

# KALINGA INSTITUTE OF SOCIAL SCIENCES (KISS)

BHUBANESWAR  
ODISHA - 24

## APPLICATION FORMAT FOR TEACHING POSTS

Please Note:

- 1) For the post of Assistant Professor only part A and C need to be filled in.
- 2) For the posts of Associates Professor and Professor all the parts i.e “A”, “B” and “C” need to be filled in.

### PART-A : GENERAL INFORMATION

a. ADVERTISEMENT NO. & DATE : .....

b. NAME OF THE POST APPLIED FOR :  
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c. SPECIALISATION/SUBJECT APPLIED FOR:  
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d. DEPARTMENT/ CENTRE/ OFFICE APPLIED FOR :  
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1. Name in full (in block capital letters) :  
.....

2. Father's name :  
.....

3. Permanent Address :  
.....  
.....  
.....  
.....  
PIN : ..... Contact phone no. ....

4. Address for communication : .....  
.....  
.....

PIN : ..... Contact phone no. ....  
Email id : .....

5. Date of birth in Christian era :

.....

6. Age on the date of application ( that is : ..... ) : .....

7. Nationality :

.....

8. Religion :

.....

9. Sex : .....

10. Category (SC/ST/OBC/ PWD/EX-SER) (Pl. attach copy of certificate): .....

11. Details of Academic Qualifications (Please enclose attested photocopies) :

Exam. passed	Year of passing	Division/ Class	Percentage of marks	Name of the Board/ University	Rank and Remark, if any
Matriculation/ HSLC					
+2/ HSSLC					
B.A/ B.Sc/ B.Com & equivalent					
M.A/ M.Sc/ M.Com & equivalent					
M.Phil					
Ph.D					

<b>Others (Please specify)</b>					
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**12. Particulars of NET/SLET/GATE etc (Pl. enclose photocopies) :**

Name of the Test	Name of the organization	Month and Year	Roll No.	Subject	Score, where applicable

**13. Subject in Master's degree :**

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**14. Field of specialization in Master's degree :**

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**15. Title of the Ph. D thesis :**

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**16. Any special achievement /work done in the emerging and innovative areas of knowledge regarding Tribal and Indian Culture, Heritage, History and Improvement :**

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**17. Length of teaching experiences at UG level : ..... years ..... months**

**18. Length of teaching experiences at PG level : ..... years ..... months**

**19. Length of administrative services : ..... years ..... months**

**20. Length of research experiences : ..... years ..... months**

**21. Length of research guidance at doctoral level experiences : ..... years ..... months**

**22. No. of Ph.D students presently guiding : .....**

**23. No. of Ph.D students finally registered for Ph. D degree : .....**

**24. No. of students awarded Ph.D degree: .....**

**25. Total nos. of Seminar/Conferences attended: International .....**

**National ..... Regional/Local /Others .....(Please enclose supporting documents)**

**26. No. of research papers presented in Seminar/Conferences (please enclose list giving title of the paper, authors, whether oral or poster, names of the seminar/ conference, dates, venue and**

country) : International ..... National ..... Regional/Local/Others .....

**27. Details of past services in Teaching and Administrative posts in Colleges and Universities/ Institutions/National Laboratories/CSIR/ICAR/UGC/ etc (Pl. enclose supporting documents):**

Name of the post held	Name of the Institution	Length of services :	Scale of pay /Pay band/ band pay/ AGP/ GP as applicable	Temporary/ Permanent/ Ad-hoc etc	Nature of duties	Remark, if any

**28. Names of Seminar/ Summer Institute/Refresher's Courses/ Symposia attended (Pl. attach additional sheet, if required) :**

Srl. no	Name of the Seminar etc	Date	Venue	Paper presented (yes/No) or not	Sponsored by

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**29. List of Publications(Books,Research Papers etc) (Pl. attach additional sheet, if required) :**

<b>Srl. No</b>	<b>Title of the Research Paper/Books published</b>	<b>Year of publication</b>	<b>Name of the Journal / Publisher</b>	<b>National / International</b>

**30. Present position held with date :** .....

**31. Present Pay:** .....

**32. Name of the employer, with address :** .....

.....

