

APPENDIX – III TABLE – I

**SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER
ADVANCEMENT SCHEME (CAS) PROMOTIONS OF**

NORTH MAHARASHTRA UNIVERSITY AND COLLEGE TEACHERS.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED 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. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

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

Sr. No.	Nature of Activity	Maximum Score
1	Lectures+ seminars+ tutorials+ practicals + project =16 hours/week	50
2	Lectures + other teaching duties in excess of the UGC Norms = If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra hour of classes.	10
3	*Preparation of study material / resources (atleast 80% of Syllabus)	20
4	**Durative or Innovative teaching-learning Methods with proof for all the courses he/she teaches.	20
5	***Examination (Jr. Supervision, QP setting, evaluation recent preparation Exam Coordinator and members) Sr. Supervision, practical Examiner, other related duties	25
	Total Score	125
	Above work Minimum 80% of allocated	75

Note: a. Lectures and tutorials allocated as the UGC norms for particular category of teacher with minimum cut-off 80 %, for 1 and 5 above, below which no scores will be assigned in these sub-categories.

* Preparation of study material / resources:

Indicators/Activities	Maximum Score
Updating of courses, design of curriculum,(5-single course)	10
Preparation of resource material, fresh reading materials, Laboratory manuals etc. (5-single course)	10

** Use of Participatory and Innovative Teaching-Learning Methodologies:

Indicators/Activities	Maximum Score
Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement. a. ICT Based Teaching material:10 points/Lecture(Min 10 L) b. Interactive Courses:5points/each c. Participatory Learning modules:5points/each	10
Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity:5points)	10
Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity:5points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library; innovative composition and creations in music, performing and visual arts and other traditional areas (Each activity :5points)	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop/Training course :10 points each (b) Popularization program :5 points each	10
Maximum Aggregate Limit	20

** Examination Related Work

Indicators	Max. Score
College/University end semester/Annual Examination work as per duties allotted. (Invigilation -05 points; Evaluation of answer scripts – 10 points; Question paper setting – 5points). (100% compliance =20 points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance=10points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance=10points)	10
Maximum Aggregate Limit B (iv)	25

CATEGORY II: 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 scores is given below. It will be noticed 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 will be finalized by the screening/selection committee.

The table below gives groups of activities and API scores.

S. No.	Nature of Activity	Max. Points to be allocated	Maximum Score
1	Student related co-curricular, extension and field based activities <ul style="list-style-type: none"> • NSS/NCC officers • NET/SET workshop conduct(1 week) • Cultural Activities (Departmental/Institutional) • Organizing Subject related events like <ul style="list-style-type: none"> ○ Lectures on special topics ○ Quiz / Debate / Elocution ○ Study tour ○ Avishkar Co-ordinator ○ Essay competition ○ Exhibition ○ Science day Celebrations ○ Subject Association ○ Sports activities ○ Counseling 	10 5 2/5 2 2 2 2 2 2 2 2 2 2 2 5	20

2	<p>Contribution to Corporate life</p> <ul style="list-style-type: none"> ○ University/ Institution / College-Industry interaction ○ Testing / Analysis Support ○ Consultancy ○ Placement Coordinator/ In-plant training coordinator ○ Training of Industry persons <p>Management of Departments / College / Institute through participation in Academic & Administrative committees / responsibilities</p> <p><u>Administration:</u></p> <ul style="list-style-type: none"> ○ Head/Director/V.P./coordinator/ Rector/Dean/IQAC Coordinator ○ Admission Committees ○ Discipline committee ○ Anti ragging committee ○ Sexual Harassment committee ○ Statutory committees of the University ○ Any other committee appointed by Hon'ble V.C / Principal <p><u>Academic:</u></p> <ul style="list-style-type: none"> ○ Academic committee ○ NACC committee ○ IQAC ○ Any other academic committee appointed by Hon'ble V.C / Principal 	<p>2 2 2 5 2</p> <p>10</p> <p>5 5 5 5 5 5</p> <p>5 5 5 5</p>	15
3	<p><u>Professional Development activities</u> Participation in (Per Activity)</p> <ul style="list-style-type: none"> • Seminar / Workshop / Symposia • Conferences • Faculty development course • short term training courses • talks delivered in program • lectures delivered in program • membership of Associations National Level State Level • General Articles Publications • General Awareness Activity <p><u>Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc.</u></p>	<p>2 2 5 5 2 2 3 2 2 2</p> <p>1/activity (Max. 5)</p>	15
	Minimum API Score Required		15
	Maximum API Scores Required		50

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

S No.	APIs	Engineering/Agriculture/ Veterinary Science/Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position
III A	Research Papers published in:	Refereed Journals *	Refereed Journals*	Per publication - 15 Indexed – 20 Impact Factor 1-2 - 25 2-5 -30 5-10- 40
		Non-ref With ISBN/ISSN.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN Numbers.	10 / Publication
		Conference proceedings as full Papers.	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication
III (B)	Research Publications (books, chapters in books, other than journal)	Text or Reference Books Published by International Publishers with peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Subject book without ISBN/ISSN published by local Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 / Sole Author (If more than one author then 10 points to shared equally)
		Chapters in any book published by international	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	10 / Chapter

