

**MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR**

**PBAS Performa for Promotion under CAS (Stage 1 & 2)**  
**(As per UGC Regulations, 2018)**

A. Assistant Professor – Academic Level 10 to Academic Level 11

B. Assistant Professor – Academic Level 11 to Academic Level 12

(✓ Tick which ever is applicable)

**Department** : \_\_\_\_\_

**Faculty** : \_\_\_\_\_

Affix self-  
attested passport  
size photo

**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. **Name (In Block Letters):**
2. **Father's Name/Mother's Name:**
3. **Department:**
4. **Current Designation & Grade Pay:**
5. **Date of Initial Joining (DD/ MM/ YYYY) with post:**
  - a) **Date of Promotion to Senior Scale:**
  - b) **Date of Promotion to Selection Scale:**
  - c) **Any Other (Please specify):**
6. **Date of Award of Ph.D. Degree:**
7. **Which position and grade pay are you an applicant under CAS?**
8. **Date of eligibility for promotion:**
9. **Assessment Period:**  
From \_\_\_\_\_ to \_\_\_\_\_

10. **Date and Place of Birth:**

11. **Gender:**

12. **Marital status:**

13. **Nationality:**

14. **Indicate whether belongs to:**

GEN

OBC

SC

ST

PH

Any other (Specify): \_\_\_\_\_

15. **Address for correspondence (with Pin code):**

16. **Permanent Address (with Pin code):**

17. **Mobile No:**

18. **Email:**

19. **Academic Qualifications (Metric till post graduation):**

Examinations	Name of the Board/ University	Year of passing	Percentage of marks obtained	Division/ Class/ Grade	Subject
High School/Metric					
Intermediate					
Undergraduate: _____					
Postgraduate: _____					
Others examination, if any					

20. **Research Degree(s)**

Degrees	Title	Date of award	University
M. Phil.			
Ph.D./D. Phil.			

D. Sc/D. Litt			
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**21. Appointments held prior to joining this institution**

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

**22. Posts held after appointment at this institution:**

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

23. Period of teaching experience: P.G. Classes (in years)

U.G. Classes (in years)

24. Research Experience excluding years spent in M. Phil/Ph. D. (in years)

25. Fields of Specialization under the Subject/Discipline

(a) ..

(b) ..

26. Any Other:

**1. Eligibility For Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

A. Details of One Completed Orientation course of 21 days duration (**Enclosed Certificate**):

S.No.	Title	Place	Duration	Remarks, if any

B. Details of One Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) during the assessment period (**Enclosed Certificate**):

S.No.	Title	Place	Duration	Remarks if any

C. Details of published One research publication in the peer-reviewed journals or UGC-listed journals during assessment period (Enclosed Reprint):

S. No.	Title of paper	Name of the author (s)	Name of the journal	Year of publication with Volume Number & page(s)	Evidence of peer-reviewed/ UGC listed journal

**2. Eligibility For Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

- A. Details of any Two of Completed course/programme from amongst the categories of: Refresher Courses/Research Methodology/Workshops/Syllabus Up-gradation Workshop/Teaching-Learning-Evaluation/ Technology Programmes/Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of atleast one week (five days) duration in lieu of every single course/programme of at least two weeks (tendays) duration); or completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10modules of a course/contribution towards the development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment (Enclosed Certificates):

S.No.	Title	Place	Duration	Remarks if any

- B. Details of published Three research papers in the peer-reviewed journals or UGC-listed journals during assessment period (Enclosed Reprints):

S. No.	Title of paper	Name of the author (s)	Name of the journal	Year of publication with Volume Number & page(s)	Evidence of peer-reviewed/ UGC listed journal

## **PART B: ACADEMIC PERFORMANCE INDICATORS**

(Please see detailed instructions of this PBAS Performa before filling out this section; Refer Table-1)

### **ACTIVITY- 1- TEACHING: LECTURES, TUTORIALS, PRACTICAL, & LAB & RELATED ACTIVITIES**

**(Fill the details Academic year-wise in Chronological order; Extend the table for the whole assessment period;no annexure required)**

S. No.	Course/ Paper (Subject)	Level (UG/PG)	Mode of teaching (Lecture/ Tutorial/ Practical/ other teaching related activities)	Hours per week allotted	% Score (Number of classes taught/ total classes assigned) X100	Average %Score	Grading (Good/Satis factory/Not Satisfactory )
<b>Assessment Year-1: _____</b>							
1.							
2.							
3.							
4.							
..							
<b>Assessment Year-2: _____</b>							
1.							
2.							
...							

