

VISVA-BHARATI



PBAS Proforma for Promotion under CAS

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters): _____
 2. Father's Name/Mother's Name: _____
 3. Department/Centre/Bhavana: _____
 4. Current Designation & Grade Pay: _____
 5. Date of last Promotion: _____
 6. Which position and grade pay are you an applicant under CAS? _____
 7. Date of eligibility for promotion: _____
 8. Date and Place of Birth: _____
 9. Sex: _____
 10. Marital Status: _____ 11. Nationality: _____
 12. Indicate whether belongs to SC/ST/OBC category: _____
 13. Address for correspondence(with Pincode) _____

 14. Permanent Address (with Pincode) _____
- Telephone No. _____ Email: _____

15. Academic Qualifications (Matriculation to Post-graduation):

Examinations	Name of the Board/University	Year of Passing	Percentage of marks or GPA obtained	Division/ Class/ Grade	Subject(s)
High School/ Matriculation					
Intermediate/Pre- Univ/Plus 2					
B.A./B.Sc./B.Com/ B.Mus/B.Fine etc					
M.A/M.Sc./M.Mus/ M.Fine, etc					
Other Degrees/ Diplomas, if any					

16. Research Degree(s)

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

17. Appointments held prior to joining this institution

Designation	Name of Employer	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.

18. Posts held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

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

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

21. Fields of Specialization under the Subject/Discipline

- (a) (b)
(c) (d)

22. Academic Staff College **Orientation / Refresher** Courses or **Methodology Workshops/ Training/Teaching-Learning-Evaluation Technology** Programmes as well as **Soft-Skill Development** Programmes and **Faculty Improvement/Development Programmes, including Summer and Winter Schools** from other Institutions attended:

API Score: Two-week (& Above) Duration – 20
One-week Duration - 10

Name of the Course/ Programme/Training/ Summer or Winter School	Place & Instt	Duration (Dates)	Sponsoring Agency (UGC/ICAR/ICHR/ICSSR/ Akademies/Universities etc)
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1.
2.
3.

API SCORE:

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma on the UGC web-site [UGC 2010 Regulation; also published in The Gazette of India, Sept 18, 2010; Part III, Sec 4; pages 7947 onwards] before filling out this section, in case of any doubt)

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

S. No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record	API Score

* NB: Lecture (L), Semester (S), Tutorial(T), Practical(P), Contact Hours(C)

CALCULATION OF API SCORE FOR I(i) ABOVE		
		API Score
(a)	Classes Taken (Below 80% performance, no score may be given); For 80% - API Score is 30, and for every 1% higher, one API Score is awarded, subject to a maximum of 50 for 100%	(Max: 50 for 100%)
(b)	Teaching Load in excess of UGC norm (max score:10 which is over and above 50 as under [a])	Max: 10

(ii) Reading /Instructional material consulted and additional knowledge resources provided to students

S. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided	API Score
API score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to Students					
(Max. API score : 20)					

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

S. No.	Short Description (in terms of (a) to (d) as listed below)	API Score
	(a) Updating of Courses/Curriculum Design: 5 per course – Max 10	
	(b) Particip/Innovative – Interactive courses: 5	} Max 10
	(c) Particip/Innovative – Learning Modules: 5	
	(d) Particip/Innovative – Case Studies prepared: 5	
	(e) Use of ICT or Computer-aided methods – ppt: 5	
	(f) Use of ICT – Multi-media/Simulation etc: 5	} Max 10
	(g) Dev/Teaching Remedial/Bridge Courses: 5 each	Max 10
	(h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each	Max 10
	(i) Special Programmes in Phys.Edn./Library: 5 each	Max 10
	(j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ;	Max 10
	(k) Orgn/Teaching Web-based/E-Library/IT-asst teaching: Workshop 10 points; Popularization 5 points	
	(Max API Score : 20)	Total Score:

(iv) Examination Duties Assigned and Performed

S. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out(%)	API Score
	(a) Invigilation: 10	} Max : 10		
	(b) Evaluation: 5			
	(c) Question-paper setting: 5			
	(d) Internal/Continuous Assessment:	10		
	(e) Exam Coordination Cell/Outst or Flying Squad:	10		
	(Max API Score : 20)			

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

S.No.	Type of Activity	Average Hrs/week	API Score
	(i)Extension, Co-curricular & field based Activities		
	a) Field Study/Ed. Tours/ Placement: 5 each Max 10		
	b) NSS/NCC/NSO etc: Max 10		
	c) Student/Staff Sports Campus Publ etc: Max 10		
	d) Community work (Env, Hum.Rights, Peace/Relief etc): Max 10		
	(Max API Score : 20)		
	(ii)Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	a) Governance Resp (Dean/Adhyaksha/ Warden/Coord.): Max 10		
	b) Admission Comm/ Campus Dev/ Library Comm: 5 each Max 10		
	c) Student Welf/ Counselling/ Discipline (Proct) 5 each Max 10		
	d) Conf Organization/Chair Secy/Treasurer (I) International: 10 (II) National/Reg: 5 (III) Member: 1 each		
	(Max API Score : 15)		
	(iii)Professional Development Activities		
	a) Member in Professional Comm (I)National 3 (II) State 2 ; Max 10		
	b) Particip in Conf/Seminars Without paper: 2 each ; Max 10		
	c) Short-term Courses/ Training less than a week: 5 each Max 10		
	d) Membership/Particip in State/ Central Bodies/Comm: 5 each Max 10		
	e) Newspaper/Magaizine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10		
	(Max API Score : 15)		
	Total Score (I + ii + iii) (Max : 25)		

B) (i) Articles/Chapters published in Books

API Score (Per Art/Chap) Category 1: International Publ – 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	Whether peer-reviewed/Impact	No of Co-authors (Points to be shared)	Whether you are the main author (Full points)	API Score

B) (ii) Full papers in Conference Proceedings

API Score – Category 1 – 10
 Category 2 – 7.5
 Category 3 – 5

S.No	Title with page number	Details of Conference Publication	ISBN/ISSN no/ Categorization (I. International/ II. National III.Regional)	Whether peer-reviewed/Imp act	No of Co-authors (Points to be shared)	Whether you are the main author (Full points)	API Score

**B) (iii) 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/Per- formance 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/ 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) (iv) 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) (v) Books Published as a Single Author/Editor

API Score – Category 1 Text/Reference Books by International Publisher – 50

Category 2 Text/Reference Books by National/Soc/Univ Publ – 25

Category 3 Subject Books by Other/Local Recognized Publ – 15

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

B) (vi) Solo Performance/Exhibition as an Artist API Score – Cat. I /International – 50
On invitation 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) 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 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 (Completed) Project Eval: 20
 Minor (Completed) 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/ Coinvestigator or Consultant/Quality evaluator	API Score

(iii & iv) Completed 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 (Completed) Project Eval: 20
 Minor (Completed) Project Eval: 10

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

D) 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				

D) 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				

(E) (i) Training Courses, Refresher Courses, Orientation Courses, Teaching-Learning-Evaluation Technology Programmes, Soft-Skill Development & Faculty Development Programmes

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) (ii) 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.(iii) 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.(iv) 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. SUMMARY OF API SCORES

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			

PART C: 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

Signature of HOD / School
Chairperson / Principal

N:B: 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.