

MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

PBAS Proforma for Promotion under CAS (From Stage _____ to Stage _____)

PART A; GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters): _____
2. Father's Name/Mother's Name _____
3. Date of Birth _____
4. Indicate whether belongs to SC/ST/OBC category: _____
5. Address for correspondence (with Pin Code) _____
6. Telephone No: _____
7. Mobile No. _____
8. Email: _____
9. Current Designation & Grade Pay :
10. a) Date of Initial Joining : _____
b) Senior Scale _____
c) Selection Scale _____
d) Any Other _____
11. Date of eligibility for promotion: _____
12. Date of last promotion: _____
13. Date of Ph.D. Degree award: _____
14. Academic Qualifications (Matric till post graduation):

Examinations	Name of the Board/ University	Year of passing	Percentage of marks obtained	Division/ Class/Grade	Subject
High School/Metric					
Intermediate					
B.Sc.					
M.Sc.					
Others examination, if any					

15. Research Degree(s)

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

16. 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: P.G. Classes (in years)
: U.G. Classes (in years)

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

20. Fields of Specialisation under the Subject/Discipline

(a) ..

(b) ..

21. Academic Staff College Orientation/Refresher Course/ ARPIT (NRC)/ National School /International School attended:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

ACTIVITY: 1. – Teaching, Lectures, Tutorials, Practicals, & Lab & related activities

S. No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	Grading 80% & Above=Good Below 80% but 70% & above=satisfactory Less than 70%=Not Satisfactory
1.					
2.					
3.					
4.					

ACTIVITY-2. Involvement in the University/College students related activities/research activities.

S. No.	Type of Activity *	Grading Criteria ** Good=Involved in at least 3 activities Satisfactory – 1 -2 activities Not Satisfactory – Not involved / Undertaken any of the activities
(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. Registration Letter From Dean PG	
(f)	Conducting minor or major research project sponsored by national or international agencies. (Sanction Letter from funding agency & University)	
(g)	At least one single or joint publication in peer-reviewed or UGC list of Journals	
	<p>Attach documentary proof for cash activity claimed by the applicants.</p> <p>Assessment Process</p> <p>The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:</p> <p>Step 1: The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.</p> <p>Step: 2: After completion of the required years of experience for promotion under CAS and fulfillment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.</p> <p>Step 3: A CAS Promotion shall be granted as mentioned in Clauses 6.4 of these Regulations.</p>	

* * Please refer to note on "Overall Grading" mentioned under table (1) in the enclosed UGC guidelines.

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

ACTIVITY/CATEGORY: 3. – Academic / Research Activity

1) **Research Papers in peer-reviewed or UGC listed Journals**

S.No.	Title with page nos. in journals	Name of Journal with UGC Sr. No.	ISSN/ISBN No.	Whether peer reviewed. Impact Factor, if any	No. of co-authors	Whether you are the main author	Page No. of the Documents in this application form	API Score

S.No.	Title of the Original Book / Chapter	Title of translated book / Chapter	Name of publisher (translated book or chapter)	ISBN No.	Year of publication	International / National	Whether you are the main author	Page No. of the Documents in this application form	API Score
1									

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative pedagogy

S.No.	Title of the innovation	Name of agency	Printed/ Online	ISBN No.	Year of publication	International / National	Whether you are the main author	Page No. of the Documents in this application form	API Score
1									

(b) Design of new curricula and courses

S.No.	Title of the curricula / courses	Standard (UG/PG)	Name of University / Institution	Professional / Academic	Year of designing new curricula / course	Whether approved / not approved by institution	Whether you are the main designer	Page No. of the Documents in this application form	API Score
1									

(c) MOOC's (Massive Open Online Courses):

S.No.	Title of the MOOC's	Name of Module	Name of Institution UGC/CEC /IGNOU/ Any other (Please	Address of Web site	Year of developing MOOC's	Are you content writer / subject matter expert / course	Whether you are the main developer	Page No. of the Documents in this application form	API Score

