Academic Performance Indicators-2010 (Revised 2013)
(Please see detailed instructions of this PBAS Proforma before filling out this section)
(As per revised guideline of UGC No. F.1-2/2009 (EC/PS)V(i) Vol-II Date 13-6-13 & F.No. 1-2/2009 (EC/PS) Dated august 2014)

Application for Promotion under CAS

(Application for Assistant Professor Stage-II (Pay Scale Rs. 15600-39100 AGP Rs 7,000) /
Assistant Professor Stage-III (Pay Scale Rs. 15600-39100 AGP Rs 8,000)/
Associate Professor Stage-IV (Pay Scale Rs. 37400-67000 AGP Rs 9,000)/

PART-I : PERSONAL DATA
(To be filled up by the Assistant Professor/Associate Professor/Librarian)

01	Name (in BLOCK Letters)	:	....
02	Father's/Mother's Name/ Husband Name	:	....
03	Department	:	....
04	Educational Qualification	:	....
05	Current Designation and Academic Grade Pay	:	......................AGP...................... ...
06	Date of first Joining	: : : : :	....
07	Which position and AGP (7000,8000, 9000) are you an applicant under CAS?	:	....
08	Date of eligibility for promotion	:	....
09	Date and Place of Birth	:	....
10	Sex	:	Male ☐ Female ☐
11	Marital status	:	....
12	Nationality	:	....
13	Indicate whether belongs to SC/ST/OBC category	:	....
14	Address for correspondence	:	.... Distt.. ... State.........................Pin Code..............

15	Permanent Address	:	.... Distt... ... State.......................Pin Code...............
	Telephone No. / Mobile No.	:	....
	Email ID	:	....

16 Academic Qualifications:- **(High School till Post Graduation)** :

Examinations	Name of the Board / University	Year of Passing	Division/ Class/ Grade	Subject/s	Rank and Remark if any
Matriculation/ High School					
Intermediate (10 + 2)					
B.A. / B.Sc. / B.Com. / & equivalent					
M.A. / M.Sc. / M.Com. / & equivalent					

17 **Research Degree(s) :**

Degrees	Title	Date of Award	University
M.Phil.			
Ph.D. / D.Phil.			
D.Sc. / D.Litt.			
Others (Please Specify)			

18 **Particulars of NET/JRF/SLET/GATE etc**

Name of the Test	Name of the test conducting body	Month and Year	Roll No.	Subject	Score, where applicable

19 **Service Record:**

Sr. No.	Post/ Designation	Name of Employer	Date of Joining	Date of Leaving	Pay Scale/ Pay Band & AGP	Reason of leaving	Major achievement

20	Period of teaching experience	:	
	a) P.G. Classes (in years)	:	
	b) U.G. Classes (in years)	:	
21	Research Experience excluding years spent in M.Phil. / Ph.D. (in years)	:	
22	Fields of Specialisation under the Subject / Discipline (if any)	:	

PART-II : SECTION-II
ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR THE SESSION/ YEAR....................................
(To be completed and submitted at the end of each academic year)
Part- A : Academic Performance Indicators
(Please see detailed instructions of this PBAS Proforma before filling out this section)
(As per revised guideline of UGC No. F.1-2/2009 (EC/PS)V(i) Vol-II Date 13-6-13 & F.No. 1-2/2009 (EC/PS) Dated august 2014)

23	Category I: Teaching, Learning and Evaluation Related Activities						

Category	Nature of activity	Notes	Unit of assessment	API Score claimed	API Score approved by IQAC
Category I	Teaching, Learning and Evaluation Related Activities				
1A (i)	Classroom teaching (including lectures, seminar)	As per allocation	Hours per academic year		
1A (ii)	Classroom teaching (including lectures, seminar) in excess of UGC norms	As per allocation	Hours per academic year		
1A (iii)	Classroom teaching (including lectures, seminar) preparation time	Same as Actual teaching hours as per attendance register	Hours per academic year		
1B	Tutorials and Practicals	Actuals as per attendance register	Hours per academic year		
1C	Outside classroom interaction with students	Max 0.5 of hours in 1A	Hours per academic year		
	Sub-total 1	**Score =hours/10 (Max score100)**			
2	Research Supervision (including Masters thesis, Projects etc.)	Max 1 hour per student per working week	Hours per academic year		
	Sub-total 2	**Score =hours/10 (Max score30)**			
3A	Question paper/Test papers setting, moderation and related work	Actual hours	Hours per academic year		
3B	Invigilation/supervision and related examination duties	Actual hours	Hours per academic year		
3C	Evaluation/assessment of answer scripts and assignments related to internal assessment, external and re evaluation	Max 20 minutes per full script	Hours per academic year		
	Sub-total 3	**Score =hours/10 (Max score20)**			
4A	Teaching innovation including preparation of innovative course, use of innovative	Evidence to Be provided.	Outstanding = 10		

