GOA UNIVERSITY
Taleigao Plateau, Goa

NOTIFICATION

(No.2/405/2016-Legal/Amend-Stat/Vol.VIII/ 766)

It is notified for the information of all concerned that the following amendment to Schedule SSA – 6 Tables referred to in Statute SA- 19 and 20 for assessment in recruitment and Career Advancement Scheme (CAS) promotions of University/College teachers- Annexure 'A' has been carried out by the Executive Council of the Goa University in its meeting held on 13th April, 2017 and the same has been assented to by the Hon'ble Chancellor on 30th May, 2017.

Amendment to Schedule SSA – 6 Tables referred to in Statute SA- 19 and 20 for assessment in recruitment and Career Advancement Scheme (CAS) promotions of University/ College teachers- Annexure 'A'.

SSA – 6
TABLE- I
ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR AND FOR DIRECT RECRUITMENT OF ASSOCIATE PROFESSOR AND PROFESSOR IN UNIVERSITY AND COLLEGES.

Category I: Teaching, Learning and Evaluation Related Activities

Based on the teacher's self-assessment, API scores are proposed for
(a) teaching related activities; domain knowledge;
(b) participation in examination and evaluation; and
(c) contribution to innovative teaching, new courses and such other.

The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score should be based on objectively verifiable records. It shall be finalized by the Screening cum Evaluation Committee/ Selection Committee. The University shall notify any additional activities to meet specific requirements, if any, and adjust the weightages, maintaining the minimum total API scores required under this category.

Category I	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
a.	Direct Teaching	70	Actual hours spent per Academic year ÷7.5	60	Actual hours spent per Academic year ÷7.75	60	Actual hours spent per Academic year ÷7.75
b.	Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per Academic year ÷ 10	20	Actual hours spent per Academic year ÷10	10	Actual hours spent per Academic year ÷10
c.	Innovative Teaching-learning methodologies updating of subject contents/ courses mentoring, and such other	10	Actual hours spent per Academic year ÷ 10	15	Actual hours spent per Academic year ÷10	20	Actual hours spent per Academic year ÷10

Note:

1. Direct Teaching of 16/14/14 hours per week for Assistant Professor/ Associate Professor/ Professor respectively includes Lectures/ Tutorials/ Practicals/ Project Supervision/Field Work.

2. The minimum cut-off shall be 75%, below which no scores may be assigned in these sub-categories.

3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach, the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. Teachers may identify and address the needs of students who may be differently abled, or require assistance to improve academic performance. There are no prescribed hours for such efforts in the context and calculation of the API scores; these are nevertheless important and significant activities that could be carried out by teachers.

4. Student Feedback is an integral part of the institutional and academic development of higher educational institutions and in fostering quality. Student feedback and teacher response plays a catalytic role towards improvement in teaching-learning and institutional development. Feedback from students on teaching, delivery, methodology and pedagogy is pivotal with a view to enhancing clarity of concepts, subject understanding and developing and deepening an interest in the academic discipline. Teachers should be encouraged to assist students in providing constructive feedback on teaching-learning in order to enhance quality education and in responding to the feedback.

Category II: Professional development, co-curricular, and extension activities

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities, and related contributions. The minimum API required by teachers for eligibility for promotion is provided in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the Screening cum Evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

The model table below gives groups of activities and API scores. The University shall notify any additional activities to meet specific requirements, if any, and adjust the weightages, maintaining the minimum total API scores required under this category.

Category II	Nature of Activity	Maximum API Score	Actual Score
a.	Student related co-curricular, extension and field based activities.	15	Actual hours spent per academic year ÷ 10
	(i) Discipline related co-curricular activities (remedial classes, career counselling, study visit, student seminar and other such activities).		
	(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC and other such activities).		
	(iii) Extension and dissemination activities (public/ popular lectures/ talks/ seminars and other such activities).		
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷ 10
	(i) Administrative responsibility (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.		

c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in a refresher / faculty development courses, dissemination and general articles, and any other contribution).	15	Actual hours spent per academic year + 10	

Note: Under Category I & II, to provide for calculating of API scores during the period of Study leave/Sabbatical leave/Faculty improvement Programme/Child care leave/ Maternity Leave and any such other admissible leave stating that the API scores shall be calculated based on the average of the API scores earned by them during the rest of the years/ semesters of the Assessment periods for any promotions/direct recruitment.

