

# Indira Gandhi National Tribal University Amarkantak (MP)



## PBAS Pro-forma for Promotion under CAS

### Part- A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :
2. Date and Place of Birth :
3. Sex :
4. Father's Name :
5. Mothers Name :
6. Marital status :
7. Nationality :
8. Religion :
9. Department/ Faculty / Institute :
10. Current Designation :
11. Pay Band with Grade pay :
12. Date of last Appointment /Promotion on the present post :
13. Position and Grade pay for which you are an applicant under CAS:
14. Date of eligibility for promotion for which you are eligible :
15. The Category you belong to SC/ST/OBC/GEN/Others :

**16. Address for correspondence (with PIN Code):**

**17. Permanent address (with Pin code):**

**TELEPHONE NO** :

**MOBILE NO** :

**EMAIL** :

**18. Academic Qualifications (From High School/Senior secondary till Post Graduation):**

<b>Examinations</b>	<b>Name of the Board/University</b>	<b>Year of Passing</b>	<b>Percentage of marks obtained</b>	<b>Division / Class</b>	<b>Subject</b>
High School/ Matric					
Intermediate/+2					
Graduation					
Professional Graduation					
Post-Graduation					
Other examinations / Super-					

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

<b>Degrees</b>	<b>Title</b>	<b>Date of Award</b>	<b>University</b>
M.Phil			
Ph.D.			
D.Sc./D.Litt.			

**19. Appointments held prior to joining IGNTU.**

Name of the University / College	Designation	Nature of the Post. Temporary/Permanent	Pay scale/ Band	Classes Taught		Experience			Nature of assignment
				UG/ Hons.	PG	From	To	Total Experience in Years/Months	

**20. Posts held after appointments at IGNTU**

Designation	Department	Date		Pay Grade
		From	To	

**21. Period of teaching experience:**

**PG classes (in years):**

**UG Classes (in years):**

**22. Post-Doctoral Research experience as research scientist, research associate etc.) (in yrs):**

**Research Projects:**

Sl. No.	Title of the Project	Duration	Funding Agency	Total Grant sanctioned

### Consultancy Projects

Title of the Project	Funding Agency	Amount sanctioned	Duration	
			From	To

### 23. Field of Specialization:

### 24. Academic Staff College Orientation / Refresher Course attended:

S.No.	Name of the Course	Place	Duration	Sponsoring Agency
1.				
2.				
3.				
4.				

### 25. HRDC Orientation /Refresher Course/ Summer/Winter School etc. attended of two-three weeks duration:

<u>Name of the Course/ Summer School</u>	<u>Institution</u>	<u>Duration</u>	<u>Sponsoring Agency</u>

## PART-B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions before filling up this section)

### **CATEGORY: I. TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES**

(Give separately for each year of the assessment period. Average of the Annual API score will be used for assessment)

Assessment Year .....

#### **a) Direct Teaching:**

Sl. No.	Nature of Activity	Actual hours spent per academic year	API Score*
1			
2			
<b>Total</b>			
<b>Maximum 70 Points for Assistant Professor and 60 Points for Associate Professor &amp; Professor.</b>			

\*API Score = Actual hours spent per academic year  $\div$  7.5 for Assistant Professor and Actual hours spent per academic year  $\div$  7.75 for Associate Professor and Professor.

#### **b) Examination duties (question paper setting, invigilation, evaluation of answer scripts) as per allotment:**

Sl. No.	Nature of Activity	Actual hours spent per academic year	API Score*
1			
2			
<b>Total</b>			
<b>Maximum 20 Points for Assistant Professor &amp; Associate Professor and 10 Points for Professor.</b>			

\*API Score = Actual hours spent per academic year  $\div$  10

#### **c) Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.:**

Sl. No.	Nature of Activity	Actual hours spent per academic year	API Score*
1			
2			
<b>Total</b>			
<b>Maximum 10 Points for Assistant Professor, 15 Points for Associate Professor and 20 Points for Professor.</b>			

\*API Score = Actual hours spent per academic year  $\div$  10

#### **Note:**

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work.

2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**CATEGORY: II. PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**  
 (Give separately for each year of the assessment period. Average of the Annual API score will be used for assessment)

Assessment Year .....

