Mahatma Gandhi University, Kottayam

Proforma for promotion under UGC Career Advancement scheme.
(In accordance with UGC 2018 regulation)
Read: 1) GO(P)No 18/2019/H.Edn. Dtd 29-06-2019, 2) GO(P)No 28/2019/H.Edn. Dtd 29-06-2019, 3) GO(P)No. 29/2019/H.Edn. Dtd 30-09-2019. 4) U.O. No. 5020/ACL/2019/MGU dated 19-10-2019

Name of the College :-……………………………………………

The college is with minority status: Yes/No

Department/ Subject :-……………………………………………

(As per the university approval order)

Proposal for promotion of: Dr. /Sri. /Smt:-………………………………

Promotion as:

Assistant Professor (stage I to Stage II/ Academic Level 10 to 11)

Assistant Professor (Stage II to Stage III/ Academic Level 11 to 12)

Assistant Professor to Associate Professor (Stage III to Stage IV/ Acd Level 12 to Acd Lvl 13A)

Associate Professor to Professor/equivalent cadres (Stage V/Acd Level 13A to 14)

(Please indicate (√) whichever is applicable)

Period of Assessment of Promotion:
From……………………………….To………………………………….

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (English Block Letters)	
	Malayalam	
2	Father's Name	
3	Date and Place of Birth	
4	Gender	
5	Nationality	
6	Religion	
7	Indicate Category: SC/ST/OBC/OEC/General category	
8	Whether differently abled? (Divyang)	
9	Current Designation & AGP/Academic Level	
10	Date of last Promotion with Post/ Grade promoted to with UO reference.(if applicable)	
11	Designation and grade pay/Academic Level to which promotion required?	
12	Date of Eligibility of Promotion	
13	Basic Pay and AGP(if any) of the Present Scale	
14	Date of Approval of Deputy Director for the last promotion (if any)*	

15	Date and Designation of Joining service*	
16	Permanent Address with PINCODE	
17	Address for Communication with PINCODE	
18	Phone numbers (Off. Res. Mob) and email Id	Office- Residence- Mobile- Email-
19	University's Examiner Code	
20	Date in which University teachers portal last updated	

* copy of the certificate is to be attached

21. Academic Qualifications

Qualification	University/Board	Year of Passing	% of marks obtained	Division/ Class/ Grade	Subjects/ Specialization
SSLC/Equivalent					
Higher Secondary/Equivalent					
UG					
PG					
Others					

22. Research Degrees

Qualification	Title	Date of award	University
M.Phil/M.Tech			
PhD			
D.Sc/D.Lit/Others			

23. Record of academic service prior to joining the current post

Institution	Designation	Essential qualification for the post at the time of appointment	Nature of appointment (Regular/fixed term/temporary/ Adhoc)	Nature of duties(Teaching/Research/others)	Scale of Pay	Date of Joining and Date of leaving	Reason of Leaving

Note: Please indicate in a separate sheet attached, the following
   a. The essential qualification for the post held where not lower than the qualifications prescribed by the University.
   b. The post is / was in an equivalent grade or of the pre revised scale of pay.
   c. Whether applied through proper channel
   d. Whether possess the same minimum qualifications as prescribed by UGC for appointment of the post.

e. *The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of University/state government/ central Government/concerned institution, for each appointment.*
f. *The previous appointment was not as Guest Lecturer for any duration.*

24. Posts held after appointment at this institution

Designation	Department	Date of joining		Grade
		From	**To**	

25. Recognized Orientation/Refresher/ Winter /Short Term/MOOC Courses attended

Name of the Course/Summer school	Name of Institution & Place	Duration	Sponsoring Agency

26. List of most significant UGC listed/peer reviewed Publications (For the purpose of evaluation)

Sl. No	Title of Paper	Name of Journal/Publisher in case of Book	Date of Publication and Impact factor if any	Volume number and Pages

Attach copy of the publications.

