना केन्द्रों की सूची का अवलोकन कर नोट किया गया।

83/12(4)   विश्वविद्यालय अधिकारियों के लिए राज्य सरकार के निर्देश के कम में अचल सम्पत्ति की घोषणा को आवश्यक बनाये जाने का प्रस्ताव निर्णयार्थ।

विश्वविद्यालय अधिकारियों के लिए सम्पत्ति की घोषणा को राज्य सरकार के निर्देशानुसार विश्वविद्यालय में लागू किए जाने का अनुमोदन किया गया।

83/12(5)   नये पदों के सृजन हेतु राज्य सरकार को प्रेषित प्रस्ताव पुष्टि हेतु।

राज्य सरकार को प्रेषित प्रस्ताव की पुष्टि की गई ।

83/12(6)   विद्या परिषद की 42 वीं बैठक दिनांक 23 अप्रेल 2012 के कार्यवाही विवरण का अनुमोदन।

विद्या परिषद के कार्यवाही विवरण के अनुमोदन के कम में माननीय कुलपति महोदय ने विद्या परिषद के निर्णय संख्या 42/07 (5) के अन्तर्गत, निदेशक संकाय की संयोजकता में बनाई गई समिति की रिपोर्ट को सदन में रखा, सदन द्वारा इस पर विचार करने के बाद निम्नानुसार निर्णय कियाः–

4/5

83/07 सेवा निवृत्त कार्मिक के चिकित्सा प्रतिपूर्ति के R.E.M.B.S से पुर्नभरण राशि 58370/-रू के भुगतान की स्वीकृति हेतु प्रस्ताव।

सदन में प्रस्ताव पर चर्चा प्रारंभ करते हुए प्रमुख शासन सचिव का मत था कि प्रस्ताव पूर्ण नहीं होने के कारण निर्णय किया जाना संभव नहीं है, इस पर अन्य सदस्यगणों का विचार था कि चूंकि प्रकरण सेवानिवृत्त कार्मिक की पत्नी के कैंसर जैसे गंभीर रोग से सम्बन्धित है,अतः सहानुभूतिपूर्वक विचार करते हुए इस सम्बन्ध एक समिति गठित कर दस दिवस में प्रकरण का निस्तारण राज्य सरकार के नियमानुसार करने हेतु माननीय कुलपति महोदय को अधिकृत कर दिया जाए।
सदन द्वारा उक्त सुझाव पर सहमति व्यक्त करते हुए माननीय कुलपति महोदय को प्रकरण का परीक्षण करवाकर अविलंब निस्तारण करने हेतु अधिकृत किये जाने का निर्णय किया गया।

83/08 वर्ष 2008-09 एवं 2009-10 की वार्षिक रिपोर्ट अवलोकन एवं अनुमोदनार्थ।

सदन का मत था कि वार्षिक रिपोर्ट विलंब से प्रकाशित होने के कारण इसकी प्रासांगिकता नहीं रहती है,अतः भविष्य में इनका प्रकाशन समय पर करवाया जाना सुनिश्चित किया जाना चाहिए। उक्त चर्चा के उपरांत वर्ष 2008-09 एवं 2009-10 की वार्षिक रोपोर्ट का अनुमोदन किया गया।

83/09 गांधी शांती संदर्भ केन्द्र के प्रभारी का पदनाम समन्वयक के स्थान पर मानद निदेशक किये जाने के सम्बन्ध में जारी आदेश कमांक 1463 दिनांक 26.12.11 सूचनार्थ।

गांधी शांती संदर्भ केन्द्र के प्रभारी का पदनाम समन्वयक के स्थान पर मानद निदेशक किये जाने के सम्बन्ध में आदेश जारी किए गए आदेश को नोट किया गया।

83/10 राजकीय विभागों/स्वायत्तशासी संस्थाओं/बोर्ड एवं स्थानीय निकायों से इस विश्वविद्यालय में सीधी भर्ती के माध्यम से नियुक्त होने वाले कर्मचारियों की परीवीक्षा अवधि में पूर्व की सेवा पर प्राप्त वेतन को स्थिर पारिश्रमिक के रूप में प्राप्त करने सम्बन्धी राज्य सरकार के पत्र के कम में जारी आदेश सूचनार्थ।
पूर्व की सेवा पर प्राप्त वेतन को स्थिर पारिश्रमिक के रूप में प्राप्त करने सम्बन्धी राज्य सरकार के पत्र के कम में आदेश को नोट किया गया।

83/11 वित्त समिति में प्रबंध मंडल द्वारा मनोनीत सदस्य के रूप में प्रो0 अतुल शर्मा के स्थान पर नवीन सदस्य की नियुक्ति आदेश सूचनार्थ।
प्रो0 अतुल शर्मा के स्थान पर प्रो0 बी0 के0 शर्मा को वित्त समिति का सदस्य मनोनीत करने सम्बन्धी आदेश को नोट किया गया।

Ordinance on CAREER ADVANCEMENT OF ACADEMICS
(Under Statute 17(14) of the Statutes of the University read with
Section 2(P) of the IGNOU Act.)

I.   Promotion of Academics (Stage-1*) to Stage-2* and Stage-2 to Stage-3*

1. Every Academic (Stage-1) and will be eligible for promotion to Stage-2 provided he or she

    (a) fulfills the eligibility and performance criteria as laid down in the regulations after completion of six years of service as Academic (Stage-I) (four years in the case of Ph.D. degree holders and five years in the case of M. Phil. degree holders or Post Graduate degree in professional courses approved by the relevant statutory body such as LL.M. / M. Tech. etc.

    (b) satisfies the API (Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) conditions and requirements as per the regulations.

2. Every Academic (Stage-2) will be eligible for promotion to Stage-3 provided he or she

    (a) fulfills the eligibility and performance criteria as laid down in the regulations after completion of five years of service in Stage-2.

    (b) satisfies the API (Academic Performance Indicator performance) based PBA' (Performance Based Appraisal System) conditions and requirements as per the regulations.

3. Promotion of Academics to Stage-2 and Stage-3 will be made on the recommendations of a screening cum evaluation committee consisting of the following:

    (i) The Vice Chancellor/acting Vice Chancellor or a pro Vice Chancellor nominated by the Vice Chancellor/acting Vice Chancellor.

    (ii) The Director of the School Concerned.

    (iii) A Professor/Deputy Director of the Division/Units concerned nominated by the Vice Chancellor of the discipline in the School concerned nominated by the Vice Chancellor.

    (iv) An external Expert not below the rank of Dy. Director nominated by the Vice Chancellor or acting Vice-Chancellor.

