



Devi Ahilya Vishwavidyalaya, Indore
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:
Spouse Name (if applicable):
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 (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. Academic Qualifications (Metric till post graduation):

Examinations	Name of the Board/ University	Year of Passing	Percentage of Marks Obtained	Division Class/Grade	Subject

16. Research Degree(s)

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

17. 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		

18. Posts held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

19. Post doctoral experience within the country and abroad (please attach separate sheet, if required) :

20. **Award / Honours (please attach separate sheet, if required):**

21. **Period of teaching Experience:**

P.G. Classes (in years):

U.G. Classes (in years):

22. **Research experience excluding years spent in M.Phil./Ph.D. (In years):**

23. **Fields of Specialization under the Subject/ Discipline:**

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

Name of Course/Summer School	Place	Duration	Sponsoring Agency

***Note: Summer School is equivalent to one orientation programme/Refresher Course for Career Advancement Purposes**

I declare that information provided are true to the best of my knowledge and documentary evidence for each information will be produced as and when required.

Signature of the Applicant with Date

Forwarded by the Head of the Department

**PART B : ACADEMIC PERFORMANCE INDICATORS (APIs) IN
RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS)
PROMOTIONS OF UNIVERSITY/COLLEGE TEACHERS**

(Please see detailed instructions of this PBAS proforma annexed herewith before filling up this section)

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

(i) Lecture, Seminars, Tutorials, Practical's, Contact Hours (Semester Wise)

S. No.	Course/ Paper	Level	Mode of Teaching	No. of Classes/pe r 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)

	Nature of Activity	API Score
(a)	Classes Taken (max 50 for 100% performance & Proportionate Score up to 80% performance, below which no score may be given) (<i>Max score 50</i>)	

(ii) Lectures or other teaching duties in excess of the UGC norms

	Nature of Activity	API Score
(a)	Lectures or other teaching duties in excess of the UGC norms (<i>Max Score 10</i>)	

NOTE : Please include details of primary functions & responsibilities in the University such as: Identification of academic programmes/ Feasibility studies/ management of study centres Planning, Design and development of curriculum and learning materials in self-instructional material/editing of materials/revision of materials/translation of materials/ format script development/ production of AV materials/ Course writing, Editing, of course material /Design, development and delivery of student support/technology-mediated services Policy, Planning, Development and Execution of academic programmes/ contact- cum- counseling classes/Engaging contact-cum-counseling classes of /UG/PG/Research Programm/pre- admission Counselling

(iii) Preparation and imparting of Knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students

S. No.	Course Paper	Consulted	Prescribed	Additional Resources Provided
1.				
2.				
3.				
4.				
API Score based on preparation and imparting of knowledge/Instruction as per curriculum & syllabus enrichment by providing additional resource to Students (<i>Max. score: 20</i>)				API Score

NOTE: Please include details of supplementary responsibilities such as Planning, Development and Execution of policies pertaining to seminars, tutorials, practical training classes and project work/Organisation and conduct of seminars, tutorials, practical training classes and project work pertaining to different programmes Counseling and information services Participation in seminars, tutorials, practical training and project work classes pertaining to various programmes

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

S. No.	Short Description	API Score
1.		
2.		
3.		
4.		
TOTAL SCORE (<i>Max. score: 20</i>)		

Please include : Planning, production and delivery of multimedia learning materials Organization and improving of knowledge through electronic media viz., radio, Audio, Video, T.V., Radio Conferencing and Teleconferencing and on line courses and services Design & Development of learning materials/editing/mixing of AV learning materials. Planning, Development and Delivery of Curriculum.Course assessment and Programme evaluation

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

S. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
1.				
2.				
3.				
4.				
TOTAL SCORE (Max. score: 25)				

Total API Score of Category I

S. No.	Nature of Activity	API Marks Scored
(i)	Lecture, Seminars, Tutorials, Practical's, Contact Hours (Semester Wise)	
(ii)	Lecturers or other teaching duties in excess of the UGC norms	
(iii)	Preparation and imparting of Knowledge/ instruction as per curriculum; syllabus enrichment by providing additional resources to students	
(iv)	Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject contents	
(v)	Examination Duties Assigned and Performed (Invigilation, question paper setting, evaluation/assessment of answer scripts)	
TOTAL SCORE*		

