

VISVA-BHARATI



PBAS Proforma for Promotion under CAS

(FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, PROFESSOR
AND SENIOR PROFESSOR)

(As per UGC Regulations 2018, effective from 18th July 2018)

Part A: GENERAL AND ACADEMIC INFORMATION

1. Applicant's Name (in block letters):
- 2.a) Application for Position and Academic Level:
 - b) Date of eligibility for promotion :
3. Department / Centre and Bhavana :
- 4.a) Current Designation and Academic Level:
 - b) Date of last promotion / Joining date :
 - c) Gender : Male ☐ Female ☐ Transgender ☐
- 5.a) Date and place of Birth and age:
 - b) Marital Status :
6. Address for communication:
7. E-mail: _____ Mobile Number: _____
8. Nationality:
9. Whether belonging to SC / ST / OBC / PWD:
10. Father's / Husband's / Guardian's Name, Address and Occupation:
(if dead, state last address and occupation before death)
11. Permanent address (in full with nearest Railway Station):

12. Educational Qualifications:

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks or GPA obtained	Division/Class/ Grade	Subject(s)
B.A./B.Sc./ B.Sc.(Ag.)/B.Com/B .Mus/ B.Fine etc.					
M.A./M.Sc./ M.Sc.(Ag.)M.Mus/ M.Fine, etc.					
Other Degrees/ Diplomas, if any					

13. Research Degree(s)

Degrees	Title	Date of award	University
M.Phil			
Ph.D/D.Phil			
D.Sc./D.Litt			

14. Appointments held prior to joining this institution:

Designation	Name of Employer	Address	Date of Joining		Salary with Grade	Reasons for leaving
			Joining	Leaving		

Note: Since counting of past services for promotion as well as direct recruitment is allowed at all levels from other universities/colleges/National Laboratories and/or other professional/scientific organizations such as *CSIR / ICAR / DRDO / UGC / ICSSR / ICHR / ICMR / DBT* etc., the applicants have to ensure that the essential qualifications for the posts held in these organizations were not lower than the qualifications (and on equivalent grade or of the pre-revised scale of pay) prescribed by the UGC for Assistant Professor, Associate Professor, and Professor as the case may be. The appointment should not have been as Guest Lecturer, and the post should have been filled in accordance with the selection procedure laid down by the UGC/University/State and/or Central governments.

15. Post held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

16. Period of teaching experience: P.G. Classes (in years) : U.G. Classes (in years)

17. Research Experience **excluding** years spent in M.Phil / Ph.D. (In years)

18. Fields of Specialization under the Subject/Discipline

(a) (b)

(c) (d)

19. TRAINING RECEIVED: Academic Staff College or through MOOCs (SWAYAM) Orientation/ Refresher Courses/ Methodology Workshops/ Training/ Teaching-Learning-Evaluation Technology Programmes/ Soft-Skill Development Programmes & Faculty Improvement/Dev. Programmes, including Summer, Winter Schools and Faculty Development (ARPIT) attended:

Name of the Course/
Programme/Training/
Summer or Winter School

Place
& Instt

Duration
(Dates)

Sponsoring Agency
(UGC/ICAR/ICHR/ICSSR/
Academies/Universities etc)

1.

2.

3.

Part B: PERFORMANCE ASSESMENT REPORT

TABLE 1 : Assessment Criteria and Methodology

Sl. No.	Activity	Grading Criteria	Actual Grade
1.	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught include sessions on tutorials, lab and other teaching related activities)	80% and above – Good Below 80% but 70% and above – Satisfactory Less than 70% - Not satisfactory	
2.	Involvement in the University students related activities/research activities (a) Administrative responsibilities such as Head, Chairperson/Dean/Director/Co-ordinator, 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 counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services (d) Organizing seminars/conferences /workshop, other University activities (e) Evidence of actively involved in guiding Ph.D. students (f) Conducting minor or major research project sponsored by national or international agencies (g) At least one single or joint publication in peer-reviewed or UGC list of Journals	Involved in at least 3 activities – Good 1-2 activities –Satisfactory Not involved/undertaken any of the activities – Not satisfactory Note: Number of activities can be within or across the broad categories of activities	
Overall Grading:			