Three members of the committee shall constitute the quorum for a meeting.

1. इंदिरा गांधी रा0 मु0 वि0वि0 द्वारा शिक्षकों को कैरियर एडवांसमेंट स्कीम का लाभ प्रदान करने के लिए यु0जी0सी0 रेग्युलेशन 2010 के प्रावधानों को खुला विश्वविद्यालय की कार्यप्रणाली के अनुसार शिक्षण (Teaching) के स्थानापन्न (Subsitute)किये गये पार्ट II की केटेगरी एक (इग्नो द्वारा सी0ए0एस0 स्कीम के संलग्न आर्डिनेंस) के प्रावधानों को शिक्षकों के कार्यभार की संरचना माना जावे जो कि डेक के नियमानुसार प्रत्येक शिक्षक के 1200 घंटे का सरलीकरण है, प्रत्येक शिक्षक सत्र के प्रारंभ में (July) में निदेशक, संकाय को अपने कार्यभार की कार्य योजना देंगे तथा प्रत्येक चौथे महीने अपनी रिपोर्ट निदेशक के समक्ष प्रस्तुत करेंगे। इसके अनुसार ही सी0ए0एस0 में ए0पी0आई0 की गणना होगी तथा शिक्षकों के कार्यभार का परीक्षण होगा।

2. समिति द्वारा प्रस्तुत शैक्षणिक कलेण्डर को इस वर्ष से लागू किए जाने का भी निर्णय किया गया।

उक्त निर्णयों के साथ विद्या परिषद के संपूर्ण कार्यवाही विवरण का अनुमोदन किया गया।

83 / 12(7)   आयोजना मंडल की 14वीं बैठक दिनांक 30 अप्रेल 2012 का कार्यवाही विवरण अवलोकन एवं अनुमोदनार्थ।

आयोजना मंडल की 14वीं बैठक के कार्यवाही विवरण को अनुमोदित किया।

83 / 12(8)   वित्त समिति की 48वीं बैठक दिनांक 28 अप्रेल 2012 के कार्यवाही विवरण का अनुमोदन।

प्रस्ताव पर चर्चा प्रारंभ करने से पूर्व प्रमुख शासन सचिव (उच्च शिक्षा) महोदय द्वारा कहा गया कि विभिन्न निकायों (वित्त समिति, आयोजना मंडल एवं विद्या परिषद आदि) की बैठकों के कार्यवाही विवरण को प्रबंध मंडल में अनुमोदन हेतु रखे जाने से पूर्व जहां तक हो सके इनके कार्यवाही विवरणों को सदस्यगणों को प्रेषित करने के कम से कम दस दिवस बाद प्रबंध मंडल से अनुमोदित करवाया जाना चाहिए । सदन द्वारा प्रमुख शासन सचिव महोदय के कथन से सहमति व्यक्त की गई।उक्त चर्चा बाद वित्त समिति की 48वीं बैठक के कार्यवाही विवरण को अनुमोदित किया गया।

तत्पश्चात् आसन के प्रति धन्यवाद ज्ञापित करने के बाद बैठक समाप्त घोषित की गई।

कुलसचिव
एवं सचिव(प्रबंध मंडल)

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II.   Promotion of Academics (Stage-3 to Stage-4*) and to designate Deputy Director.

1.   Every Academic (Stage-3) will be eligible for promotion to Stage-4 and to be designated as Deputy Director provided he or she

   (b)   fulfills the eligibility and performance criteria as laid down in the regulation after completion of three years of service as Academic (Stag-3).

   (c)   satisfies the API (Academic Performance Indicator performance) based PBAS (Performance Based Appraisal System) conditions and requirements as per the regulations.

2.   Promotion of Academics to Stage-4 will be made on the recommendations of Selection Committees per the provisions of Statute-12 of the Statutes of the University.

III.   Promotion of Academics (Stage-4) as Academics (Stage-5*).

1.   Every Academic (Stage-4) will be eligible for promotion as Professor (Stage-5 provided he or she

   (a)   possesses a Ph.D. Degree

   (b)   fulfills the eligibility and performance criteria as laid down in the regulation after completion of three years as Academic (Stage-4).

   (c)   satisfies the API (Academic Performance Indicator performance) based PBA (Performance Based Appraisal System) conditions and requirements as per the regulations.

2.   Promotion of Academic (Stage-4) to Academic (Stage-5) or equivalent will be made on the recommendations of a Selection Committee as per the provisions of Statute 12 of the Statutes of the University.

IV.   Procedures

1.   The process of promotion of Academic (Stage-4) should involve submission of bio-data with the duly filled Performance Based Appraisal System (PBAS) pro forma based on the API criteria as laid down in the regulations. Without prejudice, to the requirements provided for promotion of Academic (Stage- under the Regulation, the prescription of research publications/related activiti for promotion from the post of Academic (Stage-2) to Academic (Stage-4) she be as follows:

   1.   The Academics are required to submit three publications for consideration promotion Academic Stage-4.

   2.   Such publications shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the expe shall be factored into the weightage scores while finalizing the outcome selection by the promotion committee.

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6. All the selection procedures outlined above, shall be completed on the day of th selection committee meeting, wherein the minutes are recorded along with PB scoring pro-forma and recommendation made on the basis of merit and dul signed by all members of the selection committee in the minutes.

7. CAS promotions being a personal promotion to the incumbent teacher holding substantive sanctioned post, on superannuation of the individual incumbent, th said post shall revert back to its original cadre.

8. The incumbent Academic must be on the role and active service of th Universities on the date of consideration by the Selection Committee fc Selection/CAS Promotion.

9. i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that minimum period of eligibility.

   ii) If, however, the candidates find the he/she fulfills the eligibility conditions at later date and applies on that date and is successful, his/her promotion will I effected from the date of application fulfilling the criteria.

   iii) Candidates who do not fulfill the minimum score requirement under the AF Scoring System proposed in the annexure or those who obtain less than 50% i the expert assessment of the Selection process will have to be re-assessed o: after a minimum period of one year. The date of promotion shall be the date which he/she has successfully got re-assessed.

V. General

(1) For the purpose of determining the length of qualifying service for placement/promoti mentioned in the preceding clauses, the service of a person, before appointment in t University shall be governed as per the regulations under this ordinance.

(2) No Academic will be eligible for placement in the next stage or for promotion to the n: unless he/she has been confirmed in the services of the University.

(4) The requirement of participation in refresher courses/summer institutes or otl continuing education programmes may be relaxed where arrangement for s: courses/programmes have not been made.