**ACTIVITY-2 INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS  
RELATED ACTIVITIES/RESEARCH ACTIVITIES**

**(Fill the details year-wise in Chronological order; extend the table for the whole assessment period)**

**(PLEASE ANNEX ALL DOCUMENTS IN SEQUENCE & GIVE PAGE NUMBERS CONTINUOUSLY IN YOUR APPLICATION FORM)**

<b>S. No.</b>	<b>Type of Activity</b>	<b>Description</b>	<b>Page No. of the Documents in this application form</b>	<b>Grading</b> Good/Satisfactory/Not Satisfactory
<b>Assessment Year-1: _____</b>				
(a)	Administrative responsibilities such a Head, Chairperson/ Dean/ Director/ Co-coordinator, Warden, etc.			
(b)	Examination and evaluation duties assigned by the college/university or attending the examination paper evaluation.			
(c)	Student related co-curricular, extension and field based activities such a student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.			
(d)	Organizing seminars/conferences/workshops, other college/university activities.			
(e)	Evidence of actively involved in guiding Ph.D. students.			
(f)	Conducting minor or major research project sponsored by national or international agencies.			
(g)	At least one single or joint publication as the case may be, in peer-reviewed or UGC list of Journals			
<b>Assessment Year-2: _____</b>				

**PART C: OTHER RELEVANT INFORMATION**

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

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

**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 university and/or documents enclosed along with the duly filled PBAS Proforma.

Signature of the faculty  
with Designation,

Place & Date

Signature of HOD/Director

Signature of Dean

**N:B:** The individual PBAS Proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university/college as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.



## SUMMARY

### 1. Eligibility For Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

S. No	Parameter	Completed/ Not completed	Proof Enclosed (Yes/NO)	Comment by screening committee
1	One Completed Orientation Course (As per regulation)			
2	One Completed Refresher or other Course (As per regulation)			
3	One Publication in the peer-reviewed journals or UGC-listed journals (As per regulation)			

### 2. Eligibility For Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

S. No	Parameter	Completed /Not completed	Proof Enclosed (Yes/NO)	Comment by screening committee
1	Two Completed Refresher or other Courses (As per regulation)			
2	Three Publication in the peer-reviewed journals or UGC-listed journals (As per regulation)			

## ACADEMIC PERFORMANCE INDICATORS

S. No	Activity	Year	Grade	Comment by screening committee
I	Teaching			
II	Involvement in the University/College students related activities/research activities			

Recommendation of committee:

Signature of committee members:

**Table 1**

**Assessment Criteria and Methodology for grading the annual performance reports of University Teachers**

**DETAILED INSTRUCTIONS FOR FILLING UP PART ‘B’ OF THE PBAS PROFORMA**

<b>Activity No.</b>	<b>Activity</b>	<b>Grading Criteria</b>
<b>1</b>	<p><b>Teaching:</b>            (Number of classes taught/total classes assigned)X100%            (Classes taught includes sessions on tutorials, lab and other teaching related activities)</p>	<p>80% &amp; above- Good            Below 80% but 70% &amp; above- Satisfactory            Less than 70%- Not satisfactory</p>
<b>2</b>	<p><b>Involvement in the University/College students related activities/research activities:</b></p> <ul style="list-style-type: none"> <li>a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.</li> <li>b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</li> <li>c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community Services.</li> <li>d) Organizing seminars /conferences/ workshops, other college/university activities.</li> <li>e) Evidence of actively involved in guiding Ph.D. students.</li> <li>f) Conducting minor or major research project sponsored by national or International agencies.</li> <li>g) At least one single or joint publication in peer reviewed/UGC list of Journals.</li> </ul>	<p><b>Good-</b> Involved in at least 3 activities   <b>Satisfactory-</b> 1-2 activities   <b>Not-satisfactory-</b>Not involved / undertaken any of the activities   <b>Note:</b> Number of activities can be within or across the broad categories of activities</p>

**Overall Grading:**

- **Good:** Good in teaching and satisfactory or good in activity at Sl.No.2.OR
- **Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.
- **Not Satisfactory:** If neither good nor satisfactory in overall grading

**Note:** For the purpose of assessing the grading of Activity at Serial No. 1 i.e. Teaching, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave etc. and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage due to his/her absence from his/her teaching responsibilities subject to such leaves/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as the acts, statutes and ordinances of the parent institution.