**Central University of Haryana**

**PBAS Proforma for Promotion of Teachers under CAS for the Applicants Opting for UGC (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) (4th Amendment), Regulations, 2016)**

|  |
| --- |
| **Part-A: General Information and Academic Background** |
| **1** | **Name (in Block Letters)** |  |
| **2** | **Father’s Name**  |  |
| **3** | **Mother’s Name** |  |
| **4** | **Name of the Department**  |  |
| **5** | **Name of the School**  |  |
| **6** | **Current Designation & Grade Pay** |  |
| **7** | **Date of Last Promotion, if any** |  |
| **8** | **Stage for which you are an applicant for promotion under CAS** |  |
| **9** | **Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria** |  |
| **10** | **Date and Place of Birth** |  |
| **11** | **Nationality** |  |
| **12** | **Marital Status** |  |
| **13** | **The Category to which you belongs (SC/ST/OBC/GEN)** |  |
| **14** | **Address for Correspondence (with Pin Code)** |  |
| **15** | **Permanent Address (with Pin Code)** |  |
| **16** | **Telephone No., Mobile No., E-mail Address** |  |

**17. Academic Qualifications:...............................................................................................................................................................**

1. **Research Degree (s):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree(s)** | **Title of Dissertation/Thesis** | **Year of Award** | **University** |
| **M.Phil.** |  |  |  |
| **Ph.D.** |  |  |  |
| **Any Other** |  |  |  |

1. **Field (s) of Specialization: ........................................................................................................................................................................**
2. **Appointments held prior to joining Central University of Haryana:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Designation** | **Name of Employer** | **Nature of Appointment** | **Date of Joining** | **Date of Leaving** | **Salary** **with Grade Pay/Level** | **Reason for Leaving** |
|  |  |  |  |  |  |  |
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1. **Period of teaching experience: ................................P.G. Classes (in years) ......................... U.G. Classes (in years)..............................**

**Research Experience.: ...............................................................................................................**

**(Applicants are required to count the minimum experience required for promotion in view of clause 3.11 of** [**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**](https://www.ugc.ac.in/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf) **UGC Regulations, 2018)**

1. **Post-Doctoral Research Experience in years (as Research Scientist, Research Associate etc.):..........................................**
2. **Details of Orientation and Refresher/Research Methodology Course attended:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Course** | **Place** | **Duration** | **Name of Academic Staff College/** **Human Resource Development Centre**  | **Sponsoring Agency** |
|  |  |  |  |  |
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**PART- B**

**Academic Performance Indicators (API) for Career Advancement Scheme (CAS) Promotions for Assistant Professor, Associate Professor and Professor**

[Please read the relevant provisions of ***UGC (Minimum Qualifications for Appointments of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment) Regulations, 2016,*  before filling the Proforma]**

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES:**

The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening-cum-evaluation/selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightage without changing the minimum total API scores required under this category.

**(i) Direct Teaching**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Year/Session** | **Course/ Paper** | **Level** **(UG/PG)** | **\*Mode of****Teaching** | **No. of hours per****Week (allotted)** | **#Total no. of actual hours spent for Direct Teaching per academic year as per documentary record to be enclosed by the applicant** | **API Score (Actual hours spent per academic year divided by 7.5 for Assistant Professor and 7.75 for Associate Professor & Professor)**  |
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|  |  |  |  |  |  |  |  |
| \*Lecture (L), Seminar (S), Tutorial (T), Practical (P), #Contact Hours (C) |
| Total API Score on the basis of information submitted above and the weightage for teaching assigned as per UGC Regulations, (4th Amendment), 2016  **Total Score=** |
| **Max. Score: Assistant Professor-70; Associate Professor-60; and Professor-60** |

**(ii) Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.****No.** | **Year**  | **Type of Examination Duties** | **Duties Assigned** | **Hours devoted to carry out the duty** | **API Score (actual hours spent per academic year divided by 10)** |
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| --- |
| Total API Score on the basis of information submitted above and the weightage for Examination Duties as per UGC Regulations, (4th Amendment), 2016 **Total Score=** |
| **Max. Score: Assistant Professor-20; Associate Professor-20; and Professor-10** |