(5) The appraisal of performance of a Academic will be based on annual self assessme: reports submitted by him/her on the prescribed pro-forma duly verified by the sen: most faculty in the discipline meeting and authenticated by the Senior most Acade: and authenticated by the Director of the concerned Division/Centre/Unit. The API ba: PBAS shall be sent annually to the Internal Quality Assessment Cell (IQAC) of Academic Coordination Division.

(6) Notwithstanding anything contained in this Ordinance, the period of extra ordinary le availed of by a teacher on personal grounds shall not qualify as service for placeme:: Senior Scale or promotion to the next post. The treatment of different kinds of leave s! be as under:

2. The process of promotion of Academic (Stage-5) shall involve submission the bi-
   data with duly filled Performance Based Appraisal System (PBAS) pro-form
   based on the API criteria based PBAS set out in the regulation and reprints of fiv
   major publications of the candidates.

   Provided that such publications submitted by the candidate shall have bee
   published subsequent to the period from which the teacher was placed in t'
   Academic (stage-II).

   Provided further that such publications shall be provided to the subject exper
   for assessment before the interview and the evaluation of the publications by tf
   experts shall be factored into the weightage scores while finalizing the outcon
   of selection.

3. In order to remedy the difficulties of collecting retrospective information and '
   facilitate the implementation of these rules from... ... ... in the CAS promoti·
   the API based PBAS will be progressively and prospectively rolled o·
   Accordingly, the PBAS based on the API scores of categories I and II as mention·
   in these tables is to be implemented for one year, initially based on the exist';
   systems in the universities for one year only with the minimum annual scores
   laid down in the regulations. This annualized API scores can then be compoun·:
   progressively as and when the teacher becomes eligible for CAS promotion to ·.
   next cadre. Thus, if a teacher is considered for CAS promotion in 2011, one ·
   API scores for 2010-11 alone will be required for assessment. In case of a teac·
   being considered for CAS promotion in 2012, two years average of API score·
   these categories will be required for assessment and so on leading progress·
   for the complete assessment period. For Category III (research and acac'·
   contributions), API scores for this category will be applied for the ···
   assessment period.

4. An Academic and equivalent who wishes to be considered for promotion un '
   CAS may submit in writing to the university, with three months in advance o·
   due date, that he/she fulfils all qualifications under CAS and submit to ·
   university the Performance Based Appraisal System pro-forma as evolved by ·
   university duly supported by all credentials as per the API guidelines set ·. ·
   the annexure. In order to avoid delays in holding selection Committee mee·'·
   in various positions under CAS, the University shall immediately initiate ·
   process of screening / selection, and shall complete the process within six mo··
   from the date of application. Further, in order to avoid any hardships, cand.·'
   who fulfill all other criteria mentioned in these regulations, as on ... ... a··
   the date on which this Ordinance is notified, can be considered for pro·· ·
   from the date, on or after on ... ...which they fulfill these eligibility cond:.i ·
   provided as mentioned above.

5. The Screening cum Evaluation Committee on verification/evaluation of API sc·
   secured by the candidate through the 'PBAS' methodology designed by '
   university as per the minimum requirement specified in the annexur· · ·
   recommend to the Board of Management of the University about the sui·:·.. '
   for the promotion of the candidate (s) under CAS for implementation.

**Regulations on eligibility and performance criteria
for the purpose of Career Advancement Scheme (CAS) of Academics.
(Under Ordinance on Career Advancement of Academics)**

1. The Academic have to fulfill the conditions of scores for Academic Performance Indicators (APIs) for the purpose of Career Advancement Scheme in different categories as laid down in the Annexure.

2. The different Activities in the context of open and distance learning system are listed in Annexure. These activities shall be subject to revision/ modification updation as and when required.

3. All the Academics shall submit the Performance Based Appraisal System (PBAS) i the prescribed format annually.

4. These regulations shall come in to force from the date of their notification.

5. The power to amend repeal or add these regulations shall vest with the Board c Management.

(Modified version)

(i) If anybody avails of Study/Sabbatical Leave for that period the average score basing on the performance before proceeding on such leave may be allotted However, if any Academic contributes to any activities listed under the categorie I, II and III, they may also gain scores for those specific activities as prescribed.

(ii) In case of Academic who are granted Extra Ordinary Leave to take up outsid employment, they may (i) either have the average scores of their performanc before proceeding on such leave in the absence of the system of API scores or (may be allowed to carry forward the scores acquired during their outsic employment for which the EOL is granted.

(7) If the number of years required in a feeder cadre are less than those stipulated in th ordinance, thus entailing hardship to him/her who has completed more than the tot number of years in his/her entire service for eligibility in the cadre, he/she will considered for placement in the next higher cadre after adjudging the total number years.

(8) The assessment of the performance of the teacher shall be made in terms of th API scores.

*Note: The stages 1, 2, 3, refers to the PB-III with AGP of Rs. 6000, Rs. 7000, Rs. 8000, respectiv and stages 4 and 5 refer to the PB-IV with AGP of Rs. 9000 and Rs. 10000 respectively.

Indira Gandhi National Open University
Annual Self-Assessment for the Performance Based Appraisal Sytem
(PBAS)
Year _____

(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (in Block Letters) :

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

3. Department :

4. Current Designation & Grade Pay :

5. Date of Last Promotion :

6. Address for correspondence (with Pin Code) :

7. Permanent Address (with Pin Code) :

   Telephone No. :

   e-mail :

8. Whether acquired any degree or fresh :
   Academic Qualifications during the year.

9. Academic Staff College Orientation / Refresher Course attended during the year:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
PERFORMANCE BASED APPRISAL SYSTEM (PBAS) FOR ACADEMICS

For the period from _____ to _____

(Wherever the space provided is not sufficient, please furnish the required information on separate sheets giving reference to the columns relevant and attach them with the report)

PART I: PERSONAL PARTICULARS

1. Name

2. Date of Birth

3. Category (SC / ST /OBC / GEN / PH)

4. Residential Address

5. Gender   Male / Female

6. Designation

7. School/Division

8. Discipline and Area of Specialization

9 Educational Qualifications (Graduation onwards)

Name of the Examination and Year of passing	Division	Marks Obtained (%)	Name of the University/ Institution

10. Details of Teaching/Research/Academic Experience including that in IGNOU.

Designation (Adhoc/Temp./Perm.)	Scale of Pay	Period of Service From To	Name of the Institution

11. Date of appointment
    i) In IGNOU   ii) In the present post

12. Scale of Pay   13. Present Pay

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

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S.No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
	Total (Max Score 20)			

C-1: Innovations in design and planning Pedagogy and other aspects of Distance education; programme/ course coordination/ maintenance including coordination workshop/ training/ seminar.

