

VISVA-BHARATI



PBAS Proforma for Promotion under CAS
(FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR)
 (Revised as per UGC 4th Amendment, 11 July 2016)

Part A: GENERAL AND ACADEMIC INFORMATION

1. 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 : 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 / PH:
10. Father's / Husband'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 of GPA obtained	Division/Class/Grade	Subject(s)
High School/ Secondary Education					
Intermediate/ Pre-Univ/Plus 2					
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)
---	------------------	---------------------	---

1.

2.

3.

Part B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Nature of Activity	Assistant Professor		Associate Professor		Professor		Your API Score
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score	
a. Direct Teaching	70	Actual hours spent per academic year $\div 7.75$	60	Actual hours spent per academic year $\div 7.5$	60	Actual hours spent per academic year $\div 7.75$	
b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year $\div 10$	20	Actual hours spent per academic year $\div 10$	10	Actual hours spent per academic year $\div 10$	
c. Innovative Teaching-learning methodologies, updating of subject contents/courses, mentoring etc.	10	Actual hours spent per academic year $\div 10$	15	Actual hours spent per academic year $\div 10$	20	Actual hours spent per academic year $\div 10$	

CATEGORY II : CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

	Nature of Activity	Max. API Score	Actual hours spent	Your API Score (Actual hours spent per academic year ÷ 10)
a	<p>Student related co-curricular, extension and field based activities.</p> <p>(i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)</p> <p>(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)</p> <p>(iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)</p>	15		
b	<p>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</p> <p>i). Administrative responsibility (including as Dean / Principal / Chairperson /Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)</p> <p>(ii). Participation in Board of Studies, Academic and Administrative Committees</p>	15		
c	<p>Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)</p>	15		
Total API Score in Category II				

C) Ongoing and Completed Research Projects and Consultancies

(i & ii) 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 1 lakhs+ Non-Sc: Rs 1 lakhs+): 10

Other approved projects of Univ/Other agencies : 5

API Score for **Consultancies**–

(Sc -Rs 10 lakhs+ Non-Sc: Rs 2 lakhs +): 10 for every 10 lakhs & 2 lakhs respectively

API Score for **Quality Evaluation**–

Major Project Eval: 20

Minor Project Eval: 10

Sl. 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) (iii) Projects Outcome/ Outputs

Patent / Technology Transfer / Product / Process or Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central /State Govt./Local Bodies.

International bodies :30 per patent / output / document

Central Govt. : 20 State Govt. : 10 Local bodies : 5.

Sl. 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

D) Research Guidance/Supervision

Degree-oriented: API Score – Ph.D. awarded – 15; Ph.D.Submitted – 10;

M.Phil. awarded – 5

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

(E) (i) Fellowships / Award :

API Score –International – 15 / Fellowship / Award
 National – 10 / Fellowship / Award
 Regional / State – 5/ Fellowship / Award

Name of Fellowship / Award	Body Awarding the Fellowship / Award	Date of Award	Amount if Any	API Score

ii) A. Papers presented in Conferences, Seminars, Workshops, Symposia

API Score –International – 5
 National – 3
 Regional – 2
 Local – 2

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

ii) B. Invited Lectures at National/ International bodies / Institutions.

API Score –International – 7
 National – 5
 Regional /State level – 3
 Univ/Endowment Lect – 3

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

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

API Score – International – 5
 National – 3
 Regional – 2
 Local – 2

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

Note : The score under this sub category E(ii) shall be restricted to 20 % of the minimum fixed for Category III for any assessment period.

E. (iii) Development of E-learning delivery process / material**API score: 10 per module.**

S. No.	Title of module	Organisation for which developed	API Score

API SCORES under Category III .

Sub-Category	Total Score claimed in Sub-category
Research papers (Journals etc.)/Published Outputs in CD/DVD.	
Research publications (books, etc.)/Performance/Exhibitions etc.	
Research Projects/Workshops in Performing and Fine Arts	
Research Guidance	
E-learning material/ fellowships	
Conferences/Seminars /lectures Note: The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period	
Total (Research and Academic Contribution)	

SUMMARY OF API SCORES

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

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

Minimum total API score will be calculated combining category II and category III. However, faculty may score this balance of points from either category II or category III to achieve the minimum score required under category II & III.

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

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 4th Amendment regarding CAS promotion of University teachers (dated 11th July 2016) before filling up the of this Proforma.