**(iii) Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Year**  | **Short Description** | **Actual hours spent per academic year** | **API Score (actual hours spent per academic year divided by 10)** |
|  |  |  |  |  |
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| Total API Score on the basis of information submitted above and the weightage for Innovative Teaching-learning methodologies assigned as per UGC Regulations, (4th Amendment), 2016  **Total Score=** |
| **Max. Score: Assistant Professor-10; Associate Professor-15; and Professor-20** |

Note:

1. Candidates are required to read the UGC guidelines as mentioned in relevant UGC Regulations for the assessment in Category-I carefully.
2. Candidates are required to fill the verifiable Score against the Nature of Activity performed as per the weightage assigned for each post.
3. The applicant is required to fulfill the condition of minimum cut-off of 75% in each sub-category of Category-I.

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES (To be filled for every year)**

|  |
| --- |
| **(a) Student related Co-curricular, Extension and Field based Activities.**  |
| **\* Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) \* Cultural, Sports, NSS, NCC etc \* Extension and dissemination activities (public /popular lectures/talks/seminars etc.)**  |
| **SR. NO.** | **SHORT DESCRIPTION** | **ACTUAL HOURS PER ACADEMIC YEAR** | **API SCORE\* CLAIMED** | **ANNEXURE NO.** |
| **1** |   |   |   |   |
| **2** |   |   |   |   |
| **3** |   |   |   |   |
| **4** |   |   |   |   |
| **5** |   |   |   |   |
| **Total API Score (MAXIMUM MARKS : 15)** |  |  |
| \* **ACTUAL HOURS PER ACADEMIC YEAR/10** |
| **(b) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.**  |
| **\* Administrative responsibility (including as Dean / Principal / Chairperson /Head/ Convener / Teacher-in-charge/similar other duties that require regular office hrs. for its discharge) \* Participation in Board of Studies, Academic and Administrative Committees** |
| **SR. NO.** | **SHORT DESCRIPTION** | **ACTUAL HOURS PER ACADEMIC YEAR** | **API SCORE\* CLAIMED** | **ANNEXURE NO.** |
| **1** |   |   |   |   |
| **2** |   |   |   |   |
| **3** |   |   |   |   |
| **4** |   |   |   |   |
| **5** |   |   |   |   |
| **Total API Score (MAXIMUM MARKS : 15)** |  |  |
| \* **ACTUAL HOURS PER ACADEMIC YEAR/10**  |
| **(c) Professional Development activities** |
| **Participation in Seminars, Conferences, Short Term Training Courses, Industrial Experience, Talks, Lectures in Refresher / Faculty Development Courses, Dissemination and General Articles** |
| **SR. NO.** | **SHORT DESCRIPTION** | **ACTUAL HOURS PER ACADEMIC YEAR** | **API SCORE\* CLAIMED** | **ANNEXURE NO.** |
| **1** |   |   |   |   |
| **2** |   |   |   |   |
| **3** |   |   |   |   |
| **4** |   |   |   |   |
| **5** |   |   |   |   |
| **Total API Score (MAXIMUM MARKS : 15)** |  |  |
| \* **ACTUAL HOURS PER ACADEMIC YEAR/10**  |

