



Criterion 6
Governance, Leadership and Management

6.3.1: Welfare and Performance
Appraisal

Government Arts and Science College
Kozhinjampara

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Performance Based Assessment System (PBAS)

Under

Career Advancement Scheme

(UGC 6th Regulations) in Govt. Colleges as per UGC 7th Regulations, 2018
for placements due for the period from 18/9/2010 to 17/7/2018

Guidelines

2019

**Department of Collegiate Education
Kerala**

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1. Introduction

The State Govt. of Kerala have adopted the 6th UGC Scheme as per UGC Regulation 2010 for implementation in the Universities and Colleges (Aided and Government) across the State vide G.O(P) No.58/2010/H. Edn dated 27/03/2010. The Pay revision was effected from 01/01/2006 and advance increments with effect from 01/09/2008. The Career Advancement Scheme (CAS) ie. Placement and Promotion of teachers have effect from 18/09/2010. However owing to difficulty in introducing the PBAS and API system of appraisal the same could not be implemented.

The MHRD vide Letter No.F1/77/2015-U.II(1) dated 2/11/2017,8/11/2017 has issued Orders revising the Pay scales of Teachers in Universities and Colleges in tune with the 7th Central Pay Commission Order. In continuation, UGC vide Gazette Notification dated 18/7/2018 has issued the new guidelines applicable to the same named as 'UGC Regulations on Minimum qualification for appointment of Teachers and other academic staff in Universities and Colleges and other measures for the maintenance of standards in higher education, 2018' in supersession of the ugc regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education 2010 and all its amendments. Subsequently Govt. of Kerala vide G.O(Ms) No.28/2019/H.Edn dated 11/2/2019 has given sanction for implementing the placement/ promotion of teachers of Govt. Colleges pending under 6th UGC Scheme in accordance with the UGC 7th scheme regulations. Subsequently DCE has issued a circular inviting proposal for placement/promotions.

The UGC 7th Regulation has incorporated a provision for Placement/Promotions of 6th Regulation with relaxed conditions with respect to PBAS API scoring under different categories. The PBAS under CAS of the 6th regulation, 2010 envisages API under three broad categories as detailed below.

- Category 1 - Teaching, learning and Evaluation related activities.
- Category 2 - Co-curricular, Extension and Professional Development activities.
- Category 3 - Research and Academic contributions.

It was mandatory for a teacher to have a minimum score in each category and a combined minimum of II & III categories taken together as per the UGC regulations 2010. As per the relaxed condition provided in the UGC regulation 2018, category I is excluded and only a combined minimum score of 2 and 3 categories is required for Placements. The PBAS envisages an expert assessment system constituted with as a Screening Committee for placement of Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3 and a Selection committee for Stage 3 to Stage 4.

1.1 Guidelines to Principals

1. The Principals shall issue a proceeding constituting the IQAC in all Colleges as per the NAAC Guidelines, if IQAC has already been constituted as per NAAC guidelines, it may be reconstituted only on completion of three years.
2. The Principals shall issue a proceeding constituting the Screening cum evaluation Committee for the assessment of proposals of placements pending of UGC 6th scheme regulation.
3. Issue proceedings to entrust IQAC for processing placement proposals of teachers.
4. Complete the assessment process as per the criteria given in clauses 5.0 to 6.4 of the regulation.
5. The Principals shall enlist a panel of experts for each subject in the College for which promotion of teachers is due, and send to the Vice Chancellor for the latter to nominate two experts from the same.
6. The Principals shall ensure that the minutes of the entire selection process duly signed by all members of Screening cum Evaluation Committee are duly recorded and forwarded to the DCE along with recommendations of SEC and copies of supporting documents for approval (check list as per Annexure III).
7. The Principal shall issue proceedings of the detailing of Assessment criteria for Category II and III done by IQAC, wherever such additions are necessary and sent to DCE for ratification.

1.2 Guidelines to IQAC

1. The IQAC shall act as the documentation and Record Keeping Cell for the processing of Proposals received from Teachers.
2. The IQAC constituted in the college as per the NAAC guidelines is to be entrusted with the assessment of the API as per UGC Regulations.
3. The IQAC shall assist in the detailing of assessment criteria and methodology proforma as per the institutional requirements based on the Tables 1, 2 & 3 of Annexure II of this guidelines. The maximum score for such institutional indicators shall be 5.
4. The IQAC shall get wherever feasible the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the

students' assessment of individual teachers in the Assessment criteria and methodology proforma. (Clause 6.0.VII of UGC 2018 Regulation)

5. The IQAC shall vet the application submitted by the eligible candidates and verify the supporting documents in accordance with regulation and assist the Screening Cum Evaluation Committee to prepare the final recommendation to DCE.
6. The IQAC shall ensure submission of annual appraisal proforma for at least two/ three/ four/ five of the last three/ four/ five/ six years of the assessment period by each candidate.
7. IQAC should download the UGC list of refereed journals and other journals. Impact factor of journals should be verified and assured as per Thomson Reuter's list.
8. The IQAC shall verify the API scores claimed and to write it in the Proforma with necessary changes (Annexure I, Form 9 and 10)
9. The IQAC shall ensure verification of eligibility criteria and CAS criteria of all candidates.
10. The IQAC shall ensure the Applicants were in Active Roll at the due date of Placement/Promotion.
11. IQAC should maintain an inward register for registering and dispatching of proposals of Placement/Promotion in the following format.

Sl. No.	Inward No./ Subject/ Year	Name & Designation	Date of submission	Date of Approval/ Rejection	Remarks

12. IQAC shall maintain personal folders of each teacher for proper filing of proposals of Placement/Promotion.

1.3 Guidelines to Screening cum Evaluation Committee (SEC)

1. The Committee shall verify the API scores claimed in the PBAS proforma by the applicants with their API score sheet submitted by IQAC.
2. All members of the Screening cum Evaluation Committee shall sign the minutes and the assessment report as given Annexure 1, Form 9 and forward the same to DCE.

1.4 General Guidelines for Placement

1. Teachers shall submit their applications to the Principal of the College where they are working at present through the Head/Teacher in charge of the Department. Those teachers working in Engineering/ Medical/ Polytechnic/ Law Colleges shall submit their proposal to the Principal of the nearby college where their subject is available through the Head of the institution.
2. Teachers on deputation/ maternity leave or any other eligible leave whose placements are due within the scheme period shall submit their application to their parent college. Teachers on deputation shall send their proposals to the parent college, duly forwarded by the immediate superior of the incumbent.
3. Teachers of Engineering/ Medical/ Polytechnic/ Law Colleges and Teachers on deputation shall submit an affidavit as per Annexure I, Form 12 while submitting proposals.
4. The teachers shall select any one of the two options as given in Annexure I to assess themselves under the PBAS system for placements under the 6th CAS due with effect from 18/9/2010 to 17/7/2018.
 - Option A: As per the 7th UGC Regulations 2018.
 - Option B: As per the 6th UGC Regulations 2010 assessment with relaxation specified in 7th UGC Regulations 2018 (*This option can be exercised only within three years from the date of notification of 7th regulation, i.e. within 17/7/2021*).
5. PBAS format for options A and B are given in Annexure I as Form No. 2, 3 (*Phy. Edn.*) and 4.
6. API scoring based on PBAS should be prepared for every academic year (from 1st June to 31st May).
7. The teachers shall submit the Placement Proposal along with necessary documents for PBAS to the Principal for assessment.
8. Option B can be exercised only for the Placement/Promotion due within the period of 18/9/2010 to 17/7/2018 and is also to be exercised within three years from the date of notification of 7th Regulation – in other words within 17/7/2021.
9. Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018.

10. i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful in assessment the date of promotion shall be from that of minimum period of eligibility.
 - ii) If, however the candidate finds that he/she would fulfill the CAS promotion criteria at a later date and applies on that date and is successful, his/her promotion shall be effected from the date of the candidate fulfilling the eligibility criteria.
 - iii) If he/she fails to succeed in first assessment, he/she has to be reassessed only after one year. When such a candidate succeeds in the eventual assessment his/her promotion shall be deemed to be one year from the date of rejection.
11. In subsequent years a teacher can apply for placement three months before his due date on fulfillment of all criteria. The DCE shall send a general circular twice a year inviting application for CAS promotions.

2. Screening cum-Evaluation Committee and Selection Committee

As per the UGC Regulations for assessment and grant of placement under CAS for Assistant Professor AGP 6000 (Stage 1) to AGP 7000 (Stage 2), Assistant Professor AGP 7000 (Stage 2) to AGP 8000 (Stage 3), a Screening cum-Evaluation Committee has to be constituted and for assessment and promotion under CAS for Assistant Professor AGP 8000 (Stage 3) to Associate Professor AGP 9000 (Stage 4) a Selection Committee has to be constituted.

2.1. Screening cum Evaluation Committee [For Assistant Professor AGP 6000 (Stage 1) to AGP 7000 (Stage 2), Assistant Professor AGP 7000 (Stage 2) to AGP 8000 (Stage 3)]

Constitution of Screening cum Evaluation Committee

1. The Principal of the College- Chairperson
2. The Head/Teacher in charge of the Department concerned from the College- Convenor
3. Two subject Experts in the subject concerned nominated by the Vice Chancellor from University panel of experts –Members

Three members including one subject expert shall constitute the Quorum

2.2. Selection Committee [For Assistant Professor AGP 8000 (Stage 3) to Associate Professor AGP 9000 (Stage 4)]

Constitution of Selection Committee

1. Director of Collegiate Education – Chairman
2. Additional Director of Collegiate Education – Convenor
3. Principals of Colleges (2 Nos.) – Members
4. Two subject Experts nominated by DCE from a panel of five members.
5. An academician belonging to SC/ST/OBC/ Minority/Women/ Differently abled categories nominated by the convenor, if a candidate belongs to any such category.
6. Five members including two subject experts shall constitute the Quorum.

3. Career Advancement Scheme (CAS) for College Teachers

Option – A UGC Regulation 2018 [Clause 6.3.VII (a)]

3.1. Assistant Professor AGP 6000 (Stage 1) to Assistant Professor AGP 7000 (Stage 2)

Eligibility:

1. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil./ PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course.
2. Attended one Orientation course of 21 days duration on teaching methodology*
3. Any one of the following: Completed Refresher/ Research Methodology Course
OR Any two of the following: Workshop/ Syllabus Up-gradation Workshop/
Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty
Development Programmes of at least one week (5 days) duration each, OR taken
one MOOCs course (with e-certification) or development of e-contents in four-
quadrants / MOOC's course during the assessment period.*

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/She gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be as specified in Annexure II, Table 1 (Table 2 for Physical Education) of this guidelines, *and*
- ii. The promotion is recommended by the Screening-cum Evaluation Committee.

3.2. Assistant Professor AGP 7000 (Stage 2) to Assistant Professor AGP 8000 (Stage 3)

Eligibility:

1. Assistant Professors who have completed five years of service in Stage 2.
2. Have done any two of the following in the last five years of Stage 2: Completed a course/ programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme of at

least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration, or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.*

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, as prescribed in Annexure II, Table 1 (Table 2 for Physical Education) of this Guidelines, *and*
- ii. The promotion is recommended by the Screening-cum-evaluation committee.

3.3. Assistant Professor AGP 8000 (Stage 3) to Associate Professor AGP 9000 (Stage 4)

1. Assistant Professor who has completed three years of service in Stage 3.
2. A Ph.D Degree in the subject concerned/allied/relevant discipline.
3. Any one of the following during last three years: completed one course/ programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration; or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.*

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Annexure II, Table 1 (Table 2 for Physical Education) of this Guidelines *and*
- ii. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

4. Career Advancement Scheme (CAS) for College Teachers

Option – B UGC Regulation 2018 [Clause 6.3.VII (b)]

4.1. Assistant Professor AGP 6000 (Stage 1) to Assistant Professor AGP 7000 (Stage 2)

Eligibility:

1. Assistant Professors who have completed six years of service in Assistant Professor AGP 6000 (Stage 1)
(Relaxation: Two year relaxation for Assistant Professor having a Ph.D. degree and One year relaxation for Assistant Professor having an M.Phil./PG Degree in Professional Courses, which is other than the basic qualification).
2. Attended one Orientation course of 2 or 3 weeks duration* *and*
3. One Refresher Course of 2 or 3 weeks duration.*

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

CAS Promotion Criteria:

- i. Aggregate API score of 20 per assessment period in Category II (Professional development, Co-curricular and Extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Table 4 of this Guidelines *and*
- ii. The expert assessment by Screening-cum-Evaluation committee

4.2. Assistant Professor AGP 7000 (Stage 2) to Assistant Professor AGP 8000 (Stage 3)

Eligibility:

1. Assistant Professors who have completed five years of service in Assistant Professor AGP 7000 (Stage 2)
2. One refresher course/ Methodology/ Workshop/ Training/ Teaching learning-evaluation technology programme/ Soft skill development programme/Faculty Development Programme of 2 or 3 weeks duration*

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

CAS Promotion Criteria:

- i. Aggregate API score of 50 per assessment period in Category II (Professional development, Co-curricular and Extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Table 4 of this Guidelines *and*
- ii. The expert assessment by Screening-cum-Evaluation Committee

4.3. Assistant Professor AGP 8000 (Stage 3) to Associate Professor AGP 9000 (Stage 4)**Eligibility:**

1. Assistant Professors who have completed three years of service in Assistant Professor AGP 8000 (Stage 3)
2. Three publications in the entire period as Assistant Professor (AGP 6000, AGP 7000, AGP 8000)
(Relaxation of Two publications for Assistant Professor having a Ph.D. degree and One publication for Assistant Professor having an M.Phil. Degree)
3. Participation in one course of methodology workshop/Training /Teaching learning- evaluation technology programme/ Soft skill development programme/Faculty Development Programme of minimum 7 days duration.*

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

CAS Promotion Criteria:

- i. Aggregate API score of 45 per assessment period in Category II (Professional development, co curricular and extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Table 4 of this guidelines *and*
- ii. The expert assessment by Selection committee

Option for Assessment

I
..... (Name,
Designation & Institution) with Scale of Pay hereby opt
to assess myself for Career Advancement Scheme (6th Scheme) in the cadre of
.....(Designation) with Scale of Pay
..... with effect from (Date).

*

A. As per the 7th UGC Regulation 2018 [Clause 6.3.VII (a)]

OR

B. As per the 6th UGC Regulation 2010 as relaxed in UGC Regulation 2018 [Clause 6.3.VII (b)]

**Strike out which is not applicable*

Signature :

Name :

Designation :

College :

Place :

Date :

Annexure I
Form No. 2

Collegiate Education Department Kerala

PBAS proforma for promotion of Teachers under Career Advancement Scheme

(As per UGC Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

PBAS Proforma for Option A

Placement from to
(Post with AGP to be mentioned)

Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Sex :
5. Name of the College & Department :
6. Date of Entry in present service :
7. Current Designation & Grade Pay :
8. Date of Last Promotion, if any :
9. Date of Declaration of Probation :
10. Stage for which you are an applicant for promotion under CAS :
11. Proposed date of eligibility for promotion as per eligibility conditions and CAS promotion criteria :
12. Indicate whether belongs to (SC/ST/OBC/ Minority/ Differently Abled) :
13. Address for Correspondence (with Pin Code) with Mobile No. and E-mail :
14. Permanent Address (with Pin Code) :
15. Non Qualifying period of service, LWA etc. if any :

16. Academic Qualifications

<i>Examinations</i>	<i>Name of the Board/ University</i>	<i>Year of Passing</i>	<i>% of marks obtained</i>	<i>Division/ Class/ Grade</i>	<i>Subject</i>
Graduation					
Post Graduation					
Others					

17. Research Degrees

<i>Degree</i>	<i>Title of Thesis/ Dissertation</i>	<i>Date of Award with Reg. No.</i>	<i>Discipline/ Subject</i>	<i>University</i>
M.Phil.				
Ph.D.				
Any other*				

*Professional qualification such as M. Tech., etc.

18. Field(s) of specialization

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19. Appointments held prior to Joining the Current Department

<i>Designation</i>	<i>Name of Employer</i>	<i>Nature of Appointment</i>	<i>Date of</i>		<i>Salary with grade pay/ Level</i>	<i>Reason for Leaving</i>	<i>Total Duration</i>
			<i>Joining</i>	<i>Leaving</i>			

20. Details of Orientation and Refresher/Research Methodology Course attended

<i>Name of the Course</i>	<i>Place</i>	<i>Duration and Date</i>	<i>Name of Academic Staff College/HRDC</i>	<i>Sponsoring Agency</i>

21. Whether service relaxation is eligible :
for possessing Ph.D./M.Phil.

22. Whether certificate of service :
verification enclosed
(If Aided College service, certificate of
Deputy Director concerned)

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature :
Name and Designation :

Place :

Date :

Part – B: Assessment Criteria and Methodology

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma and the Guidelines issued by DCE before filling this section)

Activity 1: Teaching

<i>Year</i>	<i>Mode of Teaching</i>	<i>Total Classes Assigned</i>	<i>Number of Classes taught as per documented record</i>	$\frac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$	<i>Grading (to be filled by SEC)</i>
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

Add/delete rows as required

Activity 2: Involvement in Students Related Activities/ Research Activities

(Refer Annexure II, Table 1 of DCE Guidelines)

<i>Year</i>	<i>Detail of Activities</i>	<i>Number of Activities during Assessment Period</i>	<i>Grading (to be filled by Screening-cum Evaluation Committee)</i>
20xx-xx			
20xx-xx			

Add/delete rows as required

Part-C: Other Relevant Information

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

<i>Sl. No.</i>	<i>Details (Mention Year, Value etc. where relevant)</i>

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures:

(Please attach, copies of certificates, sanction orders, papers etc. whichever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature of Applicant :
Name and Designation :

Place :
Date :

Certified that Mr./Ms./Dr.....has been working asin the department since.....
The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :
Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

.....
.....
.....

