RGUKT- Rajiv Gandhi University of Knowledge Technologies –A.P

Proforma for Performance Based Appraisal System (PBAS)

for promotion under Career Advancement Scheme

Application for promotion from_____ to_____

> *Assistant Professor (Stage 1 to Stage 2) Rs. 15600-39100 + AGP 7000*
>
> *Assistant Professor (Stage 2 to Stage 3) Rs. 15600-39100 + AGP 8000*
>
> *Assistant Professor (stage 3) to Associate Professor (Stage 4)*
>   *Rs. 37400-67000 + AGP 9000*
>
> *Associate Professor (Stage 4) to Professor / Equivalent Cadres (Stage 5)*
>   *Rs. 37400-67000 + AGP 10000*
>
> *Professor (Stage 5 to Stage 6) with AGP 12000*
>
> (Please indicate whichever is applicable)

Part – A : GENERAL INFORMATION

1. Name of the Teacher   :
      (In block letters)

2. Department & College   :

3. Date of Birth   :

4. Caste   :
      (Whether belongs to
       SC / ST / BC / PH)

5. Date of appointment in   :
    University service

6   Present Designation and Pay Band with   :
    Academic Grade Pay

7. Date of last Promotion / Appointment   :
    with stage

8. Position / Stage with AGP for which applied   :

9. Date of Eligibility for promotion   :

10. Assessment Period   :

11. Address for Communication   :

Contact Details   Mobile   :

                         Land Line :

                         e-Mail   :

12. Academic Qualifications (copies of certificates to be enclosed) :

Examination	Name of the Board / University	Month & Year of Passing	Percentage of marks obtained	Division	Subject / Specialization
Ph.D					
M.E/M.Tech					
B.E/B.Tech					

13. Positions held prior to joining in the RGUKT service

Designation	Institution	Position Ratified by University (Yes/No)	Nature of Duty	Pay band with Grade Pay	Date of Joining	Date of Leaving

14. Post(s) held after appointment in the RGUKT service :-

Designation	Department	Nature of Duty	Date of From	Date of To	Pay Scale / Pay Band with Grade Pay

15. Period of Teaching experience :-

    P.G. Classes (in year) : ……………………….

    U.G. Classes (in year) : ……………………….

16. Courses taught at various levels (name the course give details) :-

    Post Graduation   : ……………………….

    Under Graduation   : ……………………….

17. Total duration of Research experience   : ....
     excluding the period spent in acquiring
     M.Tech. / M.Phil / Ph.D.

18. Field of Specializations under the Subject / Discipline :

     (a)

     (b)

     (c)

19. Orientation Programme / Refresher Course/Training Course or other courses attended:-
     (please enclose copies of the certificates attended)

Name of the Course	Place	Duration (days)	Period		Sponsoring agency
			From	To	

Part – B : ACADEMIC PERFORMANCE INDICATORS (API)

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

	Direct Teaching Hours per week
Assistant Professor	*16*
Associate Professor	*14*
Professor	*14*

	Name of Activity	Assistant Professor		Associate Professor		Professor	
		Max. Score	*Actual Score*	*Max. Score*	*Actual Score*	*Max. Score*	*Actual Score*
a.	Direct Teaching	70	*Actual hours spent per academic year ÷7.5*	60	*Actual hours spent per academic year ÷7.75*	60	*Actual hours spent per academic year ÷7.75*
b.	*Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment*	20	*Actual hours spent per academic year ÷10*	20	*Actual hours spent per academic year ÷10*	10	*Actual hours spent per academic year ÷10*
c.	*Innovative Teaching learning methodologies, updating of subject contents/courses, mentoring etc.*	10	*Actual hours spent per academic year ÷10*	15	*Actual hours spent per academic year ÷10*	20	*Actual hours spent per academic year ÷10*

a. Direct Teaching:

Sl. No.	Year	Course / Paper	Level (PG / UG)	Teaching Mode	Actual hours spent in an academic year	API Score
1						
2						
3						
4						
5						
6						

b. Examination Duties:

Sl. No.	Year	Nature of examination related work	Actual hours spent in an academic year	API Score
1				
2				
3				
4				
5				
6				

c. Innovative Teaching learning methodologies updating of subject content course:

