



**University of Delhi
Delhi-110007**

**Proforma for Performance Based Appraisal System (PBAS) for
Promotion under CAS 2010 for Assistant Director Physical Education/Deputy
Director Physical Education**

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Pay Band with Academic Grade Pay:
9. Date of Last Appointment/Promotion:
10. Position and Academic Pay for which you are an applicant under CAS 2010:
11. Date of eligibility for promotion under CAS 2010:
12. Category (SC/ST/OBC/PWD/GEN):
13. Address for Correspondence (with Pin code):

Telephone No:

Mobile No:

Email:

14. Permanent Address (with Pin code), in case different from Sl.No.13:

Telephone No. (with STD Code):

15. Academic Qualifications:

| Examination | Name of Exam | University | Year of Passing | Percentage of Marks obtained | Division/ Class/ Grade | Main Subjects |
|----------------------------|--------------|------------|-----------------|------------------------------|------------------------|---------------|
| Graduation | | | | | | |
| Post-Graduation | | | | | | |
| Other Examinations, if any | | | | | | |

16. Research Degree (s)

| Degrees | Name of the University | Title of dissertation/thesis | Date of submission | Date of award |
|---------------|------------------------|------------------------------|--------------------|---------------|
| M.Phil. | | | | |
| Ph.D/ D.Phil. | | | | |
| D.Sc/D.Lit. | | | | |

17. Appointments including Post-doctoral positions in related field held prior to joining the University of Delhi as a faculty member:

| S.No. | Designation | Name of the Employer | Date of | | Pay Band with Grade Pay | Reasons for Leaving |
|-------|-------------|----------------------|---------|---------|-------------------------|---------------------|
| | | | Joining | Leaving | | |
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18. Posts held since joining this institution:

| S.No. | Designation | Department | Duration | | Pay scales/Pay Band with Grade Pay |
|-------|-------------|------------|----------|----|------------------------------------|
| | | | From | To | |
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19. Details of experience:

| Name of the Institution | Position held with pay scale/Pay Band with Grade pay | Only Ad- hoc/ Temporary/ Permanent | From | To | Total Experience (as on.....) | | |
|-------------------------|--|------------------------------------|------|----|----------------------------------|--------|------|
| | | | | | Years | Months | Days |
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20. Details where you have represented University/College etc. as sports person

| Name of University/ College/Institution | Details about the event | No. of participants | Details of prizes, medals, certificates | Level of the Event(International /National/ State/ InterUniversity/Inter Zonal Levels) |
|--|----------------------------|------------------------|--|--|
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21. Provide details of having produced good performing teams/athletes for competitions like state/national/ inter-University/combined University level. Please attach evidence in support of your claim.

22. Total duration of Research Experience excluding the period spent in acquiring M.Phil./Ph.D.

23. Field of Specialization under the Subject/Discipline:

a)

b)

24. Academic Staff College Orientation/Refresher Course attended:

| Name of the Course | Place | Duration | Sponsoring Agency |
|--------------------|-------|----------|-------------------|
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PART-B: ACADEMIC PERFORMANCE INDICATORS (API)

(Please refer to “Detailed Guidelines” for completing Part B)

CATEGORY I: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

(Minimum API score required: 75/year)

1 (i) Management of Physical Education and Sports programme for students

| S. No. | Year | Sports Programme organised | Level (PG/UG) | Training Mode | No. of participants | Details of Planning, executing the programme | Evaluation of the programme | API Score |
|--|------|----------------------------|---------------|---------------|---------------------|--|-----------------------------|-----------|
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| Total API Score (maximum 20 points/year) | | | | | | | | |

1 (ii) Lecture cum practice based athlete/sports classes, seminars undertaken as percentage of allotted hours

| S. No. | Year | Detail of Lecture cum practice | Level (PG/UG) | Mode/ Method | Lecture/practice session | | % of allotted Lecture/ practice session undertaken | API Score |
|--|------|--------------------------------|---------------|--------------|--------------------------|------------|--|-----------|
| | | | | | Allotted | Undertaken | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total API Score (maximum 20 points/year) | | | | | | | | |

2. Extending services, sports facilities and training on holidays to the institutions and organisations

| S.No. | Holidays during which services were extended | Name of the institution/ organisation to which services were extended | Details of extending services, sports facilities and training | API Score |
|---|--|---|---|-----------|
| | | | | |
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| Total API Score (maximum 10 points/year) | | | | |

3.(i) Evidence of organizing competition*

| Name of University/ College/ Institution | Details about the event | No. of participants | Duration (in weeks) | Level of the Event(International /National/ State/ Inter-University/Inter-Zonal Levels) | API Score |
|---|-------------------------|---------------------|---------------------|---|-----------|
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| Total API Score (maximum 25 points/year) | | | | | |

* Mention only events with a duration of two weeks or above.