	Category	Nature of activity	Notes	Unit of assessment	API Score claimed	API Score approved by IQAC
		methodologies for teaching including bilingual/ multilingualteaching, ICT tools	Scores to be finalized by the Screening committee	Very good = 7 Good = 5 Average = 3 Modest = 1		
	4B	Preparation of new teaching learning material including translation, bridge material, study pack or similar additional resource for students	Evidence to Be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1		
	4C	Use of anonymous students' feedback on the quality of classroom teaching and students' interaction, ICT tools	Performa and summary feedback to be attached	2 points per course (max 10 points)		
		Maximum Score of Category-I		**180**		
		Minimum score required for promotion		**100**		
24	*Category II: Co-curricular, Extension and Professional Development Related Activities*					
	Category	**Nature of activity**	**Notes**	**Unit of assessment**	**API Score claimed**	**API Score approved by IQAC**
	Category II	Co-curricular, Extension and Professional Development Related Activities				
	5A	Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counseling etc)	Evidence to Be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1		
	5B	Other co-curricular activities (Cultural, Sports, NSS, NCC, Rovers-Rangers, Science exhibitions etc)	Evidence to Be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1		
	5C	Extension and dissemination activities (public lectures, talks, seminars, popular writings, T.V./Radio talks, articles not covered under III)	Evidence to Be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1		
		Sub-total 5		**Out of 30**		
	6A	Administrative responsibility (including Dean, Principal, Secretary, Nodal officer, Chairperson, Convenor, RUSA, AISHE, Teacher-in-charge or similar duties that require regular office hours for its discharge)	Actual hours spent	Hours per academic year		
	6B	Participation in Board of Studies, Academic and Administrative Committees of University/ College/Central Govt./ State Govt.	Actual hours spent	Hours per academic year		
		Sub-total 6		Score =hours/10 (Max score= 30)		
	7	Overall contribution to the collective/ corporate life of the institution (including 5, 6 and any other contribution)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1		
		Sub-total 7		*Out of 10*		
		Maximum Score of Category-II		**70**		

		Minimum score required for promotion		20		
		Grand Total (1 to 7) Category-I=180 Category-II=70	*Out of 250*	Minimum score required for promotion =150		
		Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100·(from Maximum of 180) from category I and 20 (from maximum of 70) from category II.				

25	**Category-III: Research and Academic Contributions**

NOTE 1 :-
- This is to be filled as per Table- I, Category- III of the Regulations
- Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the NOTES of Table-1.

NOTE 2 :-
- The minimum API Score required by teacher from this category is different for different levels of promotion. The self-assessment score will be based on verifiable criteria and will be finalized by the screening cum evaluation committee.

NOTE 3 :-
- The minimum API Score is provided in Table 2 (A) &2 (B)

III (A) : Research papers (Journals, etc)

S. N.	Title with page no.	Journal	Year	ISSN/ ISBN No.	Whether Peer reviewed. Impact factor, if any	No. of Co-authors (Excluding you)	Whether you are the main author	API Score Claimed	API Score approved by IQAC
	Total API-IIIA								

III B (i) Articles/Chapters published in Books/Magazine

S.N.	Title with page no.	Book Title, editor & publisher	ISSN/ ISBN No.	Whether Peer reviewed.	No. of Co-authors (Excluding you)	Whether you are the main author	API Score Claimed	API Score approved by IQAC
	Total API-IIIB(ii)							

III B (ii) Full Papers in Conference Proceedings

Sr. No.	Title with page no.	Details of conference Publications	Year	ISSN/ ISBN No.	Whether Peer Reviewed	Impact factor, if any	No. of Co-authors (Excluding you)	Whether you are the main author	API Score Claimed	API Score approved by IQAC
	Total API-IIIB(ii)									

III B (iii) Books/Research Journals Published as single/co-author or as editor

Sr. No.	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether Peer Reviewed	No. of Co-authors (Excluding you)	Whether you are the main author	API Score Claimed	API Score approved by IQAC
	Total API-IIIB(iii)							

