



**PBAS PROFORMA FOR PROMOTION UNDER UGC
CAREER ADVANCEMENT SCHEME (CAS)**

Application for promotion from:

Assistant Professor	Stage 1 to Stage 2
Assistant Professor	Stage 2 to Stage 3
Assistant Professor	Stage 3 to Associate Professor Stage 4
Associate Professor	Stage 4 to Professor/equivalent cadres Stage 5
Professor	Stage 5 to Sr. Professor Stage 6

(For each stage separate application should be submitted)

(Please indicate/write whichever is applicable): _____

Total API Score calculated as per Part-B: _____
Period of Assessment for the purpose of promotion: _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	
2	Father's Name/Mother's Name	
3	Department/Center	
4	Current Designation & Grade Pay	
5	Date of Last Promotion	
6	Which position and grade pay are you an applicant for under CAS?	
7	Date of eligibility for promotion	
8	Date and Place of Birth	

9	Sex	
10	Marital Status	
11	Nationality	
12	Indicate whether you belongs to SC/ST/OBC/PH category	
13	Address for correspondence (with Pin code)	
14	Permanent Address (with Pin code)	
14.a	Contact Number	
14.b	E-Mail	

15. Academic Qualifications (HS/Class-X onwards):

Examination	Name of the Board/University	Year of Passing	% of marks obtained	Division & Distinction	Subject	Enclosure No.
High School/Matric						
Intermediate 10+2						
B.A./B.Sc./ B.Com./ B.Tech/other						
M.A./M.Sc./ M. Com./ M.Tech Other P.G. Course						
Whether NET qualified						
Other Exams (if any)						

16. Research Degree(s):

Degree	Title	Date of Award	University	Enclosure No.
M.Phil.				
Ph.D.				
D.Sc./D.Litt.				

- In case of M.Phil / Ph.D. Examination, an attested copy of the degree & the result notification for the same be attached.

17. Degrees/Certificates acquired after joining services of MANUU:

Examination	University	Year	% of marks obtained	Division & Distinction	Enclosure No.

18. Appointments held prior to joining MANUU :

Designation	Name of Employer	Duration		Nature of appointment (Regular/Temp/ Adhoc/Leave vacancy)	Scale of Pay	Reason of Leaving	Enclosure No.
		Joining	Leaving				

19. Posts held after appointment at MANUU:

Designation	Department	Date of actual Joining		Grade	Enclosure No.
		From	To		

20. Teaching experience:

PG classes (in years):

UG Classes (in years):

21. Research Experience excluding years spent in acquiring M.Phil./Ph.D degrees (in years):

22. Field of Specialization under the Subject/Discipline

(a) _____

(b) _____

23. Orientation/Refresher Course attended:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency	Enclosure No.

Note: Attach certificates for all qualifications claimed.

Signature of the Candidate

Date:.....

COUNTERSIGNED

Head of the Department

Dean of School

PART B : ACADEMIC PERFORMANCE INDICATOR (API)**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee. Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S.No	Nature of Activity	Maximum Score	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated ^a	50			
2	Lectures or other teaching duties in excess of the UGC norms	10			
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20			
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20			
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25			
	Total Score	125			
	Minimum API Score Required	75			

Note: ^a: Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

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

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S.No	Nature of Activity	Maximum Score	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
1	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)	20			
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15			
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15			
	Minimum API Score Required	15			

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher’s self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S No.	APIs	Engineering/ Agriculture/ Veterinary Science/ Sciences/ Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/ Management	Max. points for University and college teacher position	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
III (A)	Research Papers published in:	Refereed Journals*	Refereed Journals*	15 / publication			
		Non-refereed but recognized and reputable journals and Periodicals having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10/ Publication			
III (B)	Research publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books published by international publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book			
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books			
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books			
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter			

S No.	APIs	Engineering/ Agriculture/ Veterinary Science/ Sciences/ Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/ Management	Max. points for University and college teacher position	Score to be filled by the Candidate	Enclos- ure No.	Score verified by Screening Committee
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	5 / Chapter			
III (c) Research Projects							
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project			
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs.3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project			
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs. 2.0 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively			
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project			
III (C) (iv)	Projects Outcome / Outputs	Patent/ Technology transfer/ Product/ Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level			
III (D) RESEARCH GUIDANCE							
III (D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate			
III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 /each Candidate			
		Thesis submitted	Thesis submitted	7 /each candidate			

S No.	APIs	Engineering/Agriculture/ Veterinary Science/ Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position	Score to be filled by the Candidate	Enclos- -ure No.	Score verified by Screening Committee
III(E) TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS							
III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching- Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each			
		(b) One week duration	(b) One week duration	10/each			
III (E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in				
		a) International conference	a) International conference	10 each			
		b) National	b) National	7.5 / each			
		c) Regional/State level	c) Regional/State level	5 /each			
		d) Local – University/ College level	d) Local –University/ College level	3 / each			
III (E) (iv)	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each			
		(b) National level	(b) National level	5			

*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)).

DECLARATION

I, _____ hereby declare that the particulars furnished above are true to my knowledge.

Date: _____

Signature of the candidate

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 | 6 |
| 2 | 7 |
| 3 | 8 |
| 4 | 9 |
| 5 | 10 |

I certify that the information provided is correct as per records available with the Dept./Institution and/or documents enclosed along with the filled PBAS.

Signature of the faculty member with Designation, Place & Date

Signature of Head of the Department

Signature of Dean of School

N:B: The individual PBAS Performa 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.

GENERAL INSTRUCTIONS

1. Table I, Table II (a), Table II (b) and Table III of Appendix III are applicable to the selection of Associate Professor / Assistant Professors under CAS.
2. Candidates who do not fulfill the minimum requirement under the API Scoring System proposed in the UGC Regulations - 2010 as per Table II(a) and (b) of Appendix III or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.
3. Other guidelines of UGC Regulations-2010 will be applicable in regard to promotion under CAS of incumbent and newly appointed Assistant Professors / Associate Professors which may be seen at UGC's clause 6.4.0 to 6.4.11.
4. Applicants should furnish 05 copies of PBAS format along with enclosure duly forwarded by the concerned HoD and Dean.
5. Best Five Publications must be indicated in a separate sheet for applying from Stage - 4 to stage - 5.
6. Errors and Omissions are subject to correction
