**Devi Ahilya Vishwavidyalaya, Indore**

**PBAS Proforma for Promotion under CAS**

Name of Candidate -----------------------------------------------------------------------------------------

Department/ School ----------------------------------------------------------------------------------------

Application for promotion from:

(Assistant professor (Stage 1 to stage 2 or stage 2 to stage 3), Assistant professor (stage 3) to Associate professor (Stage 4), Associate professor (Stage 4 to professor/ equivalent cadres stage 5) and professor (Stage 5 to stage 6).

**(Please indicate whichever is applicable)**

**Period of Assessment for promotion: From-------------------------to-------------------------------------**

1. **For the candidates whose due date of promotion lies between 18th July 2018 to 17th July 2021:**

**Please select one of the following option for promotion:**

**Option (a):** The Applicant shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

**OR**

**Option (b):** The Applicant shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS).

**Selected Option: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If your selected option is (a), then apply on Form-I.**

**If your selected option is (b), then apply on Form-II.**

1. **For other candidates:**

|  |  |
| --- | --- |
| **Due Date of Promotion Lies** | **Applicable Application Form** |
| From 18th July 2021 onwards | Form-I |
| From 11th July 2016 to 17th July 2018 | Form-II |
| From 3rd May 2016 to 10th July 2016 | Form-III |
| From 24th July 2013 to 2nd May 2016 | Form-IV |
| From 1st January 2009 to 23rd July 2013 | Form-V |

**FORM - IV**

**Devi Ahilya Vishwavidyalaya, Indore**

**PBAS Performa for Promotion under CAS**

**(As per UGC Regulation 2018 for Applicants having Promotion due date between**

**24th July 2013 and 2nd May 2016)**

**PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. **Name (in Block Letters):**
2. **Father’s Name**:

**Mother’s Name**:

**Spouse Name (if applicable):**

1. **Department:**
2. **Current Designation & Grade Pay**:
3. **Date of last Promotion**:
4. **Which position and grade pay are you an applicant under CAS?**
5. **Date of eligibility for promotion:**
6. **Date and Place of Birth:**
7. **Sex (Gender):**
8. **Marital Status:**
9. **Nationality:**
10. **Indicate whether belongs to SC/ST/OBC category:**
11. **Address for correspondence**:
12. **Permanent Address**:

**Telephone No**:

**Email:**

1. **Research Degree(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degrees** | **Subject of PG/ Title of Research** | **Percentage of Marks Obtained/ Division/ Grade** | **Year of Passing PG/ Date of Award of Research Degree** | **University** |
| M.Phil/ME/MTech/MPharma/LLM |  |  |  |  |
| Ph.D. |  |  |  |  |
| D.Sc./D.Lit. |  |  |  |  |

1. **Chronological description of the appointments 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 institution:**

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

1. **Period of Teaching Experience: (In Years)**

1. **Research Experience: (In Years)**

1. **Field of Specialization under the subject/ Discipline:**
2. **Orientation/ Refresher Course/ Research Methodology/ Faculty development programme etc. attended:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of course** | **University/Institute** | **Place** | **Duration (From…To….)** | **Sponsoring Agency** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**\*Note: Summer School is equivalent to one orientation programme/Refresher Course for Career Advancement Purposes**

1. **Any other relevant information**
2. **…………………….**
3. **…………………….**
4. **…………………….**

**Declaration**

**I certify that the information provided is correct as per records available with the University and / or documents enclosed along with this filled in proforma.**

**Name and Signature**

**Place: ………………**

**Date: ……………….**

**Forwarded by**

**Director of School / Head of the Department**

**PART B : ACADEMIC PERFORMACE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS)**

# PROMOTIONS OF UNIVERSITY TEACHERS

*(Please see detailed instructions of this PBAS proforma annexed herewith before filling up this section)*

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITES\*** *(Year Wise Information Required Separately)*

## (i) Lecture, Seminars, Tutorials, Practical’s, Contact Hours (Semester Wise)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.**  **No.** | **Course/ Paper** | **Level** | **Mode of Teaching** | **No. of**  **Classes/per week allotted** | **Total Number of classes conducted** | **Practical** | **% of classes taken as per documented record** |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |

**Lecture (L), Seminars (S), Tutorials (T), Practical (P), Contact Hours (C)**

NOTE : Please include details of primary functions & responsibilities in the University such as: Identification of academic programmes/ Feasibility studies/ management of study centers; Planning, Design and development of curriculum and learning materials in self-instructional material/editing of materials/revision of materials/translation of materials/ format script development/ production of AV materials/ Course writing, Editing, of course material /Design, development and delivery of student support/technology-mediated services Policy, Planning, Development and Execution of academic programmes /contact- cum- counseling classes/Engaging contact-cum-counseling classes of /UG/PG/Research Programme/pre- admission Counselling