27. Whether an Approved Research Guide-   Yes/No
If Yes, Give the details in the following table

Name of the Institution/University at which guide ship is approved	Date in which the guide ship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree

28. Details of Leave

Duration	Nature of Leave (other than CL)	Purpose

<u>Declaration</u>

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-   Name and Signature of the teacher

Countersigned by the Head of the Institution

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Option A

(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University Departments and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018 : Option-A

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE

(Please see detailed instruction of this PBAS Proforma before filling out this section)

CATEGORY: 1. TEACHING

I a. Lectures, Seminars, Tutorials, Practicals, Contact Hours

Year	Mode of Activity*	Total class Assigned	Number of classes engaged as per documented record	$\dfrac{\text{Number of classes engaged}}{\text{Total class Assigned}} \times 100$	Grading
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

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

OVERALL GRADE FOR Category I : …………………………..

☐Good : 80% and above performance.

Satisfactory : 70 % to 80% performance.

Not satisfactory : less than 70% performance

For Details see Appendix II
Table :01

Name & Signature of the subject experts of Screening/Selection Committee

CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES

a. Administrative responsibilities

Sl.No	Type of Responsibility	Role Performed
01		
02		
03		
04		
05		
Total number of activities		

b. Examination and evaluation duties assigned by the college/university or attending paper evaluation

Sl.No	Name of Duty	Role Performed
01		
02		
03		
04		
05		
06		
Total number of activities		

c. Student related co-curricular, extension and field based activities

Sl.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		
06		
Total number of activities		

d. **Organizing seminars/conferences/workshops and other college/university activities**

Sl.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		
Total number of activities		

e. **Evidence of actively involved in guiding Ph. D. students**

Sl.No	Name of Student	Date of Registration	U.O granting Registration
01			
02			
03			
04			
05			
Total number of students			

f. **Details of minor/major research project sponsored by national or international agencies.**

Sl.No	Name of the project	Funding Agency	Amount sanctioned/utilized
01			
02			
03			
04			
05			
Total number of projects			

g. **Details of Publication in peer-reviewed or UGC listed journals**

Sl. No.	Title with page Nos.	Journal	No in the UGC List of Journals	Whether peer reviewed or not	ISSN/ ISBN	Whether you are the main Author
01						
02						
03						
04						
05						
Total number of publications						

Name & Signature of the subject experts of Screening/Selection Committee

OVERALL GRADE FOR Category II : ………………………..

Good : Involved in at least 03 activities

Satisfactory : Involved in 01 – 02 activities

Not satisfactory : Not involved / undertaken any of the activities

Number of activities can be within or across the broad categories of activities

For Details see Annexure I

Summary of Grading

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Category I						
Category II						
Overall Grading						

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS
(Only for placement from Academic level 13A to 14 and 14 to 15; Associate Professor to Professor/Principal)

(Note: The research score shall be from the minimum of three categories out of six categories)

I. Published Research Papers in Peer-reviewed or UGC listed Journals

Sl. No.	Title with page Nos.	Journal	UGC/ ISSN/ISBN No	Whether peer reviewed, Impact Factor, if any	No. of Co-authors	Whether you are the main Author	Score
01							
02							
03							
04							
05							
						Total Research Score	

08 Points per publication for Faculty of Science and 10 Points per publication for Faculty of Languages/Humanities/Arts/Social Sciences/Commerce/Management and other related disciplines.

The Research score for research papers would be augmented as follows:
(Impact factor to be determined as per Thomson Reuters List)
Papers without impact factor by 5points
Papers with impact factor less than 1 by 10 points
Papers with impact factor between 1 and 2 by 15 points
Papers with impact factor between 2 and 5 by 20 points;
Papers with impact factor between 5 and 10 by 25 points.
Papers with impact factor above 10 by 30 points

Two authors : 70% of total value of publication for each author
More than two authors : 70% of total value of publication for the first/Principal/Corresponding author and the remaining 30% of total value of publication for each of the joint authors.

II.Publications other than Research Papers

II(a). Articles/Chapters published in Books.

