

APPLICANT SUMMARY SHEET – ASSISTANT PROFESSOR (CAS)**Stage 1 to 2 (Colleges and Departments)**

College/Department:

Subject

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

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

Requirement / Qualification	YES/NO	Remarks
Master's Degree (Minimum 55%)#		
Desirable Qualifications : Ph.D (in relevant subject)		
M.Phil (in relevant subject)		
Completed years of service in Stage 1 With Ph.D : 04 Yrs.		
With M.Phil/PG Degree in Professional Courses : 05 Yrs.		
Others : 06 Yrs.		
One Orientation course (2-3 weeks duration) within the Assessment Period		
One Refresher Course/Research Methodology (3 weeks duration) within the Assessment period		
Verified API Category I (Minimum 300/375/450 (75/Year))		
Verified API Category II (Minimum 60/75/90 (15/Year))		
Verified API Category III (Minimum 05/Year OR 20 in Assessment period)		
Verified API Category I & II (Minimum 400/500/600 (100/Year))		

5% relaxation as per rules for SC/ST/Physically/Visually/Differently-abled/Other Backward Classes (OBC) (Non-Creamy layer) based on the qualifying marks only without including any grace mark procedures.

API TALLY

CATEGORY	Minimum API Required	Verified API Score	Limited API Score	Remarks
I*	300/375/450			
II**	60/75/90			
I + II***	400/500/600			
III**** Consolidated	20			
III A ₁				
III A ₂				
III A ₃				
III B ₁				
III B ₂				
III C ₁				
III C ₂				
III C ₃				
III D				
III E ₁				
III E ₂				
III E ₃				

*75/ Year ** 15/ Year *** 100/Year ****20/Assessment period

SCREENING COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made /
Does not possess prescribed minimum requirements.

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

APPLICANT SUMMARY SHEET – ASSISTANT PROFESSOR (CAS)**Stage 2 to 3 (Colleges and Departments)**

College/Department:

Subject

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

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

Requirement / Qualification	YES/NO	Remarks
Completed 05 years of service in Stage 2		
One Refresher Course/Methodology Workshop/Training, Teaching-Learning-Evaluation Technology Programmes/Soft Skill Development Programmes & Faculty Development Programmes (3 weeks duration) after placement to Stage 2 and within the Assessment period		
Verified API Category I (Minimum 375 (75/Year))		
Verified API Category II (Minimum 75 (15/Year))		
Verified API Category III (Minimum 10/Year OR 50 in Assessment period)		
Verified API Category I & II (Minimum 400/500/600 (100/Year))		

5% relaxation as per rules for SC/ST/Physically/Visually/Differently-abled/Other Backward Classes (OBC) (Non-Creamy layer) based on the qualifying marks only without including any grace mark procedures.

API TALLY

CATEGORY	Minimum API Required	Verified API Score	Limited API Score	Remarks
I*	375			
II**	75			
I + II***	500			
III**** Consolidated	50			
III A ₁				
III A ₂				
III A ₃				
III B ₁				
III B ₂				
III C ₁				
III C ₂				
III C ₃				
III D				
III E ₁				
III E ₂				
III E ₃				

*75/Year ** 15/Year *** 100/Year ****50/Assessment period

SCREENING COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made / Does not possess prescribed minimum requirements.

ELIGIBLE TO BE PLACED TO STAGE 3 / NOT ELIGIBLE TO BE PLACED TO STAGE 3

APPLICANT SUMMARY SHEET – ASSOCIATE PROFESSOR (CAS)
Stage 3 to 4 (Colleges and Departments)

Applicant	SC/ST/OBC	Phys./Visual differently abled

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

Requirement / Qualification	YES/ NO	Remarks
Completed 03 years of service in Stage 3		
Ph.D Degree (<i>Not a minimum requirement</i>)		
Master's degree (Minimum 55% marks)#		
Minimum 3 publications in the entire period as Assistant Professor (12/13/14 years) For College teachers : Holders of M.Phil Degree : Minimum 2 Publications Holders of Ph.D Degree : Minimum 1 publication		
One Course/Programme from among the categories of Methodology Workshop/Training, Teaching-Learning-Evaluation Technology Programmes/Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration.		
Verified API Category I (Minimum 225 (75/Year))		
Verified API Category II (Minimum 45 (15/Year))		
Verified API Category III (Minimum 15/Year OR 45 in Assessment period)		
Verified API Category I & II (Minimum 300 (100/Year))		
Whether eligible to be called for interview		

5% relaxation as per rules for SC/ST/Physically/Visually/Differently-abled/Other Backward Classes (OBC) (Non-Creamy layer) and those Ph.D holders those obtained their Master's degree before 19 September, 1991.

API TALLY

CATEGORY	Minimum API Required	Verified API Score	Limited API Score	Remarks
I*	225			
II**	45			
I + II***	300			
III**** Consolidated	45			
III A ₁				
III A ₂				
III A ₃				
III B ₁				
III B ₂				
III C ₁				
III C ₂				
III C ₃				
III D				
III E ₁				
III E ₂				
III E ₃				

*75/ Year ** 15/ Year *** 100/Year ****45/Assessment period

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made /

Does not possess prescribed minimum requirements.