		Chapters in any book published by national with ISBN / ISSN		5/ chapters
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project
		<ul style="list-style-type: none"> Minor project amount mobilized with grants below 50000 (only for projects sanctioned on or before Dec-2010) 		10 / Projects
III (C) (ii)	Consultancy Projects	Amount mobilized with	Amount mobilized with	10 per every

	carried out / ongoing	minimum of Rs.10.00 lakh	minimum of Rs. 2.0 lakhs	Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report	Completed project report	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level,
III (D)	RESEARCH GUIDANCE			
III (D) (i)	M. Phil.	Degree awarded only	Degree awarded only	3 /each candidate
III (D) (ii)	Ph. D	Degree awarded	Degree awarded	10 /each candidate
		Thesis submitted	Thesis submitted	7 /each candidate
III(E)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS			
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks Duration	(a) Not less than two weeks duration	20/each
		(b) One week duration	(b) One week duration	10/each
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc.*	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	a) International conference	10 each
		b) National	b) National	7.5 / each
		c) Regional/State level	c) Regional/State level	5 /each
		d) Local –University/College level	d) Local –University/College level	3 / each
III(E) (iv)	Invited lectures or presentations for conferences/Seminar symposia & Conduct of Conference/Seminar/ symposia	(a) International (b) National level (c) Regional/State level (d) Local – University Level	(a) International (b) National level (c) Regional/State level (d) Local – University Level	10 /each 7.5/each 5/each 3/each

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

Notes.

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.
 - Single author – 100% of total points
 - Two Authors (First/Principal author + the corresponding author/supervisor/mentor) – 60% of the total points to each.
 - Three or more authors (First/Principal author + the corresponding author/supervisor/mentor + others) - 60% of the total points to each First/Principal author + the corresponding author/supervisor/mentor & 40% of the total points to all others.

APPENDIX – III TABLE – II (A)
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 WEIGHTAGES FOR EXPERT ASSESSMENT

		Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities (category I)	75/Year	75/year	75/year	75/year	75/year
II	Co-curricular, Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) –	10/Year (40/assessment period)	20/Year (100/assessment Period)	30/Year (90/assessment period)	40/Year (120/assessment period)	50/Year (500/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching Practices. 20% - Interview performance	50% - Contribution to Research. 30% - Assessment of domain knowledge and teaching practices. 20% - Interview performance	50% - research. 50% - Performance evaluation and other credential by referral procedure

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

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

APPENDIX – III TABLE – II (B)

MINIMUM POINT NORMS OF THE APIS AS PROVIDED IN TABLE I AND WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)

		Assistant Professor/ equivalent cadres Stage 1 to Stage 2:	Assistant Professor/ equivalent cadres: Stage 2 to Stage 3	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadre (Stage 4)	Associate Professor to Professor Promotion in Colleges (Stage 5) as per assigned posts
I	Teaching-learning, Evaluation Related Activities (Category – I)	75/Year	75/Year	75/year	75/year
II	Co-curricular, Extension and Profession related activities (Category – II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III)	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)	20/Year (60/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection 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	20% - Contribution to Research 60% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance	30% - Contribution to Research. 50% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance

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

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

Explanatory note for Tables II (a) and II (b)

1. The university administration & colleges will set up verifiable systems for the API related information required in these tables. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the university / colleges for follow up by the university / college authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) pro-forma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations from 31-12-2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in university / colleges for one year only with the minimum average scores as depicted in Table II (a) and II (b) in rows I to III. This 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 2011, one year API scores for 2010-11 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2012, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings
5. For Category III (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 API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor, the publication requirement shall be met over the two previous stages.
6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required pro-forma. 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.
7. If however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables II(A) and II (B) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
8. (a) 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 eligibility.
(b) If however, the candidate finds that she / he fulfills the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application
(c) 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.

APPENDIX – III TABLE – II(c)

Minimum Scores for APIs for direct recruitment of teachers in university departments/Colleges, Librarian/Physical Education cadres in Universities/Colleges, and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

	Assistant Professor/ equivalent cadres (Stage 1)	Associate Professor/ equivalent cadres (Stage 4)	Professor/equivalent cadres (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from category III of APIs	Consolidated API score requirement of 400 points from category III of APIs
Selection Committee criteria / weightages (Total Weightages = 100)	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge and Teaching Skills (30%) c) Interview performance (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%). c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance: (20%)	e) Academic Background (20%) f) Research performance based on API score and quality of publications (40%). g) Assessment of Domain Knowledge and Teaching Skills (20%) Interview performance: (20%)

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4 and 5 correspond to scales with AGP of Rs. 6000, 9000 and 10000 respectively

APPENDIX-III - TABLE: III
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS
IN UNIVERSITY AND COLLEGES

S. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil/PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/M.Phil/PG Degree in Professional Courses	<ul style="list-style-type: none"> (i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III. (ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending Promotion.
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	<ul style="list-style-type: none"> (i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.

