KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

Revised PBAS Proforma for promotion under UGC Career Advancement Scheme
(In accordance with UGC regulations 2010)

Photo

Department/School: _____

Application for promotion from:
(Assistant Professor (Stage 1 to Stage 2 or Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4 to Professor/equivalent cadres Stage 5) and Professor (Stage 5 to Stage 6). _____
(Please indicate whichever is applicable)

Period of Assessment for promotion: From_____to _____

1	Name (in Block Letters)	
2	Father's Name/Mother's Name	
3	Nationality	
4	Date and Place of Birth	
5	Sex	
6	Marital Status	
7	Indicate category: SC/ST/OBC /General category	
8	Date and Post of Joining service at KUFOS with UO reference	
9	Audit Number and UPF/GPF No:	
10	Date of Last Promotion with Post/Grade promoted to with U.O. Reference	

11	Current Designation and Grade pay	
12	Which position and grade pay are you an applicant under CAS?	
13	Date of eligibility for promotion	
14	Permanent Address with PINCODE	
15	Address for Communication with PINCODE	
16	Phone numbers (Off. Res. Mob) and email	

17.   Academic Qualifications (10th STD onwards):

Qualification	Subjects/ Specialization	University/ Board	Duration of Study from- to dates	Date of award	% of marks obtained
SSLC/10th Std					
Pre-Degree/(10+2)					
Bachelors Degree					
Masters Degree					
M.Phil*					
Ph.D.*					
D.Sc./D.Litt.*					
Other Qualifications (if any)					

In case of M.Phil/Ph.D/ D.Sc/D.Litt., an attested copy of the degree or result notification for the same is to be attached.

18. **Record of ACADEMIC/RESEARCH/INDUSTRY service prior to joining, KUFOS (please attach relevant experience certificates)**

Institution	Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/Fixed term/ Temporary/ Adhoc)	Nature of Duties (Teaching/ Research/ extent ion /Others)	Pay-Scale	Date of Joining and Date of leaving	Reasons of Leaving.

Note: Please indicate in a separate sheet attached, whether in previous service has to be counted:

a)   The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC.

b)   The post is/was in an equivalent grade or of the pre-revised scale of pay.

c)   Whether applied through proper channel.

d)   Whether possess the same minimum qualifications as prescribed by the UGC for appointment to the post.

e)   The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/Concerned Institution, for such appointments.

f)   The previous appointment was not as guest lecture for any duration, or an ad-hoc or in a leave vacancy of less than one year duration

19. **Record of Service in KUFOS**

Designation	Essential qualifications for the post at the time of appointment	Nature of Appointment (Regular/ Contract / Temporary/ Adhoc/ Guest)	Nature of Duties (Teaching/, Research/ Guidance of Research/ Adminitration)	Pay-Scale	Duration from- to dates	Total period Yr. M. Days

20. Period of teaching Experience: **P.G. Classes (in Years and months)** [   ]

U.G. Classes (in Years and months) [   ]

21. **Research Experience excluding years spent in M.Phil /Ph.D.** [   ]
 (in Years and months)

22. **Fields of Specialization under the Subject/Discipline**

23. **UGC/AICTE/ISTE/Relevant body recognized Orientation/Refresher/Winter Courses attended *:**

Nature of the course/Summer School	Place	Duration	Sponsoring Agency

(*Attach certificate copies)

24. List of five most significant Publications *(for the purpose of evaluation):

Sl no	Title of Paper	Name of Journal/ Publisher in case of Book	Date of Publication and impact factor if any	Vol. , Number and pages
1				
2				
3				
4				
5				

*Please submit three copies of the five publications

25. Confidential report for the preceding five years w.e.f. the date on which the promotion is due.

26. Personal audit objection pending, if any.

27. Outcomes of budget used and facilities created.

28. Any other relevant information:

29. **FUTURE PLANS**

 (Please provide a brief outline of your future plans for teaching and research)

 i) Teaching:

ii) Research:

<u>**Decleration**</u>

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

                                    Name and Signature

Place:_____
Date: _____

FOR USE BY
==DEAN==/Director of School/Head of the Department

Specific Remarks if any:

VERIFIED AND COUNTERSIGNED

Place   ==DEAN==/Director of School/Head of the Department

Date: (Office Stamp)

PART B: ACADEMIC PERFRMANCE INDICATORS
(Please see detailed instructions of this PBAS Proforma before filling out this section)

For Category I and II the forms have to be submitted for each ==academic== year from 1st July 2010 onwards. The average of yearly API scores for Category I and II for the years under consideration from 1st July 2010 shall be taken as the API score for Category I and II for the purpose of CAS. In all cases for Category III only one form for the whole period under consideration for CAS promotion need be submitted.