ELIGIBLE TO BE CALLED FOR INTERVIEW / NOT ELIGIBLE TO BE CALLED FOR INTERVIEW

APPLICANT SUMMARY SHEET – PROFESSOR (CAS)
Stage 4 to 5 (Colleges and Departments)

Applicant	SC/ST/OBC	Phys./Visual differently abled

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

Requirement / Qualification	YES/ NO	Remarks
Completed 03 years of service in Stage 4		
Ph.D Degree		
Minimum 5 Publications since placed in Stage 3		
Verified API Category I (Minimum 225 (75/Year))		
Verified API Category II (Minimum 45 (15/Year))		
Verified API Category III (Minimum 20/Year OR 60 in Assessment period)		
Verified API Category I & II (Minimum 300 (100/Year))		

5% relaxation as per rules for SC/ST/Physically/Visually/Differently-abled/Other Backward Classes (OBC) (Non-Creamy layer) and those Ph.D holders who obtained their Master's degree before 19 September, 1991.

API TALLY

CATEGORY	Minimum API Required	Verified API Score	Limited API Score	Remarks
I*	225			
II**	45			
I + II***	300			
III**** Consolidated	60			
III A ₁				
III A ₂				
III A ₃				
III B ₁				
III B ₂				
III C ₁				
III C ₂				
III C ₃				
III D				
III E ₁				
III E ₂				
III E ₃				

*75/ Year ** 15/ Year *** 100/Year ****60/Assessment period

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made /
Does not possess prescribed minimum requirements.

ELIGIBLE TO BE CALLED FOR INTERVIEW / NOT ELIGIBLE TO BE CALLED FOR INTERVIEW

UNIVERSITY OF KERALA**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
for the Physical Education teachers (Assistant Professor, Associate Professor
& Professor)****Session/Year :****(To be completed and submitted at the end of each academic Year/Session)****PART A: GENERAL INFORMATION**

1.	Name (In Block Letters)	:	
2.	Father's Name/ Mother's Name	:	
3.	Department	:	
4.	Current designation & Grade Pay	:	
5.	Date of last promotion	:	
6.	Which Position and Grade pay are you an applicant under CAS	:	
7.	Date of eligibility for promotion	:	
8.	Date and Place of Birth	:	
9.	Sex	:	
10.	Marital Status	:	
11.	Nationality	:	
12.	Indicate whether belongs to SC/ST/OBC Category	:	
13.	Address for correspondence (with Pin code)	:	
14.	Permanent Address (with Pin code)	:	
.	Telephone No:		
	Email		

15. Academic Qualifications (Matric till post-graduation):

Examinations	Name of the Board/ University	Year of Passing	% of Marks obtained	Division/ Class/ Grade	Subject

16. Research Degree(s):

Degree	Title	Date of Award	University

17. Appointments held prior to joining this institution

Designation	Name of employer	Date of		Salary With Grade	Reason of leaving
		Joining	Leaving		

18. Posts held after appointment at this institution

Designation	Department	Date of actual Joining		Grade
		From	To	

19. **Period of teaching experience** :

:

:

20. **Research Experience excluding years spend in M.Phil / Ph.D (in years)** :

21. **Field of specialization under the Subject/Discipline** :

22. Academic Staff College Orientation/Refresher Course attended:

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY: 1. TEACHING, TRAINING, COACHING AND INVOLVING SOCIAL COGNITIVE DEVELOPMENT ACTIVITIES

I. Teaching, Training ,Coaching, Health and Recreation Activities

Sl.No.	Activity	API	
a	Classes Taken – Theory classes, Lecture cum practice based sports & games, sports classes, seminars undertaken as percentage of allotted hours. Average for the year		
b	Coaching, training and result outcome (max score:35)		
c	Managing other health & recreation related activities (max score 10)		
Sl. No	Short Description		API Score
a	Average for the year (max 15 for 100% performance & Proportionate Score up to 80% performance, below which no score may be given)		
b	Average for the year (max 35 for 100% performance & Proportionate Score up to 80% performance, below which no score may be given)		
c	Load in excess of UGC norm - Managing other health & recreation related activities (Max:10)		
The record of theory classes, coaching camps conducted and other health and recreation activities engaged by the teacher attested by Principal or HOD			Total API Score

II. Extending services to institution, organization & community in excess to norms

Sl.No.	Activity	API	
a	External assignments for university, state & country		
b	Community & institutional service besides norm		
API Score based on participation in officiating, accompanying with the teams, community level sports promotion, intramural programmes etc. (Maximum Score: 20).			API Score

III. Management and conduct of sports and physical education in the college

Sl.No.	Activity	API	
a	Conduct of International, national, interuniversity competitions		
b	State level competitions		
c	Intercollegiate/District competitions (15 per event)		
d	University/ state coaching camps		
Max Score: 20 (Statement of duty engaged by teacher attested by Principal or HOD)		API Score	