III (C) Research Projects

III C. (i and ii) Ongoing Projects / Consultancies

S.N.	Title	Agency	Period	Grant/Amount Mobilized (Rs Lakhs)	API Score Claimed	API Score approved by IQAC
	Total					

III C. (iii and iv) Completed Projects / Consultancies

S.N.	Title	Agency	Period	Grant/Amount Mobilized (Rs Lakhs)	Whether Policy Documents/Patent as outcome	API Score Claimed	API Score approved by IQAC

III D(i) & (ii) Research Guidance

S.N.		Number Enrolled	Thesis Submitted	Degree Awarded	API Score Claimed	API Score approved by IQAC
M.Phil. or Equivalent						
Ph. D. or Equivalent						
Project (Only for UG teaching Deptt.)						

III (E) Training Courses and Conference /Seminar, etc

III E (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (Not less than one week duration)

S.N.	Programme	Duration	Organized by	API Score Claimed	API Score approved by IQAC
	API Total				

III E (ii) Papers presented in Conferences, Seminars, Workshops, symposia

S.N.	Title of the Paper presented	Title of Conference/ Seminar	Organized by	Whether international/ National/ State/ Regional/ College or University level	API Score Claimed	API Score approved by IQAC
	API Total					

III E (iii) Invited Lectures and Chairmanships, Keynotes speaker at national or international conference/ seminar etc. and Academic/Research Talk on T.V./Radio

S.N.	Title of Lecture / Academic Session	Title of Conference/ Seminar etc	Organized by	Whether internation al/National	API Score Claimed	API Score approved by IQAC
●						
	API Total					

The parameters listed in table of category-III (Research and Academic contributions) shall have following capping in relation to the total API score claimed by the candidates:-

Sub-Category	Cap as % of API cumulative score in application	API Score Claimed	Caped API Score	API Score approved by IQAC
III (A) : Research papers (Journals, etc)	30%			
III (B) Research publications (Books, etc)	25%			
III (C) Research Projects	20%			
III (D) Research Guidance	10%			
III (E) Training Courses and Conference /Seminar, etc	15%			
Total API Score of Category-III	X			

E. (iv) : SUMMARY OF API SCORES

Category No.	Category / Criteria	Last Academic Year	Total API Score for Assessment Period	Annual Average API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities. **Total Max. Score = 180; Min. Score required =100**			
II	Co-curricular, Extension, Professional development etc. **Total Max. Score = 70; Min. Score required =20**			
	Total I+II Min. Total Annual Score under categories I&II = 250. Min. Score required =150			
III	Research and Academic Contribution For stage 1 to stage 2 : **min. 4 /5/6 years,** For stage 2 to stage 3 : **min. after working for 5 years in stage 2,** For stage 3 to 4 : **min. 3 years for Colleges.** (where stages 1,2,3,4 correspond to scales with AGP of Rs. 6000, 7000, 8000 & 9000 respectively)			

PART B : OTHER RELEVANT INFORMATION

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

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

Declaration by the applicant:

I certify that the information provided is correct as per records available with the University/College and/or and documents enclosed along with this duly filled PBAS preforma.

Signature of faculty:………..…………………………….

Name:………………….....………………………….

Designation:………………………………………….

Report of Principal and Convenor of IQAC

All the document submitted by Assistant Professor/Associate Professor/Principal/Librarian are verified and

found authentic. The API Score mentioned above are correct.	
…………………………………..…................... Signature of the Principal. Name of the college/Office............................ Place:... Date:...	…………………………………………….: Signature of the Convenor of IQAC: Name of the college…....…...................... Place:... Date:..
N.B.: The individual PBAS proforma for CAS promotion duly filled along with all enclosures, will be duly verified by the IQAC and shall be placed before the Screening cum Evaluation Committee or Selection Committee for Promotion.	
In case of the Principal/Convenor IQAC is not satisfied with the reporting by the teacher in the self-appraisal and thus not willing to certify (as mentioned above), then Principal//Convenor IQAC must record below the reasons in writing for not certifying the reported self-appraisal information as mentioned in PART- II (serial no. 23 to serial number 41).	
……………………………..…...................... Signature of the Principal. Name of the college/Office............................ Place:... Date:...	………………………………………………… Signature of the Convenor of IQAC: Name of the college…....…...................... Place:... Date:..