



Kuvempu University
Internal Quality Assurance Cell

**PERFORMANCE BASED SELF-ASSESSMENT AND
APPRAISAL SYSTEM
(PBAS)**

(To be submitted for each academic year through respective
Chairperson)

January 1 to December 31 (Year)

Name

Address



Kuvempu University
Internal Quality Assurance Cell

Application form for promotion under UGC/Career Advancement Scheme (CAS) for teachers in all Departments / Schools /Library Staff of Kuvempu University (As per UGC 2010 regulations and subsequent amendments)

For promotion: Assistant Professor **Stage 1** to Assistant Professor **Stage 2**, Assistant Professor **Stage 2** to Assistant Professor **Stage 3**, Assistant Professor **Stage 3** to Associate Professor **Stage 4** & Associate Professor **Stage 4** to Professor **Stage 5** and Professor to Senior Professor **Stage 6**.

**Application for promotion Under CAS from Stage _____ to
Stage _____**

Name: _____

Department _____

School: _____

Notification Reference No. _____ Date: _____

Date of Appointment in the present Position: _____

Period of Assessment for promotion: From _____ to _____

Total API Score calculated as per Annexure 3: _____

NOTE: The API scores claimed by the applicant must be based on objectively verifiable criteria, and supported with documentary evidence. API scores that cannot be verified will not be considered. PLEASE READ THE INSTRUCTIONS FOR EACH CATEGORY CAREFULLY, AND FOLLOW THEM.

A. GENERAL INFORMATION:

a) Name :

b) Age and Date of Birth :

c) Address :

d) Ph. No.& Email ID :

e) Designation :

f) Department :

g) School :

h) Area of Specialization :

PART – A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	:	
2.	Department	:	
3.	Date of Birth and Age	:	
4.	Gender	:	
5.	Nationality	:	
6.	Current Designation	:	
7.	Current Pay Scale & Grade Pay	:	
8.	Date of Confirmation of Present Post	:	
9.	Date of Last Promotion	:	
10.	Date of Eligibility for current Promotion	:	
11.	Address for correspondence (with Pin Code)	:	
12.	Permanent Address (with Pin Code)	:	
13.	Mobile Telephone Number	:	
14.	E-Mail ID	:	

B. INVOLVEMENT IN THE UNIVERSITY STUDENTS RELATED ACTIVITIES:

1. Teaching :

Semester	Month	Total Classes (hours) Assigned	Number of Classes (hours) Taught	Teaching = $2 \div 3 \times 100\%$	IQAC Use	Enclosure
1	2	3	4	5	6	7
Odd Semester	1					
	2					
	3					
	4					
	5					
Even Semester	7					
	8					
	9					
	10					
	11					
Total						
Score	80% and above – Good 70 % to 80 % - Satisfactory Less than 70 % - Not Satisfactory					

2. Involvement in the University/College students related activities/research activities

Sl No	Activity	Self-assessment	IQAC Use	Enclosure
1	2	3	4	5
1	Administrative responsibilities: Head, Chairperson, Dean, Director, Co-ordinator, Warden etc.			
2	Co-curricular Activity, extension, field based (Career counselling, Study visits, students seminars, cultural, sports, NCC, NSS, community services			
3	Organising seminars, workshops, other University activities			
4	Conducting Minor or Major Research Projects			
5	At least one publication			
3 activities – Good 1-2 activities – Satisfactory No activity – Not satisfactory				

C. IMPROVEMENT OF PROFESSIONAL COMPETENCE (Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc.):

Sr.no	Activities	Attended/ Organized	Period			Organizing institution/place	Encl.
			From	To	Duration(days)		
1	Refresher courses						
2	Orientation						
3	Summer schools						
4	workshops						
5	Seminars						
6	Symposia/ conferences						
7	Any other						

1. Record of service in Kuvempu University from Date of joining as regular teacher

Stage	Designation	Pay Scale and AGP	Period		Experience		Encl. No.
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month	
Stage I							
Stage II							
Stage III							
Stage IV							
Stage V							
Please clearly specify the period of Leave Without Pay (LWP)							

2. Post Doc Experience / post doc fellowships/visiting fellow etc

Research Topic	Duration (Date)	Name of the Sponsoring Institutes	Encl. No.

3. Total No. of papers Published: i International Journals

i. National Journals

Total

(Not Abstract but Full paper only)

4. Total No. of Conferences/Seminars/Workshops Attended and papers presented

i. International: Attendedattended and papers presented.....

ii. National: Attendedattended and papers presented.....

iii. State Level: Attendedattended and papers presented.....