**PIN :** ..... **Contact phone no.** ..... **Email id :** .....

**33. Names of two referees:**

a) .....

.....

.....

PIN : ..... Contact phone no. .... Email id : .....  
b) .....

PIN : ..... Contact phone no. .... Email id : .....

**34. Any Additional information, the candidate wishes to provide, if any (Pl. attach additional sheet, if required) :**

**35. Declaration :**

I hereby declare that I have carefully read and understood the instructions and regulations referred here in and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

**Date :** ..... **Signature of the applicant :** .....  
**Place :** ..... **Name in full :** .....  
**Designation / Department:** .....  
**Address :** .....

**PART-B**  
**API Proforma for Professor and Associate Professor**

**ACADEMIC PERFORMANCE INDICATORS BASED ON PERFORMANCE BASED APPRAISAL SYSTEM TO BE SUBMITTED BY EACH APPLICANT FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF AS PER UGC REGULATIONS, 2010**

<b>Advertisement No.</b>	
<b>Name of the Applicant</b>	
<b>Date of Birth</b>	
<b>Post applied for and Subject</b>	
<b>Name of the Department</b>	

**SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

<b>S. No.</b>	<b>Nature of Activity</b>	<b>Maximum Score</b>	<b>Self Assessment Score (to be filled by applicant)</b>	<b>Verified API Score (for official use)</b>
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50		

2	Lectures or other teaching duties in excess of the UGC norms	10		
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20		
4	Use of participatory and innovative teaching learning methodologies; updating of subject content, course improvement etc	20		
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25		
	<b>Total Score</b>	<b>125</b>		
	<b>Minimum API Score Required</b>	<b>75</b>		

# Supporting documents, wherever required be attached.

(Signature of Applicant)

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

**Brief Explanation:** Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

S. No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20		
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		

3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
	<b>Minimum API Score Required</b>	15		

# Supporting documents, wherever required be attached.

(Signature of Applicant)

### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S No.	APIs	Engineering/Agriculture/Veterinary Science/Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/Physical education/Management	Max. points for University and college teacher position	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
III A	Research Papers published in:	Refereed Journals *	Refereed Journals*	15 / publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication		
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book		
		Subjects Books by National level publishers/State and Central Govt. Publications with	Subject Books by / national level publishers/State and Central Govt.	25 /sole author, and 5/ chapter in		



		ISBN/ISSN numbers.	Publications with ISBN/ISSN numbers.	edited books		
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books		
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter		
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter		
<b>III (C)</b>	<b>RESEARCH PROJECTS</b>					
<b>III (C) (i)</b>	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project		
		b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project		
		c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project		
<b>III (C) (ii)</b>	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs. 2.0 lakhs Rs.10.0 lakhs and	10 per every Rs.2.0 lakhs, respectively		
<b>III (C) (iii)</b>	Completed projects : Quality Evaluation	Completed project Report(Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project		
<b>III (C) (iv)</b>	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level,		
<b>III (D)</b>	<b>RESEARCH GUIDANCE</b>					

III (D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate		
III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 /each candidate		
		Thesis submitted	Thesis submitted	7 /each candidate		
III(E)	<b>TRAINING COURSES AND CONFERENCE /SEMINAR/WORK SHOP PAPERS</b>					
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching- Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each		
		(b) One week duration	(b) One week duration	10/each		
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers(oral/poster) in			
		a) International conference	a) International conference	10 each		
		b) National	b) National	7.5 / each		
		c) Regional/State level	c) Regional/State level	5 /each		
		d) Local – University/College	d) Local – University/College	3 / each		
III(E) (iv)	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each		

		(b) National level	(b) National level	5		
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\*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – 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 25 points.

