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**P**roforma for Performance Based Appraisal System (PBAS) for

Promotion under CAS 2010

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):

2. Father’s Name/Mother’s Name:

3. Date and Place of Birth:

4. Sex:

5. Marital Status:

6. Nationality:

7. Department:

8. Current Designation and Pay Band with Academic Grade Pay:

9. Date of Last Appointment/Promotion:

10. Position and Academic Grade Pay for which you are an applicant under CAS 2010:

11. Date of eligibility for promotion under CAS 2010:

12. Category (SC/ST/OBC/PwD/General):

13. Address for Correspondence (with Pin Code):

Telephone No.:

Mobile No.:

E-mail:

14. Permanent Address (with Pin Code), in case different from Sl.No. 13:

Telephone No. (with STD Code):

15. Academic Qualifications:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Examination | Name of Exam | University | Year of Passing | Percentage of Marks obtained | Division/Class/  Grade | Main Subjects |
| Graduation |  |  |  |  |  |  |
| Post-Graduation |  |  |  |  |  |  |
| Other Examinations, if any |  |  |  |  |  |  |

16. Research Degree (s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degrees | Name of the University | Title of dissertation/thesis | Date of submission | Date of award |
| M.Phil. |  |  |  |  |
| Ph.D/D.Phil. |  |  |  |  |
| D.Sc./D.Lit. |  |  |  |  |

17. Appointments including Post-doctoral positions such as Research Associate, Research Scientist etc. held prior to joining this College as a faculty member:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Designation | Name of the Employer | Date of | | Pay Band with Grade Pay | Reasons for Leaving |
| Joining | Leaving |
|  |  |  |  |  |  |  |
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18. Posts held since joining this institution:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Designation | Department | Duration | | Pay Scales/Pay Band with Grade Pay |
| From | To |
|  |  |  |  | |  |
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19. Period of teaching experience:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the Institution | Position held with pay scale/Pay Band with Grade Pay | Only Ad-hoc/ Temporary/  Permanent | From | To | Total Experience  (as on ………………) | | |
| Years | Months | Days |
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20. Total period of teaching experience:

P.G. Classes (in years):

U.G. Classes (in years):

21. Courses taught at various levels (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

22. Total duration of Research Experience excluding the period spent in acquiring M.Phil/Ph.D.

23. Field of Specialization under the Subject/Discipline:

a)

b)

24. Academic Staff College Orientation/Refresher Course attended:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Course | Place | Duration | Sponsoring Agency |
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PART-B: ACADEMIC PERFORMANCE INDICATORS (API)

(Please refer to “Detailed Guidelines” for completing Part B)

CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Minimum API score required: 75/year)

(i) Details of Lectures, Tutorials, Practicals, Contact hours Undertaken

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Year | Course/  paper | Level  (PG/UG) | Teaching Mode | Lectures/  Tutorials/Practicals | | % of allotted classes undertaken | API Score |
| Allotted | Undertaken |
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| --- | --- |
| Total API Score (maximum 60 points/year) |  |

(ii) Preparation and imparting knowledge/instruction as per curriculum, syllabus enrichment by

providing additional resources to students.

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| --- | --- | --- | --- | --- |
| S.No. S.No. | Course/Paper | Material Consulted | Additional Resources provided | |
|  |  |  |  | |
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|  |  |  |  | |
| Total API Score (maximum 20 points/year) | | | |  |

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

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| --- | --- | --- | --- | --- |
| S.No. | Year | Brief Description | API Score | |
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| Total API Score (maximum 20 points/year) | | | |  |

(iv) Examination-related Duties Assigned and Performed

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| --- | --- | --- | --- | --- | --- |
| S.No. | Year | Nature of examination related work | Assigned number of days | Actual number of days performed | API Score |
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| Total API Score (maximum 25 points/year) | | |  | | |

TOTAL API SCORE UNDER CATEGORY-I:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| API (i) | API (ii) | API (iii) | API (iv) | Total API Score (CATEGORY-I) |
|  |  |  |  |  |