			Specify)			coordinator?			
1									

(d) E-Content

S.No.	Title of E-Content	Name of Module	Name of University / Institution	Address of Web site	Year of developing E-Content	Are you content writer / Editor?	Whether you are the main author.	Page No. of the Documents in this application form	API Score
1									

Research Guidance

S. No.	Number of Scholars Enrolled	Thesis Submitted	Degree awarded	Page No. of the Documents in this application form	API Score
M. Phil or equivalent					
Ph. D. or equivalent					

(b) Research Projects Completed

S.No.	Title of the project	Funding Agency	Date of Sanction & Period	Grant/Amount Mobilized (Rs. lakh)	Page No. of the Documents in this application form	API Score

(c) Research Projects On-going

S.No.	Title of the project	Funding Agency	Date of Sanction & Period	Grant/Amount Mobilized (Rs. lakh)	Page No. of the Documents in this application form	API Score

(d) Consultancy

S.No.	Name of Agency whose consultancy provided	Nature of consultancy	Date & Year	Amount Received / Mobilized	Page No. of the Documents in this application form	API Score

(5) (a) Patents

S.No.	Name of Agency who provided patent	Name of patent / product / process	Date & Year	Patent No.	Page No. of the Documents in this application form	API Score

(b) *Policy Document (Submitted to an International body/ Organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

S.No.	Name of Agency whom policy document submitted	International / National / State	Date & Year	Name of policy document	Page No. of the Documents in this application form	API Score

(c) Awards / Fellowships

S.No.	Name of Award / Fellowship	International / National	Date & Year	Nature & Purpose of Fellowship / Award	Page No. of the Documents in this application form	API Score

6. *Invited lectures / Resources Person / paper presentation in Seminars / Conferences / full paper in conference proceedings (Paper presented in Seminars / Conferences and also published as full paper in Conference Proceedings will be counted only once)

S.No.	Title of the Event	Whether International (abroad) / International (within country) / National / State / University	Name of organizing agency	Dates	Whether Invited lecture/ resource person / paper presenter	Title of the session or paper	Whether you are the main author	Page No. of the Documents in this application form	API Score

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total – API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc.			
	Total I + II			
III	Research and Academic Contribution			

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

Signature of the faculty with
Designation, Place & Date

Signature of HOD / School

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.

Table 1

Assessment Criteria and Methodology for University/College Teachers

S.No.	Activity	
	Teaching of classes taught/total classes: (Number assigned)x100%(Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
	<p>Involvement in the University/College students related activities/research activities:</p> <p>(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.</p> <p>(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</p> <p>(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.</p> <p>(d) Organizing seminars/ conferences/ workshops, other college/university activities.</p> <p>(e) Evidence of actively involved in guiding Ph.D students.</p> <p>(f) Conducting minor or major research project sponsored by national or international agencies.</p> <p>(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.</p>	<p>Good - Involved in at least 3 activities</p> <p>Satisfactory - 1-2 activities</p> <p>Not-satisfactory - Not involved / undertaken any of the activities</p> <p>Note: Number of activities can be within or across the broad categories of activities</p>
	<p>**Overall Grading:</p> <p>Good: Good in teaching and satisfactory or good in activity at SI.No.2.</p> <p>Or</p>	

	<p>Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading</p> <p>Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, 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, Extraordinary Leave 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 for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.</p>	
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Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture /Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education /Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development new and		

6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuter's list):

- | | | | |
|------|--|---|-----------|
| i) | Paper in refereed journals without impact factor | - | 5 Points |
| ii) | Paper impact factor less than 1 with | - | 10 Points |
| iii) | Paper impact factor between 1 and 2 with | - | 15 Points |
| iv) | Paper impact factor between 2 and 5 with | - | 20 Points |
| v) | Paper impact factor between 5 and 10 with | - | 25 Points |
| vi) | Paper impact factor >10 with | - | 30 Points |

(a) Two authors: 70% of total value of publication for each author.

(b) 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.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

Paper presented if part of edited book or proceeding then it can be claimed only once.

For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

The research score shall be from the minimum of three categories out of six categories.