3.(ii) Evidence of organizing coaching camps*

| Name of University/ College/ Institution | Details about the event | No. of participants | Duration (in weeks) | Level of the Event(International /National/ State/ Inter-University/Inter-Zonal Levels) | API Score |
|---|-------------------------|---------------------|---------------------|---|-----------|
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| Total API Score (maximum 15 points/year) | | | | | |

* Mention only events with a duration of two weeks or above.

4.(i) Upgradation of scientific and technological knowledge in physical education and sports

| S. No. | Year | Nature of Upgradation of scientific and technological knowledge in physical education and sports | Assigned number of days for the project | Actual number of days | API Score |
|---|------|--|---|-----------------------|-----------|
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| Total API Score (maximum 5 points/year) | | | | | |

4.(ii) Identifying sports talents and mentoring sports excellence among students

| S. No. | Year | Details of sports talent identified | No. of students mentored | API Score |
|--|------|-------------------------------------|--------------------------|-----------|
| | | | | |
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| Total API Score (maximum 10 points/year) | | | | |

5. Development and maintenance of play fields, purchased and maintenance of other sports facilities

| S. No. | Year | Details of development and maintenance of play fields, purchased and maintenance of other sports facilities | Name of the playfield/sport facility | API Score |
|--|------|---|--------------------------------------|-----------|
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| Total API Score (maximum 15 points/year) | | | | |

TOTAL API SCORE UNDER CATEGORY-I:

| API 1(i) | API 1 (ii) | API 2 | API 3(i) | API 3(ii) | API 4(i) | API 4(ii) | API 5 | Total API |
|----------|------------|-------|----------|-----------|----------|-----------|-------|-----------|
| | | | | | | | | |

(Please attach supporting documents wherever required)

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

Please mention your contribution to any of the following (Minimum API score required is 15):

| Sl. No. | Year | Type of Activities performed | API score |
|--|------|--|-----------|
| 1. | | Student related co-curricular, extension and field based activities (such Cultural exchange and Sports Programmes (Various level of extramurals and intramural programmes); extension work through NSS/NCC and other channels | |
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| Total API Score(maximum 20 points/year) | | | |
| 2. | | Contribution to Corporate life and management of the sports units and institution through participation in academic and administrative committees and responsibilities. | |
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| | | | |
| Total API Score(maximum 15 points/ year) | | | |
| 3. | | Professional Development activities (such as participation in seminars, conferences, short term, training courses, camps and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) | |
| | | | |
| | | | |
| | | | |
| Total API Score(maximum15 points/year) | | | |

TOTAL API SCORE UNDER CATEGORY-II:

| API 1. | API 2. | API 3. | Total API Score (CATEGORY- II) |
|--------|--------|--------|--------------------------------|
| | | | |

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

III(A) Research Publications – Journals

| Title with page nos. | Publication Type | Publisher (city / country) & Year of Publication | Journal ISSN/ISBN No. | Whether refereed | Sole/Co-Author | API Score |
|----------------------|------------------|---|-----------------------|------------------|----------------|-----------|
| | | | | | | |
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| | | | | | | |
| Total API | | | | | | |

III(B) Research Publications –(Books, Chapters: in books/other than refereed journal articles)

| Title of the Book(s) | Publication Type | Publisher (city / country) & Year of Publication | Book/Journal ISSN/ISBN No | Whether refereed | Sole/Co-Author | API Score |
|----------------------|------------------|---|---------------------------|------------------|----------------|-----------|
| | | | | | | |
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| Total API | | | | | | |

III(C) (i) Sponsored Projects (Carried out/ Ongoing)

| Title | Major/Minor | Period (Months) | Total Grants sanctioned/Funding received(Rs.) | Name of Sponsoring/ Funding Agency | Outcome of the Project | API Score |
|-----------|-------------|-----------------|---|------------------------------------|------------------------|-----------|
| | | | | | | |
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| Total API | | | | | | |

III(C) (ii) Consultancy Projects (Carried out/ Ongoing)

| Title | Details including duration | Name of Awarding/ Funding Agency | Amount mobilized/received (in Rs.) | API Score |
|-----------|----------------------------|----------------------------------|------------------------------------|-----------|
| | | | | |
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| | | | | |
| Total API | | | | |