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

CATEGORY: 1. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES CATEGORY:
(Please submit separate forms for each academic year under consideration)

==**Name and Designation of the Candidate:**==

==**Post/Grade to which CAS applied for:**==

==**Details provided for Academic year   From_____ To _____**==

(i)   **Lectures, Seminar, Tutorials, Practicals, ==Field visits==, Contact Hour (give semester-wise details, where necessary)**

S. No.	Course/Paper and semester, year	Level (UG/ PG)	Mode of Teaching * (L/S/T/P)	Hours allotted per week (C)	% of classes taken as per records

*Lecture (L), Seminars (S), Tutorials (T), Practical (P), Contact Hours (C)

		API Score Claimed	API Score awarded
(a)	**Classes Taken-Average for the year (max 50 for 100% performance & Proportionate Score upto 60% performance, below which no score may be given)**		
(b)	**Teaching Load in excess of UGC norm (max score:10)**		

(ii)   **Reading/Instructional material consulted and additional knowledge resources provided to students.**

Sr. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
API Score based on preparation and imparting of knowledge/Instruction as per curriculum & syllabus enrichment by providing additional resource to Students (max. score: 20)			**API Score Claimed**	
			API Score Awarded	

(iii) **Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc.**

S.No.	Short Description	API Score Claimed	API Score Awarded
	Total Score (Max. Score: 20)		

(iv) **Examination Duties Assigned and Performed**

S. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score Claimed	API Score Awarded
	Total Score (Max. 25)				

Decleration

I certify that the information provided is true and accurate to the best of my belief and knowledge, and are as per the data available in the department. The supporting documents provived are also true.

Place

Date

Name and Signature of the Candidate

_____

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DEAN/Director of School/Head of the Department

Specific Remarks if any:

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Date: (Office Stamp)

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

CATEGORY: II CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES *(Please submit separate forms for each academic year under consideration)*

Name and Designation of the Candidate:

Post/Grade to which CAS applied for:

Details provided for Academic year From_____ To _____

Sl. No.	Type of Activity	Average Hrs/week	API Score Claimed	API Score Awarded
(i)	Extension, Co-curricular & Field based activities			
	Total (Max.: 20)			
(ii)	Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibility	API Score Claimed	API Score Awarded
	Total (Max.: 15)			
(iii)	Professional Development Activities		API Score Claimed	API Score Awarded
	Total (Max.: 15)			
	Total Score (i + ii + iii) (Max: 25)			

Decleration

I certify that the information provided is true and accurate to the best of my belief and knowledge, and are as per the data available in the department. The supporting documents provived are also true.
.

Place

Date

Name and Signature of the Candidate

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Date: (Office Stamp)

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

PBAS Proforma for calculating API SCORE -Category III-Research & Academic Contributions

(Note: Please submit one set for this criteria proforma for the whole period in consideration for CAS. Please read the instructions given at the end of Proforma for calculating API Score claimed in each category)

Name and Designation of the Candidate:

Post/Grade to which CAS applied for:

Period under consideration: From_____ To _____

A. Published Papers in Journals

S.N.	Full Journal paper. (In format given below with author names in the order published. Eg: Amjit K. M & Chateerejee B, *Optimisation of Cellular layout using Simulated Annealing*, Int. J of Production Research, Vol 26 No.4, Dec 2009, pp 25-34)	ISSN/ ISBN No.	Whether peer reviewed.	Impact factor, if any	API Score claimed	API score awarded
1						
2						
3						
4						
5						

Total API score Claimed: **Total API score awarded:**

B. (i) Articles/Chapters published in Books

S.N.	Full Articles/Chapters in books. (In format given below with author names in the order published. Eg: Benson, R ,Crow P S & Stien R, ***Benchmarking lessons in the process industries***, Chapt:Ed: May Amy, *Manufacturing Excellence,* 2nd Edtion,1998 Haymarket Business Publications, London)	ISSN/ ISBN No.	Whether peer reviewed.	Publisher International /National /Regional	API Score claimed	API score awarded
1						
2						
3						
4						
5						