**a) Student related co-curricular, extension and field based activities:**

S. No	Nature of Activity	Actual hours spent per academic year	**API Score
(i)	Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)		
(ii)	Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)		
(iii)	Extension and dissemination activities (public /popular lectures/ talks/ seminars etc.)		
<b>Total (i + ii + iii) (Max:15 Points)</b>			

\*\* API Score = Actual hours spent 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. :**

S. No	Nature of Activity	Actual hours spent per academic year	**API Score
(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 and Administrative Committees		

S. No	Nature of Activity	Actual hours spent per academic year	**API Score
<b>Total (i + ii) (Max:15 Points)</b>			

\*\* API Score = Actual hours spent per academic year ÷ 10

- c) **Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution) :**

S. No	Nature of Activity	Actual hours spent per academic year	**API Score
<b>Total (Max:15 Points)</b>			

\*\* API Score = Actual hours spent per academic year ÷ 10



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

(During the entire period of assessment)

**III (A). Published Research Papers in Journals (as notified by the UGC):**

S.No	Title with page Nos. and Vol. No.	Name of Journal	ISSN No.	Impact factor, if any.	Authorship: First/Principal/Corresponding/Supervisor/Mentor/Co-author	No. of co-authors	API Score

**III (B) (i). Books Published as Single Author or Co-Author/ Editor of a Book or Journal:**

S.No	Title with page nos.	Type of Book & Authorship/ e-Book	ISBN No.	National /International/local Publisher	Authorship: Sole Author/Co-author/Editor	No. of co-authors	API Score

**I-B (ii) Articles/Chapters Published in Books/Extension Manual:**

S. No	Chapter title with page nos.	Book title & Publisher	ISBN No.	National /International	Whether you are the first author or co-author	No. of co-authors	API Score

**III (C). Research Project:**

**III (C) (i) Sponsored Project:**

S.No.	Title	Agency	Period	Amount of Grant (In Lac)	API Score

**III (C) (ii) Consultancy Project:**

S.No.	Title	Agency	Period	Amount mobilized with (In Lac)	API Score

**III (C) (iii) Project Outcome/Output {Patent/Technology Transfer/Product/Process ( for Faculty of Sciences /Engineering / Agriculture /Medical / Veterinary Sciences) and Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies (for Faculties of Languages /Humanities / Arts / Social Sciences/ Library / Physical Education /Management)} :**

Patent/ Technology Transfer/ Product/ Process	Major Policy document prepared for international bodies like WHO/UNO/ UNESCO/UNICEF etc. Central / State Govt./Local Bodies	API Score

**III (D). Research Guidance as Supervisor or Co-Supervisor:**

	Number enrolled	Thesis submitted	Degree awarded	API Score
III (D) (i) M.Phil./M.Tech. /M.Pharm./MD/ MS/ MDS/ DNB/LLM/DM /M.Ch.or equivalent				
III (D) (i) Ph.D.				

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

**III (E) (i). Fellowships/Awards:**

S.No.	Details of Fellowship/Award	Whether International/ National/State/University level	API Score

**III-E (ii) Papers Presented in Conference, Seminars or Organization of Exhibition & Art Galleries:**

S. No	Title of Paper/ Art Presented	Title of Conference/ Seminar/ Exhibition	Organizer (s)	International/ National/ State or University level	API Score

**Invited Lectures delivered in Conference, Seminars / Invited for Presentation in Exhibitions/ Art Galleries etc.**


**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:**

S.No	Details of e-learning delivery process/material	API Score

**IV. Summary of API Scores.**

	Criteria	API Score per year for the assessment period (yrs)						Total – API Score for Assessment Period	Annual Av.API Score for Assessment Period
		I	II	III	IV	V	VI		
I	Teaching, Learning and Evaluation related activities								
II	Professional Development, Co-curricular and Extension Activities								
III	Research and Academic Contributions								
	<b>Total of II &amp; III</b>								

**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)

**Note:** The API score will be based on PBAS set out in "University Grants Commission (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulations, 2016."

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

**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 are correct as per records available with the university and/or documents enclosed with the application.

Date:

Place:

Signature & Designation of the Applicant

Certified that Dr. \_\_\_\_\_ has been working  
as \_\_\_\_\_ in this Department since \_\_\_\_\_

The particulars given in this application have been checked and verified from office records and are found to be correct.

**Head of the Dep't./ Coordinator**

**Dean of the Faculty/Director of Institute**