Devi Ahilya Vishwavidyalaya, Indore

PBAS Proforma for Promotion under CAS

Name of Candidate --

Institute/ School of Studies --

Application for promotion from:

Assistant Professor (Stage 1 to Stage 2 or Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4) and Associate Professor (Stage 4) to Professor (Stage 5).

_____

(Please indicate whichever is applicable)

Period of Assessment for promotion: From------------------------to------------------------------------

A. **For the candidates whose due date of promotion lies between 1st January 2009 to 17th July 2021:**

Please select one of the following options for promotion:

Option (a): The Applicant shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

OR

Option (b): The Applicant shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS).

Selected Option: _____

If your selected option is (a), then apply on Form-I.

If your selected option is (b), then apply on Form-II.

B. **For other candidates:**

Due Date of Promotion Lies	Applicable Application Form
From 18th July 2021 onwards	Form-I

FORM - II
Devi Ahilya Vishwavidyalaya, Indore
PBAS Performa for Promotion under CAS

*As per UGC Regulation 2018 for Applicants having Promotion due date lying between 1st January 2009 to 17th July 2021 (applying with provisions of UGC Regulation 2010 and its Amendments with relaxation in the requirements of API Based PBAS)

*As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018 **point 6.3**.

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. **Name (in Block Letters):**

2. **Father's Name**:

   Mother's Name:

   Spouse Name (if applicable):

3. **Institute/ School of Studies:**

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 (Gender):**

10. **Marital Status:**

11. **Nationality:**

12. **Indicate whether belongs to SC/ST/OBC category:**

13. **Address for correspondence**:

14. **Permanent Address**:

    Telephone No:

    Email:

15. Research Degree(s)

Degrees	Subject of PG/ Title of Research	Percentage of Marks Obtained/ Division/ Grade	Year of Passing PG/ Date of Award of Research Degree	University
M.Phil./M.E./ M.Tech./ M.Pharm. /LL.M.				
Ph.D.				
D.Sc./D.Lit.				

16. Chronological description of the appointments held prior to joining this institution.

Designation	Name of Employer	Date of Joining		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	

18. Period of Teaching Experience: (In Years)

19. Research Experience: (In Years)

20. Field of Specialization under the subject/ Discipline:

21. #Orientation/ Refresher Course/ Research Methodology/ Faculty development programme etc. attended:

Name of course	University/Institute	Place	Duration (From…To….)	Sponsoring Agency

 *Note: Summer/Winter School is equivalent to one Orientation Programme/Refresher Course for Career Advancement Purposes

Not Mandatory upto 31st December 2018; *as per UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018 point 6.3 (VIII).*

22. Any other relevant information
    I.   …………………….
    II.   …………………….
    III.   …………………….

Declaration

I certify that the information provided is correct as per records available with the University and / or documents enclosed along with this filled in proforma.

Name and Signature

Place: ………………

Date: ……………….

Forwarded by
Director of the Institute / Head of the School of Studies

PART B : ACADEMIC PERFORMACE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY TEACHERS

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITES*
(Year Wise Information Required Separately)

(a) Direct Teaching (Lecture, Seminars, Tutorials, Practical's, Project Supervision, Field Work (Semester Wise)

S. No.	Course/ Paper	Level	Mode of Teaching	No. of Classes/per week allotted	Total Number of classes conducted	Practical	% of classes taken as per documented record
1.							
2.							
3.							
4.							

Lecture (L), Seminars (S), Tutorials (T), Practical (P), Contact Hours (C)

(b) Examination Duties Assigned and Performed (Invigilation, question paper setting, evaluation/assessment of answer scripts)

S. No.	Year	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)
1.				
2.				
3.				
4.				

(c) Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject contents

S. No.	Year	Short Description
1.		
2.		
3.		
4.		

* Exemption from scoring under Category I, as per UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018 point 6.3 (VII)(i).

CATEGORY II: CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES* *(Year Wise Information Required Separately)*

S. No.	Nature of Activity	Year	Average Hrs Per academic year	API Score Claimed#	API Score Awarded
(a)	**Student related co-curricular, extension and field-based activities.**				
	Total (Max.: 15) per year in (a)				
(b)	**Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.**				
	Total (Max.: 15) per year in (b)				
(c)	**Professional Development Activities**				
	Total (Max.: 15) per year in (c)				

 # API = Actual hours spent per academic year / 10

* Note: Number of activities can be within or across the broad categories of activities as per Annexure-I

CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTION

Note: Information is required cumulatively for the completed assessment period.

III (A) (i) Research Papers Published Papers in Refereed journal till 10th July 2016 (15 /publication); From 11th July 2016 as in *UGC approved list of journals till 13th June 2019 and in **UGC CARE List from 14th June 2019 onwards (25 /publication)

* As per UGC Letter No. F. I -2/2016 (PS/111 Amendment) dated 28th November 2018, point no. (ix)
** As Per UGC Letter No. F. I -1/2018 (Journals/CARE) dated 16th September 2019, point no. (1)

S. No.	Title with Authors, Vol, Year, Page no.	Name of journal	Whether sole author of co- author	Impact Factor	API Claimed	Annexure no of reprint attached	Verified API score
Total API Score							

III (A) (ii) Research Papers published Papers in other reputed Non- Refereed Journal till 10th July 2016; From 11th July 2016 as in *UGC approved list of journals till 13th June 2019 and in **UGC CARE List from 14th June 2019 onwards (10 / publication)

* As per UGC Letter No. F. I -2/2016(PS/111 Amendment) dated 28th November 2018, point no. (ix)
** As Per UGC Letter No. F. I -1/2018(Journals/CARE) dated 16th September 2019, point no. (1)

S. No.	Title with Authors, Vol, Year, Page no.	Name of journal	Whether sole author of co- author	Impact Factor	API Claimed	Annexure no of reprint attached	Verified API score
Total API Score							

III (B) Publications other than journal articles (Book, Chapters published in Books)

S. No.	Title with Authors	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether sole author of co- author	Annexure no of Cover Page and content of the book attached	Claimed API	Verified API score
(i) Text or Reference Books published by International Publishers with ISBN/ISSN number as approved by the University (30/Sole Author)							
(ii) Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers as approved by the University (20/Sole Author)							

(iii) Subject Books by other local publishers with ISBN/ISSN numbers as approved by the University (*15/sole author*)							
(iv) Chapters in Books, published by International level publishers, with ISBN/ISSN number as approved by the University (*10/chapter*)							
(v) Chapters in Books, published by National level publishers, with ISBN/ISSN number as approved by the University (*5/chapter*)							
					Total API Score		

III (C) RESEARCH PROJECTS AND CONSULTANCIES

* **Please refer Annexure III of UGC Regulations 2016 (4th Amendment) for filling the API Score under this category.**

S. No.	Title/ Subject of Research Project	Name of funding agency	Period.	Grant/ Amount Sanctioned (Rs. Lakh)	API Score	Verified API score
				Total API Score		

III (D) Research Guidance

S. No.	Number Enrolled	Thesis Submitted	Degree Awarded.	API Score	Verified API score
M.Phil./M.E./M.Tech/ M. Pharma/ LL.M. *(Degree Awarded 5/Candidate)*					
Ph.D. *(Degree Awarded 15/Candidate)* *(Thesis Submitted 10/Candidate)*					
Total API Score					

III (E) Fellowships, Awards and Invited Lecture / Papers in the Conference of Seminars.

(i) Fellowship and Awards *(International – 15, National – 10, State/Uni.- 5 per Award/Fellowship)*

S. No.	Name of Award/ Fellowship	Name of Academic Bodies	Whether International/ National/ State/ Univ. Level/ fellowship	Claimed API	Verified API score
			Total API Score		

(ii) Invited Lectures / Papers Presented in the Conferences/ Seminars
(Lectures - *International – 7, National –5, State/Uni.- 3 per Lecture*)
(Papers - *International – 5, National – 3, State/Uni.- 2 per Paper Presented*)

S. No.	Title of the paper presented	Title of Conference / Seminar etc.	Date(s) of the Event	Organized by	Whether International/ National/ State	Claimed API	Verified API score
				Total API Score			

The score under this sub- category III E (ii) Shall be restricted to 20% of the minimum fixed for category (II+III) [i.e., 20% of 40 for Stage 1 to Stage 2, 20% of 100 for Stage 2 to Stage 3, 20% of 90 for Stage 3 to Stage 4, 20% of 120 for Stage 4 to Stage 5]

III (F) Development of E- learning Content/ Process/ Material *(10 / Module)*

S. No.	Name of the subject	Name of the module	Name of the website on which uploaded	Claimed API	Verified API score
			Total API Score		

Notes:

(a) Research Paper: Two Authors: 70% of total value of publication for each Author.

(b) Research Paper: 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.

† Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points.