SN.	Type of Activities	API Score
	Total (Max Score 20)	

C-2: Programme/Course Coordination/Implementation.

SN.	Short Description of Activity	API Score
	(Total Max Score – 20)	

D-1: Examination duties (Invigilation; question paper setting, Marking Scheme evaluation/ Assessment of Answer Scripts) as per allotment.

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

E-1: Functions performed as Director/PVC/Registrar/ any other Academic Post.

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
(Minimum requirement deemed to have acquired)				

**CATEGORY-II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMEN
RELATED ACTIVITIES**

Please mention your contribution to any of the following:

PART – B: ACADEMIC PERFORMANCE INDICATORS
(Please see detailed instructions of this PBAS pro-forma before filling out this section)

CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITES

A-1(1) Lectures, Seminars, Tutorials, Practical, Contract Hours, (Give semester-wise details, where necessary).

S. No.	Course/ Paper	Level	Mode of Teaching	No. of Classes Per Week allotted	No. of Classes Attended	Percentage of classes / practical taken as per documented record

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

SN.	Type of Activities	API Score
(a)	Classes taken (max 50 for 100 % performance & proportionate score up to 80% performance, below which no score may be given).	
	Teaching Load in Excess of UGC norm (max score: 10)	

A-1(2) Programme/Course Development, Unit writing, Editing, Course make, Revision of Programme/Course etc.

SN.	Type of Activities	API Score
	Total (Max Score 60)	

A-1(3) Programme implementation, delivery, monitoring, counseling etc.

SN.	Type of Activities	API Score
	Total (Max Score 60)	

A-1(4) Audio-Video relate activities

SN.	Type of Activities	API Score
	Total (Max Score 60)	

B-I: Production of Material like Preparation of Information brochures/ Programme guides/ Instructional guidelines to students/ counselors (programme wise/ cour. wise)/ practical manual, Project guide etc.

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(E)(iii): Invited Lectures and Chairmanships at national or internatio[n]al conference/seminar etc.

S.No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar	Organized by	Whether International / national	API Sco[re]

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total – API Score for Assessment Period	Annual Average Score for Assessment Peri[od]
I	Teaching, Learning and Evaluated related activities			
II	Co-curricular, Extension, Professional Development etc.			
III	Research and Academic Contribution.			

PART – C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc[.] mentioned earlier.

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

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, paper[s] wherever necessary)*

1.   6.

2.   7.

3.   8.

4.   9

5.   10.

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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 pro-forma.

Signature of the faculty wit
Designation, Place & D:

2 (a)   Verification

(Verification should be done by the discipline group in the meeting convened on th specific agenda and be signed by the senior-most faculty member on behalf of the discipline).

(Signature
Senior-Most Faculty Membe

b) Authentication

Signatur
Director of School/Division/Centre/Institu

NB: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted i CAS promotions will be verified by the University/College and information filed with i IQAC.

Additional Information to be provided at the time CAS

1.   **Academic Qualifications (Matric till post Graduation):**

Examinations	Name of the Board/University	Year of Passing	% of Marks obtained	Division/ Class/ Grade	Subj
High School/ Matric					
Intermediate					
BA/B.Sc./ B.Com/B.Mus					
MA/M.Sc./ M.Com/M.Mus.					
Others examinations, if any					

2.   **Research Degree(s)**

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

3.   **Appointment held prior to joining this institution**

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

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CATEGORY1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's / Academic'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.

Universities will be required to detail the activities and in case institutional specificities require adjust the weightage, without changing the minimum total API scores required under the category,

S.NO	Nature of Activity	Maximum Score
A-1.	(i). Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated.* (ii). Programme/ Course development, unit writing, editing, course maintenance, Revision of programme/course etc. (iii). Programme Implementation, delivery, monitoring, counseling, giving guidance or rendering assistance to students for pursuing IGNOU programme. (iv). Audio video related activities	60
B-1	(i). Preparation and Imparting of knowledge/ instruction as per curriculum; syllabus enrichment by providing additional resources to students (ii). Production of material like Preparation of information Brochures / Programme guides / Instructional guidelines to students / counselors (programme wise / course wise) / practical manual, Project guide etc) updation/minor revival on	20
C-1	(i). Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. (ii). Innovations in design and planning, pedagogy and Distance Education (iii). Programme / Course Coordination / Maintenance including Coordination of Workshops/ Training/ Seminar (iv). Minor revision of the courses	20
D-1	(i). Exam duties (Invigilation; question paper setting, Marking Scheme, evaluation/assessment of answer scripts) as per allotment.	25
E-1	Functions performed as Director/PVC/Registrar/any other Academic Posts. Note: Contributions made under categories 1 & II during the tenure under these positions will get additional scores as per the activities already listed.	Deemed to have acquired the minimum required scores
	Total Score	**125**
	Minimum API Score Required	75

*For Regular Programmes (a) Lecturers and tutorials allocation to add up the proportionate points work load of the total 50 points as per UGC norms.

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Cateogry-1: Teaching, Learning and Evaluation Related Activities (TLE)

A-1(1) Lectures, Seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated For Regular Programmes Lectures and tutorials allocation to add up the proportionate points of work load of the total 50 points as per UGC norms.	Maximum 60 points as per UGC norms
A-1 (2) Programme/ Course Development, Unit Writing, Editing, Programme/Course maintenance, Major revision of Programme/Course etc.	

Activity	
Programme/Course development:	
Planning and Designing curriculum (programme proposer(s) /coordinator(s))	20 per programme
Programme Team member	05 each member
Course design and development (coordinator(s)	10 per course
Course Team Member	2 each member
Unit writing	15 per unit
i) Transformation/formatting	10/ unit
ii) Translation	6/ unit
iii) Vetting	3/ unit
iv) Editing (content/language)	4+4/ unit
v) Proof reading	0.5/ unit
vi) Designing, Graphics and Cover Pages,	5 unit
vii) Participation in Design	2/ course/member
viii) Preparation of assignments/ translation/vetting Marking Scheme	2+2+1+1/ same points as per the Activity of new units/course/prog.
ix) Major Revision,	
x) Monitoring the feedback on	2/10 assignments
- Assignments	2/session
- Lab and Practical activities	2/unit
- Counseling session	3/course
- Analysis of Feedback	5/programme
xi) Preparation of errata	1/course
xii) Question Bank	10/500 questions
xiii) Teleconferencing/radio counseling	
- Resource Person	4/Session
- Anchor	2/Session
xiv) Orientation programme to Counselors/Coordinators	5/programme
Taking Counseling sessions	1/session
	10/one week
Extended contact programme/workshop	2 per prog.
Coordination/conduct of induction lectures/ programmes	5/ per year 20 per year
xv) Lab setting/one time/proportionately to members	
xvi) coordination of lab	