Principal

Place :
Date :

Verified by Screening cum Evaluation Committee

Signature of Principal :

Signature of Head of the Department :

Signature of Subject Experts :

Place :
Date :

Annexure I
Form No. 3

Collegiate Education Department Kerala
PBAS proforma for promotion of Physical Education Teachers under
Career Advancement Scheme

(As Per UGC Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

PBAS Proforma for Option A

Placement from to
(Post with AGP to be mentioned)

Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Sex :
5. Name of the College & Department :
6. Date of Entry in present service :
7. Current Designation & Grade Pay :
8. Date of Last Promotion, if any :
9. Date of Declaration of Probation :
10. Stage for which you are an applicant for promotion under CAS :
11. Proposed date of eligibility for promotion as per eligibility conditions and CAS promotion criteria :
12. Indicate whether belongs to (SC/ST/OBC/ Minority/Differently Abled) :
13. Address for Correspondence (with Pin Code) with Mobile No. and E-mail :
14. Permanent Address (with Pin Code) :
15. Non Qualifying period of service, LWA etc. if any :

16. Academic Qualifications

<i>Examinations</i>	<i>Name of the Board/ University</i>	<i>Year of Passing</i>	<i>% of marks obtained</i>	<i>Division/ Class/ Grade</i>	<i>Subject</i>
Graduation					
Post Graduation					
Others					

17. Research Degrees

<i>Degree</i>	<i>Title of Thesis/ Dissertation</i>	<i>Date of Award with Reg. No.</i>	<i>Discipline/ Subject</i>	<i>University</i>
M.Phil.				
Ph.D.				
Any other*				

*Professional qualification such as M. Tech., etc.

18. Field(s) of specialization

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19. Appointments held prior to Joining the Current Department

<i>Designation</i>	<i>Name of Employer</i>	<i>Nature of Appointment</i>	<i>Date of</i>		<i>Salary with grade pay/ Level</i>	<i>Reason for Leaving</i>	<i>Total Duration</i>
			<i>Joining</i>	<i>Leaving</i>			

20. Details of Orientation and Refresher/Research Methodology Course attended

<i>Name of the Course</i>	<i>Place</i>	<i>Duration and Date</i>	<i>Name of Academic Staff College/HRDC</i>	<i>Sponsoring Agency</i>

21. Whether service relaxation is eligible :
for possessing Ph.D./M.Phil.

22. Whether certificate of service :
verification enclosed
(If Aided College service, certificate of
Deputy Director concerned)

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature :
Name and Designation :

Place :

Date :

Part – B: Assessment Criteria and Methodology

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma and the Guidelines issued by DCE before filling this section)

Activity 1: Attendance

<i>Year</i>	<i>Mode of Activity</i>	<i>Total days Assigned</i>	<i>Number of days engaged as per documented record</i>	$\frac{\text{No. of days engaged}}{\text{Total No. of days assigned}} \times 100\%$	<i>Grading (to be filled by SEC)</i>
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					
20xx-xx					

Add/delete rows as required

Activity 2

(Refer Annexure II, Table 2 of DCE guidelines)

<i>Year</i>	<i>Detail of Activities</i>	<i>Number of Activities during Assessment Period</i>	<i>Grading (to be filled by SEC)</i>
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Activity 3

(Refer Annexure II, Table 2 of DCE guidelines)

<i>Year</i>	<i>Detail of Activities</i>	<i>Number of Activities during Assessment Period</i>	<i>Grading (to be filled by SEC)</i>
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Activity 4

(Refer Annexure II, Table 2 of DCE guidelines)

<i>Year</i>	<i>Detail of Activities</i>	<i>Number of Activities during Assessment Period</i>	<i>Grading (to be filled by SEC)</i>
20xx-xx			
20xx-xx			

20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

Activity 5

(Refer Annexure II, Table 2 of DCE guidelines)

Year	Detail of Activities	Number of Activities during Assessment Period	Grading (to be filled by SEC)
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			
20xx-xx			

Add/delete rows as required

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)

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures:

(Please attach, copies of certificates, sanction orders, papers etc. whichever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature of Applicant :

Name and Designation :

Place :

Date :

Certified that Mr./Ms./Dr.....has been working asin the department since.....

The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :

Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

.....
.....
.....

Principal

Place :

Date :

Verified by Screening cum Evaluation Committee

Signature of Principal :

Signature of Head of the Department :

Signature of Subject Experts :

Place :

Date :

Collegiate Education Department Kerala

PBAS proforma for promotion of Teachers under Career Advancement Scheme

(As per UGC Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

PBAS Proforma for Option B

Placement from to
(Post with AGP to be mentioned)

Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Sex :
5. Name of the College & Department :
6. Date of Entry in present service :
7. Current Designation & Grade Pay :
8. Date of Last Promotion, if any :
9. Date of Declaration of Probation :
10. Stage for which you are an applicant for promotion under CAS :
11. Proposed date of eligibility for promotion as per eligibility conditions and CAS promotion criteria :
12. Indicate whether belongs to (SC/ST/OBC/ Minority/ Differently Abled) :
13. Address for correspondence (with Pin Code) with Mobile No. and E-mail :
14. Permanent Address (with Pin Code) :
15. Non Qualifying period of service, LWA etc. if any :

16. Academic Qualifications

<i>Examinations</i>	<i>Name of the Board/ University</i>	<i>Year of Passing</i>	<i>% of marks obtained</i>	<i>Division/ Class/ Grade</i>	<i>Subject</i>
Graduation					
Post Graduation					
Others					

17. Research Degrees

<i>Degree</i>	<i>Title of Thesis/ Dissertation</i>	<i>Date of Award with Reg. No.</i>	<i>Discipline/ Subject</i>	<i>University</i>
M.Phil.				
Ph.D.				
Any other*				

*Professional qualification such as M. Tech., etc.

18. Field(s) of specialization

--

19. Appointments held prior to Joining the Current Department

<i>Designation</i>	<i>Name of Employer</i>	<i>Nature of Appointment</i>	<i>Date of</i>		<i>Salary with grade pay/ Level</i>	<i>Reason for Leaving</i>	<i>Total Duration</i>
			<i>Joining</i>	<i>Leaving</i>			

20. Details of Orientation and Refresher/Research Methodology Course attended

<i>Name of the Course</i>	<i>Place</i>	<i>Duration and Date</i>	<i>Name of Academic Staff College/HRDC</i>	<i>Sponsoring Agency</i>

21. Whether service relaxation is eligible :
for possessing Ph.D./M.Phil.

22. Whether certificate of service :
verification enclosed
(If Aided College service, certificate of
Deputy Director concerned)

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature :
Name and Designation :

Place :

Date :

Part – B: Assessment Criteria and Methodology

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma and the Guidelines issued by DCE before filling this section)

Category II- Professional Development, Co-curricular and Extension Activities

(Refer Annexure II, Table 3(a) of DCE Guidelines)

<i>Category II: Professional Development, Co-curricular and Extension Activities</i>				<i>API Score Claimed in the assessment period</i>	<i>API Score approved by SEC</i>
(a)	Student related co-curricular, extension and field based activities. <i>(Max 15 per year)</i>				
	Year	Activity	Score		
(b)	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. <i>(Max 15 per year)</i>				
	Year	Activity	Score		
(c)	Professional development Activities <i>(Max 15 per year)</i>				
	Year	Activity	Score		
Total for Category II					

Category III. Research and Academic Contributions

(Refer Annexure II, Table 3(b) of DCE Guidelines)

III.a. Research papers published in journals

III.a.(i) 1. Research Papers Published in Refereed Journals as notified by UGC

S. No	Name of Authors and Title of the paper	Name of Journal and details of Vol., No., Year, Page	Sl. No. in UGC list	ISSN/ ISBN No.	Whether Peer reviewed, Impact factor if any	Whether you are the Principal (Main or 1 st) author/ Corresponding author or Co-author	No of Co-authors	API score claimed	API score approved by SEC
Total API Score									

III.a.(i) 2. Research Papers Published in Other Reputed Journals as notified by UGC

<i>S. No</i>	<i>Name of Authors and Title of the paper</i>	<i>Name of Journal and details of Vol., No., Year, Page</i>	<i>Sl. No. in UGC list</i>	<i>ISSN/ ISBN No.</i>	<i>Whether Peer reviewed, Impact factor if any</i>	<i>Whether you are the Principal (Main or 1st) author/Corresponding author or Co-author</i>	<i>No of Co-authors</i>	<i>API score claimed</i>	<i>API score approved by SEC</i>
Total API Score									

III.b. Research Publications (books, chapters in books, other than refereed journal articles)

III.b.1. Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website

<i>S. No</i>	<i>Title of Book and Nature of authorship (Author/Editor)</i>	<i>Type of Book and Publisher</i>	<i>ISSN/ ISBN No.</i>	<i>Whether Peer reviewed</i>	<i>Whether you are the Main author</i>	<i>No of Co-authors</i>	<i>API score claimed</i>	<i>API score approved by SEC</i>	
Total API Score									

III.b.2. 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.

<i>S. No</i>	<i>Title of Book and Nature of authorship (Author/Editor)</i>	<i>Type of Book and Publisher</i>	<i>ISSN/ ISBN No.</i>	<i>Whether Peer reviewed</i>	<i>Whether you are the Main author</i>	<i>No of Co-authors</i>	<i>API score claimed</i>	<i>API score approved by SEC</i>	
Total API Score									

III.b.3. Subject Books, published by Other local publishers, with ISBN/ISSN number

<i>S. No</i>	<i>Title of Book and Nature of authorship (Author/Editor)</i>	<i>Type of Book and Publisher</i>	<i>ISSN/ ISBN No.</i>	<i>Whether Peer reviewed</i>	<i>Whether you are the Main author</i>	<i>No of Co-authors</i>	<i>API score claimed</i>	<i>API score approved by SEC</i>	
Total API Score									

III.b.4. Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

<i>S. No.</i>	<i>Title of chapter with Page No.</i>	<i>Book Title, Editor and Publisher</i>	<i>ISSN/ ISBN No.</i>	<i>Whether Peer reviewed</i>	<i>Whether you are the Main</i>	<i>No of Co-authors</i>	<i>API score claimed</i>	<i>API score approved by SEC</i>

					<i>author</i>			
Total API Score								

III.c. Research Projects

III.c.1. Sponsored Projects(Major Projects, Minor Projects)

<i>Sl. No.</i>	<i>Title</i>	<i>Agency</i>	<i>Period</i>	<i>Grant / Amount mobilized in Lakhs</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>

III.c.2. Consultancy Projects

<i>Sl. No.</i>	<i>Title</i>	<i>Agency</i>	<i>Period</i>	<i>Grant / Amount mobilized in Lakhs</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>

III.c.2. Project outcome/ outputs

III.c.2.1. Patent/technology transfer/ product/ process

<i>Sl. No.</i>	<i>Description/ Patent</i>	<i>International/ National</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>

III.c.2.2. Major Policy document prepared for International Bodies/ Central/ State Government/ Local Bodies

<i>Sl. No.</i>	<i>Description</i>	<i>International/ Central/ State Govt./ Local bodies</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>

III (d) Research Guidance

<i>S.No.</i>	<i>Item</i>	<i>Number Enrolled</i>	<i>Thesis submitted</i>	<i>Degrees awarded</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>
III.d.1	M.Phil or equivalent (for degree awarded only)					
III.d.2.	Ph.D.					
III.d.3	Ph.D. (Ongoing)					
III.d.4	Ph.D. Thesis Evaluation					

III.d.5	PG Projects					
III.d.6	UG Projects					
Total API Score						

III (e) Fellowships, Awards and Invited Lectures delivered in Conference/Seminars

III.e.1. Fellowships/ Awards

<i>S.No.</i>	<i>Nature of the award/ Fellowship</i>	<i>Whether International, National/ State/ Regional/ University level</i>	<i>Academic body/ Association giving the award/fellowship</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>
Total API Score					

III.e.2. Invited lectures / papers (Oral/Poster)

<i>S. No.</i>	<i>Title of paper presented</i>	<i>Name of Conference Seminar and by whom Organized</i>	<i>Nature (Invited lecture/ Papers)</i>	<i>Whether International, National/ State/ Regional/ University level</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>
Total API Score						

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

<i>Sl. No.</i>	<i>Module/ Title</i>	<i>API score (claimed)</i>	<i>API score approved by SEC</i>
Total API Score			

<i>Year</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>Aggregate Score for the assessment period</i>
Grand Total API Score - Category: III							
III.a+III.b+III.c+III.d+III.e+III.f]							

Grand Total for Category II and Category III

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	Aggregate score
Category II							
Category III							
Aggregate of Category 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)

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures:

(Please attach, copies of certificates, sanction orders, papers etc. whichever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature of Applicant :

Name and Designation :

Place :

Date :

Certified that Mr./Ms./Dr.....has been working asin the department since.....
The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :

Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

.....
.....
.....
.....

Principal

Place :

Date :

Verified by Screening cum Evaluation Committee

Signature of Principal :

Signature of HOD :

Signature of Subject Experts :

Place :

Date :

Collegiate Education Department Kerala Annual Performance Appraisal Report

(As per UGC Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

Self Appraisal Report for the Academic Year

Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Sex :
5. Name of the College & Department :
6. Date of Entry in present service :
7. Current Designation :
8. Present Basic pay with Scale of pay :
9. Date of Last Promotion, if any :
10. Date of Declaration of Probation :
11. Indicate whether belongs to (SC/ST/
OBC/ Minority/ Differently Abled) :
12. Address for correspondence (with Pin
Code) with Mobile No. and E-mail :
13. Permanent Address (with Pin Code) :

14. Academic Qualifications

Examinations	Name of the Board/ University	Year of Passing	% of marks	Division/ Class	Subject
Graduation					
Post Graduation					
Others					

15. Research Degrees

Degree	Title of Thesis/ Dissertation	Date of Award with Reg. No.	Discipline/ Subject	University
M. Phil.				
Ph.D.				
Any other*				

*Professional qualification such as M. Tech., etc.

16. Orientation Course/ Refresher Course/ Summer/ Winter School attended:

<i>Name of the Course/ Summer/ Winter school</i>	<i>Duration and Period</i>	<i>Sponsoring Agency</i>

17. Seminars/ Training programmes attended:

<i>Name of the Programme</i>	<i>Duration and Period</i>	<i>Sponsoring Agency</i>

Part – B: Assessment Criteria and Methodology

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma and the Guidelines issued by DCE before filling this section)

Activity 1: Teaching/ Attendance

<i>Year</i>	<i>Mode of Teaching</i>	<i>Total Classes Assigned</i>	<i>No. of Classes taught as per documented record</i>	$\frac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$

Activity 2: Involvement in Students Related Activities/ Research Activities

(Refer Annexure II, Table 1; Table 2 for Physical Education of DCE guidelines)

- (a) Administrative responsibilities :
- (b) Examination and evaluation duties :
- (c) Student related co-curricular, extension and field based activities :
- (d) Organizing seminars/ conferences/ workshops, other college/ university activities :
- (e) Research Guidance Activities :
- (f) Major/ Minor Projects :
- (g) Publications :
- (h) Organizing Intra College sports competition/ State/National/Inter university/Inter college level competitions :
- (i) Institution participating in external sports competitions :
- (j) Up gradation of sports and physical training infrastructure with scientific and technological inputs. :

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)

(Attach documentary proof in support of the information provided by you in this proforma)

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature of Applicant :
Name and Designation :

Place :
Date :

Certified that Mr./Ms./Dr.....has been working asin the department since.....
The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :
Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

.....
.....
.....

Principal

Place :
Date :

Collegiate Education Department Kerala Annual Performance Appraisal Report

(As per UGC Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

Self Appraisal Report for the Academic Year

Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Sex :
5. Name of the College & Department :
6. Date of Entry in present service :
7. Current Designation :
8. Present Basic pay with Scale of pay :
9. Date of Last Promotion, if any :
10. Date of Declaration of Probation :
11. Indicate whether belongs to (SC/ST/
OBC/ Minority/ Differently Abled) :
12. Address for correspondence (with Pin
Code) with Mobile No. and E-mail :
13. Permanent Address (with Pin Code) :

14. Academic Qualifications

Examinations	Name of the Board/ University	Year of Passing	% of marks	Division/ Class	Subject
Graduation					
Post Graduation					
Others					

15. Research Degrees

Degree	Title of Thesis/ Dissertation	Date of Award with Reg. No.	Discipline/ Subject	University
M. Phil.				
Ph.D.				
Any other*				

*Professional qualification such as M. Tech., etc.

16. Orientation Course/ Refresher Course/ Summer/ Winter School attended:

<i>Name of the Course/ Summer/ Winter school</i>	<i>Duration and Period</i>	<i>Sponsoring Agency</i>

17. Seminars/ Training programmes attended:

<i>Name of the Programme</i>	<i>Duration and Period</i>	<i>Sponsoring Agency</i>

Part – B: Assessment Criteria and Methodology

(Applicants are required to refer the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma and the Guidelines issued by DCE before filling this section)

Professional Development, Co-curricular and Extension Activities

(Refer Annexure II, Table 3(a) of DCE Guidelines)

- (a) Student related co-curricular, extension and field based activities :
- (b) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. :
- (c) Professional development Activities :

Research and Academic Contributions

(Refer Annexure II, Table 3(b) of DCE Guidelines)

III.a.(i) 1. Research Papers Published in Refereed Journals as notified by UGC

<i>S. No</i>	<i>Name of Authors and Title of the paper</i>	<i>Name of Journal and details of Vol., No., Year, Page</i>	<i>Sl. No. in UGC list</i>	<i>ISSN/ ISBN No.</i>	<i>Whether Peer reviewed, Impact factor if any</i>	<i>Whether you are the Principal (Main or 1st) author/ Corresponding author or Co-author</i>	<i>No of Co-authors</i>

III.a.(i) 2. Research Papers Published in Other Reputed Journals as notified by UGC

<i>S.No</i>	<i>Name of Authors and Title of the paper</i>	<i>Name of Journal and details of Vol., No., Year, Page</i>	<i>Sl. No. in UGC list</i>	<i>ISSN/ ISBN No.</i>	<i>Whether Peer reviewed, Impact factor if any</i>	<i>Whether you are the Principal (Main or 1st) author/ Corresponding author or Co-author</i>	<i>No of Co-authors</i>

III.b. Research Publications (books, chapters in books, other than refereed journal articles)

III.b.1. Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website

<i>S. No.</i>	<i>Title of Book and Nature of authorship</i>	<i>Type of Book and Publisher</i>	<i>ISSN /</i>	<i>Whether Peer</i>	<i>Whether you are</i>	<i>No of Co-</i>

	<i>(Author/Editor)</i>		<i>ISBN No.</i>	<i>reviewed</i>	<i>the Main author</i>	<i>authors</i>

III.b.2. 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.