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the teacher’s self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening-cum-evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CATEGORY** | **ACADEMIC / RESEARCH ACTIVITY** | **Score as Per UGC Regulations** | **ENTER QUANTITY/ PARAMETER** | **OBTAINED SCORE** | **ANNEXURE NO.** |
| **III (A)** | **RESEARCH PAPER** |  |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed (But Not Refereed ) Journals without Impact Factor** |  |
|  | Single Author | 10 |  |  |  |
|  | Two Authors  | 7 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 7 |  |  |  |
|  | Joint Author (More than 2 Authors)  | 3 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed ( Refereed ) Journals without Impact Factor** |  |
|  | Single Author | 25 |  |  |  |
|  | Two Authors  | 17.5 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 17.5 |  |  |  |
|  | Joint Author (More than 2 Authors)  | 7.5 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor less than 1** |  |
|  | Single Author | 30 |  |  |  |
|  | Two Authors  | 20 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 20 |  |  |  |
|  | Joint Author (More than 2 Authors)  | 10 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 1 and 2 (Include 1 & 2)** |  |
|  | Single Author | 35 |  |  |  |
|  | Two Authors  | 24.5 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 24.5 |  |  |  |
|  | Joint Author (More than 2 Authors)  | 10.5 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 2 and 5 (Don't Include 2)** |  |
|  | Single Author | 40 |  |  |  |
|  | Two Authors  | 28 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 28 |  |  |  |
|  | Joint Author (More than 2 Authors)  | 12 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 5 and 10 (Don't Include 5)** |  |
|  | Single Author | 45 |  |  |  |
|  | Two Authors  | 31.5 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 31.5 |  |  |  |
|  | Joint Author (More than 2 Authors)  | 13.5 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor > 10 (Don't Include 10)** |  |
|  | Single Author | 50 |  |  |  |
|  | Two Authors  | 35 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 35 |  |  |  |
|  | Joint Author (More than 2 Authors)  | 15 |  |  |  |
| **Score of III. A : Research Papers** |  |
| **III (B)** | **Publications other than Journal articles (books, chapters in books)** |
|  | **Books Authored published by International Publishers** |  |
|  | Single Author | 30 |  |  |  |
|  | Two Authors  | 21 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 21 |  |  |  |
|  | Joint Author (More than 2 Authors)  | 9 |  |  |  |
|  | **Books Authored published by National/State Publishers** |  |
|  | Single Author | 20 |  |  |  |
|  | Two Authors  | 14 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 14 |  |  |  |
|  | Joint Author (More than 2 Authors)  | 6 |  |  |  |
|  | **Books Authored published by Local Publishers** |  |
|  | Single Author | 15 |  |  |  |
|  | Two Authors  | 10.5 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 10.5 |  |  |  |
|  | Joint Author (More than 2 Authors)  | 4.5 |  |  |  |
|  | **Publication of Chapter in Edited Books (Not Paper/Article in Edited Books) International Publisher** |  |
|  | Single Author | 10 |  |  |  |
|  | Two Authors  | 7 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 7 |  |  |  |
|  | Joint Author (More than 2 Authors)  | 3 |  |  |  |
|  | **Publication of Chapter in Edited Books (Not Paper/Article in Edited Books) National Publisher** |  |
|  | Single Author | 5 |  |  |  |
|  | Two Authors  | 3.5 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 3.5 |  |  |  |
|  | Joint Author (More than 2 Authors)  | 1.5 |  |  |  |
|  | **Editor of Book by International Publishers** |  |
|  | Editor / Editors  | 10 |  |  |  |
|  | **Editor of Book by National Publishers** |  |
|  | Editor / Editors  | 8 |  |  |  |
| **Score of III. B : Books and Chapters in Books** |  |
| **III. C** | **RESEARCH PROJECTS** |  |  |  |  |
|  | **Research Project Completed/ Ongoing**  |  |
|  | More than 30 Lakhs for Faculty @ 1# and More than 5 Lakhs for Faculty @ 2# | 20 |  |  |  |
|  | 5 to 30 Lakhs for Faculty @ 1# and 3 to 5 Lakhs for Faculty @ 2# | 15 |  |  |  |
|  | 1 to 5 Lakhs for Faculty @ 1# and 1 to 3 Lakhs for Faculty @ 2# | 10 |  |  |  |
|  | **Consultancy Projects** |  |
|  | Minimum 10 Lakhs for Faculty @ 1# and Minimum 2 Lakhs for Faculty @ 2# | 10 |  |  |  |
|  | **PROJECT OUTCOMES / OUTPUTS** |  |
|  | Patent/Technology transfer /Product/ Process  at International level (Science)  | 30 |  |  |  |
|  | Patent/Technology transfer/Product/ Process at Central/State level (Science)  | 20 |  |  |  |
|  | Major Policy Document of Government Bodies at International level (AH/SS)  | 30 |  |  |  |
|  | Major Policy Document of Government Bodies at Central/State level (AH/SS)  | 20 |  |  |  |
|  | Major Policy Document of Government Bodies at State level (AH/SS)  | 10 |  |  |  |
|  | Major Policy Document of Government Bodies at Local Bodies (AH/SS)  | 5 |  |  |  |
| **Score of III. C : Research Projects** |  |
| **III (D)** | **RESEARCH GUIDANCE** |  |  |  |  |
|  | Ph.D. Guidance (Degree Awarded) | 15 |  |  |  |
|  | Ph.D. Guidance (Thesis Submitted)  | 10 |  |  |  |
|  | M.Phil./P.G Dissertation Guidance | 5 |  |  |  |
| **Score of III. D : Research Guidance** |  |
| **III. E** | **FELLOWSHIPS/ AWARDS / INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS** |  |
| **(i)** | **Awards / Fellowships** |  |
|  | International | 15 |  |  |  |
|  | National | 10 |  |  |  |
|  | State/ University | 5 |  |  |  |
| **Score of III. E (i) : Awards /Fellowships** |  |
| **(ii)** | **Paper presentation in Seminars/ Conferences/Workshops etc.** |  |
|  | International | 5 |  |  |  |
|  | National | 3 |  |  |  |
|  | State/ University Level | 2 |  |  |  |
| **(iii)** | **Invited lectures / Resource Person** |  |
|  | International | 7 |  |  |  |
|  | National | 5 |  |  |  |
|  | **State/ University Level** | **3** |  |  |  |
| **Score of III. E. (ii) + III.E (iii) : Paper + Lecture** |  |
|  | **Total Score of III. E without 20% Restriction** |  |  |
|  | **Enter Minimum Fixed Score for Category – III\*** |  |  |
|  | **Capped 20% of Papers and Lecture** |  |  |
|  | **Final Score of III ( E) after Capping 20%** |  |  |
| **III (F)** | **DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/ MATERIAL** |  |  |  |  |
|  | **Development of E-Learning Delivery Process / Material** | **10** |  |  |  |
| **Total Score of  E-Learning Process/Material.   III. (F)** |  |
|  |  |  |  |  |  |
| **FINAL API SCORE (WITHOUT CAPPING III (E)  (ii + iii)** |  |  |
|  |  |  |  |  |  |
| **FINAL API SCORE (WITH CAPPING III (E)  (ii + iii)** |  |  |

