

CENTRAL UNIVERSITY OF KASHMIR**PBAS Proforma for Promotion under CAS
(Eligibility as on 23.07.2013)****PART A:** General information and academic background

1. Name (in Block Letters) :
2. Father's Name :
3. Department/Institute/Centre :
4. Present 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. Gender:
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:

Academic Qualifications (Matric till Post-graduation) :

Examination	Name of the Board/University	Year of Passing	Percentage Of Marks obtained	Division/ Class/ Grade	Subjects
High School/Matric					
12 th					
B.A/B.Sc./B.com					
M.A/M.Sc./M.Com					
Other examination, if any,					

15. Research Degree(s) :

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

16. Appointments held prior to joining this Institution (Certificate in the prescribed format Appendix – I from previous employer to be attached with the application)

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

17. Posts held after appointment at this Institution:

Designation	Department	Date of actual joining		Grade
		From	To	

19. Period of teaching experience: PG Classes (in years): _____ UG Classes (in years): _____

20. Research Experience excluding period spent in obtaining the M.Phil./Ph.D. degree : _____

21. Fields of Specialization under the Subject/Discipline:

(a)

(b)

22. Academic Staff College Orientation/Refresher Courses attended

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Before filling this section of the form, please see detailed instructions of this PBAS Proforma. Where-ever, required please attach separate additional sheets)

B (I)

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*	No. of classes Per week allotted	No. of classes conducted (per semester/year)	% of classes taken as per documented record

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

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

(iv) Reading/Instructional material consulted and additional knowledge 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)				

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

S. No.	Short Description	API Score
	Total Score (Max Score: 20)	

- (iv) Examination Duties Assigned and Performed

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

BII

CAEGORY 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		
	Total (max:20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/Semester-wise responsibilities	API Score
	Total (max : 15)		
	(iii) Professional Development Activiies		API Score
	Total (max:15)		
	Total Score (i + ii + iii) (Max : 25)		

B (III)**CATEGORY III: (RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS)****A) Published Papers in Journals**

S. No.	*Name of authors, title, year, Vol. No. and Page Nos.	Journal and Publisher	ISBN/ ISBN No.	Whether peer reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the main/ corresponding author	API Score

B(i) : Articles / Chapters published in Books

S. No.	Title with Page Nos.	Book Title, Editor & Publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

B(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/ corresponding author	API Score

*The names of authors must be given in the same order in which they appear in the paper.

B(iii) : Books Published as single author:

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

C : Ongoing and completed Research Projects and Consultancies C

(i & ii) Ongoing Projects / Consultancies

S. No.	Title	Agency	Period	Grand / Amount Mobilised (Rs. lakhs)	API Score

C (iii & iv): Completed Projects / Consultancies

S. No.	Title	Agency	Period	Grant/Amount Mobilised (Rs. Lakhs)	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/Workshop/ Symposium	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/workshop/symposium etc.

S. No.	Title of Lecture/Academic Session	Title of Conference/ Seminar/workshop/ symposium etc.	Organised by	Whether International/ National/State/ Regional/	API Score

V. 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.			
	Total I + II			
III	Research and Academic Contribution			

PART C : OTHER RELEVANT INFORMATION

Please give details of any other credential significant contribution, awards received etc. not mentioned earlier.

<u>S.No.</u>	<u>Details (Mention Year, value etc. where relevant)</u>

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, research papers, books 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 faculty with Designation, Place and Date

Signature of Head of the Department

N.B: The individual PBAS proforma duly filled along with 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.

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix-III, Table 1 of the UGC Regulations-2010.

B(I) is based on API scoring for **Category 1** of the Table 1.

B(II) is based on **Category II** of the Table.

B(III) is based on **Category III** of the Table.

The proforma is to be filled as per the following tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-I of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below.

N.B. The self-assessment scores are subject to verification by the University/College, and by the Screening-cum-Verification Committee or Selection Committee as the case may be.

CATEGORY: I.

(Teaching, Learning and Evaluation Related Activities)

(i) (a)

Lectures/Seminars/Practicals/Tutorials/Contact Classes taken should be based on verifiable records.	Max. Score: 50
No score shall be assigned if a teacher has taken less than 80% of the assigned classes. Universities shall give allowance for periods of leave where alternative teaching arrangements have been made.	
Max. Score of 50 if there is 100% performance	

(i) (b)

If teacher has taken classes, exceeding UGC norm, then two points to be assigned for each extra hour of classes/credit	Max. Score: 10
If a teacher puts in more hours in direct teaching-learning process per week than required by UGC norms i.e. a Professor/Associate Professor puts in more than 14 hours per week (including 6 hours for research activities), or an Assistant Professor puts in more than 16 hours per week (including 6 hours for research activities), he/she shall be awarded API points from this subcategory.	
Imparting of knowledge/instructions as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students. (100% compliance = 20 points)	Max. Score : 20