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NCIDE	
xvii) **Online Course Development** Preparation of script highlighting text, audio, video graphics, animation etc.	5/Unit 5/unit 5/unit
e-content generation	2/programme
Instruction at design for online course	10/250 questions 2/meeting
xviii) **Orientation of the experts involved in question bank development**	
xix) **Question Bank Development** Preparing question banks	2/course (250- questions) 5/250 questions
Coordinating meetings/workshop for question bank development/ review/moderation	2/course 5/course
Finalization (proof reading/editing) question bank and converting it into database	2/prog. Per exam centre 1/prog. Per centre per year
Translation of question bank	2/solution 2/solution
Maintenance and up dation of question bank	24/solution 4/solution
xx) **Hosting and maintenance of online courses**	5/solution
xxi) **Implementation of OD exam/online exam** Implementation of On-Demand Exam / Online Exam	2/solution 5/year 20/ solution
Coordination of the post-launch activities of OD exam	20/activity
xxii) **Development of new portal/software/website/online solution** Visualizing and preparing architectural design of software	
Software Requirement Specification and SRS documents	
Programming and coding	
Web page designing	
Pilot testing and feedback	
Implementation of the portal/software	
After launch maintenance, updation and coordination of the software	
xxiii) **Development of guidelines for innovative solutions for the ODL system**	
xxiv) **Benchmarking of different sub systems of ODL for quality management**	

A (1) 3. Audio/Video related activities		
i)	Audio briefs, academics notes, Interaction with Producers, participation in production and previewing Programmes.	05/ audio
ii)	- Academic briefs. - Script - IRC (Academic/Systemic/ Learner Support Related-pre/post admission) - Monitoring Teleconferencing (Teaching / Learning End) Edusat / Lecture (Teaching / Learning End) - Editing - Developing a Course into on line delivery(one time) - Developing a CD - Online Academic Support - Interactive web page	2/ per brief 2/ per script 5/ per session 5/ per session 3/programme 30/ CD 5/ CD 10/ Course/year 2/ course
iv)	Production of field based curriculum video programme with contributions as member of course development team, researcher, instructional designer, media selection, participating in script writing and visualization.	20/Min. 20 minutes Production
v)	Production of studio based curriculum video programme with contributions as member of course development team, researcher, instructional designer, media selection, participating in script writing and visualization.	10/ Min. 20 minutes production
vi)	Production of curriculum based video programmes from academic coverage such as Science Congress with participation in script writing and visualization.	6/ Min. 20 minutes Production
vii)	Production of studio based curriculum video programme with participation in script writing, visualization and post production.	4/ Min 20 minutes Production
viii)	Production of studio based curriculum video programme in teleconferencing mode after post production.	3/ Min. 20 minutes Production
ix)	Directing studio based tele-teaching-programmes in teleconferencing mode.	2/ per day
x)	Executive coordination and overall supervision of the above activities (1-6).	5/ activity/year

Notes:
1. Duly certified completion of pre-production stage (1/3), Production (1/3), Post Production (1/3).
2. Audio programmes of similar nature (1-6 above) may be given half the points accordingly.
3. Programmes of less than 20 minutes may be given half the points as per audio and video format
4. Teleconferencing/ IRC may be given half the points provided

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5.	minimum one session performed. Additional 20% points may be given for production of deaf friendly videos and blind friendly audios.	
xi)	Coordination of Gyan Darshan 1, Gyan Darshan -2, Gyan Vani, Production work of Schools/ Divisions/ Centres/ Units, Technical Facilities, Audio Acquisition, Video Acquisition, Central Booking Unit, Coordination of EDUSAT and Pan Africa Project, Empanelment of Outside Producers, Audio-visual library, marketing cell. Special Media Initiative (NEMFO, North East, Kissan, Agri. Etc.).	10 points/ each/ year per activity
	Executive Coordination and overall supervision of each unit above.	5 points/ activity/ year
xii)	Production of curriculum based multimedia programme with contribution as member of course development team, researcher, instructional designer, media selection, participating in script writing and visualization.	Max. 10 points./ Min. 2 points/ Per activity
•	Contribution of e-resources and content to portals such as e-gyan kosh, Sakshat etc.	Max 10 points/ Min. 2 points/ activity
•	e-learning on line packages, like web-casting of educational content on Edusat, NCIDE, IGNOU website etc.	Max. 10 points/ Min. 2 points / Per Year
A-1(4).	**Programme Implementation, Delivery, Monitoring, Counseling etc.**	
i) ii) iii) iv) v) vi) vii) viii) ix) x) xi)	Identification and Activation of Study Centre Activation of new programmes Processing/Recommendations of Counselors Feedback analysis Monitoring of academic activities at SC's(counseling/library / use of audio video facilities/Assignments at SC's Phone in Radio Station Taking counseling session/training sessions Convergence Scheme related activities Community scheme related activities Planning related activities Research unit related activities	10/Centre 5 point per prog. At RC 2+2 per course 3/ per activity 15/per year 5/session 1/session To be worked out To be worked out To be worked out
B-I	**Production of Material like Preparation of Information brochures/Programme guides/ Instructional guidelines to students/counselors (programme wise/ course wise)/ practical manual, Project guide. Etc. Teaching/Academic.**	
i) ii) iii) iv) v) vi) vii) viii) ix) x)	Preparation of the Programme Guide Revision of Programme Guide Preparation of Counselors/Teachers/Student Manual Practical Manual Course Reader Project Guide Revision of Manuals (iii to viii) Coordinators/LSC Management Manual Information Brochure/Leaflet for the learners RC Management Manual	15/ manual 05/manual 10/ manual 10/manual 5/manual 5/manual 2/manual 3/ Manual 5 / Manual 05/Leaflet