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 for different levels of promotion. 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 Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category III	Activity	Faculty of Sciences/ Engineering/ Agriculture/ Medical/ Veterinary Sciences	Faculties of Languages/ Humanities/ Arts/ Social Sciences/ Library/ Physical education/ Management.	Maximum score
a.	Research Papers Published*	Refereed Journals as notified by the UGC**	Refereed Journals as notified by the UGC**	25 per Publication
		Other Reputed Journals as notified by the UGC**	Other Reputed Journals as notified by the UGC **	10 per Publication
b.	Publications other than journal articles (books, chapters in books).	Text/ Reference Books published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC	Text/Reference 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 Government 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 as approved by the University and posted on its website. The List will be	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author

		intimated to UGC.		
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International : 10 per Chapter; National : 5 per Chapter

c.	**Research Projects**			
(i)	Sponsored Projects	(a) Major Projects with grants above ₹ 30.0 lakhs	Major Projects with grants above ₹ 5.0 lakhs	20/Project
		(b) Major Projects: amount mobilized with grants above ₹ 5.0 lakhs up to ₹ 30.0 lakhs	Major Projects: Amount mobilized with minimum of ₹ 3.0 lakhs up to ₹ 5.0 lakhs	15/Project
		(c) Minor Projects: Amount mobilized with grants above ₹ 1 lakh up to ₹ 5 lakhs	Minor Projects: Amount mobilized with grants above ₹ 1 lakh up to ₹ 3 lakhs	10/Project
(ii)	Consultancy Projects	Amount mobilized with minimum of ₹ 10.0 lakhs	Amount mobilized with minimum of ₹ 2.0 lakhs	10/Project
(iii)	Projects Outcome/ Outputs	Patent/ Technology transfer/ Product/ Process	Major Policy document prepared for international bodies such as WHO/ UNO/ UNESCO/ UNICEF; Central/ State Government/ Local Bodies	For each output or patent – International: 30/ National: 20. Major policy document of International bodies: 30, Central Government: 20, State Government: 10, Local bodies: 5.

d.	**Research Guidance**			
(i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate.
(ii)	PhD	Degree awarded / Thesis submitted	Degree awarded/ Thesis Submitted.	15/ 10 per candidate respectively.

e.	**Fellowships/ Awards and Invited lectures delivered in conferences / seminars**			
(i)	Fellowships/ Awards	International Award/ Fellowship from academic bodies.	International Award/ Fellowship from academic bodies/ association.	15 per Award/ Fellowship.
		National Award/ Fellowship from academic bodies.	National Award/ Fellowship from academic bodies/ association.	10 per Award/ Fellowship.

			State/ University level Award from academic bodies.	State/ University level Award from academic bodies/ association.	5 per Award.
	(ii)	Invited lectures/ 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/ 2 per paper presented.
		The score under Category III (e) (ii), Invited lectures/ papers, shall be restricted to 20% of the minimum fixed for Category III for any assessment period.			
	f.	Development of e-learning delivery process/ material			10 per module

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

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

** The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The approved journals from this list, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, *suo moto*, recommend journals for inclusion in the "List of Journals". The clause SA-20(C) (4) shall be strictly adhered to.

TABLE - II (A)
MINIMUM APIs AS PROVIDED IN TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS), AND WEIGHTAGES FOR EXPERT ASSESSMENT

	Category	Activity	Assistant Professor/ Equivalent cadres: (Stage1 to Stage 2)	Assistant Professor/Equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/Equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)	Professor (Stage 5) to Professor Stage 6)
I	I	Teaching-learning, Evaluation Related Activities	80/ year	80/ year	75/ year	70/ year	70/ year