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

Indicators/Activities	Max. Score
Updating of courses, design of curriculum (5 points per single course)	10
Preparation of resource material, fresh reading material, laboratory manuals, etc.	10
Participatory & Innovative Teaching Learning Process with materials for problem based learning, case studies, Group discussion etc. (h) Interactive Courses : 5 points (i) Participatory Learning modules : 5 points (j) Case Studies : 5 points (k) Group Discussion : 5 points (l) Project Work : 5 points (m) Assignments : 5 points (n) Seminar Lectures : 5 points	10
Use of ICT in Teaching Learning Process with computer-aided methods like PowerPoint/ Multimedia/ Simulation/Softwares etc.	10
Use of any one of these in addition to Chalk & Board. (5 points each)	
Developing and imparting Remedial/Bridge Courses (Each activity : 5 points)	10
Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library, innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (c) Workshop/ Training Course : 10 points each (d) Popularization program : 5 points each	10
Maximum Aggregate Limit	20

- (iv) Examination Related Work

Indicators	Max. Score
End semester/Annual Examination work as per duties allotted (Invigilation – 10 points, Evaluation of answer scripts – 5 points, Question Paper Setting – 5 points 100% compliance – 20 points)	20
Examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points)	10
Examination work, such as, coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty (100% compliance = 10 points))	10
Maximum Aggregate Limit	25

CATEGORY : II

(Co-curricular, Extension and Professional Development Related Activities)

(i) Extension and co-curricular & field based Activities

Institutional Co-curricular activities for students, such as, field studies, industry-implant training and placement activity, educational tours, industrial tours, sample collection tours, field training, operation/maintenance/analysis on sophisticated equipment, project guidance at master level course, guidance and counseling, arranging contact programmes/ extension lectures, monitoring and supervision of contact programmes / training programmes etc.	10
Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS, NSO or any other similar activity) (Each activity : 10 points)	10
Students and Staff Related Socio Cultural and Sports Programmes, Campus publications (departmental level : 2 points , Institutional level : 5 points)	10
Community work such as, values of National Integration, Environment, democracy, socialism, Human Rights, Peace, Scientific temper, Flood or, Drought relief, Small Family Norms etc. (5 points each)	10
Maximum Aggregate Limit	20

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate Life in University through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 points each)	10
Institutional Governance responsibilities like, Dean, Head/Chairman, Director, Warden, Proctor, Bursar, Director Satellite Campus, IQAC Coordinator (10 points each) DIQA Nodal Officer, Coordinator of UG/PG Courses (5points each)	10
Participation in committees concerned with any aspect of departmental or institutional management, such as admission committee, campus development, library committee, departmental research committee, member of PG/UG board of studies, departmental purchase committee, allotment committee, CAS screening/promotion committee, grievance committee, central purchase committee, publication committee or any other such committee at the university level. (5 points each).	10
Responsibility for, or participation in committees for Students Welfare, counselling and Discipline (5 points each)	10
Organisation of conferences, seminars, symposia, workshop, training programmes as Chairman/Organizational Secretary/Treasurer (c) International (10 points), National/Regional (5 points) (d) As member of the Organizing Committee (1 point each)	10
Maximum Aggregate Limit	15

(v) Professional Development Related Activities

Indicators/Activities	Max. Score
Membership in professional related committees at State and National level c) At National level/ International level: 3 points d) At State level : 2 points each	10
Participation in subject associations, conferences, seminars, symposia without paper presentation (Each activity : 2 points)	10
Participation in short term training courses/workshops less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance, new and emerging fields/subjects /technologies. (Each activity : 5 points)	10
Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 points each).	10
Publication of articles in newspapers, magazines or other publications (not covered in CATEGORY – III); radio talks, television programmes (1 point each)	10
Maximum Aggregate Limit	15

CATEGORY : III

(Research and Publications and Academic Contributions)

This is to be filled as per Appendix III, Table I, Category – III of the UGC Regulations 2010. Wherever the research contribution-n is jointly made, the API Scores should be shared between the contributors as per the formula provided in the Table I.

As stated in the UGC Regulations 2010, the API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in **2010-2011**, annual average of two years in 2011-2012 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

Appendix-I

Certificate of Previous Qualifying Services
(Applicable to in-service candidates having served previously in other
Universities/Colleges/Organizations)

1. This is to certify that the essential qualifications of the post _____(Assistant Professor, Associate Professor and Professor) held by the Teacher namely _____ in this institution from _____to_____ were not lower than the qualifications prescribed by the UGC for the concerned post .
2. The concerned teacher namely _____ was possessing the same minimum qualifications as prescribed by the UGC for appointment to the post of _____ (Assistant Professor, Associate Professor and Professor) at the time of appointment
3. The post _____ (Assistant Professor, Associate Professor and Professor) was in an equivalent grade or of the pre-revised scale of pay _____ as the post of _____ (Assistant Professor, Associate Professor and Professor)
4. The post _____ (Assistant Professor, Associate Professor and Professor) was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/Concerned Institution, for such appointments.
5. The appointment to the post of _____ was not as guest teacher
6. It is certified that the concerned teacher namely _____ was working on Ad-hoc /Temporary basis from _____ to _____ (duration should be more than one year) and that the :
 - i) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
 - ii) the incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.

Sign of the Competent Authority:

Name:

Designation:

Dated: ../2013