IV. Use of participatory & innovative teaching/ coaching methodologies & facilities

Sl. No	Short Description	API Score

		Total
Each activity:05 points Max Score: 15 (Statement of duty engaged by teacher attested by Principal or HOD).	API Score	

V. **Examination related work**

Sl.No.	Activity	API	
a	University examination		
b	College examination		
c	Other exam works		
.Max. Score: 10 (Statement of duty engaged by teacher attested by Principal or Chief Superintendent or duty certificates issued by University/authority concerned).		Total API Score	

Total API for Category I: Minimum: 80; Maximum: 125

Total API Score Category I =

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

Sl.No.	Activity	Average hours/week	API Score
I	Extension, Co-curricular & Field based activities		
a	Remedial coaching camps/Mass fitness and sport programmes/Measurement and evaluation programmes like health and fitness assessment etc.		
1			
2			
	Each activity 05 points Total (Max: 10)		
b	Other co-curricular activities (Cultural, NSS, NCC etc.)		
1			
2			
	Each activity 05 points Total (Max: 10)		
c	Extension and dissemination activities (lectures/talks/seminars/official/consultant/resource person etc.)		
1			
2			
	Each activity 05 points Total (Max: 10)		

(a+b+c = 15 points)

II	Contribution to Corporate Life and Management of the department and Institution through academic and administrative committees and responsibilities	Yearly/Semester wise	API Score
a	Administrative responsibilities – Deputation or work arrangement participation in government or university /Principal/Dean/Convenor/Head of the department/Chairperson/Coordinators/Secretary, President, Member of statutory bodies etc.		
1			
2			
	Each activity 05 points Total (Max: 10)		
b	Participation in Board of Studies/Faculty/Sports Council/Member of the affiliated sports associations		
1			
2			
	Each activity 05 points Total (Max: 10)		

(a+b = 15 points)

III	Professional Development Activities	API Score
a	Organization of seminars /Conferences	
1		
2		
	Chairman/Organizing Secretary/Convenor International-10 National-7 State/Regional-5 Member in the organizing committee International-5 National-3 State/Regional-2 Total (Max: 10)	
b	Participation in in (sports /physical/health associations)/seminars/conferences without paper presentation	
1		
2		
	Each activity 02 points Total (Max: 10)	
c	Membership in profession related committees and bodies	
1		
2		
	International-5 National-3 State-2 Total (Max: 10)	
d	Participation in short term training courses less than one week duration	
1		
2		
	Each course -05 points Total (Max: 10)	
e	Professional experience/popular talks/refresher course or faculty development programme resource person/Dissemination and general articles/Extending media or public services etc.	
1		
2		
	Each course -02 points Total (Max: 10)	
TOTAL		

(a+b+c+d+e =15 points)

Maximum Scores Allocated : 100
Minimum API Scores Required : 45

Total API Score Category II =

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A1. Research Papers in Refereed Journals

Sl. No.	Title with page Nos	Journal	UGC/University/ISSN/ISBN No	Whether peer reviewed, Impact Factor, if any	No. of Co-authors	Whether you are the main Author	API Score
Total							
15 Points per publication The first/principal author would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors						API Score	

A2. Research Papers in Non-Refereed and other Reputed Journals

Sl. No.	Title with page Nos	Journal	UGC/University/ISSN/ISBN No	Whether peer reviewed, Impact Factor, if any	No. of Co-authors	Whether you are the main Author	API Score
Total							
10 Points per publication The first/principal author would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors						API Score	

A3. Full Papers in Conference Proceedings

Sl. No.	Title with Page Nos.	Details of Conference publication	No. of Co-authors	Whether you are the main Author	API Score
Total					
10 Points per publication The first/principal author would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors				API Score	

B1. Reference/Subject books published by International/National/Local publishers

Sl. No.	Title	Book, Title, Editor & Publisher	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	API Score
Total						
International : 50 Points, National : 25 & Local : 15 per book for Single Author. In the Case of multiple authors, scores should be shared equally by all authors.					API Score	

B2. Articles/Chapters in books published by International/National/Local publishers

Sl. No.	Title	Book, Title, Editor & Publisher	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	API Score
Total						
International: 10 Points, National: 05 & Local: 03 per chapter for Single Author. In the Case of multiple authors, scores should be shared equally by all authors.					API Score	

C1. Ongoing and Completed Research Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score	
Total						
Major Projects : 20 Points (Above 05 Lakhs) Major Projects : 15 Points (> 04 Lakhs & < 05 Lakhs) Minor Projects : 10 Points Below 04 Lakhs)					API Score	

C2. Consultancy Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score	
Total						
10 Points for every 05 Lakhs & 02 Points per 01 Lakh					API Score	

C3. Project outcome/output

Sl. No.	Description/Patent	International/National	API Score
Total			
International : 50 Points/Patent or output National : 30 Points /Patent or output			API Score

D1. Research Guidance

Category	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
i. Ph.D or equivalent				
ii. M.Phil or equivalent		NA		
Total				
Ph. D (Degree Awarded) : 10 Points; Ph. D (Thesis Submitted) : 07 Points M. Phil : 03 Points			API Score	

E1. Research Methodology / Training / Teaching-Learning-Evaluation Technology Programmes / Coaching/ Faculty development Programmes (not less than one week duration).

