

**University of \_\_\_\_\_**  
**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 :**
- 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 (Matric till post graduation):**

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/Grade	Subject
High School/Matric					
Intermediate					
B.A./B.Sc/B.Com/B. Mus					
M.A/M.Sc/M.Com/ M. Mus					
Others examination, 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	Reason of leaving
		Joining	Leaving		

**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 Specialisation under the Subject/Discipline**

(a) ..

(b) ..

**22. Academic Staff College Orientation/Refresher Course attended:**

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

**PART B: ACADEMIC PERFORMANCE INDICATORS**

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

**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

\*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100 % performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score: 10)	

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

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

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

S. No.	Short Description	API Score
	<b>Total Score (Max Score : 20)</b>	

**(iv) Examination Duties Assigned and Performed**

S No	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	<b>Total Score (Max: 25)</b>			

**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
	<b>(i) Extension, Co-curricular &amp; field based Activities</b>		
	<b>Total (Max: 20)</b>		
	<b>(ii) Contribution to Corporate Life and Management of the Institution</b>	<b>Yearly/Semester wise responsibilities</b>	<b>API Score</b>
	<b>Total (Max: 15)</b>		
	<b>(iii) Professional Development Activities</b>		
	<b>Total (Max: 15)</b>		
	<b>Total Score (I + ii + iii) (Max : 25)</b>		

**CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**A) Published Papers in Journals**

S. No.	Title with page nos.	Journal	ISSN/ISBN No	Whether peer reviewed. Impact Factor, if any	No. of co-authors	Whether you are the main author	API Score

**B(i)) Articles / Chapters published in Books**

S. No.	Title with page nos.	Book Title, editor & publisher	ISSN /ISBN N No	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score

**ii) Full Papers in Conference Proceedings**

S. No.	Title with page nos.	Details of Conference Publication	ISSN/ISBN No	No. of co-authors	Whether you are the main author	API Score

**iii) Books Published as single author or as editor**

S. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

**III C). Ongoing and Completed Research Projects and Consultancies**

**(c) (I & II) Ongoing Projects / Consultancies**

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs lakh)	API Score

**(c)(iii & iv) Completed Projects / Consultancies**

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs lakh)	Whether policy document/patent as outcome	API Score

**(D) Research Guidance**

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

**(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)**

S. No.	Programme	Duration	Organised by	API Score

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

S. No	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether international /national/ state /regional /college or university level	API Score

**E (iii) Invited Lectures and Chairmanships at national or International conference/seminar etc.**

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

**IV. SUMMARY OF API SCORES**

	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			
	<b>Total I + II</b>			
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 etc. wherever necessary)*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

I certify that the information provided in this proforma is true and correct to the best of my knowledge and the documents attached herewith are true copies of the originals. In case anything is found false, fictitious or contrary to record at any state, I shall be responsible for the consequences arising therefrom.

Signature of the faculty with  
Designation, Place & Date

Signature of HOD/School  
Chairperson/Principal

N.B: The individual PBAS proforma duly filled alongwith 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.