**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. | Official Address | : |  |
|  |  |  |  |
| 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 eligibility 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 | : |  |
|  |  |  |  |
|  | E mail | : |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 15. | Academic Qualifications | | | | | | |
| *Examinations* | *Name of the Board/University* | *Year of Passing* | *% of marks obtained* | *Division/ Class/ Grade* | *Subject* | |
| Graduation |  |  |  |  |  | |
| Post Graduation |  |  |  |  |  | |
| Others |  |  |  |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 16. | Research Degrees | | | | |
| *Degree* | *Title* | *Date of Award* | *University* | |
| M.Phil. |  |  |  | |
| Ph.D./D.Phil. |  |  |  | |
| D.Sc/D.Litt. |  |  |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 17. | Appointments held prior to Joining the Current Department | | | | | |
| *Designation* | *Name of Employer* | *Date of* | | *Salary with grade* | *Reason for Leaving* |
| *Joining* | *Leaving* |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 18. | Service Details in this Department | | | | |
| *Designation* | *Institution* | *Date* | | *Grade* |
| *From* | *To* |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 19. | Period of teaching experience | | | | |
| P.G. Classes  (in years): |  |  | U.G. Classes  (in years): |  |

|  |  |  |
| --- | --- | --- |
| 20. | Research experience excluding years spent in M.Phil/Ph.D. (in years) |  |

|  |  |
| --- | --- |
| 21. | Fields of Specialisation under the Subject /Discipline |
|  | (a)  (b) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 22. | Academic Staff College Orientation/Refresher Course/Summer/Winter School attended: | | | |
| *Name of the Course/ Summer/Winter school* | *Place* | *Duration and Period* | *Sponsoring Agency* | |
|  |  |  |  | |

**PART B: ACADEMIC PERFORMANCE INDICATORS**

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

**Category: I. Teaching Learning and Evaluation Related Activities**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| I.a. | Direct Teaching (teaching related activities, domain knowledge). *(Max Score: 70 per year)* | | | | | | |
| *S.No.* | *Course/Paper* | *Level* | *Mode of Teaching\** | *Hours allotted per year* | *% of classes taken as per documented record* | |
|  |  |  |  |  |  | |
| **Total API Score** | | | | |  | |

[\*Lecture (L), Seminar, (S), Tutorials (T), Practical’s (P), Contact Hours (C)]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I.b. | Examination duties (Invigilation, Question paper setting, evaluation /assessment of answer scripts) as per allotment *(Max Score: 20 per year)* | | | | | |
| *S.No.* | *Nature of Examination Duty Assigned* | *Hours allotted per year* | *Extent to which carried out (%)* | *API Score* | |
|  |  |  |  |  | |
| **Total API Score** | | | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I.c. | Innovative Teaching - learning methodologies, updating of subject content/ courses, mentoring etc. *(Max Score: 10 per year)* | | | |
| *S.No.* | *Short Description* | *API Score* | |
|  |  |  | |
| **Total API Score** | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Grand Total API Score - Category: I**  [I.a+I.b+I.c]  *(Max Score: 100/year)* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Category: II. Co-Curricular, Extension, Professional Development Related Activities**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| II.a. | Student related Co curricular extension and field based activities *(Max Score: 15 per year)* | | | | | |
| *S.No.* | *Nature of Activity* | *Year* | *Actual Hours/academic year* | *API Score* | |
|  |  |  |  |  | |
| **Total API Score** | | | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| II.b. | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities *(Max Score: 15 per year)* | | | | | |
| *S.No.* | *Nature of Activity*  *Year/Semester wise responsibilities* | *Year* | *Actual Hours/academic year* | *API Score* | |
|  |  |  |  |  | |
| **Total API Score** | | | |  | |