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	Score
01						
02						
03						
04						
05						
					Total Research Score	

International Publishers: 12 Points
National Publishers : 10 Points
Chapter in edited book : 05 Points
Editor of book by International Publisher : 10 Points
Editor of book by National Publisher : 08 Points

II (b). Translation works in Indian and Foreign Languages by faculty

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	No. of Co-authors	Whether you are the main Author	Score
01					
02					
03					
04					
05					
				Total Research Score	

Chapter or Research Paper : 03 Points/Chapter or Paper
Book : 08 Points

III. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

III(a). Development of Innovative Pedagogy

Sl.No.	Type of Pedagogy	Level (UG/PG)	Class and Semester	Topic Covered	Score
01					
02					
03					

04					
05					
				Total Research Score	
05 Points per Pedagogy or Method					

III(b). Design of New Curricula and Courses

Sl. No.	Name of Course	Level (UG/PG)	Class and Semester	University	Score
01					
02					
03					
04					
05					
				Total Research Score	
02 Points per curricula or course					

III(c). MOOCs

Sl. No.	Name of MOOC	Level (UG/PG)	University	Score
01				
02				
03				
04				
05				
			Total Research Score	
Development of complete MOOC with 04 quadrants (04 credits) : 20 Points (In case of MOOCs of lesser Credits 5 marks/credit) MOOCs (developed in 04 quadrants) per module or lecture : 05 points per module or lecture MOOCs Content writer/subject matter(at least 01 quadrant) per module : 02 points per module Course Coordinator for MOOCs (04 credit course) : 08 Points (In case of MOOCs of lesser Credits 2 marks/credit)				

III(d). E-content

Development of e-learning delivery process/material

Sl. No.	Title of Module/Material	Score
01		
02		
03		
04		
05		
	Total Research Score	

Name & Signature of the subject experts of Screening/Selection Committee

Development of e-content in 04 quadrants for a complete course or e-book : 12 Points
e-content(Developed in 4 quadrants) : 05 Points per module
Contribution to development of e-content (at least 01 quadrant) : 02 Points per module
Editor of e-content for complete course/paper/e-book : 10 Points

IV. Research Guidance, Projects and Consultancy

IV(a). Research Guidance

Category	Number Enrolled	Thesis Submitted	Degree Awarded	Score
i. Ph.D or equivalent				
ii.M.Phil or equivalent		NA		
iii. PG Dissertation		NA		
			Total Research Score	
Ph. D (Degree Awarded) : 10 Points Ph. D (Thesis Submitted) : 05 Points M. Phil : 02 Points PG : 02 Points				

For Joint supervision of research students, the formula shall be 70% of the total score for supervisor and co-supervisor. Supervisor and Co-Supervisor, both shall get 7 marks each.

IV(b). Completed Research Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
				Total Research Score	
More than 10 lakhs : 10 Points Less than 10 lakhs : 05 Points					

Joint Projects: Principal Investigator and Co-Investigator would get 50% each

IV(c). Ongoing Research Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
				Total Research Score	
More than 10 lakhs : 05 Points Less than 10 lakhs : 02 Points					

Joint Projects: Principal Investigator and Co-Investigator would get 50% each

IV(d). Consultancy

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
				Total Research Score	

03 oints each

IV. Patents, Policy Documents and Awards/Fellowships

V(a). Patents

Sl. No.	Description/Patent	International/National	Score
01			
02			
03			
04			
		Total Research Score	

International : 10 Points/Patent
National : 07 Points /Patent

V(b). Major Policy document submitted to an International Body/organization or Central or State Government*

Sl. No.	Description/Patent	International Bodies/ Central/State Government/	Score
01			
02			
03			
04			
		Total Research Score	

International : 10 Points/Document
National : 07 Points / Document
State Govt. : 04 Points / Document

V(c). Fellowships/Awards

Sl. No	Award/Fellowship	International/National	Awarded by	Score
01				
02				
03				
04				
			Total Research Score	
International : 07/Award or Fellowship National : 05/Award or Fellowship				

VI. **Invited Lectures/Resource Persons and Papers at International /National/State or University Level***

Sl. No.	*Title of the Lecture/ Paper/ Academic Session	Title	Organized by	Whether International/ National/State or University Level	Score
01					
02					
03					
04					
				Total Research Score	
International (Abroad) : 07/Lecture or Paper presented International (within country) : 05/Lecture or Paper presented National : 03/Lecture or Paper presented State/University : 02/Lecture or Paper presented *Paper presented, if part of an edited book or proceedings, then it can be claimed only once					

Note :For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b) (Policy Document) and 6 (Invited lectures/Resource Person/Paper presentation) shall have an upper capping of thirty percent of the total research score of the teacher concerned.

Total Research Score for Category III :

IV. SUMMAY OF ASSESSMENT

Session/Year :

Category	Criteria	Grade/Score
I	Teaching and Learning related activities	
II	Involvement in the University/College students related activities/ Research activities	
III	*Research and Academic Contribution	

*Only for placement from Academic level 13A to 14 Associate Professor to Professor/Principal.

Note: Score in the Category III is to be calculated in the following manner:

a) *Category III is cumulative, Hence the total period of service is to be taken as a single unit.*
b) *Yearwise preparation of the Category III is not necessary.*
c) *Category I & II are not mandatory for Principal Appointment.*

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

01.	
02.	
03.	
04.	
05.	
06.	
07..	
08.	
09.	

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

Place & Date   Name and Signature of the Teacher

Signature of HOD/ /Principal

APPLICANT SUMMARY SHEET – ASSISTANT PROFESSOR (CAS)
Stage 1 to 2 [Academic Level 10-11](Colleges)

College: Subject:

Applicant	Date of Entry in Service	Proposed date of Placement	SC/ST/OBC	Phys./Visual./ differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed years of service in Stage 1**[Academic Level 10]**with Ph.D : 04 Yrs.		
With M.Phil/PG Degree in Professional Courses : 05 Yrs.		
Others : 06 Yrs.		
One Orientation course (03 weeks duration – 21 Days) within the Assessment Period		
One Refresher Course/Research Methodology (02 weeks duration – 10 Days) within the Assessment period OR Any two of the following (01 week duration- 05 days) : Workshop/Syllabus Up-gradation Workshop/Training in Teaching-Learning and Evaluation/Technology Programmes/Faculty Development Programmes OR Completed one MOOCs Course (With e-certification) during assessment period OR Development of e-contents in four quadrants/MOOC Course during assessment Period		
Verified annual performance assessment Report		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

*Good or Satisfactory for at least 03/04/05 Years of the assessment period for Ph. D, M. Phil and NET holders respectively for both Category.

SCREENING COMMITTEE OBSERVATIONS / RECOMMENDATIONS

ELIGIBLE TO BE PLACED TO STAGE 2 / NOT ELIGIBLE TO BE PLACED TO STAGE 2

Reason if not Eligible:

Name & Signature of the subject experts of Screening/Selection Committee

APPLICANT SUMMARY SHEET – ASSISTANT PROFESSOR (CAS)
Stage 2 to 3 [Academic Level 11-12] (Colleges)

College: Subject

Applicant	Date of Entry in Service	Date of Placement in Stage 2	Proposed date of Placement in Stage 3	SC/ST/OBC	Phys./Visual./ differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed 05 years of service in Stage 2 **[Academic Level 11]**		
Any two of the following: Refresher Course/Research Methodology/Workshop/Syllabus Up-gradation Workshop/Training in Teaching-Learning and Evaluation/Technology Programmes/Faculty Development Programmes (02 weeks duration – 10 Days) within the Assessment period (or completed two courses of at least one week or 05 days duration in lieu of every single course/programme of at least two week or ten days duration) OR Completed one MOOCs Course (With e-certification) during assessment period OR Contribution towards development of e-content in 4-quadrant - (at least one quadrant - minimum of 10 modules of a course/contribution) during assessment period		
Verified annual performance assessment Report		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

*Good or Satisfactory grade in annual performance assessment for at least 04 Years of the assessment

SCREENING COMMITTEE OBSERVATIONS / RECOMMENDATIONS

ELIGIBLE TO BE PLACED TO STAGE 3 / NOT ELIGIBLE TO BE PLACED TO STAGE 3
Reason if not Eligible:

Name & Signature of the subject experts of Screening/Selection Committee

APPLICANT SUMMARY SHEET – ASSOCIATE PROFESSOR (CAS)
Stage 3 to 4 [Academic Level 12-13A] (Colleges)