<i>S. No.</i>	<i>Title of Book and Nature of authorship (Author/Editor)</i>	<i>Type of Book and Publisher</i>	<i>ISSN / ISBN No.</i>	<i>Whether Peer reviewed</i>	<i>Whether you are the Main author</i>	<i>No of Co-authors</i>

III.b.3. Subject Books, published by Other local publishers, with ISBN/ISSN number

<i>S. No.</i>	<i>Title of Book and Nature of authorship (Author/Editor)</i>	<i>Type of Book and Publisher</i>	<i>ISSN / ISBN No.</i>	<i>Whether Peer reviewed</i>	<i>Whether you are the Main author</i>	<i>No of Co-authors</i>

III.b.4. Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

<i>S. No.</i>	<i>Title of chapter with Page No.</i>	<i>Book Title, Editor and Publisher</i>	<i>ISSN / ISBN No.</i>	<i>Whether Peer reviewed</i>	<i>Whether you are the Main author</i>	<i>No of Co-authors</i>

III.c. Research Projects

III.c.1.Sponsored Projects(Major Projects, Minor Projects)

<i>Sl. No.</i>	<i>Title</i>	<i>Agency</i>	<i>Period</i>	<i>Grant/ Amount mobilized in Lakhs</i>

III.c.2.Consultancy Projects

<i>Sl. No.</i>	<i>Title</i>	<i>Agency</i>	<i>Period</i>	<i>Grant/ Amount mobilized in Lakhs</i>

III.c.2.Project outcome/outputs

III.c.2.1.Patent/technology transfer/product/process

<i>Sl. No.</i>	<i>Description/ Patent</i>	<i>International/ National</i>

III.c.2.2.Major Policy document prepared for International Bodies/ Central/State Government/ Local Bodies

<i>Sl. No.</i>	<i>Description</i>	<i>International/ Central/ State Govt. / Local bodies</i>

III (d) Research Guidance

<i>S.No.</i>	<i>Item</i>	<i>Number Enrolled</i>	<i>Thesis submitted</i>	<i>Degrees awarded</i>
III.d.1	M.Phil or equivalent (for degree awarded only)			
III.d.2.	Ph.D.			
III.d.3	Ph.D. (Ongoing)			
III.d.4	PhD Thesis Evaluation			
III.d.5	PG Projects			
III.d.6	UG Projects			

III (e) Fellowships, Awards and Invited Lectures delivered in Conference/Seminars

III.e.1. Fellowships/ Awards

<i>S.No.</i>	<i>Nature of the award/ Fellowship</i>	<i>Whether International, National/ State/ Regional/ University level</i>	<i>Academic body/ Association giving the award/fellowship</i>

III.e.2. Invited lectures / papers (Oral/Poster)

<i>S. No.</i>	<i>Title of paper presented</i>	<i>Name of Conference Seminar and by whom Organized</i>	<i>Nature (Invited lecture/ Papers)</i>	<i>Whether International, National/ State/ Regional/ University level</i>

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

<i>Sl. No.</i>	<i>Module/ Title</i>

Part-C: Other Relevant Information

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

<i>Sl. No.</i>	<i>Details (Mention Year, Value etc. where relevant)</i>

(Attach documentary proof in support of the information provided by you in this proforma)

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature of Applicant :
Name and Designation :

Place :
Date :

Certified that Mr./Ms./Dr.....has been working asin the department since.....
The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :
Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

.....
.....
.....

Principal

Place :
Date :

Option for fixation of pay

(As per G.O. (P.) No: 234/2012/H.Edn dated 28.06.2012)

a) Consequent upon my Placement/Promotion as
with effect from FN/AN, I hereby opt the fixation of pay, in the higher
scale of pay of the promoted post, with effect from the date of promotion, without
any review consequent on accrual of increment in the lower scale.

OR

b) Consequent upon my Placement/Promotion as
..... with effect fromFN/AN,
I hereby opt the fixation of my pay with effect fromi.e
from the date of accrual of next increment in the scale of pay of the lower post.

Signature of Applicant :
Name and Designation :

Place :
Date :

Undertaking

I hereby undertake that any excess payment that may be found to have been made as a
result of incorrect fixation of my pay or any excess payment detected in the light of
discrepancies noticed subsequently will be refunded by me to the Government either by
adjustment against future salary/ payments due to me or other wise, without raising any
objection to it.

Signature of Applicant :
Name and Designation :

Place :
Date :

Proforma for Pay Fixation to Further Placement

1. Name of Institution and Department :
2. Name of the incumbent :
3. Whether the incumbent has Ph.D./ M.Phil. Degree, specify the Degree with date of acquiring and name of University :
4. Name of the existing post in the UGC scheme and scale of pay in full :
5. Date from the Present scale of Pay sanctioned :
6. Placement order and date of order of DCE of previous placements :
7. Total No. of years after getting placements in the present post :
8. Total length of service :
9. Date from which higher scale of Pay admissible :
10. Date from which higher scale opted :
11. Basic Pay in the existing Scale of Pay :
12. Notional increment if any admissible (*if opts increment date, higher grade pay will be given on promotion date and on increment date, 2 increments sanctioned (with cumulative effect) on Basic Pay prior to date of promotion taken into account*) :
13. Total Column 11+12 :
14. Pay fixed in the higher scale :
15. Date of effect :
16. Date of next increment :

Principal

Place :

Date :

Assessment Report of Screening Cum Evaluation/ Selection Committee
(To be submitted by IQAC with score sheet)

Part I: Proposal for Placement as Assistant Professor Stage to
.....in respect of
..... (Name and Designation)

Date of Birth :

Subject :

(1) Qualification

Sl. No	Name of Degree	Subject	Class	Last date of Exam/Date of Syndicate decision (in the case of M.Phil/PhD)	Date of taking the degree certificate

2) Details of Refresher/Orientation course, etc. attended:

Period of the Course		Name of Course	No. of Days	Conducting Authority
From	To			

Part II Details of Qualifying service

- Date of 1st appointment :
- Date of substantive appointment/ Present Post :
- Date of Declaration of Probation :
- Details of previous service :

Name of the Institution	Period		Total Years Months Days	Remarks
	From	To		

5. Calculation of qualifying period of service

1. Period of Service

Sl. No.	Period of Service		Total Service
	From	To	

2. Deduct LWA, unqualifying service, Break, if any :
3. Date of completion of 6 (in Asst. Professor Grade Pay 6000)/5(in Asst. Professor Grade Pay 7000) years [*with relaxation (2 years for PhD/ 1 year for M.Phil.), if admissible*] :
4. Whether service verification certificates for qualifying service produced :

Part III Self Appraisal Reports

- (a) Whether year wise report (signed by the teacher) for the preceding years submitted : Yes/ No
- (b) Whether countersigned by the Principal : Yes/ No
- (c) Whether the required details furnished : Yes/ No

Research Experience

- (a) No. of books published :
- (b) No. of articles published in refereed journals :
- (c) No. of other articles published :
- (d) Whether recognized as a research guide :
 1. No. of M. Phil. students guided :
 2. No. of Registered Ph.D. students :
 3. No. of Research projects carried out :
 4. No. of Seminars/ Conferences organized :
- (e) Community Services/ NSS/ NCC/ Any other organizational activities
- (f) Contribution towards welfare of Students/ Colleges
- (h) Whether declined the assignment of examination work

PART-B (for option A)

Summary of Grading Criteria

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Activity 1						
Activity 2						
Overall grading (Activity 1+ Activity 2)						

Summary of Grading Criteria – Physical Education

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Activity 1						
Activity 2						
Activity 3						
Activity 4						
Activity 5						
Overall grading						

PART-B (for option B)

Summary of API Scores:

Assistant Professor Stage to							
Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	Aggregate of score
Category II Professional Development, Co curricular& Extension activities							
Category III Research and Academic contributions							
Aggregate of Category II & III							

*

- For Stage 1 to Stage 2 - 20
- For Stage 2 to Stage 3 - 50
- For Stage 3 to Stage 4 - 45

Part IV:Details of Placement already given

(a) Designation given earlier :

(b) Designation given earlier :

Recommendation for subsequent placement

(a) Designation to be given :

(b) Date of Effect :

Name and Signatures of Screening-cum Evaluation/Selection Committee members

Approval

Director of Collegiate Education

PBAS Score sheet
(to be prepared by IQAC)

Part – A

1. Name of the candidate :
2. Subject :
3. Date of Entry in present service :
4. Designation and Official Address :
5. Date of continuous service :
6. Current Designation & Basic Pay :
7. Date of Declaration of Probation :
8. Stage for which the candidate is an applicant for promotion under CAS (Please Tick) : Asst. Prof. AGP 6000 to Asst. Prof. AGP 7000
 Asst. Prof. AGP 7000 to Asst. Prof. AGP 8000
 Asst. Prof. AGP 8000 to Asso. Prof. AGP 9000
9. Non Qualifying period of service, LWA etc. if any :
10. Whether the applicant possess M. Phil./Ph.D. (if so furnish the name of the University, month and year of award of Degree Certificate) :
11. Whether eligible for relaxation of service for Promotion/placement to senior grade, If so how many years :
12. Number of years of qualifying service :
13. Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria :
14. Option Selected (Please Tick) : Option – A Option – B

Part B
OPTION A
(Assessment Criteria and Methodology)
(Refer Annexure II Table 1)

Activity 1: Teaching

Year	Semester	Mode of Teaching	Total Classes Assigned	Number of Classes engaged as per documented record	$\frac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$	Grading (by IQAC)
20xx-xx						
20xx-xx						
20xx-xx						
20xx-xx						
20xx-xx						
20xx-xx						

Activity 2: Involvement in Students-Related Activities/ Research Activities
(Refer Annexure II Table 1)

Involvement in the college students related activities/ research activities		No. of Activities						Suggested Grading					
		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	
(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 counselling, 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.												
Total Number of Activities													

Option A – Summary of Grading

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Activity 1: Teaching						
Activity 2: Involvement in the students related activities/research activities						
Overall Grading						

Option A – Summary of Grading – Phy. Edn.

Categories	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx
Activity 1: Attendance						
Activity 2						
Activity 3						
Activity 4						
Activity 5						
Overall Grading						

Prepared by

Verified by

Name and Signature of IQAC Coordinator

Place:

Date:

Overall Grading Chart		
Activity – 1 80% and above – Good Below 80% but 70% & above – Satisfactory Less than 70% – Not Satisfactory	Activity – 2 Good – Involved in at least 3 activities Satisfactory – 1 to 2 activities	Overall Grading
Good	Good	Good
	Satisfactory	
Satisfactory	Good	Satisfactory
	Satisfactory	
Not Satisfactory	Good/ Satisfactory	Not Satisfactory
	Good/ Satisfactory	

Overall Grading for Phy. Edn.:

Good: Good in Item 1 and satisfactory or good in any other two items

Or

Satisfactory: Satisfactory in Item 1 and satisfactory/ good in any other two items.

Not Satisfactory: If neither good nor satisfactory in overall grading

OPTION B
(Refer Annexure II Table 3)

(PART-B of CAS Application Form for Promotion of Assistant Professor/ Associate Professor and Professor in accordance with UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018)

Category II: Professional Development, Co-curricular and Extension Activities		20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	Total API score claimed	Suggested API score
(a)	Extension, co-curricular & field based activities (Max 15 per year)								
(b)	Contribution to corporate life and management of the institution (Max 15 per year)								
(c)	Professional development Activities (Max 15 per year)								
Total for Category II									

Category III: Research and academic contributions									
(A)	Research Papers								
(i)	Research Papers Published in Refereed Journals as notified by UGC								
(ii)	Research Papers Published in Other Reputed Journals as notified by UGC								
(B)	Publications other than journal articles								
(i)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website								
(ii)	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.								
(iii)	Subject Books, published by Other local publishers, with ISBN/ISSN number								
(iv)	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.								
(C)	Research Projects								
(i)	Sponsored Projects (Major/Minor)								
(ii)	Consultancy Projects								
(iii)	Project outcome/outputs								
(D)	Research Guidance								
(i)	M.Phil or equivalent (<i>for degree awarded only</i>)								
(ii)	Ph.D. awarded								
(iii)	Ph.D. ongoing								
(iv)	Ph.D. Thesis evaluation								
(v)	PG Projects								
(vi)	UG Projects								
(E)	Fellowships, Awards and Invited Lectures delivered in Conference/Seminars								
(i)	Fellowship/Awards								
(ii)	Invited Lectures and Papers presented								

(F)	Development of e-learning delivery process/material							
	Total for Category III							
Grand Total for Category II and Category III								

Summary of API Scores:

<i>Categories</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>20xx-xx</i>	<i>Aggregate score</i>
Category II Professional Development, Co curricular & Extension activities							
Category III Research and Academic contributions							
Aggregate of Category II & III							

Prepared by

Verified by

Name and Signature of IQAC Coordinator

Place:

Date:

Certificate of Attendance

Certified that
..... (*Name and Designation*) has engaged
..... number of classes out of his/her..... number of allotted classes in the academic
year

The percentage of classes engaged by him/her in the academic year is
.....

Principal
(Name)

Place:

Date:

(College Seal)

Affidavit
(for faculty on deputation)

Certified that I *(Name and Designation)*
presently working as *(Designation)* under
..... *(Department/ Institution)* has
submitted proposals related to placement/promotion from to
..... *(Stage)* at
..... *(Name of college where
proposal is be processed).*

Signature of Applicant :
Name and Designation :

Place :
Date :

Affidavit
(for DCE faculty working in Engineering/ Medical/ Polytechnics/ Law Colleges)

Certified that I *(Name and Designation)*
working at *(Institution)* has
submitted proposals related to placement/promotion from to
..... *(Stage)* at
..... *(Name of
college where proposal is to be processed).*

Signature of Applicant :
Name and Designation :

Place :
Date :

**Strike off which is not applicable*

Annexure II

Table 1: Detailing of activities of Option A – All except Phy. Edn.

Sl. No.	Activity
1	<p>Teaching <u>Grading Criteria</u> 80% and above – Good; Below 80% but 70% & above – Satisfactory; Less than 70% – Not Satisfactory (Classes taught includes sessions on tutorials, lab and other teaching related activities) Note: Number of activities can be within or across the broad categories of activities</p>
2	<p>Involvement in the college students related activities/ research activities <u>Grading Criteria</u> Good – Involved in at least 3 activities; Satisfactory – 1 to 2 activities Note: Number of activities can be within or across the broad categories of activities</p>
(a)	<p>Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.</p> <ul style="list-style-type: none"> ▪ Vice Principal; HOD; Hostel Warden/Resident Tutor; Chairman/Addl. Superintendent in charge of University Exams in Colleges; IQAC Coordinator/ PTA Secretary, College Council Secretary; CDC Convenor/Staff representative; CAMS – Nodal Officer; State Public Information Officer – RTI; Nodal Officers – UGC, AISHE, NPTEL, Scholarships etc ▪ PTA Executive Committee Members; CDC Member; University Exam Committee Members in Colleges ▪ Faculty holding positions of IQAC; NAAC/AICTE Affiliation; RUSA; KIIFB. ▪ College Council Member (<i>Elected member only</i>); Class Tutor ▪ Faculty holding positions of various Committees (Discipline; Admission; Purchase; Planning Board; CLMC; Research; Attendance; Ethics; Jagratha Samithi; Library; Other bodies under UGC plan etc), faculty involved in the preparation of master time table, ▪ Faculty involved in various centres in the college EDUSAT; Language lab; Digital Resources; Data Repository; Website; Centralised Computing Facility (CCF); Fitness Centre; Experimentation Centre; Instrumentation Centre; Start-up units; Technology Business Incubator (TBI); INFLIBNET; Botanical garden etc. ▪ Staff in Charge of Department Alumni Association ▪ Faculty holding positions of Staff Club; College Cooperative Society ▪ Faculty involved in College Union Election Returning Officer/ARO
(b)	<p>Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</p> <ul style="list-style-type: none"> ▪ Valuation of University answer scripts as per allotment– Chairman/Chief/Addl. Examiner ▪ University Exam Invigilation as per allotment ▪ Evaluation of Dissertation (Project Viva) – External Examiner/Chairman ▪ University Practical Exam– External Examiner/ Chairman; University Practical Exam – Internal/Skill ▪ University Examination Squad duties – External ▪ Internal Exam – Question paper setting, Valuation of Answer scripts

	<ul style="list-style-type: none"> ▪ University/Autonomous College Question Paper setting
(c)	<p>Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.</p> <ul style="list-style-type: none"> ▪ NSS District Coordinator, NSS Programme Officer, NCC Officer, NCC care taker ▪ Coordinators of New initiatives programmes of DCE (FLAIR, WWS, SSP, ASAP etc) ▪ Faculty involved in various Cells/Clubs such as Anti-ragging, Placement, Training, Guidance and Counselling, CASH, Continuing Education, Women's Units, Nature Club, Science Club, HR Club, Tourism Club, Literary Club, Entrepreneurship club, Health club, Yoga Club, Sports Club, Arts Club, Film/Drama Club, Bhoomithrasena and all other clubs/forums for promoting co-curricular education, College Alumni Association, Community College, Other bodies under UGC plan etc), Extension activities coordinator ▪ Staff Advisor of College Union, Staff Editor of College Magazine, Arts Club Advisor of College Union ▪ Staff accompanying students for Study Tour/arts/ sports events ▪ Stage Managers of University Youth Festival ▪ Editor – College News Letter/Campus Publications; Convenor/Editor/Sub-editor of College Souvenirs ▪ Faculty in charge of Extension and Outreach programmes ▪ Faculty in Charge of Documentation of Annual Reports, Administrative Reports etc of the college ▪ Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students ▪ Faculty involved in preparing Participatory Learning modules/Interactive course/Case Studies ▪ Faculty involved in Developing and imparting soft skills/ communication skills/personality development courses/psychological counselling modules; ▪ Faculty involved in N-LIST/ INFLIBNET/EDUSAT/ORICE/ NPTEL Usage/preparation of digital library with seminar papers, uploading of seminar papers/ resource materials to the college website, scholar portal etc/ Use of online course management system. ▪ e-content (developed in 4 quadrants) per module MOOCs (developed) per module/lecture ▪ Faculty involved in Mentoring – Internal and external (e.g. WWS, SSP etc); Industrial/Institute visits ▪ Community work such as values of National Integration, Environment democracy, socialism, Human Rights, Peace, scientific temper; flood or, drought relief, small family norms etc., Census work, waste management, organic farming, social forestry, NGO related activities
(d)	<p>Organising seminars/conferences/workshops, other college/university activities.</p> <ul style="list-style-type: none"> ▪ Organising seminars/conferences/workshops ▪ Invited talk in seminars/conferences/workshops ▪ Chairing sessions in seminars/conferences/workshops ▪ Paper/Poster presentation in seminars/conferences/workshops ▪ Subject Expert in Curriculum Preparation/Question paper Setting/Physical Efficiency Test for Govt. Bodies like KPSC, SSC, UPSC, HSE, SCERT, Open School, Saksharatha Mission, Pareeksha Bhavan, Distance education