Sl. No.	Programme	Duration	Organized by	API Score
Total API Score				

E2. Papers presented in Conferences, Seminars, Workshops, Symposia

Sl. No	Title of the paper presented	Title of Conference/ Seminar	Organized by	Whether International/ National/State/Regional/ College or University Level	API Score
Total					
International : 10/Paper presented National : 7.5/Paper presented State/University : 05/Paper presented				API Score	

E3. Invited Lectures and Chairmanships at National or International Conference/Seminar etc

Sl.No.	Title of the Lecture/ Academic Session	Title of Conference/ Seminar	Organized by	Whether International/ National/State/Regional/ College or University Level	API Score
Total					
International : 10/Lecture National : 7.5/Lecture State/University : 05/Lecture				API Score	

Total API Score Category III =

IV. SUMMAY OF API SCORES

Session/Year :

Criteria		API Scored	Minimum API Required	Maximum API
I	Teaching, Training, Coaching and Involving Social Cognitive Development Activities			
II	Co-curricular, Extension, Professional development etc.			
	Total II + III			
III	Research and Academic contribution			

PART C : OTHER RELEVANT INFORMATION

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

Sl. No.	Details (Mention Year, Value etc. where relevant)

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

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

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

Signature of the Faculty with Designation,
Place & Date

Signature of HOD

Principal

NB: The Annual Self-Assessment Proforma duly filled along with all enclosures submitted for CAS promotions will be verified by the University/College and information filed with the IQAC.

INSTRUCTIONS FOR FILLING UP PART B, CATEGORY –I

Category I: Teaching, Training, Coaching and involving Social Cognitive Development Activities

Maximum Scores Allocated : 125

Minimum API Scores Required: 75

Sl.No	Nature of Activity	Max. Score
I	Teaching, Training ,Coaching, Health and Recreation Activities	
a	Classes Taken – Theory classes, Lecture cum practice based sports & games, sports classes, seminars undertaken as percentage of allotted hours. Teaching Classes Taken-Average for the year (max 15 for 100% performance & Proportionate Score up to 80% performance, below which no score may be given)	15
b	Coaching & training	35
c	Managing other health & recreation related activities	10
	Maximum aggregate limit	60
II	Extending service to institution, organization & community in excess to norms	
a	External assignments for university, state & country (Technical official, Coach, Manager, player etc.)	10
b	Community & institutional service besides norm	10
	Maximum aggregate limit	20
III.	Management & Conduct of sports competition at college	
a	Conduct of International, national, interuniversity competitions	20
b	State level competitions	15
c	Intercollegiate/District competitions (15 per event)	15
d	University/ state coaching camps	5
	Maximum aggregate limit	20
IV.	Use of participatory and innovative teaching, coaching & training methodologies; updating of subject content, facilities, etc.	
a	Use of ICT for teaching coaching, web-based learning and e-library skills to students	5
b	Updating course, planning and design of curriculum	5
c	Preparation of resource materials, fresh reading materials, training manuals	5
d	Maintenance of playfield	5
e	Developing/ assigning/imparting remedial/ corrective/bridge/counseling sessions/First aid programmes	5
f	Developing, imparting, and organizing soft skills, psychological skills & personality development programmes for sportsperson	5
g	Talent identification programme development & conduct	5
	Maximum Aggregate Limit	15
V	Examination Related Work	
	College/University end semester/Annual Examination work as per duties, allotted. (invigilation – 5 points, Evaluation of answer scripts – 5 points; Question paper setting - 3 points/ per subject/exam. 5 points per Practical/Viva exam conducted as examiner, PSC Physical Fitness Test Board member, PhD Open Defence Chairman, Thesis valuer)	10
	Maximum Aggregate Limit	10

NB: Category II & III templates are self-explanatory.

APPLICANT SUMMARY SHEET – ASSISTANT PROFESSOR (CAS)**Stage 1 to 2 (Colleges and Departments)**

College/Department:

Subject

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

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

Requirement / Qualification	YES/NO	Remarks
Master's Degree (Minimum 55%)#		
Desirable Qualifications : Ph.D (in relevant subject)		
M.Phil (in relevant subject)		
Completed years of service in Stage 1 With Ph.D : 04 Yrs.		
With M.Phil/PG Degree in Professional Courses : 05 Yrs.		
Others : 06 Yrs.		
One Orientation course (2-3 weeks duration) within the Assessment Period		
One Refresher Course/Research Methodology (3 weeks duration) within the Assessment period		
Verified API Category I (Minimum 320/400/480 (80/year)		
Verified API Category II (Minimum 50 in Assessment period)		
Verified API Category III (Minimum 20 in Assessment period)		
Verified API Category II & III (Minimum 90 in Assessment period)		

5% relaxation as per rules for SC/ST/Physically/Visually/Differently-abled/Other Backward Classes (OBC) (Non-Creamy layer) based on the qualifying marks only without including any grace mark procedures.

