**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**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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* | *Hours taught* | *% of classes taken as per documented record* | |
|  |  |  |  |  |  |  | |
| **Total API Score** | | | | | |  | |

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

**Category: II. Involvement in the college, students related activities/research activities**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| II.a. | Administrative Responsibilities | | | | | |
| *S.No.* | *Nature of Activity*  *Year/Semester wise responsibilities* | *Year* | *Actual Hours/academic year* | *Grading* | |
|  |  |  |  |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| II.b. | Examination and Evaluation duties assigned by the College/University or attending the examination paper evaluation | | | | | |
| *S.No.* | *Nature of Duty Assigned* | *Hours allotted per year* | *Extent to which carried out (%)* | *Grading* | |
|  |  |  |  |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| II.c. | Student related Co curricular extension and field based activities such as student clubs, career counselling, study visits and other events, cultural, sports, NCC, NSS and community services | | | | | |
| *S.No.* | *Nature of Activity* | *Year* | *Actual Hours/academic year* | *Grading* | |
|  |  |  |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| II.d. | Organising Seminars/ Conferences/ Workshops, other College/University activities | | | | |
| *S.No.* | *Nature of Activity* | *Year* | *Grading* | |
|  |  |  |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| II.e. | Guiding Ph.D. Students | | | | | |
| *S.No.* | *Nature of Activity* | *Year* | *Number of days* | *Grading* | |
|  |  |  |  |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| II.f.1 | Major and Minor Projects | | | | | | | |
| *S.No.* | *Title* | *Agency* | *Period* | *Grant/ Amount Mobilized*  *(Rs lakh)* | *Whether Major/Minor/ Student Project* | *Grading* | |
| *Completed Projects* | | | | | | | |
|  |  |  |  |  |  |  | |
| *Ongoing Projects* | | | | | | | |
|  |  |  |  |  |  |  | |
| **Total API Score** | | | | | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| II.f.2 | | 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* | *Grading* | |
|  | |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| II.f.3 | | 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* | *Grading* | |
|  | |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| II.f.4 | | 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* | | *Grading* | | |
|  | |  |  |  |  |  |  | |  | | |
| **Total API Score** | | | | | | | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| II.f.5 | | 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* | *Grading* | |
|  | |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| II.f.6 | | 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* | *Grading* | |
|  | |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| II.f.7 | 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* | *Grading* | |
|  |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| II.f.8 | 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* | *Grading* | |
|  |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| II.f.9 | 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* | *Grading* | |
|  |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| II.f.10 | 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* | *Grading* | |
|  |  |  |  |  |  |  |  | |
| **Total API Score** | | | | | | |  | |

**Summary of API Scores**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Category* | *Criteria* | *Assessment Period: .............................* | | | | | | | | *Overall*  *Grading* |
|  |  |  |  |  |  |  |  |
| I | Teaching |  |  |  |  |  |  |  |  |  |
| II | Involvement in the college, students related activities/research activities |  |  |  |  |  |  |  |  |  |

**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.

**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.

7.

8.

9.

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.