	<p>etc; Subject Expert in PSC Interview Board/FIP Interview</p> <ul style="list-style-type: none"> ▪ Member–Board of Studies; Academic Council; Pass Board; Scrutiny Board; Curriculum Committee of the University, Senate Member, Syndicate member ▪ Faculty involved in programmes initiated by DCE (e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/Higher education State Level ▪ Recipients of Internships (eg. FLAIR) - International/ National ▪ Membership/Participation/Subject Expert in State/Central Bodies/Committees on Education, Research, Sports and National Development ▪ Organizing Programmes on PEECS, FLAIR, WWS, SSP, e-Governance ▪ Lectures delivered in refresher/orientation/ faculty development courses/ New initiative programmes (eg. FLAIR, WWS, SSP, ASAP etc) ▪ Editors of Research Journals ▪ Membership in Renowned Professional Associations (per current membership) ▪ Interaction with Industry, Industrial Experience for students ▪ Conducting Bridge Courses, Finishing school (in Polytechnics), Gifted Children programme
(e)	Evidence of actively involved in guiding Ph.D students.
	<ul style="list-style-type: none"> ▪ Each Ph.D. produced/year is to be treated as an activity ▪ Guiding all ongoing Ph.D.s is to be treated as a single activity ▪ Each M Phil./ PG Dissertation is to be treated as an activity ▪ A B Sc Project is to be treated as an activity
(f)	Conducting minor or major research project sponsored by national or international agencies.
	<ul style="list-style-type: none"> ▪ Each ongoing project (Major/Minor/Consultancy) is to be treated as an activity ▪ Each submitted project in an year is to be treated as an activity
(g)	At least one single or joint publication in peer reviewed/UGC list of Journals.
	<ul style="list-style-type: none"> ▪ Each publication is to be treated as an activity ▪ Publication can be in the form of journals, books, patents, policy documents
<p><i>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.</i></p>	
<p>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 ordinances of the parent institution.</p>	

Table 2: Detailing of activities of Option A –Physical Education

Sl. No.	Activity	Grading Criteria
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend	90% and above-good Below 90% but 80 % and above- satisfactory Less than 80%- not satisfactory
2.	Organizing intra College Competition <ul style="list-style-type: none"> ▪ Organizing Annual Athletic Meet, Conducting Inter Class Sports Tournaments, Sports Coaching Camps- Short Term & Long Term, ▪ Conducting Physical Fitness & Health/ Fitness Awareness Programmes, Yoga Programmes, Corrective & Adapted Physical Education Programmes, Anti Doping & Drug Abuse Awareness Programmes, Life Style Diseases, etc. ▪ Conduct Awareness programmes on Rules & Regulations of various sports & games, Organize Minor Games & Fun Games ▪ Conducting Psychological Counseling & Motivation Programmes for improving sports Performance, 	Good – Intra-College competition in more than 5 disciplines Satisfactory- Intra College competition in 3-5 disciplines, Not Satisfactory- Neither Good nor Satisfactory
3.	Institution participating in external competitions <ul style="list-style-type: none"> ▪ Participation in Inter Collegiate Sports Tournaments, University/ Inter University/State/ National Level Sports Competitions. ▪ Organize Community Health & Fitness Awareness Programmes for the Public 	Good - National level competition in at least 1 discipline plus state /district level competitions in at least 3 discipline , Satisfactory - State level Competition in at least 1 discipline plus district level competitions in at least 3 discipline, or district level Competition in at least 5 discipline Not Satisfactory - Neither Good nor Satisfactory
4.	Up gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical education facilities	Good /satisfactory /Not Satisfactory to be assessed by the Promotion committee
5.	(i) At least one student of the institution participating in national /state/university (for college levels only), teams. organizing state/national/inter university/inter college level competitions (ii) Being invited for coaching at state/national level (iii) Organizing at least three workshops in a year (iv) Publication of at least one research paper in UGC approved journal, assistance in college administration and governance related work done during admission, examinations and extracurricular college activities <ul style="list-style-type: none"> ▪ Membership or posts in University/State/ National/ 	Good - involved in any 2 activities Satisfactory- 1 activity Not Satisfactory - not involved/undertaken any of the activities

- International level sports organizations/ bodies
- Participation in KPSC Physical Efficiency Tests as a Board Member
- Participation in KPSC Interviews as a Board Member
- Being invited as an Official at District/State/National level/International Level
- Organizing seminars/conferences/workshops
- Invited talk in seminars/conferences/workshops
- Chairing sessions in seminars/conferences/workshops
- Paper/Poster presentation in seminars/ conferences/ workshops
- Organize at least three Sports Tournaments / Coaching Camps/ Fitness Programmes
- Vice Principal; HOD; Hostel Warden/Resident Tutor; Chairman/Addl. Superintendent in charge of University Exams in Colleges; IQAC Coordinator/ PTA Secretary, College Council Secretary; CDC Convenor/Staff representative; CAMS – Nodal Officer; State Public Information Officer – RTI; Nodal Officers – UGC, AISHE, NPTEL, Scholarships etc
- PTA Executive Committee Members; CDC Member; University Exam Committee Members in Colleges
- Faculty holding positions of IQAC; NAAC/AICTE Affiliation; RUSA; KIIFB.
- College Council Member (Elected member only); Class Tutor
- Faculty holding positions of various Committees (Discipline; Admission; Purchase; Planning Board; CLMC; Research; Attendance; Ethics; Jagratha Samithi; Library; Other bodies under UGC plan etc)
- Faculty involved in various centres in the college EDUSAT; Language lab; Digital Resources; Data Repository; Website; Centralised Computing Facility (CCF); Fitness Centre; Experimentation Centre; Instrumentation Centre; Start-up units; Technology Business Incubator (TBI); INFLIBNET; Botanical garden etc.
- Staff in Charge of Department Alumni Association
- Faculty holding positions of Staff Club; College Cooperative Society
- Faculty involved in programmes initiated by DCE (e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/Higher education State Level
- Faculty involved in College Union Election Returning Officer/ARO
- Valuation of University answer scripts as per allotment– Chairman/Chief/Addl. Examiner
- University Exam Invigilation as per allotment
- Evaluation of Dissertation (Project Viva) – External Examiner/Chairman
- University Practical Exam– External Examiner/Chairman; University Practical Exam – Internal/Skill

- University Examination Squad duties – External
- Internal Exam – Question paper setting, Valuation of Answer scripts
- University/Autonomous College Question Paper setting

Overall Grading:

Good: Good in Item 1 and satisfactory or good in any other two items

Or

Satisfactory: Satisfactory in Item 1 and satisfactory/ good in any other two items.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note:

- i. It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- ii. The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical Education and Sports and also the CAS Promotion committee.
- iii. The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS promotion committee.

Table 3: Detailing of API scores of Option B – All faculty

Table 3 (a)

Category II: Professional Development, Co-curricular and Extension Activities

<i>Type of activity</i>		<i>Maximum API score eligible per year</i>
i)Extension, co-curricular & field based activities		15
<i>Student related co-curricular, extension and field based activities, discipline related co-curricular activities (eg. remedial classes, career counseling, study visit, student seminar and other events)</i>		
<i>ii) other co-curricular activities (cultural, sports ,NSS, NCC etc.) iii) Extension and dissemination activities(public/popular lecturers/talks/ seminar, etc.)</i>		
<i>Indicator/ Activity</i>	<i>Max score eligible</i>	
Faculty handling remedial classes, career counseling , study visits, supporting seminars organized by students(2 per event)	10	
NSS District co coordinator, NSS programme officer, NCC officer	15	
NCC care taker	10	
Faculty involved in charge of various cells/clubs such as anti ragging, career placement, training, guidance and counseling ,CASH, continuing education, women's unit, nature club, science club, HR club, tourism club, literary club, entrepreneurship club, health club, yoga club, sports club, arts club, Film/drama club, Bhoomithrasena , other institution specific clubs /forums for promoting co-curricular education, college alumni association, community colleges, other bodies under UGC plan etc,	<i>10 marks for faculties in charge and 3 marks for members in the club/forum</i>	
Staff advisor of college union, Staff editor of college magazine, arts club advisor of college union	10	
Study tour coordinator (10), Accompanying members (3)	10/3	
Staff accompanying students for arts/sports events, stage managers of University youth festival	5	
Coordinators of other programmes initiated by DCE (FLAIR, SSP, WWS, ASAP e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/Higher education State level (15), College level (10) Executive Committee Members, Mentors – 5/3	15/10 5/3	
Editor– College news letter/Campus publications College level–(5), Departmental– (2)	5/2	
Convener/Editor of College souvenirs (<i>Eg. Diamond Jubilee Souvenir</i>) – (10), Sub editors/members of souvenir committee–(5)	10/5	
Faculty in charge of extension and outreach programmes	10	
Faculty in charge of documentation of annual reports, administrative reports etc, of the College	5	
Community work such as values of national integration, environment democracy, socialism, human rights, peace , scientific temper, flood or	5	

drought relief, small family norms etc, census work, waste management, organic farming, social forestry		
ii)Contribution to corporate life and management of the institution		15
<i>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</i>		
<i>i) Administrative responsibilities (including as Dean/ Principal/ Chairperson/ convener/ Teacher in charge/ Similar other duties that require regular office hours for its discharge) (ii) Participation in Board of studies, academic and administrative committees</i>		
<i>Indicator/ Activity</i>		<i>Max scores eligible</i>
Vice principal, HOD, Chief superintendent in charge of university exams in colleges, PTA secretary, IQAC Coordinator		15
Hostel warden/Resident tutor, College council secretary , CDC convener/staff representative, CAMS nodal officer, state public information officer–RTI, Nodal officer–UGC, AISHE, NPTEL, Scholarship and other institution specific items not mentioned above		10
PTA executive committee members, CDC members, University exam committee members in colleges		5
Faculty holding positions of IQAC, NAAC/AICTE affiliation, RUSA coordinator/convenors (15), member (5)		15/5
College council members (elected members only), University Syndicate/ Senate member, Higher education council member, Sports council member		10
Faculty holding positions of various committees (Discipline, Admission, Purchase, Planning board , CLMC, Research ,CBCSS, Attendance, Ethics, Jagratha samithi, Other bodies under UGC plan etc. Coordinator /Convenors/Managers/Staff in charge–(10), Member (3)		10/3
Faculty involved in managing various centres in the college EDUSAT, Language lab, Digital Recourses, Data repository, Website, Centralized computing facility (CCF), Fitness centre, Experimentation centre, Instrumentation centre, Startup units, Technology business incubator (TBI), INFLIBNET, Botanical garden etc. Administrator/Convenor/ Coordinator /Staff in charge (10), Committee members(3)		10/3
Staff in charge of Department alumni association, Department library		5
Faculty holding positions of staff club, College Cooperative Society , Secretary & President–(10), Executive Committee members (3)		10/3
Faculty involved in college union election returning officer/ARO – (10), committee member (3)		10/3
Member – Board of studies, academic council, pass board, scrutiny board, curriculum committee		10
iii)Professional development Activities		15
<i>Professional Development activities(such as participation in seminars, conferences, short term training courses, industrial experience, talks lecturers in refresher /faculty development courses, dissemination and general articles and any other contribution</i>		
<i>Indicator/ Activity</i>		<i>Max scores</i>

	<i>eligible</i>
Member– advisory committees to Govt.(10)	10
Recipients of Internships (eg. FLAIR) International (15), National(10)	15/10
Participation in conferences/seminars/workshops without paper presentation (<i>per conference par day</i>) International – (3), National – (2), State level – (1)	3/2/1
Acquiring additional PG/M.Phil./Research degree (<i>per degree, to be claimed only once</i>)	3/4/5
Dissemination of subject – General/ Popular articles in news papers , magazines or other periodicals (not covered in Category III) per article), Public lecturers/ Talks delivered/ Radio talks/ Television programmes / Awareness class (<i>2 per item</i>)	10
Organizing Seminars/Workshops/ Conferences Coordinator/ Convenor - International – (10), National – (8), Sate level – (5) Members - International – (5), National – (3), Sate level – (1)	10/8/5 5/3/1
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (<i>5 per activity</i>)	5
Participation in short term training courses less than one week duration in Educational technology, curriculum development, professional development, examination reforms, institutional governance, new initiative induction programme etc. which is not mandatory for placement or as mentioned in Category III (<i>1 per day per activity</i>)	10
Resource person in curriculum preparation/ Question paper setting/Physical efficiency test for Govt. bodies like KPSC, SSC, UPSC,HSE, SCERT, Open school, Saksharatha Mission, pareeksha Bhavan, distance education etc. subject expert in PSC interview board/ FIP Interview (<i>1 per item</i>)	5
Membership/Participation/Subject expert in state/central bodies/ committees on education, research, sports and national development (<i>5 per item</i>)	10
Translation works(official only)	5
Conducting Bridge courses, Add-on course, Resource person of In service course for school teachers, community living camp curricular programme, coordinator of teaching practice, finishing school (in Polytechnics), Gifted children programme (<i>10 per programme per year</i>)	10
Organizing programes on PEECs, FLAIR, WWS, SSP, e governance(5 per programme other than mandatory	5
Lecturers delivered in Refresher/ Orientation/ Faculty development courses/ New initiative programmes (eg. FLAIR, WWS) 3 per programmes)	10
Editors of Research journal – International – 15, National–10, State–5	15/10/5
Interaction with industry, industrial experience (<i>3 per programme</i>)	10
Total	45

Table 3 (b)

Category -III-Research and Academic Contributions

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professors

Category	Nature of Activity	Faculty of Sciences	Faculties of Language/ Arts/ Humanities/ Social Sciences/Library/ Physical Education/ Commerce/ Management	Maximum Points
III-A	Research papers	Refereed Journals as notified by UGC	Refereed Journals as notified by UGC	25/publication
		Other Reputed Journals as notified by the UGC	Other Reputed Journals as notified by the UGC	10/publication
III B	Publications other than journal articles (books, chapters in books)	Text/References, Books published by International Publishers with ISBN/ISSN Number as approved by the University and posted on its website. The list will be intimated to UGC	Text/References, Books published by International Publishers with ISBN/ISSN Number as approved by the University and posted on its website. The list will be intimated to UGC	30 per Book for single author
		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. The list will be intimated to UGC	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. The list will be intimated to UGC	20 per Book for single author
		Subject Books, published by other local publishers, with ISBN/ISSN number	Subject Books, published by other local publishers, with ISBN/ISSN number	15 per book for single author
		Chapters in Books published by National and International level Publishers with ISBN/ISSN number as approved by the University and posted on its website	Chapters in Books published by National and International level Publishers with ISBN/ISSN number as approved by the University and posted on its website	International-10 per chapter National-5 per chapter
III C	Research Projects			
III C (i)	Sponsored Projects	a) Major Projects above 30 lakhs grant	a) Major Projects above 5 lakhs grant	20 per project
		b) Major Projects between 5& 30 lakhs grant	b) Major Projects between 3& 5 lakhs grant	15 per project
		a) Minor Projects with grants between 1& 5 lakhs	a) Minor Projects with grants between 1& 3 lakhs	10 per project
III C (ii)	Consultancy Projects	Amount mobilized with minimum of Rs.10 lakhs	Amount mobilized with minimum of Rs.2 lakhs	10 per every Rs.10 lakhs/ Rs.2 lakhs
III C (iii)	Projects outcome/Outputs	Patent/Technology transfer/Product/Process	Major policy document prepared for international bodies like WHO/UNO/ UNESCO/UNISEF/ etc,	30 for each international /20 for each National level

			Central/State Govt./local bodies	output or patent. Major policy document of International bodies-30, Central Govt.-20, State Govt-10, Local bodies-5
III D	Research Guidance			
III D(i)	M.Phil/Med/MPEd	Degree awarded	Degree awarded	5 per candidate
III D(ii)	Ph.D	Degree awarded/Thesis submitted	Degree awarded/Thesis submitted	15/10 per candidate
III D (iii)	Ph. D. ongoing	Students being Guided (completed 1 year and but less than 5 year	Students being Guided (completed 1 year and but less than 5 year	3 per candidate
III D(iv)	Ph.D. Thesis Evaluation	Thesis submitted	Thesis submitted	15 per candidate
III D(v)	PG Projects	Dissertation submitted to University	Dissertation submitted to University	2 per candidate
III D(vi)	UG projects	Projects submitted to University	Projects submitted to University	1 per project group
III E	Fellowships, Awards and invited lecturers delivered in conference/Seminar			
III E(i)	Fellowships, Awards	International award/Fellowship from academic bodies/ associations	International award/Fellowship from academic bodies/associations	15 per award/15 /Fellowship
		National award/Fellowship from academic bodies	National award/Fellowship from academic bodies/ associations	10 per award/10/ Fellowship
		State /University level award from academic bodies	State /University level award from academic bodies/associations	5 per award
III E (ii)	Invited lecturers/papers	International	International	7 per lecture/5 per paper presented
		National level	National level	5 per lecture/3 per paper presented
		State /University level	State /University level	3 per lecture/1 per paper presented
The score under this category shall be restricted to 20% of the minimum fixed for category III for any assessment period				
III F	Development of e-learning delivery process/material			10 per module

1. Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows
 - (i) Papers with impact factor less than 1 by 5 points;
 - (ii) Papers with impact factor between 1 and 2 by 10 points;
 - (iii) Papers with impact factor between 2 and 5 by 15 points;
 - (iv) Papers with impact factor between 5 and 10 by 20 points.
 - (v) Papers with impact factor above 10 by 25 points

2. 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 the Principal/corresponding author/supervisor/mentor would share equally 70% of the total points and the remaining 30% would be shared by all other authors.