API TALLY

CATEGORY	Minimum API Required	Verified API Score	Limited API Score	Remarks
I*	320/400/480			
II** Consolidated	50			
III*** Consolidated	20			
II + III**** Consolidated	90			
III A ₁				
III A ₂				
III B ₁				
III B ₂				
III C ₁				
III C ₂				
III C ₃				
III D				
III E ₁				
III E ₂ ##			04	
III F				

*80/ Year ** 50/ Assessment Period *** 20/Assessment period ****90/Assessment period

The score under this sub category shall be restricted to 20% of the minimum fixed for Category III for any Assessment period.

SCREENING COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made /
Does not possess prescribed minimum requirements.

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

APPLICANT SUMMARY SHEET – ASSISTANT PROFESSOR (CAS)**Stage 2 to 3 (Colleges and Departments)**

College/Department:

Subject

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

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

Requirement / Qualification	YES/NO	Remarks
Completed 05 years of service in Stage 2		
One Refresher Course/Methodology Workshop/Training, Teaching-Learning-Evaluation Technology Programmes/Soft Skill Development Programmes & Faculty Development Programmes (3 weeks duration) after placement to Stage 2 and within the Assessment period		
Verified API Category I (Minimum 400 (80/year))		
Verified API Category II (Minimum 50 in Assessment period)		
Verified API Category III (Minimum 50 in Assessment period)		
Verified API Category II & III (Minimum 120 in Assessment period)		

5% relaxation as per rules for SC/ST/Physically/Visually/Differently-abled/Other Backward Classes (OBC) (Non-Creamy layer) based on the qualifying marks only without including any grace mark procedures.

API TALLY

CATEGORY	Minimum API Required	Verified API Score	Limited API Score	Remarks
I*	400			
II** Consolidated	50			
III*** Consolidated	50			
II + III**** Consolidated	120			
III A ₁				
III A ₂				
III B ₁				
III B ₂				
III C ₁				
III C ₂				
III C ₃				
III D				
III E ₁				
III E ₂ ##			10	
III F				

*80/Year ** 50/ Assessment Period *** 50/Assessment period ****120/Assessment period

The score under this sub category shall be restricted to 20% of the minimum fixed for Category III for any Assessment period.

SCREENING COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made / Does not possess prescribed minimum requirements.

ELIGIBLE TO BE PLACED TO STAGE 3 / NOT ELIGIBLE TO BE PLACED TO STAGE 3

APPLICANT SUMMARY SHEET – ASSOCIATE PROFESSOR (CAS)**Stage 3 to 4 (Colleges and Departments)**

Applicant	SC/ST/OBC	Phys./Visual differently abled

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

Requirement / Qualification	YES/ NO	Remarks
Completed 03 years of service in Stage 3		
Ph.D Degree (<i>Not a minimum requirement</i>)		
Master's degree (Minimum 55% marks)#		
Minimum 3 publications in the entire period as Assistant Professor (12/13/14 years) For College teachers : Holders of M.Phil Degree : Minimum 2 Publications Holders of Ph.D Degree : Minimum 1 publication		
One Course/Programme from among the categories of Methodology Workshop/Training, Teaching-Learning-Evaluation Technology Programmes/Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration.		
Verified API Category I (Minimum 225 (75/year))		
Verified API Category II (Minimum 50 in Assessment period)		
Verified API Category III (Minimum 75 in Assessment period)		
Verified API Category II & III (Minimum 150 in Assessment period)		
Whether eligible to be called for interview		

5% relaxation as per rules for SC/ST/Physically/Visually/Differently-abled/Other Backward Classes (OBC) (Non-Creamy layer) and those Ph.D holders who obtained their Master's degree before 19 September, 1991.

API TALLY

CATEGORY	Minimum API Required	Verified API Score	Limited API Score	Remarks
I*	225			
II** Consolidated	50			
III*** Consolidated	75			
II + III**** Consolidated	150			
III A ₁				
III A ₂				
III B ₁				
III B ₂				
III C ₁				
III C ₂				
III C ₃				
III D				
III E ₁				
III E ₂ ##			15	
III F				

*75/Year ** 50/ Assessment Period *** 75/Assessment period ****150/Assessment period

The score under this sub category shall be restricted to 20% of the minimum fixed for Category III for any Assessment period.

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made / Does not possess prescribed minimum requirements.