Total API score Claimed: **Total API score awarded:**

B (ii) Full Papers published in Conference Proceedings

S.N.	Full Papers in Conference proceedings. . (In format given below with author names in the order published. Eg: Bumstead, J and Cannons, K, *From 4PL to managed supply chain operations*, Procd. Int. Conf. on Supply Chain, NTU, Singapore, May 12-15, 2004, pp 18–25)	ISSN/ ISBN No.	Details of Conference International /National /Regional	API Score claimed	API score awarded
1					
2					
3					
4					
5					

Total API score Claimed: **Total API score awarded:**

B   (iii) Books published as author or as editor or ==manuals prepared==

S.N.	Books Published. (Reference in the format given below with author names in the order published. Eg: Christopher, M and Peck, H (2003) *Marketing Logistics,* 2nd edition, Butterworth Heinemann, Oxford)	ISSN/ ISBN No.	International /National /Regional	Editor /Author	API Score claimed	API score awarded
1						
2						
3						
4						
5						

Total API score Claimed: **Total API score awarded:**

C.   (i & ii). Ongoing /Completed Research projects and consultancies

S. N.	Title	Agency	Period	Principal Investigator or Co-PI	Grant/ Amount in (Rs Lakhs)	API Score Claimed	API Score awarded

Total API score Claimed: **Total API score awarded:**

C.   (iii & iv) Completed Research outcomes: quality and outcomes

S. N.	Title	Agency	Period	Principal Investigator or Co-PI	Report Accepted/ Patent/ Technology transfered	API Score Claimed	API Score awarded

Total API score Claimed: **Total API score awarded:**

D. Research Guidance

S.N.	Number Enrolled	Thesis Submitted	Degree awarded	API Score Claimed	API Score Awarded
M. Phil *					
Ph. D *					

*Note: *Attach List of Students with title of Thesis and year and names of Co-guides if any*

Total API score Claimed: **Total API score awarded:**

E. (i)**Training courses, teaching-learning-evaluation technology, faculty development programmes attended**.

S.N.	Programme	Duration	Organized by	API Score

Total API score Claimed: **Total API score awarded:**

E. (ii) Papers presented in Conferences, Seminars, Workshops, Symposia*

S.N.	Full Papers Presented. (In format given below with author names in the order published. Eg: Arun K P & Vidya CR, *Co-ordinating two level supply chains*, Int. Conf. on Supply Chain, IIT-KGP, Kharagpur, Dec 16-18, 2011)	ISSN/ ISBN No.	Details of Conference International /National /Regional	API Score claimed	API score awarded
1					
2					
3					
4					
5					

***Note:** Please see that for any conference paper published claim is not made for presentation also.

Total API score Claimed: **Total API score awarded:**

E (iii) Invited Lectures/ Refresher/Orientation course class and Chairmanships at National or International Conference/Seminars

S.N.	Details of event. (Eg: Refresher Course in Commerce by ASC, Kerala Univ June 5, 2010)	Class/ Talk or Chair	International /National /Regional	API Score claimed	API score awarded
1					
2					
3					
4					
5					

Total API score Claimed: **Total API score awarded:**

E (iv) Awards and recognitions

S.N.	Details of Award. (Eg: DAAD scholarship for PDF, Fulbright scholarship, Emerald Literary award for best paper)	International /National /Regional	API Score claimed	API score awarded
1				
2				
3				
4				
5				

Total API score Claimed: **Total API score awarded:**

OTHER RELEVANT INFORMATION

a. Please give details of all criminal case or disciplinary proceedings/ actions against you

S.N.	Details (Mention Year and description of case and punishment awarded/ current status)

Decleration

      I certify that the information provided is true and accurate to the best of my belief and knowledge, and are as per the data available in the department. The supporting documents provided are also true. I have not hidden any information pertaining to Criminal case or disciplinary action involving me which has been asked for.

Place

Date

                Name and Signature of the Candidate

_____

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DEAN/Director of School/Head of the Department

Specific Remarks if any:

VERIFIED AND COUNTERSIGNED

Place   DEAN/Director of School/Head of the Department

Date: (Office Stamp)

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

Instructions for Filling up Category –I & II of the PBAS Proforma

NOTE: *One form of Category I and Category II has to be submitted for each Academic year of period under consideration for CAS promotion from 1st July 2010 onwards.*
Claim of points to be made only in one place for each activity.