## (ii) Preparation and imparting of Knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Course Paper** | **Consulted** | **Prescribed** | **Additional Resources**  **Provided** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

NOTE: Please include details of supplementary responsibilities such as Planning, Development and Execution of policies pertaining to seminars, tutorials, practical training classes and project work/Organisation and conduct of seminars, tutorials, practical training classes and project work pertaining to different programmes Counseling and information services Participation in seminars, tutorials, practical training and project work classes pertaining to various programmes

## (iii) Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject contents

|  |  |
| --- | --- |
| **S. No.** | **Short Description** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

**Please include**: Planning, production and delivery of multimedia learning materials Organization and improving of knowledge through electronic media viz., radio, Audio, Video, T.V., Radio Conferencing and Teleconferencing and on line courses and services Design & Development of learning materials/editing/mixing of AV learning materials. Planning, Development and Delivery of Curriculum, Course assessment and Programme evaluation

## (iv) Examination Duties Assigned and Performed (Invigilation, question paper setting, evaluation/assessment of answer scripts)

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Type of Examination Duties** | **Duties Assigned** | **Extent to which carried out (%)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

**\* Exemption from scoring under Category I, as per UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018 point 6.3 (VII)(i).**

**CATEGORY II: CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

*(Year Wise Information Required Separately)*

**Please mention your contribution to any of the following:**

|  |  |  |  |
| --- | --- | --- | --- |
| **(i) Student related co-curricular, extension and Field based activities (Such as extension work**  **through NSS/NCC and other channels, cultural activities, subject related events, advisement**  **and counseling) (Max. Score 20)** | | | |
| S. No. | Type of Activity | Average Hrs /week | API Score |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| **(ii) Contribution to Corporate Life and Management of the department and institution through participation in academic and administrative committees and responsibilities. (Max. Score 15)** | | | |
| S. No. | Contribution to Corporate Life and  Management of the Institution | Yearly/Semester wise responsibility | API Score |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| **(iii) Professional Development Activities: [Includes participation in seminars, conference, short term, training courses, talks, lectures, membership of associations, dissemination and general activates not covered in category III below] (Max. Score 15)** | | | |
| S. No. | Professional Development Activities | Yearly/Semester wise responsibility | API Score |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| **TOTAL SCORE\*\* (i+ii+iii)** | | |  |

**\*\*Maximum API Score 50 per year**

**CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTION**

***Note:*** *Information is required cumulatively for the completed assessment period.*

**III (A) RESEARCH PAPERS PUBLISHED IN:**

***Published Papers in Journals:***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Title with page no.** | **Journal** | **ISSN/ISBN No.** | **Whether peer reviewed. Impact**  **factor, if any** | **No. of**  **Coauthors** | **Whether you are the main author** | **API**  **Score** |
| ***A(i) Refereed journals (15/publication)*** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| ***A(ii) Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers (10/Publication)*** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| ***A(iii) Conference proceedings as full papers, etc. (Abstracts not to be included)***  ***(10/publication)*** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| **Total API’s Score** | | | | | | |  |

## III (B) RESEARCH PUBLICATIONS (books, chapters in books, other than refereed journal articles)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Title with page no.** | **Book Title, editor & publisher** | **ISSN/**  **ISBN No.** | **Whether peer**  **Reviewed.**  **Impact**  **factor, if any** | **No. of**  **Coauthors** | **Whether you are**  **the main**  **author** | **API Score** |
| **(i) Text or Reference Books published by International Publishers with an Established peer review**  **System *(50/Sole Author; 10/ Chapter in an edited book)*** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| **(ii) Subjects Books by National level publishers/State and Central Govt. Publications with**  **ISBN/ISSN numbers) *(25/sole author; 5/chapter in edited books)*** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| **(iii) Subject Books by other local publishers with ISBN/ISSN numbers**  **(*15/sole author; 3/chapter in edited books)*** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| **(iv) Chapters contributed to edited knowledge based volumes published by international Publishers**  **(*10/chapter)*** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| **(iv) Chapters in knowledge based Volumes by Indian/National Level Publishers with ISBN/ISSN numbers and with numbers of National and International directories *(5/Chapter)*** | | | | | | | |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| **Total Score** | | | | | | |  |