Table 4 (for option B)

Minimum API requirement for the promotion of teachers under CAS in Colleges (UG & PG)

Sl. No.		Assistant Professor AGP 6000 to 7000	Assistant Professor AGP 7000 to 8000	Assistant Professor AGP 8000 to Associate Professor AGP 9000
1	Professional Development & Extension Activities(Category II) & Research and Academic contribution(Category III)	20/ assessment period	50/ assessment period	45/ assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Annexure III

List 1

Check list of documents to be attached with Placement Proposal to DCE

1. Proceedings constituting the IQAC
2. Proceedings constituting the Screening cum evaluation Committee
3. Minutes of the meetings of Screening cum evaluation Committee duly signed by all members
4. Assessment Report of the Screening cum evaluation Committee duly signed by all members
5. Copies of mandatory supporting documents and list
6. Proceeding of detailing of Institutional specific Academic Indicators.

Annexure III

List 2

Checklist for IQAC for verifying the proposal for placement

1. Name :
2. Date of Birth :
3. Designation with grade pay :
4. Subject & College at present working :
5. Date of Joining in present service :

General Requirements

1. Whether duly filled forms submitted : Yes/ No
2. Whether copies of Qualifying degree (PG, PhD, NET, M.Phil. certificates produced. : Yes/ No
3. Whether documents of previous service produced (if aided college service, the service verification certificate of the DD concerned , others, the service verification of Head of the institution concerned) : Yes/ No
4. Whether copies of appointment order, probation declaration order, previous placement order produced : Yes/ No
5. Whether documents of LWA/Service Break, produced : Yes/ No

Mandatory requirements

1. Whether completed the required service for placement (*as mentioned in the regulations*) : Yes/ No
2. Whether attended necessary orientation /Refresher Courses, etc during the assessment period (*as mentioned in the regulations*) : Yes/ No
3. Whether copies of the certificates of Refresher/Orientation courses, etc, produced : Yes/ No
4. Whether published papers as required (*For promotion to Associate Professor as per Option B*) : Yes/ No

CAS requirements

1. Whether the teacher fulfilled the CAS eligibility criteria (Minimum API score for Option B and good/satisfactory for Option A) : Yes/ No
2. Whether copies of documentary evidences for all the claims made in the Self-Appraisal report (PBAS Part B) produced (proceedings, certificates, publications, etc.) : Yes/ No

Place:
Date:

Name and Signature of IQAC Coordinator

As per the UGC-7th Pay Commission, CAS Promotion information guide in a nutshell

Sl. No	Academic Level	Promotion level	Eligibility Criterion	
			Academic/Service Requirements	Training/Certification Requirements
I	10 to 11	<p style="text-align: center;">Assistant Professor To Assistant Professor Senior Scale (As per 6th RPC, 6000AGP to 7000 AGP).</p> <p style="text-align: center;">This Level is Called Academic Level-11</p> <p style="text-align: center;">Scale of Pay: 68900-2,05,500</p>	<ol style="list-style-type: none"> 1. With Ph.D- 4years Service Completion at A.L-10 2. With M.Phil- 4years Service Completion at A.L-10 3. Without Ph.D & M.Phil-6years Service Completion at A.L-10 	<ol style="list-style-type: none"> 1. ONE 'OC' (Orientation Course) on Teaching Methodology of at least 21 days duration is compulsory. 2. ONE 'RC' (Refresher Course) On Research Methodology or in Core area. Or ONE 'FDP' of 2weeks duration. (10 Days) Or TWO 'FDP,s'/'Short term Trainings of each 1 week duration. (5 Days each) Or ONE- MOOC,s.
II	11 to 12	<p style="text-align: center;">Assistant Professor Senior Scale To Assistant Professor Selection Grade (As per 6th RPC, 7000AGP to 8000 AGP)</p> <p style="text-align: center;">This Level is Called Academic Level-12</p> <p style="text-align: center;">Scale of Pay:79,800 – 2,11,500</p>	<ol style="list-style-type: none"> 1. All must complete 5 years of service at Academic Level-11 (No variation to Ph.D,s & Non- Ph.D,s) 	<p>Any TWO of the following in Last 5 Years:</p> <ol style="list-style-type: none"> 1. 'RC' (Refresher Course) On Research Methodology or in Core area or Interdisciplinary. Or 2. 'FDP' of 2weeks duration. (10 Days) Or 3. TWO 'FDP,s'/'Short term Trainings of each 1 week duration. (5 Days each) Or 4. ONE- MOOC,s.

III	12 to 13A	<p>Assistant Professor Selection Grade To Associate Professor (As per 6th RPC, 8000AGP to 9000 AGP)</p> <p>This Level is Called Academic Level-13A</p> <p>Scale of Pay:1,31,400 – 2,17,100</p>	<ol style="list-style-type: none"> All must complete 3 years of service at Academic Level-12 (No variation to Ph.D,s & Non-Ph.D,s). Ph. D Degree is Compulsory. 	<p>Any ONE of the following in Last 3 Years:</p> <ol style="list-style-type: none"> 'RC' (Refresher Course) On Research Methodology or in Core area or Interdisciplinary. Or 'FDP' of 2weeks duration. (10 Days) Or TWO 'FDP,s'/Short term Trainings of each 1 week duration. (5 Days each) Or ONE- MOOC,s.
IV	13A to 14	<p>Associate Professor To Professor (As per 6th RPC, 9000AGP to 10000 AGP)</p> <p>This Level is Called Academic Level-14</p> <p>Scale of Pay:1,44,200 – 2,18,200</p>	<ol style="list-style-type: none"> All must complete 3 years of service at Academic Level-13A. Ph. D Degree is Compulsory. Minimum 10 Research Publications in Peer- reviewed or UGC- listed journals during the period of above service. At least 3 research papers from above 10 must be published during Assessment Period. i.e., when you are going to apply for this level of CAS. 	<p>No trainings or certification programs are needed at this stage, except special programs that will be initiated by the CCE/Parent University occasionally</p>

Note: 1. Academic Level-10, i.e., Entry Level of service: Scale of Pay is: Rs 57,700 - 1,82,400.

2. Incumbent must prepare An API form for each year with documentary evidence and duly signed by the respective College Principal

3. For more details, regarding CAS, you can visit Page No. 31 to 33 of GO Ms No.15 PDF Document.

Compiled By:

Dr. Gopala Sudarshanam

Senior Assistant Professor of Commerce

Government Degree & PG College, Gajwel

Annexure I
Form No. 5: Option A

Collegiate Education Department Kerala

Annual Performance Assessment Report

(For faculty other than physical education)

(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)

APAR for the Academic Year

PEN No.

Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's /Mother's Name :
3. Date of Birth :
4. Gender :
5. Name of the College & Department :
6. Date of Entry in present service :
7. Date of Declaration of Probation :
8. Current Designation :
9. Present Basic pay with Scale of pay :
10. Date of Last Promotion, if any :
11. Indicate whether belongs to (SC/ST/
OBC/ Minority/ Differently Abled) :
12. Address for correspondence (with Pin
Code) with Mobile No. and E-mail :
13. Permanent Address (with Pin Code) :

14. Academic Qualifications

<i>Examinations</i>	<i>Name of the Board/ University</i>	<i>Year of Passing</i>	<i>% of marks obtained</i>	<i>Division/ Class/ Grade</i>	<i>Subject</i>
Graduation					
Post Graduation					
NET					

Initials of Head of the Institution

15. Research Degrees

<i>Degree</i>	<i>Title of Thesis/ Dissertation/ Field of Work (in case PDF)</i>	<i>Date of Award with Reg. No. (Period/ Year in the case of PDF)</i>	<i>Discipline/ Subject</i>	<i>University/ Institute</i>
M.Phil.				
Ph.D.				
PDF				
Any other*				

*Professional qualification such as M. Tech., etc.

16. Details of Orientation/ Induction/ Refresher/ Short Term Courses attended

<i>Name of the Course</i>	<i>Duration and Date</i>	<i>Name of the Centre conducting the Course</i>	<i>Sponsoring Agency</i>

17. Seminars/ Training programmes attended:

<i>Name of the Course</i>	<i>Duration and Date</i>	<i>Name of the Centre conducting the Course</i>	<i>Sponsoring Agency</i>

Part – B: Assessment Criteria and Methodology

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to Career Advancement Scheme (CAS) and the Guidelines issued by DCE before filling this section)

Activity 1: Teaching/ Attendance

<i>Year</i>	<i>Mode of Teaching</i>	<i>Total Classes Assigned</i>	<i>No. of Classes taught as per documented record</i>	$\frac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$

Activity 2: Involvement in Students Related Activities/ Research Activities

(Refer Annexure II, Table 1 of DCE guidelines)

- (a) Administrative responsibilities :
- (b) Examination and evaluation duties :
- (c) Student related co-curricular, extension and field based activities :
- (d) Organizing seminars/ conferences/ workshops, other college/ university activities :
- (e) Research Guidance Activities :
- (f) Major/ Minor Projects :
- (g) Publications :

Part-C: Other Relevant Information

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

<i>Sl. No.</i>	<i>Details (Mention Year, Value etc. where relevant)</i>

(Attach documentary proof in support of the information provided by you in this proforma)

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Signature of Applicant :

Name and Designation :

Place :

Date :

Certified that Mr./Ms./Dr..... has been working asin the department since The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Place :

Date :

Remarks of the Principal on Punctuality and Conduct of the Applicant

.....

Principal

Place :

Date :

കൊഴിഞ്ഞാമ്പാറ ഗവ :ആർട്സ്&സയൻസ് കോളേജ് പ്രിൻസിപ്പാളിന്റെ നടപടി ക്രമം

പരാമർശ : ഡോ. കെ. മണി

ഗവ : ആർട്സ് & സയൻസ് കോളേജ് കൊഴിഞ്ഞാമ്പാറ - യു ജി സി ആറാം സ്കീം പ്രകാരമുള്ള പെന്റിങ് പ്രൊമോഷനുകൾ അനുവദിക്കുന്നതിനായി ബയോകെമിസ്ട്രി വിഭാഗം സ്ക്രീനിംഗ് കം ഇവാല്യൂഷൻ കമ്മിറ്റി രൂപീകരിച്ച് ഉത്തരവാകുന്നു.

ഉത്തരവ് നം : എ1/337/2017

തീയതി : 29/05/2019

- പരാമർശം :-
1. ജി ഒ. (ആർ റ്റി) നം. 28/19/ ഉ.വി.വ തീയതി. 11/02/2019
 2. യു ജി സി ആറാം ശബള സ്കീം പ്രകാരമുള്ള പ്രൊമോഷനുകൾ തീർപ്പാക്കുന്നതിന് കോ.വ.വ ഡയറക്ടർ പുറപ്പെടുവിച്ച മാർഗ്ഗ നിർദ്ദേശങ്ങൾ
 3. കാലിക്കറ്റ് സർവ്വകലാശാല രജിസ്ട്രാറുടെ കത്ത് നം. ജി എ II സ്പെഷൽ സെൽ 1/82062/2019 തീയതി. 17/052019

ഉത്തരവ്

പരാമർശം (1) പ്രകാരം ഗവ. കോളേജ് അദ്ധ്യാപകരുടെ യു ജി സി ആറാം സ്കീം പ്രകാരമുള്ള പെന്റിങ് പ്രൊമോഷനുകൾ അനുവദിക്കുന്നതിന് സർക്കാർ ഉത്തരവായിട്ടുണ്ട്. പരാമർശം (2) അനുസരിച്ച് പ്രൊമോഷനുകൾ നൽകുന്നതിലേയ്ക്കായി ആവശ്യമായ ഫോറങ്ങളുടെ മാതൃകയും, മാർഗ്ഗനിർദ്ദേശങ്ങളും നൽകിയിട്ടുണ്ട്. കാലിക്കറ്റ് സർവ്വകലാശാല വൈസ് ചാൻസലർ അംഗീകരിച്ച വിവിധ വിഷയങ്ങളുടെ സബ്ജക്ട് എക്സ്പെർട്ട്സ് ലിസ്റ്റ് സൂചന(3) പ്രകാരം ലഭ്യമായിട്ടുണ്ട്.

ഈ സാഹചര്യത്തിൽ കൊഴിഞ്ഞാമ്പാറ ഗവ. ആർട്സ് & കോളേജിലെ ബയോകെമിസ്ട്രി വിഭാഗം അദ്ധ്യാപകരുടെ യു ജി സി ആറാം സ്കീം പ്രകാരമുള്ള പെന്റിങ് പ്രൊമോഷനുകൾക്കായി ചുവടെ ചേർത്ത പ്രകാരം ബയോകെമിസ്ട്രി വിഷയത്തിൽ സ്ക്രീനിംഗ് കം ഇവാല്യൂഷൻ കമ്മിറ്റി രൂപീകരിച്ച് ഉത്തരവാകുന്നു.

ക്രമ നം.	പേര്	തസ്തിക	കോളേജ്/ യൂണിവേഴ്സിറ്റി	എസ് ഇ സി - യിലെ സ്ഥാനം
1	ഡോ. കെ. മണി	പ്രിൻസിപ്പാൾ	ഗവ : ആർട്സ് & സയൻസ് കോളേജ് കൊഴിഞ്ഞാമ്പാറ	ചെയർമാൻ
2	ഡോ. വിപിൻ പി. ശിവറാം	ബയോകെമിസ്ട്രി വിഭാഗം മേധാവി		കൺവീനർ
3	ഡോ. വിശാൽ ബാബു ജി എൻ	അസോസിയേറ്റ് പ്രൊഫസർ മേധാവി	ഗവ. മെഡിക്കൽ കോളേജ് പാലക്കാട്	സബ്ജക്ട് എക്സ്പെർട്ട്
4	രാജേന്ദ്രൻ എൻ എസ്.	അസി. പ്രൊഫസർ	എസ് എൻ. കോളേജ് ആലത്തൂർ, പാലക്കാട്	




 ഡോ. കെ. മണി
 പ്രിൻസിപ്പാൾ

പകർപ്പ്:

1. ഡോ. വിപിൻ പി. ശിവറാം (ബയോകെമിസ്ട്രി വിഭാഗം മേധാവി)
2. ഡോ. വിശാൽ ബാബു ജി എൻ (ഗവ. മെഡിക്കൽ കോളേജ് പാലക്കാട്)
3. രാജേന്ദ്രൻ എൻ എസ്. എസ് എൻ. കോളേജ് ആലത്തൂർ, പാലക്കാട്
4. ഡോ. വിപിൻ പി ശിവറാം (ഐ ക്യു എ സി കോർഡിനേറ്റർ)
5. കരുതൽ ഫയൽ

SCREENING-CUM EVALUATION COMMITTEE MINUTES

Subject: Commerce

Date: 10/03/2021

Meeting of the Screening-cum Evaluation Committee (SEC) of Commerce Subject was held on 10/03/2021 at 11 am in the Principal's Chamber to assess the placement proposal of Smt. Hemalatha C, Assistant Professor of Commerce, in Option A under the CAS of UGC from Academic Level 10 to Academic Level 11.

Members Present

5. Smt. Amala A K , Principal and Chairperson
6. Dr. Seethalekshmi M P, HOD – Commerce and Convenor
7. Dr. N K Babu, Associate Professor, Govt. College Pathirippala -Subject Expert
8. Sri. Muralidharan V K, Associate Professor, Govt. College Pattambi – Subject Expert

Decision 2

The Committee verified the all PBAS forms for placement and relevant supporting documents submitted and found that the details furnished and claimed are correct. Therefore the committee recommends for the placement of Smt. Hemalatha C, Assistant Professor of Commerce from Academic Level 10 to Academic Level 11 w.e.f. 18-10-2019. FN

Subject Expert 1

MU
10/3/2021

Subject Expert 2

NK
10/03/2021

Convenor & HOD

Seethalekshmi MP
HOD-in-Charge
Department of Commerce
Govt. Arts & Science College, Kozhinjampara
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

GOVT. ARTS AND SCIENCE COLLEGE KOZHINJAMPARA

INWARD REGISTER FOR UGC CAS PLACEMENT / PROMOTION PROPOSALS

Sl No	Inward No / Subject / Year	Name and Designation of Teacher	CAS Stage of the proposal	Date of Submission	Date of Approval / Rejection by the IQAC	Date of SEC Approval / Rejection	Date of Dispatch to DCE with DDFS File No	Remarks
1	01 / English / 2021	SRIVIDYA S	AL 13 A	22-02-2021	27-02-2021	NA	DDFS NO: 9528/2021/DCE Dated 01/03/2021	
2	02/Commerce/ 2021	SEETHALEKSHMI M P	AL 13 A	25-02-2021	27-02-2021	NA	DDFS NO: 9531/2021/DCE Dated 01/03/2021	
3	03/Commerce/ 2021	RAMESH K	AL 12	27-02-2021	27-02-2021	10-03-2021	DDFS NO: 11669/2021/DCE Dated 12/03/2021	

QUM
IQAC co-ordinator

4	04/Commerce/ 2021	HEMALATHA C	AL 11	01-03-2021	02-03-2021	10-03-2021	DDFS NO: 11673/2021/DCE Dated 12/03/2021
5	05/microbiology/ 2021	VINNETHA MOHAN	AL 11	06-03-2021	08-03-2021	12-03-2021	DDFS NO: 11676/2021/DCE Dated 12/03/2021

QAM
IAAC Coordinator



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Note 4.- Maternity leave under this rule and Rule 101 shall be admissible to provisional female recruits continuing in service beyond one year provided they would continue in service but for proceeding on such leave.

[G.O.(P) 825/80/Fin.,
dt. 31-10-1980]

This amendment shall be deemed to have come into force with effect from the 2nd July 1969.

Ruling

The expression 'full pay' occurring in the above rule means pay as admissible to an officer under Rule 92, Part I, Kerala Service Rules.

[G.O.(P) 413/90/Fin.,
dt. 7-8-1990]

101. Leave under Rule 100 above may also be granted to female officers in cases of miscarriage including abortion subject to the condition that the leave does not exceed six weeks and application for the leave is supported by a certificate from the medical attendant.

102. Maternity leave may be combined with leave of any other kind but leave applied for in continuation of the former may be granted only if the request be supported by a medical certificate:

*Provided that no medical certificate shall be necessary for grant of any leave for a period not exceeding sixty days in continuation of maternity leave.

