

**PLEASE NOTE: During filling up of the proforma, use TAB key to move from one item to the next; never use ENTER key.
Paper size: A4; Orientation: Landscape; Print: Fit to page.**

NECESSARY INFORMATION (PBAS Proforma for Promotion under CAS)

1) Assessment API

- (a) Assessment API for Less than 1 Year: The PBAS based on the API scores will be assessed for 1 year only with the minimum API scores. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2014, API scores for one year will only be required for assessment.
- (b) Assessment API for 2 years: The PBAS based on the API scores will be assessed for 2 years only with the minimum API scales. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2015, API scores for 2 years will only be required for assessment.
- (c) Assessment for full duration: The PBAS on API score will be required for assessment only with the minimum API scores category wise as mentioned in the Appendix Table.
- (d) **FIP holders** shall have to produce an authentic certificate from appropriate authority certifying the candidates' uninterrupted and satisfactory progress of work for which he/she has been duly engaged. In case the candidate avails earned leave/maternity leave/study leave/any other leave during the period of assessment, he/she shall have to produce necessary orders etc. from appropriate authority duly countersigned by the Principal to get the benefit of API score for the period in leave. **The PBAS proforma for promotion under CAS must be filled up by the college teachers/librarians in every year. The authority will verify and finalize the API scores and will keep it ready for DPC, in due time.**

2) Duration for Promotion:

From stage 1 to stage 2

- i) 4 years with PhD / 5 years with MPhil Degree / 6 years regular service without PhD/MPhil. (PhD/MPhil awarded as per UGC guidelines)
- ii) Teachers may score 10 points from either category I or category II to achieve the minimum score required under category I + II.
- iv) There must be a screening Committee for assessment of the API points in each Colleges as per UGC guideline.
- v) One OC and One RC/ Research methodology Course of 2/3 weeks duration without PhD and with PhD one OC.

From stage 2 to stage 3

- i) 5 years. ii) There must be a screening committee for assessment of the API points in each colleges as per UGC guidelines.
- iii) One Course/ Program from among the categories of Refresher Course, methodology workshops, Training- Learning Evaluation Programs, soft skills Development programs and faculty Development programs of 2/3 week duration.

From stage 3 to stage 4

- i) 3 years. ii) There must be a selection committee for final assessment of the marks for consideration for CAS promotion out of which the candidate must have obtained 50% of marks in the expert assessment, if, however on final assessment candidate do not either fulfill the minimum criteria under Rows III and IV of Table (A) and II (B) or obtain less than 50% in the expert assessment, they will be reassessed only after a min. period of one year.
- iii) One Course/Program from among the category methodology workshops, training, teaching-learning evaluation technology programs, soft skills development programs and faculty development programs of 1- week duration.
- iv) At least 3 publication in the entire period as Assistant Professor. However in the case of College teachers and exemption of 1 publication will be given to MPhil holders and an exemption of 2 publications will be given to PhD holder.
- v) Total marks = 100 :
I) 20% - Contribution to research. II) 60% - Assessment of domain knowledge and teaching practices. III) 20% - Interview performance.

PBAS Proforma for Promotion under CAS

Name of the Institution:

Submitted by:-

Name:

Present Designation:

Department:

Date of Submission:

Signature with date:

Name of the Institution:

PBAS Proforma for Promotion under CAS

PART: A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

01. Name (in BLOCK Letters) : _____
02. Father's Name/Mother's Name : _____
03. Department : _____
04. Educational Qualification : _____
05. Current Designation and Academic Grade Pay : _____ AGP = **Rs.** _____
06. Date of last Promotion : _____
07. Which position and AGP are you an applicant under CAS? : _____
08. Date of eligibility for promotion : _____
09. Date and Place of Birth : _____ Place of Birth: _____
10. Sex : _____
11. Marital status : _____
12. Nationality : Indian
13. Indicate whether belongs to SC/ST/OBC category : _____

14. Address for correspondence:-

15. Permanent Address:-

- Ward No., House No. : _____
- Road / Lane : _____
- Town / Village : _____
- P.S. : _____
- P.O. : _____
- District : _____
- PIN : _____

Telephone No. / Mobile No. : _____

Email ID : _____

16. Academic Qualifications:- (HSLC till Post Graduation)

Examinations	Name of the Board / University	Year of Passing	Division/ Class/Grade	Subject/s
HSLC				
Intermediate (10 + 2)				
B.A. / B.Sc. / B.Com. / B.Mus. / Others				
M.A. / M.Sc. / M.Com. / M.Mus. / Others				

17. Research Degree(s):-

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

18. Appointments held prior to joining this institution:-

Designation	Name of Employer	Date of		Scale of Pay with AGP	Reason of leaving
		Joining	Leaving		

19. Posts held after appointment at this Institution:-

Designation	Department	Date of actual Joining		Scale of Pay with AGP
		From	To	

20. Period of teaching experience:- P.G. Classes (in years) : _____

U.G. Classes (in years) : _____

21. Research Experience excluding years spent in M.Phil. / Ph.D. (in years) : _____

22. Fields of Specialisation under the Subject / Discipline (if any) :-

a.

b.