ELIGIBLE TO BE CALLED FOR INTERVIEW / NOT ELIGIBLE TO BE CALLED FOR INTERVIEW

APPLICANT SUMMARY SHEET – PROFESSOR (CAS)**Stage 4 to 5 (Colleges and Departments)**

Applicant	SC/ST/OBC	Phys./Visual differently abled

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

Requirement / Qualification	YES/ NO	Remarks
Completed 03 years of service in Stage 4		
Ph.D Degree		
Minimum 5 Publications since placed in Stage 3		
Verified API Category I (Minimum 210 (70/year))		
Verified API Category II (Minimum 50 in Assessment period)		
Verified API Category III (Minimum 100 in Assessment period)		
Verified API Category II & III (Minimum 180 in Assessment period)		
Whether eligible to be called for interview		

5% relaxation as per rules for SC/ST/Physically/Visually/Differently-abled/Other Backward Classes (OBC) (Non-Creamy layer) and those Ph.D holders those obtained their Master's degree before 19 September, 1991.

API TALLY

CATEGORY	Minimum API Required	Verified API Score	Limited API Score	Remarks
I*	210			
II** Consolidated	50			
III*** Consolidated	100			
II + III**** Consolidated	180			
III A ₁				
III A ₂				
III B ₁				
III B ₂				
III C ₁				
III C ₂				
III C ₃				
III D				
III E ₁				
III E ₂ ##			20	
III F				

*70/ Year ** 50/ Assessment Period *** 100/Assessment period ****180/Assessment period

The score under this sub category shall be restricted to 20% of the minimum fixed for Category III for any Assessment period.

May combine achievements in two assessment periods (Stage 3 & 4) to achieve the minimum API, if required.

SELECTION COMMITTEE OBSERVATIONS / RECOMMENDATIONS

Application not in prescribed format / Application incomplete / No proof produced for claims made / Does not possess prescribed minimum requirements.

ELIGIBLE TO BE CALLED FOR INTERVIEW / NOT ELIGIBLE TO BE CALLED FOR INTERVIEW

UNIVERSITY OF KERALA**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
for the Physical Education teachers (Assistant Professor, Associate Professor
& Professor)****Session/Year :****(To be completed and submitted at the end of each academic Year/Session)****PART A: GENERAL INFORMATION**

1.	Name (In Block Letters)	:	
2.	Father's Name/ Mother's Name	:	
3.	Department	:	
4.	Current designation & Grade Pay	:	
5.	Date of last promotion	:	
6.	Which Position and Grade pay are you an applicant under CAS	:	
7.	Date of eligibility for promotion	:	
8.	Date and Place of Birth	:	
9.	Sex	:	
10.	Marital Status	:	
11.	Nationality	:	
12.	Indicate whether belongs to SC/ST/OBC Category	:	
13.	Address for correspondence (with Pin code)	:	
14.	Permanent Address (with Pin code)	:	
.	Telephone No:		
	Email		

15. Academic Qualifications (Matric till post-graduation):

Examinations	Name of the Board/ University	Year of Passing	% of Marks obtained	Division/ Class/ Grade	Subject

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16. Research Degree(s):

Degree	Title	Date of Award	University

17. Appointments held prior to joining this institution

Designation	Name of employer	Date of		Salary With Grade	Reason of leaving
		Joining	Leaving		

18. Posts held after appointment at this institution

Designation	Department	Date of actual Joining		Grade
		From	To	

19. **Period of teaching experience** :

:

20. **Research Experience excluding years spend in M.Phil / Ph.D (in years)** :

21. **Field of specialization under the Subject/Discipline** :

22. **Academic Staff College Orientation/Refresher Course attended:**

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY: 1. TEACHING, TRAINING, COACHING AND INVOLVING SOCIAL COGNITIVE DEVELOPMENT ACTIVITIES

I. Teaching, Training ,Coaching, Health and Recreation Activities

Sl.No.	Activity	API	
a	Classes Taken – Theory classes, Lecture cum practice based sports & games, sports classes, seminars undertaken as percentage of allotted hours. Average for the year		
b	Coaching, training and result outcome (max score:35)		
c	Managing other health & recreation related activities (max score 10)		
Sl. No	Short Description		
a	Max.25 for 100% performance for Assistant Professor & 20 for 100% performance for Associate Professor and Professor. (Proportionate score up to 80% performance, below which no score may be given). (Department Time table/Statement of class engaged by teacher attested by Principal or HOD)		
b	Max.45 for 100% performance for Assistant Professor & 40 for 100% performance for Associate Professor and Professor. (Proportionate score up to 80% performance, below which no score may be given). (Department Time table/Statement of class engaged by teacher attested by Principal or HOD)		
c	Load in excess of UGC norm - Managing other health & recreation related activities (Max:10)		
The record of theory classes, coaching camps conducted and other health and recreation activities engaged by the teacher attested by Principal or HOD			Total API Score

II. Extending services to institution, organization & community in excess to norms

Sl.No.	Activity	API	
a	External assignments for university, state & country		
b	Community & institutional service besides norm		
API Score based on participation in officiating, accompanying with the teams, community level sports promotion, intramural programmes etc. (Maximum Score: 15 for Assistant Professor & 10 for Associate Professor and Professor).			API Score

