

**VISVA-BHARATI**



**PBAS Proforma for Promotion under CAS**

(Revised as per UGC 2<sup>nd</sup> Amendment)

- 1.a) Applicant's Name (in block letters):
- 2.a) Application for Position and Grade Pay :
- b) Date of eligibility for promotion :
3. Department / Centre and Bhavana :
- 4.a) Current Designation, Pay Band and AGP:
- b) Date of last promotion / Joining date :
- c) Gender :  Female  Transgender  Male
- 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 / PH:
10. Father's / Mother's / Husband's Name, Relation, 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)
High School/ Secondary Education					
Intermediate/ Pre-Univ/Plus 2					
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 Orientation / Refresher Courses/ Methodology Workshops/ Training/Teaching-Learning-Evaluation Technology Programmes/Soft-Skill Development Programmes & Faculty Improvement/Dev. Programmes, including Summer and Winter Schools attended:

Name of the Course/ Programme/Training/ Summer or Winter School	Place & Instt	Duration (Dates)	Sponsoring Agency (UGC/ICAR/ICHR/ICSSR/ Academies/Universities etc)	API SCORES 2 Week: 20 1 Week: 10 (Max. Score = 30)
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1.

2.

3.

**20. ACADEMIC PERFORMANCE INDICATORS [APPLICABLE ONLY IF APPLIED FOR ACADEMIC POSTS]**

**20A CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Category	Nature of activity	Notes	Unit of assessment	Score
1A (i)	Classroom teaching (including lectures, seminars)	As per allocation	Hours per academic year	
1A (ii)	Classroom teaching (including lectures, seminars) in excess of UGC norms	As per allocation	Hours per academic year	
1A (iii)	Classroom teaching (including lectures, seminars) preparation time	Same as actual teaching hours as per attendance	Hours per academic year	
1B	Tutorials and Practical	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	<b>Score = hours/10 (max score 100)</b>		
2	Research Supervision (including Masters thesis)	Max 1 hours per student per working week	Hours per academic year	
	Sub-Total 2	<b>Score = hours/10 (max score 30)</b>		
3A	Question paper setting, moderation and related works	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	<b>Score = hours/10 (Max score = 20)</b>		

4A	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/multilingual teaching	Evidence to be provided. Scores to be finalized by the Screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	
4B	Preparation of new teaching learning materials including translation, bridgematerial, 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	Perform a and summary feedback to be attached	2 points per course (rmax 10 points)	

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 1 and 20(from maximum of 70) from category II.

**20B CATEGORY:II CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES** Please mention your contribution to any of the following:

Category ..	Nature of activity	Notes	Unit of assessment	Score
5A	Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counseling etc)	Evidence <i>to</i> 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 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 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				

6A	Administrative responsibility (including Dean/Principal, Chairperson, Convenor. 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	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	
	GRAND TOTAL (1 TO 7)	(OUT OF 250)		

*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 1 and 20(from maximum of 70) from category II.*

## **20C CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

### **A) (i) Published papers/Translations in journals**

API Score: Category I - Refereed - 15

Category II- Non-Refereed - 10

Sl.No	Title with page number	Journal Name	ISBN/ISSN/ Categorization Refereed/Non Referred (For Kala /Sangit in Categories 1& 2 lists append)*	Whether peer-reviewed/ Impact	No. of Co-authors	Whether you are the main author	API Score

\* NB: The lists are only indicative and not exhaustive.

### **A) (ii) Full papers in Conference Proceedings API Score -10**

S.No	Title with page number	Details of Conference Publication	ISBN/ISSN/ Categorization Refereed/Non Referred (For Kala /Sangit in Categories 1& 2 lists append)*	Whether peer-reviewed/ Impact	No of Co-authors (Points to be shared)	Whether you are the main author (Full points)	API Score

\* NB: The lists are only indicative and not exhaustive.