II	II	Professional Development and Extension activities- Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period	50/ Assessment period	100/ Assessment period
III	III	Research and Academic Contributions -Minimum Score required to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment Period	400 / Assessment period
IV	II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment Period	600 / Assessment period
	IV	Expert Assessment System	Screening cum Evaluation Committee	Screening cum Evaluation Committee	Selection Committee	Selection Committee	Expert Committee
V	V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30% for Research contribution. 50% for Assessment of domain knowledge & teaching practices. 20% for Interview performance	50% for Research contribution. 30% for Assessment of domain knowledge and teaching practices. 20% for Interview performance	50% for Research contribution. 50% for Performance Evaluation and other credential by referral procedure

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

Explanatory note.
Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables will be implemented for one year, initially based on the existing systems in the University/ Colleges/ Institutions, with the minimum average scores as depicted in Table II (A) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is eligible for CAS promotion in 2010, one year API scores for 2009-10 alone shall be required for assessment. In case of a teacher becoming eligible for CAS promotion in 2011, two years average of API scores for these categories shall be required for assessment, and so on, leading progressively for the complete assessment period.

TABLE – II (B)
MINIMUM SCORES FOR APIS FOR DIRECT RECRUITMENT OF TEACHERS AND WEIGHTAGES IN SELECTION COMMITTEES TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS

	Assistant Professor/ Equivalent cadres (Stage 1)	Associate Professor/ Equivalent cadres (Stage 4)	Professor/ Equivalent cadres (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in the Statute	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria/ weightages (Total Weightages = 100)	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge & Teaching Skills (30%) c) Interview performance (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance:(20%)	a) Academic Background (20%) b)Research performance based on API score and quality of publications (40%). c) Assessment of Domain knowledge and Teaching Skills (20%). d) Interview performance: (20%)

TABLE: III
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS

Sr. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/ Selection Criteria
1	Assistant Professor/ Equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with PhD or five years of service with M.Phil/ PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., MD, or six years of service without PhD/ M.Phil/ PG Degree in Professional courses	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher/ Research Methodology Course of 2 to 3 weeks duration. (iii) Screening cum Verification process for recommending promotion
2.	Assistant Professor/ Equivalent cadres from Stage 2 to Stage 3	Assistant Professor with five years of completed service in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2 to 3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professor with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one

7

			publication may be given to M. Phil. holders and an exemption of two publications may be given to PhD holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A Selection Committee process as stipulated in the Statute and in Table II (A).
4.	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods in Stages 2 and 3, to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3. (iii) A Selection Committee process as stipulated in the Statute and in Table II (A).
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (only at University)	(i) Minimum cumulative API scores for the assessment period as per the norms provided in Table II (A). (ii) Additional credentials are to be evidenced by: (a) postdoctoral research outputs of high standard; (b) awards/ honours/ recognitions/ patents and IPR on products and processes developed/ technology transfer achieved; and (c) Additional research degrees such as D.Sc., D.Litt., LL.D. (iii) A review process by an Expert Committee as stipulated in this regulation and in Table II (A).

TABLE IV

ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF ASSISTANT DIRECTOR OF PHYSICAL EDUCATION & SPORTS, FOR COLLEGE DIRECTOR OF PHYSICAL EDUCATION & SPORTS, AND FOR DIRECT RECRUITMENT OF DEPUTY DIRECTOR AND DIRECTOR OF PHYSICAL EDUCATION & SPORTS.

Direct workload and weightage for different levels of Physical Education Personnel

	Direct working hours per week	Weightage
Assistant Director of Physical Education	40	100
Deputy Director of Physical Education	36+4*	90
Director of Physical Education	32+8*	80

*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services and such other.

Based on the Physical Education Personnel's self-assessment, API scores are proposed for (a) Lecture cum practice based athlete / sports classes coaching and training related activities; (b) Organizing and conducting sports and games competitions and management related activities; and (c) upgradation of sports infrastructure and extension services, and such other. The minimum API score required by Physical Education Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the Screening cum Evaluation/ Selection Committee.

The University shall notify any additional activities to meet specific requirements, if any, and adjust the weightages, maintaining the minimum total API scores required under this category.