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl. No. 2

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl. No. 2

Not Satisfactory: If neither good nor satisfactory in overall grading

TABLE 2 : Academic / Research Score

1. i. Published papers in Journals (printed and electronic) (Peer-reviewed or UGC listed)

Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences – 08 per paper
 Faculty of Languages/Humanities/Arts/Social Sciences/Library/Education/Physical Education/
 Commerce/Management& other related disciplines – 10 per paper
 (With augmentation by impact factor as detailed below)
 Editor of Journal (International) – 10
 Editor of Journal (National) – 08

Sl. No	Title with volume, number and page number	Journal Name	ISBN/ISSN/ Categorization Peer-reviewed/UGC listed	Impact Factor (Proof required)	No. of Co-authors	Whether you are the First/Corresponding author	Score
Total							

*** N.B. (a)** Scores for research papers would be augmented according to the impact factor of the journals (as per Thomson Reuters list) as follows:

- i) Paper in refereed journals without impact factor = 5 points
- ii) Paper with impact factor less than 1 = 10 points
- iii) Paper with impact factor between 1 and 2 = 15 points
- iv) Paper with impact factor between 2 and 5 = 20 points
- v) Paper with impact factor between 5 and 10 = 25 points
- vi) Paper with impact factor > 10 = 30 points

(b) Two authors – 70% of total value of publication for each author; More than two authors - 70% of total value of publication for the First author/Principal author/Corresponding author and 30% for each of the joint authors

ii. Published Outputs in CD/DVD/Online/E-form/E-book, etc.

Score – Category I (Reviewed) – 10

Category II (Non-Reviewed) – 08

Sl. No	Title of CD/DVD/Tape/ Online/E-form/ E-book/Art Catalogues	Company/ Agency/ Instt Name	ISBN/ISSN No	Whether reviewed/having Impact factor (Hits/sales/citations /commendations/re views, etc)	No of Co-performer or Co-authors	Whether you are the main performer	Score
Total							

iii. Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book

Score – Category I (Reviewed) – 10

Category II (Non-Reviewed) –08

Sl. No	Title of Show/Exhibition/Performance with or without CD/DVD/Tape/Online/E-form/E-book version or Brochures	Company/Agency/Institute Name (Including TV/Radio etc)	Categorization (Venues/event/gallery/ studio/museums)	Whether reviewed/having Impact factor (Reporting/Coverage/Reviews/Hits/sales/citations/commendations/ etc)	No of Co-performer or Co-authors	Whether you are the Solo artist/performer	Score
Total							

2. Publications (other than research papers)

(a) i. Books authored/Chapters in Edited Book/Editor of Books

Score: International Publishers – 12

National Publishers – 10

Chapter in Edited Book - 05

Editor of Book (International) – 10

Editor of Book (National) – 08

Sl. No	Art/Chapter Title with page numbers	Book title, Editor & Publisher	ISBN/ISSN No/ (Or, Renowned publishers)	No of Co-authors (Points to be shared)	Whether you are the main author (Full points)	Score
Total						

***N.B.** Paper presented if part of edited book or proceeding then it can be claimed only once

ii. Shows/Performances with or without other artists/ Productions with outputs in CD/DVD/Online/E-form/E-book

Score: International – 12

National - 10

State/ Central/ Societies – 08

Regional/ Other/ Local – 05

Sl. No	Title of Show/Exhibition/Performance with or without CD/DVD/Tape/Online/E-form/E-book version or Brochures	Company/Agency/Instt. Name Incl. AIR & TV	Categorization – International/National/Regional (Venues/events/studios/galleries/museums)	Whether reviewed/having Impact factor (Reporting/Coverage/Reviews/citations/commendations)	No of Co-performer or Co-authors (Points to be shared per unit)	Whether you are the Solo artist/performer (Full points per unit)	Score
Total							

iii. Workshops Conducted with or without other artists with or without visible Print/CD/DVD/Online outputs

Score: International – 12
National – 10
State/ Central/ Societies – 08
Regional/ Other/ Local – 05

