

AICTE REGULATIONS FOR (CAREER ADVANCEMENT SCHEME FOR THE TEACHERS AND OTHER ACADEMIC STAFF IN TECHNICAL INSTITUTIONS) (D)

Che Gazette of India EXTRAORDINARY, PCBLISHER BY 8, 17, NEW DELHI. THURSDAY. NOVEMBER 8, 2012 (1987 (1987 52) 10 (i) (V) 23 u-UINT (1) filf*-u-q (teQHL) au-E 2012 q-f-@-u« gl*1 i I 1.3 Ttfq, 05 2010 qah--;fd 2.1 2.2 2.3 24 2.5 26 ur ENI NA r. X L --c-h 3i-«-li-d -a fä-g 2, fä-ftg-a tl qq-w) -l) k-uiu-a-i a-T& fäR fhft fäg 5 2010 2010 å \$1 q-e-vq-fä (9 11 €4) 50 \$1 mlü a-rui *a-qi 4 (af&, Oz) 3idfrd "Efifirr-- \$1 q-ruq-T (l) (2) 2.7 28 Iil -VI-GQ 7B *-Å -t : Li] fäi Ill 3iq-ßfiT (@u)) RIN / f*-qiTf-täT ädr_h QiT Qh efÄii 2.10 E-4TVT 34-q-å -Ga-ri 2.11 ai 2.12 q-q-h—ffä f-ä-R q1-4 213 31Eh-q e-iq:i '-Guich" 50 3iZFi ÜTTRVET 2 14 t, fam 215 fö-fä q-rtfl fir, J4étll 2.18 ufr -a-6 & a-a fä@r 3.1 aul QI?) 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INDIA COUNCIL FOR 'TECHNICAL- EDUCATEON NOTIFICATION New Delhi. the 81b November. 2012 All India Council rar TechnicuJ Ed"cation (Carcer Advancemenl Scheme for the Teachers Rnd olher Academic Staff in 'Idechnical Institutions) (Diptoma) Regulations. 20t2 F. No. 37-3'Legal'AICTF.'2012. In exercise its pouds conferred under of Section 23 read With Section IO(i) and (v) Of the All 'ndid for I echRica' Educatn'll 1 98 (52 oi- 987). the A!] Council for Technical Education rngkcs the following Regulations i. SHORT TITLE, APPLICATION AND COMMÉNCÉMENTG] -i These Regulations may be called the Ah India Council iOr Technical Education (Career Advancemeo! Scheme (CAS) iOr the Teachers and other Academic Staff in 'Technicat institutions) (Diploma) Regulations. 2012. 1.2 They shall apply to all technical institutions approved by the AICTE imparting technical edocatioo and such other coursesærograms aod areas as notified by the AICTE from time time. i .3 They shalt come into force with efTect from the date of their publication in the Official Gazette. Provided that in the event, any candidate becomes etigible for promotion under Carcct•

Advancement Scheme in terms of these Regulations on or after March, 2010. (he' promotion of such a candidate shall be governed by the provisions of these Regulations. CAREER ADVANCEMENT SCHEME : 2.3 2.4 2.5 2.6 A teacher who wishes to be considered (or promotion under CAS may submit in writing to the State Government College, within three months in advance of the due date, that he / she fulfils all qualifications under CAS and submit to the State Government / College (the Performance Based Appraisal System (PBAS) in a proforma as by the concerned State Government / College duly supported by all credentials as the Academic Performance indicator (API) guidelines (Appendix I) set out in these Regulations- In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the State Government College should immediately initiate the process of screening selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfil all other criteria mentioned in these Regulations, as on 05 March, 2010 and till the date on which these Regulations are notified, can be considered for promotion from the date, on or after March, 2010, on which they fulfil the eligibility conditions. Candidates who do not fulfil the minimum score requirement under the API Scoring System proposed in (the Regulations as per Tables 11 (A) of Appendix I or (has: who obtain less than 500/0 in the expert assessment of the selection process will have to be re-assessed after a minimum period of one year. The date of promotion shall be the date at which he/she is successfully re-assessed. The Selection Committee specifications as delineated in Clause 4 are applicable to Career Advancement promotions of- Lecturer to Lecturer (Senior scale) to Lecturer (Selection Grade), promotions from a lower grade to a higher grade or Lecturer (Senior scale) shall be conducted by a "Screening-cum-Evaluation Committee" adhering to the criteria laid out as API score in Performance Based Appraisal System (PBAS) in the Tables at Appendix I. The "Screening-cum-Evaluation Committee" for CAS promotion of Lecturer / Lecturer (Senior scale) from one AGP to the other higher AGP shall consist of : • Committee" for College teachers : The Principal or Director of the College, Head of the concerned department from the College, where there is no HOD, Professor as nominated by the Principal / Director from the or any other Institution in the jurisdiction of (the concerned State; and 12] - [iii] Two subject experts in the concerned subject nominated by the State Government from the panel of experts. For Government Government Aided/ Government Autonomous Colleges : [i] As may be prescribed by the respective State Governments / Board of Governors 2.8 2.10 quorum for these committees in both categories mentioned above shall be three including one subject expert of State nominee need to present. The Screening-cum-Evaluation Committee on verification and evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the respective Directorate of Technical Education based on these Regulations and as per the minimum requirements specified in Tables 11 and 12 of Appendix for each of the cadre of - Lecturer, shall recommend to the State Government / Syndicate / Executive Council or Board of Management of the College about the suitability for the promotion of the candidate(s) under CAS for implementation. All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes. CAS promotion, being a personal promotion to the incumbent teacher holding substantive sanctioned POST, on superannuation or the individual incumbent. The said post shall revert to its original cadre. 2 The incumbent teacher must be on the active service of the Colleges on the date of consideration by the Selection Committee for Selection / CAS Promotion 2.12 Candidates shall offer themselves for assessment for promotion, if they fulfil the minimum API scores indicated in NIS appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date of the promotion they consider themselves eligible. In any event, the College concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates. 2.13 In the final assessment if (he do not either; fulfil the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year. 2.14 If a candidate applies for promotion immediately on completion of the minimum 2.15 2.16 eligibility period and is successful, the date of promotion will be made applicable from the date of completion of minimum period of eligibility, however, the candidate finds that he / she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from the date of application. If the candidate

does not succeed in the first assessment. but succeeds in the subsequent assessment. his/her promotion be deemed to be from the later date of successful assessment. STAGES OF PROMOTION CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY APPOINTED LECTURER : Entry level Lecturer (Stage 1) Would be eligible for promotion under the Career 3.1 Advancement Scheme (CAS) through three successive stages (stage 2, stage 3 and Stage 4), provided they are assessed to fulfill the eligibility and performance criteria laid down in next table. In order to remedy the delay in collecting retrospective information and to facilitate the implementation of these Regulations from March 2010 in the CAS I Promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories and 11 as mentioned in the tables of Appendix I is to be implemented for one year, initially based on the existing systems in Universities Colleges for one year only with the minimum annual salaries as depicted in Table (a) for College teachers. The annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2013, one year API scores for 2012-13 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2014, two years average of API scores for these categories will be required for assessment and so on progressively for the complete assessment period 1—1, possessing D. Degree in the discipline be for 3.4 3.6 3.7 3.8 moving to the next higher grade Of (stage 2) after completion of four years service as Lecturer, Lecturer possessing M. Phil Degree Or a Post-Graduate Degree in professional courses, approved by the relevant statutory body, shall be eligible for the next higher grade of Rs.6000 (stage 2) after completion of five years service as Lecturer- Lecturer who does not have Ph.D. or M Phil or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade Of Rs.6000 (stage 2) Only after completion of six years service as Lecturer. The upward movement from the entry level grade (stage E) to the next higher grade I of Rs.6000 (stage 2) for all Lecturers shall be subject to their satisfying the API based PBAS conditions laid down by the AICTE in these Regulations. Lecturer who has completed five years of service in the grade Of Rs.6000 (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down in these Regulations, to move up to next higher grade of Rs.7000 (stage 3). (stage 3) shall Lecturer completing three years of teaching in the grade Of Rs. 7000 be eligible, subject to the qualifying conditions and the API based PBAS requirements by these Regulations, to move to the pay Band of Rs. 37400-67000 with next higher grade Of Rs.8000 (stage 3) and to be designated as Lecturer (Senior Scale) (Selection Grade). Lecturer joining the Service after March 2010 shall have also earned Ph. D in addition to above mentioned requirements to move to the stage 4. Lecturer (Senior Scale) completing three years of service in stage 3 and possessing a Ph. D. Degree in the relevant discipline shall be eligible to be appointed and designated as Lecturer Grade) and be placed in the next higher grade of Rs.9000 (stage 4) subject to fulfilling 4. satisfying credit points as per API based PBAS requirements as provided in tables of Appendix I; and an assessment by a duly constituted selection committee as suggested for the direct recruitment of Head of the Department. SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURES : The AICTE has evolved following guidelines (a) Constitution of Selection Committees for selection of Lecturer, Head of the Department, Workshop Superintendent for direct recruitment and under CAS Specified selection procedures for direct recruitment and Career Advancement Schemes Regulations for Teachers in Colleges. However, for other academic staff in Colleges, UGC guidelines of 30.6_2009 and any amendments / corrigendum / clarifications issued subsequently by CGC be followed. SELECTION COMMITTEE SPECIFICATIONS : 5.1 Lecturer in Colleges including Private Colleges : The Selection Committee for the post of Lecturer in Colleges including Private Colleges shall have the following composition: 4

6. Chairperson of the Governing Body of the College or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee. The Principal or Director of the College- Head of the Department of the concerned subject in the College, nominees of the State Government whom one should be a subject expert. In case of Colleges notified / declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the State Government from the list of experts suggested by the relevant statutory body of the College, of whom one should be a subject expert. Two subject-experts not connected with the College to be nominated by the Chairperson of the governing

body of the College out of a panel of five names recommended by the State Government from the list of subject experts approved by the State. In case of Colleges notified/ declared as minority educational Institutions, two subject experts not connected with the State to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the State Government from the list of subject experts approved by the relevant statutory body of the College. An academician representing SC / ST / OBC / Minority / Women / Differently-abled Categories, if any of candidates representing these categories is the applicant, to be nominated by the State Government. If any of the above members of the selection committee does not belong to that category. To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present. For all levels of teaching positions in Government Government aided / Government autonomous Colleges, the State Public Services Commissions / Teacher Recruitment Boards must invite three subject experts, for which the concerned State Government be involved in the selection process by respective appointing authority. Head or the Department/ Workshop Superintendent in Colleges including Private Colleges : The Selection Committee for the post of Head the Department/ Workshop Superintendent in Colleges including Private Colleges shall have the following composition The Chairperson of the Governing Body or his/her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee. The Principal Director of the college. The Head of the Department of the concerned subject from the State College. Two State Government representatives nominated by the State Government. one of whom will be the Principal of College or equivalent position in the College and the other must be expert in the concerned subject. In case of Colleges notified/ declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities recommended by the State Government from the list of experts suggested by the relevant statutory body of the College of whom one should be a subject expert. Two subject experts not connected with the College to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the State Government from the list of subject experts approved by the relevant statutory body of the State concerned. In case of Colleges notified/ declared as minority educational Institutions, two subject experts not connected with the State to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the State from the list of subject experts approved by the relevant statutory body of the College. An academician Differently-abled representing categories, ST / OBC / Minority Women if any of candidates representing categories is the applicant, to be nominated by the State. If any of the above members of the selection committee does not belong to that category. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts. For all levels of teaching positions in Government Government aided Government autonomous Colleges, the State public Service Commission Teacher Recruitment Boards must invite three subject experts, for which the concerned State Government be involved in the selection process by respective appointing authority. College principal { Director : The Selection Committee for the post of College Principal shall have the following composition Chairperson of the Governing Body as Chairperson. - two members of the Governing Body of the College to be nominated by the Chairperson of whom one shall be an expert in academic administration. One nominee of the State Government no Higher Education extension- Three experts consisting of the Principal (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the State Government. An academician representing SC / ST / OBC / Minority / Women / Differently-abled Categories. If any of candidates representing these categories is the applicant, to be nominated by the State Government, if any of the above members of the selection committee does not belong to that category. To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present. All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates. Panel or names in order of merit, duly signed by all members of the selection committee. The term of appointment of the College Principal Director shall be FIVE Years with eligibility for reappointment not more than one term only after a similar selection process. COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT " AND PROMOTION UNDER CAS : Previous regular whether national or international, as Lecturer, Head of the

Department. or equivalent in a College, National Laboratories or other scientific/ professional organizations such as the CSIR, ICAR, DRDO, JGC, FCSSR, ICHR, ICMR. DBT should be counted for direct recruitment and promotion under CAS of a teacher as Lecturer (senior scale), Lecturer (Junior Grade) or any other nomenclature these posts are as per Appendix I - Table No. provided that (b) (c) (e) (g) the essential qualifications of the post held were not lower than the qualifications prescribed by the AICTE for Lecturer, Head of the Department. Workshop Superintendent as the case may be. The post in an equivalent grade or of the pre-revised scale of pay as (the post of Lecturer. Head of the Department. The candidate for direct recruitment has applied through proper channel The concerned Lecturer, Head of the Department, Workshop Superintendent should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of Lecturer, Head of the Department. Workshop Superintendent. as the case may be. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of State (Government Central Government, concerned institutions. such appointments. The previous appointment was as guest lecturer any duration. or an ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided the period of service was of more than one year duration; the incumbent was appointed on the recommendation constituted Selection Committee; [iii] (he incumbent was selected to (the permanent post in continuation to the ad-hoc or temporary service; and [iv] Artificial break in service shall not be used to the prejudice of candidature. appointed on permanent basis_ The person appointed on permanent basis shall be given the benefit of entire service rendered by him with effect from the date of initial appointment (temporary/contract./ad-hoc) notwithstanding the artificial break/breaks in service. No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government) was considered for counting past services under this

APPENDIX - 1 TABLE - PROPOSED SCALES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF COLLEGE TEACHERS TEACHING, LEARNING AND EVALUATION RELATED CATEGORY 1 ACTIVITIES Brief Explanation : Based on the teacher's self-assessment. API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses, etc. 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.

2 Nature of Activity Lectures, seminars, tutorials, practicals, contact hours undertaken percentage of lectures allotted Lectures or other teaching duties in excess of the AICTE norms Preparation and imparting of knowledge/instruction curriculum; syllabus enrichment by providing additional resources to students teaching-learning Use of participatory and Innovative methodologies: updating of subject content, course improvement. setting, question paper (Invigilation; Examination duties evaluation, assessment of answer scripts) as per requirement. Total Score ' Minimum Score Required Maximum Score 20 25 75 Universities will be required to detail the activities and case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category. Note: Lectures and tutorials allocation to add up to the AICTE norm for particular category of teacher. State Government may prescribe minimum cut-off (new of due leave), say 80 0/0, for above, below which no scores may be assigned in these sub-categories.

CATEGORY 11: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES. Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities: and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed is given below. It will be noted that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers, The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and finalized by the screening/selection committee The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages. without changing the minimum total API scores required under this category.

2 Nature of Activity Student related co-curricular, extension and field based activities (such as extension work through NSSRSCC and other channels, cultural activities, subject related events,

advisement and counseling). Contribution in Corporate life and management of the department and institution through participation in administrative committees and responsibilities. Professional Development activities (such as participation in conferences, Short term training courses, talks, Lectures seminars, membership Of associations, dissemination and general articles. not covered in Category III below) • Total Score Minimum API Score Required Maximum Score 20 IS 15 50 15 CATEGORY. : RESEARCH AND ACADEMIC CONTRIBUTIONS Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for academic contributions. The minimum API score required by teachers from this research and category is different for different levels of promotion in Colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the selection committee. APIs Research Papers Engineering Refereed Journals Languages Of Max. points for College Humanities/ Social teacher Sciences/ Management Refereed Journals • position publication THE OE INDEX EXTRAORDINARY published in Research Publications (books, chapters in books, other refereed journal articles) Non-refereed recognized but and reputable journals and periodicals. having ISBN/ISSN number. Seminar/ (: onference proceedings as full papers. etc. (Abstracts not to be included) Text or Reference Books Published by International Publishers with an established review system peer Subjects Books 6) Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. Conference proceedings as papers, (Abstracts not be included) Text or Books Published by International Publishers with an established peer review system Subject Books by / National level national level publishers/State and publishers/State and Central Publications Govt. with Central Govt. ISBN/ISSN numbers. 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Amount mobilized with minimum Rs.3.00 lakh Completed project Report (Acceptance from funding agency) with minimum of Rs. 3.00 lakh up to Rs. 100 lakh Minor Projects (Amount mobilized with grants above Rs 25.000 up to Rs.3 Amount mobilized with minimum of- Rs. lakh IO/each Project ID every Rs.3.0 lakh and respectively Completed project 20 'each major report (Accepted by project funding agency) IO / each minor Project Major policy Major Policy 3D document of Govt. national Bodies at Central output each document of Govt. Bodies at Central and State level Patent/ transfer.' Process RESEARCH GUIDANCE State level Technology Product, ' Patent:' Technology transtCr:' Process Degree Product:' awarded M.Phil./ M.Tech Ph.D ME; Degree awarded only Degree awarded Degree awarded patent 50 'each International candidate each (?andidate THE GAZETTE. INDIA . F.XIRAC)RDIXARY Thesis submitted Thesis 7 candidate 111 (E) (ij 111 (E) (ii) TRAINING PAPERS Attended Refresher courses, Methodology Training. Teaching Learning- Evaluation Technology Program mes , COURSES AND CONFERENCE ,SEMINAR / WORKSHOP I Not less than 10 less than two 20/each weeks Duration One week duration weeks duration One week duration Skill development Programmes, Faculty Development Program mes (Max: 30 points) Papers in Conferences Seminars Workshops, III (E) (iv) Invited Lectures or presentations for conferences Symposia Participation Presentation research and Participation and of • Presentation research papers papers (oral poster) in (oral poster) in conference b) National c) Regional/State level d) Local -College level (a) International (b) National level a)International conference b) National) Regional/State level • d) Local - College level (a) International (b) National level O/each IS 'each IO/ each 5 'each • 3 each 10 each 'each Wherever relevant

to any specific discipline, the API score for paper in Teferecd journal would be augmented as follows: (i) indexed journaEs - hy 5 points. (ii) papers with impact factor between 1 and 2 by IO points; (iii) papers with impact factor between 2 and 5 by 15 (iv) papers with impact factor between 5 and IO by 25 points. Ifa paper presented in Conterence!Scminar is published in the form Of Proceedings. the points would accrue for the publication (III and not pndcr presentatien It is incumbent on the Coordination Committee proposed in these Regulations and the to prepare and publieize within six months subject-wise lists or journals, petiodieals and publishers under categories IIIA and B. 'I'il' such time, screening/selecion committees will assess and the categorization and scores of publications. 2 _ u'he 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 eonccmed teacher, the first]Principal author and the corresponding author/supervisot/i•nentor of the teacher would share equally total score, if the number of authors are more. then the first two authors would share equally 60% ot' the total points and the remaining authors would share equality 40% of the points.

TABLE - (A) MINIMUM AS PROVIDED IN TABLE 1 TO BÉÄPPLIED FOR TKE pRös10T10N OF TEACHERS UNDER CARF.ERADVANCEMF.NT SCHEME (CAS) IN COLLEGES, AND WEIGH'VAGES FOR EXPERT ASSESSMENT Teaching- Icaming. Evaluation Related Activities (eagory Cn- curricular. Extension and Profession retated activitics (Catgory Minimum average annual Scote under Categories I and "0 Rseatch and Academic Contribution Lecturer: (Stage 1 AGP 5400 to StBge 2 AGP 6000) 7 smear I OONear (40/assessment _ period) Leetu rer: (Stage 2 AGP 6000 to Stage 3 AGP 7000) 20/Ycar (100/assessment Pcriod) fi,ecturer: Lecturer: (Stage 3 AGP (Staged AGP '7000 to Stage 8000 to Stage 4 AGP 0000) S, PB4, AGP 9000) I S/Ycar 40/Yeat (90/assessment period) (120/a_sssessment period) V Screening Screening Expert Assc ssment Committee Committee S skem _ , _i_j_ Percentage Distribution of Weightage Points in the Exper Assessment (Total weightage - 100. Minimum required for promotion is Na separate points. Screening committee to verify API scores separate points. Screening comminee verifr API Selection Committee 300/0 Conkr;butio to Research Assessment of domain knowledge and teaching practice* Interview performance Selection Comrnittee Contribution 'o Resexrch 30 Assessment of' domain knowledge and teaching practiees. 20 0/0 - interview periOrmance Explanatory note far Tables 11 (A) and 11 (B) AEI Universities Colieges will up verifiable systems for the API reEated informtation required in these tables within THREE months of notification of these Regulations. They wili have to be doeumented and collated annually by the Internal Quality Assessment cells Cn'leges for foliow up by the Universities Coliege (IQACs) of the Universities authorities. In order to facilitate this all teachers shali submit the duly fined-in Performnace Based Appraisal System (PBAS) proforma to the EQAC annually. However. in order to remedy the difficulties of coliecting retrospect;vc information and to facilitate the implementation of these Regulations from 31-12-2010 in Ehe CAS Promotion. the API based PBAS will be progressively ar:ld prospectively tolled out. Accordingly, -tfe PBAS based on the API scores of categories and as nentioned in these tables is to be impiemented for one year, initially based on the existing systems in Universities / Coileges, if any for nne year onEy with the minimum average scores as depicted in Table I i (a) and (b). This annualized APE scores can then be compounded progressively as and when the teacher becomes eEigibEe för CAS promotion 'o the next cadre. Thus. if a teacher is eEigibEe for CAS promotion in 2DE l. ene year APE scores for 2009-10 alone Wii] be required for xssessment. In case nf a teacher becoming tor CAS promotion in 2012, two ycxrs average af API scores for these cakegories wili be required for assessment and so on Eeading progressively the compEete assessment period. As shown in Table 11, the aggregate minimum API score required can be earned from any of 4. the two broad categories. subject to the minimum prescribed in each category. -mis wiEl provide for due weightage to teachers who contribute additionaly through any of the components given in Categories I and 11. also ror the differing nature of contributions possible in different institutionaE settings

5. For Category (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the APE scores for this category for the entire assessment period. in this category, an aggregate minimum score required for promotion over each stage. AEtématiqueEy, a teacher shouEd acquire the required minimum aggregate score over two previous stages, taken together. 6

7. Candidates should omer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables and hy submitting an application and the required proforma. they can do

so three months before the due date. if they consider : themselves eligible. Candidates who do not consider themselves eligible, can also apply at a later date. If, however, on final assessment, candidates do not either fulfil the minimum criteria under Rows and T V of Tables and (B) are obtained less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of if, however, the candidate finds that she/he fulfills the eligibility-conditions at a later date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application. If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her/his promotion will be deemed to be from the later date.

TABLE - II(B) Minimum Scores for APIs for direct recruitment of teachers in Colleges, and in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulations.

Lecturer / equivalent Head of the Department / cadres (Stage 1) Workshop Superintendent equivalent cadres (Stage 4) Minimum Qualification Consolidated API score Minimum API Scores Selection Committee criteria i weightages Weightages as stipulated in these Regulations a) b) c) Academic Record and Research Performance of Assessment Domain Knowledge and Teaching Skills Interview Performance (20%) requirement 300 points from category of APIs a) Academic Background (20%) b) Research performance based on API score and quality publications c) Assessment Domain Knowledge and Teaching Skills d) Interview Performance (20%)

C, A7.F.1 TE OF EXTRAORDINARY TABLE : MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN COLLEGES

Promotion of Service requirement Teachers through CAS

Lecturer from Stage 1 to Stage 2 Lecturer (Stage 1) to (Stage 2) Lecturer (Stage 2) to (Stage 3) Lecturer (Stage 3) to (Stage 4) Performance Academic Minimum and Screening/Selection Requirements Criteria (i) Minimum API scores using PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table of Appendix I. : (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration approved or conducted by AICTE / Central (Govt. / State PEE-QIP CIULP/ISTE/ NITTTR / , DTE / SBIE University, etc. process for recommending promotion. (i) Minimum API scores using the PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table II(B) of Appendix I (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Evaluation Learning Teaching Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration approved or conducted by State Govt AICTE / Central Govt. m; QIP / CHILP / ISTE/ / : SBTE University etc. (iii) Screening-cum-Verification process for recommending promotion. Lecturer with three (i) Minimum scores using the PBAS years of completed service in Stage 3. scoring proforma developed by the concerned State Government as per the norms provided in Table I of Appendix I (ii) At the end of the entire period as Lecturer (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 categories of methodology workshops, training, teaching- Learning-Evaluation Technology Programmes. Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration approved or conducted by Govt or IEQEP / CIILP/IS"FE/ NITTTR or DTE / SBTE University, etc. (i's) A selection committee process as stipulated in these Regulations and in Tables I(A) and II(B) of Appendix I. Lecturer with three (i) Minimum yearly cumulative API scores Lecturer (Stage 4) to (Stage 5) - 12 years of completed service in Stage 4. scores using the PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table of Appendix I. 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 4. A selection committee process as stipulated in these Regulations and in Tables I(A) and II(B) of Appendix I. GAZETTE : EXTRAORDINARY State Government of Annual Self-Assessment for the Performance Based Appraisal System (PRAS) Session / Year (To be completed and submitted at the end of each academic year) PART A GENERAL INFORMATION Name (in Block Letters) Father's Name Mother's Name : Husband's -4 2. 3

6. T S.Name Department Current Designation & Grade Puy Dale Of tasi Promotion Address for correspondence (with Pincode) fit Permanent Address (with Pincode. Telephone No. • & E-mail) Whether acqui/Ed any degree Orires.v; qualifications during the year Academic Staff Col•egc Orientation Refresher-! Course attended during the year Name orthe Course J Summer Place School Duration Sponsoring Agcocy PART B (ACADEMIC PERFRDR_MANCF, INDICATORS (Please see detailed instructions_Qr this PBAS proforma bcrcore fining oot this section CATEGORY TEACHING LEARNING AND EVALUAT'IN RELATED ACTIVITIES (i) Lectures. Seminars, Tutorials, Practicals. Contact Hours (give semester-wise details, where neccessary) Course / Paper Level Mode of No. Dt- classes of Classes % of classes i teaching * week conducted practicals taken ms documented record * Lccture Seminar (S), Tutorial (11'). PracticaE Contact Hours (C) APE Score (a) C Easses Taken (maw 50 for] 00% perron»ance & Proportionate score upto 80% peribrmance, below which no score .»ay bc given) (b) Teaching toad in cxcss of AICTE norm (max. score : IO) (ii) Reading i Instructional maleriaE consulted and additional knowledge resources provided to students Course / Paper Prescri bed AdditionaE Resource Provided No. THE GAIFTTF. OF INDIA API sCore based on Preparation and imparting of knowledge / instruction as per turriculum & syiiabus enrichment by providing additionai resources to students (max. Score 20) API Score (iii) Si. No. Cse of Participatory and Innovative T caching-Learning Metbodoiogies, Updating of Subject : Content, Course Improvement, etc. Short Description l'otal Score (max Score : 20) Examination Duties Assigned and Performed Type of Examination Duties Duties Assigned Extent to which carried out (0/0) API Score API Score Total Score (max. • 25) III CATEGORY 11 CO-CLIRRICULAR. EXTENSION. PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES Please mention your contribution to any of the following . Type OF Activity (i) Extension. Co•curricular & field based activities Total (tnax. : 20) Average Hrs. i Week (ii) Conlrihution to Corporate Lift and Managemcnl of Yearly / Semester wise the Institution responsibilities Total (max. 15) (iii)Professional Developnrrnt Activities Total : 1 5) Total Score (i+ ii + iii) (max. : 25) CATEGORY 111 (RESEARCH. PUBLIC A'IONS AND ACADEMIC CONTRIBUTIONS A) No. Published Pa ers in Journals with Journ Page Nas. a] Whether pect No. of reviewed, impact co-authors lälclor, if any Whether you are the tnain author API score API Score TEE OF _ EXIRAORDINARV B(i) Articles / Chapters published in Books .11 with No. Page Bock Title, editor & publisher ISSN/ISBN (ii) Full Papers in Conference Proceedings Sl. Whcther reviewed ISSN/ISBN T idc with Page Nos. Details of Conference Publication of No. of co-authors Whether you are lhe main author Whether you are the main author (iii) Books Published as single author or as editor Page Type of Nos. Book & Authorship Publisher & [SSN/ISRN No. Whether peer reviewed of co-authors Whc ther you are the main author Score API Score API Score q-u-ä iii (C) Ongoing and Research Projects and Consuhancies (c) (i & ii) Ongoing Projects / Consultancies Agency (c) (iii & iv) Completed Projects i Consultancies Agency Period Period (irant/Amount Mobilized (Rs. in Lakh) Grant/Amount Mobilized (Rs. Lakh) Whether poliey document]patent as API Score API Seore (D) Research Guidanee M.EJM_Tech-/Master appropriate field Ph. D. or equivalent Number Enrolled Thesis Suhmitted outcome Oegrec awarded API Score (i) Train;ng Courses,] each •rechnology Programmes, Faculty Development Programmes (not less than one week durat;on) Programme Duration Organised by API Score GAZETTE (E) (ii) Papers presented in Conferences, Setninars, Workshnps. Symposia S Title of the paper Organised Whether international national NCY presctcd Conference / Seminar by stake regional / Conege or University level E(iii) Invited Lectures and Chairmansh;ps at national or international confereneeiseminar. etc. No. Tille of Lecture Academic Session Title of Con ference Organised Whether international API Score API Score / Seminar etc. Last Academic Y ear by Total-API Score for Assessment period nationaE 'V. SUMMARY OF API SCORES No _ Criteria Learning Teaching, Evaluation related activities AnnuaE Av. Apt Score for Assessment Period CD-curricular, Extension, Professional development, etc. TotaE + H) Research and Contribution Academic PARI' C : OTHER RELEVANT INFORMATION Please give detaits of any OEher credential, significant contributions. awards, received, etc. not mentinl'ui earlier. Details (Mention Year. value clc. where relevanl) LIST OF ENCLOSURES (Please attach, copies Qt- certificates. sanction orders, papers, etc. wherever necessary) NIX ccflify that the informalion provided is correct per records avai]ahlc with the State Government and'nrdcwurnnts enc]used along with thc duly filed PBAS protörrna. SignaEure of the thculty with Designation, Place & Date Signature or HOD'School The Annual Self-Assessment protbrma duly filled along with all enclosures. submitted for CAS promotions will he verified by the State and information tiled with the

IQAC_58 OE EXTRAORDINARY PART C : OTHER RELEVANT INFORMATION Fte-ase give details of any other credential, significant contribution awards, received. not mentioned earlier. S I _ Details (Mention Year. value, etc where relevant) LIST OF ENCLDSUGS (Please attach. copies of certificate, sanction orders, etc wherever necessary) I that the information provided is Rs records and abtc with the State document_s enclosed along with the duly filed PBAS proforma Government and, or Signature of the faculty with designation. Place & Date Signature of the Principal 21 The Annual Self-Assessment proforma duly with all submitted for CAS fit/d promotions will verified by the State Government/College and information filed with the IQAC. Instructions for Filing up Part B of the PBAS Proforma Part B of the Proforma is based on the AICTE Regulations 2010. It is to filled out for the recently completed academic year. The proforma is to be filled as these tables and self-assessment scores given. For each category, maximum scores that can given or carried forward is indicated in the Table. 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 requirements assigned to categories and sub-categories in Appendix III. Table I. N.B. : The self-assessment scores are subject to verification by the State Government/College, and by the Screening- cum-Verification Committee or Selection Committee as the case may be. Teaching and Evaluation Related Performance : Maximum Score 10 20 (ii) (iii) Indicators/Activities (a) Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable records. NO score should be assigned if a teacher has taken less than (say) 80% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievements (6) If teacher has taken classes exceeding AICTE norm, then two point to be assigned for each extra hour of classes Imparting of knowledge: instruction vis-a-vis with the prescribed material (Text book Manual, etc) and methodology of the curriculum (100% compliance — 20 points) of Participatory and Innovative Teaching-Learning Methodologies. Updating of Subject Content. Course Improvement. etc. Updating of courses, design of curriculum, (5-single course) Preparation of resource material, fresh reading materials, Laboratory manuals, etc. Use of innovative teaching-learning methodologies; use of ICT: updated subject content and course improvement. 10 10 (iv) THE OF EXTRAORDINARY ICT Based Teaching material: 10 points/each Interactive Courses : 5 points/each Participatory [examining modules point/each Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity : 5 points) Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity 5 points) 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) Organizing and conduction of popularization programmes, training courses in computer assisted teaching/web-based learning and e- library facilities to students Workshop/Training course 10 points each b. popularization program : points each Maximum Aggregate Limit Examination Related Work College/ State Government end Examination work as 10 points, Evaluation of answer per duties allotted (Invigilation 5 pts — 5 points; Question paper setting - 5 points) (100% compliance 20 [K'ints) College/ State Government examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance - 10 points) Examination work such as coordination. or flying squad duties, etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points) Maximum Aggregate Limit B (iv) 10 20 25 Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the Institution Extension and Co-curricular Related Activities Institutional Co-curricular activities for students such as field studies/educational tours, industry-impaling training and placement activity (5 point each) Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC or any other similar activity (Each activity 10 points) Students and Staff Related Socio-Cultural and Sports Programmes. campus publications (department level 2 points. institutional level 5 points). Community work such as values of National Integration. secularism. democracy, socialism, humanism. peace. scientific temper; flood or, drought relief, small fund drives, etc. (5 points each) Maximum Aggregate Limit (Contribution to Corporate Life and Management of the Institution Contribution to Corporate life Universities/Colleges through meetings, popular lectures, subject related events, articles in College magazine and State (Government) volumes (2 point each). Institutional Governance responsibilities like. Vice Principal. Dean.

Director. Warden. Bursar. School Chairperson. IQAC coordinator (10 points each) Participation in committees concerned with any aspect of departmental or institutional management such as admission; on campus development, library committee (1 point each). Responsibility for, or participation in committees welfare. Counseling and Discipline (1 each) Organization of International for (10 Students points); national 10 IO 15 national/regional] (5 points) Maximum Aggregate Limit Professional Development Related Membership in profession related Activities committees at state and OF a. At national level : 10 points each b. At state level : 2 points each EXTRAORDINARY 41 10 IO 10 111 Participation in subject associations. conferences, seminars without paper presentation (Each activity: 2 point) 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) Membership/participation in Bodies/ Committees on Education and National Development (5 each) Publication of articles in newspapers, magazine or other publications (not covered in category 3): radio talks. etc. (1 point each). Maximum Aggregate Limit RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS This is to be fixed as per the AICTE Regulations, 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table Summary of API Scores The summary must take into account the maximum score limits for each set of indicators. Similar PBAS pattern could be developed by the universities for the Cadres of Librarian/ Deputy Librarian Assistant Librarian and Director of Physical Education & Sports/Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in AICTE Regulations, 2010.

