**PBAS Proforma for Promotion under CAS**

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father’s Name/Mother’s Name:
3. Department:
4. Current Designation & Grade Pay:
5. Date of last Promotion:
6. Which position and grade pay are you an applicant under CAS ?
7. Date of eligibiligy for promotion:
8. Date and Place of Birth:
9. Sex:
10. Marital status:
11. Nationality:
12. Indicate whether belongs to SC/ST/OBC category:
13. Address for correspondence (with Pincode)
14. Permanent Address (with Pincode)

Telephone No:

Email:

Mobile Ph. No.:

1. Academic Qualifications (Matric till post graduation):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Examination | Name of the Board/University | Year of Passing | Percentage of marks obtained | Division / Class/Grade | Subject |
| High School/Matric |  |  |  |  |  |
| Intermediate |  |  |  |  |  |
| B.A./B.Sc./B.Com./B.Tech. |  |  |  |  |  |
| M.A./M.Sc./M.Com |  |  |  |  |  |
| Others examination, if any |  |  |  |  |  |

1. Research Degree(s)

|  |  |  |  |
| --- | --- | --- | --- |
| Degrees | Title | Date of Award | University |
| M.Phil./M.Tech. |  |  |  |
| Ph.D./D.Phil. |  |  |  |
| D.Sc./D.Litt. |  |  |  |

1. Appointment held prior to joining this institution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Designation | Name of Employer | Date of Joining | Salary with Grade | Reason of leaving |
| Joining | Leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Posts held after appointment at this Institute:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Date of actual Joining |  |
| Designation | Department | From | To | Grade |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Period of teaching experience : P.G. Classes (in years) : U.G .Classes (in years)
2. Research Experience excluding years spent in M.Phil / Ph.D. (In years)
3. Fields of Specialisation under the Subject/Discipline
4. ....
5. …
6. Academic Staff College Orientation/Refresher Course attended:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Course/ Summer School | Place | Duration | Sponsoring Agency |
|  |  |  |  |

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

**Information for the year 20\_\_ - 20\_\_**

**CATEGORY: I.** TEACHING, LEARNING AND EVALUATION RELATED ACTIVITES

1. Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary) Semester wise teaching load be given for last academic year.

**1A.**Classroom teaching (for lectures, Practical, seminar)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. N. | Course/Paper | LevelPG / UG / Others | Hours per week As per allocation | Hours per semester |
| SEMESTER 1 (JULY-DEC) Year |
|  |  |  |  |  |
|  |  |  |  |  |
| SEMESTER 2 (JAN-MAY) Year |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Total hours for academic year |  |
|  | Actual Score = Total hours for academic year /7.5 MAX\* 70, 60, 60 |  |

\*Assistant Professor, Associate Professor, Professor

**1B.**Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment

|  |  |  |  |
| --- | --- | --- | --- |
| S. N. | ExaminationCT/QT/ES | Actual Hours | Hours per semester |
| SEMESTER 1 (JULY-DEC) Year |
|  |  |  |  |  |
|  |  |  |  |
| SEMESTER 2 (JAN-MAY) Year |
|  |  |  |  |  |
|  |  |  |  |
|  | Total hours for academic year |  |
|  | Actual Score = Total hours for academic year/10 MAX\* 20, 20, 10 |  |

\*Assistant Professor, Associate Professor, Professor

**1C.**Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc. Actual hours spent per academic year

|  |  |  |  |
| --- | --- | --- | --- |
| S. N. | Subject contents/Courses, Mentoring details | Actual Hours | Hours per semester |
| SEMESTER 1 (JULY-DEC) Year |
|  |  |  |  |  |
|  |  |  |  |
| SEMESTER 2 (JAN-MAY) Year |
|  |  |  |  |  |
|  |  |  |  |
|  | Total hours for academic year |  |
|  | Actual Score = Total hours for academic year /10 MAX\* 10, 15, 20 |  |

