

PBAS Performa for Promotion under the CAS as per UGC notification 18.07.2018

(As per UGC norms)

Application for promotion from to

{Assistant Professor (Stage 1 to Stage 2, Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4) to Professor/equivalent cadres Stage 5}.

(Please indicate whichever is applicable)

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

Date of joining PEC on regular basis _____ Post_____

Department_____

Post presently held: Department:

Date of joining this post on regular basis:

Post to which promotion is sought:

Date of eligibility for promotion:
(on the basis of Service and Academic Performance Requirement)

Initial Assessment Period: From..... to.....

Subsequent Additional Assessment Period (If applicable):
(Please refer 6.3.2 of UGC regulations 2010)

(i) From..... to.....

(ii) From..... to.....

(iii) From..... to.....

1. Name in Full:
(Underline Surname)

Affix
passport
size
photograph

2. Address:
For correspondence

Permanent

Phone _____ Fax No. _____ E-mail ID_____

3. Date of Birth: _____ 4. Nationality: _____ 5. Gender: _____

6. Category: General /SC/ST/OBC: _____

7. Area of Specialization:.....

8. Current area of Research:.....

9. Academic Qualifications (Matric till post graduation):

Examinations		Name of the Board/ University	Year of Passing	Percentage of Marks Obtained	Division/Class/ Grade	Subject(s)
High School/Matric/ /Secondary						
Intermediate/ Sr Secondary						
Graduation						
Post Graduation	MA/MSc					
	M.Tech/ MPhil					
Other examinations, if any						

10. Research Degree(s):

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

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

For the following items use separate sheets wherever required in the format indicated. All annexures should be consecutively arranged and must bear your name and authenticated with your signature.

11. Appointments held prior to joining the Punjab Engineering College (Deemed to be University) Chandigarh : (Please attach relevant certificates of service experience)

Institute	Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/Temporary / Adhoc /Contractual)	Nature of Duties	Pay-Scale	Date		Total Duration			Reason of Leaving
						From	to	Y	M	D	

12. Post(s) held after appointment at the Punjab Engineering College (Deemed to be University) Chandigarh :

Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term / Temporary/ Adhoc/Contractual)	Nature of Duties	Pay-Scale	Date		Total duration		
					From	to	Y	M	D

13. Period/Duration of teaching experience: From.....to..... Total duration

P.G. Classes (in years)

U.G. Classes (in years)

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

15. Academic Staff College Orientation/Refresher and other Courses* attended: (**Attach certificates in chronological order**)

Name of the Course	Place	Period		Duration	Sponsoring Agency
		From	To		

* summer/ winter schools/ short term course/ other appropriate continuing education programmes of comparable quality as may be specified or approved by AICTE

16. List of **Publications (in chronological order)** to be sent for the purpose of evaluation - (Please attach full papers including cover page):

Sr.No.	Authors	Title	Journal	Publisher	Location	ISSN/ISBN	Impact factor	Year of Publication
1								
2								
3								
4								
5								

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of UGC regulations 2010 for PBAS proforma before filling this Section. In particular refer 6.3.0 of UGC regulations. Use separate sheets wherever required in the format indicated below. All annexures should be consecutively arranged and must bear your name and authenticated with your signature.)

CATEGORY : I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (for calculation /eligibility see Annexure -I)

Nature of Activity	2010-11 (i)	2011-12 (ii)	2012-13 (iii)	2013-14 (iv)	2014-15 (v)	2015-16 (vi)	2016-17 (vii)	2017-18 (viii)	Avg of (i) & (ii)	Avg of (i), (ii) & (iii)	Avg of (i), (ii), (iii) & (iv)	Avg of (i), (ii), (iii), (iv) & (v)	Avg of (i), (ii), (iii), (iv), (v) & (vi)	Avg of (i), (ii), (iii), (iv), (v), (vi) & (vii)	Avg of (i), (ii), (iii), (iv), (v), (vi), (vii), (viii)
a. Direct Teaching															
b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment															
c. Innovative Teaching – learning methodologies, updating of subject contents/ courses, mentoring etc.															