III. Management and conduct of sports and physical education in the college

Sl.No.	Activity	API	
a	Conduct of International, national, interuniversity competitions		
b	State level competitions		
c	Intercollegiate/District competitions (15 per event)		
d	University/ state coaching camps		
Max Score: 20 for Assistant Professor & 10 for Associate Professor and Professor. (Statement of duty engaged by teacher attested by Principal or HOD)		API Score	

IV. Use of participatory & innovative teaching/ coaching methodologies & facilities

Sl. No	Short Description	
		Total
Each activity:05 points Max Score: 10 for Assistant Professor & 20 for Associate Professor and Professor (Statement of duty engaged by teacher attested by Principal or HOD).		API Score

V. Examination related work

Sl.No.	Activity	API	
a	University examination		
b	College examination		
c	Other exam works		
Max. Score: 10 for Assistant Professor &15 for Associate Professor and Professor (Statement of duty engaged by teacher attested by Principal or Chief Superintendent or duty certificates issued by University/authority concerned).		Total API Score	

Total API for Category I: Maximum: 125, Minimum: 80 for Assistant Professor, 75 for Associate Professor & 70 for Professor

**CATEGORY- II
CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT ACTIVITIES**

Sl.No.	Activity	Average hours/week	API Score
I	Extension, Co-curricular & Field based		

	activities		
a	Remedial coaching camps/Mass fitness and sport programmes/Measurement and evaluation programmes like health and fitness assessment etc.		
1			
2			
	Each activity 05 points Total (Max: 10)		
b	Other co-curricular activities (Cultural, NSS, NCC etc.)		
1			
2			
	Each activity 05 points Total (Max: 10)		
c	Extension and dissemination activities (lectures/talks/seminars/official/consultant/resource person etc.)		
1			
2			
	Each activity 05 points Total (Max: 10)		

(a+b+c = 15 points)

II	Contribution to Corporate Life and Management of the department and Institution through academic and administrative committees and responsibilities	Yearly/Semester wise	API Score
a	Administrative responsibilities – Deputation or work arrangement participation in government or university /Principal/Dean/Convenor/Head of the department/Chairperson/Coordinators/Secretary, President, Member of statutory bodies etc.		
1			
2			
	Each activity 05 points Total (Max: 10)		
b	Participation in Board of Studies/Faculty/Sports Council/Member of the affiliated sports associations		
1			
2			
	Each activity 05 points Total (Max: 10)		

(a+b = 15 points)

III	Professional Development Activities	API Score
a	Organization of seminars /Conferences	
1		
2		
	Chairman/Organizing Secretary/Convenor International-10 National-7 State/Regional-5 Member in the organizing committee International-5 National-3 State/Regional-2 Total (Max: 10)	
b	Participation in in (sports /physical/health associations)/seminars/conferences without paper presentation	
1		
2		
	Each activity 02 points Total (Max: 10)	
c	Membership in profession related committees and bodies	
1		
2		
	International-5 National-3 State-2 Total (Max: 10)	
d	Participation in short term training courses less than one week duration	
1		
2		
	Each course -05 points Total (Max: 10)	
e	Professional experience/popular talks/refresher course or faculty development programme resource person/Dissemination and general articles/Extending media or public services etc.	
1		
2		
	Each course -02 points Total (Max: 10)	
TOTAL		

(a+b+c+d+e =15 points)

Maximum Scores Allocated : 100
Minimum API Scores Required : 45

Total API Score Category II =

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III. Published Papers in Journals

III A1. Research Publications in Referred Journals

Sl. No.	Title with page Nos.	Journal	Sl.No. in UGC list	ISSN/ ISBN	Whether peer reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the main author
Total							
25 Points per publication The first and principal/corresponding author would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.						API Score	

III A2. Research Publications in other Reputed Journals

Sl. No.	Title with page Nos.	Journal	Sl.No. in UGC list	ISSN/ ISBN	Whether peer reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the main author
Total							
10 Points per publication The first and principal/corresponding author would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.						API Score	

III B. Publications other than Journal Articles

III B1 Articles/Chapters published in Books/Full papers in Seminar Proceedings

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	API Score
Total						
International : 10 Points/Chapter, National : 05/Chapter					API Score	

III B2 Reference/Subject books published by International/National/Local publishers as approved by University.