**III (C) RESEARCH PROJECTS AND CONSULTANCIES**

***\*\*For Engineering/Agriculture/Veterinary Science/Sciences/medical Sciences Only***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **S. No.** | | **Title** | **Agency** | **Period** | **Grant/Amount Mobilized (Rs. Lakh)** | **API**  **Score** |
| **(i)**  **Sponsored**  **Projects carried**  **out/ongoing** | *(a) Major Projects amount mobilized with grants above 30.0 Lakh (****20/Each project)*** | | | | | | |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
| *(b) Major projects (Amount mobilized with grants above 5 lakhs up to 30.0 lakhs*  ***(15/Each project)*** | | | | | | |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| *(C) minor projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs* ***(10/Each project)*** | | | | | | |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| **(ii)**  **Consultancy projects carried out/ongoing** | *Amount mobilized with minimum of Rs. 10 lakh* ***(10/ Every Rs. 10.0 Lakh)*** | | | | | | |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| **(iii)**  **Completed projects: Quality**  **Evaluation** | *Completed project Report(Acceptance from funding agency)* ***[20/Each major project and 10/Each Minor Project)*** | | | | | | |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| **(iv)**  **Projects**  **outcome/ outputs** | *Patent/ Technology Transfer/ product/process*  ***(30/Each national level output or Patent/ 50/Each for international level)*** | | | | | | |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |

***\*\*For Faculties of languages/ Arts/ humanities/ Social sciences/library/Physical Education / Management***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **S. No.** | | **Title** | **Agency** | **Period** | **Grant/Amount**  **Mobilized**  **(Rs. Lakh)** | **API**  **Score** |
| **(i)**  **Sponsored**  **Projects carried**  **out/ongoing** | *(a) Major Projects amount mobilized with grants above 5.0 Lakhs (****20/Each project)*** | | | | | | |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
| *(b) Major projects Amount mobilized with grants above 3.00 lakhs up to 5.00 lakhs* ***(15/Each project)*** | | | | | | |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| *(C) minor projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs* ***(10/Each project)*** | | | | | | |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| **(ii)**  **Consultancy projects carried out/ongoing** | *Amount mobilized with minimum of Rs. 2.0 lakh* ***(10/ Every Rs. 2.0 Lakh)*** | | | | | | |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| **(iii)**  **Completed projects: Quality**  **Evaluation** | *Completed project Report (Acceptance by funding agency)* ***[20/Each major project and 10/Each Minor Project)*** | | | | | | |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| **(iv)**  **Projects**  **outcome/ outputs** | *Major policy document of Govt. bodies at Central and State Level* ***(30/Each national level output or Patent/ 50/Each for international level)*** | | | | | | |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |

**III (D) Research Guidance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | | **Number Enrolled** | **Thesis Submitted** | **Degree awarded** | **API**  **Score** |
| ***M.Phil/ME/MTech/LLM/M.Pharma (Degree Awarded only) [3/ Each candidate]*** | | | | | |
|  | |  |  |  |  |
| ***Ph.D.*** |  | ***Ph.D (Degree Awarded) [10/Each Candidate]*** | | |  |
|  |  |  |  |  |
|  | ***Ph.D. (Thesis Submitted) [7/Each Candidate]*** | | |  |
|  |  |  |  |  |

**III (E) [i] TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **S. No.** | **Programme** | **Duration** | **Organized by** | **API Score** |
|  | (i) Refresher Courses, Methodology Workshops, training, teaching-learning Technology Programmes, Soft skills development programmes, Faculty Development programmes  ***(Max. 30 points)*** | | | | |
| a) Not less  than two weeks  duration  ***(20/each)*** |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| b) One-week duration  ***(10/each)*** |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### **III (E) [ii] Papers in Conferences/Seminars/workshops etc.**

### **[iii] Invited Lecturers or presentations for Conferences/Symposia**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **S.**  **No.** | | **Title of the paper presented** | **Title of**  **Conference/**  **Seminar etc.** | **Date(s) of the event** | **Organized by** | **Whether**  **International**  **/National/**  **State** | **API**  **Score** |
|  | **E (ii) Papers in Conferences/Seminars/workshops etc.\*\*** *Participation and Presentation of research papers(oral/poster) in* | | | | | | |  |
| ***a)***  ***International conference***  ***(10/Each)*** |  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
| ***b) National***  ***Conference***  ***(7.5/Each)*** |  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
| ***c) Regional***  ***/State level***  ***(5/each)*** |  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
| ***d) Local***  ***university/ College level***  ***(3/each)*** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **(iii) Invited Lectures or presentations for Conferences/Symposia** | | | | | | | |
| ***International (10/Each)*** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| ***National (5/each)*** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**†** Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) Indexed Journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points

