

**Manonmaniam Sundaranar University,
Tirunelveli – 627 012**

Performance Based Appraisal System Proforma for Promotion of
Faculty Members in the University Departments under
CAREER ADVANCEMENT SCHEME (CAS)

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :
2. Father's Name/Mother's Name :
3. Date & Place of Birth :
4. Gender :
5. Marital status:
6. Nationality :
7. Indicate whether belongs to SC/ST/ OBC category :
8. Department :
9. Current Designation & Grade Pay :
10. Date of last Promotion :
11. Which position and grade pay are you an applicant
under CAS? :
12. Date of eligibility for promotion :
13. Address for correspondence (with Pin Code) :

14. Permanent Address (with Pin Code) :

Telephone No:

Mobile:

Email:

15. Academic Qualifications (Matric till Post-graduation) :

Examination	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade	Subject
High School / Matric					
Intermediate					
B.A./B.Sc/B.Com/ B.Mus					
M.A./M.Sc./M.Com /M.Mus					
Others examination					

16. Details of any degrees or fresh academic qualifications acquired during the assessment period under CAS: (Enclose self-attested, Photostat copies of the certificates)

17. Research Degree(s)

Degrees	Title of the Thesis	Date of Award of the Degree	University
M.Phil.,			
Ph.D./D.Phil.,			
D.Sc./D.Litt.,			

18. Appointments held prior to joining this institution

Designation	Name of Institution	Date of Joining		Salary with Grade Pay	Reason of leaving
		Joining	Leaving		

19. Posts held after appointment at this institution:

Designation	Department	Date of actual Joining		Salary with Grade Pay
		From	To	

20. Teaching Experience:

P.G. Classes (in years):

U.G. Classes (in years):

21. Research experience excluding the years spent in M.Phil., and /or Ph.D., programme(s) (in years):

22. Fields of Specialization under the Subject / Discipline

(a)

(b)

23. Orientation Course/ Refresher Course/Winter School/Summer School attended :

Name of the Course / Summer School	Organized by	Duration		Sponsoring Agency
		From	To	

(Enclose self-attested, Photostat copies of the certificates)

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please read the instructions given in the enclosures before filing this part of the proforma)

CATEGORY - I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

I(a) Lectures, Seminars, Tutorials, Practical, Contact Hours:
(Give year wise details for the assessment period under CAS)

S. No	Course/Paper	Level	Mode of teaching*	No.of classes allotted per week	Total no.of classes taken in the Semester	Percentage of Theory, Practical classes taken as per documented record
Classes Taken (max 50 for 100% performance & proportionate score upto 80% performance, below which no score may be given)						API Score

Note: (i) Enclose copy of Department Time-Table for odd and even semesters separately.
(ii) A self-attested certificate should be enclosed in support of the percentage of theory, practical classes taken.

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

I(b) Teaching Load in excess of UGC norms:
(Give year wise details for the assessment period under CAS)

S. No	Course/Paper	Level	Mode of Teaching	Period		Total no.of classes conducted during the period
				From	To	
Teaching Load in excess of UGC norms (max score: 10)						API Score

(Enclose self-attested certificate/Photostat copies of the supportive documents)

(II) Reading / Instructional materials consulted and additional knowledge resources provided to Students:(Give year wise details for the assessment period under CAS)

S. No.	Course/Paper	Consulted	Prescribed	Additional Resources 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

Note: A copy of the additional resources provided may be kept in the Department Library.

(III) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.,:
(Give year wise details for the assessment period under CAS)

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

(IV) Examination Duties Assigned and Performed:
(Give year wise details for the assessment period under CAS)

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

(Enclose Photostat copies for the duties assigned)

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

Please mention your contribution to any of the following:
(Give year wise details for the assessment period under CAS)

S.No.	Type of Activity	Yesr wise details	API Score
1	Extension, Co-curricular & field based Activities		
	Total Score (Max: 20)		
2	Contribution to Corporate Life and Management of the Institution		
	Total Score (Max: 15)		
3	Professional Development Activities		
	Total Score (Max: 15)		
	Total Score (1+2+3) (Max: 25)		

(Enclose Photostat copies for the information given in S.No.s 1, 2 and 3)

CATEGORY- III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(Give details for the assessment period only under CAS)

A) Research Papers Published in Journals

S. No.	Title, Vol., Page No. & Year	Journal	ISSN/ ISBN No	Whether peer reviewed, Impact Factor, if any	No.of co-authors	Whether you are the First/Principal/ Correspondence author/ Supervisor / Mentor	API Score

(Enclose Photostat copies of the first page of each paper showing the Journal name, Vol.No, Page No.s, and Year)

B (i) Articles/Chapters published in Books

S. No.	Title with Page nos. & Year	Book Title, Editor & Publisher	ISSN/ISBN No	Whether Peer reviewed	No.of co-authors	Whether you are the First/Principal/Correspondence author/ Supervisor / Mentor	API Score

(Enclose Photostat copies of the title page and the page covering book publication details)

B) (ii) Full Papers in Conference Proceedings

S. No.	Title with Page Nos. and Year	Details of conference publication	ISSN/ ISBN No	No.of co-authors	Whether you are the First/ Principal/ Correspondence author/ Supervisor / Mentor	API Score

(Enclose Photostat copies of the first page of each paper, title page and the page covering the Conference Proceedings details)

B (iii) Books published as single author or as editor

S. No.	Title with Page No. & Year	Type of Books (Text/Reference /Subject/ Knowledge based /Volume)	Authorship / Editorship	Publishers &ISSN/ISBN No.	Whether peer reviewed	No.of Co-authors	Whether you are the First/ Principal/ Correspondence author/ Supervisor / Mentor	API Score