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xi) Hand Book/Training Manual	15/manual	
xii) Media Notes/ guide lines	5/Programme	
xiii) Pre and post admission counseling and guidance to the learners	5 points per year	
C-1 Use of participatory and innovative teaching-learning methodologies, updating of subject content, course improvement etc.	20 maximum	
C-2 Innovations in design and planning Pedagogy and other aspects of Distance education; programme/ course coordination/ maintenance Teaching		
i) Need survey	5/ course	
ii) Assessment Techniques	5/ course	
iii) Course preparation	5/ course	
iv) Delivery	5/ course	
v) Programme/Course Evaluation Techniques	5/ course	
vi) Designing & Development of Kits, Work Books.	10/programme	
vii) Development of Assessment skills.	10 /Programme	
viii) Coordinator of collaborative programmes	2/programme	
ix) Audio/Video	5/ per unit	
C) Development of Innovative Learning/Support Solutions		
- Conceptualizing new idea for innovation or identifying the are of innovation	3/solution	
- Developing working paper/plan of action	3/solution	
- Proto type development	5/solution	
- Pilot Testing of the Innovation	5/solution	
- Taking feedback and improving the Innovation Prototype	10/solution	
- Large Scale implementation of the innovation	10/solution	
- Coordination, updation and maintenance of innovation	10/year	
- Orientation of the users/state holders for using the innovative solution	2/programme	
C-II Course Coordinator (Maintenance)	2 Cr./ 1 point	
	4 Cr./2 point	
	6 Cr./3 point	
	8 Cr./4 point	
Programme Coordinator (Maintenance)	4/1yr. Prog.	
	12/3 yr. Prog.	
	8/2 yr. Prog.	
D-1 Examination duties (Invigilation question paper setting, Marking Scheme, evaluation/assessment of answer scripts) as per allotment. Teacher/ Academics		
i) Setting of Question Paper	5/course	
ii) Translation of Question Paper	2/course	
iii) Moderation of Question Paper	1/meeting/member	
iv) Observer duty TEE	1/day	
v) Observer duty OPENMET	2/day	
vi) Identification of Observer	5 per Centre/ TEE	
vii) Evaluation of answer scripts	1/10 copies	
viii) Evaluation of assignments	1/10 copies	
ix) Evaluation of Thesis	2/M. Phil; 5/ Ph.D	
x) Identification of Examination Centres	5 Point per	

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	examination centre/TEE Max. 30
xi) Surprise/Monitoring visit to Examination Centre	2 / visit
xii) Conduct and coordination of On Demand /Online examination	2 Point per course / examination 20
xiii) Assignment Data Processing, Handling etc.	20
xiv) Coordination of Assignment evaluation, cases other than the LSCS	10
xv) Conduct/Coordination of Project / Project Proposal Project evaluation and viva voce	1 Point per 20 Project Proposal 2/10 projects
xvi) Coordination of Centralized Evaluation	2/ course
xvi) Coordination and conduct of Lab Practicals	2/session
xvii) Design of evaluation methodology	1/ course
xviii) Evaluation of Audio & video programme of projects	2/ per programme per member
E-1 Functions performed as Director/PVC/Registrar/any other Academic Post Note: Contributions made under categories 1,2, & 3 during the tenure under these positions will get additional scores as per the activities already listed.	Deemed to have acquired the minimum required scores

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

Brief Explanation: Based on the teacher's self- assessment, category II API scores are proposed for
curricular and extension activities; and Professional development related contributions. The minimum
required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given bel
It will be noticed that all teachers can earn scores from a numbers of items , whereas some activities
be carried out only by one or a few teachers. The list of activities is broad enough for the minimum
score required (15) in this category to accrue to all teachers. As before, the self-assessment score sho
be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Universities may detail the activities
in case institutional specificities require, adjust the weightages, without changing the minimum total
score required under this category.

S. No	Nature of Activity	Maximum S:
A-II	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
B-II	Contribution to Corporate life and management of the department and / or School Division / Institution / Units / Various Academic schemes etc.	15
C-II	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles (other than those included in Category III)	15
	Minimum API Score Required	15

Category-II Co curricular/Extension and Professional Development related activities (Inclusive of A-II, B-II and C-II) Teacher/Academics

i)	Conduct of Convocation at the RCs - as member - as Chairman	5/ per year 10/ per year
ii)	Contribution to Corporate life and Professional Development	5/ per activity/ per year
iii)	Publicity of the programmes	5/activity Max.20/year
iv)	Membership of School Board/ School Council AC//F.C/P.B. Student Support Cell at the RCs etc.	5/ year
v)	BOM	5/ per year
vi)	Administration Committees/ Organizing/Selection Committee members.	2/ meeting per year
vii)	Committee Member in Seminars, conferences, training courses Lecturer etc.	2/activity Max. 10/year
viii)	Membership of Professional Bodies	1/ body/year
ix)	Discipline coordinator	5/ year
i) School Council Convener		10/ year
xi)	Participation in Sports/cultural activities	1/activity
xii)	Member of Board of Institutional Publications	5/ year
xiii)	Organizing Awareness activities	3/activity
xiv)	Award/Prizes	International -5/event National -3/event Local -2/event
xvi)	Academic Programmes Promotional activities	5/ activity
xvii)	Building Identification/Land acquisition related activities	2/ activity/Meeting – 20 Max.
xviii) Media related activities		
1.	Media Coverage (Major) for example, Indian Science Congress.	2 Points per event
2.	Media coverage (Minor), for example, Lecture in Convention Centre.	1 point per event
3.	Submission of duly edited report of the Major Media Coverage.	2 point per event
4.	Submission of duly edited report of the Minor Media Coverage.	1 point per event
5.	Production of Each Jingle, Spot, filler, promotional and publicity material.	2 point per event
6	Number of Discipline Committee	1 per year
7	Number of School Boards	2 per year
8	Coordinator Assignments, Tele Conferencing, Radio Counselling etc.	2/ per year on each activity
7.	As Coordinator/convenor of events such as film festivals.	2 daily basis

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8.	As organizer of short courses/workshops such as media appreciation.	2 daily basis
9.	Participation in major EMPC Coordinating/ Administrative Committees	1
10.	Participation in major IGNOU Coordinating/ Administrative Committees	3
11.	Participation in major State Level Committees/ other State Universities	1
12.	Participation in major National Level Committees/ Central Universities	2
13.	Participation in major international Committees/Universities/Projects.	3
14.	Activities related to Programme in Focus, Open Channel, Capsuling	15
15.	Participation in seminars, conferences, workshops, lectures etc.	1 (each)
16.	Writing in house articles for Open Letter/outside agencies/magazines	2 (each article)
17.	Activities enlightening visiting dignitaries on aspects of EMPC/IGNOU.	3
	Notes: 1. Duly certified completion of pre-production stage (1/3), Production (1/3), Post Production (1/3). 2. Audio programmes of similar nature (1-6 above) may be given half the points accordingly. 3. Programmes of less than 20 minutes may be given half the points as per audio and video format 4. Teleconferencing/ IRC may be given half the points provided minimum one session performed. 5. Additional 20% points may be given for production of deal friendly videos and blind friendly audios.	
18.	Publicity through articles in media/newspaper	2 / article Max. 10
19.	Press Release/ Interview in Media	2 / Activity

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CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self- assessment, APl scores are proposed for research and academic contribution. The minimum APl score required by teachers from th' category is different for different levels of promotion and between university and colleges. Th self-assessment score will be based on verifiable criteria and will be finalized by the screening. selection committee.