*Effective from 5th June 1978.

[G.O.(P) 428/79/Fin.,
dt. 24-4-1979]

Note-Regular leave in continuation of maternity leave may also be granted to a female officer on her producing a medical certificate to the effect that the new born baby requires personal attention of the mother and her presence by the side of the baby is absolutely necessary.

Explanation—The kinds of leave coming under regular leave mentioned in the Note are Earned Leave, Half Pay Leave, Leave Not Due and Leave Without Allowances only.

SECTION X—HOSPITAL LEAVE

103. A competent authority may grant hospital leave to officers of the following classes while under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of their official duties.—

(a) Police Officers of rank not higher than that of Head Constable and Fire Service Personnel of and below the rank of Leading Fireman, including Driver, Mechanics and Fireman Drivers.

(b) Forest subordinates, other than clerks in receipt of pay not exceeding *Rs.1520

*This amendment shall be deemed to have come into force with effect from 1st March 1992.

[G.O.(P) 149/96/Fin.,
dt. 30-1-1996]

(c) Head warders or warders, male or female, of jails or lunatic asylums and Matrons of the Jails Department.

(d) Subordinates employed in Government Laboratories.

(e) Subordinates of other departments employed in the working of Government machinery.

(f) Last grade employees of all departments.

(g) Guards and Preventive Officers of the Excise Department, and

*(h) Government Servants drawing a pay of Rs. 120 or less per mensem who serve as Home Guard Volunteer.

[G.O. (P) 143/68/Fin.
dt. 16-4-1968]

Note1.- Hospital leave will be granted only on production by the employee concerned of a medical certificate from his authorised medical attendant to the effect that the leave recommended is necessary to effect a cure and a certificate from his head of office to the effect that the illness or injury was directly due to risk incurred in the course of official duties.

[G.O.(P) 308/85/Fin.
dt. 29-5-1985]

Note 2.-Hospital leave is admissible to temporary employees also under this rule.

Note 3.-Hospital leave will be granted to the officers coming under clause (h) above only in cases of injuries sustained while on duty as Home Guard Volunteers and only if the application is supported by a certificate from the Commandant General, Home Guards, to the effect that the injury was sustained by the employee while on active duty as a Home Guard Volunteer. This will be in addition to the certificate prescribed in Note 1 above.

[G.O.(P) 143/68/Fin.
dt. 16-4-1968]

104. Hospital leave may be granted for such period as the authority granting it may consider necessary, on leave salary (1) equal to leave salary while on earned leave, for the first 120 days of any period of such leave; and (2) equal to leave salary during half pay leave, for the remaining period of any such leave. In the case of a person to whom the Workmen's Compensation Act, 1923, applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under section 4 (1) (d) of the said Act.

[G.O. (P) 320/75/Fin.
dt. 17-7-1975]

105. [Omitted]

[G.O. (P) 522/67/Fin.
dt. 4-12-1967]

106. Hospital leave is not debited against the leave account and may be combined with any other leave which may be admissible.

Government decision

A register in the form, given below will be maintained by all Heads of Departments and offices showing the various kinds of special leave (e.g., special disability leave, hospital leave, maternity leave, study leave, leave not due, commuted leave, etc.) granted to Government servants from time to time to facilitate the check by the local audit parties as to whether the conditions for the grant of the leave have been fulfilled in individual cases, by the authorities competent to sanction the leave.

The officer is not entitled to leave salary during such overstay of leave not covered by an extension of leave by competent authority.

dt 1-10-1964]

Note: - Willful absence from duty after the expiry of leave will be treated as misbehaviour for the purpose of Rule 21, Part I.

- 96A. Where a Government servant not in permanent employ fails to resume duty on the expiry of the maximum period of leave without allowances granted to him or where such a Government servant who is granted a lesser amount of leave without allowances than the maximum amount admissible remains absent from duty for any period which together with the leave without allowances granted exceeds the limit upto which he could have been granted such leave under these rules, he shall, unless the Government, in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the procedure laid down in the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960.

[G.O. (P) 254/70/Fin.,
dt. 27-4-1970]

SECTION VII - SPECIAL DISABILITY LEAVE

97. (1) Subject to the conditions hereinafter specified, special disability leave may be granted to an officer who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position.

[G.O. (P) 481/70/Fin.,
dt. 6-7-1970]

Effective from 6th March 1968.

- (2) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice. But the Government, if they are satisfied as to the cause of the disability, may permit leave to be granted in cases where the disability manifested itself is more than three months after the occurrence of its cause.
- (3) The period of leave granted shall be such as is certified by the medical attendant of the officer to be necessary. It shall not be extended except on the certificate of the medical attendant of the officer and shall in no case exceed 24 months.
- (4) Such leave may be combined with leave of any other kind.
- (5) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.
- (6) Such leave shall be counted as duty in calculating service for pension and shall not be debited against the leave account.
- (7) Leave salary during such leave shall be granted—
- (a) for the first four months of any period of such leave including a period of such leave granted under clause (5) of this rule as under Rule 92, and
- (b) for the remaining period of any such leave, as under Rule 93.
- (8) In the case of a person to whom the Workmen's Compensation Act, 1923, applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under section 4 (1) (d) of the said Act.

98. The application of the provisions of Rule 97 may be extended to an

officer who is disabled by injury accidentally incurred in *or in consequence of the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the civil post which he holds.

[G.O. (P) 353/76/Fin.
dt. 19-11-1976]

Effective from 6th March 1968.

[G.O. (P) 481/70/Fin.
dt. 6-7-1970]

The grant of this concession is subject to the further conditions :-

- (1) that the disability, if due to disease must be certified by the medical attendant of the officer to be directly due to the performance of the particular duty ;
- (2) that, if the officer has contracted such disability during service, it must be, in the opinion of the Government, so exceptional in character, or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of a leave; and
- (3) that the period of absence recommended by the medical attendant of the officer may be covered in part by leave under this rule and in part by other leave, and that the amount of special disability leave granted on full pay i.e., pay admissible had he been on duty during the period of leave may be less than four months.

Note: - Disability leave is admissible to temporary officers also.

[G.O. (P) 491/75/Fin.
dt. 24-10-1970]

This amendment shall be deemed to have come into force with effect from 1st April 1973.

SECTION VIII - STUDY LEAVE

99. Leave may be granted to officers on such terms as the Government may by general order prescribe to enable them to study scientific, technical or similar problems or to undergo special courses of instruction. The detailed rules framed under this rule are given in Appendix VI.

Note: - For rule regarding the grant of leave without allowance for study purposes in the case of officers not in permanent employ, see Rule 91.

SECTION IX - MATERNITY LEAVE

100. A competent authority may grant to a female officer, maternity leave on full pay for a period of 90 days from the date of its commencement.

[G.O. (P) 96/81/Fin.
dt. 5-2-1970]

This amendment shall be deemed to have come into force with effect from 29th July 1980.

Note 1.- Maternity leave is also admissible to temporary female officers under this rule.

Note 2 - [Deleted]

[G.O. (P) 96/81/Fin.
dt. 5-2-1970]

Note 3 - The female candidates undergoing pre-appointment stipendiary training may be allowed leave for maternity purpose to the extent envisaged under this rule on full rate of stipend admissible. The benefit of this leave may also be granted in the case of miscarriage/abortion subject to the same conditions as laid in Rule 101 below.

[G.O. (P) 308/74/Fin.
dt. 20-9-1970]

This amendment shall be deemed to have come into force with effect from 9th August 1973.

culminating in a public examination, the success in which will qualify the candidate for a degree/diploma/certificate or for admission to another course and includes the training at the Pre-examination Training Centres for I.A.S and other All India Service Examinations.

Government Decision

Leave under this rule can be sanctioned by the authority competent to sanction eligible leave and leave without allowances. Study leave under Rule 99, Part I, can be sanctioned only by Government.

- 91 A. Officers with a continuous officiating or temporary service of 5 years or more may be granted in addition to any leave to which they are eligible for, leave for undergoing Post-graduate Courses in the sphere of their duties which are primarily of benefit to the State, such as Post-graduate Courses for teachers, Engineers and Doctors. The leave shall be granted only with due regard to the usefulness of the higher studies to the public service.

SECTION V- LEAVE SALARY

92. An officer on earned leave is entitled to leave salary equal to,-
- full (duty) pay i.e., pay admissible had he been on duty during the period of leave;
 - dearness allowance applicable to the above duty pay; and
 - such other compensatory allowances as are admissible under the rules during the period of leave:

*Provided that where an officer is promoted during the period he is on earned leave the monetary benefit of promotion shall be given only from the date on which he assumes charge of the post, if there is change of duties.

Effective from 1st April 1973.

Note. - See Explanation and Notes below Rule 93.

This amendment shall be deemed to have come into force with effect from 1st April 1973.

93. An officer on half pay leave or leave not due is entitled to leave salary equal to,-
- half of duty pay, i.e., half of the pay admissible had he been on duty during the period of leave;
 - dearness allowance applicable to the amount admissible under clause (i) above:

Provided that where an officer is promoted during the period he is on half pay leave the monetary benefit of promotion shall be given only from the date on which the officer assumes charge of the post, if there is change of duties.

Effective from 1st April 1973.

Exception. - A non-gazetted officer whose pay before proceeding on leave, does not exceed *Rs.2000 in the revised scale of pay ordered in G.O. (P) 600/93/Fin., dated 25th September 1993 shall be entitled to dearness allowance which would have been admissible had he been on duty, which together with the leave salary so admissible, is subject to a minimum of sixty-five percent of the pay and dearness allowance while on duty. The excess over the actual leave salary in such

[Circular
No.46858/Rules-
1/62/Fin.,
dt. 30-10-1962]

[G.O.(P) 204/76/Fin.,
dt. 15-7-1976]

*[G.O.(P) 452/79/Fin.,
dt. 4-5-1979]

[G.O.(P) 491/75/Fin.,
dt. 24-10-1975]

[G.O.(P) 452/79/Fin.,
dt. 4-5-1979]

[G.O.(P) 149/96/Fin.,
dt. 30-1-1996]

cases shall be termed as special leave allowance.

*This shall be deemed to have come into force with effect from 1st March 1992.

and

(iii) "House Rent Allowance", for the first four months of leave.

Explanation.- For the purpose of Rule 92 and this rule, period of duty shall be deemed to be the period of duty in a post during which the officer would have drawn the pay in the timescale of that post but for his proceeding on leave.

In the case of officiating appointments, a certificate of continuance in the same post but for leave should be furnished to the Audit Officer along with the sanction noted in the Service Book and the bill claiming the leave salary.

Note 1.- Special pay granted in lieu of higher timescale of pay for additional and/or higher responsibilities attached to a post may be drawn during periods of leave if the officer would have continued in that post after the expiry of leave. The officer who records certificate to the above effect in the leave salary bill may do so only after proper verification. The special pay sanctioned for specially arduous nature of work or for work in addition to normal duties attached to his post or charge allowance will not be admissible during periods of leave unless the officer discharges the work for which the special pay is sanctioned.

Note 2.- In the case of non-gazetted officers who elect to remain in the pre-revised scale, the monetary limit for the purpose of the Exception to Rule 93 shall continue to be Rs. 280 which was fixed with effect from 1st July 1968, and the amount of leave salary together with the dearness allowance is not subject to any minimum till such date as on which they come over to the revised scale of pay ordered in G.O. (P) 91/74/Fin., dated 5th April 1974.

Note 3.-The 'Special Allowance' sanctioned to the Police Personnel and corresponding categories in the Fire Force, Prison, Forest, Excise and Vigilance Departments shall be payable during periods of all kinds of leave with allowances. But the drawal of the allowance during periods of leave shall be restricted to the first four months of leave.

This amendment shall be deemed to have come into force with effect from 28th January 1980.

94. An officer on commuted leave is entitled to leave salary equal to twice the amount of the pay admissible under Rule 93 (i) and dearness allowance applicable to the pay so admissible.

This amendment shall be deemed to have come into force with effect from 1st April 1973.

95. An officer on leave without allowances is not entitled to any leave salary.

SECTION VI-OVERSTAYAL

96. In the case of an officer governed by these leave rules who remains absent after the end of his leave, the period of such overstayal of leave is, unless the leave is extended by the competent authority treated as follows:-

- as half pay leave to the extent such leave is due, whether the overstayal is supported by a medical certificate or not;
- leave without allowances to the extent of the period of half pay leave due falls short of the period of overstayal.

- Date of his confirmation - 1st November 1961 (orders issued on 1st November 1962).
- Leave without allowances taken at any time during the period from 1st November 1960 to 31st October 1961 cannot be retrospectively commuted into any other kind of leave. But leave earned and taken after 1st November 1961 can be retrospectively commuted.
- 90.** In addition to any leave which may be admissible to him, an officer in temporary employ, who contracts tuberculosis and undergoes treatment in a recognised sanatorium or under a qualified T.B Specialist or a Civil Surgeon or who is suffering from leprosy and undergoes treatment in a recognised Leprosy institution or under a Civil Surgeon or a Specialist in Leprosy, recognised as such *or who is suffering from cancer and undergoes treatment in a recognised Cancer Institute or under a Civil Surgeon or a Specialist in cancer or who is suffering from mental disease and undergoes treatment in a recognised Mental Hospital or under a Civil Surgeon or a Specialist in mental disease may be granted leave without pay upto a maximum period of 18 months [including 3 months leave without allowances authorised under Rule 88 (ii) above] on any one occasion subject to the following conditions:-
- (i) the officer is likely to continue in service till his return to duty;
- (ii) the leave without allowances shall be granted subject to the production of a certificate from the Medical Officer-in-charge of the Sanatorium or qualified T.B. Specialist or a Civil Surgeon * or a Specialist in Leprosy, Cancer or Mental disease as the case may be specifying the period for which leave is recommended; and
- (iii) the medical officer in recommending leave shall bear in mind the provisions of Rule 115.
- 90A.** (a) A Government officer, whether gazetted or non gazetted, drawing a basic pay not exceeding ₹Rs.2500 per mensem who is granted leave without allowances for the treatment of T.B., *Leprosy, Cancer or Mental disease may be granted an ex-gratia allowance equal to 35 per cent of the basic pay he was drawing immediately before the commencement of the leave, subject to a maximum of ₹Rs.875 and minimum of ₹Rs.580 per mensem. **In respect of cases relating to treatment of cancer and mental diseases, the Rule shall be deemed to have come into force with effect from 11th July 1978 and in respect of other cases, with effect from 1st July 1978.
- **This amendment shall be deemed to have come into force with effect from 1st July 1978.
- †This shall be deemed to have come into force with effect from 1st March 1992.
- (b) The allowance will be admissible only when the officer is not eligible for any other leave with allowances.
- (c) The allowance will be granted irrespective of whether the patient undergoes treatment as an inpatient or as an outpatient under the direction of a Civil Surgeon.
- (d) The payment of the allowance will be made only on the production of a certificate issued by the Medical Officer-in-charge of the Sanatorium/Hospital or by one not below the rank of a Civil Surgeon to the effect that the patient has been under his treatment for T.B., *Leprosy, Cancer or Mental disease during the period for which the allowance is claimed.
- [G.O. (P) 204/66/Fin., dt. 17-5-1966]
- *[G.O. (P) 570/78/Fin., dt. 11-7-1978]
- [G.O. (P) 570/78/Fin., dt. 11-7-1978]
- [G.O. (P) 570/78/Fin., dt. 11-7-1978]
- [G.O. (P) 159/63/Fin., dt. 2-4-1963]
- [G.O. (P) 454/68/Fin., dt. 20-8-1968]
- [G.O. (P) 570/78/Fin., dt. 11-7-1978]
- [G.O. (P) 373/83/Fin., dt. 7-7-1983]
- [G.O. (P) 149/96/Fin., dt. 30-1-1996]
- [G.O. (P) 570/78/Fin., dt. 11-7-1978]
- (e) The allowance in the case of an officer in temporary employ will be limited to a maximum period of 18 months and that in the case of a permanent employ to a maximum period of 36 months in all during his entire service.
- Note 1.- The concession of leave without allowance upto eighteen months will be admissible also to an officer who for want of accommodation in any recognised Sanatorium *or Cancer Institute or Mental Hospital at or near the place of his duty receives treatment at his residence under a recognised *Tuberculosis Specialist, Leprosy Specialist, Cancer Specialist or Mental Disease Specialist and produces a certificate signed by that specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.
- Note 2.-The leave without allowances under this rule will be admissible only to those officers who have been in continuous Government service for a period exceeding one year.
- Note 3.-The lists of recognised *Tuberculosis Institutions, Leprosy Institutions, Cancer Institutions and Mental Hospitals are given in Appendix V.
- Government Decision**
- Recoveries on advances such as 'Onam Advance', 'Advance Pay on transfer', etc., need not be made from the ex-gratia allowance admissible under this rule. Such recoveries may be postponed till such time as the subordinate is fit to rejoin duty or effected from any other amounts payable to the subordinate, otherwise.
- Ruling**
- The payment of ex-gratia allowance in the case of leave without allowances for treatment of T.B./Leprosy taken in continuation of other kinds of leave may be regulated on the basis of the pay drawn by the officer immediately before the commencement of the combined spell of leave.
- 91.** Officers with a continuous officiating or temporary service of two years or more, will be granted in addition to any leave which they are eligible for, leave under this rule for obtaining superior qualifications (e.g., B.A. and B.L.), provided, however, that the two years minimum service will not be insisted on in the case of temporary or officiating officers belonging to the Scheduled Castes and Scheduled Tribes. Such leave will not, however be given for broken periods but will cover the entire period of the course concerned. In cases of failure, extension of leave will be granted to cover the further period required for the completion of the course of study.
- Note 1.-[Deleted]
- Note 2.-The term 'superior qualifications' occurring in the above rule denotes only such of the qualifications as on acquisition are intended to enhance the usefulness of the Government servant concerned as a member of the service or will improve his prospects in the service of which he is a member.
- Ruling No. 1**
- The time limit imposed by Rule 88 (ii) above will not apply to leave for securing higher qualifications granted under this rule.
- Ruling No. 2**
- The term "course" occurring in the above rule denotes a course of study/training covering a specified academic period
- [G.O. (P) 204/78/Fin., dt. 15-7-1976]

