PART-A

University of Jammu, Jammu

CAREER ADVANCEMENT SCHEME (CAS)

Performance Based Appraisal System Proforma as per UGC REGULATIONS, 2018- Parts 'A' & 'B'

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (IN BLOCK LETTERS):	
2. Father's Name/ Mother's Name:	
3. Date and Place of Birth:	
4. Gender:	
5. Marital status:	
6. Nationality:	
7. Indicate whether belongs to SC/ST/OBC Category:	
8. Department:	
9. Current Designation & Academic Level:	
10. Date of Last Promotion:	
11. Which position and Academic Level are you an applicant under CAS?	
12. Date of eligibility for promotion:	
13. Address for correspondence (with Pin code)	
14.(a) Permanent Address (with Pin code)	
14.(b) Contact No:	
14.(c) Email:	

15. Academic Qualifications

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject
M.A./M.Sc./M.Com./ M.Mus.					
Other examination, if any					

16. Research Degree(s)

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

17. Research Publications (In peer reviewed/UGC listed journals during the assessment period; Mention number here, submit separate list)

18. Appointments held prior to joining this institution

Designation	Name of the Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

19. Posts held after appointment in this institution

Designation	Department	Duration of Appointment		Basic and Grade Pay
		From	To	

20. Leaves taken during the period spent in obtaining the M.Phil./ Ph.D. Degree (Attach documentary support) (Other leaves e.g. Childcare leave to be included as well)

Programme	Kind of leave	Period of leave		Period of days (years/months/days)	Order No. and Date
		From	To		

21. Field(s) of Specialization under the Subject/Discipline

Major		
Minor		

22. Orientation Courses/ Refresher Courses attended (During assessment period)

Name of the Course/ Summer School	Place/Institution	Duration	Sponsoring Agency

23. Research Methodology Course/Workshop / FDP/ MOOC Course (During assessment period)

Name of the Course/ Summer School	Place/Institution	Duration	Sponsoring Agency

24. Future Plans

Brief outline of your future plans for teaching and research
(Not more than 500 words each)

1.Teaching	
2.Research	

25. Any other information the applicant wishes to provide.

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction order, papers etc. wherever necessary)*

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

I certify that the publications and all other material submitted by me for evaluation of API Scores is original and not plagiarized, besides the information provided in this proforma is true and correct to the best of my knowledge and the document attached herewith are true copies of the originals. In case anything is found false, fictitious or contrary to the record at any stage, I shall be solely 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 as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.

Assessment Criteria and Methodology for University Teachers

Table 1, Part-A

TEACHING									
2015-2016		2016-2017		2017-2018		Total Assessment Period			
No. of classes taught for academic year	Total No. of classes assigned	No. of classes taught for academic year	Total No. of classes assigned	No. of classes taught for academic year	Total No. of classes assigned	No. of Classes taught	Total No. of classes assigned	%age	Grade

Note: 1. Classes taught includes sessions on tutorials, lab and other teaching related activities.

2. Grading Criteria: (i) 80 % & above: Good (ii) 70-80 %: Satisfactory (iii) Less than 70 %: Not Satisfactory.

3. For the purpose of assessing the grading of activity in Part-A of Table-1 i.e. Teaching, all such periods of duration which have been spent by the teacher on different kinds of **paid leaves** such as Maternity Leave ,Child Care Leave, Study Leave, Medical Leave etc. and **Deputation** shall be excluded from the grading assessment .The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher subject to the condition that such leaves/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in the Statutes of the University of Jammu. (Attach Photocopy of the leave undertaken).

Table-1, PART-B

Nature of Activity	2015-2016		2016-2017		2017-2018		Page No.
	Involvement Yes/No	Involvement as	Involvement Yes/No	Involvement as	Involvement Yes/No	Involvement as	
a) Administrative responsibilities such as Head/Chairperson/ Dean/Director/ Coordinator, Warden, etc.							
b) Examination and Evaluation duties assigned by the University/College or attending the examination paper evaluation.							
c) Student related co-curricular, extension and field based.							
d) Organizing Seminars/ Conferences/Workshops, other College/University activities.							
e) Evidence of actively involved in guiding Ph.D students.							

f) Conducting minor or major research project sponsored by national or international agencies							
g) At least one single or joint publication in peer reviewed or UGC list of Journals							
No. of activities in which involved (a-g)							
Grading							

Note: 1. The number of activities can be within or across the broad categories of activities.

2. **Grading Criteria:** (i) **Good:** Involvement in at least 3 activities.

(ii) **Satisfactory:** Involvement in 1-2 activities.

(iii) **Not-satisfactory:** Not involved/undertaken any activity.

Summary of Table 1

	2015-2016	2016-2017	2017-2018	2018-19	Remarks (if any)
Grading Part-A					
Grading Part-B					
Overall Grading					

Note: Overall Grading:

(i)   Good: Good in Part-A and Satisfactory or Good in Part-B.

(ii)   Satisfactory: Satisfactory in Part-A and Good or Satisfactory in Part-B.

(iii)   Not Satisfactory: If neither Good nor Satisfactory in overall grading i.e. (i) and (ii) above.

Table-2: Assessment Criteria and Methodology (Academic/ Research)

1. Research Papers

Research Papers in Peer-Reviewed or UGC listed Journals										
S.No.	Title of the Paper	Journal Name,Vol., Page Nos.	ISSN No	Sr. No. in UGC List of Approved Journals	Whether peer reviewed impact factor if any (as per Thomson Reuters list)	No of co-authors	Whether you are the First/Principal/ Corresponding author	Year of publication	API score	Page Nos.
1										
2										
3										
4										

2. Publications other than Research Papers

(a) Books Authored

S.No.	Title of the Book	ISBN No	Publisher	Whether Int./ Nat. .	No of co- authors	Whether you are the main author	Year of publication	API score	Page Nos.

(b) Chapter in Edited Book

S.No.	Title of the Book	Title of Chapter	ISBN No	Publisher	Whether Int./ Nat.	No of co-authors	Whether you are the main author	Year of Publication	API score	Page Nos.

(a) Editor of Book

S.No.	Title of Book	ISBN No	Publisher	Whether Int/Nat.	No. of Co-Editors	Whether you are Main Editor	Year of publication	API Score	Page Nos.

(b) Translation works in Indian and Foreign Languages

S.No.	Title of the book/manuscript translated	ISSN/ISBN No.	Publisher	Whether Indian/ Foreign	Chapter or Research Paper or Book	Whether you are the Main Translator	Year of Publication	API Score	Page Nos.

3. Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of new and innovative courses and curricula

3(a) Development of innovative pedagogy

S. No.	Description	API Score	Page Nos.

3(b) Designing of new curricula/ courses

S.No.	Title of the Course/Curricula	Year of designing	Whether the course was developed individually/in collaboration	API Score (02 per course/curricula)	Page Nos.

3(c)	MOOCs						
S.No.	Development of complete MOOCs in 4 quadrants Description:	No. of Credits	No. of module/lecture / credit hours	Year of development	Acted as content writer/subject expert	API Score	Page Nos.

Course Coordinator for MOOCs								
S.No.	Title of the Course/curriculum	No. of Credits	Year of designing	Whether the course was developed individually/in collaboration	Modification of already existing course/curriculum	%age of modification done	API Score	Page Nos.

3(d) Development of E- Learning Delivery Process/Material							
S. No.	Title of module developed	Complete course or module or paper or e-book	Editor or Developer	Developed for	Year	API Score	Page No.

4. (a) Research Guidance

	Degree awarded (Number of students)	Thesis submitted (Nos.)	Supervisor/ Co-supervisor	Year	API Score	Page No.
(i) Ph. D or Equivalent						
(ii) M. Phil/ P.G dissertation						

4(b &c) Research Projects

S.No.	Title of the Project	Sponsoring Agency	Amount of the Project	Duration of the Project	Whether you are the Principal Investigator (Yes/No)	Status as on date (Completed or Ongoing)	Year	API score	Page Nos.

4(d) Consultancy

S.No.	Title of the Project	Consulting Agency	Amount mobilised of the Project	Duration of the Project	Whether you are the Principal Consultant (Yes/No)	Status as on date	Year	API score	Page Nos.

5 (a) Patents

S.No.	Name of the Patent awarded	Year of Award	International/National	API Score	Page Nos.

5(b) Policy Document

S No.	Title of the Document	Submitted to International/National body or Central /State Govt.	Whether you are the Principal Author (Yes/No)	Year	API score	Page Nos.

5(c) Fellowships / Awards

S No.	Name of the Award/ Fellowship	Name of the Awarding Body	Whether Int./ Nat. Level Fellowship Award	Year	API score	Page Nos.
1						
2						

6. Invited lectures / Resource Person/Paper Presentation in Conferences/Seminars/Full Paper in Conference Proceedings

S No.	Title of the Paper presented/Invited Lecture	Whether Published in Conference Proceedings (Yes/No)	Whether Int. (abroad) or Int.(within Country) or National or State/University Level	Title of Conference/ Seminar	Organized by	Year	API score	Page Nos.
1								
2								
3								
4								

Summary of API Score of Table-2, Category -III

S. No.	From Sr. No. (Table-2)	Total API Score Claimed	API Score /Year	API Score/ Assessment Period
1.	1.			
2.	2.			
3.	3.			
4.	4.			
5.	5.			
6.	6.			
7.	5 (a)			
8.	5 (b)			
9.	5 (c)			
10.	6			
11.	After Capping 5 (b) & 6 (max 30%)			
Total of Sr. nos. 1 to 4 and 7 ,9 & 11 from col. 1				
No. of Categories Covered out of Six categories of Table-2 (Minimum 3)				
Minimum API Score Required				

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

i)   Paper in refereed journals without impact factor   -   05 Points
ii) Paper with impact factor less than 1   -   10 Points
iii) Paper with impact factor between 1 and 2   -   15 Points
iv) Paper with impact factor between 2 and 5   -   20 Points
v)   Paper with impact factor between 5 and 10   -   25 Points
vi) Paper with impact factor >10   -   30 Points

a) Two authors: 70% of total value of publication for each author.
b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.