



CAREER ADVANCEMENT SCHEME (CAS) PBAS
PROFORMA

SECTION A: GENERAL

1.	Name		
2.	Designation		
3.	Name of the Department		
4.	Address for Communication		
5.	E-mail / Telephone / Mobile No.		
6.	YEAR OF PERFORMANCE APPRAISAL		
7.	Option to be considered for promotion under [PI put a \sqrt mark in relevant column]	UGC Regulations, 2010 and its amendments	UGC Regulations, 2018

SECTION B:

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

I. a. DIRECT TEACHING

(Includes Lectures/Tutorials/Practicals/ Field Works) (Evidence to be attached)*

[Maximum Score: Asst. Prof = 70, Asso. Prof = 60 and Prof. 60]

Sl. No.	Calendar year	Odd/ Even Sem.	Programme	Course	Hours allotted	Hours handled	Score = Hours handled \div 7.5	Enclosed Document Page no	API Score verified by screening committee (for official use).

* Below 75% of the classes no scores will be given

I. b. EXAMINATION DUTIES

[Maximum Score: Asst. Prof = 20, Asso. Prof = 20 and Prof. 10]

Sl. No.	Calendar year	Odd/ Even Sem.	Programme	No. of Scripts	Hours Spent	Enclosed Document Page no	API Score verified by screening committee (for official use).

I. b(i) Question paper setting (including Ph.D. course work)

Sl. No.	Calendar year	Odd/ Even Sem.	Programme	Course	No. of Question papers set including CIA and Practicals	Total No. of hours	Score = Hours handled ÷ 10	Enclosed Document Page no	API Score verified by screening committee (for official use).

I. b(ii) Invigilation / Supervision and related examination duties

Sl. No.	Calendar year	Odd/ Even Sem.	Date of Examinations	No. of hours of examination duty including CIA	Score = Hours handled ÷ 10	Enclosed Document Page no	API Score verified by screening committee (for official use).

I. b(iii) Evaluation of Answer Scripts/Assignment

Sl. No.	Calendar year	Odd/ Even Sem.	Programme	Course	No. of answer scripts/ assignments valued	Total time in Hours = (Time taken per script x no. of answer sheets/ assignments)	Score = hours ÷ 10	Enclosed Document Page no	API Score verified by screening committee (for official use).

I. c INNOVATIVE TEACHING

Learning Methodologies, Up-dating of subject contents/courses, mentoring etc.

[Maximum Score: Asst. Prof = 10, Asso. Prof = 15 and Prof. 20]

Sl. No.	Calendar year	Odd/ Even Sem.	Programme	Course	Short description of activity	Score = Hours spent ÷ 10	Enclosed Document Page no	API Score verified by screening committee (for official use).

Sl.No.	Name of Activity	Maximum Score		
	ESSENTIAL	Max. API Scores Allotted (AP/Asso.P/P)	Self Appraisal Score	Verified API Score
a.	Direct Teaching	70/60/60		
b.	Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20/20/10		
c.	Innovative Teaching – learning methodologies, Up-dating of subject contents/courses, mentoring etc.	10/15/20		
Total of (I)		100/95/90		

a. Actual hours spent per academic year+7.5

b. Actual hours spent per academic year+10

c. Actual hours spent per academic year+10

Direct Teaching 16/14/12 hours per week include the Lectures/Tutorials/Practicals (Project/Supervision/Field Work)

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

(Max 15 Marks for each sub-category)

(Documentary evidence to be submitted in support of each claim)

I. a (i) Student related Co-curricular activities: (eg. Remedial classes, Career counselling, Study visit, Educational tour, Student Seminar, Organization of Conference / Workshop /Training).

Sl. No.	Name of the activity	Date and Time	Venue	Hours spent	Actual score = hours ÷ 10	Enclosed Document Page no	API Score verified by screening committee (for official use).

II.a (ii) Co-curricular activities (eg. Cultural, Sports, NSS, Student clubs, Department Association, Placement activity, Gandhi Jayanthi, Legal literacy day, Environment Day, Festivals, etc)

Sl. No.	Name of the activity	Date and Time	Venue	Hours spent	Actual score = hours ÷ 10	Enclosed Document Page no	API Score verified by screening committee (for official use).