3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<p>I. Minimum API scores using the PBAS scoring proforma Developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III.</p> <p>II. At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M.Phil. holders and an exemption of two publications will be given to Ph. D.holders..</p> <p>III. One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>IV. A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III.</p>
4.	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection committee process as stipulated in this regulation and in Tables II (A) and II(B) of Appendix III.</p>
5.	Professor (Stage 5) to Professor (Stage 6) .	Professor with ten years of completed service (universities only)	<p>(i) Minimum yearly /cumulative API scores for the assessment period as per the norms provided in Table II (A) of Appendix III</p> <p>(ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards / honors' / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt. ,LL.B., etc.,</p> <p>(iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II(A) and II(b) of Appendix III.</p>

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

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

APPENDIX – III: TABLE – IV

**SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER
ADVANCEMENT SCHEME (CAS) PROMOTIONS OF NORTH MAHARASHTRA UNIVERSITY UNIVERSITY /
DIRECTOR/ DEPUTY DIRECTOR/ ASSISTANT DIRECTOR OF PHYSICAL EDUCATION/ COLLEGE
DIRECTOR OF PHYSICAL EDUCATION**

**CATEGORY I: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS
MANAGEMENT ACTIVITIES**

S. No.	Nature of Activity	Maximum Score
CATEGORY –I		
1	<p align="center">Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports)* (20 Points)</p> <p align="center">Lecture cum practice based athlete / sports classes, seminars undertaken as percentage of allotted hours** (20 Points)</p>	40
2	Extending services, sports facilities and training on holidays to the institutions and organizations@	10
3	<p align="center">Organizing and conducting sports and games competitions at the International /National/ State/ Inter University/Inter Zonal Levels# (25 Points)</p> <p align="center">Organizing and conducting coaching camps / sports person development / training programmes\$ (15 Points)</p>	40
4	<p align="center">Up gradation of scientific and technological knowledge in Physical Education and Sports% (10 Points)</p> <p align="center">Identifying sports talents and Mentoring sports excellence among students& (10Points)</p>	20
5	Development and maintenance of play fields, purchase and maintenance of the other sports facilities+	15
	Total Score	125
	Minimum API Score Required	75

*Management of Physical Education & Sports Programmes for students

Indicators/Activity	Maximum Score
Planning of physical Education & sports	05
Physical fitness programs	04
Physical Training programs	04
Sports facilities	03
Various Physical tests	03
Test & measurements	03
Evaluation of Physical fitness & Training Programs	04
Organizing special coaching camp	04
Intra-Muller of various Game sports	03

**Lecture cum practice based athlete/sports Classes, seminars undertaken as % of allotted hours

Indicators/Activity	Maximum Score
Inspire the students	03
Guest lecture	03
Introduction of game & sports	04
Exploration / Explain the rules & regulation of game & sports	03
Explain tricks & tactics of game & sports	03
Expert speech & demo on various Game & Sports	03
Conduct seminar on Game Sports	03
Special coaching camps for selected players	03
Personal coaching for Indoor & outdoor Games	03
Athletic coaching camp	03
Personality development & positive attitude camp	03

@Extending services, sports facilities and training on holidays to the institutions and organizations

Indicators/Activity	Maximum Score
Summer vacation Indoor camp	05
Summer vacation swimming camp	05
Winter vacation camp	04
Winter vocation outdoor camp	04
Pre-Season coaching camp on Holiday	03
Expert speech & demo on various Game & Sports	03
Post season preparation camp	03
Trekking & rope climbing camp	03
Yoga camp on holiday	03

Organizing and conducting sports and games competitions at the International /National/ State/ Inter University/Inter Zonal Levels

Indicators/Activity	Maximum Score
International	10
National	08
Inter University	07
State	05
Inter Group	03
Inter College	02

\$ Organizing and conducting coaching camps / sports person development / training programmes

Indicators/Activity	Maximum Score
International	10
National	08
Inter University	07
State	05
Inter Group	03
Inter College	02

% Up-gradation of scientific and technological knowledge in Physical Education and Sports

Indicators/Activity	Maximum Score
Theoretical & class room presentation on various games using LCD	02/each
Explaining use of Technology in various Games	02/each
Study & analysis of games of others using ICT	02/each
Use of Latest tools & machines for practicing the games	02/each

& Identifying sports talents and Mentoring sports excellence among students

Indicators/Activity	Maximum Score
Study of various factor of sports psychology	03
Experiments on types of exercises & its benefits	05
Update latest rules	02
Identifying sports talent by various ways	03
Study the History of dynamic personalities	03
Improve the level of sports personality	03
Practical work on the ground	03

+Development and maintenance of play fields, purchase & maintenance of other sports facilities

Indicators/Activity	Maximum Score
Maintenance of Various Sports fields	02/each
Maintenance of Various Sports indoor	02/each
Equipments Purchase for indoor games	02/each
Equipments Purchase for outdoor games	02/each

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

S. No.	Nature of Activity	Max. Points to be allocated	Maximum Score
1	<p>Student related co-curricular, extension and field based activities (such Cultural exchange and Sports Programmes (Various level of extra murals and intramural programmes); extension work through NSS/NCC and other channels,</p> <ul style="list-style-type: none"> • NSS/NCC officers • NET/SET workshop conduct(1 week) • Cultural Activities (Departmental/Institutional) • Organizing Subject related events like <ul style="list-style-type: none"> ○ Lectures on special topics ○ Quiz / Debate / Elocution ○ Study tour(Camp) ○ Essay competition ○ Exhibition(Sports) ○ Science day Celebrations ○ Subject Association ○ Sports activities ○ Counseling 	<p>10 5 2/5 2 2 2 2 2 2 2 2 2 5</p>	20