- 'nil' balance on 1st November 1959 consequent on the wiping off of the excess half pay leave already available shall be eligible for a further period of 360 days, leave not due under Rule 85, Part I, Kerala Service Rules, provided they otherwise satisfy the requirements of the rules.
- 86.** The provisions of Rules 78, 80, 81, and 83, apply also to an officer not in permanent employ except that in respect of the first year of service the earned leave admissible is 1/22 of the period spent on duty:
- Provided that no earned leave shall be admissible to such an officer in a vacation department in respect of the first year of his service.
- Note1.-The leave of an officer appointed as a probationer (for a certain period before confirmation of his appointment) will be regulated under the rules prescribed for permanent officers. If for any reason it is proposed to terminate the services of a probationer any leave which may be granted to him shall not extend beyond the date on which the probationary period as already sanctioned or extended expires, or any earlier date on which his services are terminated by the orders of the authority competent to appoint him.
- Note 2.-Whenever the rate of earning leave changes, the fraction in the earned leave accumulated at the earlier rate should be rounded off to the nearest day i.e., fraction below half should be ignored and that of half and more should be reckoned as a day. *Similarly, the fraction, if any, in the leave earned in accordance with the provisions of the first paragraph of Rule 81 by an officer serving in a vacation department should also be rounded off to the nearest day.
- Ruling**
- When a full-time teacher is appointed to a part-time post, the leave earned by him prior to becoming part-time cannot be granted to him while holding the part-time post. Such leave may, however, be granted when he is reappointed to a full-time post.
- 86A.** Notwithstanding anything contained in Rules 84, 88 (ii) and 90, an officer not in permanent employ who has completed three years of continuous service shall be eligible for (i) commuted leave and (ii) leave without allowances as would be admissible to him if he had held his post substantively.
- 87.** An officer not in permanent employ appointed without interruption of duty substantively to a permanent post will be credited with the earned leave which would have been admissible if his previous duty had been duty as an officer in permanent employ diminished by any earned leave already taken. Leave is not an interruption of duty for the purpose of this rule.
- 88.** *Leave without allowances-* (i) Leave without allowances may be granted to any officer in special circumstances-
- (a) when no other leave is by rule admissible, or
 - (b) when other leave is admissible, but the officer concerned applies in writing for the grant of leave without allowances.
- (ii) Except in the case of an officer in permanent employ, the duration of leave without allowances shall not exceed 3 months on any one occasion.
- Exception 1-*When a period of suspension is retrospectively treated as leave without allowances by the revising or appellate authority the limitation of admissible leave without allowances to three months to officers not in
- permanent employ will not apply.
- Exception 2-*The limitation in sub-rule (ii) shall not apply to the grant of leave without allowances regulated by the rules in *Appendices XIIA, XII B and XIIC.
- Section IV- Commutation Of Leave With Retrospective Effect
- 89.** (i) The authority which granted leave to an officer can commute it retrospectively into leave of a different kind which may be admissible but the officer concerned cannot claim it as a matter of right:
- *Provided that earned leave shall not be commuted into leave of a different kind †except as provided in the Note below Rule 1, Appendix XIIC .
- *Effective from 22nd November 1971.
- †This shall be deemed to have come into force with effect from 12th April 1984.
- (ii) Commutation of one kind of leave into another automatically carries with it the drawal of arrears of leave salary or recovery of amounts overdrawn.
- (iii) Commutation of leave without allowances taken during temporary service when no other leave was due, into earned leave on confirmation without interruption of service, by giving retrospective effect to the benefit of Rule 87 would be irregular and not in accordance with the intention of Government. The real intention of Rule 87 is to provide only for a retrospective recalculation of leave at credit on the date of confirmation with a reduction on account of the earned leave already taken. Except for the carry-forward of the recalculated credit on confirmation, leave earned and taken should be a closed chapter at that point and no readjustment of any leave taken is automatically permissible as a consequence of such recalculation. The closed chapter may however properly be re-opened, for instance, to correct a miscalculation of leave earned or taken or to readjust leave earned and taken when confirmation is ordered with retrospective effect or at the discretion of the sanctioning authority to convert leave of any one kind already taken into leave due of any other kind admissible at the time leave was originally taken.
- Government Decision**
- When confirmation is given retrospectively with effect from a date earlier than the date on which leave was already sanctioned, such leave can be commuted and readjusted as provided in Rule 89 (iii). Such cases do not come within the purview of the ruling under Rule 11. What has changed is only the status of the officer and not the rule in force at the time the leave was sanctioned. The position will be clear from the following illustration:
- Illustration*
- Entry in service of an officer- 1st November 1960.

proportionate amount of earned leave under this rule for the period of vacation which he was prevented from enjoying on account of such transfer]. When an officer is transferred from a non-vacation to a vacation department, his period of service in the latter will be held to have commenced from the date of expiry of the last vacation previous to such transfer.

* This amendment shall be deemed to have come into force with effect from 6th August 1982.

Government Decision

The above Note shall apply to appointments of Government Officers in a vacation Department through the Public Service Commission while working in non-vacation Department in the course of the academic year and vice versa.

Note 5. - The Library staff of Arts and Science, Training and Law Colleges shall be treated as non-vacation staff.

This amendment shall be deemed to have come into force with effect from 7th November 1974.

Note 6. - The Heads of Nursery Schools shall be treated as non-vacation staff.

This amendment shall be deemed to have come into force with effect from 11th February 1976.

Note 7. - In the case of an officer of non-vacation department sent on deputation for training to an institution having regular vacation, his eligibility for earned leave shall be decided as follows:-

(i) if the officer is not permitted to enjoy the vacation and is retained by the institution for duty, and if the head of the institution so certifies, the officer shall be considered as on duty during that period and earned leave for that period shall be admissible to him in accordance with the provisions of Rules 78 and 79.

(ii) if the officer enjoys only part of the vacation, deduction of earned leave will be in such proportion of 30 days as the number of days of vacation enjoyed bears to the full vacation.

Effective from 1st July 1975.

Ruling No. 1

An officer serving in a vacation department when put in full additional charge of the duties of a post in a non-vacation department shall be considered to have been denied the benefit of vacation if that charge arrangement falls within a vacation period.

Ruling No. 2

Teachers deputed for training under the Summer School Training Programme during vacation shall be considered to have been prevented from availing themselves of the vacation provided such period of training has been treated as duty under Rule 12 (7).

Ruling No. 3

Teaching staff who are N.C.C. Officers in Colleges, Polytechnics and Schools, when detailed to undergo training or refresher course or for duty in connection with the conduct of N.C.C. training or refresher course, during periods of vacation, will be treated as on duty and allowed the benefit of earned leave under the above rule.

The ruling shall be deemed to have come into force from 15th February 1972.

[G.O.(P) 409/82/Fin.,
dt. 6-8-1982]

[G.O.(P) 573/81/Fin.,
dt. 2-9-1981]

[G.O.(P) 553/75/Fin.,
dt. 11-12-1975]

[G.O.(P) 230/76/Fin.,
dt. 3-8-1976]

[G.O.(P) 887/80/Fin.,
dt. 21-11-1980]

[G.O. (P) 366/70/Fin.,
dt. 27-5-1970]

[G.O. (P) 366/70/Fin.,
dt. 27-5-1970]

[G.O.(P) 364/72/Fin.,
dt. 16-8-1972]

Ruling No.4

Teaching Staff attending the work of Valuation and Tabulation of S.S.L.C. and Higher Secondary Public Examination during vacation shall be considered to have been prevented from availing themselves of the vacation and such period will be treated as duty and allowed the benefit of earned leave under the rule.

82. *Half-pay leave.*- Half-pay leave as provided in Rule 83 may be availed of on private affairs or on medical certificate.
83. The half-pay leave admissible to an officer in permanent employ in respect of each completed year of service is 20 days.
84. *Commutated Leave.*- Commuted leave not exceeding half the amount of half-pay leave due may be granted to an officer in permanent employ. When Commuted Leave is granted twice the amount of such leave shall be debited against the half-pay leave due.

Ruling No. 1

[Deleted]

Ruling No. 2

[Deleted]

85. *Leave not due.*- Save in the case of leave preparatory to retirement leave not due may be granted to an officer in permanent employ for a period not exceeding 360 days during his entire service out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. This will be debited against half-pay leave which the officer earns subsequently. Leave not due should be granted [only when no other leave with allowance is available at credit of the officer and if the authority empowered to sanction leave] is satisfied that there is a reasonable prospect of the officer returning to duty on the expiry of the leave and earning an equal amount of half pay leave thereafter.

Note 1.- Where a Government servant who has been granted leave not due under this rule, applies for permission to retire voluntarily, the leave not due shall, if the permission is granted, be cancelled.

Note 2. - Except as provided in Note 1, leave not due when granted should in all cases (subject to the officer's wishes) be allowed to stand, including cases in which the officer fails to earn it by subsequent duty.

Government Decision

A question has been raised whether in cases where the officers whose credit in half-pay leave account results in a minus balance on 1st November 1959 can be granted a further period of 360 days leave not due under Rule 85, Part I, Kerala Service Rules. This has been examined by Government and they consider that in view of the second proviso to the amendment to clause (vi) of Rule 77, Part I, issued in G.O.(P) 261/Fin., dated 23rd May 1960, the half-pay leave availed of prior to 1st November 1959 in excess of the half-pay leave reckoned under Kerala Service Rules has been wiped off. Therefore such officers should be treated as leaving a nil balance of half-pay leave on 1st November 1959 and they should get the same consideration in regard to the grant of leave not due as in the case of those who had not enjoyed half-pay leave in excess of what is admissible under Kerala Service Rules. The Government accordingly direct that officers whose credit on half-pay leave account results in a

Ruling

The period of leave without allowances availed of under Appendix XIIA for taking up employment will be excluded in reckoning completed years of service for purposes of calculating half-pay leave to be earned under Rule 83 Part I Kerala Service Rules.

Government Decision No.1

Under Article 195, Travancore Service Regulations and Article 130 (4) of the old leave Rules in the Cochin Service Regulations, privilege leave on half salary can be granted in case of urgent necessity to an officer serving in a vacation department who enjoys the benefit of vacation. As the privilege leave is not earned but only granted in cases of urgent necessity, neither credit towards leave on this account need be made in the leave account of the officer as on 1st November 1959 under Kerala Service Rules for such leave already availed of prior to 1st November 1959 reduced from the half-pay leave admissible under Rule 77 (vi), Kerala Service Rules.

Furlough on average salary taken prior to 1st November 1959 is to be reduced from the half-pay leave by twice the amount of such leave for purposes of Rule 77 (vi) Kerala Service Rules.

Government Decision No.2

According to G.O.(MS) 101, dated 22nd January 1958 of the Madras Government, the benefit of Rule 27 of the Madras Leave Rules, 1933 to certain approved probationers stand extended upto 31st December 1962. In the case of those officers allotted from Madras, governed by Madras Leave Rules and who were eligible for the above concession and who have opted to be governed by the Kerala Service Rules from 1st November 1959, the accrued leave reckoned on the basis of the concession but not availed of by them on 1st November 1959 will be treated as leave standing to their credit for purposes of Rule 77 (v) Kerala Service Rules.

78. The earned leave admissible to an officer in permanent employ is one-eleventh of the period spent on duty, provided that he will cease to earn such leave when the earned leave due amounts *240 days.

*This amendment shall be deemed to have come into force with effect from 1st July 1986.

79. Subject to the Provisions of Rules 65 and 75 the maximum earned leave that may be granted at a time to an officer shall be *180 days.

* This amendment shall be deemed to have come into force with effect from 18th May 1991.

Exception.- In the case of an officer applying for leave preparatory to retirement, the maximum earned leave that may be granted at a time shall be *240 days.

*This amendment shall be deemed to have come into force with effect from 1st July 1986.

80. Earned leave is not admissible to an officer in permanent employ serving in a vacation department in respect of duty performed in any year in which he avails himself of the full vacation.

Ruling

Officers undergoing training in institutions which have

[G.O.(P) 1171/87/Fin.,
dt. 30-12-1987]

[Fin, CR.17422/60,
dt. 30-3-1960]

[G.O.(MS) 477/60/Fin.,
dt. 11-10-1960]

[G.O.(P) 837/92/Fin.,
dt. 4-11-1992]

[G.O.(P) 908/97/Fin.,
dt. 24-10-1997]

[G.O.(P) 837/92/Fin.,
dt. 4-11-1992]

81.

regular vacations and who enjoy vacations of those institutions, will be treated as officers serving in a vacation department for the purpose of Rule 80 Part I, Kerala Service Rules.

The earned leave admissible to an officer in permanent employ serving in a vacation department, in respect of any year in which he is prevented from availing himself of the full vacation, is such proportion of 30 days as the number of days of vacation not taken bears to the full vacation.

If in any year the officer does not avail himself of the vacation, earned leave will be admissible to him in respect of that year in accordance with the provisions of Rules 78 and 79 above.

Note 1. - A vacation department is a department or part of a department to which regular vacations are allowed during which the officers serving in the department are permitted to be absent from duty.

Note 2.-The Principal, the Superintendent, the entire office staff, sergeant (if any) and the gardeners of the following institutions will be treated as non-vacation officers with effect from the dates specified against each:

1. Government Arts Colleges	: 1.11.1959
2. Law Colleges, Training Colleges and Physical Education Colleges	: 8.3.1960
3. Engineering Colleges and Polytechnics	: 13.6.1960
4. Junior Technical Schools	: 18.5.1963

The Teaching staff in the Hindi Teachers' Training Institutes at Trivandrum and Trichur will be treated as non-vacation officers with effect from 4th June 1970.

The headmasters of schools and non-teaching staff of the schools under the Director of Public Instruction will be treated as non-vacation officers with effect from the date noted against each:-

Headmasters of schools	: 9.6.1969
Non teaching staff	: 22.4.1960

Exception.- The Superintendents of the Junior Technical Schools attached to the Polytechnics at Kannur, Calicut and Trichur will be treated as vacation officers.

This amendment shall be deemed to have come into force with effect from 1st April 1967.

The Senior Agricultural Officer/Veterinary Surgeon and Attenders in High Schools where Vocational Higher Secondary Courses were introduced, will be treated as non-vacation officers with effect from 13th August 1984.

The Assistant Director of Fisheries and Attenders in the High Schools where Fisheries have been introduced as vocational subject, will be treated as non-vacation officers with effect from 28th May 1986.

Note 3.-The term "Year" should be interpreted to mean, not a calendar year in which duty is performed, but twelve months of actual duty in a vacation department.

Note 4.- When an officer is transferred from a vacation department to a non-vacation department, his period of service in the former will, for the purpose of calculation of leave, be considered to have terminated with effect from the close of the last vacation enjoyed by him.* [But if the transfer is effected during the course of vacation, he will be deemed to have been transferred to the non-vacation department on the close of the vacation which he has partly enjoyed and he will be credited with

Government Decision

Initial pay on re-employment should be fixed at the minimum stage of the time-scale of pay prescribed for the post in which an individual is employed.

[G.O.(P) 426/64/Fin.,
dt. 20-6-1964

&

G.O.(P) 218/68/Fin.,
dt. 15-5-1968]

In cases where it is felt that the fixation of initial pay of the re-employed officer at the minimum of the timescale will cause undue hardship, the pay may be fixed at a higher stage by allowing one increment for each year of service which the officer has rendered before retirement in a post not lower than that in which he is re-employed subject however to the proviso to Rule 119, Part III of these rules.

Effective from 20th June 1964.

Note 2-(c) The leave salary of an officer who is permitted during leave preparatory to retirement before attaining the age of superannuation, or during leave under Rule 75 to take up employment under any other Government under a private employer or employment payable from a local fund, will also be restricted during such employment as in (b) above.

73. Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave except leave under Appendices XII A, XII B and XII C. However, leave under Appendices XII A and XII C may be granted in combination with or in continuation of the leave under Appendices XII A and XII C.

[G.O.(P)1002/97/Fin.,
dt. 6-11-1997]

This amendment shall be deemed to have come into force with effect from 12th April 1984.

Ruling

The eligibility for leave is determined with reference to the eligibility on the date on which an officer proceeds on leave.

[G.O.(P) 309/76/Fin.,
dt. 29-9-1976]

74. Vacation may be taken in combination with or in continuation of any kind of leave, provided the total duration of vacation and earned leave taken together, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the officer at a time under Rules 78 and 79. The combination of earned leave and commuted leave will be limited to 240 days. There will be no limit on the half-pay leave that can be availed of at a time on medical certificate or private affairs. This will apply even when such leave is taken preparatory to retirement.

Government Decision No. 1

It is permissible to allow a vacation to intervene between two periods of leave. Similarly vacation may be prefixed or suffixed to leave or both prefixed and suffixed. The only restriction is that the total duration of vacations and earned leave together should not exceed the amount of earned leave due and admissible to the officer under Rules 78 and 79, Part I, Kerala Service Rules and that the duration of the total period of vacation, earned leave and commuted leave taken together shall not exceed 240 days.

[Circular No. 90/63/Fin.,
dt. 16-12-1963]

Government Decision No. 2

Special casual leave may be combined with vacation, but in such cases combination of special casual leave with ordinary casual leave will not be permitted.

[G.O.(P) 216/76/Fin.,
dt. 24-7-1976]

75. No leave shall be granted beyond the date on which an officer must compulsorily retire:

[G.O. (P) 645/81/Fin.,
dt. 13-10-1981]

The provisos, the explanations and the Notes 1 to 6 omitted with effect from 13th October 1981.

76. Any leave granted under these rules may be retrospectively commuted into any other kind of leave admissible to the officer at the time the original leave was granted:

Provided that earned leave shall not be commuted into leave of a different kind, *except as provided in the Note below Rule 1, Appendix XII C.

*This amendment shall be deemed to have come into force with effect from 12th April 1984.

SECTION III – GRANT OF LEAVE

77. In these rules :-

(i) 'Ordinary leave' includes earned leave, halfpay leave, commuted leave, leave not due and leave with allowances.

(ii) 'Special leave' includes disability leave, study leave, maternity leave and hospital leave.

(iii) 'Earned leave' means leave earned in respect of period spent on duty.

(iv) 'Half-pay leave' means leave earned in respect of complete years of service.

(v) 'Earned leave due' means the amount of privilege leave/earned leave to the credit of an officer under the rules previously in force on the day immediately preceding the date on which these rules came into force plus the earned leave calculated as prescribed in these rules diminished by the amount of earned leave taken after the date on which these rules came into force.