***Maximum API Score = 125 & minimum API Score required is 75**

CATEGORY II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

(Year Wise Information Required Separately)

Please mention your contribution to any of the following:

(i) Student related co-curricular, extension and Field based activities (Such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling) (Max. Score 20)			
S. No.	Type of Activity	Average Hrs/week	API Score
1.			
2.			
3.			
4.			
5.			
(ii) Contribution to Corporate Life and Management of the department and institution through participation in academic and administrative committees and responsibilities. (Max. Score 15)			
S. No.	Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibility	API Score
1.			
2.			
3.			
4.			
5.			
(iii) Professional Development Activities: [Includes participation in seminars, conference, short term, training courses, talks, lectures, membership of associations, dissemination and general activates not covered in category III below] (Max. Score 15)			
S. No.	Professional Development Activities	Yearly/Semester wise responsibility	API Score
1.			
2.			
3.			
4.			
5.			
TOTAL SCORE** (i+ii+iii)			

****Maximum API Score 50, minimum API Score required 15**

CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTION

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

III (A) RESEARCH PAPERS PUBLISHED IN:

Published Papers in Journals:

S.No.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author	API Score
<i>A(i) Refereed journals (15/publication)</i>							
1.							
2.							
3.							
4.							
5.							
<i>A(ii) Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers (10/Publication)</i>							
1.							
2.							
3.							
4.							
5.							
<i>A(iii) Conference proceedings as full papers, etc. (Abstracts not to be included) (10/publication)</i>							
1.							
2.							
3.							
4.							
5.							
Total API's Score							

III (B). RESEARCH PUBLICATIONS (books, chapters in books, other than refereed journal articles)

S.No	Title with page no.	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer Reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author	API Score
(i) Text or Reference Books published by International Publishers with an Established peer review System (50/Sole Author; 10/ Chapter in an edited book)							
1.							
2.							
3.							
4.							
5.							
(ii) Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers) (25/sole author; 5/chapter in edited books)							
1.							
2.							
3.							
4.							
5.							
(iii) Subject Books by other local publishers with ISBN/ISSN numbers Chapters contributed to edited knowledge based volumes published by international Publishers (15/sole author; 3/chapter in edited books; 10/chapter)							
1.							
2.							
3.							
4.							
5.							
(iv) Chapters in knowledge based Volumes by Indian/National Level Publishers with ISBN/ISSN numbers and with numbers of National and International directories (5/Chapter)							
1.							
2.							
3.							
4.							
5.							
Total Score							

III (C) RESEARCH PROJECTS AND CONSULTANCIES

****For Engineering/Agriculture/Veterinary Science/Sciences/medical Sciences Only**

	S. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score
(i) Sponsored Projects carried out/ongoing	<i>(a) Major Projects amount mobilized with grants above 30.0 Lakh (20/Each project)</i>					
	<i>(b) Major projects (Amount mobilized with grants above 5 lakhs up to 30.0 lakhs (15/Each project)</i>					
	<i>(C) minor projects(Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs (10/Each project)</i>					
(ii) Consultancy projects carried out/ongoing	<i>Amount mobilized with minimum of Rs. 10 lakh (10/ Every Rs. 10.0 Lakh)</i>					

(iii) Completed projects: Quality Evaluation	<i>Completed project Report(Acceptance from funding agency) [20/Each major project and 10/Each Minor Project]</i>					
(iv) Projects outcome/ outputs	<i>Patent/ Technology Transfer/ product/process (30/Each national level output or Patent/ 50/Each for international level)</i>					

****For Faculties of languages/ Arts/ humanities/ Social sciences/library/Physical Education/Management**

	S. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score
(i) Sponsored Projects carried out/ongoing	<i>(a) Major Projects amount mobilized with grants above 5.0 Lakhs (20/Each project)</i>					
	<i>(b) Major projects Amount mobilized with grants above 3.00 lakhs up to 5.00 lakhs (15/Each project)</i>					
	<i>(C) minor projects(Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs (10/Each project)</i>					