C. Ongoing and Completed Research Projects and Consultancies:

(C) ((i) & (ii)) Ongoing Projects/ Consultancies:

S. No.	Title	Principal/Co-investigator	Funding Agency	Period	Grant/Amount Mobilized (Rs. in lakhs)	API Score

(Enclose Photostat copies of the letter of sanctioning the financial support/letter for consultancy work)

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

S. No.	Title	Principal/Co-investigator	Funding Agency	Period	Grant / Amount Mobilized (Rs.in lakhs)	Whether policy documents / Patent as outcome	API Score

(Enclose Photostat copies of the certificate of Project completion / letter of completion of consultancy)

(D) Research Guidance:

Research Programme	Number Enrolled	Thesis Submitted	Degrees awarded	API Score
M.Phil., or equivalent				
Ph.D., or equivalent				

(Enclose the details of the name(s) of the candidate(s), their register no.s, title of their theses, dates of Viva- Voice examination for M.Phil., and Ph.D., degrees separately)

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

S. No.	Programme	Duration		Organized by	API Score
		From	To		

(Enclose Photostat copies of the certificates)

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia:

S. No.	Title of the Paper presented	Title of Conference / Seminar & Date	Organized by	Whether International / National / State /Regional/College or University level	API Score

(Enclose Photostat copies of the certificates/invitations)

(E) (iii) Invited Lectures/ Keynote Addresses delivered and Chairmanships at National or International Conference/ Seminar etc., :

S. No.	Title of Invited Lecture/Keynote Address / Academic Session chaired	Title of Conference /Seminar and Date etc.	Organized by	Whether International/ National	API Score

(Enclose Photostat copies of the certificates / invitations)

IV. SUMMARY OF API SCORES

Category	Criteria	API Score for Assessment period
I	Teaching, Learning and Evaluation Related Activities (Average Annual Score)	
II	Co-curricular , Extension, Professional Development etc., (Average Annual Score)	
	Total of Average Annual Scores under Category I and II	
III	Research, Publications and Academic Contributions	

PART C: OTHER RELEVANT INFORMATION

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

S.No.	Details (Mention year, value etc. where relevant)

LIST OF ENCLOSURES:

(Please attach copies of certificates, sanction orders, papers etc., wherever necessary with serial number)

- | | |
|---|----|
| 1 | 6 |
| 2 | 7 |
| 3 | 8 |
| 4 | 9 |
| 5 | 10 |

DECLARATION

I, hereby, declare that the information furnished above are correct to the best of my knowledge.

Signature of the faculty with
Designation, Place & Date

I, hereby, certify that the information provided are correct as per records available with the University and/or documents enclosed along with the duly filled PBAS proforma.

Signature of HOD/
School Chairperson

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. Detailed information for 2009-10 or most recent assessment year is to be provided.

B(II) is based on Category II of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B(III) is based on Category III of the Table. Detailed 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 avenue of activities and their API scores are given to 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. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

NB. The self-assessment scores are subject to verification by the university/college, and by the Screening cum Verification Committee or Selection Committee as the case may be.

CATEGORY: I. Teaching, Learning and Evaluation Related Activities

(i) (a)

Lectures/Seminars/Practicals/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. Universities may give allowance for periods of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100 % performance.	Max Score: 50
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(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
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(ii)

Imparting of knowledge / instruction <i>as per curriculum</i> with the prescribed material (Text book / Manual etc), syllabus enrichment by providing additional resources to students (100% compliance = 20 points)	Max Score: 20
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(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators/ Activities	Maximum Score
Updating of courses, 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/Softwares 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/communication skills/personality development courses/modules (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

Indicators	Max. Score
College/University end semester / Annual Examination work as per duties allotted. (Invigilation – 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% 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

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 Socio Cultural and Sports Programmes, campus	10

publications (departmental level 2 points, institutional level 5 points).	
Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	20

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

Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each).	10
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
Organisation of Conference /Training as Chairman/Organizational Secretary/Treasurer : (a) International (10 points); national/regional (5 points) (b) as member of the organizing committee (1 point each)	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators / Activities	Maximum Score
Membership in profession related committees 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 : 5 points)	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

CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

S.No.	APIs	Faculties of Engineering/ Agriculture/ Veterinary Science/Sciences/Medical Sciences	Faculties of Languages/ Arts/Humanities/Social Sciences/Library/Physical education/Management	Max. points
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/ editor; 10/chapter in 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/ editor, and 5/chapter in edited book
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15/sole author/ editor, and 3/chapter in edited book
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers.	10/Chapter/ Editor
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and	Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with	5/Chapter/ Editor

		with numbers of national and International directories	numbers of national and international directories	
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects carried out/ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20/each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs	Major Projects amount mobilized with 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.5.0 lakh)	Minor Projects (Amount mobilized with grants above Rs.25,000 up to Rs.3.0 lakh)	10/each Project
III (C) (ii)	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs.10.0 lakh	Amount mobilized with minimum of Rs.2.0 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)	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 output.
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
	Ph.D.,	Thesis submitted	Thesis submitted	7/each candidate

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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 level	d) Local-University/College level	3/each
III (E) (iii)	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 papers published 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)).

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 faculty, the First/Principal author and the Corresponding author/Supervisor/Mentor of the faculty would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.
2. API for joint projects will have to be calculated in the following manner: Of the total score for the relevant category of the Project by the concerned faculty, the Principal investigator shares 60% of the total points and the remaining 40% would be shared equally by all other authors.