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| --- | --- | --- | --- | --- | --- |
| II.c. | 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 ) *(Max Score: 15 per year)* | | | | |
| *S.No.* | *Nature of Activity* | *Year* | *API Score* | |
|  |  |  |  | |
| **Total API Score** | | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ***Aggregate Score for the assessment period*** |
| **Grand Total API Score - Category: I**I  [II.a+II.b+II.c]  *(Max Aggregate Score: 45 per year)* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Category: III. Research and Academic Contributions**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| III.a.(i) 1. | | Research Papers Published in Refereed Journals as notified by UGC | | | | | | | |
| *S.No.* | | *Name of Authors and Title of the paper* | *Name of Journal and details of Vol., No., Year, Page* | *ISSN/ ISBN No.* | *Whether Peer reviewed,*  *Impact factor if any* | *Whether you are the Principal (Main or 1st ) author/Corresponding author or Co-author* | *No of Co-authors* | *API score* | |
|  | |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| III.a.(i) 2. | | Research Papers Published in Other Reputed Journals as notified by UGC | | | | | | | |
| *S.No.* | | *Name of Authors and Title of the paper* | *Name of Journal and details of Vol., No., Year, Page* | *ISSN/ ISBN No.* | *Whether Peer reviewed,*  *Impact factor if any* | *Whether you are the Principal (Main or 1st ) author/Corresponding author or Co-author* | *No of Co-authors* | *API score* | |
|  | |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| III.a.(i) 3. | | Research Papers Published in Conference/Seminar/Workshop/Symposia proceedings (with ISSN/ ISBN No.) as full papers (Abstracts not to be included) | | | | | | | | | |
| *S.No.* | | *Name of Authors and Title of the paper* | *Details of Conference*  *(Title of Conference, Vol., No., Year, Page)* | *International/ National* | *ISSN/ ISBN No.* | *Whether you are the Principal (Main or 1st ) author/ Corresponding author or Co-author* | *No of Co-authors* | | *API score* | | |
|  | |  |  |  |  |  |  | |  | | |
| **Total API Score** | | | | | | | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| III.a.(ii) 1. | | Previous research publications of the faculty: Published Papers in Refereed Journals as notified by UGC | | | | | | | |
| *S.No.* | | *Name of Authors and Title of the paper* | *Name of Journal and details of Vol., No., Year, Page* | *ISSN/ ISBN No.* | *Whether Peer reviewed,*  *Impact factor if any* | *Whether you are the Principal (Main or 1st ) author/Corresponding author or Co-author* | *No of Co-authors* | *API score* | |
|  | |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| III.a.(ii) 2. | | Previous research publications of the faculty: Published Papers in Other Reputed Journals as notified by UGC | | | | | | | |
| *S.No.* | | *Name of Authors and Title of the paper* | *Name of Journal and details of Vol., No., Year, Page* | *ISSN/ ISBN No.* | *Whether Peer reviewed,*  *Impact factor if any* | *Whether you are the Principal (Main or 1st ) author/Corresponding author or Co-author* | *No of Co-authors* | *API score* | |
|  | |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| III.b. | Research Publications (books, chapters in books, other than refereed journal articles) | | | | | | | | |
| III.b.1. | Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website | | | | | | | | |
| *S.No.* | *Title of Book and Nature of authorship (Author/Editor)* | *Type of Book and Publisher* | *ISSN/ ISBN No.* | *Whether Peer reviewed* | *Whether you are the Main author* | *No of Co-authors* | *API score* | |
|  |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| III.b.2. | 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. | | | | | | | | |
| *S.No.* | *Title of Book and Nature of authorship (Author/Editor)* | *Type of Book and Publisher* | *ISSN/ ISBN No.* | *Whether Peer reviewed* | *Whether you are the Main author* | *No of Co-authors* | *API score* | |
|  |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| III.b.3. | Subject Books, published by Other local publishers, with ISBN/ISSN number | | | | | | | | |
| *S.No.* | *Title of Book and Nature of authorship (Author/Editor)* | *Type of Book and Publisher* | *ISSN/ ISBN No.* | *Whether Peer reviewed* | *Whether you are the Main author* | *No of Co-authors* | *API score* | |
|  |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| III.b.4. | Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. | | | | | | | | |
| *S.No.* | *Title of chapter with page No.* | *Book Title, Editor and Publisher* | *ISSN/ ISBN No.* | *Whether Peer reviewed* | *Whether you are the Main author* | *No of Co-authors* | *API score* | |
|  |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| III.c.1 | Sponsored Projects carried out/ ongoing | | | | | | | |
| *S.No.* | *Title* | *Agency* | *Period* | *Grant/ Amount Mobilized*  *(Rs lakh)* | *Whether Major/Minor/ Student Project* | *API Score* | |
| *Completed Projects* | | | | | | | |
|  |  |  |  |  |  |  | |
| *Ongoing Projects* | | | | | | | |
|  |  |  |  |  |  |  | |
| **Total API Score** | | | | | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| III.c.2 | Consultancy Projects carried out / ongoing | | | | | | | |
| *S.No.* | *Title* | *Agency* | *Period* | *Grant/ Amount Mobilized*  *(Rs lakh)* | *Whether Major/Minor/ Student Project* | *API Score* | |
| *Completed Projects* | | | | | | | |
|  |  |  |  |  |  |  | |
| *Ongoing Projects* | | | | | | | |
|  |  |  |  |  |  |  | |
| **Total API Score** | | | | | |  | |