**\*\*** If a paper presented in conference/Seminar is published in the form of proceedings, the points would accrue for the publication (III (A)) and not under presentation (III (E) (ii)

**Notes:**

1. It is incumbent on the co-ordination committee proposed in these Regulations and the university to prepare and publicize within Six months subject-wise lists of journals, Periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.
3. The parameters listed in the table of category-III (Research and Academic contributions) shall have following capping in relation to the **total API score claimed by the candidates**: -

III (A): Research papers (journals, etc.) 30%

III (B): Research publications (Books, etc.) 25%

III (C): Research projects 20%

III (D): Research Guidance 10%

III (E): Training Courses and Conf./seminar, etc. 15%

**IV. SUMMARY OF API SCORES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | Activity | API Score (Year Wise) | | | |  | Total-  Claimed API  Score for  Assessment  Period | Verified API score |
| II | Co-curricular, extension, professional development related activities | **Year** | **Year** | **Year** | **Year** | **Year** |  |  |
|  |  |  |  |  |  |  |
| III | Research and Academic Contributions |  | | | |  |  |  |
| **TOTAL (II+III)** | | | | | | |  |  |

**NOTE: - Exemption from scoring under Category I, as per UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018 point 6.3 (VII)(i).**

**I declare that information provided are true to the best of my knowledge and documentary evidence for each information will be produced as and when required.**

**Signature of the Applicant with date**

**Forwarded by the Head of the Department**

# 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** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

## LIST OF ENCLOSURES

1. **APPENDIX - A**:
2. **APPENDIX - B**:
3. **APPENDIX** - **C:**
4. **APPENDIX** - **D:**
5. **APPENDIX** - **E:**
6. **APPENDIX - F:**

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

Signature of the faculty

Designation:

Place:

Date:

**Signature of HOD**

**Note:** The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the University as necessary and placed before the Screening Cum Evaluation Committee or Selection committee for assessment / verification.

### **ANNEXURE**

**Instructions for filling up Part-B of the Proforma**

* Part-B of the Proforma is based on Appendix-III, Table -1 of the UGC Regulations 2013.
* B(II) is based on Category II of the Table. Detailed information for the complete assessment year is to be provided.
* B(III) is based on Category III of the Table. Detailed information for the entire assessment period is to be provided cumulatively.
* The Proforma is to be filled as per these table and self-assessment score given. For each category, even though several avenues of activities and their API scores are given to provide choice / opportunity to the teacher, maximum limit of scores can be given or carried forward under each category / area is indicated in the Table-1 of the UGC Regulations.
* The self-assessment scores are further to be based on the indicators / activities given below.
* Note. The self-assessment scores are subject to verification by the University / College, and by the Screening Committee cum Verification Committee as the case may be.

**CATEGORY II:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Nature of activity** | **Notes** | **Unit of assessment** | **Score** |
| **Category II** | **Co-Curricular Extension And Professional Development Related activities** | | | |
| 1A | Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counseling etc.) | Evidence to be provided. Scores to be finalized by the screening committee | Outstanding =10  Very Good = 7  Good = 5  Average = 3  Modest = 1 |  |
| 1B | Other Co-Curricular activities (Cultural, sports, NSS, NCC  etc.) | Evidence to be provided. Scores to be finalized by the screening committee | Outstanding =10  Very Good = 7  Good = 5  Average = 3  Modest = 1 |  |
| 1C | Extension and dissemination  activities (public lectures, talks seminars, popular writings not covered under III) | Evidence to be provided. Scores to be finalized by the screening committee | Outstanding =10  Very Good = 7  Good = 5  Average = 3  Modest = 1 |  |
|  | **Sub-total 1** | | |  |
| 2A | Administrative responsibility  (including Dean, principal,  Chairperson, Convener, Teacher in-charge or similar duties that require regular office hours for its discharge) | Actual Hours spent | Hours Per Academic Year |  |
| 2B | Participation in Board of studies, Academic and Administrative Committees | Actual Hours Spent | Hours Per Academic Year |  |
|  | **Sub-total 2** | **Score = Hours/10**  **(max Score = 30)** |  |  |
| 3 | Overall contribution to the collective/corporate life of the institution (including 1,2 and any other contribution | Evidence to be provided. Scores to be finalized by the screening committee | Outstanding =10  Very Good = 7  Good = 5  Average = 3  Modest = 1 |  |
|  | **GRAND TOTAL (1 to 3) (out of 70)** | |  |  |