S. No	APls	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:	Refereed Journals*/Media	Refereed Journals*/Media	15/publication**
		Non-refereed but recognized and reputable journals and periodicals, media having ISBN/ ISSN numbers.	Non-refereed but recognized and reputable journals, periodicals, and media 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''
lll (B)	Research Publications 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	10/Publication**
		Subject 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 i edited books
		Subject Books by Other local publisher with ISBN/ ISSN numbers.	Subject Books by Other local publisher with ISBN/ ISSN numbers.	15/sole auth, and 3/ chapter i 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
lll (c)	**RESEARCH PROJECTS**			
lll (c)(i)	Sponsored Projects carried	(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
lll (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	10 per every Rs. 10.0 lakhs and Rs. 2.0 lakhs, respectively
lll (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
lll (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
lll (D)	RESEARCH GUIDANCE			
lll (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)	(a) Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes	(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
	b) PGDDE Induction Programme of IGNOU for Teachers Academics. (Max: 30 points)		One week duration	20 10
III (E)(ii)	Paper 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) (iii)	Invited	(a) International	(a) International	10/each

	lectures or presentation for conferences/ symposia	(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 an 10 by 25 points.
  ** Points divided by number of authors

  $ Papers accepted at national / international conferences may be reckoned as equivalent to papers presented

  *** If a paper presented in Conference/Seminar is published in the form of Proceeding the points would accrue for the publication (III (a)) and not under presentation (III(e)(ii)).

Signature of the Teacher/Academ

Explanatory Notes

1. The assessment of performance shall be based on the work assignment and work load norms o. University. There shall be equity, justice and equal opportunities to all the Teachers/Acaden performing their duties as well as their roared in the corporate life of the University.

2. Score in teaching and other related activities/academic activities (delivery, implement: evaluation, publicity, maintenance, monitoring, etc.) is to be calculated on the basis of work allo and also contribution of the individual concerned.

3. Every year teacher/Academic working at the Hqrs./RCs may submit their annual API scores in categories duly verified and authenticated by the concerned Director along with appropriate evi for record and further necessary action to the Internal Quality Assessment Cell (IQAC) (Academic Coordination Division.

4. The Performance Based Appraisal System (PBAS) is conceived as an essential component o. faculty development design. This system is based on the data provided by the teachers themsel the tasks and functions performed by them and their own assessment of their performance appraisal is open and is not in the nature of a confidential report on their performance.

4. The format provides for recording the participation of teachers in wide range of activities. It : intended that every teacher will be doing all the activities mentioned in the format. The intent: the other hand, is to specify a wide spectrum of activities and functions in which the teache involved, and to record their participation in them. It is not necessary, therefore, that every : would have something to record under each activity mentioned in the form.

5. Part-I deals with personal data. The declaration for the particulars given is to be made by the te him/herself. The cross-checking will be done by the Academic Coordination Division.

6. Part-II (under Categories I, II and III) deals with the Teaching, Learning, Evaluation, Counselli Research activities undertaken in the University or other institutions. Verification of this ;·· should be done by the concerned discipline group, However, the teacher should present the w outside the discipline group at the time of verification. After verification by the discipline g should be endorsed by the senior most faculty member on behalf of the discipline group. The I of the School will authenticate the Performance Based Appraisal System (PBAS) and send i Director, Academic Coordination Division.

7. The Performance Based Appraisal System (PBAS) of the senior-most Professor in the discipl! be verified by the Director of the School, after following the above cited procedure (The : will attend the discipline group meeting). The PBAS would then be authenticated by the Pr. Chancellor concerned.

8. If there is any disagreement on any of the statements made in the Performance Based Ap System (PBAS) the verifying authority should specify the precise nature and extent of disagr and communicate the same to the teacher concerned.

9. Any written representation made by a teacher/Academic about the disagreement indicate! : verifying authority shall be considered and settled at the School/Division/Unit/Centre level an. teachers concerned, the verifying authority and the Director of the School/Division/Unit/Cen. corrections/changes made as a result of such consideration shall be recorded separately by the in the report.

10. If the dispute still persists, the teacher concerned may represent the matter to the Pro-Vice-Cha
    If the matter cannot still be settled, it may be brought to the notice of the Vice-Chancellor, v
    appoint a Committee, which shall submit its report to the Vice-Chancellor whose decision
    final.

11. In all cases of disputes, the written representations made by the teacher/s together with the r
    the Committee will form part of the performance appraisal record.

12. All Teachers/Academics shall submit the duly filled-in Performance Based Appraisal System
    Proforma annually.

13. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these
    to be implemented for one year, initially based on the existing systems for one year only v
    minimum average scores as depicted in Table (i) in rows I to III. This annualized API scores
    be compounded progressively as and when the teacher becomes eligible for CAS promotio
    next cadre. For example, if a teacher is considered for CAS promotion in 2010, one year AP
    for 2009-10 alone will be required for assessment. In case of a teacher being considered f
    promotion in 2011, two years average of API scores for these categories will be requi
    assessment and so on leading progressively for the complete assessment period.

14. As shown in Table (i) the aggregate minimum API score required (given in row III) can be
    from any of the two broad categories, subject to the minimum prescribed in each category.
    provide for due weightage to teachers who contribute additionally through any of the com
    given in Categories I and II also for the differing nature of contributions possible in d
    institutional settings.

15. For Category III (research and academic contributions), maintenance of past record is con
    normal basis by teachers and hence no difficulty is envisaged in applying the API score
    category for the entire assessment period. In this category, an aggregate minimum score is re
    promotion over each stage. Alternatively, a teacher should acquire the required minimum
    score over two previous stages. Alternatively, a teacher should acquire the required
    aggregate score over two previous stages, taken together. In the case of promotion to Profes
    publication requirement shall be met over the two previous stages.

16. Candidates should offer themselves for assessment for promotion, if they fulfill the minim
    scores indicated in Table (i) by submitting an application and the required proforma. They
    three months before the due date if they consider themselves eligible. Candidates who do no
    themselves eligible, can also apply at a later date.

17. If however, on final assessment, candidates do not either fulfill the minimum criteria under
    and IV of Table (i) or obtain less than 50% in the expert assessment, they will be re-assesse
    after a minimum period of one year.