**A) iii) Published Outputs in CD/DVD/Online/E-form/E-book, etc.**API Score – Category I – 15  
Category II – 10

S.No	Title of CD/DVD/Tape/Online/E-form/E-book/Art Catalogues	Company/Agency/Instt Name	ISBN/ISSN No /Categorization Cat 1:15; Cat 2: 10 (Production houses to be categorized by Kala/Sangit Bh. Committee)	Whether reviewed/ Impact factor (Hits/sales/citations/commedations/reviews, etc)	No of Co-performer or Co-authors (10 each)	Whether you are the main performer /author (15 each)	API Score

**A) (iv) Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book**API Score – Category 1 – 15  
Category 2 – 10

S.No	Title of Show/Exhibition/Performance with or without CD/DVD/Tape/Online/E-form/E-book version or Brochures	Company/Agency/Instt Name (Including TV/Radio etc)	Categorization I. International 15 each/ II. National 10 each (Venues/event/gallery/ studio/museums)	Whether reviewed/ Impact factor (Reporting/Coverage/Reviews/Hits/sales/citations/commedations/ etc)	No of Co-performer or Co-authors (10 each)	Whether you are the Solo artist/performer (15 each)	API Score

**B) (i) Articles/Chapters/Translations published in Books**API Score (Per Art/Chap) Category 1: International Publication – 10  
Category 2: National/ State/ Central/ Societies Publisher – 5  
Category 3: Subject books by Other/ Local Publisher – 3  
Category 4: Chapters in Knowledge-based Volumes – 5

S.No	Art/Chapter Title with page numbers	Book title, Editor & Publisher	ISBN/ISSN No/ (Or, Renowned publishers) See Cat 1-4 as above for scores (For Kala /Sangit in Categories 1& 2 lists append)*	Whether peer-reviewed/Impact	No of Co-authors (Points to be shared)	Whether you are the main author (Full points)	API Score

\* NB: The lists are only indicative and not exhaustive.



**B) (ii) Shows/Performances with or without other artists/ Productions with outputs in CD/DVD/Online/E-form/E-book**

API Score (Per Unit) Category 1: International – 10

Category 2: National/ State/ Central/ Societies – 5

Category 3: Regional/ Other/ Local – 3

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

**B) (iii) Workshops Conducted with or without other artists with or without visible Print/CD/DVD/Online outputs**

API Score – Category I – 10

Category II – 7.5

Category III – 5

Category IV – 3

S.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/ Impact factor	No of Co-artists or Co-faculty (Points to be shared per unit)	Whether you are the Solo artist/ performer (Full points per unit)	API Score

**B) (iv) Books/Book-length translations Published as a Single Author/Editor**

API Score – Category I Text/Reference Books by International Publisher – 50

Category II Text/Reference Books by National/Soc/Univ Publ – 25

Category III Subject Books by Other/Local Recognized Publ – 15

S.No	Title with page number	Type of Book/ and Authorship	Publisher & ISBN/ISSN/ Categorization (For Kala /Sangit in Categories 1& 2 lists append)*	Whether peer-reviewed/Impact	No of Co-authors (To be shared)	Whether you are the main author	API Score

\* NB: The lists are only indicative and not exhaustive.

- B) (v) Solo Performance/Exhibition as an artist on invitation** API Score – Cat. I /International – 50  
 Cat. II /National – 25  
 Cat. III /Regional – 15

S.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/ (III) Regional	Whether peer-reviewed/ Impact	No of Co-artists or Performers	Whether you are the Solo artist/ performer	API Score

**C) I) Ongoing and Completed Research Projects and Consultancies**

**Ongoing Projects/Consultancies** API Score for **Projects**–

Cat I: (Sc -Rs 30 lakhs+ Non-Sc: Rs 5 lakhs +): 20

Cat II: (Sc -Rs 5 lakhs+ Non-Sc: Rs 3 lakhs +): 15

Cat III: (Sc -Rs 0.5 lakhs+ Non-Sc: Rs 0.25 lakhs+): 10

Other approved projects of Univ/Other agencies : 5

API Score for **Consultancies**–

(Sc -Rs 10 lakhs+ Non-Sc: Rs 2 lakhs +): 10

API Score for **Quality Evaluation**–

Major Project Eval: 20

Minor Project Eval: 10

S.No	Title	Agency (Funding, Commissioning and/or Collaborating)	Period	Output/ Impact, i.e. Book/paper/ film/technology /Web-facility/ Program/Process	Grant(s)/ Amount mobilized (so far) in Rs. (Lakhs)	Whether Principal Investigator/ Co-investigator or Consultant/Quality evaluator	API Score