Director/Head of the Institute/School

## FORMAT FOR SUMMARY TO BE FILLED BY THE CANDIDATE (Stage I to II)

|  |
| --- |
|  |

Name of Candidate

|  |
| --- |
|  |

School/Department/Institute

|  |
| --- |
|  |

1. Date of joining with AGP 6000/- with **Stage 1**

|  |
| --- |
|  |

* 1. Whether PhD awarded:

If yes date of award:

|  |
| --- |
|  |

* 1. Whether M.Phil/M.Tech/L.L.M/ME/M.Pharma

If yes date of award:

|  |
| --- |
|  |

* 1. Whether without PhD/M.Phil/M.Tech etc.

|  |
| --- |
|  |

1. Date of eligibility of promotion to **Stage 2**

|  |
| --- |
|  |

1. Orientation program attended If yes Dates:

|  |
| --- |
|  |

1. One Refresher/Workshop/FDP program attended

If yes Dates:

**Academic Performance Index (Assessment period: ------------------------to-------------------------------**

|  |
| --- |
|  |

Category II:

|  |
| --- |
|  |

Category III:

|  |
| --- |
|  |

Category II + III: (Minimum 40 / assessment period):

|  |
| --- |
|  |

Name and Signatures of the candidate

Remark of Screening-cum-Evaluation Committee:

|  |  |
| --- | --- |
| Recommended | Not Recommended |
|  |  |
| Date of Eligibility |

( ) ( ) ( )

## FORMAT FOR SUMMARY TO BE FILLED BY THE CANDIDATE (Stage II to III)

|  |
| --- |
|  |

Name of Candidate

|  |
| --- |
|  |

School/Department/Institute

|  |
| --- |
|  |

1. Date of joining with AGP 7000/- with **Stage 2**

|  |
| --- |
|  |

1. Date of eligibility of promotion to **Stage 3**

|  |
| --- |
|  |

1. One Refresher/Workshop/FDP program attended

If yes Dates:

**Academic Performance Index (Assessment period: ----------------------------to--------------------------------**

|  |
| --- |
|  |

Category II:

|  |
| --- |
|  |

Category III:

|  |
| --- |
|  |

Category II + III: (Minimum 100 / assessment period):

|  |
| --- |
|  |

Name and Signatures of the candidate

Remark of Screening-cum-Evaluation Committee:

|  |  |
| --- | --- |
| Recommended | Not Recommended |
|  |  |
| Date of Eligibility |

( ) ( ) ( )

## FORMAT FOR SUMMARY TO BE FILLED BY THE CANDIDATE (Stage III to IV)

|  |
| --- |
|  |

Name of Candidate

|  |
| --- |
|  |

School/Department/Institute

|  |
| --- |
|  |

1. Date of joining with AGP 8000/- with **Stage 3**

|  |
| --- |
|  |

1. Date of eligibility of promotion to **Reader Stage 4**

|  |
| --- |
|  |

1. One Refresher/Workshop/FDP program

(minimum one week) attended If Yes Dates:

|  |
| --- |
|  |

1. Three Publications in Entire Period as Assistant Professor

(Yes or No)

**Academic Performance Index (Assessment period: ----------------------------to--------------------------------**

|  |
| --- |
|  |

Category II:

|  |
| --- |
|  |

Category III:

|  |
| --- |
|  |

Category II + III: (Minimum 90 / assessment period):

|  |
| --- |
|  |

Name and Signatures of the candidate

Remark of Screening-cum-Evaluation Committee:

|  |  |
| --- | --- |
| Recommended | Not Recommended |
|  |  |
| Date of Eligibility |

( ) ( ) ( )

## FORMAT FOR SUMMARY TO BE FILLED BY THE CANDIDATE (Stage IV to V)

|  |
| --- |
|  |

Name of Candidate

|  |
| --- |
|  |

School/Department/Institute

|  |
| --- |
|  |

1. Date of joining with AGP 9000/- with **Stage 4**

|  |
| --- |
|  |

1. Date of eligibility of promotion to **Professor Stage 5**

|  |
| --- |
|  |

1. Whether PhD awarded:

If yes Date of Award:

|  |
| --- |
|  |

1. Five publications in **Stage 3** and **Stage 4** taken

together (yes/no)

**Academic Performance Index (Assessment period: ----------------------------to--------------------------------**

|  |
| --- |
|  |

Category II:

|  |
| --- |
|  |

Category III:

|  |
| --- |
|  |

Category II + III: (Minimum 120 / assessment period):

|  |
| --- |
|  |

Name and Signatures of the candidate

Remark of Screening-cum-Evaluation Committee:

|  |  |
| --- | --- |
| Recommended | Not Recommended |
|  |  |
| Date of Eligibility |

( ) ( ) ( )