Category I: Teaching, Learning and Evaluation Related Activities
Maximum Scores Allocated: 125
Minimum API Scores Required   : 75

	Nature of Activity	Max. Score
(i) (a)	Lectures, seminars, tutorials, practical, field visit, contact classes should be based on verifiable records such as the attendance sheet used by the teacher submitted to the office at the end of each semester along with the internal marks. No score should be assigned if a teacher has taken less than 60% of the assigned classes. University may give allowance for periods of leave where alternative teaching arrangements have been made. Assigned hours for classes=(hours available for taking classes based on timetable and teaching days available-classes lost for reasons other than due to the teacher concerned). Score to be given= ((Hours of classes taken/Assigned hours)*100-60)*1.25 If Score as calculated above is negative zero score shall be given **Maximum score of 50 if there is 100% performance**	50
(b)	If a teacher has taken classes exceeding UGC norms, then two points to be assigned for each extra hour of classes/week per semester or for every one credit additional per semester	10
(ii)	Imparting of knowledge/instruction as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students. 2 points per paper taught with regularly used resources. 3 points per paper taught where additional resources were provided to students. 1 point per final project guided at Bachelor's/ master's level **(100% compliance = 20 points)**	20
(iii)	**Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.**	
	Updating of Course, design of curriculum, (5 points per single course)	10
	Participatory & Innovative T/L Process with material 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 power-point/Multimedia/ Simulation/Software etc., **(Use of anyone of these in addition to Chalk & Board : 5 points per course taught)**	10
	Developing and imparting Remedial/Bridge Courses (each activity : 5 points/ set of material/course)	10
	Developing and imparting soft skills/communications skills/personality development course/ 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/ beneficiaries/ entrepreneurs
	a) Workshop/Training course: 10 points each
	     Up to 5 days : 2 marks
	     Up to 6-10 days : 5 marks
	        10-21 days : 8 marks
	     above 21 days : 10 marks
	
	b) Popularization programmes: 5 points each
	     Up to 5 days : 2 marks
	     Above 5 days : 5 marks
		10

	Maximum Aggregate Limit	**20**

(iv)	**Examination Related Work**	
	College/University end semester/Annual Examination work as per duties, allotted. (invigilation – 2 points per duty taken, Evaluation of answer scripts – 5 points/subject/per exam; Question paper setting-3 points/ per subject/exam. 5 points per lab/Viva exam conducted as examiner.) **(100% compliance = 25 points)**	25
	Maximum Aggregate Limit B (iv)	**25**

Category II: Co-Curricular, Extension and Professional Development Related Activities.
Maximum Scores Allocated: 50
Minimum API Score Required: 15

S.No.	Nature of Activity	Max. Score
(i)	**Extension and Co-curricular , Extension and Professional Development Related Activities**	
	Institutional Co-curricular activities for students such as field visits/studies/educational tours, industry-implant training, Placement etc (5 points each)	10
	Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, Employment Bureau or any other similar activity at University level (each activity 10 points). Similar roles at college level 5 points & Department level will get 3 points.	10
	Students and Staff Related Socio Cultural and Sports Programmes, Campus publications (departmental level 2 points, College level- 3 points, University level 5 points)	10
	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)	10
	Extension activities pertaining to end used/ entrepreneur/ coastal community (training of above 5 days 5 points, 3 to 5 days- 3 points, less than 3 days-2 points). Training of trainers- 5 points.	10
	Maximum Aggregate Limit	**20**
(ii)	**Contribution to Corporate Life and Management of the Institution**	
	Contribution to Corporate life in Universities/colleges through popular lectures, subject related events, articles in college magazine and University volumes (2 points each)	10
	Institutional Governance responsibilities like Member of Governing Council/ Academic Council/Senate, Registrar, Controller of Examinations, Dean, Chief Warden , IQAC Coordinator, Principal (15 points each). Associate patron(5 points), Chief Returning officer, Campus officer, Vehicle Officer, Asst. warden (3 points)	15
	Departmental level Administrative responsibilities, Director of School/ Head of Dept (10 points each) Chief superintendent of exams, Chairman Passing Board/Valuation Camp, Placement Co-ordinator (5 points each) Dept. Council secretary, Member BOS, Member of faculty, PTA secretary, Course co-ordinator (3 points)	10
	Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 points each at University level and 3 points each at college or department level)	10
	Organization of Conference/Refresher/ Training as Course Director/ Convenor/ Organising secretary: International (10 points) National/regional (5 points) (a) As Treasurer/ co-director : International (5 points) National/regional (3 points) (b) As member of the organizing committee International (2 points) National/regional (1 points)	10
	Maximum Aggregate Limit	**15**
(iii)	**Professional Development Related Activities**	
	Membership in profession related committees at state and national level a) At International level : 8 points each b) At national level : 5 points each c) At state level : 3 points each	10
	Participation in subject associations, conferences, seminars without paper presentation (each activity : 2 points)	10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance, etc., (each activity : 5 points)	10
	Membership/participation in State/Central Bodies/Other University Bodies Committees on	10