College: Subject

Applicant	Date of Entry in Service	Date of Placement in Stage 3	Proposed date of Placement in Stage 4	SC/ST/OBC	Phys./Visual./ differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/ NO	Remarks
Completed 03 years of service in Stage 3 **[Academic Level 12]**		
Ph.D Degree in Subject relevant/allied/relevant discipline		
One Refresher Course/Research Methodology/ Workshop/Syllabus Up-gradation Workshop/Training in Teaching-Learning and Evaluation/Technology Programmes/Faculty Development Programmes (02 weeks duration – 10 Days) within the Assessment period (or completed two courses of at least one week or 05 days duration in lieu of every single course/programme of at least two week or ten days duration) OR Completed one MOOCs Course (With e-certification) during assessment period OR Contribution towards development of e-content in 4-quadrant - (at least one quadrant - minimum of 10 modules of a course/contribution) during assessment Period		
Verified annual performance assessment Report		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

*Good or Satisfactory grade in annual performance assessment for at least 02 Years of the assessment

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

ELIGIBLE TO BE PLACED TO STAGE 4 / NOT ELIGIBLE TO BE PLACED TO STAGE 4
Reason if not Eligible:

Name & Signature of the subject experts of Screening/Selection Committee

APPLICANT SUMMARY SHEET – PROFESSOR (CAS)
Stage 4 to 5 [Academic Level 13A-14] (Colleges)

College: Subject

Applicant	Date of Entry in Service	Date of Placement in Stage 4	Proposed date of Placement in Stage 5	SC/ST/OBC	Phys./Visual./differently abled

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed 03 years of service in Stage 4 **[Academic Level 13A]**		
Ph.D Degree in Subject relevant/allied/relevant discipline		
A minimum of 10 research Publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period		
A minimum of 110 research score as per Appendix II, Table 2 of UGC Regulations 2018.		

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*			
II*			

*Good or Satisfactory grade in annual performance assessment for at least 02 Years of the assessment

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

ELIGIBLE TO BE PLACED TO STAGE 4 / NOT ELIGIBLE TO BE PLACED TO STAGE 4
Reason if not Eligible:

Name & Signature of the subject experts of Screening/Selection Committee

Minutes of the Screening/Selection Committee

1. Name of the candidate   -

2. Name of the College   -

3. Present Designation   -

4. Designation and AGP to which promotion is sought   -

Recommendation

       We have carefully verified the service details, certificates, PBAS proforma and other mandatory requirements. The Candidate is recommended / not recommended for promotion as …………………………………..(Designation) from………………….(date) under career advancement scheme of UGC regulation 2018 and Mahatma Gandhi University, U.O. No. 5020/ACL/2019/MGU dated 19-10-2019.

Screening/Selection Committee Members Present

Sl. No	Name of the Member	Official Address	Signature with Date
1			
2			
3			
4			
5			
6			
7			

Instruction to the Principal/Head of the Institution
1. Send proposal for each candidate separately, for easy verification.
2. Promotion order in form No 6 from the manager has to be attached along with each proposal.
3. Pay fixation Statement, option and declaration statement of the incumbent.
4. Documents to be attached along with the proposal for promotion are
    a. Service book of the teacher
    b. PhD/M.Phil/M.Tech/LLM certificate with attested copies.
5. Principal shall circulate notice to all the teaching departments inviting proposal for promotion and the teacher may submit the proposals in the prescribed format.
6. After getting the applications from the teachers, Principal/Chairman of the governing body shall request the University for the subject experts for the screening/selection committee clearly indicating the subjects and the stages of promotion of each candidate.

Appendix I

General Instructions

Category I and Category II are to be prepared separately for each academic year
Academic Year means- 1st June of the present year to 31st May of the next year.
For all the previous years' record, Certification of the present Principal/Head of the Department will be sufficient.