II.a (iii) Extension and Dissemination activity (eg. Public lectures / Talks / Seminars / other Extension activities, etc.)

Sl. No.	Name of the activity	Date and Time	Venue	Hours spent	Actual score = hours ÷ 10	Enclosed Document Page no	API Score verified by screening committee (for official use).

II (b).CONTRIBUTION TO CORPORATE LIFE

II (b) (i) Administrative Responsibility (Such as Director, HoD, Convener, Warden, Dy.Warden and others/Course Coordinator, etc., (evidence to be produced)

Sl. No.	Calendar Year	Name of the responsibility	Hours spent per week	Hours spent per academic year	Actual score = hours ÷ 10	Enclosed Document Page no	API Score verified by screening committee (for official use).

Note: Additional responsibility like Dean/HoD involve 2 hours of office hours/day

II.b(ii) Participation in BoS, Administrative and Academic Committees of TNDALU
(evidence to be produced)

Sl. No	Calendar year	Name of the responsibility	Hours spent per academic year	Actual Score ÷ 10	Enclosed Document Page no	API Score verified by screening committee (for official use).

II C. Professional Development Activities (Participation in Seminar, Conferences, Short term training courses, membership of academic associations, Lecture in refresher course/Faculty Development Courses, Publication of articles in newspapers, Magazine, Radio talks, Television Programme. **(Max 15 Marks)**)

Sl. No	Calendar year	Name of the activity	Details of activity	Hours spent	Actual Score ÷ 10	Enclosed Document Page no	API Score verified by screening committee (for official use).

Sl. No.	Name of Activity	Maximum Score		
		API Score allotted	Self-appraisal Score	Verified API Score
	CO-CURRICULAR			
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public/popular lectures/talks/seminars etc.)	15		
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (i) Administrative responsibility (including as Dean/Principal/Chairperson/Convenor/Teacher-in-charge /similar other duties that require regular office hrs for its discharge) (ii) Participation in Board of Studies, Academic and Administrative Committees	15		

c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15		
Total of (II)		45		

a. Actual hours spent per academic year+10

b. Actual hours spent per academic year+10

c. Actual hours spent per academic year+10

CATEGORY: III. RESEARCH AND ACADEMIC CONTRIBUTIONS

Sl. No.	Activity	Faculty of Law & Inter-Disciplinary	Maximum Score		
			API Score allotted	Self-appraisal Score	Verified API Score
III (A)	Research & Publications (Journals)	Refereed Journals as notified by the UGC (Total Publications = N)	25/publication	$N \times 25 =$	
		No. of Papers with impact factor less than 1 (out of N = N ₁)	5/publication	$N_1 \times 5 =$	
		No. of Papers with impact factor between 1 and 2 (out of N = N ₂)	10/publication	$N_2 \times 10 =$	
		No. of Papers with impact factor between 2 and 5 (out of N = N ₃)	15/publication	$N_3 \times 15 =$	
		No. of Papers with impact factor between 5 and 10 (out of N = N ₄)	20/publication	$N_4 \times 20 =$	
		No. of Papers with impact factor above 10 (out of N = N ₅)	25/publication	$N_5 \times 25 =$	
		Other Reputed Journals as notified by the UGC (No. of papers = N ₆)	10/publication	$N_6 \times 10 =$	
Total of III (A)					

The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal/Corresponding Author/Supervisor/Mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

Sl. No.	Activity	Faculty of Law & Inter-Disciplinary	Maximum Score		
			API Score allotted	Self-appraisal Score	Verified API Score
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference Books published by international Publishers, with ISBN/ISSN number as approved by the University and posted on its website No. of sole author book(s) = M_1	30/single Author Book	$M_1 \times 30 =$	
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. No. of single author book(s) = M_2	20/single Author Book	$M_2 \times 20 =$	
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. No. of single author book(s) = M_3	15/single Author Book	$M_3 \times 15 =$	
		Chapters in Books, published by National and International Level publishers, with ISBN/ISSN number as approved by the University and posted on its website (No. of chapter(s) = M_4 / M_5)	International 10 / Chapter International 10/Chapter	$M_4 \times 10 =$ $M_5 \times 5 =$	
Total of III (B)					