III(C) (iii) Completed Projects: Quality Evaluation

| Title | Major/ Minor | Funding Agency acceptance (Yes/No) | API Score |
|-----------|-----------------|---------------------------------------|-----------|
| | | | |
| | | | |
| | | | |
| Total API | | | |

III(C) (iv) Projects Outcome/ Output

| Title | Project Output Patent/Policy Document of Government Body | Level For Patent(National/ International) For Policy Document (Centre/State) | API Score |
|-----------|---|--|-----------|
| | | | |
| | | | |
| | | | |
| Total API | | | |

III(D) Research Guidance:

| Level of Guidance | No. of candidates registered | Thesis Submitted (numbers) | Degree Awarded (numbers) | API Score |
|-------------------|------------------------------|-------------------------------|-----------------------------|--------------|
| M.Phil. | | | | |
| Ph.D. | | | | |
| Total API | | | | |

III(E) **Training Courses and Conference/Seminar/Workshop papers**

III(E) (i) **Research Methodology/Training/Coaching Workshops**

| Name of the Course/ Programme attended | Sponsoring Institution | From ____ To____ | Duration in weeks | API Score |
|---|---------------------------|---------------------|----------------------|-----------|
| | | | | |
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| | | | | |
| Total API | | | | |

III (E) (ii) **Papers presented in Conferences/Workshops/ Symposia:**

(Merely attending the Conference, Seminar, Workshop, Symposia does not qualify for API score. Accepted full paper must be presented during the Conference, Seminar, Workshop, Symposia to qualify for API score)

| Title /Subject of paper | Title/Subject of conference/seminar/ workshop | Organizing Institution (with City & Country) | Type of Conference/ Seminar/ Workshop | Proceedings published (Yes/No) | API Score |
|----------------------------|---|---|--|--------------------------------------|--------------|
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| | | | | | |
| Total API | | | | | |

III(E) (iii) **Invitation for conferences/Seminars/Workshops/Symposia to deliver lectures/sessions:**

| Title/Academic Session/ Subject | Organizing Institution (with City & Country) | Type of Conference/ Seminar/ Workshop | Date of Lecture | API Score |
|------------------------------------|--|---|-----------------|--------------|
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| | | | | |
| Total API | | | | |

TOTAL API SCORE UNDER CATEGORY-III:

| API III(A) | API III(B) | API III(C) | | | API III (D) | API (E) | | | Total API Score (CATEGORY-III) (A+B+C+D+E) |
|------------|------------|------------|------|-------|-------------|---------|------|-------|--|
| | | (i) | (ii) | (iii) | | (i) | (ii) | (iii) | |
| | | | | | | | | | |

SUMMARY OF API SCORES

| Sl.No. | Category | API Score for the Assessment Period |
|--|--|--|
| 1 | Category I: Teaching, Training, Coaching, Sports Person Development And Sports Management Activities | |
| 2 | Category-II: Co-curricular, Extension, Professional Development related activities | |
| 3 | Category-III: Research and Academic contribution | |
| CONSOLIDATED API SCORE (CATEGORY I + II+III) | | |

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

- | | |
|-----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

I certify that the information provided is correct as per records enclosed along with the duly filled PBAS proforma.

Date:

Place:

Signature & Designation of the Applicant

Certified that has been working asin this Department since

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

Head of the Department/Centre

Detailed Guidelines to Calculate API Score

Table IV.b. Minimum API to Applied For The Career Advancement Scheme (CAS) Promotion for Assistant Director of Physical Education (ADPE)/ Deputy Director Physical Education (DDPE) in the University.

| | | Assistant Director of Physical Education (Stage 1 to Stage 2) (Senior Scale) | Assistant Director of Physical Education (Senior Scale) (Stage 2) to Deputy Director of Physical Education/Assistant Director Physical Education (Selection Grade) (Stage 3) | Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade) Stage 3 to Stage 4 |
|-----|--|--|--|---|
| I | Teaching, training coaching, sports person development and sports management activities (Category – I) | 75/Year | 75/Year | 75/Year |
| II | Extension and Profession related activities (Category II) | 15/Year | 15/Year | 15/Year |
| III | Minimum total average API annual score under Categories I and II* | 100/Year | 100/Year | 100/Year |
| IV | Research and Academic Contributions (Category III) – Minimum Annual score required to be assessed cumulatively | 10/Year (40/assessment period) | 20/Year (100/assessment period) | 30/Year (90/assessment period) |
| | Expert Assessment System | Screening Committee to verify API Score | Screening Committee to verify API Score | Selection Committee |
| | | | | Comprehensive assessment by selection committee |

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: Stages 1,2,3,4 and 5 correspond to scales as given with AGP of Rs. 6000, 7000, 8000 and 9000 respectively.

