PANJAB UNIVERSITY, CHANDIGARH

PBAS Proforma (based on UGC notification dated 4th May, 2016 (3rd Amendment Regulation, 2016) for promotion under UGC Career Advancement Scheme.

Application for promotion from: Assistant Professor/ equivalent cadres from **Stage-1 to Stage-2;**
Assistant Professor/ equivalent cadres from **Stage-2 to Stage-3;**
Assistant Professor **(Stage-3) to Associate Professor**/ equivalent cadres **(Stage-4);**
Associate Professor (**Stage-4) to Professor/**Equivalent cadres**(Stage 5)**

(Please indicate whichever is applicable)

Assessment Period: From _____ **to**_____

Total API Score Calculated as per Annexure 3:

Session					
Category-I					
Category-II (Cumulative)					
Category-III (Cumulative)					
Total(Cat.-II + Cat.-III) (period of assessment)					

1	**Name (in Block Letters)**	:	
2	**Father's Name**	:	
3	**Mother's Name**	:	
4	**Department**	:	
5	**Date and Place of Birth**	:	
6	**Gender**	:	
7	**Marital Status**	:	
8	**Nationality**	:	
9	**Indicate whether belongs to PH/ SC/ ST/ OBC category**	:	
10	**Address for correspondence (with Pincode)**	:	
11	**Permanent Address (with Pincode)**	:	
12	**Contact Number**	:	
13	**E-Mail**	:	
14	**Current Designation & Grade Pay**	:	
15	**Date of Last Promotion**	:	
16	**Which position and grade pay are you an applicant under CAS?**	:	
17	**Date of eligibility for promotion**	:	

18. **Academic Qualifications (Matric onwards)(Please attach relevant certificates for Academic Qualification):**

Examination	University	Year	% of marks obtained	Division	Distinction
Matric					
Intermediate (10+2)					
B.A./B.Sc./B.Com.					
M.A./M.Sc./M.Com.					
M.Phil.					
Ph.D./D.Phil.					
D.Sc./D.Litt.					
Other Exams (if any)					

19. Record of academic service prior to joining Panjab University (please attach relevant certificates of service experience)

Institution	Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/ Temporary/ Adhoc)	Nature of Duties	Pay-Scale	Date of Joining	Date of Leaving	Reasons of Leaving

Please Indicate, whether in previous service (attach certificate from previous employer):

a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC (Yes/No).
b) The post is/was in an equivalent grade or of the pre-revised scale of pay (Yes/No).
c) Whether applied through proper channel.
d) Whether possess the same minimum qualifications as prescribed by the UGC for appointment to the post.
e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/Concerned Institution, for such appointments.
f) The previous appointment was not as guest lecture for any duration, or an ad-hoc or in a leave vacancy of less than one year duration. Ad-Hoc or temporary service of more than one year duration can be counted provided that:
   (i) The period of service was of more than one year duration;
   (ii) The incumbent was appointed on the recommendation of duly constituted Selection Committee; and
   (iii) The incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, without any break.
g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/ local body/ Government), was considered for counting past service under this clause.

20 Record of service in Panjab University

Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/Temporary/ Adhoc)	Nature of Duties	Pay-Scale	Date of Actual joining	Total period Yr. M. Days

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

22. Fields of Specialization under the Subject/Discipline

    a)

    b)

23. UGC-HRDC/MHRD/Orientation/Refresher Course/Training Course attended:

Nature of the Course/s	Place	Duration	Sponsoring Agency

   (Attach certificates)

24. List of Publication (for the purpose of evaluation in case of promotion for Associate Professor and Professor):

Sr.No.	Name of Publication	Name of publisher	Date of publication	Enclosures: Pl. mention page number of application form where proof is attached
1.				
2.				
3.				
4.				
5.				