(ii) Consultancy projects carried out/ongoing	<i>Amount mobilized with minimum of Rs. 2.0 lakh (10/ Every Rs. 2.0 Lakh)</i>					
(iii) Completed projects: Quality Evaluation	<i>Completed project Report(Acceptance by funding agency) [20/Each major project and 10/Each Minor Project]</i>					
(iv) Projects outcome/ outputs	<i>Major policy document of Govt. bodies at Central and State Level (30/Each national level output or Patent/ 50/Each for international level)</i>					

III (D) Research Guidance

	S. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
	<i>M.Phil (Degree Awarded only) [3/ Each candidate]</i>				
Ph.D.	<i>Ph.D (Degree Awarded) [10/Each Candidate]</i>				
	<i>Ph.D. (Thesis Submitted) [7/Each Candidate]</i>				

**III (E) [i] TRAINING COURSES AND
CONFERENCE/SEMINAR/WORKSHOP PAPERS**

	S. No.	Programme	Duration	Organized by	API Score
	(i) Refresher Courses, Methodology Workshops, training, teaching-learning Technology Programmes, Soft skills development programmes, Faculty Development programmes <i>(Max. 30 points)</i>				
a) Not less than two weeks duration <i>(20/each)</i>					
b) One week duration <i>(10/each)</i>					

III (E) [ii] Papers in Conferences/Seminars/workshops etc

[iii] Invited Lecturers or presentations for Conferences/Symposia

	S. No.	Title of the paper presented	Title of Conference/Seminar etc.	Date(s) of the event	Organized by	Whether International /National/ State	API Score
E (ii) Papers in Conferences/Seminars/workshops etc** <i>Participation and Presentation of research papers(oral/poster) in</i>							
a) <i>International conference</i> <i>(10/Each)</i>							
b) <i>National Conference</i> <i>(7.5/Each)</i>							
c) <i>Regional /State level</i> <i>(5/each)</i>							

<i>d)Local university/Coll ege level (3/each)</i>							
(iii) Invited Lectures or presentations for Conferences/Symposia							
<i>International (10/Each)</i>							
<i>National (2/each)</i>							

† Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) Indexed Journals – 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 25 points

** If a paper presented in conference/Seminar is published in the form of proceedings, the points would accrue for the publication (III (A)) and not under presentation (III (E)(ii))

Notes:

1. It is incumbent on the co-ordination committee proposed in these Regulations and the university to prepare and publicize within Six months subject-wise lists of journals, Periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/principal author and the corresponding author /supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.
3. The parameters listed in the table of category-III(Research and Academic contributions) shall have following capping in relation to the total API score claimed by the candidates:-

III (A) : research papers (journals, etc)	30%
III (B) : Research publications (Books, etc)	25%
III (C) : Research projects	20%
III (D): Research Guidance	10%
III (E): Training Courses and Conf./seminar, etc	15%

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total-Score Assessment Period	API for	Annual Av. API Score for Assessment Period
I	Teaching learning and evaluation related activities				
II	Co-curricular, extension, professional development related activities				
TOTAL I + II					
III	Research, publication and academic contribution				

I declare that information provided are true to the best of my knowledge and documentary evidence for each information will be produced as and when required.

Signature of the Applicant with date

Forwarded by the Head of the Department

PART C: OTHER RELEVANT INFORMATION

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

S.N.	Details (Mention Year, Value etc. where relevant)
1.	
2.	
3.	
4.	
5.	

LIST OF ENCLOSURES

- 1. APPENDIX - A:**
- 2. APPENDIX - B:**
- 3. APPENDIX - C:**
- 4. APPENDIX - D:**
- 5. APPENDIX - E:**
- 6. APPENDIX - F:**

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

Signature of the faculty
Designation:
Place:
Date:

Signature of HOD

Note. : 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.

ANNEXURE

Instructions for filling up Part-B of the Proforma

Part-B of the Proforma is based on Appendix-III, Table -1 of the UGC Regulations 2013.

B(I) is based on API scoring for the Category-I of the Table. Detailed information for the complete assessment year (individual year) is to be provided.

B(II) is based on Category II of the Table. Detailed information for the complete assessment year is to be provided.

B(III) is based on Category III of the Table. Detailed information for the entire assessment period is to be provided cumulatively.

The proforma is to be filled as per these table and self-assessment score given. For each category, even though several avenues of activities and their API scores are given to provide choice / opportunity to the teacher, maximum limit of scores can be given or carried forward under each category / area is indicated in the Table-1 of the UGC Regulations.

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

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

CATEGORY: I. Teaching, Learning and Evaluation Related

Activities: (i)(a)

To be filled by the Head of the Department and will be verified by the Scrutiny Committee

Category	Nature of activity	Notes	Unit of assessment	Score
1A(i)	Classroom teaching (including lectures, seminar)	As per allocation	Hours per academic year	
1A(ii)	Classroom teaching(including lectures, seminar) in excess of UGC norms	As per allocation	Hours per academic year	
1A(iii)	Classroom teaching (including lectures, seminar) preparation time	Same as actual teaching hours as per attendance register	Hours per academic year	

1B	Tutorials and Practical's	Actuals as per attendance register	Hours per academic year	
1C	Outside classroom interaction with students	Actuals as per attendance register	Hours per academic year	
	Subtotal 1	Score=hours/10 (max score 100)		
2	Research supervision (including Masters thesis)	Max 1 hour per student per working week	Hours per academic year	
	Subtotal 1	Score=hours/10 (max score 30)		
3A	Question paper setting, moderation and related work	Actual Hours	Hours per academic year	
3B	Invigilation/supervision and related examination duties	Actual Hours	Hours per academic year	
3C	Evaluation/assessment of answer scripts and assignments, external and re-evaluation	Max 20 minutes per full script	Hours per academic year	
	Subtotal 3	Score = hours/10 (max Score=20)		
4A	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/multi-lingual teaching	Evidence to be provided. Score to be finalized by the screening Committee	Outstanding =10 Very Good = 7 Good = 5 Average = 3 Modest = 1	
4B	Preparation of new teaching-learning material including translation, bridge material, study pack or similar additional resource for students	Evidence to be provided. Score to be finalized by the screening Committee	Outstanding =10 Very Good = 7 Good = 5 Average = 3 Modest = 1	
4C	Use of anonymous students feedback on	Performance and summary	2 points per course (Max	

	the quality of classroom teaching and students interaction	feedback to be attached.	10 points)	
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Minimum score required for promotion: 150 out of total 250 from category I and II, at least 100 (from maximum of 180) from category I and 20 (from maximum of 70) from category II.

CATEGORY 2:

Category	Nature of activity	Notes	Unit of assessment	Score
Category II	Co-Curricular Extension And Professional Development Related activities			
5A	Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counseling etc)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding =10 Very Good = 7 Good = 5 Average = 3 Modest = 1	
5B	Other Co-Curricular activities (Cultural, sports, NSS, NCC etc)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding =10 Very Good = 7 Good = 5 Average = 3 Modest = 1	
5C	Extension and dissemination activities (public lectures, talks seminars, popular writings not covered under III)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding =10 Very Good = 7 Good = 5 Average = 3 Modest = 1	
Sub-total 5				
6A	Administrative responsibility (including Dean, principal, Chairperson, Convener, Teacher-in-charge or similar duties that require	Actual Hours spent	Hours Per Academic Year	

	regular office hours for its discharge)			
6B	Participation in Board of studies, Academic and Administrative Committees	Actual Hours Spent	Hours Per Academic Year	
	Subtotal 6	Score = Hours/10 (max Score = 30)		
7	Overall contribution to the collective/corporate life of the institution (including 5,6 and any other contribution	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding =10 Very Good = 7 Good = 5 Average = 3 Modest = 1	
GRAND TOTAL (1 to 7) (out of 250)				

Minimum score required for promotion: 150 out of total 250 from category I and II, at least 100 (from maximum of 180) from category I and 20 (from maximum of 70) from category II.

Director/Head of the Institute/School