



**PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR PROMOTION
UNDER CAREER ADVANCEMENT SCHEME (CAS) AS PER UGC
REGULATIONS 2018**

APPLICATION OF PROMOTION FROM _____ TO _____ LEVEL

(To be submitted in 10 sets along with all enclosures)

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND:

01.	Name (in Block letters)	:	
02.	Name of Mother	:	
03.	Name of Father	:	
04.	Department	:	
05.	Current Designation & Grade Pay/Level	:	
06.	Date of last Promotion (enclose copy)	:	
07.	For which position and Level are you an applicant under CAS?	:	
08.	Date of eligibility for promotion – on or after 18/07/2018	:	
09.	Date and Place of Birth	:	
10.	Sex	:	
11.	Marital status	:	
	Name of Spouse	:	
12.	Nationality	:	

13.	Indicate whether you belong : to SC/ST/OBC category with Sub-caste :
14.	Address (in Block letters)

a. For Communication	Mr. /Ms. /Dr.PINCODE: Telephone No. with STD Code: Mobile No: E-mail:
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b. Permanent	Mr. /Ms. /Dr.PINCODE: Telephone No. with STD Code: Mobile No: E-mail:
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15. Academic Qualifications (Starting from Graduation) :

Degree	Name of the University	Year of Passing	% of marks / CGPA	Division/ Class/ Grade	Subject(s)

16. Research Degree(s):

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

17. Appointments held prior to joining this Institution:

Designation	Name of Employer	Date of		Pay with Grade	Reason for leaving
		Joining	Leaving		

18. Posts held after appointment at this Institution:

Designation	Department	Date of actual joining		Grade / Pay band with AGP/Level
		From	To	

19. Teaching Experience: # P.G.:_____Years; U.G.:_____Years

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

21. Fields of Specialization under the Subject / Discipline:

(a)

(b)

22. Academic Staff College Orientation /Refresher Course attended:

Name of the Course/Summer School	Organizer, Place	Duration		Sponsoring Agency
		From	To	

**PART B: GRADING AND ACADEMIC PERFORMANCE INDICATORS UNDER
ASSESSMENT CRITERIA AND PERFORMANCE PROFORMA**

(Please see Table 1 of Appendix II of the UGC Regulation, 2018)

TABLE 1.1: TEACHING

1. FOR ACADEMIC YEAR *

Sl. No.	Academic Year	Semester	Course / Paper	Mode of teaching	No. of hours allotted per semester	Actual hours taken per semester	% of classes taken	Grading (for office use only)
	Year 1	Odd Sem						
		Even Sem						
	Year 2	Odd Sem						
		Even Sem						
	Year 3	Odd Sem						
		Even Sem						
	Year 4	Odd Sem						
		Even Sem						
	Year 5	Odd Sem						
		Even Sem						
	Year 6	Odd Sem						
		Even Sem						

*Certificate from the chairman should be enclosed

TABLE I.2: INVOLVEMENT IN UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES / RESEARCH ACTIVITIES

- a) **Administrative responsibility (including as Dean/Principal/Chairperson / Convener/ Teacher-in-charge/ Seminar other duties that require regular office hrs for its discharge)**

Sl. No.	Nature of Responsibility	Duration	
		From	To

- b) **Examination duties assigned and performed**

Sl. No.	Type of examination duties	Month/Year	Duties Performed

- c) **Student related co-curricular, extension and field-based activities, such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services**

Sl. No.	Nature of Responsibility	Duration		Activities
		From	To	

- d) **Organizing seminars / conferences / workshops, other University activities**

Sl. No.	Name of the Event	Duration		Responsibility carried out
		From	To	

- e) **Evidence of actively involved in guiding PhD students**

Sl. No.		Number Enrolled	Thesis Submitted	Degree awarded
	M. Phil.			
	Ph. D.			