\*The score under the sub- category III E(ii) and (iii) shall be restricted to 20% of the minimum fixed for Category III for any assessment period.

#Faculty @ 1 means Faculty of Sciences, Engineering, Agriculture, Medical, and Veterinary Sciences

 Faculty @ 2 means Faculty of Languages, Humanities, Arts, Social Sciences, Library, Education, Physical Education, Commerce, Management & other related disciplines

***Note: The application shall be assessed in accordance with the relevant UGC Regulations applicable for promotion of teachers under CAS in view of the option selected by the applicant vide clause 6.3 (VII) of UGC Regulations, 2018.***

 **Summary of API Scores:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Categories**  | **Year-1** | **Year-2** | **Year-3** | **Year-4** | **Year-5** | **Year-6** | **Total API Score**  | **Average API Score**  |
| Category-I: Teaching, Learning and Evaluation related Activities  |  |  |  |  |  |  |  |  |
| Category-II: Co-curricular, Extension, Professional Development etc. |  |  |  |  |  |  |  |  |
| Category-III: Research and Academic Contribution (after applying cap, wherever applicable) |  |  |  |  |  |  |  |  |
| Total API Score under Category-II and Category-III**\*** |  |  |  |  |  |  |  |  |

**\**Teachers may score the balance of points from either category-II or Category-III to achieve the minimum score required under Category II+III.***

**Part-C: Other Relevant Information:**

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

|  |  |
| --- | --- |
| **Sr. No.** | **Details (Mention Year, Value etc. where relevant)** |
|  |  |
|  |  |

(Attach documentary proof in support of the information provided by you in this proforma)

**List of Enclosures:** (Please attach, copies of certificate, sanction orders, papers etc. wherever necessary)

1.
2.
3.
4.
5.

I certify that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in relevant UGC Regulations, as amended from time to time.

Date………………………….

Place………………………… **Signature & Designation of the Applicant**

Certified that Mr./Ms./Dr…………………………………has been working as ……………………………………………..in this department since…………………………. The particulars given in this application have been checked and verified from the office records and are found to be correct.

**Head of the Department**

**Endorsement by the Dean of the School**

**Observations/Recommendations of Director, IQAC:**

**……………………………………………………………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………………………………………………………**

***Note: For detailed information, relevant UGC Regulations applicable for the application(s) may be referred.***