23. Academic Staff College: Orientation Programme (OP) / Refresher Course (RC) / Summer School (SSS) / any other course attended:-

Name of the Course / School [OP/RC/SSS/others]	Place [Academic Staff College (ASC)]	Duration			Sponsoring Agency
		From	-	To	
			to		
			to		
			to		
			to		
			to		
			to		

PART: B : ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY: I

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (From to)

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours: (give semester-wise details, where necessary)

Sl. No.	Course / Paper	Level (UG / PG)	Mode of teaching*	Hours per week		% of classes / practicals taken as per documented record
				allotted	taken	
01.						%
02.						%
03.						%
04.						%
05.						%
06.						%
07.						%
08.						%
09.						%
10.						%
11.						%
12.						%
13.						%
14.						%
15.						%
				TOTAL =		%

*Lecture (L), Seminar (S), Tutorial (T), Practicals (P), Contact Hours (C)

Sl. No.		API Score
(a)	Classes Taken (max 50 for 100 % performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score: 10)	
TOTAL of Category: I / Item No. (i) =		

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students:-

Sl. No.	Course / Paper	Level (UG / PG)	Consulted	Prescribed	Additional Resource provided
01.					
02.					
03.					
04.					
05.					
06.					
07.					
08.					
09.					
10.					
11.					
12.					
13.					
14.					
15.					
API Score based on Preparation and imparting of knowledge / instruction as per curriculum and syllabus enrichment by providing additional resources to Students (max. score: 20)			API Score of Category: I / Item No. (ii) =		

Use additional sheet/s wherever necessary

- (iii) Use of Participatory and Innovative Teaching-Learning Methodologies / Audio-Visual Teaching Aid, Updating of Subject Content, Course Improvement etc.

Sl. No.	Short Description	API Score
01.		
02.		
03.		
API Score for Category: I / Item No. (iii) (Max. Score = 20)		Total API Score of Category: I / Item No. (iii) =

- (iv) Examination Duties Assigned and Performed

Sl. No.	Type of Examination Duties	Duties Assigned	Duties carried out	Extent to which carried out (%)	API Score
01.				%	
02.				%	
03.				%	
04.				%	
05.				%	
06.				%	
API Score for Category: I / Item No. (iv) (Max. Score = 25)		Total API Score of Category: I / Item No. (iv) =			

Certificate from the Head of the Department

This is to certify that _____ Assistant / Associate Professor of _____ attended all the allotted classes. He / She gives regular instructions as per

Curriculum with the prescribed material, syllabus enrichment by providing additional resources to the student. He / She carried out Semester / Annual Examination work as per duties allotted.

Signature of HOD:

Department: _____

CATEGORY: II**CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (From to)**

Sl. No.	Type of Activity (i) Extension, Co-curricular & field based Activities	Average hours / week	API Score
01.			
02.			
03.			
04.			
API Score for Category: II / Item No. (i) (Max. Score = 20)		Total API Score of Category: II / Item No. (i) =	

Sl. No.	Type of Activity (ii) Contribution to Corporate Life and Management of the Institution	Yearly / Sem.-wise responsibilities	API Score
01.			
02.			
03.			
04.			
API Score for Category: II / Item No. (ii) (Max. Score = 15)		Total API Score of Category: II / Item No. (ii) =	

Sl. No.	Type of Activity (ii) Professional Development Activities	Yearly / Sem.-wise responsibilities	API Score
01.			
02.			
03.			
04.			
API Score for Category: II / Item No. (iii) (Max. Score = 15)		Total API Score of Category: II / Item No. (iii) =	

API Score for Category: II (i + ii + iii) (Max. Score = 25)		Total API Score of Category: II (i + ii + iii) =	
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CATEGORY: III

RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS (From to)

A. Published Papers in Journals

Sl. No.	Title with page nos.	Journal	ISSN / ISBN	Whether Peer Reviewed	Impact Factor, if any	Number/s of co-author/s	Whether you are the main author	API Score
01.								
02.								
03.								
04.								
05.								
06.								
Total API Score of Category: III / Item No. A =								

Use additional sheet/s wherever necessary

B. (i) Articles / Chapters Published in Books

Sl. No.	Title with page nos.	Book Title, editor and publisher	ISSN / ISBN	Whether Peer Reviewed	Impact Factor, if any	Number/s of co-author/s	Whether you are the main author	API Score
01.								
02.								
03.								
04.								
05.								
06.								
Total API Score of Category: III / Item No. B (i) =								

Use additional sheet/s wherever necessary

B. (ii) Full Papers in Conference Proceedings

Sl. No.	Title with page nos.	Details of Conference Publication	ISSN / ISBN	Whether Peer Reviewed	Impact Factor, if any	Number/s of co-author/s	Whether you are the main author	API Score
01.								
02.								
03.								
04.								
05.								
06.								
Total API Score of Category: III / Item No. B (ii) =								