(c)   Sample Scoring

S. No.	Academic/Research Activity	Faculty of Sciences / Engineering / Agriculture / Veterinary / Medical Sciences	Faculty of Languages/ Humanities / Arts / Social Sciences / Library/ Education / Physical Education / Commerce / Management & other related disciplines
1	**Research Papers in UGC Approved List/ Care List Journals**	*25 per paper	*25 per paper
2	**Research Papers in UGC Approved List/ Care List Journals and Journal is Refereed with impact factor less than 1**	*25+5=30 points per paper	*25+5=30 points per paper

3	**Research Papers in UGC Approved List/ Care List Journals and Journal is Refereed with impact factor between 1 and 2**	*25+10=35 points per paper	*25+10=35 points per paper
4	**Research Papers in Peer-Reviewed or UGC Approved List/ Care List Journals and Journal is Refereed with impact factor between 2 and 5**	*25+15=40 points per paper	*25+15=40 points per paper
5	**Research Papers in Peer-Reviewed or UGC Approved List/ Care List Journals and Journal is Refereed with impact factor between 5 and 10**	*25+20=45 points per paper	*25+20=45 points per paper
6	**Research Papers in Peer-Reviewed or UGC Approved List/ Care List Journals and Journal is Refereed with impact factor greater than 10**	*25+25=50 points per paper	*25+25=50 points per paper

*Note- 25 in above table will be replaced by 15, if publication is before 11th July 2016

IV. SUMMARY OF API SCORES

Category	Activity	API Score (Year Wise)					Total Claimed API Score for Assessment Period	Verified API score
II	Co-curricular, extension, professional development related activities	Year	Year	Year	Year	Year		
III	Research and Academic Contributions							
TOTAL (II+III)								

NOTE: - Exemption from scoring under Category I, as per UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018 point 6.3 (VII)(i).

LIST OF ENCLOSURES

1. **APPENDIX - A**:
2. **APPENDIX - B**:
3. **APPENDIX - C:**

I certify that the information provided in category II and III are correct as per records available with the University and / or documents enclosed along with the duly filled PBAS Performa.

Signature of the faculty
Designation:
Place:
Date:

Signature of Director of the Institute / Head of the School

Signature of Scrutiny Committee

Note:
1. Candidate should provide documentary evidence for claim of impact factor, index number, ISBN/ISSN number, certificates etc. All the documents must be indexed and numbered.
2. All the Pages are to be duly checked and signed by the candidate.

Category II: Curricular, Extension, Professional Development Related Activities

Number of activities can be within or across the broad categories of activities as follows: -

(a) Student Related Co-curricular, Extension and Field Based Activities
  ➢ Student Clubs, Career Counselling, Study Visits, Student Seminars and Other Events, Cultural, Sports, NCC, NSS and Community Services. NSS Program Officer, NCC Officer, etc.
  ➢ Faculty Involved in Various Cells/Clubs such as Anti–Ragging, Placement, Training, Guidance and Counselling, Community Education, Women's Units, Nature Club, Science Club, Tourism Club, Literary Club, Entrepreneurship Club, Health Club, Yoga Club, Sports Club, Arts Club, Film/Drama Club and All Other Clubs/Forums for Promoting Co-Curricular Education.
  ➢ Faculty accompanying Students for Study Tour/Arts/Sports Events. Managers of University Youth Festival.
  ➢ Editor/Director – Departmental Newsletter/Campus Publications, Convener/Editor/Sub–Editor of Departmental Souvenirs.
  ➢ Extension and Dissemination Activities – Public /Popular lectures/ Talks/ Seminars etc.
  ➢ Faculty In Charge of Extension and Outreach Programs.
  ➢ Faculty In Charge of Documentation of Annual Reports, Administrative Reports and Other Such Documents of the Department.
  ➢ Faculty involved in Placement.
  ➢ Organization and Conduction of Popularization Programs/Training Courses in Computer Assisted Teaching/Web–based Learning and E–library Skills to Students.
  ➢ Faculty Involved in Preparing Participatory Learning Modules/Interactive Course/Case Studies.
  ➢ Faculty Involved in Developing and Imparting Soft Skills/Communication Skills/Personality Development Courses/Psychological Counselling Modules.
  ➢ Faculty Involved in N–LIST/INFLIBNET/Virtual Class/NPTEL/Usage/Preparation of Digital Library with Seminar Papers, Uploading of Seminar Papers/Resource Materials to the Department Website/Scholar Portal, Use of Online Course Management System.
  ➢ E–Content/ MOOCs (Developed in 4 Quadrants) per Module, E–Content/MOOCs (Developed) per Module/Lecture.
  ➢ Faculty involved in Student Progression- Letter of References for International Universities, Mentoring Students for admission in Renowned International and National Universities for further studies.
  ➢ Faculty Involved in Mentoring – Internal and External Industrial/Institute Visits.
  ➢ Faculty in Charge of Sports /Library, if Applicable.