2	<p>Contribution to Corporate life</p> <ul style="list-style-type: none"> ○ University/ Institution / College-Industry interaction 2 ○ Consultancy 2 ○ Placement Coordinator/ In-plant training coordinator 5 ○ Training of Industry persons 2 <p>Management of the sports units and institution through participation in sports and administrative committees and responsibilities.</p> <p><u>Administration:</u> 10</p> <ul style="list-style-type: none"> ○ Head/Director/V.P./coordinator/ Rector/Dean/IQAC Coordinator ○ Admission Committees 5 ○ Discipline committee 5 ○ Anti ragging committee 5 ○ Sexual Harassment committee 5 ○ Statutory committees of the University 5 ○ Gymkhana Committee 5 ○ Any other committee appointed by Hon'ble V.C / Principal 5 <p><u>Academic:</u></p> <ul style="list-style-type: none"> ○ Academic committee 5 ○ NACC committee 5 ○ IQAC 5 ○ Any other academic committee appointed by Hon'ble V.C / Principal 5 		15
3	<p><u>Professional Development activities</u> Participation in (Per Activity)</p> <ul style="list-style-type: none"> ● Seminar / Workshop / Symposia 2 ● Conferences 2 ● Faculty development course 5 ● short term training courses 5 ● talks delivered in program 2 ● lectures delivered in program 2 ● membership of Associations National Level 3 State Level 2 ● General Articles Publications 2 ● General Awareness Activity 2 <p><u>Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc.</u> 1/activity (Max. 5)</p>		15
	Minimum API Score Required		15
	Maximum API Scores Required		50

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

S.No.	APIs	Faculties of Physical education	Max. points for University and college teacher position
III(a)	Research Publication (Journals)	Refereed Journals*	Per publication - 15 Indexed – 20 Impact Factor 1-2 - 25 2-5 -30 5-10-40
		Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Full papers in Conference proceedings, etc.* (Abstracts not to be included)	10 / publication
III(b)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers **	50 /sole author 10 / chapter in an edited book
		Text or Reference Books Published by National/ Central/ State Government/ Societies **	25/sole author, 5/chapter in edited books
		Subject Books by other local publishers with ISBN/ISSN numbers **	15/ sole author, 3/ chapter in edited books
		chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories **	5 / Chapter

*For Joint Research papers, the First/Principal author will share 60%, while the rest joint authors will share the 40% of API scores

** Scores (50/25/10/03 whatever the case may be) to be shared equally by all authors

III(C)	RESEARCH PROJECT		
III (C)(i)	Sponsored Projects carried out/ ongoing	Major Projects/Events amount mobilized with grants above 5.0 lakhs	20 each Project
		Major Projects /Events Amount mobilized with minimum of Rs. 4.00 lakhs up to Rs. 5.00 lakhs	15 each major project
		Minor projects from central / state funding agencies with grants below 4.00 lakhs <ul style="list-style-type: none"> Minor project amount mobilized with grants below 50000 (only for projects sanctioned on or before Dec-2010) 	10 each minor Project 10 each minor Project
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.1 .0 lakh	10 per every Rs.5.0 lakhs 2 per every Rs.1 .0 lakhs
III (C)(iii)	Completed projects : Quality Evaluation	Completed project report	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Policy document of Govt. Bodies at Central and State level	30 / each output or outcome for National patents etc/50 /each for International patents.
III (D)	RESEARCH GUIDANCE		
III (D)(i)	M.Phil.	Degree awarded only	3 /each candidate
III (D)(ii)	Ph.D	Degree awarded	10 /each candidate
		Thesis submitted	7 /each candidate
III(E)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS		
III(E)(i)	Research Methodology/ Training/ Coaching Workshops	Research methodology / Training/ Coaching programme (not less than three weeks)/workshops of not less than one week.	20
III(E)(ii)	Papers in Conferences/	Participation and Presentation of research papers (oral/poster) in:	
		a) International conference	10 / each
		b) National	7.5 / each

III(E) (iv)	Seminars/ workshops etc	c) Regional/State level	5 /each
		d) Local – University/College level	3 / each
	Invitations for conferences/seminars/ workshops/ symposia to deliver lectures/chair sessions	(a) International	10 /each
		(b) National	7.5 /each
		(c) State level/Regional	5 /each
		(d) University/College level Endowment lectures	5 /each

Notes.

1. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.
 - Single author – 100% of total points
 - Two Authors (First/Principal author + the corresponding author/supervisor/mentor) – 60% of the total points to each.
 - Three or more authors (First/Principal author + the corresponding author/supervisor/mentor + others) - 60% of the total points to each First/Principal author + the corresponding author/supervisor/mentor & 40% of the total points to all others.