18. (a)   If a candidate applies for promotion on completion of the minimum eligibility peri
    successful, the date of promotion will be deemed to be the minimum period of eligibility.

    (b)   If however, the candidate finds that she / he fulfills the eligibility conditions at a late
    applies on that date and is successful, her / his promotion will be deemed to be from the
    application.

    (c)   If the candidate does not succeed in the first assessment, but succeeds in
    assessment, her/his promotion will be deemed to be from the later date.

MINIMUM APIS TO BE APPLIED FOR THE PROMOTION OF ACADEMICS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, 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)	Associate Professor(Stage4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
i	Teaching-learning, Evaluation Related Activities (category i)	75/Year	75/year	75/year	75/year	75/year
i i	Co-curricular, Extension and Profession related activities (Category ii)	I5/Year	I5/Year	I5/Year	I5/Year	I5/Year
iii	Minimum total average annual Score under Categories i and ii*	100/Year	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category iii) —	10/Year (40/assessment period)	20/Year (100/assessment Period)	30/Year (90/assessment period)	40/Year (120/assessment period)	50/Year (500/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert 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	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices. 20 % - interview performance	50% - Contribution to Research. 30 % - Assessment of domain knowledge and teaching practices. 20 % - interview performance	50% research.50% Performance evaluation and other credential by referral procedure

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and HAG respectively

Note: Teachers have to fulfil the minimum scores for each category and aggregate basis for the qualifying in service required for promotion under CAS from one stage t:

S. No.	Promotion of Academics through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Academic Cadres from Stage I to Stage 2	Academic in Stage I and completed four years of service with Ph.D. or five years of service who are with M. Phil/ PG Degree in Professional Courses such as LLM, M. Tech, M.V.Sc., M.D., or six years of service who are without Ph. D /M. Phil/ PG Degree in Professional Courses	(i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms Provided. (ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Academic Cadres from Stage 2 to Stage 3	Academic with completed service of five years in Stage 2.	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms Provided. (ii) One course i programme from among the categories of refresher courses, (iii) Screening cum Verification process for recommending promotion.
3.	Academic (Stage 3) to Associate Professor (Stage 4)	Academics with three years of completed service in Stage 3.	i. Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided. ii. At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders.. iii. One course / programme from among the categories of methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. iv. A selection committee process as stipulated in this regulation.

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	Academic cadres (Stage 4) to (Stage 5)	Academic with three years of completed service in Stage 4.	(i) Minimum yearly cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in Stage 3. (iii) A selection committee process as stipulated in this regulation.

*   For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

Note: Stages 1, 2,3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and HAG respectively

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRA CADRES IN UNIVERSITY

S. No	Promotion of Librarian cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Librarian (Stage 1 to Stage 2)	Assistant Librarian (Stage 1) completed four years of service with Ph. D. or five years of service who are with M. Phil or six years of service who are without Ph. D.iM. Phil.	(i) Minimum API scores using PBAS (ii) One Orientation and one Refresher Course of 3i4 weeks duration (iii) No separate interview points for the Screening cum Verification process of recommending promotion.
2.	Assistant Librarian (selection grade) (Stage 2 to Stage 3)	Assistant university Librarian with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) No separate interview points for the Screening cum Verification process of recommend promotion.
3.	Deputy (Stage 3 to Stage 4)	Assistant university Librarian with three years of completed service inStage 3.	(i) Minimum API scores using the PBAS. (ii) Three publications over twelve years. in Colleges, an exem of one publication will be give M. Phil holders and two publications to Ph. D. Holders. (iii) Additionally one course training under the categories, of Library automation I Analytical tool Development for acade documentation. (iv) A selection committee process as stipulated in the Regulation.

4.	Librarian (university) (Stage 5)	Deputy Librarian in university with three years of completed service in Stage 4.	(i) Minimum API scores using the PBAS. Minimum API scores can also be considered over two assessment periods (Stages 3 and 4), if required.
			(ii) A minimum of 5 publications over current and previous assessment periods.
			(iii) Evidence of innovative library service and organisation of published work
			(iv) A selection committee process as stipulated in the regulation.

Note: The explanatory note provided for CAS for teachers is also applicable for the librarian cadres as pr
the API score specified for this cadre.

Note: Stages 1, 2, 3, 4 and 5 correspond to scales as provided and AGP of Rs. 6000, 7000, 8000, 9000, 10000 respectively

ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SC DEVELOPED BY UGC FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SY (PBAS) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS APPLICABI LIBRAIAN (UNIVERSITY) DEPUTY LIBRARIAN AND ASSTT. LIBRARAIN.

Category – I: Procurement, organization, and delivery of knowledge and information through Library services

S.No	Nature of Activity	Maximum Score
1.	Library resources organisation and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40
2.	ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RE/D, CCTV), development of library management tools (software), intranet management.	30
3.	Development, organisation and management of e-resources including their accessibility over intranet/internet, digitization of library resources, e-delivery of information, etc.	25
4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	20
5.	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	10
	Total Score	**125**
	Minimum API score required	**75**

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

S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels,	20
2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category iii below)	15
	Minimum API Score Required	**15**

CATEGORY – III – Research and academic contributions

S No.	APIs	Activity	Maximum Point
III A	Research Papers published in:	Refereed Journals	15 / publication
		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)	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	50 /sole author; 10 / chapter in an edited book

		Subjects 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.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by international Publishers	10 /Chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter
III (C)			
III (C) (i)	Sponsored Projects carried out/ ongoing	(d) Major Projects amount mobilized with grants above 30.0 lakhs	20 /each Project
		(e) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15 /each Project
		(f) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakh)	10/each Project
III (C) (ii)	Consultancy Projects carried out i ongoing	Amount mobilized with minimum of Rs.10.00 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	20 /each major project and 10 i each minor project
III (C) (iv)	Projects Outcome i Outputs	Patent/Technology transfer/ Product/Process	30 i each national level output or patent /50 /each for international level,
III (D)			
III (D) (i)	M.Phil.	Degree awarded only	3 /each candidate
III (D) (ii)	Ph.D	Degree awarded	10 /each

			candidate
		Thesis submitted	7 /each candidate
III(E)			
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	Not less than two weeks duration	20/each
		One week duration	10/each
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc. *	Participation and Presentation of research papers (oral/poster) in	
		international conference	Each
		b) National	/each
		c) Regional/State level	/each
		Local —University/College level	3 / each
III(E) (iv)	invited lectures or presentations for conferences / symposia	international	10 /each
		National level	5

* 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)).

Notes.

1. 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.