(b) Contribution to Corporate Life and Management of the Department and Institution Through Participation in Academic and Administrative Committees and Responsibilities
  ➢ Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ IQAC Coordinator, BOS Chairperson/ Member, Course Coordinator, Class or Batch I/C, I/C Scholarships,
  ➢ Memberships in University/Department level committees of IQAC/DQAC//NAAC/NAB and member in various Committees like Discipline, Admission, Purchase, Planning Board, Research, Attendance, Timetable, Ethics, Library, Faculty Association.
  ➢ I/C of Departmental Alumni Association, Staff Club, Student's Activity Centre etc.
  ➢ Faculty Involved in Union/Parliamentary/Assembly/Local Body Elections, Returning Officer/ARO/ PO etc.
  ➢ Faculty Involved in any Other Administrative Work Assigned by the University/Department.

(c) Professional Development Activities
  ➢ Organizing Seminars/Conferences/Workshops/Training Programs.
  ➢ Invited Talk/Lectures in Workshops, Training Programs, Refresher Course, Orientation Course etc.
  ➢ Participation in Seminars/Conferences/Workshops/Training Programs/Industry-Academia Meet.
  ➢ Chairing Sessions in Seminars/Conferences/Workshops/Training Programs/Other Courses.
  ➢ Membership/Participation/Subject Expert in State/Central Bodies/Committees on Education, Research, Sports, and National Development.
  ➢ Organizing Programs on E–Governance.
  ➢ Editors/Co–Editors/Associate/Managing Editors/Member–Editorial Board of Research Journals.
  ➢ Membership in Renowned Professional Associations (as per Current Membership).

FORMAT FOR SUMMARY TO BE FILLED BY THE CANDIDATE (Stage I to II)

Name of Candidate

Institute / School of Studies

1. Date of joining with AGP 6000/- with **Stage 1**

    a. Whether PhD awarded:
        If yes date of award:

    b. Whether M.Phil/M.Tech/L.L.M/ME/M.Pharma
        If yes date of award:

    c. Whether without PhD/M.Phil/M.Tech etc.

2. Date of eligibility of promotion to **Stage 2**

3. *Orientation program attended   If yes Dates:
   Not Mandatory upto 31st December 2018

4. *One Refresher/Workshop/FDP program attended.
   If yes Dates: **Not Mandatory upto 31st December 2018**

Academic Performance Index (Assessment period: -----------------------to------------------------------)

Category II:

Category III:

Category II + III: (Minimum 40 / assessment period):

 Name and Signatures of the candidate

Remark of Screening-cum-Evaluation Committee:

Recommended	Not Recommended
Date of Eligibility	

(   )   (   )   (   )

FORMAT FOR SUMMARY TO BE FILLED BY THE CANDIDATE (Stage II to III)

Name of Candidate

Institute / School of Studies

1. Date of joining with AGP 7000/- with **Stage 2**

2. Date of eligibility of promotion to **Stage 3**

3. *One Refresher/Workshop/FDP program attended.
   If yes Dates: **Not Mandatory upto 31st December 2018**

Academic Performance Index **(Assessment period: ---------------------------to-------------------------------)**

Category II:

Category III:

Category II + III: (Minimum 100 / assessment period):

Name and Signatures of the candidate

Remark of Screening-cum-Evaluation Committee:

Recommended	Not Recommended
Date of Eligibility	

(   )   (   )   (   )

FORMAT FOR SUMMARY TO BE FILLED BY THE CANDIDATE (Stage III to IV)

Name of Candidate

Institute / School of Studies

1. Date of joining with AGP 8000/- with **Stage 3**

2. Date of eligibility of promotion to **Associate Professor Stage 4**

3. *One Refresher/Workshop/FDP program
   (Minimum one week) attended If Yes Dates:
   ***Not Mandatory upto 31st December 2018**

4. Three Publications in Entire Period as Assistant Professor
   (Yes or No)

Academic Performance Index (Assessment period: ---------------------------to------------------------------)

Category II:

Category III:

Category II + III: (Minimum 90 / assessment period):

Name and Signatures of the candidate

Remark of Screening-cum-Evaluation Committee:

Recommended	Not Recommended
Date of Eligibility	

(   )   (   )   (   )

FORMAT FOR SUMMARY TO BE FILLED BY THE CANDIDATE (Stage IV to V)

Name of Candidate

Institute / School of Studies

1. Date of joining with AGP 9000/- with **Stage 4**

2. Date of eligibility of promotion to **Professor Stage 5**

3. Whether PhD awarded:
   If yes Date of Award:

4. Five publications in **Stage 3** and **Stage 4** taken
   together (yes/no)

Academic Performance Index **(Assessment period: ----------------------------to------------------------------)**

Category II:

Category III:

*Category II + III: (Minimum 120 / assessment period):

 *Teachers may combine API of two assessment periods
(in Stages 2 and 3) to achieve minimum API scores, if required.

Name and Signatures of the candidate

Remark of Screening-cum-Evaluation Committee:

Recommended	Not Recommended
Date of Eligibility	

(   )   (   )   (   )