**PBAS PROFORMA FOR PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS)**

**[As Per** [**UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018**](https://www.ugc.ac.in/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf)**]**

Affix recent colour passport size photo with signature

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| --- | --- |
| Staff ID |  |
| Name of the Faculty Member |  |
| Designation and Department |  |
| Date of Appointment  |  |
| Period of service for current level | From(Date): To(Date): |

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| 1 | Name (in Block Letters) |  |
| 2 | Father’s Name/Mother’s Name |  |
| 3 | Department |  |
| 4 | Current Designation & Grade Pay |  |
| 5 | Date of Last Promotion |  |
| 6 | Name the Position and Grade Pay you are applying now under CAS |  |
| 7 | Date of Eligibility for Promotion |  |
| 8 | Date and Place of Birth |  |
| 9 | Sex |  |
| 10 | Nationality |  |
| 11 | Indicate SC/ST/MBC/BC/OC category |  |
| 12 | Address for Correspondence (with Pin code) |  |
| 13 | Permanent Address (with Pin code) |  |
| 13.A | Contact Number |  |
| 13.B | E-Mail |  |

# Academic Qualification (Matric Onwards)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **University** | **Year** | **% of marks****obtained** | **Grade & Distinction** |
| Matric / X |  |  |  |  |
| Intermediate (10+2) |  |  |  |  |
| B.A./B.Sc./B.Com. |  |  |  |  |
| M.A./M.Sc./M.Com. |  |  |  |  |
| M.Phil. |  |  |  |  |
| Ph.D./D.Phil. |  |  |  |  |
| Other Exams (if any) |  |  |  |  |

*In case of M.Phil/Ph.D. Examination, an attested copy of the degree & the result notification for*

*the same is to be attached.*

1. **Record of Academic Service prior to joining of this University.**

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| **Institu tion** | **Designati on** | **Essential qualification for the post at the time of****appointment** | **Nature of appointment (Regular/Fixed Term / Temporary/ Adhoc)** | **Nature of Duties** | **Pay - Scale** | **Date of Joining** | **Date of Leaving** | **Reason for Leaving** |
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# Record of Service in this University

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| **Designation** | **Essential Qualifications for the post at the time of Appointment** | **Nature of Appointment (Regular / Fixed term Temporary / Adhoc** | **Nature of Duties** | **Pay - Scale** |  |  |  | **Total Period Years/ Months/ Days** |
| **Date of Actual Joining** |
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1. **Period of Teaching Experience** : P.G. Classes (in Years):

: U.G. Classes (in Years):

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

1. **Fields of Specialization under the Subject/Discipline :**
2. **Academic Staff College Orientation/Refresher Courses attended :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nature of the Course/Summer School** | **Place** | **Duration** | **Sponsoring Agency** |
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*(Attach certificates)*

**21, List of Publication:**

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| --- | --- | --- | --- | --- |
| **S.No.** | **Title of the Publication, Name of the Journal with volume, year and page No.** | **Name of the Publisher****ISSN/ISBN** | **Scopus/WOS/UGC listed No.** | **Date of publication** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |

**22.Any other relevant information: Attach separate sheet.**

**23.Brief description about Departmental disciplinary actions/Legal cases if any**

**24.Future Plans**

**(Please provide a brief resume of your future plans for teaching and research)**

* 1. Teaching :
	2. Research :

# Date: Signature of the Applicant

**COUNTER SIGNED**

Head of the Department **(office seal)**

**PART-B**

 (Applicants are required to refer the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma before filling this section)

**(PART-B of CAS Application Form for Promotion of Assistant Professor/Associate Professor and Professor in accordance with *UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018*)**

**Table-1 (Assessment Criteria and Methodology)**

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| --- | --- |
| **Activity 1: Teaching** |  |
| **Year** | **Course/Paper** | **Level (UG or PG)** | **Mode of Teaching \*** | **Total Classes Assigned**  | **Number of Classes taught as per documented record #** | **(Number of Classes taught/Total Classes assigned)x100% Classes**  | **Grading** | **ANNEXURE NO.** |
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| **\***Lecture (L), Seminar (S), Tutorial (T), Practical (P) # Contact Hours (C)80% & above – Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory |

**Activity 2: Involvement in Students-Related Activities/ Research Activities**

*(a)*Administrative responsibilities such as; Head/Chairperson/ Dean/ Director/ Coordinator, Warden etc. (b)  Examination and evaluation duties assigned by the University or attending the examination paper evaluation. (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. (d)  Organising seminars/ conferences/ workshops, other college/university activities. (e)  Evidence of being actively involved in guiding Ph.D. students. (f)  Conducting minor or major research project (s) sponsored by national or international agencies. (g)  At least one single or joint publication in peer- reviewed or UGC list of Journals.

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| **Year** | **Detail of Activities** | **Category** | **Number of Activities during Assessment Period** | **Grading** | **ANNEXURE NO.** |
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| Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities **Note:** Number of activities can be within or across the broad categories of activities  |

**Table-2 (Academic/Research Score)**

**(Assessment must be based on evidence produced by the teacher such as; copy(ies) of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students’ Ph.D. award letter, etc.)**

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| --- | --- | --- | --- | --- | --- |
| **SR. NO.** | **ACADEMIC / RESEARCH ACTIVITY** | **Score as Per UGC Regulations: Faculty of Sciences, Engineering, Agriculture, Medical, Veterinary Sciences / Faculty of Languages, Humanities, Arts, Social Sciences, Library, Education, Physical Education, Commerce, Management & other related disciplines** | **ENTER QUANTITY/** **PARAMETER** | **OBTAINED SCORE** | **ANNEXURE NO.** |
|  | **Research Papers in Peer-Reviewed or UGC-listed (But Not Refereed ) Journals without Impact Factor** |
|  | Single Author | 08/10 |  |  |   |
|  | Two Authors  | 5.6/7 |  |  |   |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 5.6/7 |  |  |   |
|  | Joint Author (More than 2 Authors)  | 2.4/3 |  |  |   |
|  | **Research Papers in Peer-Reviewed or UGC-listed ( Refereed ) Journals without Impact Factor** |
|  | Single Author | 13/15 |  |  |   |
|  | Two Authors  | 9.1/10.5 |  |  |   |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 9.1/10.5 |  |  |   |
|  | Joint Author (More than 2 Authors)  | 3.9/4.5 |  |  |   |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor less than 1** |
|  | Single Author | 18/20 |  |  |   |
|  | Two Authors  | 12.6/14 |  |  |   |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 12.6/14 |  |  |   |
|  | Joint Author (More than 2 Authors)  | 5.4/6 |  |  |   |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 1 and 2 (Include 1 not 2)** |
|  | Single Author | 23/25 |  |  |   |
|  | Two Authors  | 16.1/17.5 |  |  |   |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 16.1/17.5 |  |  |   |
|  | Joint Author (More than 2 Authors)  | 6.9/7.5 |  |  |   |
|  | **Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 2 and 5 (Include 2 not 5)** |
|  | Single Author | 28/30 |  |  |   |
|  | Two Authors  | 19.6/21 |  |  |   |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 19.6/21 |  |  |   |
|  | Joint Author (More than 2 Authors)  | 8.4/9 |  |  |   |
|  | **Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 5 and 10 (Include 5 not 10)** |
|  | Single Author | 33/35 |  |  |   |
|  | Two Authors  | 23.1/24.5 |  |  |   |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 23.1/24.5 |  |  |   |
|  | Joint Author (More than 2 Authors)  | 9.9/10.5 |  |  |   |
|  | **Research Papers in Peer-Reviewed or UGC listed with Impact Factor > 10 (Include 10)** |
|  | Single Author | 38/40 |  |  |   |
|  | Two Authors  | 26.6/28 |  |  |   |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 26.6/28 |  |  |   |
|  | Joint Author (More than 2 Authors)  | 11.4/12 |  |  |   |
| **Sub Total (Part 1)** |   |
| **2 (a)** | **Books Authored** |
|  | Published by International Publishers  | 12/12 |  |  |   |
|  | Published by National Publishers | 10/10 |  |  |   |
|  | Publication of Chapter in Edited Books  | 5/5 |  |  |   |
|  | **Editor of Book by International Publishers** |
|  | Editor of Book by International Publishers | 10/10 |  |  |   |
|  | Editor of Book by National Publishers | 8/8 |  |  |   |
| **2 (b)** | **Translation Works in Indian and Foreign languages** |
|  | Chapter or Research Paper | 3/3 |  |  |   |
|  | Translation Work of Book | 8/8 |  |  |   |