25. Special contribution, recognition, Achievement or any other relevant information (Attach annexure):

26. FUTURE PLANS

    (Please provide a brief resume of your future plans for teaching and research)

    i)   Teaching:

    ii)   Research:

                                                             Signature

Date_____

COUNTERSIGNED

Chairperson/Head of the Department/Institute

(Office Stamp)

PART-B ACADEMIC PERFORMANCE INDICATORS

G. (A) **Category I: TEACHING, LEARNING AND EVALUATION Related ACTIVITIES –** attach extra sheet, if need be.

(For Instructions, please refer to Annexure-I)

Category	Nature of activity	Notes				Score				
Category-I	TEACHING, LEEARNING AND EVALUATION RELATED ACTIVITIES									
1	a. Lecture – classroom teaching (including lectures in excess of UGC Norms)	Actual Score (Year wise) to be filled by the Candidate				Final Score (Year wise) verified by Screening Committee				
	b. Examinations duties (question paper setting, invigilation, evaluation of answer scripts) as per allotment	Actual Score (Year wise) to be filled by the Candidate				Final Score (Year wise) verified by Screening Committee				
	c. Innovative Teaching-learning methodologies, updating of subject contents/ courses etc.	Actual Score (Year wise) to be filled by the Candidate				Final Score (Year wise) verified by Screening Committee				
	d. Students Feedback (Students who have put in atleast 75% attendance per course are eligible to give feedback)	Actual Score (Year wise) to be filled by the Candidate				Final Score (Year wise) verified by Screening Committee				
	Outside classroom interaction with students	Actual Score (Year wise) to be filled by the Candidate				Final Score (Year wise) verified by Screening Committee				
	Sub –total 1	**Score= hours/ 10 (max score 100)**								

80/year: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-1 to Stage-2;
80/year: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-2 to Stage-3;
75/year: eligible for promotion as Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage-4);
70/year: eligible for promotion as Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage-5);

G. (A) Category II: **PROFESSIONAL DEVELOPMENT, CO- CURRICULAR AND EXTENSION ACTIVITIES –** attach extra sheet, if need be.

(For Instructions, please refer to Annexure-II)

Category	Nature of activity	Actual hours spent per year						API score (hours/10) Maximum 15 per year						Final score (Year wise) verified by Screening Committee			
(a)	Student related co-Curricular, extension and field based activities.																
	i) Discipline related co-curricular activities (e.g. field work, study visit, student seminar, and other events, career counseling etc.)																
	ii) Other co-curricular activities (cultural, Sports, NSS, NCC etc.)																
	iii) Extension and dissemination Activities (public/ popular lectures/ talks/seminars etc.) **(Maximum API Score 15/year**																

(b)	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committee and responsibilities i) Administrative responsibility (including as Dean/ Principal/ Chairperson/ Convener/ Teacher-in-Charge /similar other duties that require regular office hours for its discharge) ii) Participation in Board of Studies, Academic, Administrative Committees & Governing/ Regulatory bodies of Institution of Higher Learning **Maximum API Score=15/year**	API Score claimed (year wise) by the Candidate						API score (hours/10) Maximum 15 per year						Final score (Year wise) verified by Screening Committee					
(C)	Professional Development activities (such as participation in Seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/ faculty development courses, membership of associations, dissemination and general articles and any other contribution) **Maximum API Score=15/year**	API Score claimed (year wise) by the Candidate						Maximum 15 per year API score (hours/10)						Final score (Year wise) verified by Screening Committee					

Minimum 50 API score/Assessment period: for promotion under CAS is required in Category-II

G: (A) CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

(For Instructions, please refer to Annexure-III)

ASSESSMENT PERIOD W.E.F _____
TO   _____

Area of Specialization, if any: _____

III. (A) Research papers published in Journals

S.N.	Title with page no.	Name of Journal	Refereed/ Reputed	Impact factor	No. of Co-authors	Whether you are the First and Principal/ corresponding author/ supervisor/ mentor OR other Author	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed by the candidate	API score to be given by screening committee

S.N.				Total API Score				
				Total API Score				

III. B Publications other than journal articles (Book, chapters in books)

S.N.	Title with page no.	Book Title & publisher	ISSN/ ISBN No.	International/ National/ Local Publisher	No. of Co-authors and Date of Publication	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee
				Total API score				

III(C) Research Projects

III. C (i) Sponsored Projects

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs Lakhs)	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee
			From	To				
			Total score					

III. C (ii) Consultancy Projects

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents / Patent as outcome	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee
			From	To					
					Total score				

III. C (iii) Projects outcome /outputs

S.N.	Project Output/ Outcome	Agency	International/ National /State/ Local bodies	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee
			Total Score			

Total API scores in Table III (C) (I , II & III) = [ ]

III. (D) Research Guidance

III (D) (i)

S.N.	Number Enrolled	Degree Awarded	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee
M. Phil					

III (D) (ii)

S.N.	Number Enrolled	Thesis submitted	Degree Awarded	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee
Ph.D						

Total API scores in Table III (D(i+ii)) = _____

III.(E) **Fellowships, awards and Invited lectures delivered in conferences /seminars**

S.N.	Title		Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee
III(E)(i)		International Award/ Fellowship			
		National Award/ Fellowship			
		State / University Level Award			
III(E)(ii)	Invited Lecturers/ papers	International			
		National Level			
		State/ University Level			
	The Score under this sub-category shall be restricted to 20% of the minimum fixed for category III for any assessment period. For Example: Stage 1 to Stage 2: 20% of 20 = 04 per Assessment Period Stage 2 to 3: 20% of 50 = 10 per Assessment Period Stage 3 to 4: 20% of 75 = 15 per Assessment Period Stage 4 to 5: 20% of 100 = 20 per Assessment Period Stage 5 to 6: 20% of 400 = 80 per Assessment Period				

III (F)   Development of E-Learning delivery process/ material

S.N.	Title	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee

Minimum API score required in category III:

20/Assessment period: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-1 to Stage-2;
50/Assessment period: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-2 to Stage-3;
75/Assessment period: eligible for promotion as Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage-4);
100/Assessment period: eligible for promotion as Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage-5);

Minimum total API score under category II & III (combined)

90/Assessment period: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-1 to Stage-2;
120/Assessment period: eligible for promotion as Assistant Professor/ equivalent cadres from Stage-2 to Stage-3;
150/Assessment period: eligible for promotion as Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage-4);
180/Assessment period: eligible for promotion as Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage-5);

NOTE:

The period of active service spent on pursuing research degree i.e. for acquiring Ph.D degree simultaneously without taking any kind of leave, will be counted as teaching, experience for the purpose of direct recruitment/promotion to the post of Associate Professor and above.

Summary of API Score									
	Score Claimed by the Candidate					**Score Verified by the Screening Committee**			
	Year Wise					Year wise			
API Score during the assessment period in category I									
Cumulative API Score during the assessment period in category II									
Cumulative API Score during the assessment period in category III									
Cumulative Total API Score during the Assessment period in Category II & III (combined)									

Remarks by the Screening Committee	Eligible	Not eligible	Date of eligibility to be mentioned as per norms

Certified that information given above is true and correct to the best of my knowledge and I shall be responsible for any misrepresentation of the facts.

Signature

Date_____

<u>Category-I:</u>   <u>Teaching, Learning and Evaluation Related Activities</u>

Category-I	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max score	Actual score	Max score	Actual score	Max score	Actual score
	a. lecture – classroom teaching (including lectures in excess of UGC Norms)	60	Actual hours spent per academic year ÷ 10	50	Actual hours spent per academic year ÷ 10	45	Actual hours spent per academic year ÷ 10
	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10

It is recommended that following norms be used for giving score under category-I, (b):

1. Question paper setting   :   10 Hours per paper.
2. Invigilation duties   :   Actual Hours used.
3. Evaluation of answer   :   20 Minutes per answer script script for Under-Graduate

    30 Minutes per answer script script for Post-Graduate
4. Evaluation of Ph.D. Thesis :   40 Hours
5. Conduct of Viva Voce for   :   15 Hours
   M.Phil/ Ph.D

	c. Innovative teaching – learning methodo-logies, updating of subject contents/ courses etc.	10	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10

It is recommended that the teacher will justify the marks of innovative teaching, duly verified by the Chairperson of the Department/ Head of the Institution.

	d. Students Feedback (Students who have put in atleast 75% attendance per course are eligible to give feedback)	10	Outstanding-10 Very Good-8 Good – 6 Average – 4 Below average - 0	10	Outstanding-10 Very Good-8 Good – 6 Average – 4 Below average - 0	10	Outstanding-10 Very Good-8 Good – 6 Average – 4 Below average - 0

*Note:

1. 18/16/14 hours per week include the Lectures/ Practicals /Project Supervision. Two hours of Practicals /project supervision be treated as equivalent to one hour of lecture. Those teachers who supervise the research of five or more Ph.D. students at a time may be allowed a reduction of Two hours per week in direct teaching hours.

2. 6 hours per week include the hours spent on tutorials, remedial classes, seminars, administrative responsibilities, innovation and updating of course content.

3. Hours spent on examination duties such as invigilation, question paper setting, valuation of answer scripts and tabulation of results are over and above the prescribed direct teaching hours and are an integral part of overall teaching work load of 40 hours per week.