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author	API Score
Total						
International : 30 Points, National : 20 & Local : 15 per book for Single Author					API Score	

III C. Research Projects

III C1. Sponsored Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score
Total					
Major Projects : 20 Points (> 30 Lakhs for Science and 05 Lakhs for Arts) Major Projects : 15 Points (> 05 Lakhs & < 30 Lakhs for Science and > 05 Lakhs & < 03 Lakhs for Arts) Minor Projects : 10 Points (< 05 Lakhs for Science and < 03 Lakhs for Arts)					API Score

III C2. Consultancy Projects

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score
Total					
10 Points for every 10 Lakhs for science and 02 Lakhs for Arts					API Score

III C3. Project outcome/outputs

a. Patent/technology transfer/product/process

Sl. No.	Description/Patent	International/National	API Score
Total			
International : 30 Points/Patent or output National : 20 Points /Patent or output			API Score

b. Major Policy document prepared for International Bodies/Central/State Government/Local Bodies

Sl. No.	Description/Patent	International Bodies/ Central/State Government/ Local Bodies	API Score
Total			
International : 30 Points/Document; National : 20 Points / Document State Govt. : 20 Points / Document; Local bodies : 05 Points/ Document		API Score	

III D. Research Guidance

Category	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
i. Ph.D or equivalent				
ii. M.Phil or equivalent		NA		
iii. PG		NA		
iv. UG		NA		
Total				
Ph. D (Degree Awarded) : 15 Points; Ph. D (Thesis Submitted) : 10 Points M. Phil : 05 Points; PG : 03 Points /Student (Maximum / Year)UG : 02 Points/Group (Min. 05 Students) (Maximum / Year)			API Score	

III E. Fellowships, Awards and Invited Lectures delivered in Conference/Seminars

III E1. Fellowships/Awards

III E2. Invited Lectures and Papers at International/National/State or University Level

Sl. No.	Title of the Lecture/ Paper/ Academic Session	Title	Organized by	Whether International/ National/State or University Level	API Score
Total					
International : 07/Lecture & 05/Paper presented National : 05/Lecture & 03/Paper presented State/University : 03/Lecture & 02/Paper presented *The Score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.				API Score	

III F. Development of e-learning delivery process/material.

Sl. No.	Title of Module/Material/Extension Talk	API Score
Total		
10 Points per Module Online process like MOODLE, MOOC, LMS, Submission of assignments, ppt, notes, handouts etc. through online groups such as Google, YouTube etc.		API Score

Total API for Category III :

IV. SUMMAY OF API SCORES

Session/Year :

Criteria		API Scored	Minimum API Required	Maximum API
I	Teaching, Training, Coaching and Involving Social Cognitive Development Activities			
II	Co-curricular, Extension, Professional development etc.			
III	Research and Academic contribution			
	Total II + III			

PART C : OTHER RELEVANT INFORMATION

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

Sl. No.	Details (Mention Year, Value etc. where relevant)

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

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

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

Signature of the Faculty with Designation,
Place & Date

Signature of HOD

Principal

NB: The Annual Self-Assessment Proforma duly filled along with all enclosures submitted for CAS promotions will be verified by the University/College and information filed with the IQAC.

INSTRUCTIONS FOR FILLING UP PART B, CATEGORY –I

Category I: Teaching, Training, Coaching and involving Social Cognitive Development Activities

Maximum Scores Allocated : 125

Minimum API Scores Required: 75

Sl.No.	Nature of Activity	Max. Score
I	Teaching, Training ,Coaching, Health and Recreation Activities	
a	Classes Taken – Theory classes, Lecture cum practice based sports & games, sports classes, seminars undertaken as percentage of allotted hours. Teaching Classes Taken-Average for the year (max 25 for Assistant Professors and 20 for Associate Professor and Professor for 100% performance & Proportionate Score up to 80% performance, below which no score may be given)	25/20
b	Coaching & training (max.45 for Assistant Professor and 40 for Associate Professor and Professor for 100% performance and proportionate score up to 80% performance, below which no score may be given)	45/40
c	Managing other health & recreation related activities	10
	Maximum aggregate limit	80/70
II	Extending service to institution, organization & community in excess to norms	
a	External assignments for university, state & country (Technical official, Coach, Manager, player etc.)	10
b	Community & institutional service besides norm	10
	Maximum aggregate limit	15/10
III.	Management & Conduct of sports competition at college	
a	Conduct of International, national, interuniversity competitions	20
b	State level competitions	15
c	Intercollegiate/District competitions (15 per event)	15
d	University/ state coaching camps	5
	Maximum aggregate limit	20/10
IV.	Use of participatory and innovative teaching, coaching & training methodologies; updating of subject content, facilities, etc.	
a	Use of ICT for teaching coaching, web-based learning and e-library skills to students	5
b	Updating course, planning and design of curriculum	5
c	Preparation of resource materials, fresh reading materials, training manuals	5
d	Maintenance of playfield	5
e	Developing/ assigning/imparting remedial/ corrective/bridge/counseling sessions/First aid programmes	5
f	Developing, imparting, and organizing soft skills, psychological skills & personality development programmes for sportsperson	5
g	Talent identification programme development & conduct	5
	Maximum Aggregate Limit	10/20
V	Examination Related Work	
	College/University end semester/ Annual Examination work as per duties, allotted. (invigilation – 5 points, Evaluation of answer scripts – 5 points; Question paper setting - 3 points/ per subject/exam. 5 points per Practical/Viva exam conducted as examiner, PSC Physical Fitness Test Board member, PhD Open Defence Chairman, Thesis valuer)	15
	Maximum Aggregate Limit	10/15

NB: Category II & III templates are self-explanatory