| **Sub Total (Part 2)** |   |
| **3**  | **Creation of ICT-mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula** |
| **3 (a)** | Development of Innovative pedagogy; Contributor  / Contributors  | 5/5 |  |  |   |
| **3 (b)** | **Design of New Curricula and Courses (ICT Based)** |
|  | Contributor  / Contributors  | 2/2 |  |  |   |
| **3 (c)** | **Development of Complete MOOC's in 4 Quadrant (4 Credit Course)** |
|  | 4 Credit Course | 20/20 |  |  |   |
|  | 3 Credit Course | 15/15 |  |  |   |
|  | 2 Credit Course | 10/10 |  |  |   |
|  | 1 Credit Course  | 5/5 |  |  |   |
|  | **MOOCs (developed in 4 quadrant) per module / lecture** |
|  | Module / Lecture Creator (Per Module) | 5/5 |  |  |   |
|  | **Content writer/subject matter expert for each module of MOOCs (at least one quadrant)** |
|  | Content Writer / Subject Matter Expert (Per Module) | 2/2 |  |  |   |
|  | **Course Coordinator for MOOCs** |
|  | 4 Credit Course | 8/8 |  |  |   |
|  | 3 Credit Course | 6/6 |  |  |   |
|  | 2 Credit Course | 4/4 |  |  |   |
|  | 1 Credit Course  | 2/2 |  |  |   |
| **3 (d)** | **Development of E-Content in 4 quadrants for a Complete Course / E-Book** |
|  | E-Content in 4 quadrants for a Complete Course / E-Book | 12/12 |  |  |   |
|  | **E-Content (developed in 4  quadrants) per module** |
|  | Module(s)  | 5/5 |  |  |   |
|  | **Contribution to development of E-Content module in Complete Course / Paper / E-Book (at least one quadrant)** |
|  | Contributor  | 2/2 |  |  |   |
|  | **Editor of E-Content for Complete Course / Paper / E-Book** |
|  | Editor  | 10/10 |  |  |   |
| **Sub Total (Part 3)** |   |
| **4 (a)** | **Research Guidance** |
|  | **Ph.D. Guidance (Degree Awarded)** |
|  | Ph.D. Guidance (Awarded) (Single Supervisor)  | 10/10 |  |  |   |
|  | Ph.D. Guidance (Awarded) (Supervisor in Joint Guidance)  | 7/7 |  |  |   |
|  | Ph.D. Guidance (Awarded) (Co-Supervisor in Joint Guidance)  | 7/7 |  |  |   |
|  | **Ph.D. Guidance (Thesis Submitted)** |
|  | Ph.D. Guidance (Submitted) (Single Supervisor)  | 5/5 |  |  |   |
|  | Ph.D. Guidance (Submitted) ( Supervisor in Joint Guidance)  | 3.5/3.5 |  |  |   |
|  | Ph.D. Guidance (Submitted) ( Co-Supervisor in Joint Guidance)  | 3.5/3.5 |  |  |   |
|  | **M.Phil./P.G Dissertation Guidance** |
|  | M.Phil./P.G Dissertation  (Single Supervisor)  | 2/2 |  |  |   |
|  | M.Phil./P.G Dissertation  (Supervisor in Joint Guidance)  | 1.4/1.4 |  |  |   |
|  | M.Phil./P.G Dissertation  (Co-Supervisor in Joint Guidance)  | 1.4/1.4 |  |  |   |
| **4 (b)** | **Research Project Completed (More than 10 Lakhs)** |
|  | Sole Investigator | 10/10 |  |  |   |
|  | Principal Investigator in Joint Project  | 5/5 |  |  |   |
|  | Co-investigator in Joint Project | 5/5 |  |  |   |
|  | **Research Project Completed (Less than 10 Lakhs)** |
|  | Sole Investigator | 5/5 |  |  |   |
|  | Principal Investigator in Joint Project  | 2.5/2.5 |  |  |   |
|  | Co-investigator in Joint Project | 2.5/2.5 |  |  |   |
| **4 (c)** | **Research Project Ongoing (More than 10 Lakhs)** |
|  | Sole Investigator | 5/5 |  |  |   |
|  | Principal Investigator in Joint Project  | 2.5/2.5 |  |  |   |
|  | Co-investigator in Joint Project | 2.5/2.5 |  |  |   |
|  | **Research Project Ongoing (Less than 10 Lakhs)** |
|  | Sole Investigator | 2/2 |  |  |   |
|  | Principal Investigator in Joint Project  | 1/1 |  |  |   |
|  | Co-investigator in Joint Project | 1/1 |  |  |   |
| **4 (d)** | **Consultancy** |
|  | Consultancy  | 3/3 |  |  |   |
| **Sub Total (Part 4)** |   |
| **5 (a)** | **Patent**  |
|  | International | 10/10 |  |  |   |
|  | National | 7/7 |  |  |   |
| **5 (b)** | **Policy Document (International Body/Organization/Central Govt. or State Govt.)** |
|  | International | 10/10 |  |  |   |
|  | National | 7/7 |  |  |   |
|  | State  | 4/4 |  |  |   |
| **5 (c)** | **Awards / Fellowship** |
|  | International | 7/7 |  |  |   |
|  | National | 5/5 |  |  |   |
| **Sub Total (Part 5)** |   |
| **6** | **Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference** |
|  | International (Abroad)  | 7/7 |  |  |   |
|  | International (Within Country) | 5/5 |  |  |   |
|  | National | 3/3 |  |  |   |
|  | State University  | 2/2 |  |  |   |
| **Sub Total (Part 6)** |   |
|  | **Total Score without Capping** |  |
|  | **Total Score of 5(b) + 6** |  |
|  | **Capped Score of 5(b) + 6 (30 % of Total Score of 5(b) + 6)** |  |
|  | **Total Score with Capping, wherever applicable** |  |
|  |
|  | **FINAL OBTAINED SCORE (API)** |   |