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

Nature of Activity	Assistant Director/ College Director		Deputy Director		Director	
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
a) Lecture cum practice based athlete/ sports classes, seminars undertaken as per allotted hours/ organizing and conducting coaching camps/ sports person development / training programmes (50 Points). Identifying sports talents and Mentoring sports excellence among students (20 Points). Development and maintenance of play fields, purchase and maintenance of other sports facilities (10 Points).	80	Actual hours spent per academic year ÷ 17.5	70	Actual hours spent per academic year ÷ 17.25	60	Actual hours spent per academic year ÷ 16.75
b) Management of Physical Education & Sports Program for students (planning, executing and evaluating the policies in physical education & Sports) (10 Points). Organizing and conducting sports and games competitions at the International/ National/ State/ Inter University/ Inter Zonal Levels (10 Points).	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10
c) Upgradation of scientific and technological knowledge in Physical Education and Sports (10 Points)	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10

Extending services, sports facilities and training on holidays to the institutions and organizations (10 Points)						

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

Based on the Physical Education Cadre's self-assessment, Category II API scores are proposed for co-curricular and extension activities, and Professional development related contributions. A list of items and scores is given below.

The self-assessment score should be based on objectively verifiable records and shall be finalized by the Screening cum Evaluation Committee for the promotion of Assistant Director of Physical Education (Asst. DPE&S) / College Director of Physical Education & Sports to higher grades and Selection Committee for the promotion of Assistant DPE&S to Deputy DPE&S and for direct recruitment of Deputy DPE&S and DPE&S.

The model table below gives groups of activities and API scores.

The University shall notify any additional activities to meet specific requirements, if any, and adjust the weightages, maintaining the minimum total API scores required under this category.

Nature of Activity	Maximum API Score	Actual score
a) Student related co-curricular, extension and field based activities (i) Discipline related co-curricular activities (Cultural, Sports, NSS, NCC and such other; various levels of intramural and extramural programmes) (ii) Extension and dissemination activities (public / popular lectures/ talks/ seminars and such other)	15	Actual hours spent per academic year + 10
b) Contribution to Corporate life and management of the sports units and Institution through participation in sports and administrative committees and responsibilities (including as Principal/ Director/ Convener/ similar other duties that require regular office hours)	15	Actual hours spent per academic year + 10
c) Professional Development activities (such as participation in seminars, conferences, short term training courses, camps & events, talks, lectures in refresher/ faculty development courses, membership of associations, dissemination and general articles, and any other contribution)	15	Actual hours spent per academic year ÷ 10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and sports contributions. The minimum API scores required from this category are different for different levels of promotion. 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 Director of Physical Education & Sports to higher grades, and Selection Committee for the promotion of Assistant Director of Physical Education & Sports to Deputy Director of Physical Education & Sports, for direct recruitment of Deputy Director of Physical Education & Sports, and Director of Physical Education & Sports.

Category III	Activity	Faculties of Physical Education & Sports	Max. score
a.	Research Publications*	Refereed Journals as notified by the UGC**	25 per Publication
		Other Reputed Journals as notified by the UGC**	10 per Publication
b.	Publications other than journal articles (books, chapters in books)	Text/ Reference Books, published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. 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 Government 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 as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ ISSN	International –10 per Chapter

		number as approved by the University and posted on its website. The List will be intimated to UGC.	National — 5 per Chapter

c.	**RESEARCH PROJECTS**		
(i)	Sponsored Projects	Major Projects with grants above ₹ 5 lakhs	20 per Project
		Major Projects with grants above ₹ 3 lakhs up to ₹ 5 Lakhs	15 per Project
		Minor Projects with grants above ₹ 1 lakh up to ₹ 3 lakhs	10 per Project
(ii)	Consultancy Projects	Amount mobilized with a minimum of ₹ 2 lakhs	10 for every ₹ 2 lakhs
(iii)	Projects Outcome/ Outputs	Major Policy document prepared for International bodies such as WHO/ UNO/ UNESCO/ UNICEF; Central /State Government/ Local Bodies	Major policy document of International bodies – 30, Central Government – 20, State Government-10 Local bodies – 5.