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| III.c.3 | Projects Outcome/ Outputs | | | | | |
| *S.No.* | *Title* | *Agency and Period* | *Nature of project outcome Patent/Technology transfer/Product/Process*  *Major Policy document prepared for international bodies like WHO/ UNO/ UNESCO/ UNICEF etc. Central/ State Govt./Local Bodies* | *API Score* | |
|  |  |  |  |  | |
| **Total API Score** | | | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| III.d. | Research Guidance | | | | | | |
| *S.No.* | *Item* | *Number Enrolled* | *Thesis submitted* | *Degrees awarded* | *API Score* | |
| III.d.1 | M.Phil or equivalent |  |  |  |  | |
| III.d.2. | Ph.D. or equivalent |  |  |  |  | |
| III.d.3 | Ph.D. (Ongoing) |  |  |  |  | |
| III.d.4 | PG Projects |  |  |  |  | |
| UG Projects |  |  |  |  | |
| Action Research *(B Ed)* |  |  |  |  | |
| **Total API Score** | | | | |  | |

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| --- | --- | --- | --- | --- | --- | --- |
| III.e. | Fellowships, Awards and Invited lectures delivered in conferences/seminars/Workshops | | | | | |
| III.e.1 | Fellowships/ Awards | | | | | |
| *S.No.* | *Nature of the award/ Fellowship* | *Whether International, National/State/ Regional/ University level* | *Academic body/Association giving the award/fellowship* | *API Score* | |
|  |  |  |  |  | |
| **Total API Score** | | | |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| III.e.2 | Invited lectures / papers (Oral/Poster)/ chairing the sessions  *(The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period)* | | | | | | |
| *S.No.* | *Title of paper presented* | *Name of Conference Seminar and by whom*  *Organized* | *Nature (Invited lecture/Invited paper/ Chairing / Papers)* | *Whether International, National/State/ Regional/ University level* | *API Score* | |
|  |  |  |  |  |  | |
| **Total API Score** | | | | |  | |

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| --- | --- | --- | --- | --- | --- |
| III.f. | Development of e-learning delivery process/material | | | | |
| *S.No.* | *Nature of e-learning delivery process/material* | *Benefitted group* | *API Score* | |
|  |  |  |  | |
| **Total API Score** | | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| III.g. | TRAINING COURSES  Refresher/Orientation, Summer school/Winter School courses, Methodology Workshops/ Trainings, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development programme, Faculty Development Programme | | | | | |
| *S.No.* | *Nature of course* | *Agency conducting the course* | *Duration of the course* | *API Score* | |
|  |  |  |  |  | |
| **Total API Score** | | | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ***Aggregate Score for the assessment period*** |
| **Grand Total API Score - Category: III**  III.a+III.b+III.c+III.d+III.e+III.f+III.g] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Summary of API Scores**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Category* | *Criteria* | *Assessment Period: .............................* | | | | | | | | | | | | | | | *Total API Score for Assessment*  *Period* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| I | Teaching, Learning and Evaluation related activities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| II | Co-curricular, Extension, Professional development etc |  | | | | | | | | | | | | | | |  |
| III | Research and Academic Contribution |  | | | | | | | | | | | | | | |

**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. whichever necessary)*

1.

2.

3.

4.

5.

6.

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10.

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

Signature of the Faculty with Designation

Signature of Principal

(College Seal)

N.B: The Annual Self-Assessment pro forma duly filled along with all enclosures, submitted for CAS promotions will be verified by the University/College and information filed with the IQAC.