Table IV.c. Minimum API to be applied for the Career Advancement Scheme (CAS) promotion for College Director of Physical Educations.

| S. No | Categories of Criteria | Minimum Average, yearly of cumulative, API score required during the assessment period of each level as evaluated under the Performance Based Appraisal System (PBAS) with weightage for Expert Assessment | | |
|-------|--|--|---|---|
| | | College Director of Physical Education to College Director of Physical Education (Senior Scale) (Stage 1 to Stage 2) | College Director of Physical Education Senior Scale to Selection Grade (Stage 2 to Stage 3) | College Director of Physical Education (Selection Grade) (Stage 3 to Stage 4) |
| I | Teaching-learning, Evaluation Related Activities (Category – I) | 75/Year | 75/Year | 75/Year |
| II | Co-curricular, Extension and Profession related activities (Category II) | 15/Year | 15/Year | 15/Year |
| III | Minimum total average annual score under Categories I and II* | 100/Year | 100/Year | 100/Year |
| IV | Research and Academic Contributions (Category III) – Minimum Annual score required to be assessed cumulatively | 5/Year (20/assessment period) | 10/Year (50/assessment period) | 15/Year (45/assessment period) |
| | Assessment Procedure | Screening Committee to verify API score | Screening Committee to verify API score | Selection Committee Comprehensive assessment by selection committee |

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: Stages 1,2,3 and 4 correspond to scales as provided, and AGP of Rs. 6000, 7000, 8000 and 9000 respectively.

Table IV.d. Minimum academic performance and service requirements for promotion under CAS for Assistant Director of Physical Education (ADPE)/ Deputy Director Physical Education (DDPE of the University and Colleges DPEs.

| S. No. | Promotion through CAS | Service requirement | Minimum Academic Performance Requirements and Screening/Selection Criteria |
|--------|---|---|---|
| 1 | Assistant DPE/ College DPE to Assistant DPE (Senior Scale) / College DPE (Senior Scale) (Stage 1 to Stage 2) | DPE completed four years of service in Stage 1 with Ph.D. or five years of service who are with M.Phil. or six years of service who are without Ph.D/M.Phil | (i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms provided in Table IV e of Annexure IV to Ordinance XXIV for ADPEs/DDPEs in University and for college DPEs. (ii) One Orientation and one Refresher Course of 3/4weeks duration. (iii) Recommendation by Screening cum Evaluation Committee constituted under Ordinance XXIV for University and Ordinance XVIII for college DPEs. |
| 2. | Assistant DPE (senior scale) / College DPE (senior scale) to Deputy DPE / Assistant DPE (selection grade) / CollegeDPE(selection grade) (Stage 2 to Stage 3) | Assistant DPE (senior scale) College DPE (senior scale) with completed service of five years in Stage 2 | (i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table IV e of Annexure IV to Ordinance XXIV for ADPEs/DDPEs in University and for college DPEs. (ii) Additionally, two refresher courses of 3-4 weeks duration to have been undergone during the assessment period. (iii) Recommendation by Screening cum Evaluation Committee constituted under Ordinance XXIV for University and Ordinance XVIII for college DPEs. |
| 3. | Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) to Deputy DPE/ Assistant DPE (Selection Grade) / College DPE (Selection Grade) (Stage 3 to Stage 4). | Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) with three years of completed service in Stage 3. | (i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table IV e of Annexure IV to Ordinance XXIV for ADPEs/DDPEs in University and for college DPEs. (ii) Minimum three publications over twelve years. For promotion in Colleges an exemption of one publication for M. Phil. holders and exemption of two publications for Ph. D. holders. (iii) Evidence of having produced teams / athletes. (iv) Comprehensive assessment by selection committee constituted as per University Ordinance XXIV for University ADPEs/DDPEs and Ordinance XVIII for College DPEs. |

Note: Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, and 9000 respectively

Table IV.e. Academic Performance Indicators (APIs) And Proposed Scores As Per Ugc Regulations 2010 For Adoption Of Performance Based Appraisal System (PBAS) For Career Advancement Scheme (CAS) Promotions for Deputy Director/ Assistant Director Of Physical Education in University and College DPEs and Direct Recruitment for Director/Deputy Director/ Assistant Director Of Physical Education in University and College DPEs.