Total: Attendedattended and papers presented.....

24. Awards /Prizes/Honors/Recognitions:

a. _____

b. _____

c. _____

d. _____

25. Fields of Specialization in the Subject/Discipline

D. RESEARCH CONTRIBUTIONS:

a) Number of students (M.Phil. / Ph.D.):

	At the beginning of the year	Registered during the year	Completed during the year	
			Submitted	Awarded
M.Phil.				
Ph.D.				

b) No. of research papers published in this academic year (please enclose):

1. Research Papers in Peer-Reviewed or UGC listed Journals

Sr. No	Title of the Research Paper Name of the Journal Vol., PP No. & Year	Impact Factor Thompson Reuters only	Type of Authorship (First author/ corresponding author/ Principal/co-author)	Sr. No. in UGC listed Journals	Claimed Score	IQAC Verified Score	Encl. No.
1. Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences:						08/paper	
2. Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines						10/paper	

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- i. Paper in refereed journals without impact factor - 5 Points
- ii. Paper with impact factor less than 1 - 10 Points
- iii. Paper with impact factor between 1 and 2 - 15 Points
- iv. Paper with impact factor between 2 and 5 - 20 Points
- v. Paper with impact factor between 5 and 10 - 25 Points
- vi. Paper with impact factor >10 - 30 Points

- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.
- (c) Joint Projects: Principal Investigator and Co-investigator would get 50% each.

2. Publications (other than Research papers)

Sr. No.	Title of the Book	Author Co-Author(s)	Name of the Publisher, Month, Year ISBN / ISSN	Claimed Score	IQAC Verified Score	Encl. No.
(a) Books authored which are published by:						
International publishers (12/book)						
National publishers (10/book)						

a)

b)

26. Orientation/Refresher Course attended (: (Attach certificates)

Sr. No	Particulars	Place	Duration	Sponsoring Agency	Encl. No.
01					
02					
03					

27. Any other Training Program/Summer School / Workshops/ QIP/ FIP etc attended: (Attach certificates)

Sr. No	Particulars	Place	Duration	Sponsoring Agency	Encl. No.
01					
02					
03					

28. Your vision for the Department:

29. Your contribution to the Department:

30. Future Academic Development Plan for self as well as Department:

Chapter in Edited Book (05/book)					
Editor of Book by International Publisher (10/book)					
Editor of Book by National Publisher (08/book)					
(b) Translation works in Indian and Foreign Languages by qualified faculties					
Chapter or Research paper (03/paper)					
Book (08/book)					

Note: Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula.

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.
(a) Development of Innovative pedagogy (05 Marks)				
(b) Design of new curricula and courses (02 per Curricula/course)				
(c) MOOCs				
Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit) (20 Marks)				
MOOCs (developed in 4 quadrant) per module/lecture (05 marks)				
Content writer/subject matter expert for each module of MOOCs (at least one quadrant) (02 Marks)				
Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit) (08 Marks)				
(d) E-Content				
Development of e-Content in 4 quadrants for a complete course/e-book (12 Marks)				
e-Content (developed in 4 quadrants) per module (05 marks)				

32. Any other relevant information:

Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) (02 marks)				
Editor of e-content for complete course/ paper /e-book (10 marks)				

* Each activity should be claimed by the applicant with supporting documents.

4. (a) Research Guidance

Ph.D. awarded / Thesis submitted*

Sr. No.	Number Awarded / Thesis submitted	Month and Year	Claimed Score	IQAC Verified Score	Encl. No.
10/Degree awarded, 5/Thesis submitted					

* Submit Ph.D. Notification/Certificate of Submission

M.Phil./P.G. Dissertation (individual work and minimum 16 duration) awarded*

Sr. No.	Number	Month and Year	Claimed Score	IQAC Verified Score	Encl. No.
02/ degree awarded					

* Submit M.Phil./P.G. Notification /Certificate of awarded

(b) Research Projects Completed

Sr. No.	(More than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	IQAC Verified Score	Encl. No.
				From	To			
10 marks/project								
Sr. No.	(Less than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	IQAC Verified Score	Encl. No.
				From	To			
05 marks/project								

(c) Research Projects Ongoing:

Sr.	(More	Funding	Grant	Duration	Claimed	IQAC	Encl.
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PART – B

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation/selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightage without changing the minimum total API scores required under this category.