CATEGORY: II. PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES (for calculation/eligibility see Annexure I)

Please mention your contribution to any of the following:

S. No . .	Type of Activity	API Score during Academic year													
		2010-11 (i)	2011-12 (ii)	2012-13 (iii)	2013-14 (iv)	2014-15 (v)	2015-16 (vi)	2016-17 (vii)	2017 -18 (viii)	Avg of (i), (ii)& (iii)	Avg of (i), (ii), (iii)& (iv)	Avg of (i), (ii), (iii), (iv), (v) & (vi)	Avg of (i), (ii), (iii), (iv), (v), (vi) & (vii)	Avg of (i), (ii), (iii), (iv), (v), (vi), (vii), (viii)	
a.	<p>Involvement in the University/College students related activities/research activities:</p> <p>(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, 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 counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.</p> <p>(d) Organising seminars/ conferences/ workshops,</p>														

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 in peer reviewed or UGC list of Journals.												
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CATEGORY : III. RESEARCH PUBLICATIONS AND ACADEMIC CONTRIBUTIONS (for calculation /eligibility see Annexure I)

Use separate sheets wherever required in the format indicated below. All annexures should be consecutively arranged in chronological order and must bear your name and authenticated with your signature.

1. Research papers (Journals etc):

S. No.	Title with page Nos. and date of publication	Journal	Publisher	Location	ISSN/ ISBN No.	Whether peer reviewed. Impact Factor, UGC no. if any	Source of Impact factor	No. and name of Co-authors	Whether you are the		API Score			
									First author	Corresponding Author	Initial assessment period	Subsequent additional assessment period		
												(i)	(ii)	(iii)
Total Score														

2.. Publications (other than research papers)

S. No.	(a.) Books authored which are published by:	Title with page Nos. and date of publication	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the		API Score		
							First author	Corresponding Author	Initial assessment period	Subsequent additional assessment period	
										(i)	(ii)
i)	International Publisher										
ii)	National Publisher										
iii)	Chapter in edited book										
iv)	Editor of book by international publisher										
v)	Editor of book by national publisher										
Total score											

(b.) Translation works in Indian and Foreign languages by qualified faculties

S. No.	Title	Title with page Nos. and date of publication	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the		API Score		
							First author	Corresponding Author	Initial assessment period	Subsequent additional assessment period	
										(i)	(ii)
i)	Chapter or Research paper										
ii)	Book										

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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 pedagogy	Level (UG/PG)	Period	API Score			
				Initial assessment period	Subsequent additional assessment period		
					(i)	(ii)	(iii)
Total Score							

(b.) Design of new curricula and courses

S. No.	Title / course name	Level (UG/PG)	Period	API Score			
				Initial assessment period	Subsequent additional assessment period		
					(i)	(ii)	(iii)
Total Score							

(c.) MOOCS

S. No.	Title	Process Delivered	Material Developed	API Score		
				Initial assessment period	Subsequent additional assessment period	
					(i)	(ii)
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/ credit)					
	MOOCs (developed in 4 quadrants) per module / lecture					
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)					
	Course coordinator for MOOCs (04 credit course) (In case of MOOCs of lesser credits 02 marks/ credit)					
				Total Score		

(d.) E-content

S. No.	Title	e-learning delivery process delivered	e-learning material developed	API Score		
				Initial assessment period	Subsequent additional assessment period	
					(i)	(ii)
	Development of E-content in 4 quadrants for a complete course/E-book					
	E-content (developed in 4 quadrants) per module					
	Contribution to development of E-content module in complete course / paper/ E-					

	book (at least 1 quadrant)						
	Editor of E-content for complete course/paper/E-Book						
Total Score							

4. (a.) Research Guidance

S No	Research Level	Number Enrolled	Thesis Submitted	Degree Awarded	API Score			
					Initial assessment period	Subsequent additional assessment period		
						(i)	(ii)	(iii)
(i)	M. Phil/ P.G. dissertation							
(ii)	Ph.D or Equivalent							
Total Score								