4. Lectures allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.

Category-II: Professional Development, Co-curricular and Extension Activities

Based on the teacher's self assessment, Category II API scores are proposed for professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable criteria 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 and for direct recruitment of Associate Professor and Professor.

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 score required under this category.

Category-II	Nature of Activity	Maximum API score	Actual score
(a)	Student related co-Curricular, extension and field based activities. i) Discipline related co-curricular activities (e.g. field work, study visit, student seminar, and other events, career counseling etc.) ii) Other co-curricular activities (cultural, Sports, NSS, NCC etc.) iii) Extension and dissemination Activities (public/popular lectures/ talks/ seminars etc.)	15/year	Actual hours spent per academic year ÷ 10
It is recommended that following norms be used for API score in category-II (a),: –			
(a) (i)	Actual time taken by the teacher, as shown in the time-table/in the record of the Institution, duly verified by the Chairperson of the department/Head of the Institution, with a condition that maximum of 8 hours in a day can be given for study visit/students' seminar or any other competition.		
(a) (ii)	Marks will be awarded for the co-curricular activities organized (including Swach Bharat Abhiyan/workshop/ seminar or any other activity, subject to maximum of 8 hours per day, duly verified by the Chairperson of the department/Head of the Institution.		
(a) (iii)	Actual hours or maximum 8 hours per day, duly verified by the Chairperson of the department/Head of the Institution.		

Category - II	Nature of Activity	Maximum API score	Actual score
(b)	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i) Administrative responsibility (including as Dean/Principal/ Chairperson/Convener/Teacher-in-Charge/similar other duties that require regular office hrs for its discharge) ii) Participation in Board of Studies, Academic, Administrative Committee & Governing/ Regulatory bodies of Institution of Higher Learning	15/year	Actual hours spent per academic year ÷ 10

Category-II	Nature of Activity	Maximum API score	Actual score
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/faculty development courses, membership of associations, dissemination and general articles and any other contribution).	15/year	Actual hours spent 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 criteria 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 and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculties of Sciences / Engineering / Agriculture/ Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education/ Management	Maximum score for University/ College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC	Refereed Journals as notified by the UGC	15 per Publication
		Other Reputed Journals as notified by the UGC	Other Reputed Journals as notified by the UGC	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference Books by International Publishers as notified by the UGC.	Text/Reference Books by International Publishers as notified by the UGC.	30 per Book for Single Author
		Subject Books by National level publishers as Identified by the UGC or State / Central Govt. publications.	Subject Books by National level publishers as Identified by the UGC or State / Central Govt. publications.	20 per Book for Single Author
		Subject Books by Other local publishers as indentified by the UGC.	Subject Books by Other local publishers as indentified by the UGC.	15 per Book for Single Author
		Chapters in Books published by National and International level publishers as indentified by the UGC.	Chapters in Books published by National and International level publishers as indentified by the UGC.	International – 10 per Chapter National – 5 per Chapter

III (C)	**RESEARCH PROJECTS**			
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30.0 lakhs	Major Projects with grants above Rs. 5.0 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5.0 lakhs up to Rs. 30.0 lakhs	Major Projects with grants above Rs. 3.0 lakhs up to Rs. 5.0 lakhs	15 per Project
		(c) Minor Projects with grants above Rs. 1.00 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1.0 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consul-tancy Projects	Amount mobilized with a minimum of Rs.10.00 lakhs	Amount mobilized with a minimum of Rs. 2.0 lakhs	10 for every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document of Central / State Govt. Bodies prepared	30 for each International / 20 for each national level output or patent or Major policy document
III (D)	**RESEARCH GUIDANCE**			
III (D) (i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate
III(D) (ii)	Ph.D.	Degree awarded	Degree awarded	15 per candidate
		Thesis submitted	Thesis submitted	10 per candidate
III E	**Fellowships, Awards and Invited lectures delivered in conferences/seminars**			
III (E) (i)	International Award/ Fellowship		International Award / Fellowship	15 per Award / 15 per Fellowship
	National Award/ Fellowship		National Award/ Fellowship	10 per Award / 10 per Fellowship
	State/University level Award		State/University level Award	5 Per Award

III(E) (ii)	Invited lectures/ papers	International	International	7 per lecture / 5 per paper presented
		National level	National level	5 per lecture / 3 per paper presented
		State/University level	State/University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III(F)	Development of e-learning delivery process/material			10 per module

*   Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - 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 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

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