d.	**RESEARCH GUIDANCE**		
(i)	M.Phil.	Degree awarded	5 per candidate
(ii)	PhD	Degree awarded/ Thesis submitted	15/ 10 per candidate

e.	**Awards / Fellowships/Invited lectures delivered / papers presented in conferences / seminars**		
(i)	Award / Fellowship	International Award/ Fellowship from Government/ recognized International Sports Bodies/ International Sports Organizations.	15 per Award/ 15 per Fellowship
	Award/ Fellowship	National Award/ Fellowship from Government/ recognized National Sports Bodies/ National Sports Organizations.	10 per Award/ 10 per Fellowship
	Award/ Fellowship	State/ University Award/ Fellowship from Government/ recognized State Sports Bodies/ State Sports Organizations.	5 Per Award
(ii)	Invited lectures/ papers presented	International	7 per lecture/ 5 per paper presented
		National level	5 per lecture/ 3 per paper Presented
		State/University level	3 per lecture/ 2 per paper Presented
	The score under Category III (e) (ii), Invited lectures/ papers, shall be restricted to 20% of the minimum fixed for Category III for any assessment period.		
(iii)	Development of e-learning delivery process/ material		10 per module

* Wherever relevant, the API score for a paper in a refereed journal would be augmented as follows:
(i) impact factor less than 1, augmented by 5 points;
(ii) between 1 and 2, by 10 points;
(iii) between 2 and 5, by 15 points;
(iv) between 5 and 10, by 20 points:
(v) above 10, by 25 points.
The API for joint publications/books shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

** The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The approved journals from this list, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, *suo moto*, recommend journals for inclusion in the "List of Journals". The clause SA-20(C) (4) shall be strictly adhered to.

TABLE - V (A)

MINIMUM APIs AS PROVIDED IN TABLE I TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/ COLLEGE DIRECTOR AND DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES.

Category	Activity	Assistant/ College Director of Physical Education (Stage 1 to Stage 2)	Assistant/ College Director of Physical Education (Stage 2 to Stage 3)	Assistant/ College Director of Physical Education (Stage 3) to Deputy/ College Director of Physical Education (Stage 4)	Deputy Director of Physical Education (Stage 4) to Director of Physical Education (Stage 5)
I	Teaching, training, coaching, sports person development and sports management activities	80/year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period	50/ Assessment period
III	Research and Academic Contributions - Minimum score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period)	75/ Assessment period	100/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period)	150/ Assessment period	180/ Assessment period
	Expert Assessment System	Screening cum Evaluation Committee	Screening cum Evaluation Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30% for Research contribution 50% for Assessment of domain knowledge & teaching practices. 20% for Interview performance	50% for Research contribution. 30% for Assessment of domain knowledge and teaching practices. 20% for Interview performance.

* One may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

	TABLE - V(B)		
MINIMUM SCORES FOR APIS FOR DIRECT RECRUITMENT OF PHYSICAL EDUCATION CADRES, AND WEIGHTAGES IN SELECTION COMMITTEES TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS.			
	Assistant DPE (Stage 1)	**Deputy DPE (Stage 4)**	**DPE (Stage 5)**
Minimum API Scores	Minimum Qualification as stipulated in the regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria/ weightages (Total Weightages = 100)	a) Track Record of championship won (30%) b) Sports and athletic skills (40%) c) Interview performance (30%)	a) Research papers (3 nos) evaluation (40%) b) Organisational skills/ Plans of sports (30%) c) Interview performance (30%)	a) Research papers (5 nos) evaluation (50%) b) Organisational track vision plan (25%) c) Interview performance (25%)

	TABLE VI		
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL EDUCATION CADRES			
Sr. No.	**Promotion of Physical Education Cadres 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)	Assistant DPE/ College DPE completed four years of service in Stage 1 with PhD or five years of service with M.Phil. or six years of service without PhD/ M.Phil.	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table V (A). (ii) One Orientation and one Refresher/ Research Methodology Course of 3 to 4 weeks duration. (iii) Screening cum Verification process for recommending Promotion.
2.	Assistant DPE (Senior Scale)/ College DPE (Senior Scale) to Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) (Stage 2 to Stage3)	Assistant DPE (Senior Scale) College DPE (Senior Scale) with completed service of five years in Stage 2	(i) Minimum cumulative API scores using the PBAS scoring Proforma developed by the UGC as per the norms provided in Table V(A). (ii) One Course/ Programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of 3 to 4 week duration. (iii) Screening cum Verification process for recommending Promotion.
3.	Assistant DPE (Selection Grade)/ College DPE (Selection Grade) to Deputy DPE/ College DPE (Selection Grade) (Stage 3 to Stage 4).	Assistant DPE (Selection Grade)/ College DPE (Selection Grade) with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A). (ii) At least three publications in the entire period as Assistant/ College DPE (twelve years). However, in the case of College DPE, an exemption of one publication may be given to M.Phil. holders and an exemption of two publications may be given to PhD holders.