Education, Research and National Development (5 points each)		
Publication of articles in newspapers, magazines or other publications (not covered in category III); radio talks; television programmes (1 point each)		10
Maximum Aggregate Limit		**15**

Note: *For the above Activities wherever activities jointly conducted Principal organizer gets 70% points, Co-organizers share the remaining 30% points from total points allocable if activity performed by a single person.*

CATEGORY –III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Only *one form for Category III* needs to be submitted for the entire period under consideration for promotion. 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 Scrutiny/screening/selection committee.

S.N.	APIs	Engineering/Agriculture/ Veterinary Science/Sciences/Medical Sciences/Fisheries/ Ocean Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position
III(A)	**Research Papers (Published in Journals)**	NAS rated/Refereed Journals*	Refereed Journals*	15 / Publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	5 / Publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system.	Text or Reference Books Published by International Publishers with an established peer review system.	50/book; 10 /chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25/Book, and 5 / chapter in edited book
		Subject Books by Other local publishers with ISBN/ISSN numbers	Subject Books by Other local publishers with ISBN/ISSN numbers	15 /Book, and 3 / chapter in edited book
		Chapters contributed to edited knowledge based volumes published by International Publisher	Chapters contributed to edited knowledge based volumes published by International Publisher	10 / Chapter
		Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter
III C	**Research Projects**			
III C (i)	Sponsored Projects being carried out	a) Major Projects amount mobilized with grants above 50.0 lakhs	Major Projects amount mobilized with grants above 10.0 lakhs	20 / each Project
		b) Major Projects amount mobilized with grants above 30.0 lakhs up to 50.0 lakhs	Major Projects amount mobilized with minimum of Rs.5.00 lakhs up to Rs.10.00 lakhs	15 / each Project

		c) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs	Major Projects amount mobilized with minimum of Rs.3.00 lakhs up to Rs.5.00 lakhs	10 /each project
		c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	5 / each Project
III C (ii)	Consultancy Projects being carried out	Amount mobilized with minimum of Rs.10.00 lakh (10 points for each Rs. 10 lakhs)	Amount mobilized with minimum of Rs.2.00 lakhs. (10 points for each Rs. 2 lakhs)	10 / Rs 10 or Rs 2 lakh depending on discipline

III C (iii)	**Completed projects : Quality Evaluation**	Completed Project Report (Acceptance from funding agency required/ reported to the university and accepted by it)	Completed project report (Acceptance by funding agency required/ reported to the university and accepted by it)	20 / each major project and 5 / each minor project not covered anywhere else
III C (iv)	**Projects Outcome/Outputs**	Patent/Technology transfer/ Product Process-reported to the university and accepted by it	Major Policy document of Govt. Bodies at Central and State level- reported to the university and accepted by it	15/ state level output. 25/ each national level output or patent. 40/each for international level output not covered anywhere else
(60% of points shall be given to a project sanctioned to the University and assigned to the concerned faculty)				
III D	**Research Guidance**			
III D (i)	**M.Phil**	Degree Awarded only	Degree Awarded only	3 Points for each candidate
III D (ii)	**Ph.D**	Degree Awarded only	Degree Awarded only	10 Points for each candidate
		Thesis submitted	Thesis submitted	7 Points for each candidate
III E	**TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS Attended and other Achievements during the period**			
III E(i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft skills development Programmes, Faculty Development Programmes **(Max: 30 points)**	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 points each
		(b) One week duration	(b) One week duration	10 points each
III E (ii)	Papers in Conference/ Seminars/ workshops etc. **	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International Conference	a) International Conference	10 Points each
		b) National	b) National	7.5 Points each
		c) Regional/State level	c) Regional/State level	5 Points each
		d) Local-University/College level	d) Local-University/ College level	3 Points each
III E (iii)	Invited lectures or presentations for	a) International Conference	a) International Conference	10 Points each

	conferences/ Chairing sessions in conferences/ symposia or talks in refresher courses	b) National	b) National	7.5 Points each
		c) Regional/State level	c) Regional/State level	5 Points each
		d) Local-University/College level	d) Local-University/ College level	3 Points each
III E (iv)	Awards and Recognitions	(a) International	(a) International	25 Points each
		(b) National Level	(b) National Level	15 Points each
		(c) State Level	(c) State Level	10 Points each
		(d) University Level	(d) University Level	5 Points each
		(e) College Level	(e) College Level	3 Points each