III (C) RESEARCH PROJECT					
Sl. No.	Activity	Faculty of Law & Inter-Disciplinary	Maximum Score		
			API Score allotted	Self-appraisal Score	Verified API Score
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs.5 lakhs (No. of S. Project(s) =P ₁)	20/Project	P ₁ x 20 =	
		Major Projects with minimum of Rs.3 lakhs up to Rs.5 lakhs (No. of S. Project(s) =P ₂)	15/Project	P ₂ x 15 =	
		Minor Projects with grants above Rs.1 lakh up to Rs.3 lakhs (No. of S. Project(s) =P ₃)	10/Project	P ₃ x 10 =	
III (C) (ii)	Consultancy Projects	Amount mobilized with minimum of Rs.2 lakhs (No. of C. Projects = R)	10 per every Rs.10 lakhs and Rs.2 lakhs respectively	R x 10 =	
III (C) (iii)	Projects Outcome/ Outputs	Major Policy document prepared for (a) International bodies likeWHO/UNO/UNESCO/ UNICEF etc. Central/ State Govt./Local Bodies (a)No./International bodies = O ₁ (b)No./Central Government = O ₂ (c)No./Sate Government = O ₃ (d)No./Local Bodies= O ₄	(O ₁)30/ International level; (O ₂)20/ National level/Central Govt. (O ₃)10/State Govt. (O ₄)5/Local Bodies		
Total of III (c)					

III (D) RESEARCH GUIDANCE					
Sl. No.	Activity	Faculty of Law & Inter-Disciplinary	Maximum Score		
			API Score allotted	Self-appraisal Score	Verified API Score
III (D) (i)	M.Phil	Degree awarded No. of Candidates = D ₁)	5/candidate	D ₁ x 5 =	
III (D) (ii)	Ph.D.	(a) Degree awarded – No. of Candidates = D ₂	15/Candidate	D ₂ x 15 =	
		(b) Thesis submitted – No. of Candidates = D ₂)	10/Candidate	D ₃ x 10 =	
Total of III (d)					

III (E) FELLOWSHIPS, AWARDS & INVITED LECTURES DELIVERED IN CONFERENCES/SEMINARS					
Sl. No.	Activity	Faculty of Law & Inter-Disciplinary	Maximum Score		
			API Score allotted	Self-appraisal Score	Verified API Score
III (E) (i)	Fellowships/Awards	International Award/Fellowship from academic bodies/associations (No. of Award/Fellowship = T ₁)	15 each Award/Fellowship	T ₁ x 15 =	
		National Award/Fellowship from Academic bodies/associations (No. of Award/Fellowship = T ₂)	10 each Award/Fellowship	T ₂ x 10 =	
		State/University Level Award from academic bodies/associations (No. of Award/Fellowship = T ₃)	5 each Award	T ₃ x 10 =	

III (E) (ii)	Invited Lectures/ Papers (The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period)	International (No. of Lectures = C ₁ No. of Papers = C ₂)	7/5 each	C ₁ x 7 = C ₂ x 5 =	
		National (No. of Lectures = C ₁ No. of Papers = C ₂)	5/3 each	C ₁ x 5 = C ₂ x 3 =	
		State/University Level (No. of Lectures = C ₁ No. of Papers = C ₂)	3/2 each	C ₁ x 3 = C ₂ x 2 =	
Total of III (E)					
III (F)	Development of e-learning delivery process/material	10 per module	No. of modules x 10 =		

Sl.No.	Name of Activity	Maximum Score		
III (A)	Research & Publications			
III (B).	Publications other than Journals			
III (C)	Research Project			
III (D)	Research Guidance			
III (E)	Fellowships, Awards & Invited Lectures			
III (F)	Development of e-Learning			
Total of – III (A+B+C+D+E+F)				
Grand Total of Category (I + II + III)				

Signature of the Faculty
with Designation & Date

Signature of HOD/Director

Date:

SECTION C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, assignments (including Post-Doctoral tenure) awards received, Students Feedback, etc. not mentioned earlier

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

List of Enclosures: (Please attach copies of certificates, sanction orders, papers, etc. wherever necessary)

1	6
2	7
3	8
4	9
5	10

I certify that the information provided above is correct as per the records available with the university and/or documents enclosed along with the duly filled in PBAS proforma.

Signature of the Faculty
with Designation, Place &
Date

Signature of HOD / Dean

N:B: (1) The individual PBAS proforma duly filled in along with all enclosures submitted for CAS promotions will be duly verified by the university/college as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.
(2) The Assessment Criteria other than those that are specified herein above are as per the UGC applicable regulations.

Brief Explanation for CATEGORY I and CATEGORY II

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the timetable or the actual number of hours spent in that activity in the previous academic year. The institution can verify these from the official Time Table and the record of students' attendance.
2. In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that schedules 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if his/her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, s/he would claim additional 2 x 16 hours in row 1A (ii). If s/he has actually taught for 275 hours in that semester, s/he would claim 275 hours in row 1A (iii). So, in all, she would get credit for $320+320+275 = 627$ hours for that semester. S/he would do similar calculation for the second semester and the total would be entered in each row.
3. In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But s/he will be awarded the maximum of 20 points in that category.
4. Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each institution may further develop these criteria and specify the requirements for the various categories mentioned here.
5. In case where, the teacher is required to give a proof that s/he administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of his/her teaching. S/he would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.

CATEGORY III

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.



THE TAMIL NADU Dr. AMBEDKAR LAW UNIVERSITY

[State University, established by Act No. 43 of 1997]

“Poompozhi”, No.5, Dr. D.G.S. Dhinakaran Salai, Chennai-600 028.

Telephone Nos. 2464 1212 & 2464 1919; Fax: 24617996



Table 1
Assessment Criteria and Methodology for University/College Teachers

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned): 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above -----Good Below 80% but 70% & above -- --Satisfactory Less than 70%----Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organizing seminars/conferences/workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer reviewed/UGC list of Journals.	Good---Involved in at least 3 activities Satisfactory----1-2 activities Not-satisfactory-Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No.1 i.e. Teaching all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave etc. and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage due to his/her absence from his/her teaching responsibilities subject to such leaves/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as the acts, statutes and ordinance of the parent institution.



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Table 2
Assessment Criteria and Methodology for University Teachers
(Academic/Research)

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

Academic/Research Activity	Faculty of languages/Humanities/Arts/Social Science / Library/Education/Physical Education/Commerce/Management & other related discipline
1. Research Papers published in Peer Reviewed/UGC listed Journals	10 per paper
2. Books/e-books authored which are published by International publishers	10
National publishers	08
Chapter in Edited Book	05
Editor of Book by International Publisher	10
Editor of Book by National Publisher	08
	05
*e-content (developed in 4 quadrants) per module	05
MOOCs (developed) per module/lecture	

3. Research Projects	
Completed:	
More than 10 lakhs	10
Less than 10 lakhs	05
Ongoing:	
More than 10 lakhs	05
Less than 10 lakhs	02
Consultancy:	
4. Patents	
International	10
National	07
*Policy Document	
International	10
National	07
State	04
5. Research Guidance	
Ph.D.	10/per degree awarded 05/per thesis submitted
M.Phil./PG dissertation	02/per degree awarded
6. *Invited lectures/ Resource Person/ Paper presentation	
International (Abroad)	7
International (within country)	5
National	3
State / University	2

The Research Score for papers would be augmented as follows:

Peer reviewed/UGC listed journals

- i) Paper in referred 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 |

Joint Publication:

- (a) Two authors: 50% 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.

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 70/30. First Supervisor shall get 7 marks and co-supervisor 3 marks.
- In development of e-content in 4 quadrants for a complete course/e-book may be assigned points equivalent to authoring a book at national level, contribution to development of e-content modules in complete course/paper/e-book may be awarded points same as that of contributed chapters in edited book and editor of e-content for complete course/paper/e-book may be awarded points same as that for editor of a book by National Publisher.
- Development of various quadrants of complete MOOCs may be given the weightage similar to authoring a book, contribution to development of modules in a complete MOOCs may be awarded points same as contributed chapters in edited book and coordinator of MOOCs for complete course may be awarded points same as that for editor of a book by National Publisher.
- For the purpose of calculating research score of the person, the combined research score from the categories of **Policy Document** and **Invited lectures / Resource Person / Paper presentation** shall have an upper capping of 30% of the total research score of the person.
- The research score shall be from the minimum of 3 categories out of 6 categories.