			(iii) Evidence of having formed teams/ athletes.
			(iv) A Selection Committee process as stipulated in the regulation and in Table V(A).
4.	University DPE (Stage 5) (For University only)	Deputy DPE in University with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table V(A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.
			(ii) A minimum of five publications from the period the personnel is placed in stage 3.
			(iii) Evidence of having formed teams/ athletes.
			(iv) A Selection Committee process as stipulated in Table V(A).

Explanatory note.

One may score the balance of points from either Category II or Category III to achieve the minimum score required under Categories II + III.

Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables will be implemented for one year, initially based on the existing systems in the University/ Colleges/ Institutions, with the minimum average scores as depicted in Table II (A) in rows I to III. This annualized API scores can then be compounded progressively as and when the candidate becomes eligible for CAS promotion to the next cadre. Thus, if a candidate is eligible for CAS promotion in 2010, one year API scores for 2009-10 alone shall be required for assessment. In case of a candidate becoming eligible for CAS promotion in 2011, two years average of API scores for these categories shall be required for assessment, and so on, leading progressively for the complete assessment period.

TABLE VII

ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES / FOR COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) AND FOR DIRECT RECRUITMENT OF DEPUTY LIBRARIAN AND LIBRARIAN.

Direct Work load and weightage to be given to different levels of Librarians		
	Direct working hours per week	Weightage
Assistant Librarian/ College Librarian	40	100
Deputy Librarian	36+4*	90
Librarian	32+8*	80

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports; Development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and (c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the Screening cum Evaluation / Selection Committee. The University shall notify any additional activities to meet specific requirements, if any, and adjust the weightages, maintaining the minimum total API scores required under this category.

*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services, and such other.

CATEGORY I: Procurement, organization, and delivery of knowledge and information through Library services

Nature of Activity	University Assistant Librarian/ College Librarian	Deputy Librarian	Librarian

	Maximum Score	Actual Score	Maximum Score	Actual Score	Maximum Score	Actual Score
a) Library resources organization and maintenance of books, journals, reports; Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/ College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters; Such other (40 Points). Development, organization and management of e-resources including their accessibility over Intranet/ Internet, digitization of library resources, e-delivery of information, and such other (15 Points). User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, and such other (15 Points).	70	Actual hours spent per academic year ÷ 20	60	Actual hours spent per academic year ÷ 20	55	Actual hours spent per academic year ÷ 20

b) ICT and other new technologies application for up gradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet Management.	15	Actual hours spent per academic year + 10	15	Actual hours spent per academic year + 10	15	Actual hours spent per academic year +10
c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms.	15	Actual hours spent per academic year + 10	15	Actual hours spent per academic year + 10	10	Actual hours spent per academic year + 10

CATEGORY II: Professional development, co-curricular and extension activities

Based on the Librarian Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self assessment score should be based on objectively verifiable records and shall be finalized by the Screening cum Evaluation Committee for the promotion of Assistant Librarian / College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

The model table below gives groups of activities and API scores. The University shall notify any additional activities to meet specific requirements, if any, and adjust the weightages, maintaining the minimum total API scores required under this category.

Nature of Activity	Maximum API Score	Actual score
a) Student related co-curricular, extension and field based activities such as Cultural exchange and Library service Programmes (various levels of extramural and intramural programmes); extension, library-literary work through different channels.	15	Actual hours spent per academic year + 10
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year + 10
c) Professional Development activities such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below.	15	Actual hours spent per academic year + 10

CATEGORY-III: Research and academic contributions

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion. 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 Librarian / College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian to Deputy Librarian, and for direct recruitment of Deputy Librarian and Librarian.