Sl. No	Title of Your Workshop with or without CD/DVD/Tape/ Online/E-form/ E-book version or Brochures	Organizer Institution/ Company/ Agency/ Name	Categorization – (I) International (II) National (III) Regional (IV) Local	Whether reviewed/having Impact factor (Proof Required)	No of Co-artists or Co-faculty (Points to be shared per unit)	Whether you are the Solo artist/ performer (Full points per unit)	Score
Total							

(b) i. Translation works in Indian and Foreign Languages

Score – Chapter or Research Paper - 03
Book – 08

Sl. No	Title with page number	Type of Book/ and Authorship	Publisher & ISBN/ISSN/ Categorization	No of Co-authors (To be shared)	Whether you are the main author	Score
Total						

ii. Solo Performance/Exhibition as an artist on invitation

Score –International – 08
National/Regional – 03

Sl. No	Title of Programme / Exhibition with details of venue	Organized or Sponsored by Institution/ Company/ Agency, incl AIR/TV etc	Categorization – (I) International (II) National/ Regional	No of Co-artists or Performers	Whether you are the Solo artist/ performer	Score
Total						

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and

innovative courses and curricula

- a. Development of Innovative pedagogy** [Using ICT during class teaching (PowerPoint, PDF file demonstration, etc.): Score – 02 per semester/ taking Examination by using any Software: Score – 02 per semester]

Sl. No.	Name of the Course and Semester	Type of E-content	Score during the assessment period (Maximum score 10)
1.			
2.			
Total			

b. Design of New Curricula and courses

Score – 02 per curricula / course

Sl. No.	Name of the Curricula / Course	Level of Curricula / Course (Certificate / Diploma / UG / PG/ etc.)	Score during the assessment period (Maximum score – 10)
1.			
2.			
Total			

c. i) Creation of Course materials and uploading in MOOCs

- Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser Credits 05 marks/credit) – 20
- MOOCs (Developed in 4 quadrants) - 05
- Content writer / Subject matter expert for Each module of MOOCs (at least one quadrant) – 02
- Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser Credits 02 marks/credit) – 08

Sl. No.	Name of the Course and Paper	Marks of the paper	Score during the assessment period
1.			
2.			
Total			

c. ii) Undertaking course(s) as a candidate through MOOCs (other than courses under Table – 1, point 19)

Score – For Certificate - 04; For Diploma – 08; For UG - 12, For PG - 16

Sl. No.	Name of the Course	Duration of the course		Year of completion	Score during the assessment period
		From	To		
1.					
2.					
Total					

d. E-Content (for UG/PG/M. Phil)

Development of E-content in 4 quadrants for a complete course/e-book – 12

E-content (developed in 4 quadrants) per module – 05

Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) – 02

Editor of E-content for complete course/ paper/ e-book – 10

Sl. No.	Name of the Course	Title of the course content and my contribution as	Score during the assessment period
1.			
2.			
Total			

4. (a) Research Guidance/Supervision

Score: Ph.D. degree awarded – 10; Ph.D. Thesis submitted – 05

M.Phil. awarded /P.G. Dissertation completed/ National Scholar – 02

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	Score during the Assessment period
Ph.D.				
M. Phil/ P.G. Dissertation				
Total				

N.B. : For joint supervision of research students, Supervisor and Co-supervisor shall get 70% each of the total score**(b) Ongoing and Completed Research Projects and Consultancies**

Score: Completed Projects (More than 10 lakhs) - 10

Completed Projects (Less than 10 lakhs) - 05

Ongoing Projects (More than 10 lakhs) - 05

Ongoing Projects (Less than 10 lakhs) - 02

Consultancy - 03

Sl. No	Title	Agency (Funding, Commissioning and / or Collaborating)	Period	Grant(s) / Amount mobilized (so far) in Rs. (Lakhs)	Whether Principal Investigator/ Co-investigator or Consultant/Quality evaluator	Score
Total						

NB: Joint Projects: Principal Investigator and Co-investigator would get 50% each

5. (a) Patents (Patent / Technology Transfer / Product / Process)

Score: International - 10

National - 07

Sl. No	Details of the Patent/Technology transfer/Product/Process	Document No.	International/National	Score
Total				

(b) Policy Document (submitted to an international body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Govt. or State Govt.)