(vi) 'Half-pay leave due' means the amount of half-pay leave calculated as prescribed in Rule 83 for the entire service diminished by the amount of leave on private affairs and leave on medical certificate taken before these rules came into force and half-pay leave taken on or after the date:

Provided that in the case of officers who are given credit for the halfpay leave admissible to them as on the date of coming into force of these rules in accordance with the provision contained in Rule 62 (2), the half-pay leave according to these rules will be calculated only on the service rendered from the date on which these rules come into force:

Provided also that where such leave on private affairs and leave on medical certificate already availed of is in excess of the period of halfpay leave due, reckoned under this rule as on the date on which these rules come into force, such excess shall be wiped off,

(vii) 'Commuted leave' means leave taken under Rule 84.

(viii) 'Officer in permanent employ' means an officer who holds substantively a permanent post or who holds a lien on a permanent post or who would hold a lien on a permanent post had the lien not been suspended.

(ix) 'Completed years of service' and 'one year's continuous service' mean continuous service of the specified duration under the Government of Kerala and include periods spent on duty as well as on leave including leave with allowances.

- Note 1.- (i) When they are prefixed to leave, the officer proceeding on leave will report before leaving the station, or if for urgent reasons the leave is granted during vacation or gazetted holidays, as soon as it is granted that he will cease to discharge the duties of his post with effect from the end of vacation or holidays. The relieving officer will then assume the duties of the post at the end of the vacation or holidays in the ordinary course.
- (ii) When a vacation or holidays are affixed to leave, the officiating officer will be relieved in the ordinary way before the vacation, or holidays, and the officer on leave will return at the end of the vacation or holidays, but will be regarded as having assumed the duties of the post with effect from the commencement of the vacation or holidays.
- (iii) Except in cases covered by (i) and (ii) above, transfer of charge certificates should be signed by both the relieved and relieving officers on the day on which charge is transferred.
- Note 2.- (i) When a Government Servant is certified medically unfit to attend office, holiday(s) if any immediately preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday(s) if any immediately succeeding the day he is so certified (including that day) shall be treated as part of the leave; and
- (ii) When a Government Servant is certified medically fit for joining duty, holiday(s) if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s) if any, preceding the day he is so certified shall be treated as part of the leave.
- (iii) Except in cases covered by (i) and (ii) above, transfer of charge certificates should be signed by both the relieved and relieving officers on the day on which charge is transferred.
- The note shall be deemed to have come into force with effect from 26th August 1982.
- Ruling No. 1**
- A restricted holiday enjoyed with the permission of the competent authority shall be treated as holiday for the purpose of this rule.
- Ruling No.2**
- There is no objection to an officer in a vacation Department being permitted to suffix holiday (s) to leave and also to enjoy the vacation in continuation of the holiday so suffixed to leave.
69. An officer on leave may not take any service or accept any employment without obtaining the previous sanction of the authority empowered to fill up the post held by him.
- Note: This rule does not apply to casual literary work, or to service as an examiner or similar employment; nor does it apply to acceptance of foreign service, which is governed by the rules under Chapter XI.
70. All orders recalling an officer to duty before the expiry of his leave should state whether the return to duty is optional or compulsory. If the return is optional, the officer is entitled to no concession. But if it is compulsory he is entitled to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw Travelling Allowance under rules made in this behalf for the journey, but to draw until he joins his post, leave salary only.

[G.O. (P) 482/82/Fin.,
dt. 26-8-1982]

[G.O.(P) 482/82/Fin.,
dt. 26-8-1982]

[G.O.(P)458/66/Fin.,
dt. 13-10-1966]

[GO.(P) 109/81/Fin.,
dt. 9-2-1981]

71. No officer who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the following form from a Medical Officer not below the rank of an Assistant Surgeon or the Director of Indigenous Medicine.

Signature of applicant

We, the members of a Medical Committee

I, Civil Surgeon/Assistant Surgeon of

Registered Medical Practitioner of

Director of Indigenous Medicine

do hereby certify that I / we have carefully examined ABC of the Department, whose signature is given above and find that he has recovered from his illness and is now fit to resume duties in Government Service. I/we also certify that before arriving at this decision I / we have examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended, and have taken these into consideration in arriving at my/our decision.

Place:.....

Date:.....

The original medical certificate(s) and statement(s) of the case on which the leave was originally granted or extended shall be produced before the authority asked to issue the above certificate(s).

Note.- If the officer on leave is not a Gazetted Officer the authority under which the officer will be employed on return from leave may, in its discretion accept a certificate signed by any registered medical practitioner. For this purpose original certificate(s) of the case should be prepared in duplicate, one copy being retained by the officer concerned.

72. (1) An officer on leave may not return to duty before the expiry of the period of leave granted to him, unless he is permitted to do so by the authority which granted him leave.
- (2) Notwithstanding anything contained in sub-rule (1) an officer on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the authority empowered to appoint him.

Note 1. - No formal cancellation of the unexpired portion of leave is necessary when an officer returns to duty before the expiry of his leave. The cancellation will be effected by the Audit Officer in the case of Gazetted Officers and by the Head of office in the case of non gazetted officers.

Note 2. - (a) and (b) [Deleted]

Ruling

When the officer proceeds on leave from the post in which he is re-employed and avails of the refused leave during the period of re-employment or after, the leave salary would be same as would have been admissible in the normal course but for re-employment reduced by the amount of pension and/or pension equivalent of gratuity and other retirement benefits.

- Note 1-(i) When they are prefixed to leave, the officer proceeding on leave will report before leaving the station, or if for urgent reasons the leave is granted during vacation or gazetted holidays, as soon as it is granted that he will cease to discharge the duties of his post with effect from the end of vacation or holidays. The relieving officer will then assume the duties of the post at the end of the vacation or holidays in the ordinary course.
- (ii) When a vacation or holidays are affixed to leave, the officiating officer will be relieved in the ordinary way before the vacation, or holidays, and the officer on leave will return at the end of the vacation or holidays, but will be regarded as having assumed the duties of the post with effect from the commencement of the vacation or holidays.
- (iii) Except in cases covered by (i) and (ii) above, transfer of charge certificates should be signed by both the relieved and relieving officers on the day on which charge is transferred.
- Note 2- (i) When a Government Servant is certified medically unfit to attend office, holiday(s) if any immediately preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday(s) if any immediately succeeding the day he is so certified (including that day) shall be treated as part of the leave; and
- (ii) When a Government Servant is certified medically fit for joining duty, holiday(s) if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s) if any, preceding the day he is so certified shall be treated as part of the leave.
- (iii) Except in cases covered by (i) and (ii) above, transfer of charge certificates should be signed by both the relieved and relieving officers on the day on which charge is transferred.
- The note shall be deemed to have come into force with effect from 26th August 1982.
- Ruling No. 1**
- A restricted holiday enjoyed with the permission of the competent authority shall be treated as holiday for the purpose of this rule.
- Ruling No.2**
- There is no objection to an officer in a vacation Department being permitted to suffix holiday (s) to leave and also to enjoy the vacation in continuation of the holiday so suffixed to leave.
69. An officer on leave may not take any service or accept any employment without obtaining the previous sanction of the authority empowered to fill up the post held by him.
- Note: This rule does not apply to casual literary work, or to service as an examiner or similar employment; nor does it apply to acceptance of foreign service, which is governed by the rules under Chapter XI.
70. All orders recalling an officer to duty before the expiry of his leave should state whether the return to duty is optional or compulsory. If the return is optional, the officer is entitled to no concession. But if it is compulsory he is entitled to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw Travelling Allowance under rules made in this behalf for the journey, but to draw until he joins his post, leave salary only.

[G.O. (P) 482/82/Fin.,
dt. 26-8-1982]

[G.O.(P) 482/82/Fin.,
dt. 26-8-1982]

[G.O.(P)458/66/Fin.,
dt. 13-10-1966]

[G.O.(P) 109/81/Fin.,
dt. 9-2-1981]

71.

No officer who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the following form from a Medical Officer not below the rank of an Assistant Surgeon or the Director of Indigenous Medicine.

Signature of applicant

We, the members of a Medical Committee
I, Civil Surgeon/Assistant Surgeon of
Registered Medical Practitioner of
Director of Indigenous Medicine

do hereby certify that I / we have carefully examined ABC of the Department, whose signature is given above and find that he has recovered from his illness and is now fit to resume duties in Government Service. I/we also certify that before arriving at this decision I / we have examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended, and have taken these into consideration in arriving at my/our decision.

Place:.....

Date:.....

The original medical certificate(s) and statement(s) of the case on which the leave was originally granted or extended shall be produced before the authority asked to issue the above certificate(s).

Note.- If the officer on leave is not a Gazetted Officer the authority under which the officer will be employed on return from leave may, in its discretion accept a certificate signed by any registered medical practitioner. For this purpose original certificate(s) of the case should be prepared in duplicate, one copy being retained by the officer concerned.

72. (1)

An officer on leave may not return to duty before the expiry of the period of leave granted to him, unless he is permitted to do so by the authority which granted him leave.

(2)

Notwithstanding anything contained in sub-rule (1) an officer on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the authority empowered to appoint him.

Note 1.- No formal cancellation of the unexpired portion of leave is necessary when an officer returns to duty before the expiry of his leave. The cancellation will be effected by the Audit Officer in the case of Gazetted Officers and by the Head of office in the case of non-gazetted officers.

Note 2- (a) and (b) [Deleted]

[G.O.(P) 645/81/Fin.,
dt. 13-10-1981]

Ruling

When the officer proceeds on leave from the post in which he is re-employed and avails of the refused leave during the period of re-employment or after, the leave salary would be same as would have been admissible in the normal course but for re-employment reduced by the amount of pension and/or pension equivalent of gratuity and other retirement benefits.

[G.O.(P) 218/68/Fin.,
dt. 15-5-1968]

60A. [Deleted]
Effective from 3rd February, 1988

[G.O. (P) 549/88/Fin.,
dt. 31-8-1988]

CHAPTER IX
LEAVE

SECTION 1 – EXTENT OF APPLICATION

61. Unless in any case it be otherwise distinctly provided, the rules in this Chapter apply to all officers to whom these service rules as a whole apply.
62. (1) Unless in any case it be otherwise distinctly provided by or under these rules, an officer transferred to a service or post to which these rules apply, from a service or post to which they do not apply, is not ordinarily entitled to leave under these rules in respect of duty performed before such transfer.
- Provided that in the case of an officer who holds a substantive, officiating or temporary post on the day previous to the one on which these rules come into force, the maximum limit of accumulation of earned leave specified in Rule 78 shall not apply during the period of the first five years from the date of his appointment to the service or from that of the commencement of these rules whichever is later and such an officer may be allowed during the said period of five years to avail himself of the accumulated leave to his credit:
- Provided further that on the expiry of the said period of five years the leave at the credit of the officer in excess of the normal maximum limit of accumulation of leave laid down in Rule 78 shall lapse:
- Provided also that he shall not earn leave during that period unless the accumulated leave at his credit falls below 180 days.
- (2) Subject to the provisions contained in Rule 77(vi), the half pay leave to be carried forward will be the balance of furlough leave or leave on half average pay for which an officer is eligible on the date on which these rules come into force diminished by the leave on medical certificate taken before such date, under the old rules governing him.
63. (a) If an officer, who quits the public service on compensation or invalid pension or gratuity, is re-employed and if his gratuity is thereupon refunded or his pension held wholly in abeyance, his past service thereby becoming pensionable on ultimate retirement, he may, at the discretion of the Government and to such extent as the Government may decide, count his former service towards leave.
- (b) An officer who is dismissed or removed from the public service, but is reinstated on appeal or revision, is entitled to count his former service for leave.
- Note 1.* - The re-employment of a person who has retired on a superannuation or retiring pension is generally an exceptional and temporary expedient. In such cases, the service of the re-employed pensioner should be regarded as temporary and his leave during the period of re-employment regulated by the rules in Appendix VIII.
- Note 2.* - Resignation of public service even though it is followed immediately by re-employment entails forfeiture of past service and constitutes an interruption of duty. But resignation to take up another appointment does not constitute an interruption.

SECTION II – GENERAL CONDITIONS

64. The Government may issue orders specifying the authority by whom leave other than study leave and leave without allowances exceeding a period of four months at a time, may be granted.
- Effective from 6th March 1968.
- The power to sanction leave without allowances exceeding a period of four months at a time will rest with Government.
- This amendment shall be deemed to have come into force with effect from 14th November 1966.
65. Leave cannot be claimed as a matter of right. When the exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
- Note.* - The nature of the leave due and applied for by an officer cannot be altered at the option of the sanctioning authority and while it is open to the sanctioning authority to refuse or revoke the leave due and applied for, it is not open to him to alter the nature of such leave.
66. Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed. When the day immediately preceding the day on which an officer's leave begins or immediately following the day on which his leave expires is a holiday or one of a series of holidays, the officer may leave his station at the close of the day before, or return to it on the day following such holiday or series of holidays; provided that-
- (a) his transfer or assumption of charge does not involve the handing over or taking over of securities or of money other than a permanent advance;
- (b) his early departure does not entail a correspondingly early transfer from another station of an officer to perform his duties; and
- (c) the delay in his return does not involve a corresponding delay in the transfer to another station of the officer who was performing his duties during his absence or in the discharge from Government service of a person temporarily appointed to it.
- Ruling**
A restricted holiday enjoyed with the permission of the competent authority shall be treated as holiday for the purpose of this rule.
67. On condition that the departing officer remains responsible for the money in his charge, a competent authority may declare that proviso (a) under Rule 6 is not applicable to any particular case.
68. Unless the competent authority in any case otherwise directs -
- (a) if holidays are prefixed to leave, the leave and any consequent re-arrangement of pay and allowances takes effect from the first day after holidays; and
- (b) if holidays are affixed to leave, the leave is treated as having terminated on, and any consequent re-arrangement of pay and allowances takes effect from, the day on which the leave would have ended, if holidays had not been affixed.
- The following procedure is prescribed when vacation or gazetted holidays are permitted to be prefixed or affixed to leave :-

[G.O.(P)481/70/Fin.
dt. 6-7-1970]

[G.O.(P)313/76/Fin.
dt. 5-10-1976]

[G.O.(P) 458/66/Fin.
dt. 13-10-1966]

MEDISEP – Health Insurance Provided for Employees

The screenshot displays the MEDISEP web application interface. At the top, there is a navigation menu with options: View Employees, View, Retired/Retiring Employees, Accounting, Updation, Add New, and Sign out. The main content area is titled "View Messages" and includes a filter section with "Year" (2023) and "Month" (March) dropdowns, and a "View" button. Below this is a "Show 10 entries" dropdown and a "Search:" input field. A table with columns "SL NO", "Office", "Inbox", and "Sent" is present, but it contains the message "No data available in table". At the bottom of the table area, it says "Showing 0 to 0 of 0 entries" and has "Previous" and "Next" buttons. A "Back" button is also visible. The browser's address bar shows "medisep.kerala.gov.in/LoginServlet". The Windows taskbar at the bottom shows the date as 4/10/2023 and the time as 1:11:28 PM.

GOVT. ARTS & SCIENCE COLLEGE, KOZHINJAMPARA				
SALARY DETAILS FROM 2018-19 TO 2022-23				
2018-19	2019-20	2020-21	2021-22	2022-23
1,62,02,882	2,35,71,488	2,26,91,238	4,08,29,548	3,30,30,943



Amalys S
 21/6/2023
 PRINCIPAL

PRINCIPAL
 GOVT. ARTS & SCIENCE COLLEGE
 KOZHINJAMPARA, NATTUKAL(PO)
 PALAKKAD-678 554,



"ഭരണഭാഷ മാതൃഭാഷ"

കൊഴിഞ്ഞാമ്പാറ ആർട്സ് & സയൻസ് കോളേജ് പ്രിൻസിപ്പാളുടെ നടപടി ക്രമം ഹാജർ : ശ്രീമതി. അമല എ.കെ., പ്രിൻസിപ്പൽ-ഇൻ-ചാർജ്

ഗവ. ആർട്സ് & സയൻസ് കോളേജ്, കൊഴിഞ്ഞാമ്പാറ - വിജിലൻസ് സെൽ - ഇന്റേണൽ കമ്പ്യൂട്ടർ കമ്മിറ്റി - രൂപീകരിച്ച് ഉത്തരവാകുന്നത് - സംബന്ധിച്ച്.

ഉത്തരവ് നമ്പർ:A1/500/2021/College Committees

തീയതി:13.08.2021

പരാമർശം:-1. 31/07/2021 ലെ ജി2/24356/2021കോ.വി.വ നമ്പർ പരിപത്രം.

2. 09/08/2021 തീയതിയിലെ കോളേജ് കൗൺസിൽ യോഗം.

ഉത്തരവ്

യൂണിവേഴ്സിറ്റി ഗ്രാന്റ് കമ്മീഷൻ റെഗുലേഷൻ 2015 പ്രകാരം ഉന്നത വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ വനിതാ ജീവനക്കാർക്കും വിദ്യാർത്ഥികൾക്കും നേരെയുണ്ടാകുന്ന ലൈംഗിക അതിക്രമ പരാതികൾ കൈകാര്യം ചെയ്യുന്നതിന് താഴെ പറയുന്നവരെ ഉൾപ്പെടുത്തി ഒരു ഇന്റേണൽ കമ്പ്യൂട്ടർ കമ്മിറ്റി രൂപീകരിച്ച് ഉത്തരവാകുന്നു.

പ്രിസൈഡിംഗ് ഓഫീസർ	ശ്രീമതി.അമല.എ.കെ
മെമ്പർമാർ	ശ്രീ.കിബുന വിശ്വാസ്.പി.എസ് അസ്സോസിയേറ്റ് പ്രൊഫസർ, ഇംഗ്ലീഷ് വിഭാഗം)
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	ശ്രീമതി.രേഖ.സി.സി, ജൂനിയർ സൂപ്രണ്ട്
	ശ്രീമതി.നൂർജഹാൻ.എസ്, സീനിയർ ക്ലർക്ക്
	കമാരി.സരിക മനോജ് (മൈക്രോബയോളജി വിദ്യാർത്ഥിനി) <u>II BSc.</u>
	കമാരി.തസ്നീം (ബി.കോ വിദ്യാർത്ഥിനി)
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