

Indira Gandhi National Tribal University Amarkantak (MP)



PBAS Pro-forma for Promotion under CAS as per UGC 2010 Regulations

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):

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/ Class	Subject

19. Research Degree(s):

Degrees	Title	Date of Award	University
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	Grant 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)

a) Direct Teaching:

Sl. No.	Nature of Activity	Actual hours spent per academic year	API Score*
Total			
Maximum 70 Points for Assistant Professor and 60 Points for Associate Professor & Professor.			

*API Score = Actual hours spent per academic year ÷ 7.5 for Assistant Professor and Actual hours spent per academic year ÷ 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*
Total			
Maximum 20 Points for Assistant Professor & Associate Professor and 10 Points for Professor.			

*API Score = Actual hours spent per academic year ÷ 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*
		400/year/100	
Total			
Maximum 10 Points for Assistant Professor, 15 Points for Associate Professor and 20 Points for Professor.			

*API Score = Actual hours spent per academic year ÷ 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)

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

(i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events).

Academic Year	Actual Hours spent per academic year / 10					Score
	Field Work	Study Visits	Student Seminar	Career Counselling	Other Events	
Total Scores						

(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)

Academic Year	Actual Hours spent per academic year / 10						Score
	Cultural	Sports	NSS / NCC	Student Welfare	PG/Research Scholar	Other Events	
Total Scores							

(iii) Extension and dissemination activities (Public /popular lectures/ Talks / seminars etc.)

Academic Year	Actual Hours spent per academic year / 10				Score
	Public/Popular Lectures	Public/Popular Talks	Public/Popular Seminars	Others activities	
Total Scores					
GRAND TOTAL {II (a)(i)+II(a)(ii)+II(a)(iii)}					

** 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. :

(i) Administrative Responsibilities (including as Dean/Principal / Chairperson/ convener/ Teacher-in-charge/ similar other duties that require regular office hrs for its discharge)								
Actual Hours spent per academic year / 10								
Academic Year	Dean	HOD	Chairperson	Convener	Admission work	Faculty Advisor	Coordinator	Any other activity of similar nature that require regular office hrs for its
Grand Total								

(ii) Participation in Board of Studies, Academic and Administrative Committees				
Actual Hours spent per academic year / 10				
Academic Year	Board of Studies	Academic Committees	Administrative Committees	Any other activity of similar nature that require regular office
Scores				
Total Scores				
GRAND TOTAL {II (b)(i)+II(b)(ii)}				

** 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) :**

Actual Hours spent per academic			Score
Event	Organizer and Place	Period / Duration	
Total Scores			

** 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):

Sl. No.	Title of the Article	Name of the journal Vol. No. & PP / Month &Year	Whether you are the main Author	No. of Co- Authors	Impact Factor	Claimed Score
Total						

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

Sl. No.	Title of the Book	Author	Co- Author(s)	Name of the Publisher / Month, Year	Total Points
Total					

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

Sl. No	Title of the Book	Number of Chapters contributed	Title of the Chapter	Author	Name of the Publisher of the Book/ Month, Year	Total Points
Total						

III (C). Research Project:

III (C) (i) Sponsored Project:

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

III (C) (ii) Consultancy Project:

Title of the Project	Funding Agency	Amount mobilized with (In Lac)	Duration		API Score
			From	To	

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:

Name of the Award / Fellowship	Sponsoring Agency	International/ National/State/University level	Date	Total Points

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

Sl.No	Title of Conference/Seminar	Organized by	Title of the Paper	Year	Whether International/ National	API Score
Total						

Name of the Programme	Name of Organising Agency	International/ National/ State/University level	Title of the	Duration (Dates of Event)	Total Points
Total					

III-F Development of e-learning delivery process/material:

Name of the subject/discipline for which e-learning resource is developed (Eg. Science: Physics)	Name of the Subject / course for which e-learning resource is developed (Eg: B.E, M.E, M.Sc., B.Sc., MA, BA, B.Com, M.Com)	Level of Course Material (Eg. UG/PG)	Number of Modules	Total Points
Total				

IV. Summary of API Scores.

	Criteria	API Score for the assessment period
I	Teaching, Learning and Evaluation related activities	
II	Professional Development, Co-curricular and Extension Activities	
III	Research and Academic Contributions	
	Total of I, II & III	

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) (4th Amendment), Regulations, 2016."

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

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 Department

Dean of the Faculty