APPENDIX – III TABLE – V(c)

MINIMU

**M NORMS OF APIS AS PROVIDED IN APPENDIX – III TABLE: IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS)
PROMOTION OF UNIVERSITY DIRECTOR / DEPUTY DIRECTOR / ASSISTANT DIRECTOR OF PHYSICAL EDUCATION, AND WEIGHTAGES FOR
EXPERT ASSESSMENT IN SELECTION COMMITTEES.**

		Assistant Director of Physical Education (Stage 1 to Stage 2 (Senior Scale))	Assistant Director of Physical Education (Senior Scale) (Stage 2) to Deputy Director of Physical Education / Assistant Director Physical Education (Selection Grade) (Stage 3)	Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), Stage 3 to Stage 4	Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), (Stage 4) to Director of Physical Education (Stage 5) (university only)
I	Teaching, training coaching, sports person development and sports management activities (Category – I)	75/Year	75/Year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average API annual score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contributions (Category III) – Minimum Annual score required – to be assessed cumulatively	10/Year (40/assessment period)	20/Year (100/assessment Period)	30/Year (90/assessment period)	40/Year (120/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research evaluation 50% - Assessment of domain knowledge and skills in sports 20 % - Interview performance	50% - Research evaluation. 30 % - Assessment of domain knowledge contribution and organisation track record with vision plan. 20 % - Interview performance

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as provided, and AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

APPENDIX – III TABLE – V(c)

MINIMUM APIS AS PROVIDED IN APPENDIX – III TABLE: IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SENIOR SCALE) / COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SELECTION GRADE), AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES.

S. No	Categories of Criteria	Minimum Average, yearly or cumulative, API score required during the assessment period of each level as evaluated under the Performance Based Appraisal System (PBAS) with weightages for Expert Assessment		
		College Director of Physical Education to College Director of Physical Education (Senior Scale) (Stage 1 to Stage 2)	College Director of Physical Education Senior Scale to Selection Grade (Stage 2 to Stage 3).	College Director of Physical Education (Selection Grade) (Stage 3 to Stage 4).
I	Teaching-learning, Evaluation Related Activities (Category – I)	75/Year	75/Year	75/year
II	Co-curricular, Extension and Profession related activities (Category – II)	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required- to assessed cumulatively	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research evaluation 50% - Assessment of domain knowledge and skills in sports. 20 % - Interview performance

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

Note: For colleges in which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3 and 4 correspond to scales as provided, and AGP of Rs. 6000, 7000, 8000 and 9000 respectively

APPENDIX – III TABLE – V(c)

MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF PHYSICAL EDUCATION PERSONNEL IN UNIVERSITY DEPARTMENTS/COLLEGES

(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS UGC REGULATION)

S. No. of category	Minimum Norm / Criteria	Assistant Director of Physical Education/College Director of Physical Education (Entry Stage – Stage 1)	Deputy Director of Physical Education in university (Stage 4)	Director of Physical Education in university (Stage 5)
I	API score (Research and Academic Contribution – Category III)	----	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
II	Selection Committee (Total weightage = 100)	d) Track Record of championship won (30%) e) Sports and athletic skills (40%) f) Interview performance (30%)	h) Research papers (3 nos) evaluation: (40%) i) Organisational skills / Plans of sports: (30%) j) Interview performance: (30%)	a) Research papers (5 nos) evaluation: (50%) b) Organisational track vision plan: (25%) c) Interview performance: (25%)

Note: For universities/colleges in which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4 and 5 correspond to scales as provided, and AGP of Rs. 6000, 9000 and 10000 respectively

APPENDIX-III. TABLE: VI

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL EDUCATION CADRES IN UNIVERSITIES AND COLLEGES

S. No.	Promotion of Physical Education Cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant DPE/ College DPE to Assistant DPE (Senior Scale) / College DPE (Senior Scale) (Stage 1 to Stage 2)	Assistant DPE / College DPE completed four years of service in Stage 1 with Ph.D. or five years of service who are with M.Phil. or six years of service who are without Ph.D/M.Phil	(iv) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for university DPEs cadres in Universities and in Table V(b) of Appendix III for cadres in Colleges. (v) One Orientation and one Refresher Course of 3/4 weeks duration. (vi) No separate interview points for the Screening cum Evaluation process of recommending promotion.
2.	Assistant DPE (senior scale) / College DPE (senior scale) to Deputy DPE / Assistant DPE (selection grade) / College DPE(selection grade) (Stage 2 to Stage 3)	Assistant DPE (senior scale) / College DPE (senior scale) with completed service of five years in Stage 2	(iv) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for university DPEs cadres in Universities and in Table V(b) of Appendix III for DPEs cadres in Colleges. (v) Additionally, two refresher courses of 3-4 weeks duration to have been undergone during the assessment period. (vi) No separate interview points for the Screening cum Evaluation process of recommending promotion.
3.	Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) to Deputy DPE/ Assistant DPE (Selection Grade) / College DPE (Selection Grade) (Stage 3 to Stage 4).	Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for university DPEs cadres in Universities and in Table V(b) of Appendix III for cadres in Colleges. (ii) Minimum three publications over twelve years. For promotion in Colleges an exemption of one publication for M. Phil. holders and exemption of two publications for Ph. D. holders. (iii) Evidence of having produced teams / athletes. (iv) A selection committee process as stipulated in this regulation and in Table V(a) of Appendix III for the university DPE cadres in universities and in Table V(b) of Appendix III for cadres in colleges.
4.	University DPE (Stage 5) (For universities only)	Deputy DPE in universities with three years of completed service in Stage 4.	(iv) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table V(a) of Appendix III for DPEs in university. These may be achieved over two assessment periods, if required. (v) A minimum of five publications over two assessment periods (six years). (vi) Evidence of having produced teams / athletes. (vii) A selection committee process as stipulated in this regulation and in Table V(a) of Appendix III for DPEs in the university.