Category III	Activity	University/ College Librarians	Max. Score
a.	Research Publications*	Refereed Journals as notified by the UGC**	25 per Publication
		Other Reputed Journals as notified by the UGC**	10 per Publication
b.	Publications other than journal articles (books, chapters in books)	Text/ Reference Books, published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. 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 Government 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 as approved by the University and posted on its website. The List will be intimated to UGC.	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. The List will be intimated to UGC.	International : 10 per Chapter National : 5 per Chapter
c.	Research Projects		
(i)	Sponsored Projects	Major Projects with grants above ₹ 5 lakhs	20 per Project
		Major Projects with grants above ₹ 3 lakhs up to ₹ 5 lakhs	15 per Project
		Minor Projects with grants above ₹ 1 lakh up to ₹ 3 lakhs	10 per Project
(ii)	Consultancy Projects	Amount mobilized with a minimum of ₹ 2 lakhs	10 for every ₹ 2 lakhs
(iii)	Projects Outcome/ Outputs	Major Policy document prepared for international bodies such as WHO/ UNO/ UNESCO/ UNICEF; Central / State Government/ Local Bodies	Major policy document of International bodies: 30 Central Government: 20, State Government: 10 Local bodies: 5
d.	Research Guidance		
(i)	M.Phil.	Degree awarded	5 per candidate
(ii)	PhD	Degree awarded/ Thesis submitted	15/ 10 per candidate
e.	Awards/ Fellowships/Invited lectures delivered/ papers presented in conferences/ seminars		
Award / Fellowship	International Award/Fellowship from academic bodies/ associations		15 per Award/ Fellowship
Award/ Fellowship	National Award/ Fellowship academic bodies/ associations		10 per Award/ Fellowship
Award/ Fellowship	State/ University Award/ Fellowship from academic bodies/ associations		5 Per Award
Invited lectures/ papers presented	International		7 per lecture/ 5 per paper presented
	National level		5 per lecture/ 3 per paper presented
	State/ University level		3 per lecture/ 2 per paper presented

	The score under Category III (e) (ii), Invited lectures/ papers, shall be restricted to 20% of the minimum fixed for Category III for any assessment period.	
(iii)	Development of e-delivery process/ material	10 per module

* Wherever relevant, the API score for a paper in a refereed journal with impact factor as given below, would be augmented as follows:
(i) impact factor less than 1, augmented by 5 points;
(ii) between 1 and 2, by 10 points;
(iii) between 2 and 5, by 15 points;
(iv) between 5 and 10, by 20 points:
(v) above 10, by 25 points.

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

** The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The approved journals from this list, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, *suo moto*, recommend journals for inclusion in the "List of Journals". The clause SA-20(C) (4) shall be strictly adhered to.

TABLE - VIII (A)
MINIMUM APIs FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT/COLLEGE LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES.

Category	Activity	Assistant/ College Librarian (Stage 1 to Stage 2)	Assistant/ College Librarian (Stage 2 to Stage 3)	Assistant/College Librarian (Stage 3) to Deputy/ College Librarian (Stage 4)	Deputy Librarian (Stage 4) to Librarian (Stage 5)
I	Procurement, organization, and delivery of knowledge and information through Library services	80 / year	80 / year	75 / year	70 / year
II	Professional Development and Extension activities - Minimum score required, to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
III	Research and Academic Contributions – Minimum Score required, to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period
	Expert Assessment System	Screening cum Evaluation Committee	Screening cum Evaluation Committee	Selection Committee	Selection Committee
IV	Percentage Distribution of	No separate points. Screening	No separate points. Screening	30% for Library related research	50% for Library

| | Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50) | Committee to verify API scores | Committee to verify API scores | papers evaluation; 50% for Assessment of domain knowledge on Library automation and Organizational skills; 20% for Interview performance | publication work; 30% for Assessment of innovative Library service and organization of digital library services; 20% for Interview performance |

* One may score the balance points from either Category II or Category III to achieve the minimum score required under Category II+ III.

Explanatory note.

Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables will be implemented for one year, initially based on the existing systems in the University / Colleges /Institutions, with the minimum average scores as depicted in Table II (A) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is eligible for CAS promotion in 2010, one year API scores for 2009-10 alone shall be required for assessment. In case of a teacher becoming eligible for CAS promotion in 2011, two years average of API scores for these categories shall be required for assessment, and so on, leading progressively for the complete assessment period.

TABLE – VIII (B)

MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF LIBRARIAN POSITIONS AND WEIGHTAGES IN SELECTION COMMITTEES TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS.

Minimum Norms/ Criteria	Assistant University Librarian / College Librarian (Stage 1)	Deputy Librarian in University (Stage 4)	Librarian (University only) (Stage 5)
API score (Research and Academic Contribution Category III)	Minimum Qualification as stipulated in the regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee Criteria/ weightage (Total weightage = 100)	a) Teaching/ computer and communication skills by a Lecture demonstration (50%) b) Record of Library management skills (20%) c) Interview performance (30%)	a) Library related Research/ Theme papers (Three) Evaluation: (50%) b) Library automation Skills and Organizational Plans (20%) c) Interview performance (30%)	a) Library Research Papers (Five) evaluation (60%) b) Organizational track record of innovation library service and vision plan (20%) c) Interview performance (20%)

TABLE- IX

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES.

Sr. No.	Promotion of Librarian Cadres through CAS	Service Requirement	Minimum Academic Performance Requirements and Screening/ Selection Criteria
1.	Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale)/ College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/ College Librarian completed four years of service in Stage 1 with PhD or five years of service with M.Phil. or six years of service without PhD/ M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms provided in Table VIII (A) for Librarian cadres in University and for College Librarian cadres. (ii) One Orientation and one Refresher Course of 3 to 4 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) to Assistant Librarian (Selection Grade) /College Librarian (Selection Grade) (Stage 2 to Stage 3)	Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A) for Librarian Cadres in University and for College librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration during the assessment period. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) to Deputy Librarian/ College Librarian (Selection Grade) (Stage 3 to Stage 4)	Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A). Three publications over twelve years. In Colleges, an exemption of one publication will be given to M.Phil holders and two publications to PhD holders. (ii) Additionally, one course/ training under the categories of Library automation/ Analytical tool Development for academic documentation. (iii) A Selection Committee process as stipulated in Table VIII (A).
4	University Librarian (Stage 5) (for University only)	Deputy Librarian in University with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3

			(iii) Evidence of innovative library service and organization of published work.
			(iv) A Selection Committee process as stipulated in Table VIII (A).

Explanatory note.
One may score the balance points from either Category II or Category III to achieve the minimum score required under Category II+ III.

Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables will be implemented for one year, initially based on the existing systems in the University/ Colleges/ Institutions, with the minimum average scores as depicted in Table II (A) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a candidate is eligible for CAS promotion in 2010, one year API scores for 2009-10 alone shall be required for assessment. In case of a candidate becoming eligible for CAS promotion in 2011, two years average of API scores for these categories shall be required for assessment, and so on, leading progressively for the complete assessment period.

(Prof. Y.V. Reddy)
Registrar

Place: Taleigao Plateau, Goa
Date: 15th June, 2017.

To,
1. The Special Secretary to Hon'ble Governor of Goa & Chancellor of Goa University, Raj Bhavan, Dona Paula, Goa.
2. The Director, Directorate of Higher Education, Govt. of Goa, D.T.E. Complex, Opp. Directorate of Education Alto Porvorim Goa.
3. All the Deans/Principals of affiliated colleges.
4. All the Directors of recognized institutions.
5. All the Heads of University Teaching Departments.
6. All the Divisional/Sectional Heads of University Offices.
7. The President, University College Teacher's Association, Goa C/o V.M. Salgaocar College of Law, Miramar, Panaji, Goa-403 001.
8. The Secretary, Goa University Teacher's Association.
9. The Registrar, High Court of Bombay at Panaji, Goa.
10. Senior Adv. A.A. Agni, University Counsel, Navelkar Trade Centre, 2nd Floor, Opp. Azad Maidan Panaji, Goa.
11. The Under Secretary, Finance (Revenue & Control) Department, Secretariat, Porvorim, Goa.
12. The P. S. to Vice-Chancellor
13. The P. A. to Registrar
14. The Office copy
15. The Guard File.