\*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

**Note:** The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

# Supporting documents, wherever required be attached.

**(Signature of Applicant)**

### PART-C : OTHER RELEVANT INFORMATION

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

S.No	Details (Mentioned Year ,value etc, where relevant)

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

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

(Signature of Applicant)

**INSTRUCTIONS FOR FILLING UP PART -B OF THE PBAS PROFORMA**

Part B of the Proforma is based on Appendix III, Table 1 of the UGC Regulations 2010. It is to be filled out for the recently completed academic year.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, maximum scores that can be given or carried forward is indicated in the Table.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix-III, Table-1.

**N.B. :** The self-assessment scores and subject to verification by the University/College, and by the Screening Cum Verification Committee or Selection Committee as the case may be.

I. Teaching and Evaluation Related Performance

(i)a.

Lecturer/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No. score should be assigned if a teacher has taken less than (say) 80% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievement.	Max Score : 50
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b.

If teacher has taken classes exceeding UGC norm, then two point to be	Max Score : 10
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assigned for each extra hour of classes	
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(ii)

Imparting of knowledge/instruction vis a vis with the prescribed material(Text book/Manual etc.) and methodology of the curriculum (100%compliance=20 points)	Max Score : 20
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(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of subject Content, Course Improvement etc.

Indicators/Activities	Maximum Score
Updating of courses, design of curriculum (5-single course)	10
Preparation of resource material, fresh reading materials, Laboratory manuals etc.	10
Use of Innovative teaching-learning methodologies; us of ICT; Updated subject content and course improvement a. ICT Based Teaching material : 10 points/each b. Interactive Course : 5 points/each c. Participatory Learning modules : 5 points/each	10
Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity : 5 points)	10
Developing and imparting soft skills/communication skills/personality development course/modules (Each activity : 5 points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library, innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop/Training Course : 10 points each.	10

(b) Popularization program : 5 points each	
<b>Maximum Aggregate Limit</b>	20

(iv) Examinations Related work

Indicators	Maximum Score
College/University end semester/Annual Examination work as per duties allotted. (Invigilation-10 points; Evaluation of answer scrips-5 points; Question paper setting-5 points). (100% compliance=20 points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance=10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance=10 points)	10
<b>Maximum Aggregate Limit B (iv)</b>	25

II : Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the Institution.

(i) Extension and Co-curricular Related Activities:

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each).	10
Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), or any other similar activity (each activity 10 points)	10
Students and Staff Related Socio Cultural and Sports Programmes, Campus publications (departmental level 2 points, institutional level 5 points)	10
Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)x	10
<b>Maximum Aggregate Limit</b>	20

(ii) Contribution to Corporate Life and Management of the Institution :

Contribution to Corporate life in Universities/Colleges through meetings,	10
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popular lectures, subject related events, articles in college magazine and University volumes(2 points each)	
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson IQAC coordinator (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each).	10
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
Organization of Conference/Training : International (10 points) National/Regional (5 points)	
<b>Maximum Aggregate Limit</b>	<b>15</b>

(iii) Professional Development Related Activities :

Indicator/Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level : 3 points each b. At site level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training course less than one week duration in education technology, curriculum development, professional development, Examination reforms, Institutional governance (each activity : 5 points)	10
Membership/participation in Bodies/Committees on Education and National Development( 5 each).	10
Publication of Articles in newspapers, magazines or other publications (not covered in category 3); radio talk etc. (1 point each).	10
<b>Maximum Aggregate Limit</b>	<b>15</b>

**CATEGORY : III** Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table-1, Category III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API Scores should be shared between the contributors as per the formula in the Table-1

### III Summary of API Scores

The summary must take into account the maximum score limits for each set of indicators as given in Appendix III, Table-1

IV. Similar PBAS proforma could be developed by the Universities for the Cadres of Librarian/Deputy Librarian/Assistant Librarian and Director of Physical Education & Sports/Deputy Director of Physical Education & Sports/Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in Appendix III: Tables-IV to IX of the UGC Regulations, 2010.