Note: The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the Physical Director cadres as per the API score specified for this cadre.

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

APPENDIX – III: TABLE –VII

SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF NORTH MAHARASHTRA UNIVERSITY LIBRARIAN, DEPUTY LIBRARIAN AND ASSTT. LIBRARIAN & COLLEGE LIBRARIAN.

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

S.No.		Nature of Activity	Maximum Points to be allocated per activity	Max. Score
1.	1.1	<p>Library resources organization and maintenance of books, journals, reports</p> <ul style="list-style-type: none"> • Books collected / acquired (collection Building) 2 • Journals Subscribed 2 • E-Journals 2 • Reports collected 2 • Back volumes collected / Bound 2 <p>Maintenance of collection</p> <ul style="list-style-type: none"> • <u>Technical Processing</u> <ul style="list-style-type: none"> Accessioning 2 Classification 2 Cataloguing 2 Book Binding 2 Training to library staff to maintain collection 2 <p>Book Purchase Policy</p> <ul style="list-style-type: none"> • Recommended by Teachers 2 • Recommended by Students/Staff 2 • Recommended by Check list 2 • Publisher Catalog 2 • Books Review, exhibition , etc 2 <ul style="list-style-type: none"> • Arrangement of Collection / Stack Arrangement <ul style="list-style-type: none"> • Subject-wise / Classified shelving 2 • Alphabetical shelving 2 • Stock verification is completed regularly 2 • Write off/ weeding out of books, reading materials,etc. 2 • Collection Promotion 2 <p>Expl.- Display, Additions list, in house exhibition</p>		40
	1.2	<p>Provision of library readers – services, literature Retrieval Service and Analysis of reports</p> <p><u>Library Services</u></p> <ul style="list-style-type: none"> • Reference Service 2 • Current Awareness Services 2 • Selective Dissemination of Information Services 2 • Bibliographic/Catalogues/ Index Services 2 • Inter Library loan Services 2 • On-line Public Access catalogue (OPAC) 2 • Home lending Services 2 • Reprographic Services 2 • Internet Information Services 2 • Information Extension Services 2 • E-Journals Services 2 • Periodical Contents Services 2 • Information Analysis for catalogue / Index 2 • Document Deriving Services 2 • Audio-Visuals information Services 2 • Indexing / Abstracting Services 2 		

	1.3	Provision of assistance to the Departments of University / College with required inputs for preparing reports, manuals and related documents <ul style="list-style-type: none"> • Assistance by providing number of books, reports to Departments 2 • Assistance by providing documents under documents delivery facilities to Departments 2 • Assistance by providing Technical guidance to develop Departmental Library 2 • Assistance by providing books to faculties of Department 2 • Assistance by providing Indexing / Abstracting /Periodical Contents to faculties of Departments/ Sections 2 		
	1.4	Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters <ul style="list-style-type: none"> • Information Provided about Library 2 • Information Provided about Services rendered 2 • Information Provided about Link of e-Resources 2 • Information Provided about new additions 2 • Information Provided about Transactions 2 • Information Provided about Library members 2 • Information Provided for University / College publication 2 		
2	2.1	Information Communication Technologies (ICT) and other new technologies application for up gradation of Library Services <u>Involvements in activities of ICT</u> <ul style="list-style-type: none"> • Library Automation 2 • Data Capturing 2 • Provision of OPAC 2 • Membership data creation / Readers data creation 2 • Computerized Reports Generation 2 • Computerized Alphabetic list of books generation 2 • Daily / Weekly /Monthly computerized Reports generation for transaction 2 		30
	2.2	Involvements in Library Security Technology <ul style="list-style-type: none"> • Computerized Acquisition 2 • Computerized periodicals Registration 2 • Computerized list of back volumes 2 • Computerized list of members / readers 2 • RFID Technology 2 • CCTV Technology 2 • 3MP Technology 2 • Other electronic Security 2 • Library Management Software 2 • Internet for Library management /function 2 		