Appendix II

Table 01
Assessment of Criteria and various activities

Category	Activity	
I	**Teaching** ***Grading Criteria*** 80% and above – Good Between 80% and 70% – Satisfactory Less than 70%– Not Satisfactory *(Classes taught includes sessions on tutorials, lab and other teaching related activities)	
II	**Involvement in the University/College students related activities/Research activities** ***Grading Criteria*** Good – Involved in at least 3 activities Satisfactory – 1 to 2 activities Not satisfactory - Not involved / undertaken any of the activities *(Number of activities can be within or across the broad categories of activities)	
	a	**Administrative responsibilities**

- Vice Principal/HOD/Hostel Warden/Resident Tutor/Chairman/Chief Superintendent/Addl. Chief Superintendent in charge of University Exams in Colleges; IQAC Coordinator/NAAC Coordinator/RUSA Coordinator/PTA Secretary/College Council Secretary/ State Public Information Officer – RTI/ Nodal Officers– UGC, AISHE, Scholarships etc.

- Members of IQAC/NAAC/AICTE Affiliation/RUSA/KIIFB.

- College Council Member *(Elected member only)*

- Class Tutors or Mentors

- Faculty holding positions of various Committees (Discipline/ Admission/ Purchase/ Planning Board/ Research/ Ethics/ ICC/ Library/ Other bodies under UGC plan etc.)

- Faculty involved in various Centers in the college EDUSAT/Language lab/ Digital Resources/ Data Repository/Website/Centralized Computing Facility (CCF)/ Fitness Centre/ Experimentation Centre/ Instrumentation Centre/ Start-up units/Technology Business Incubator (TBI)/ INFLIBNET etc.

- Staff in Charge of Department Alumni Association

- Faculty holding position as Secretary in College Cooperative Society for an entire term.

- Faculty involved in College Union Election Returning Officer

	b	**Examination and evaluation duties assigned by the college/university or attending paper evaluation**
		➢ Valuation of University answer scripts as per allotment– Chairman / Chief / Addl. Examiner
		➢ University Exam Invigilation as per allotment.
		➢ Evaluation of Dissertation (Project Viva) – External Examiner /Chairman
		➢ University Practical Exam–External Examiner/Chairman/University Practical Exam–Internal/Skill
		➢ University Examination Squad duties–External
		➢ Internal Exam – Question paper setting/Valuation of Answer scripts
		➢ University –Question Paper setting/Question Bank.
	c	**Student related co-curricular, extension and field based activities**
		➢ NSS District Coordinator/NSS Programme Officer/NCC Officer/NCC care taker
		➢ Coordinators of New initiatives programmes of DCE (FLAIR, WWS, SSP, ASAPetc.)
		➢ Faculty involved in various Cells/Clubs
		➢ Staff Advisor of College Union, Arts Club Advisor of College Union
		➢ Staff accompanying students for Study Tour/arts/ sports events
		➢ Stage Managers of University Youth Festival
		➢ Editor and editorial board members – College Magazine, College or Department News Letter/Campus Publications; Convenor/Editor/Sub-editor of College Souvenirs
		➢ Faculty in charge of Extension and Outreach programmes
		➢ Faculty in Charge of Documentation of Annual Reports, Administrative Reports etc of the college
		➢ Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills tostudents
		➢ Faculty involved in preparing Participatory Learning modules/Interactive course/Case Studies
		➢ Faculty involved in Developing and imparting soft skills/ communication skills/personality development courses/psychological counseling modules;
		➢ Faculty involved in N-LIST/ INFLIBNET/EDUSAT/ORICE/NPTEL Usage/preparationofdigitallibrarywithseminarpapers,uploadingofseminar

papers/ reso urce materials to the college website, scholar portal etc./ Use of online course management system.

➢ Faculty involved in Mentoring – Internal and external (e.g. WWS, SSP etc.); Industrial/Institute visits

➢ Community work such as values of National Integration, Environment democracy, socialism, Human Rights, Peace, scientific temper; flood or, drought relief, small family norms etc., Census work, waste management etc.

	d	**Organizing seminars/conferences/workshops and other college/university Activities**

➢ Organizing seminars/conferences/workshops

➢ Subject Expert in Curriculum Preparation/Question paper Setting/Physical Efficiency Test for Govt. Bodies like KPSC, SSC, UPSC, HSE, SCERT, Open School, Saksharatha Mission, Pareeksha Bhavan,Distance education etc; Subject Expert in PSC Interview Board/FIP Interview/Guest Lecturer Interview.