- f) **Conducting minor or major research projects sponsored by national and international agencies**

Sl. No.	Title	Funding Agency	Period		Grant/Amount Mobilized (Rs. in lakhs)
			From	To	

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

g) Atleast one single/joint publication in peer reviewed or UGC list of journals

Sl. No.	Title, Journal with Volume, Year and Page nos.	ISSN / ISBN No	Whether you are the sole / first author or corresponding author?	No. of co-authors

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

TABLE 2: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

1. i) RESEARCH PAPERS PUBLISHED IN UGC LISTED JOURNALS*:

Sl. No.	Title, Journal with Volume, Year and Page nos.	ISSN / ISBN No	Whether refereed?	Impact Factor, if any, as per Thompson Reuters	Whether you are the sole / first author or corresponding author?	No. of co-authors	API Score Claimed *	API Score Awarded (For office use only)
TOTAL								

1. ii) RESEARCH PAPERS PUBLISHED IN PEER-REVIEWED JOURNALS NOT LISTED in UGC*:

Sl. No.	Title, Journal with Volume, Year and Page nos.	ISSN / ISBN No	Whether refereed ?	Impact Factor, if any, as per Thompson Reuters	Whether you are the sole/ first/corresponding author?	No. of co-authors	API Score Claimed *	API Score Awarded (For office use only)
TOTAL								

*8 per paper – Sciences

10 per paper – Languages, Humanities, Arts, Social Sciences, Library, Education, Physical Education, Commerce and other related disciplines

In addition, the Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per **Thomson Reuters list**):

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points

(a) **Two authors:** 70% of total value of publication for each author.

(b) **More than two authors:** 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

2. PUBLICATIONS (OTHER THAN RESEARCH PAPERS)

a) BOOKS / BOOK CHAPTERS/EDITED BOOKS AUTHORED WHICH ARE PUBLISHED BY INTERNATIONAL / NATIONAL PUBLISHERS, WITH ISBN/ISSN NUMBER AS APPROVED BY THE UNIVERSITY AND POSTED ON ITS WEBSITE.

i) BOOKS*

Sl. No.	Title of the Book	Name of the Publisher	Whether National OR International	Place & Year of publication	ISBN No.	Name of the Editor(s)	Whether you are the sole / first author	No. of co-authors	API Score Claimed*	API Score Awarded (For office use only)
TOTAL										

*12 per Book for single author (International Publisher); 10 per Book for single author (National Publisher)

ii) BOOK CHAPTERS in EDITED BOOKS

Sl. No.	Chapter Title with page nos.	Book Title	ISSN / ISBN No.	Editor, Publisher, year	Whether you are the sole / first author	No. of co-authors	API Score Claimed*	API Score Awarded (For office use only)
TOTAL								

*5 per Chapter for single author

iii) EDITED BOOKS

Sl. No.	Title	Publisher & year of publication	ISSN / ISBN No.	Whether peer reviewed?	Whether you are the sole / first Editor	No. of co-editors	API Score Claimed*	API Score Awarded (For office use only)
TOTAL								

*10 per Book for single Editor (International Publisher); 8 per Book for single Editor (National Publisher)

b) TRANSLATION WORKS IN INDIAN AND FOREIGN LANGUAGES BY QUALIFIED FACULTIES.

i) CHAPTER OR RESEARCH PAPER

Sl. No.	Title with page nos.	Book Title, editor, publisher & year	ISSN / ISBN No.	Whether peer reviewed?	Whether you are the sole / first author or corresponding author?	No. of co-authors	API Score Claimed*	API Score Awarded (For office use only)
TOTAL								

*03 per Chapter; 08 per Book

ii) BOOK

Sl. No.	Title with page nos.	Book Title, editor, publisher & year	ISSN / ISBN No.	Whether peer reviewed?	Whether you are the sole / first author or corresponding author?	No. of co-authors	API Score Claimed*	API Score Awarded (For office use only)
TOTAL								

3. CREATION OF ICT MEDIATED TEACHING LEARNING PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA

a) DEVELOPMENT OF INNOVATIVE PEDAGOGY

Sl. No.	Name of Innovative Pedagogy Developed	Subject	Theory/Practical	API Score Claimed*	API Score Awarded (For office use only)
TOTAL					

** 05 for each*

b) DESIGN OF NEW CURRICULA AND COURSES

Sl. No.	Name of New Curricula and Course	Level	Theory/Practical	No. of Credits.	API Score Claimed*	API Score Awarded (For office use only)
TOTAL						

**02 per curricula/course*

c) MOOCs

i) Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)

Sl. No.	Name of MOOCs Course	No. of Quadrants/Credits	Duration of Course	No. of module/lecture taken	Organizing Institute	API Score Claimed*	API Score Awarded (For office use only)
TOTAL							

**20 for each*

ii) MOOCs (developed in 4 quadrant) per module/lecture

Sl. No.	Name of MOOCs Course	No. of Quadrants/Credits	Duration of Course	No. of module/lecture taken	Organizing Institute	API Score Claimed*	API Score Awarded (For office use only)
TOTAL							

**05 for each*

iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

Sl. No.	Name of MOOCs Course	No. of Quadrants/Credits	Duration of Course	No. of module/lecture taken	Organizing Institute	API Score Claimed*	API Score Awarded (For office use only)
TOTAL							

**02 for each*

iv) Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)

Sl. No.	Name of MOOCs Course	No. of Quadrants/Credits	Duration of Course	No. of module/lecture taken	Organizing Institute	API Score Claimed*	API Score Awarded (For office use only)
TOTAL							

**08 for each*

d) E-CONTENT

i) Development of e-Content in 4 quadrants for a complete course/e-book

Sl. No.	Name of the Module	No. of Quadrants/Credits	Duration of Course	No. of module/lecture taken	Organizing Institute	API Score Claimed*	API Score Awarded (For office use only)
TOTAL							

**12 for each*

ii) e-Content (developed in 4 quadrants) per module

Sl. No.	Name of the Module	No. of Quadrants/Credits	Duration of Course	No. of module/lecture taken	Organizing Institute	API Score Claimed*	API Score Awarded (For office use only)
TOTAL							

**05 for each*

iii) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

Sl. No.	Name of the Module	No. of Quadrants/Credits	Duration of Course	No. of module/lecture taken	Organizing Institute	API Score Claimed*	API Score Awarded (For office use only)
TOTAL							

**02 for each*

iv) Editor of e-content for complete course/ paper /e-book

Sl. No.	Name of the Module	No. of Quadrants/Credits	Duration of Course	No. of module/lecture taken	Organizing Institute	API Score Claimed*	API Score Awarded (For office use only)
TOTAL							

**10 for each*

4. a) RESEARCH GUIDANCE:

	Awarded (No.)	Thesis Submitted (No.)	Are you Supervisor/Guide or Joint Supervisor / Co-guide	API Score Claimed*	API Score Awarded (For office use only)
PhD					
M. Phil					
P.G. Dissertation					
TOTAL					

- **PhD** - 10 per degree awarded; 05 per thesis submission
- **M.Phil.** -02 per degree awarded
- **P.G. Dissertation** - 02 per degree awarded

Note: For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

b) RESEARCH PROJECTS COMPLETED:

i) More than 10 lakhs

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. in lakhs)	API Score Claimed*	API Score Awarded (For office use only)
TOTAL						

** 10 per Project*

ii) Less than 10 lakhs

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. in lakhs)	API Score Claimed*	API Score Awarded (For office use only)
TOTAL						

** 05 per Project*

c) RESEARCH PROJECTS ONGOING *:

i) More than 10 lakhs

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. in lakhs)	API Score Claimed*	API Score Awarded (For office use only)
TOTAL						

** 05 per Project*

ii) Less than 10 lakhs

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. in lakhs)	API Score Claimed*	API Score Awarded (For office use only)
TOTAL						

** 02 per Project*

d) Consultancy

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. In lakhs)	Whether policy document/ Patent as outcome?	API Score Claimed*	API Score Awarded (For office use only)
TOTAL							

**03 per consultancy*

5. a) Patents

i) International/National Patents

Sl. No.	Title	Patent Number	National/International	Agency	Year of Award	API Score Claimed*	API Score Awarded (For office use only)
TOTAL							

**10 for International; 07 for National*

- b) ****Policy document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central / State Govt.**

Sl. No.	Title	Agency	Whether National / International / State	Grant/ Amount Mobilized (Rs. In lakhs)	Whether policy document/ Patent as outcome?	API Score Claimed*	API Score Awarded (For office use only)
TOTAL							

** 10 for each International / 07 for National/Central Govt / 04 for State Govt.*

C) Awards/Fellowship

i) Fellowships/ Awards:

	Title of Fellowship / Award	Academic body/ Association/Agency	API Score Claimed*	API Score Awarded (For office use only)
International (07)				
National (05)				
TOTAL				

6. **Invited lectures / Resource Person / Paper presentations in Seminars/Conferences/Full paper in Conference Proceedings*

i) Invited Lectures:

Title of lecture	Title of Seminar / Conference	Whether International (Abroad) / International (within India) / National / State / University level	Place and Date	API Score Claimed*	API Score Awarded (For office use only)
TOTAL					

**International (Abroad) - 7*

International (within India) - 5

National - 3

State / University-level - 2

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- **For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period

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)

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 with
Designation

Signature of Principal/
Chairperson

Place & Date:

N.B: The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university/college as necessary and placed before the screening cum Evaluation Committee or Selection Committee for assessment/verification.