3	3.1	Development, organization and management of e-resources including their accessibility over internet <ul style="list-style-type: none"> • Web Resources facilities provided to readers Expl.:- Consortia, Open access journals, DOAJ, J-Gate, etc. 	4	25		
	3.2	Digitization of Library Resources and e-delivery of information <ul style="list-style-type: none"> • Digital Library developed for readers • Information collected and delivered through electronic devices to Institutional Departments / Sections and readers • Digitization / Computerization of Library • Digitization / Lamination of Rare Books, Manuscripts, etc 	4 4 4 4			
		<u>Management of e-Recourses</u> <ul style="list-style-type: none"> • Databases Subscribed 	4			
		<u>Types of Databases Management</u> <ul style="list-style-type: none"> • CDs stored • Hard Disk stored • Printed and stored 	1 1 1			
	4	4.1	User Awareness and Instruction programmes <ul style="list-style-type: none"> • Users education activities • Training or knowledge inculcation to readers about , How to use library resources • Library talks / Lectures arranged for users • Instructions inculcation / display about OPAC 		3 3 3 3	20
		4.2	Information Sources promotion programmes <ul style="list-style-type: none"> • Originating Books exhibition • Originating Journals display • Parading Bulletin Board Services • Originating Display of New Added books • Conducting Information literacy programmes 		3 3 3 3 3	
	5	5.1	Additional Services such as extending Library facilities on holidays <ul style="list-style-type: none"> • Textbook Section services provided • Reading Room facilities provided 		2 2	
		<ul style="list-style-type: none"> • If required, Reading Room hours extended • Sanitary and Drinking Water services provided including holidays • Shelf Indicators / stickers maintained in stack to guide the readers • Library users manual brought out to guide the readers 	2 2 2 2			
	5.2	Institutional Library facilities extended to outside / external readers <u>External users /readers are provided with Library services</u> <ul style="list-style-type: none"> • Reference Service • Reprographic • Temporary memberships • Referral service <u>External Institutes are provided with Library services</u> <ul style="list-style-type: none"> • Memberships opened to institutes • Inter Library Loan Services provided to institutes 	2 2 2 2 2 2			

Category – II – Co-curricular, Extension and Professional Development Related Activities

S.No.		Nature of Activity	Points to be allocated per activity	Max. Score
1	1.1	Student related co-curricular, extension and field based activities		20
		• Cultural/ exchange programmes originated for internal Intuitions students	5	
		• Cultural/ exchange programmes originated for external Intuitions students	5	
		• Originating of Extension programmes arranged for awareness among students / public.	5	
		• Lectures delivered for local students.	2	
		• Lectures delivered for university students.	3	
• Library Hours arranged for internal/ external students.	5			
2	2.1	Contribution to corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities		15
		• Library committee is formed	2	
		• Library committee meets regularly	2	
		<u>Member of any other committee (Appointed/nominated by Hon'ble V.C. / Principal) / Elected</u>		
		• Senate	2	
		• Management Council	2	
		• Academic Council	2	
		• Faculty	2	
		• Board of Studies	2	
		• Board of Examination	2	
• Local University Committees	2			
• Local College Committees	2			
• Selection Committees	2			
3	3.1	Professional Development Activates		15
		• Participation in Seminars / Conferences / Workshops, Orientation course, Refresher Course, Training Course, etc	3	
		• Delivered lectures for professionals at Seminars, Conferences, Workshops, Training, Orientation/ Refresher Courses.	3	
		• Membership of Professional Associations including position acquired in it.	3	
		• Professional Information Disseminated through Bulletin Board, Brochures, Pamphlets ,etc.	3	
		• Creation of information, new methodology, new techniques to mange library / profession	3	
		• Editor / Sub-editor / Associate editor/ Patron .etc for publications in profession	3	
		• Advisor / Organizer / Convener, etc for professional activities	3	

Category – III – Research and academic contributions

S No.	APIs	Activity	Maximum Point
III A	Research Papers published in:	Refereed Journals	Per publication - 15 Indexed – 20 Impact Factor 1-2 - 25 2-5 -30 5-10- 40
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 /Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 / chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter(If more than one author then 10 points to shared equally)
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter

III (C)			
III (C) (i)	Sponsored Projects carried out/ ongoing	(d) Major Projects amount mobilized with grants above 30.0 lakhs	20 /each Project
		(e) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15 /each Project
		(f) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakh) <ul style="list-style-type: none"> • Minor project amount mobilized with grants below 50000 (only for projects sanctioned on or before Dec-2010) 	10/each Project 10/each Project
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakhs	10 per every Rs.10.0 lakhs and 2 per every Rs.2.0 lakhs, respectively
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	30 / each national level output or patent /50 /each for International level,
III (D)			
III (D) (i)	M.Phil.	Degree awarded only	3 /each candidate
III (D) (ii)	Ph.D	Degree awarded Thesis Submitted	10 /each candidate 7/each candidate

III(E)	TRAINING COURSES & CONFERENCE/SEMINAR/WORKSHOP PAPERS		
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30	Not less than two weeks duration	20/each
		One week duration	10/each
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc. *	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	10 /Each
		b) National Conference	7.5/ each
		c) Regional/State level	5/each
		D) Local –University/College level	3 / each
III(E) (iv)	Invited lectures or presentations for conferences/ / symposia	a) International Level b) National Level c) Regional/State Level d) Local University/College Level	10/each 7.5/each 5/each 3/each

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

Notes.

- The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.
 - Single author – 100% of total points
 - Two Authors (First/Principal author + the corresponding author/supervisor/mentor) – 60% of the total points to each.
 - Three or more authors (First/Principal author + the corresponding author/supervisor/mentor + others) - 60% of the total points to each First/Principal author + the corresponding author/supervisor/mentor & 40% of the total points to all others.