(Please attach supporting documents wherever required)

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

Please mention your contribution to any of the following (Minimum API score required is 15):

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Year | Type of Activities performed | API score |
| (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). | | | |
|  |  |  |  |
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| Total API Score (maximum 20 points/year) | | |  |
| (ii) Contribution to corporate life and management of the department and institution through  participation in academic and administrative committees and responsibilities. | | | |
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| Total API Score (maximum 15 points/year) | | |  |
| (iii) Professional development activities (such as participation in seminars, conferences,  short term training courses, talks, lectures, membership of associations, dissemination and  general articles, not covered in Category III) | | | |
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| Total API Score (maximum 15 points/year) | | |  |

TOTAL API SCORE UNDER CATEGORY-II:

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| --- | --- | --- | --- |
| API (i) | API (ii) | API (iii) | Total API Score  (CATEGORY – II) |
|  |  |  |  |

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

For promotion to the post of Associate Professor in colleges, the applicant should attach copies of major publication (s) made during the period of service as Assistant Professor as per the following provision:

1. For those who possess a Ph.D. degree, a minimum of one publication made during the period of service as Assistant Professor;
2. For those who possess an M.Phil. degree, a minimum of two publications made during the period of service as Assistant Professor;
3. For those without Ph.D. or M.Phil. degree, at least three publications made during the period of service as Assistant Professor.

A(i) Published Research Articles/Papers in Journals/Periodicals

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title with page nos. | Journal with ISSN & Publisher | Whether Referred | Latest Impact Factor, if any | No. of Co-authors | Whether First/Corresponding/Co-Author | API Score |
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A (ii) Full Papers in Conference Proceedings (in related area/subject) (Abstracts not to be included)

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| --- | --- | --- | --- | --- | --- |
| S.No. | Title with Page Nos. | Details of Conference Publication | ISBN/ISSN | Whether sole/Corresponding Author | API Score |
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B (i) Books Published as Author/Co-Author

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| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of the Book | Whether Sole or Co-Author | Publisher (with city/country) & Year of Publication | ISBN | Whether Refereed | API Score |
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| Total API Score | | | | | |  |

B (ii) Text/Subject or Reference Books/Journals as Editor/Co-Editor

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| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of the Book/Journal | Whether Sole or Co-Editor | Publisher (with city/country) & Year of Publication | ISBN/ISSN | Whether Refereed | API Score |
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| Total API Score | | | | | |  |

B (iii) Chapters published in Books/Reference books/Edited books (other than journal) (Chapter in

self-edited books should not be included).

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| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of the Chapter | Whether Sole or Co-author | Publisher (with city/country) & Year of Publication | ISBN | Whether Refereed | API Score |
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| Total API Score | | | | | |  |

B (iv) Books Translated and Published

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| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of the Book | Whether Sole or Co-Translator | Publisher (with city/country) & Year of Publication | ISBN | Whether Refereed | API Score |
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| Total API Score | | | | | |  |

B (v) Popular articles (in related area/subject)

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| --- | --- | --- | --- | --- |
| S.No. | Title of the article | Name of the newspaper etc. in which published | Publisher (with city/country) & Date/Year of Publication | API Score |
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| Total API Score | | | | |

C(i) Ongoing Projects

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of Research Project | Major/Minor (as per UGC Project guidelines) | PI/co-PI/joint PI | Period | Total Grants sanctioned & received (in rupees(; Name of the Funding Agency | National/  International | API Score |
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| Total API Score | | | | | | |  |

C(ii) Consultancy Projects routed to concerned Institutions, Carried out/Ongoing.