Sl. No.	Year	Brief Description	Actual hours spent in an academic year	API Score

(Please attach documents wherever required)

Total API Score under CATEGORY – I

Category - I	Nature of activity	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	Average
A	Direct Teaching							
B	Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment							
C	Innovative Teaching learning methodologies, updating of subject contents/courses, mentoring etc.							
	Total :							

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Category II	Nature of activity	Maximum API Score	Actual score
A	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10
B	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (i) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hours for its discharge) (ii) Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10
C	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ 10

Sl. No.	Year	Type of Activities performed	API Score
a.		Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	

b.		Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (i) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hours for its discharge) (ii) Participation in Board of Studies, Academic and Administrative Committees	

Sl. No.	Year	Type of Activities performed	API Score
c		Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	

Total API Score under CATEGORY – II

Category - II	Nature of activity	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	Average
A	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)							
B	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (iii) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hours for its discharge) (iv) Participation in Board of Studies, Academic and Administrative Committees							
C	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)							
	Total :							

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

(A) RESEARCH PAPERS PUBLISHED : TO BE FILLED IN ANNEXURE – 'A'

(B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS) -

TO BE FILLED IN ANNEXURE – 'B'

(C) RESEARCH PROJECTS :

(i) Sponsored Projects:-   TO BE FILLED IN ANNEXURE – 'C'

(ii) Consultancy Projects:-   TO BE FILLED IN ANNEXURE – 'D'

(iii) Project Outcome / Outputs:- TO BE FILLED IN ANNEXURE – 'E'

(D) RESEARCH GUIDANCE   TO BE FILLED IN ANNEXURE – 'F'

(E) *FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS*

(i) Fellowships / Awards :-   TO BE FILLED IN ANNEXURE – 'G'

(ii) Invited Lecturers / Papers:-   TO BE FILLED IN ANNEXURE – 'H'

(F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL

TO BE FILLED IN ANNEXURE – 'I'

Total API Score under CATEGORY – III

Category - III	Nature of activity	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	Total
A	Research Papers published in							
	a. Referred Journals							
	b. Other Reputed Journals							
B	Publication other than journal articles (Books, Chapters in books)							
	a) Text/Reference, published by International Publishers							
	b) Subject Books, published by National Level Publishers							
	c) Subject Books, published by Other Local Publishers							
	d) Chapters in Books, published by National & International Level Publishers							
C	Research Projects							
	i. Sponsored Projects							
	a) Major Projects with grants above Rs. 30.00 laksh							
	b) Major Projects with grants above Rs. 5.00 laksh up to Rs. 30.00 lakhs							
	c) Minor Projects with grants above Rs. 1.00 laksh up to Rs. 5.00 lakhs							
	ii. Consultancy Prjects							
	Amount mobilized a minimum Rs. 10.00 lakhs							
	iii. Projects outcome / outputs							
	Patent / Technology transfer / Product / Process							
D	Research Guidance							
	i. M.Phil. (Degree Awarded)							
	ii. Ph.D.							
	Degree Awarded							
	Thesis Submitted							
E	Fellowships, Awards and Invited lecturers delivered in conferences / seminars							
	i. Fellowships / Awards							
	a) International Award / Fellowship from academic bodies / associations							
	b) National Award / Fellowship from academic bodies							
	c) State / University level Award from academic bodies							
	ii. Invited Lecturers / papers							
	a) International							
	b) National							
	c) State / University level							
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period							
F	Development of e-learning delivery process / material							
	Total :							

SUMMARY OF API SCORES

Sl. No.	Category	API Score for the Assessment Period
1.	CATEGORY - I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES	
2.	CATEGORY - II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES	
3.	CATEGORY - III: RESEARCH AND ACADEMIC CONTRIBUTIONS	
Consolidated API Score (Category I + II + III)		

Part – C : OTHER RELEVANT INFORMATION

(a)   Academic awards and distinctions

(b)   Literary, cultural or other activities (e.g. attainment in sports etc) in which the applicant is interested and distinctions obtained

(c)   Please give details of any other credential, significant contributions, awards received, responsibilities etc., not mentioned earlier

Sl. No.	Details (Mention year, value etc., whether relevant)

LIST OF ENCLOSURES : (Please attach self-certified copies of certificates, sanctioned orders, papers, etc., wherever necessary)

1.   7.