Note: **1.** For Publications and paper presentations involving multiple authors, API calculations would be as given: From 1 to 3 Authors: 100% credit for each author. 4 to 6 Authors: 60% credit for each author. 7 and Above authors : 40% credit for each author. *(No specific weightage for the order of authors in the publications/ patents).*
2. For Thesis Guidance, Projects and Consultancy involving multiple persons in Investigator role, API calculations would be as given*: Principal Investigator or Guide gets 70% of the points, Co-investigators or co-guides share the remaining 30% of the points.* **3.** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (A)) and not under presentation (III(E)(ii)).

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

Steps in completing the CAS Application:

1. Obtain a soft copy (in MS Word) of the CAS application and read it carefully and fill the CAS Application form and get copies of the supporting documents required.
2. Take a copy of the **Instructions for Filling up Category –I & II of the PBAS Proforma and the PBAS Proforma for Category I, II and III and carefully go through the instructions and understand the data that are required to be furnished and the supporting documents required.**
3. For each academic year from 1st July 2010 onwards for every academic year being considered for your promotion prepare one set of Category I and II forms by filling in the required details in the softcopy of the form and then taking a print of the same. Please enter the API score claimed based on the norms given in the instructions for filling PBAS Proforma mentioned above.
4. For the entire period under consideration for promotion fill one set of Category III form.
5. Please attach the relevant supporting documents/ proofs wherever required.
6. Take printouts of the application, attach the supporting documents to make your CAS application complete, and then put your signature at the required places and self attest the supporting documents.
7. Get The application and PBAS Proformas verified and forwarded by your Dean/ Director/ Head of Department as the case may require. Maintain a copy of the forwarded application with you for your personal records.
8. Submit the verified and forwarded application to the Registrar, KUFOS for necessary action.

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

SUMMARY OF
PART B: ACADEMIC PERFRMANCE INDICATORS
(For Use by Scrutiny/Assesment/Selection Committtee)

Department/School: _____

Name and Designation of Applicant :_____

Application for promotion from:_____

Period of Assessment for promotion:	From_____to _____

Category I: Teaching, Learning and Evaluation related activities

Max score allowed:125   Min score required: 75

Sl No	Period/Academic year	Score Claimed	Score Awarded
1			
2			
3			
4			
5			
6			
7			
8			
	Total Score & Average score in ()		

Category II: Co-curricular, Extension, Professional development related activities

Max score allowed:50   Min score required: 15

Sl No	Period/Academic year	Score Claimed	Score Awarded
1			
2			
3			
4			
5			
6			
7			
8			
	Total Score & Average score in ()		

Category III: Research and Academic contributions

For the period _____ to _____ Min Score required:

Sl No	Nature of Activity	Score Claimed	Score Awarded
A	Publications in Journals		
B (i)	Publications in Books		
B (ii)	Publications in Conference Proc.		
B (iii)	Books Published		
C i & ii	Research & Consultancy-Ongoing		
C iii & iv	Research & Consultancy-Completed		
D	Research Guidance		
E i	Training courses, FDP -attended		
E ii	Conf. Papers presented only		
E iii	Invited talks/ session chair ay Conf.		
E (iv)	Awards and Recognitions		
	Total Score		

Name and Signatures of Members
Place:
Date:

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

YEARWISE SUMMARY OF
API For Crategory I and II
(One sheet for each year for use by Scrutiny/Assesment/Selection Committee)

Department/School: _____

Name of Applicant:_____

Period for which details furnished: From_____ to _____

Category I: Teaching, Learning and Evaluation related activities

SI No	Nature of Activity	MaxScore allowed	Score Claimed	Score Awarded
i (a)	Alloted Lectures taken %	50		
(b)	Lectures in Excess of UCG	10		
ii	Prep. and Imparting knowledge	20		
iii	Inovative practices in teaching	20		
iv	Examination duties	25		
	Total Score & Min required in ()	**125 (75)**		

Category II: Co-curricular, Extension, Professional development related activities

SI No	Nature of Activity	MaxScore allowed	Score Claimed	Score Awarded
i	Student related Co-curricular	20		
ii	Corporate life and Institution	15		
iii	Professional Development	15		
	Total Score& Min required in ()	**50(15)**		

Name and Signatures of Members

Place:
Date: