PBAS Proforma for Promotion under CAS

Name of the Institution :

*Submitted by:*-

Name: ........................................................................................................

Present Designation: ..........................................................................

Department: ............................................................................................

Date of Submission: .............................................................................

Signature with date: ............................................................................

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Name of the Institution:

PBAS Proforma for Promotion under CAS

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

01. Name (in Block Letters) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

02. Fathers Name/Mothers Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

03. Department : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

04. Educational Qualification : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

05. Current Designation and : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic grade Pay : AGP= Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

06. Date of last Promotion : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

07. Which position and AGP are

you an applicant under CAS? : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

08. Date of eligibility for promotion : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

09. Date and Place of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_ Place of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_

10. Sex : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Marital status : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Nationality : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Indicate whether belong to SC/ST/ OBC category : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. Address for Correspondence: - 15. Permanent Address:-

Ward No., House No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Road/Lane : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P.S. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P.O. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pin : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No./ Mobile No. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail ID :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ -*PBAS Proforma for Promotion under CAS/Page* 2

16. Academic Qualifications**:- (HSLC till Post Graduation)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examinations | Name of the Board/ University | Year of Passing | Division/ Class/Grade | Subject/s |
| HSLC |  |  |  |  |
| Intermediate ( 10 + 2 ) |  |  |  |  |
| B.A. / B.Sc. / B.Com. / B.Mus. / Others |  |  |  |  |
| M.A. / M.Sc. / M.Com. / M.Mus. / Others |  |  |  |  |

17. Research Degree(s)**:-**

|  |  |  |  |
| --- | --- | --- | --- |
| Degrees | Title | Date of Award | University |
| M.Phil. |  |  |  |
| Ph.D. / D.Phil. |  |  |  |
| D.Sc. / D.Litt. |  |  |  |

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1. Appointments held prior to joining this institution**:-**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Designation | Name of Employer | Date of | |  | Scale of Pay with AGP | Reason of leaving |
| Joining |  | Leaving |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |

19. Post held after appointment at this institution :-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Designation | Department | Actual Date of Joining | | Scale of Pay with AGP |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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20. Period of teaching experience:- P.G. Classes (in years):- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

U.G. Classes (in years):- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

21. Research experience excluding years

spent in M. Phil/ Ph. D (in Years):- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

22. Field of Specialization under the

subject / discipline (if any):-

a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

23. Academic Staff College Orientation Programme(OP)/ Refresher Course (RC)/ Summer School (SSS)/ any other course attended:-

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the course/ School (OP/RC/SSS/Others) | Place (Academic Staff College) | Duration | Sponsoring Agency |
| From - To |
|  |  | to |  |
|  |  | to |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PART :B : ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS proforma before filling out this section)

CATEGORY: 1

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (From to )

(i) Lectures, Seminars, Tutorials, Practical’s, Contact Hours: ( give semester-wise details, where necessary)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Course/ Paper | Level  (UG/PG) | Mode of teaching\* | Hours per week | | | % of classes/ practical’s taken as per documented recods |
| 1 |  |  |  | allotted | | taken | % |
| 2 |  |  |  |  | |  | % |
| 3 |  |  |  |  | |  | % |
| 4 |  |  |  |  | |  | % |
| 5 |  |  |  |  | |  | % |
| 6 |  |  |  |  | |  | % |
| 7 |  |  |  |  | |  | % |
| 8 |  |  |  |  | |  | % |
| 9 |  |  |  |  | |  | % |
| 10 |  |  |  |  | |  | % |
| Lectures, Seminars, Tutorials, Practical’s, Contact Hours | | | | | Total= | |  |

|  |  |  |
| --- | --- | --- |
| Sl. No. | Classes taken ( max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given) | API Score |
| a |  |
| b | Teaching load in excess of UGC norms (max score: 10) |  |
| TOTAL of Category : I/ item No. (i)= | |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(ii) Reading/ Instructional material consulted and additional Knowledge resources provided to students:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Course/ Paper | Level (UG/PG) | Consulted | Prescribed | | Additional Resource provided |
| 1 |  |  |  |  | |  |
| 2 |  |  |  |  | |  |
| 3 |  |  |  |  | |  |
| 4 |  |  |  |  | |  |
| 5 |  |  |  |  | |  |
| 6 |  |  |  |  | |  |
| 7 |  |  |  |  | |  |
| 8 |  |  |  |  | |  |
| 9 |  |  |  |  | |  |
| 10 |  |  |  |  | |  |
| API Scores based on Preparation and imparting of knowledge/ instruction as curriculum and syllabus enrichment by providing additional resources to Students (max. Score : 20) | | | API Score of Category : I/ Item No. (ii)= | |  | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Short Description | | API Score |
| 01 |  | |  |
| 02 |  | |  |
| 03 |  | |  |
| API Score for Category :I/ Item No. (iii) (Max. Score= 20) | | Total API Score for Category :I/ Item No. (iii) = |  |

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(iv) Examination Duties Assigned and Performed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Types of Examination Duties | Duties Assigned | Duties Carried Out | Extent to which  carried out(%) | API Score |
| 01 |  |  |  |  |  |
| 02 |  |  |  |  |  |
| 03 |  |  |  |  |  |
| 04 |  |  |  |  |  |
| 05 |  |  |  |  |  |
| 06 |  |  |  |  |  |
| API Score for Category :I/ Item No. (iv) (Max. Score= 25) | | | Total API Score for Category :I/ Item No. (iv) = | |  |

|  |
| --- |
| **Certificate from the Head of the Department**  This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assistant/ Associate  Professor of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ attended all the allotted classes. He/ She gives regular instructions as per Curriculum with the prescribed material, syllabus enrichment by providing additional resources to the students. He/ She carried out Semester/ Annual Examination work as per duties allotted.  Signature of HOD:  Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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CATEGORY: II

CO- CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (From to )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Type of Activity  **(i) Extension, Co-Curricular & field based Activities** | | Average hours/ week | API Score |
| 01 |  | |  |  |
| 02 |  | |  |  |
| 03 |  | |  |  |
| 04 |  | |  |  |
| API Score for Category :II/ Item No. (i) (Max. Score= 20) | | Total API Score for Category :II/ Item No. (i) = | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Type of Activity  **(ii) Contribution to Corporate Life and Management of the Institution** | | Yearly/ Sem.-wise responsibility | API Score |
| 01 |  | |  |  |
| 02 |  | |  |  |
| 03 |  | |  |  |
| 04 |  | |  |  |
| API Score for Category :II/ Item No. (ii) (Max. Score= 15) | | Total API Score for Category :II/ Item No. (ii) = | |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Type of Activity  (iii) Professional Development Activities | | Yearly/ Sem.-wise responsibility | API Score |
| 01 |  | |  |  |
| 02 |  | |  |  |
| 03 |  | |  |  |
| 04 |  | |  |  |
| API Score for Category :II/ Item No. (iii) (Max. Score= 15) | | Total API Score for Category :II/ Item No. (iii) = | |  |

|  |  |  |
| --- | --- | --- |
| **API Score for Category :II (i+ii+iii)** (Max. Score= 25) | **Total API Score for Category :II (i+ii+iii)** |  |

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CATEGORY: III

**RESEARCH, PUBLICATION AND ACADEMIC CONTRIBUTIONS (From to )**

A. Published Papers in Journals

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title with page nos. | Journal | ISSN/ ISBN | Whether Peer Reviewed | Impact factor, if any | Number/s of co author/s | Whether you are the main author | **API Score** |
| 01 |  |  |  |  |  |  |  |  |
| 02 |  |  |  |  |  |  |  |  |
| 03 |  |  |  |  |  |  |  |  |
| 04 |  |  |  |  |  |  |  |  |
| 05 |  |  |  |  |  |  |  |  |
| 06 |  |  |  |  |  |  |  |  |
| **Total API Score for Category :III/ Item No. A=** | | | | | | | |  |

***Use additional sheet/s wherever necessary***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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B. (i) Articles/ Chapters Published in Books

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title with page nos. | Book Title, edited and publisheds | ISSN/ ISBN | Whether Peer Reviewed | Impact factor, if any | Number/s of co author/s | Whether you are the main author | **API Score** |
| 01 |  |  |  |  |  |  |  |  |
| 02 |  |  |  |  |  |  |  |  |
| 03 |  |  |  |  |  |  |  |  |
| 04 |  |  |  |  |  |  |  |  |
| 05 |  |  |  |  |  |  |  |  |
| 06 |  |  |  |  |  |  |  |  |
| **Total API Score for Category :III/ Item No. B(i)=** | | | | | | | |  |

***Use additional sheet/s wherever necessary***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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