S.No	Title	Agency (Funding, Commissioning and/or Collaborating)	Period	Output/ Impact, i.e. Book/paper/ film/technology /Web-facility/ Program/Process	Grant(s)/ Amount mobilized (so far) in Rs. (Lakhs)	Whether Principal Investigator/ Coinvestigator or Consultant/Quality evaluator	API Score

**C) II) Research Guidance/Supervision**

(i) **Degree-oriented**: API Score – Ph.D. awarded – 10; Ph.D.Submitted – 7;  
M.Phil. awarded – 3;

S. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil or equivalent				
Ph.D. or equivalent				

**C) III) Research Supervision/Guided Research:**

(i) **Non-Degree Products**: API Score – Post-Doctoral – 7; National Scholar – 5;  
Guidance to Foreign Scholars & Master's level – 3;

S. No.	Number Enrolled	Thesis/Product/ Document/ Monograph Submitted	Period (in Years/ Semesters)	API Score
Foreign Scholars or Master's level				
Post-Doctoral				
National				

**D) (i) Training Courses, Refresher Courses, Orientation Courses, Teaching-Learning-Evaluation Technology Programmes, Soft-Skill Development & Faculty Development Programmes and Workshops of Performing and Fine Arts.**

Cat I: (Not less than two week duration) : 20

Cat II: (Not less than one week duration): 10

S. No.	Programme	Duration	Organised by	API Score

**(E) (i) Papers presented in Conferences, Seminars, Workshops, Symposia**

API Score – Category 1 International – 10

Category 2 National – 7.5

Category 3 Regional – 5

Category 4 Local – 3

S. No.	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether International / National/State/Regional/ University/College level	API Score

**E) (ii) Invited Lectures and Chairmanships at National/ International Conference / Seminar etc.**

API Score – Category 1 International – 10  
 Category 2 National – 7.5  
 Category 3 Regional /State level – 5  
 Category 4 Univ/Endowment Lect – 3

S. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc.	Organised by	Whether international /national	API Score

**E)(iii) Invited Group (Incl.Live/Recorded/Televised/Radio) Performances and/or Lecture-Demonstrations at National or International level**

API Score – Category 1 International – 10  
 Category 2 National – 7.5  
 Category 3 Regional – 5  
 Category 4 Local – 3

S. No.	Title of Programme/ Sess./ Lecture/ Demo	Title & Type of performance	Organised by	International /National/ Regional	API Score

**IV (A). API SCORES under Category III (with application of capping)**

Sub-Category	Total Score claimed in Sub-category	Cap as % of API cumulative score in application	Score claimed in subcategory after capping
Research papers (Journals etc.)/Published Outputs in CD/DVD/Online/E-form/E-book etc.		30	
Research publications (books, etc.)/Performance/Exhibitions etc.		25	
Research Projects/Workshops in Performing and Fine Arts		20	
Research Guidance		10	
Training Courses/Conferences/Seminars /Organising programmes/ Field work, etc.		15	
<b>Total (Research and Academic Contribution)</b>			

**SUMMARY OF API SCORES (In Respect of Applicants against Academic Positions)**

S. No.	Criteria	Last Academic. Year	Total – API Score for Assessment Period	Annual Av.API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc.			
	Total I + II			
III	Research and Academic Contribution			

Under category III, the calculation of the percentage capping will be done on the basis of the total API score claimed by the candidate and verified by the Screening Committee. **The candidate will have to submit all necessary documents in support of the API score claimed.**

**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 HOD / School  
Chairperson / Principal

Signature of the faculty with  
Designation, Place & Date

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**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 / college as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.

3. The candidates are requested to consult UGC 2<sup>nd</sup> Amendment regarding CAS promotion of University teachers vide Ref. No : F.1-2/2009(EC/PS) V(i) vol-II Dated 13<sup>th</sup> June 2013 before filling up the of this Proforma.