➢ Member–Faculty/Board of Studies/Academic Council/Pass Board/Scrutiny Board/Curriculum Committee of the University,

➢ Senate Member/Syndicate membe**r**

➢ Faculty involved in programmes initiated by DCE (e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/Higher education State Level.

➢ Recipients of Internships (e.g. FLAIR) -International/National

➢ Membership/Participation/Subject Expert in State/Central Bodies/Committees on Education, Research, Sports and National Development

➢ Organizing Programmes on PEECS, FLAIR,WWS, SSP,e-Governance

➢ Lecturesdeliveredinrefresher/orientation/facultydevelopmentcourses/ New initiative programmes (e.g. FLAIR, WWS, SSP, ASAPetc)

➢ Editors of Research Journals.

➢ Reviewer in Research Journals.

➢ Membership in Renowned Professional Associations (per current membership)

➢ Interaction with Industry, Industrial Experience for students

➢ Conducting Bridge Courses, Finishing school (in Polytechnics),Gifted Children programme.

	e	**Evidence of actively involved in guiding Ph. D. students**

➢ Each Ph.D/M.Phil produced/year by the faculty as guide or co-guide is to be treated as an activity

➢ Guiding each ongoing Ph.D/M.Phil by the faculty as guide or co-guide is to be treated as an activity.

	f	**Evidence for Conducting Minor/Major Research Projects**
		➢ Each ongoing project (Major/Minor/Consultancy) by the faculty as Principal Investigator or Co-investigator is to be treated as an activity.
		➢ Each submitted project (Major/Minor/Consultancy) in an year by the faculty as Principal Investigator or Co-investigator is to be treated as an activity
	g	**Details of at least one Publication in peer-reviewed or UGC or University listed Journals**
		➢ Each publication by the faculty as principal/corresponding/co-author is to be treated as an activity
		➢ Publication can be in the form of journals, books, patents, policy documents etc.

Table :2

SN	Academic/Research Activity	Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences	Faculty of Languages/Arts/Social Science/Library/Education/Physical Education/Commerce/Management & Other related disciplines.
1	Research Papers in Peer reviewed or UGC listed Journals	8 per paper	10 per paper
2.	Publications (Other than Research Papers)		
	a. Books authored which are published by		
	International Publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	b. Translation works in Indian and Foreign Languages by qualified Faculty		
	Chapter or Research paper	03	03
	Book	08	08
3	**Creation of ICT meditated teaching learning pedagogy and content and development of new and innovative courses and curricula**		
	a. Development of Innovative pedagogy	05	05
	b. Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	c. MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits Marks/credit)	20	20
	MOOCs (developed in 4 quadrant)per module/lecture	05	05
	Content Writer/subject matter expert for each module of MOOCs (at lease one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit	08	08
	d. E-Content		
	Development of e-content in 4 quadrants for a complete course/e-book	12	12
	e content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper/e-book	10	10
4	**a. Research Guidance**		
	PhD	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil/PG Dissertation	02 per degree awarded	02 per degree awarded

	b. Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	c. Research Projects Ongoing		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	d. Consultancy (Govt. approved)	03	03
5	**a. Patents**		
	International	10	10
	National	07	07
	*Policy Document (Submitted to an International body/Organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	c.Award/Fellowship		
	International	07	07
	National	05	05
6	***Invited lectures/Resource Person/Paper presentation in Seminars/Conferences/full paper in conference proceedings (Paper Presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**		
	International (Abroad)	07	07
	International (Within Country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:
Peer reviewed or UGC-listed Journals (Impact Factor to be determined as per Thomson Reuters list)

i)   Paper in refereed journals without impact factor   -   5 points
ii)   Paper with impact factor less than 1   -   10 points
iii)   Paper with impact factor between 1 and 2   -   15 points
iv)   Paper with impact factor between 2 and 5   -   20 points
v)   Paper with impact factor between 5 and 10   -   25 points
vi)   Paper with impact factor > 10 -   30 points

a.   Two authors: 70% of total value of publication for each author
b.   More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% total value of publication for each of the joint authors.
      Joint Projects: Principal Investigator and Co-Investigator would get 50% each.

Note:
- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper Presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.