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 <u>excluding</u> 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/   Place   Duration   Sponsoring Agency
Programme/Training/   & Instt   (Dates)   (UGC/ICAR/ICHR/ICSSR/
Summer or Winter School   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 ÷**7.75**	**60**	Actual hours spent per academic year ÷**7.5**	**60**	Actual hours spent per academic year ÷**7.75**	
b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year ÷**10**	20	Actual hours spent per academic year ÷**10**	10	Actual hours spent per academic year ÷**10**	
c. Innovative Teaching-learning methodologies, updating of subject contents/courses, mentoring etc.	10	Actual hours spent per academic year ÷**10**	15	Actual hours spent per academic year ÷**10**	20	Actual hours spent per academic year ÷**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.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15		
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson /Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15		
c.	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)	15		
	Total API Score in Category II			

CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) **(i) Published papers/Translations in journals** as per UGC List.

API Score: Category I Refereed – 25, Category II Non-Refereed - 10

SI.No	Title with volume, number and page number	Journal Name	ISBN/ISSN/ Categorization Refereed/Non Refereed	Impact Factor (Proof required)	No. of Co-authors	Whether you are the main author	API Score

* NB: For Impact Factor & Co-authoring please refer to UGC guidelines.

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

API Score – Category I (Reviewed) – 25

Category II (Non-Reviewed) –10

Sl. No	Title of CD/DVD/Tape/ Online/E-form/ E-book/Art Catalogues	Company/ Agency/ Instt Name	ISBN/ISSN No	Whether reviewed/ Impact factor (Hits/sales/cita-tions/commeda tions/reviews, etc)	No of Co-performe r or Co-authors	Whether you are the main performer	API Score

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

API Score – Category I (Reviewed) – 25

Category II (Non-Reviewed) –10

Sl. 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 (Including TV/Radio etc)	Categorizatio n (Venues/even t/gallery/ studio/ museums)	Whether reviewed/ Impact factor (Reporting/Cove rage/Reviews/Hi ts/sales/cita-tions/commen-dations/ etc)	No of Co-performe r or Co-authors	Whether you are the Solo artist/ performer	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

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)	API Score

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

Sl. No	Title of Show/ Exhibition/Per-formance 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/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)	API Score

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

API Score (Per Unit) Category 1: International – 10
Category 2: National/ State/ Central/ Societies – 5
Category 3: Regional/ Other/ Local – 3

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/ 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)	API Score

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

API Score – Category I Text/Reference Books by International Publisher   – 30
Category II Text/Reference Books by National/Soc/Univ Publ   – 20
Category III Subject Books by Other/Local Recognized Publ   – 15

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	API Score

B) (v) Solo Performance/Exhibition as an artist   API Score – Cat. I /International – 30
on invitation   Cat. II /National   – 20
Cat. III /Regional   – 15

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/ (III) Regional	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 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 :

<div align="right">

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

</div>

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

<div align="right">

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

</div>

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.

<div align="right">

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

</div>

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

<div align="right">

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

</div>

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 the faculty with
Designation, Place & Date

Signature of HOD / School
Chairperson / Principal

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.