**CATEGORY I: TEACHING, TRAINING, COACHING, SPORTS PERSON
DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES**

| S.No. | Nature of Activity | Maximum Score |
|-----------------------------------|---|---------------|
| CATEGORY -I | | |
| 1 | Management of Physical Education and Sports programme for students (Planning, executing and evaluating the policies in Physical Education and Sports) (20 Points) Lecture cum practice based athlete / sports classes, seminars undertaken as percentage of allotted hours (20 Points) | 40 |
| 2 | Extending services, sports facilities and training on holidays to the institutions and organisations | 10 |
| 3 | Organizing and conducting sports and games competitions at the International /National/ State/ Inter University/Inter Zonal Levels (25 Points) Organizing and conducting coaching camps / sports person development / training programmes (15 Points) | 40 |
| 4 | Up gradation of scientific and technological knowledge in Physical Education and Sports (5 Points) Identifying sports talents and Mentoring sports excellence among students (10Points) | 20 |
| 5 | Development and maintenance of play fields, purchase and maintenance of the other sports facilities | 15 |
| Total Score | | 125 |
| Minimum API Score Required | | 75 |

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

| S.No. | Nature of Activity | Maximum Score |
|--------------|--|----------------------|
| 1 | Student related co-curricular, extension and field based activities (such Cultural exchange and Sports Programmes (Various level of extramurals and intramural programmes); extension work through NSS/NCC and other channels | 20 |
| 2 | Contribution to Corporate life and management of the sports units 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, camps and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) | 15 |
| | Minimum API Score Required | 15 |

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

| S. No. | APIs | Faculties of Physical education | Max. points for University and college teacher position |
|---------------|--|--|--|
| III(a) | Research publication (Journals) | Refereed Journals | 15/publication |
| | | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers | 10/publication |
| | | Full papers in Conference proceedings, etc. (Abstracts not to be included) | 10/publication |
| III(b) | Research publications (books, chapters in books, other than referred journal articles) | Text or Reference Books published by International Publishers ** | 50/sole author, 10 chapter in an edited book |
| | | Text or Reference Books Published by National/Central/State Government/Societies** | 25/sole author, 5/chapter in edited books |
| | | Subject Books by Other local publishers with ISBN/ISSN numbers** | 15/sole author, 3/chapter in edited books |
| | | Chapters in knowledge based volumes in Indian/National Level Publishers with ISBN/ISSN numbers with numbers of national and international directories. | 5/Chapter |

** Scores (50/25/10/03 whatever the case may be) to be shared equally by all authors

| | | | |
|------------------|---|---|--|
| III(C) | RESEARCH PROJECT | | |
| III (C) (i) | Sponsored Projects carried out/ ongoing | Major Projects/Events amount mobilized with grants above 5.0 lakhs | 20 each Project |
| | | Major Projects /Events Amount mobilized with minimum of Rs. 4.00 lakhs up to Rs. 5.00 lakhs | 15 each major project |
| | | Minor projects from central / state funding agencies with grants below 4.00 lakhs | 10 each minor Project |
| III (C) (ii) | Consultancy Projects carried out / ongoing | Amount mobilized with minimum of Rs.1.0 lakh | 10 per every Rs.5.0 lakhs 2 per every Rs.1.0 lakhs |
| III (C) (iii) | Completed projects : Quality Evaluation | Completed project report (Accepted by funding agency) | 20 /each major project and 10 / each minor project |
| III (C) (iv) | Projects Outcome / Outputs | Policy document of Govt. Bodies at Central and State level | 30 / each output or outcome for National patents etc/50 /each for International patents. |
| III (D) | RESEARCH GUIDANCE | | |
| III (D)(i) | M.Phil. | Degree awarded only | 3 /each candidate |
| III (D) (ii) | Ph.D | Degree awarded | 10 /each candidate |
| | | Thesis submitted | 7 /each candidate |
| III(E) | TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS | | |
| III(E)(i) | Research Methodology/ Training/ Coaching Workshops | Research methodology / Training/ Coaching programme(not less than three weeks)/workshops of not less than one week. | 20 |
| III(E)(ii) | Papers in Conferences/Seminars/workshops etc. | Participation and Presentation of research papers (oral/poster) in: | |
| | | a) International conference | 10/Each |
| | | b) National | 7.5/each |
| | | c) Regional/State level | 5/each |
| | | d) Local-University/College level | 3/each |

| | | | |
|-------------|--|---|----------|
| | | | |
| III(E)(iii) | Invitations for conferences/seminars/workshops/symposia to deliver lectures/chair sessions | a) International | 10/each |
| | | b) National | 7.5/each |
| | | c) State level/Regional | 5/each |
| | | d) University/College level Endowment lectures | 5/each |