TABLE 1

A. INVOLVEMENT IN THE UNIVERSITY STUDENTS RELATED ACTIVITIES:

1. Teaching :

Semester	Month	Total Classes (hours) Assigned	Number of Classes (hours) Taught	Teaching = $2 \div 3 \times 100\%$	IQAC Use	Enclosure
1	2	3	4	5	6	7
Odd Semester	1					
	2					
	3					
	4					
	5					
Even Semester	7					
	8					
	9					
	10					
	11					
Total						
Score	80% and above – Good 70 % to 80 % - Satisfactory Less than 70 % - Not Satisfactory					

2. Involvement in the University/College students related activities/research activities

Sl No	Activity	Self-assessment	IQAC Use	Enclosure
1	2	3	4	5
1	Administrative responsibilities: Head, Chairperson, Dean, Director, Co-ordinator, Warden etc.			
2	Co-curricular Activity, extension, field based (Career counselling, Study visits, students seminars, cultural, sports, NCC, NSS, community services			
3	Organizing seminars, workshops, other University activities			
4	Conducting Minor or Major Research Projects			
5	At least one publication			
3 activities – Good 1-2 activities Satisfactory				

No.	than 10 lakhs)	Agency	Sanctioned	From	To	Score	Verified Score	No.
05 marks/project								
Sr. No.	(Less than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	IQAC Verified Score	Encl. No.
				From	To			
02 marks/project								

Note: Joint Projects: Principal Investigator and Co-investigator would get 50% each.

(d) Consultancy

Sr. No.	Funding Agency	Grant Sanctioned	Duration		Claimed Score	IQAC Verified Score	Encl. No.
			From	To			
03 marks/project							

5. (a) Patents

Sr. No.	Details of Patent	International/ National	Year	Claimed Score	IQAC Verified Score	Encl. No.
International - 10 marks National - 07 marks						

(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

Sr. No.	Details of Policy Document	International/ National/State	Year	Claimed Score	IQAC Verified Score	Encl. No.
International - 10 marks National - 07 marks State - 04						

(c) Awards/Fellowship/ Honours and Prizes received:

Sr. No.	Name of the Award /	Awarding Institute/	International/ National /	Date Awarded	Claimed Score	IQAC Verified	Encl. No.

TABLE 2.

Methodology for University and College teachers for calculating Academic and Research Score

1. Research Papers in Peer-Reviewed or UGC listed Journals

Sr. No	Title of the Research Paper Name of the Journal Vol., PP No. & Year	Impact Factor Thompson Reuters only	Type of Authorship (First author/ corresponding author/ Principal/co-author)	Sr. No. in UGC listed Journals	Claimed Score	IQAC Verified Score	Encl. No.

2. Publications (other than Research papers)

Sr. No.	Title of the Book	Author Co-Author(s)	Name of the Publisher, Month, Year ISBN / ISSN	Claimed Score	IQAC Verified Score	Encl. No.
(a) Books authored which are published by:						
International publishers (12/book)						
National publishers (10/book)						
Chapter in Edited Book (05/book)						
Editor of Book by International Publisher (10/book)						
Editor of Book by National Publisher (08/book)						
(b) Translation works in Indian and Foreign Languages by qualified faculties						
Chapter or Research paper (03/paper)						
Book (08/book)						

Note: Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula.

Fellowship	Organization					Score	
International - 07 marks National - 05 marks							

6. *Invited Lectures / Resource Person/ Paper Presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

Sr. No	Name of the event and organiser	Invited/Oral/Poster	International (Abroad)/ international (within country) / National / State / University level	Claimed Score	IQAC Verified Score	Encl. No.
International (Abroad) : 07/paper international (within country) : 05/paper National : 03/paper State/University : 02/paper						

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

7. Membership of Professional Bodies, Editorship of Journals etc.:

Sl.no	Membership	Period			Details	Encl.
		From	To	Duration		
1	Professional bodies					
2	Editorship of Journals					
3	Any other					

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.
(a) Development of Innovative pedagogy (05 Marks)				
(b) Design of new curricula and courses (02 per Curricula/course)				
(c) MOOCs				
Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit) (20 Marks)				
MOOCs (developed in 4 quadrant) per module/lecture (05 marks)				
Content writer/subject matter expert for each module of MOOCs (at least one quadrant) (02 Marks)				
Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit) (08 Marks)				
(d) E-Content				
Development of e-Content in 4 quadrants for a complete course/e-book (12 Marks)				
e-Content (developed in 4 quadrants) per module (05 marks)				
Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) (02 marks)				
Editor of e-content for complete course/ paper /e-book (10 marks)				

* Each activity should be claimed by the applicant with supporting documents.