\*Assistant Professor, Associate Professor, Professor

**Sub Total 1Total of Actual Score ( for 1A 1B and 1C above) \_\_\_\_\_\_\_\_\_**

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

RELATED ACTIVITIES

**2A.** Discipline related co-curricular activities

|  |  |  |
| --- | --- | --- |
| S. No. | Nature of Activity | Number of hours spent per academic year |
| i). | Remedial classes, career counselling, study visit, student seminar and other events, Cultural, Sports, NSS, NCC, public lectures, talks, seminars, popular writings. List of Evidences attached:1.2.3. |  |
|  | TOTAL Hours  |  |

**Actual Score = TOTAL Hours / 10 \_\_\_\_\_\_\_\_\_\_\_\_\_ (Max 15)**

**2B.**Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.

|  |  |  |
| --- | --- | --- |
| S. No. | Nature of Activity | Number of hours spent per academic year |
| i). | Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) :List of Evidences attached:1.2.3. |  |
| (ii). | Participation in Board of Studies, Academic and Administrative Committees:List of Evidences attached:1.2.3. |  |
|  | TOTAL Hours |  |

**Actual Score = TOTAL Hours / 10 \_\_\_\_\_\_\_\_\_\_\_\_\_ (Max 15)**

**2C.**Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)

|  |  |  |
| --- | --- | --- |
| S. No. | Nature of Activity | Number of hours spent per academic year |
| i). | Participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution.List of Evidences attached:1.2.3. |  |
|  | TOTAL Hours |  |

**Actual Score = TOTAL Hours / 10 \_\_\_\_\_\_\_\_\_\_\_\_\_ (Max 15)**

**CATEGORY II Sub Total (sumofActual Score 2A, 2B and 2C above) Score \_\_\_\_\_\_\_ (Max 45)**

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A (i)Research Papers published in Refereed Journals as notified by the UGC#

(25 Per Publication)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title with page nos. | Journal & Date of Publication | ISSN/ISBN No. | Whether peer reviewed Impact Factor, if any | No. of co-authors | Whether you are the main author | API Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Total Score |  |

A (ii) Research Papers published in Other Reputed Journals as notified by the UGC#

(10 Per Publication)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title with page nos. | Journal & Date of Publication | ISSN/ISBN No. | Whether peer reviewed Impact Factor, if any | No. of co-authors | Whether you are the main author | API Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Total Score |  |

B(i) Publications other than journal articles :

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)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Chapter Title with page nos. & year of Publication | Book Title, editor & publisher | ISSN/ISBN No. | No. of co-authors | Are you main Author | National / International | API Score\* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Total Score |  |

B (ii) Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.

(20 per Book for Single Author)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title with page nos. and year of Publication | Type of Book & Authorship | Publisher & ISSN/ISBN No. | Whether peer reviewed  | No. of co-authors | Whether you are the main author | API Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Total Score |  |

B (iii) 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)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title with page nos. and year of Publication | Type of Book & Authorship | Publisher & ISSN/ISBN No. | Whether peer reviewed  | No. of co-authors | Whether you are the main author | API Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Total Score |  |

B (iv) Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

(International –10 per Chapter National – 5 per Chapter)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title with page nos. and year of Publication | Type of Book & Authorship | Publisher & ISSN/ISBN No. | Whether peer reviewed  | No. of co-authors | Whether you are the main author | API Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Total Score |  |

III C. (i) Research Projects : Sponsored projects

III C. (i) (a) Major Projects with grants above Rs. 30 lakhs for Faculty of Engineering / Science and grant above Rs. 5 lakhs for Arts/Social Sciences and Humanities(20 per Project)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Title  | Agency | Period | Grant /Amount Mobilized (Rs. Lakh) | API Score |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | Total Score |  |

III C.(i) (b) Major Projects with grant above Rs. 5 lakhs upto Rs. 30 lakhs for Faculty of Engineering / Science and grant above Rs. 3 lakhs  to 5 lakhs for Arts/Social Sciences and Humanities (15 per Project)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Title  | Agency | Period | Grant /Amount Mobilized (Rs. Lakh) | API Score |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | Total Score |  |