**Summary of Grading Criteria and Academic and Research Scores:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Categories**  | **Year-1** | **Year-2** | **Year-3** | **Year-4** | **Year-5** | **Year-6** |
| Activity 1: Teaching |  |  |  |  |  |  |
| Activity 2: Involvement in the students related activities/research activities |  |  |  |  |  |  |
| Total of Activity 1 and Activity 2 |  |  |  |  |  |  |
| Table 2: Academic and Research Score (after applying cap, wherever applicable) |  |

**Part-C: Other Relevant Information:**

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

|  |  |
| --- | --- |
| **Sr. No.** | **Details (Mention Year, Value etc. where relevant)** |
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(Attach documentary proof in support of the information provided by you in this proforma)

**List of Enclosures:** (Please attach, copies of certificate, sanction orders, papers etc. wherever necessary)

I certify that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in relevant UGC Regulations, as amended from time to time.

Date………………………….

Place…………………………

 **Signature & Designation of the Applicant**

Certified that Mr./Ms./Dr…………………………………has been working as ……………………………………………..in this department since…………………………. The particulars given in this application have been checked and verified from the office records and are found to be correct.

 **Head of the Department**

**Endorsement by the Dean**

**Observations/Recommendations of Director, IQAC:**

**……………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………**

 **Signature of the Director, IQAC**

***Note: For detailed information, relevant UGC Regulations applicable for the application(s)may be referred.***