4. (a) Research Guidance

Ph.D. awarded / Thesis submitted*

8. Your vision for the Department:

9. Your contribution to the Department:

10. Future Academic Development Plan for self as well as Department:

11. Any other relevant information:

Applicant Claimed Score

Summary of Total Claimed Score			
Academic Year ____			
Assessment Period from _____ to _____			
% Claimed in teaching	% Claimed in other activities	Total Claimed Score in research	IQAC Verified Score

Declaration

I, _____ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief.

Place:

Signature of the applicant _____

Date:

Designation

Head of the Department

Director

Department of

School of

Sr. No.	Number Awarded / Thesis submitted	Month and Year	Claimed Score	IQAC Verified Score	Encl. No.
10/Degree awarded, 5/Thesis submitted					

* Submit Ph.D. Notification/Certificate of Submission

M.Phil./P.G. Dissertation awarded (Minimum 4 months Duration) *

Sr. No.	Number	Month and Year	Claimed Score	IQAC Verified Score	Encl. No.
02/ degree awarded					

* Submit M.Phil./P.G. Notification /Certificate of awarded

(b) Research Projects Completed

Sr. No.	(More than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	IQAC Verified Score	Encl. No.
				From	To			
10 marks/project								
Sr. No.	(Less than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	IQAC Verified Score	Encl. No.
				From	To			
05 marks/project								

(c) Research Projects Ongoing:

Sr. No.	(More than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	IQAC Verified Score	Encl. No.
				From	To			
05 marks/project								
Sr. No.	(Less than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	IQAC Verified Score	Encl. No.
				From	To			
02 marks/project								

(d) Consultancy

Sr.	Funding	Grant	Duration	Claimed	IQAC Verified	Encl.

No.	Agency	Sanctioned	From	To	Score	Score	No.
03 marks/project							

5. (a) Patents

Sr. No.	Details of Patent	International/ National	Year	Claimed Score	IQAC Verified Score	Encl. No.
International - 10 marks National - 07 marks						

(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

Sr. No.	Details of Policy Document	International/ National/State	Year	Claimed Score	IQAC Verified Score	Encl. No.
International - 10 marks National - 07 marks State - 04						

(c) Awards/Fellowship/ Honours and Prizes received:

Sr. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International/ National /	Date Awarded	Claimed Score	IQAC Verified Score	Encl. No.
International - 07 marks National - 05 marks							

6. *Invited Lectures / Resource Person/ Paper Presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

Sr. No	Name of the event and organiser	Invited/Oral/Poster	International (Abroad)/ international (within country) / National / State / University level	Claimed Score	IQAC Verified Score	Encl. No.
International (Abroad) : 07/paper international (within country) : 05/paper National : 03/paper State/University : 02/paper						

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i. Paper in refereed journals without impact factor - 5 Points
- ii. Paper with impact factor less than 1 - 10 Points
- iii. Paper with impact factor between 1 and 2 - 15 Points
- iv. Paper with impact factor between 2 and 5 - 20 Points
- v. Paper with impact factor between 5 and 10 - 25 Points
- vi. Paper with impact factor >10 - 30 Points

- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.
- (c) Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Claim by applicant

Summary of Total API Score obtained for Part B. Table 2							
Assessment Period from _____ to _____							
Year	API Score						Total API Score
Entire Assessment Period	1	2	3	4	5	6	
from _____ to _____							
Total API Score							

Declaration

I, _____ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief.

Place: _____ **Signature of the applicant** _____

Date: _____ **Designation** _____

Forwarded through: Head of the Department

For IQAC Use Only

Summary of Total API Score obtained for Part B. Table 2							
Assessment Period from _____ to _____							
Year	API Score						Total API Score
Entire Assessment Period	1	2	3	4	5	6	
from _____ to _____							
Total API Score							

Summary of Total API Score (Part B Table 1 and Table 2)

Category	Criteria	Total-API Score for Assessment Period	IQAC use
I	Teaching, Learning And Evaluation Related Activities		
II	Professional Development, Co- Curricular And Extension Activities		
III	Research And Academic Contributions		
II + III	As stated above against II & III		

Director, IQAC



Bangalore Division, Karnataka, India

PJJH+CX6, Malligenahalli, Karnataka 577115, India

Long 75.629867°

Lat 13.731051°

24/2/2024 01:47 PM

Google



മുഖ്യ കാര്യാലയം
GOVERNMENT UNIVERSITY
മുഖ്യ കാര്യാലയം
മുഖ്യ കാര്യാലയം
Kannur University
Kannur, Kerala