2.   8.

3.   9.

4.   10.

5.   11.

6.   12

I certify that the information provided is correct as per records enclosed along with the duly filled PBAS proforma

Date   :

Place :   Signature & Designation of the Applicant

Certified that, _____ has

been working as _____ in the Department since _____

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Head of the Institution

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

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/Year	75/Year	70/Year	70/Year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation 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% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20 % - Interview performance	50% - Research Contribution. 50%- Performance evaluation and other credential by referral procedure

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

Category III (A) RESEARCH PAPERS PUBLISHED :

Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC	Refereed Journals as notified by the UGC	25 per Publication
		Other Reputed Journals as notified by the UGC	Other Reputed Journals as notified by the UGC	10 per Publication

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows:
(i)   paper with impact factor less than 1 – 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 20 points.
 (v) papers with impact factor above 10 by 25 points

   The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication   by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

Sl. No.	Title with page Nos.	Journal Name with ISSN number	Year	Refereed Journal	Other Reputed Journal	Latest Impact Factor, if any	Whether First / Corresponding / Co-Author	API Score

Category III (B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)

Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International – 10 per Chapter National – 5 per Chapter

Sl. No.	Title of the book / chapter	Whether Solo or Co-Editor / Author	Name of the Publisher and year	ISBN / ISSN Numbers	Published by International / National / Local Publisher	API Score

Category III(C) RESEARCH PROJECTS :

Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc., Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5

<u>ANNEXURE – C</u>

(i) Sponsored Projects:-

Sl. No.	Title of Research Project	Major / Minor (as per UGC Project Guidelines)	PI / Co-PI / Joint PI	Period	Total Grant sanctioned & Received (in rupees)	Name of the funding agency	National / International	API Score

(ii) Consultancy Projects:-

Sl. No.	Title of Consultancy Project	Period	Total Gants Mobilized (in Rupees)	Name of the funding agency	National / International	API Score

(iii) Project Outcome / Output:-

Sl. No.	Title of Research Project	PI / Co-PI / Joint PI	Period	Total Grant sanctioned & Received (in rupees)	Funding agency	Patent / Technology / Transfer / Product / Process / Major Policy Documents of Govt. at Central / State level	Output / Patent : National or Internal level	API Score

Category III (D) : RESEARCH GUIDANCE

Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III D (i)	M.Phil./M.Tech	Degree awarded		5 per candidate
III D (ii)	Ph.D	Degree awarded		15 per candidate
		Thesis submitted		10 per candidate

Level of Guidance	Name of Student	Title of the Thesis	Awarded/Submitted	Year of Award/Submitted	API Score
M.Phil/M.Tech					
Ph.D.					
Total API Score					

Category III(E) *FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS*

Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III E (i)	Fellowships / Awards	International Award / Fellowship from academic bodies/associations		15 per Award / 15 per Fellowship
		National Award/Fellowship from academic bodies/associations		10 per Award / 10 per Fellowship
		State/University level Award from academic bodies/associations		5 Per Award
III E (ii)	Invited lectures / papers	International		7 per lecture / 5 per paper presented
		National Level		5 perlecture / 3 per paper presented
		State / University Level		3 per lecture / 2 per paper presented

ANNEXURE – G

(i) FELLOWSHIPS / AWARDS

Sl. No.	Name of the Fellowship / Award	Name of the academic body / association	Whether National / International / State / University level	Date of Award	API Score

ANNEXURE – H

(ii) INVITED LECTURERS / PAPERS

Sl. No.	Title / Academic session / Subject of Lecturer delivered	Organizing Institution (Name of the City & Country)	Whether National / International / State / University level	Date of Lecturer	Duration	API Score

<u>ANNEXURE – I</u>

Category III (F) : DEVELOPMENT OF E-LEARNING DELIVERY PROCESS / MATERIAL

Category III	Activity	Maximum score for University / College teacher*
III F	Development of e-learning delivery process / material	10 per module