Use additional sheet/s wherever necessary

B. (iii) Books Published as SINGLE AUTHOR or as EDITOR

Sl. No.	Title with page nos.	Type of Book and Authorship	Publisher and ISSN / ISBN	Whether Peer Reviewed	Impact Factor, if any	Number/s of co-author/s	Whether you are the main author	API Score
01.								
02.								
03.								
04.								
05.								
06.								
Total API Score of Category: III / Item No. B (iii) =								
Total API Score of Category: III / Item Nos. [A + B. (i) + B. (ii) + B. (iii)] =								

Use additional sheet/s wherever necessary

C. Ongoing and Completed Research Projects and Consultancies

C. (i and ii) Ongoing Projects / Consultancies						
Sl. No.	Title	Agency	Period		Grant / Amount Mobilized (Rs lakh)	API Score
			From	To		
01.						
02.						
03.						
Total API Score of Category: III / Item No. C. (i and ii) =						
C. (iii and iv) Completed Projects / Consultancies						
Sl. No.	Title	Agency	Period		Grant / Amount Mobilized (Rs lakh)	API Score
			From	To		
01.						
Mention whether policy document / patent as outcome for the above completed Projects / Consultancies:						
02.						
Mention whether policy document / patent as outcome for the above completed Projects / Consultancies:						
03.						
Mention whether policy document / patent as outcome for the above completed Projects / Consultancies:						
Total API Score of Category: III / Item No. C. (iii and iv) =						
Total API Score of Category: III / Item Nos. [C. (i and ii) + C. (iii and iv)] =						

D. Research Guidance

Sl. No.	Degree	Number Enrolled	Thesis Submitted	Degree awarded	API Score
01.	M Phil or equivalent				
02.	PhD or equivalent				
Total API Score of Category: III / Item No. D =					

**E. (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes
(not less than one week duration)**

Sl. No.	Programme	Duration	Organised by	API Score
01.				
02.				
03.				
04.				
05.				
06.				
Total API Score of Category: III / Item No. E. (i) =				

E. (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

Sl. No.	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether international /national/ state /regional /college or university level	API Score
01.					
02.					
03.					
04.					
05.					
06.					
Total API Score of Category: III / Item No. E. (ii) =					

E. (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

Sl. No.	Title of Lecture/Academic Session	Title of Conference / Seminar	Organised by	Whether international /national	API Score
01.					
02.					
03.					
Total API Score of Category: III / Item No. E. (iii) =					

Total API Score of Category: III / Item Nos. [E. i + E. ii + E. iii] =					
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Use additional sheet/s wherever necessary

E. (iv) : SUMMARY OF API SCORES

Sl. No.	Category / Criteria	Last Academic Year	Total API Score for Assessment Period		Annual Average API Score for Assessment Period
(i)	CATEGORY: I : Teaching, Learning and Evaluation Related Activities		Item No. (i)		
			Item No. (ii)		
			Item No. (iii)		
			Item No. (iv)		
			CATEGORY: I: Total		
(ii)	CATEGORY: II : Co-curricular, Extension, Professional Development Related Activities etc.		Item No. (i)		
			Item No. (ii)		
			Item No. (iii)		
			CATEGORY: II: Total		
Total of Categories: I + II =					
(iii)	CATEGORY: III : Research, Publications and Academic Contributions		Item No. A.		
			Item No. B.(i)		
			Item No. B.(ii)		
			Item No. B.(iii)		
			Item No. C. (i and ii)		
			Item No. C. (iii and iv)		
			Item No. D.		
			Item No. E. (i)		
			Item No. E. (ii)		
			Item No. E. (iii)		
Total of Category: III =					
Total of Categories: (I + II + III) =					

PART C: OTHER RELEVANT INFORMATION

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

Sl. No. / Details (Mention Year, value etc. where relevant)

- 01.
- 02.
- 03.
- 04.
- 05.
- 06.
- 07.
- 08.
- 09.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Use additional sheet/s wherever necessary

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

Sl. No. / Brief details of certificates/orders/papers etc.

- 01.
- 02.
- 03.
- 04.
- 05.
- 06.
- 07.
- 08.
- 09.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Use additional sheet/s wherever necessary

Declaration by the incumbent:-

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

Signature of the Faculty:

Name:

Designation:

Place:

Date:

Report of

Principal of the College and Convener, IQAC:-

All the documents submitted by _____,
Assistant / Associate Professor of the College
are verified and found authentic. The API Score mentioned above are correct.

**Signature of the
Principal:**

**Signature of the
Convener, IQAC:**

Name of the College:

Name of the College:

Place:

Place:

Date:

Date:

N.B.: The individual PBAS proforma for CAS promotion duly filled along with all enclosures, will be duly verified by the DPC and shall be placed before the Screening cum Evaluation Committee or Selection Committee for Promotion.