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| --- | --- | --- | --- | --- | --- |
| S.No. | Title of Consultancy Project | Period | Total Grants Mobilized (in rupees) & Name of the Funding Agency | National/  International | API Score |
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| Total API Score | | | | |  |

C(iii) Completed Projects Quality Evaluation

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| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of Research Project | Major/Minor (as per UGC Project guidelines) | PI/Co-PI/Joint PI | Period | Total Grants Received (in rupees) & Name of the Funding Agency | National/  International | API Score |
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C(iv) Project Outcome/Output

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| --- | --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of Research Project | PI/Co-PI/Joint PI | Period | Total Grants Received (in rupees) & Name of the Funding Agency | Patent/Technology/Transfer/Product/  Process/Major Policy document of Govt. at central/state level | Output/Patent:  Nationalor International | API Score |
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D Research Guidance: Number of scholars who have been awarded M.Phil./Ph.D. degree and

research guidance for UG projects under your supervision both as Guide and /or as Co-Guide.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of Guidance | Registered | Thesis/Dissertation submitted/Project completed | Degree Awarded | API Score |
| M.Phil. or equivalent |  |  |  |  |
| Ph.D. or equivalent |  |  |  |  |
| UG Research project guidance |  |  |  |  |
| Total API Score | | | |  |

E TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS

E (i) Refresher Course, Methodology, Workshops, Training, Faculty Development Programs,

etc. attended. (of not less than one week duration)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Name of the Course | Organised by | From \_\_\_\_\_  To \_\_\_\_\_\_\_ | Duration in weeks | API Score |
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| Total API Score | | | | |  |

E) (ii) Papers presented in Conferences/ Seminars/ Workshops/ Symposia. Indicate whether the Conference Proceedings are published.

(Merely attending the Conference, Seminar, Workshop, Symposia does not qualify for API score. Accepted full paper must be presented during the Conferences/ Seminars/ Workshops/ Symposia to qualify for API score).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of the Paper presented | Details of Conference/ Seminar/ Workshop/ Symposia | Whether the Conference Proceedings are published. ISBN/ISSN | Whether First / Corresponding/  Co-Author | Whether International/National/ Regional/State/University/College level | API Score |
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| Total API Score | | | | | |  |

E) (iii) Invited lectures/special lectures or presentations for conferences/symposia.

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| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title/Academic session/Subject of Lecture delivered | Organizing Institution (Name of City & Country) | Whether National/ International | Date of Lecture | Duration | API Score |
|  |  |  |  |  |  |  |
| Total API Score | | | | | |  |

TOTAL API SCORE UNDER CATEGORY-III:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| API (A) | | API (B) | | | | | API ( C) | | | | API (D) | API (E) | | | Total API Score (CATEGORY-III)  (A+B+C+D+E) |
| i | ii | i | ii | iii | iv | v | i | ii | iii | iv |  | i | ii | iii |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

SUMMARY OF API SCORES

|  |  |  |
| --- | --- | --- |
| S.No. | Category | API Score for the Assessment Period |
| 1. | Category-I: Teaching, Learning and Evaluation related activities. |  |
| 2. | Category-II: Co-curricular, Extension, Professional Development related activities. |  |
| 3. | Category-III: Research and Academic contribution |  |
| CONSOLIDATED API SCORE (CATEGORY I + II + III) | |  |

**PART-C: OTHER RELEVANT INFORMATION**

1. Academic awards and distinctions:
2. Membership/Fellowship of Learned bodies / Societies:

(c) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

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

(e) Future Plans (In approximately 150 words):0

Three Referees familiar with your academic work

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name | Institutional Affiliation | Designation | Address | Mobile/Phone No. | E-mail |
|  |  |  |  |  |  |
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LIST OF ENCLOSURES: (please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)

1. 11.

2. 12.

3. 13.

4. 14.

5. 15.

6. 16.

7. 17.

8. 18.

9. 19.

10. 20.

I certify that the information provided is correct as per records enclosed along with the duly filled PBAS proforma.

Date:

Place:

Signature & Designation of the Applicant

Certified that ……………………………………………………………………..has been working as ……………………………………….in this College since …………………………..

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Principal/AO of the College