III C. (i) (c) (i)  Minor Projects with grant above Rs. 1 lakh upto Rs. 5 lakhs **for**Faculty of Engineering / Science and grant above Rs. 1 lakh  to 3 lakhs for Arts/Social Sciences and Humanities (10 per Project)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Title  | Agency | Period | Grant /Amount Mobilized (Rs. Lakh) | API Score |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | Total Score |  |

III C. (ii) Research Projects : Consultancy Projects

III C. (ii) (a) Amount mobilized with a minimum of Rs.10 lakhs for Faculty of Engineering / Science(10 for every Rs.10 lakhs)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title  | Agency | Period |  | Grant /Amount Mobilized (Rs. Lakh) | API Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Total Score |  |

III C. (ii) (b) Amount mobilized with a minimum of Rs.2 lakhs for Arts/Social Sciences/Humanities(2 for every Rs. 2 lakhs)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title  | Agency | Period |  | Grant /Amount Mobilized (Rs. Lakh) | API Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Total Score |  |
|  |  |  |  |  |  |  |

III C. (iii) (b) Project Outcome / Outputs : Patent / Technology transfer / Product / Process

(30 for each International / 20 for each national level output or patent.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title  | Agency | Period |  | Grant /Amount Mobilized (Rs. Lakh) | API Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

III C. (iii) (c) Project Outcome / Outputs : Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies

(Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title  | Agency | Period |  | Grant /Amount Mobilized (Rs. Lakh) | API Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Total Score |  |

III D.(i) & (ii) RESEARCH GUIDANCE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Number Enrolled | Thesis Submitted | Degree awarded with year of award | API Score |
| M.Phil or equivalent |  |  |  | 5 per candidate |
| Ph.D. or equivalent |  |  |  | 15 awarded /10 submitted per candidate |
|  |  |  | Total Score |  |

III E. (i) Fellowships, Awards and Invited lectures delivered in conferences / seminars

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Fellowship / Award | International / National / State /Award/Fellowship from academic bodies | API Score |
|  |  |  | \* |
|  |  |  |  |
|  |  | Total Score |  |

\*International / National / State 15/10/5 per Award / 15/10 per Fellowship

III E. (ii) Invited lectures / papers

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Title of the Paper presented | Title of Conference / Seminar | Organised by | Whether international/ national/ state/ college or university level | API Score |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | Total Score |  |

\*International / National / State 7/5/3 per lecture and 5/3/2 per presentation.

III E. (iii) Development of e-learning delivery process/material (10 Per Module)

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Title | Website link | API Score |
|  |  |  |  |
|  |  |  |  |
|  |  | Total Score |  |

**GRAND TOTAL of CATEGORY III \_\_\_\_\_\_\_\_\_\_\_\_\_**

(Sum of III A, B, C, D, E)

IV. SUMMARY OF API SCORE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Criteria | API Score for current year Period (i) | Sum Total of API Score till last year(ii) | Sum total of API Score till the current year (i)+(ii) | Average API Score per year((i)+(ii)) / No of years |
| I | Teaching, Learning and Evaluation related activities |  |  |  |  |
| II | Co-curricular, Extension, Professional development etc. |  |  |  |  |
|  | Total I + II |  |  |  |  |
| III | Research and Academic Contribution |  |  |  |  |
|  | TOTAL |  |  |  |  |

PART C: OTHER RELEVANT INFORMATION

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

|  |  |
| --- | --- |
| S.No. | Details (Mention Year, value etc. where relevant) |
|  |  |
|  |  |
|  |  |
|  |  |

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

1 6

2 7

3 8

4 9

5 10

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 the faculty member with

Designation, Place and Date

 Certified that the information submitted by Prof. / Dr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is verified and I recommend his / her promotion to next level as he / she has completed all necessary requirements stipulated and being enforced as on today, by UGC.

Signatures of HOD

Verified and recommended for promotion to next level.

 Signatures of Dean /Principal

N.B.: The Dean and Head will assure that the information submitted by the faculty member is correct on the basis of evidences submitted and by signing above, they are verifying information and recommending the faculty member for promotion.