Score: International – 10; National – 07; State / University - 04

Sl. No	Nature of Document	Submitted to International/National/State organization	Score
Total			

(c) Award/ Fellowships :

Score –International – 07

National – 05

Name of Fellowship / Award	Organization awarding the Fellowship / Award	Date of Award	Amount, if Any	Score
Total				

6. i. Invited lectures/Resource Person /Paper presentation in Seminars/Conferences/Full paper in Conference Proceedings*

Score: International (Abroad) – 07

International (within country) - 05

National - 03

State/University – 02

S. No.	Title of the Invited Lecture/Paper presented	Title of Conference / Seminar	Organized by	Whether International (Abroad)/ International (within country) National/State/ University	Score
Total					

* **N.B.** Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once

ii. Invited Group (including Live/Recorded/Televised/Radio) Performances and/or Lecture-Demonstrations and / or Judgement at National or International level

Score: International – 05

National – 03

Regional – 02

Sl. No.	Title of Programme/ Sess./ Lecture/ Demo	Title & Type of performance	Organized by	International /National/ Regional	Score
Total					

Note : For the purpose of calculating research score of the teacher, the combined research score from the categories 5(b). Policy Document and 6. Invited Lectures/Resource Person/Paper Presentation shall have an upper capping of 30% of the total research score of the teacher concerned

TOTAL SCORE (Table 2)

Sub-Category	Total Score	Total Score claimed in Sub-categories
1. Research papers (Journals etc.)/Published Outputs in CD/DVD		
2. Research publications (books, etc.)/Performance/Exhibitions etc.		
3. Creation of Teaching Learning pedagogy and development of new curricula etc.		
4. Research Guidance and Projects		
5. a) Patents c) Award/Fellowships		
5. b) Policy Document 6. Conferences/Seminars /lectures		(After capping)
Total Score (Academic & Research) Note: The score under category 5. b) and 6. shall be under capping of 30% of the total research score for any assessment period		

The candidate will have to submit all necessary documents in support of the score claimed.

For promotion under CAS of Assistant Professor, Associate Professor and Professor on University, in addition to eligibility requirements, following CAS promotion criteria have to be fulfilled before recommendation by Screening-cum-evaluation Committee or Selection Committee:

1. Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11):
'Satisfactory' or 'Good' grade during at least three/four/five years of the last four/five/six years of the assessment period, as the case may be (Table 1) followed by recommendation by Screening-cum-evaluation committee
2. Assistant Professor (Academic Level 11) to Assistant Professor (Academic Level 12):
'Satisfactory' or 'Good' grade during at least four years of the last five years of the assessment period (Table 1) followed by recommendation by Screening-cum-evaluation committee
3. Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A):
'Satisfactory' or 'Good' grade during at least two years of the last three years of the assessment period (Table 1), at least 70 score (Table 2) followed by recommendation by Selection Committee
4. Associate Professor (Academic Level 13A) to Professor (Academic Level 14):
'Satisfactory' or 'Good' grade during at least two years of the last three years of the assessment period (Table 1), at least 110 score (Table 2) followed by recommendation by Selection Committee
5. Professor (Academic Level 14) to Senior Professor (Academic Level 15):
Based on academic achievement, favourable review from three eminent subject experts, 10 best publications during last 10 years and interaction with Selection Committee

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, book title & content pages, copies of CDs/DVDs, newspaper or other coverage, review copies, etc. wherever necessary.

1	6
2	7
3	8
4	9
5	10

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

Signature of the faculty with
Designation, Place & Date
Mobile No.

Signature of HOD / In-charge / Director

N.B: 1. Where space provided in the form is found to be inadequate, annexure may be given quoting serial numbers under which additional information is supplied.

2. The individual PBAS Proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.

3. The candidates are requested to consult UGC Regulations regarding CAS promotion of University teachers (dated 18th July 2018) before filling up of this Proforma.