APPENDIX – III: TABLE – VIII(c)

Minimum APIs as provided in Appendix III Table VII to be applied for the Promotion of Library staff of universities and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

		Assistant Librarian to Assistant Librarian (senior scale) (Stage 1 to Stage 2)	Deputy Librarian / Assistant Librarian (Selection Grade) (Stage 2 to Stage 3)	Deputy Librarian/ Assistant Librarian (selection Grade) (Stage 3 to Stage 4)	Librarian (university only) (Stage 4 to Stage 5)
I	Procurement, organisation and delivery of knowledge and information thro' library services (category I)	75/Year	75/Year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	10/Year (40/assessment period)	20/Year (100/assessment period)	30/Year (90/assessment period)	40/Year (120/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50))	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20 % - Interview performance	50% Library publication work 30% Assessment of innovative Library service and organization of digital library services 20% Interview performance

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

Note: For universities/colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as given with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

APPENDIX – III: TABLE – VIII(c)

Minimum Weightage Points (WP) norms of the APIs as provided in Appendix III Table VII to be applied for the Promotion of Library staff of Colleges and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

		College Librarian (Stage 1) College Librarian (senior scale) (Stage 2)	College Librarian (senior scale) (Stage 2) to College Librarian (Selection Grade) (Stage 3)	College Librarian (selection Grade) (Stage 3 to Stage 4)
I	Procurement, organisation and delivery of knowledge and information thro' library services (category I)	75/Year	75/Year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	5/Year (40/assessment period)	10/Year (100/assessment period)	15/Year (90/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage of Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20 % - Interview performance

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

Note: For colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3 and 4 correspond to scales as provided with AGP of Rs. 6000, 7000, 8000 and 9000 respectively

APPENDIX – III: TABLE – VIII(c)

MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF LIBRARIAN POSITIONS IN UNIVERSITY DEPARTMENTS/COLLEGES

(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS UGC REGULATION)

S. No. of category	Minimum Norm / Criteria	Assistant University Librarian / College Librarian (Stage 1)	Deputy Librarian in universities (Stage 4)	Librarian (university only) (Stage 5)
I	API score (Research and Academic Contribution – Category III)	----	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
II	Selection Committee criteria/weightages (Total weightage = 100)	<p>a). Teaching / compute and communication skills by a Lecture demonstration (30%)</p> <p>b). Record of Library management skills (20%)</p> <p>c). Interview performance (50%)</p>	<p>a). Library related Research / Theme papers (3 Nos) Evaluation: (50%)</p> <p>b). Library automation skills and Organizational Plans (20%)</p> <p>c). Interview performance (30%)</p>	<p>a) Library Research papers (Five) evaluation (60%)</p> <p>b) organizational track record of innovation library service and vision plan (20%)</p> <p>c) Interview performance (20 %)</p>

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4, 5 and 5 correspond to scales as given and AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

APPENDIX – III: TABLE - IX

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES

S. No	Promotion of Librarian cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant University Librarian / College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant University Librarian / College Librarian (Stage 1) completed four years of service with Ph. D. or five years of service who are with M. Phil or six years of service who are without Ph. D./M.Phil.	<p>(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (a) of Appendix III for Librarian cadres in universities and Table VIII (b) of Appendix III for college Librarian cadres.</p> <p>(ii) One Orientation and one Refresher Course of 3/4 weeks duration</p> <p>(iii) No separate interview points for The Screening cum Verification Process of recommending promotion.</p>
2.	Assistant university Librarian (Senior Scale) / college Librarian (senior scale) to Assistant university Librarian (Selection Grade)/ College Librarian/ (selection grade) (Stage 2 to Stage 3)	Assistant university Librarian (Senior Scale) / college Librarian (senior scale) with completed service of five years in Stage 2	<p>(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (a) of Appendix III for Librarian Cadres in universities and Table VIII (b) of Appendix III for college librarian cadres.</p> <p>(ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period.</p> <p>(iii) No separate interview points for the Screening cum Verification process of recommending promotion.</p>

3.	Deputy university Librarian / Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) (Stage 3 to Stage 4)	Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	<p>(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (a) of Appendix III for Librarian cadres in universities and in Table VIII (b) of Appendix III for Librarian Cadres in Colleges.</p> <p>(ii) Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph. D. Holders.</p> <p>(iii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation.</p> <p>(iv) A selection committee process as stipulated in the Regulation and in Table VIII (a) of Appendix III for university in Table VIII (b) of Appendix III for librarian cadres in colleges.</p>
4.	Librarian (university) (Stage 5) -	Deputy Librarian in university with three years of completed service in Stage 4.	<p>(i) Minimum API scores using the PBAS scoring proforma developed by the university as per the norms provided in Table VIII (a) of Appendix III for Librarian (university). Minimum API scores can also be considered over two assessment periods (Stages 3 and 4), if required.</p> <p>(ii) A minimum of 5 publications over current and previous assessment periods.</p> <p>(iii) Evidence of innovative library service and organization of published work</p> <p>(iv) A selection committee process as stipulated in this regulation and in Table VIII (a) of Appendix III for Librarian (university)</p>

Note: The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the librarian cadres as per the API score specified for this cadre.

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales as provided and AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.