(b.) Research Projects completed

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score			
					Initial assessment period	Subsequent additional assessment period		
						(i)	(ii)	(iii)
Total Score								

(c.) Research Projects ongoing

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score		
					Initial assessment period	Subsequent additional assessment period	
						(i)	(ii)
Total Score							

(d.) Consultancy

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score		
					Initial assessment period	Subsequent additional assessment period	
						(i)	(ii)
Total Score							

5. (a.) Patents

S. No.	Type of patent	Title	Patent file no.	API Score		
				Initial assessment period	Subsequent additional assessment period	
					(i)	(ii)
	International					
	National					
Total Score						

(b.) Policy document

S. No.	Title	Major policy document prepared for international bodies like WHO/ UNO/UNESCO/ UNICEF	Major policy document prepared for international bodies like Central/ State Govt/ Local bodies	Grant/ Amount Mobilized (Rs. Lakh)	API Score		
					Initial assessment period	Subsequent additional assessment period	
						(i)	(ii)
	International						
	National						
	State						
Total Score							

(c) Fellowship / Awards

S. No.	Title of Fellowship/ Award	Conferred by	Type of Fellowship/ Award (Whether International/ National/ State/ University level)	Amount (in Rs.)	Period of Fellowship		API Score			
					From	To	Initial assessment period	Subsequent additional assessment period		
								(i)	(ii)	(iii)
Total Score										

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 proceeding will be counted only once):

S. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc. along with date of the event	Organized by	Whether International (abroad)/ International (within country)/ National / State/ University	API Score			
					Initial assessment period	Subsequent additional assessment period		
						(i)	(ii)	(iii)
Total Score								

Total API Scores for Category III

Initial assessment period	Subsequent additional assessment period		
	(i)	(ii)	(iii)

IV. SUMMARY OF API SCORES (for calculation /eligibility see Annexure I)

S. No .	Criteria	2010-11 (i)	2011-12 (ii)	2012-13 (iii)	2013-14 (iv)	2014-15 (v)	2015-16 (vi)	2016-17 (vii)	2017-18 (viii)	Avg of (i) & (ii)	Avg of (i), (ii) & (iii)	Avg of (i), (ii), (iii)& (iv)	Avg of (i), (ii), (iii), (iv) & (v)	Avg of (i), (ii), (iii), (iv), (v) & (vi)	Avg of (i), (ii), (iii), (iv), (v), (vi) & (vii)	Avg of (i), (ii), (iii), (iv), (v), (vi), (vii), (viii)	API Score for Assessment Period for Category II + III
I	Teaching, learning and Evaluation related activities																
II	Co-curricular, Extension, Professional Development etc.																
III	Research and Academic Contribution																
	Total (II +III)																

PART C : OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions and 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, research 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

Verification by Head of the Department:

The information provided under Category I and Category II above have been examined and are correct except for.....

Signature of the Head of the Department:

Scores	Qualification as stipulated in these regulations	of 300 points from categories II & III of APIs (cumulative)	requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria / weightages (Total Weightages = 100)	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge & Teaching Skills (30%) c) Interview performance (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview performance: (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%). c) Assessment of Domain knowledge and Teaching Skills (20%). d) Interview performance:(20%)

APPENDIX-III - TABLE: III

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES

S.No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - gرامmes, Soft Skills Faculty Development k duration. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).
4.	Associate Professor (Stage	Associate Professor with three years of completed	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided

Appendix II

Table 1
Assessment Criteria and Methodology for University/College Teachers

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)×100% (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
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, 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 as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising 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 in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities
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 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.		

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 of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of 02 MOOCs (at least one quadrant)		02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		

	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
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 Reuters list) :

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

Table: 3 A

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching / Post Doctoral Experience (2 marks for one year each) #	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil + Ph.D Maximum - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities.