

## Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix-III, Table 1 of the UGC Regulations 2010.

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

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

B(III) is based on Category III of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-1 of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

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

### CATEGORY: I. Teaching, Learning and Evaluation Related Activities

(i) (a)

Lectures/Seminars/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than 80 % of the assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements have been made. <b>Maximum score of 50 if there is 100 % performance.</b>	Max Score: 50
---	---------------

(b)

If teacher has taken classes exceeding UGC norm, then two points to be assigned for each extra hour of classes/credit	Max. Score : 10
---	-----------------

(ii)

Imparting of knowledge / instruction <i>as per curriculum</i> with the prescribed material (Text book / Manual etc), syllabus enrichment by providing additional resources to students (100% compliance = 20 points)	Max Score: 20
--	---------------

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators/ Activities	Maximum Score
Updating of courses, design of curriculum, ( 5 per single course)	10
Participatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc., (a) Interactive Courses: 5 points/each (b) Participatory Learning modules: 5 points/each (c) Case studies: 5 points/each	10
Use of ICT in T/L process with computer-aided methods like powerpoint / Multimedia/Simulation/Softwares etc., (Use of any one of these in addition to Chalk & Board: 5 points)	10
Developing and imparting Remedial/Bridge Courses (Each activity : 5 points)	10
Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library ; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop / Training course : 10 points each (b) Popularization program : 5 points each	10
<b>Maximum Aggregate Limit</b>	<b>20</b>

(iv) Examination Related Work

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

**CATEGORY: II. Co-curricular, Extension and Professional Development Related Activities**

(i) Extension and Co-curricular & field based Activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each).	10
Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, NSO or any other similar activity (Each activity 10 points)	10
Students and Staff Related Socio Cultural and Sports Programmes, campus	10

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

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

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

(iii) Professional Development Related Activities

Indicators / Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level : 3 points each b. At site level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points)	10
Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 each).	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes ( 1 point each).	10
<b>Maximum Aggregate Limit</b>	<b>15</b>

**CATEGORY: III. Research and Publications and Academic Contributions**

This is to be filled as per Appendix III Table 1, Category III of the UGC 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 1.

**III. Summary of API Scores**

As stated in the UGC Regulations 2010, the API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in 2010-2011, annual averages of two years in 2011-2012 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

IV. Similar PBAS proforma 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 Appendix III: Tables – IV to IX of the UGC-Regulations, 2010.