



# CENTRAL UNIVERSITY OF SOUTH BIHAR

## दक्षिण बिहार केन्द्रीय विश्वविद्यालय

Patna Campus : BIT Campus, P.O : B V College, Patna – 800014 (BIHAR)

Phone /Fax : 0612 – 2226535, 2226536 Website : [www.cusb.ac.in](http://www.cusb.ac.in)

### Annexure-A

PBAS Proforma for Promotion for Teaching positions under CAS

#### **PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

Paste a Recent  
Passport Size  
Photograph

1	Name (in Block Letters):	
2	Date of Birth :	
3	Sex: Male/ Female	
4	Father's Name :	
5	Mother's Name :	
6	Marital Status :	
7	School/Department/Centre:	
8	Present Designation on which you are working :	
9	Pay Band with Academic Grade Pay :	
10	Date of last Appointment / Promotion on the present post:	
11	Position and Academic Grade-Pay for which you are an applicant under CAS:	
12	Date of eligibility on promotion which you claim:	
13	The category you belong to : SC/ST/OBC/Gen	
14	Address for Correspondence (with PIN Code):	
15	Permanent Address (with PIN Code) : Telephone No.: Mobile No.: e-mail:	

**16. Academic Qualifications (Matric till Post-Graduation)**

<b>Examination</b>	<b>Name of the Board/ University</b>	<b>Year of passing</b>	<b>Percentage of Marks obtained</b>	<b>Div./ Grade</b>	<b>Subjects</b>
High School/ Matric					
Intermediate/+2					
Graduation					
Professional Graduation					
Post - Graduation					
Other examinations / Super-Specialization, if any					

**17. Research Degree(s)**

<b>Degree</b>	<b>Title</b>	<b>Date of Award</b>	<b>University</b>
M.Phil/M.Tech./M.Pharm /MD/MS/MDS/DNB/LL.M			
Ph.D./D.Phil.			
D.Sc./D.Lit			

**18. Appointments held prior to joining CUSB.**

<b>Designation</b>	<b>Name of Employer</b>	<b>Date of</b>		<b>Salary with PB + AGP</b>	<b>Reason of leaving</b>
		<b>Joining</b>	<b>Leaving</b>		

**19. Posts held after appointment at CUSB.**

Designation	Department	Date		Salary with PB + AGP
		From	To	

<b>20.</b>	<b>Period of Teaching Experience:</b>	<b>P.G. Classes (in years)</b>		<b>U.G. Classes (in years)</b>	
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<b>21.</b>	<b>Post-Doctoral Research experience (as Research Scientist, Research Associate etc.) (in years)</b>	
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**22. Fields of specialization:**

(a)

(b)

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

Name of the Course/ Summer School	Institution	Duration	Sponsoring Agency

## PART – B

### PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) OF UNIVERSITY TEACHERS BASED ON THE ACADEMIC PERFORMANCE INDICATORS (APIs) DEVELOPED BY UGC FOR ASSISTANT PROFESSOR/ASSOCIATE PROFESSOR AND OTHER ACADEMIC STAFF

The self-appraisal score should be based on objectively verifiable criteria and will be finalized by screening/selection committee. For Minimum API required for Promotion from one stage to the next stage and guidelines for expert assessment please refer revised score for Academic Performance indicators (API) in Recruitments and CAS Promotions vide Appendix-III Table-I of UGC (**Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education**) (2<sup>nd</sup> Amendment) Regulations, 2013 published in Gazette of India on 13<sup>th</sup> June, 2013. Use additional sheets wherever necessary.

#### PROPOSED SCORES FOR APIs IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY TEACHERS AND OTHER ACADEMIC STAFF

- (NOTE : 1. Please submit year-wise separate sheets for Category I and Category II  
2. Applicants must submit documentary evidence in support of each of the claim)

Category	Nature of activity	Notes	Unit of assessment	API Score claimed by the applicant	API Score verified by screening committee (for office use)	Annexure Number of supporting document
<b>Category-I</b>	<b>TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES</b>					
1A (i)	Classroom teaching (including lectures, seminar)	As per allocation	Hours per academic year			
1A (ii)	Classroom teaching (including lectures, seminar) in excess of UGC norms	As per allocation	Hours per academic year			
1A (iii)	Classroom teaching (including lectures, seminar) preparation time	Same as actual teaching hours as per attendance register	Hours per academic year			
1B	Tutorials and Practicals	Actuals as per attendance register	Hours per academic year			
1C	Outside classroom interaction with students	Max 0.5 of hours in 1A	Hours per academic year			
	<b>Sub-total : 1</b>	<b>Score = hours/10 (max. score = 100)</b>				
2	Research Supervision (including Masters thesis)	Max. 1 hour per student per working week	Hours per academic year			
	<b>Sub-total: 2</b>	<b>Score =Hours /10 (max. score =30)</b>				

Category	Nature of activity	Notes	Unit of assessment	API Score claimed by the applicant	API Score verified by screening committee <i>(for office use)</i>	Annexure Number of supporting document
3A	Question paper setting, Moderation and related work	Actual hours	Hours per academic year			
3B	Invigilation/supervision and related examination duties	Actual hours	Hours per academic year			
3C	Evaluation/assessment of answer scripts and assignments related to internal assessment, external and re- evaluation	Max 20 minutes per full script	Hours per academic year			
	<b>Sub-total 3</b>	<b>Score =hours/10 (max score =20)</b>				
4A	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/multi-lingual teaching	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding =10 Very good=7 Good=5 Average=3 Modest=1			
4B	Preparation of new teaching-learning material including translation bridge material, study pack or similar additional resource for students	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding =10 Very good=7 Good=5 Average=3 Modest=1			
4C	Use of anonymous students' feedback on the quality of classroom teaching and students' interaction	Performa and summary feedback to be attached	2 Points per course (max 10 points)			

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

**Category-II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

**NOTE :** Applicants must submit documentary evidence in support of each of the claim)

Category	Nature of activity	Notes	Unit of assessment	API Score claimed by the applicant	API Score verified by screening committee (for office use)	Annexure Number of supporting document
<b>Category II</b>	<b>CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES</b>					
5A	Discipline related Co-curricular activities (e.g. field work, study visit, student seminar, events, career counseling etc)	Evidence to be provided. Scores to be finalized by the Screening Committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1			
5B	Other Co-curricular activities (Cultural, Sports, NSS, NCC etc.)	Evidence to be provided. Scores to be finalized by the Screening Committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1			
5C	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under III)	Evidence to be provided. Scores to be finalized by the Screening Committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1			
	<b>Sub-total 5</b>					
6A	Administrative responsibility (including Dean, Principal, Chairperson, Convener, Teacher-in-charge or similar duties that require regular office hours for its discharge)	Actual hours spent				
6B	Participation in Board of Studies, Academic and Administrative Committees	Actual hours spent	Hours per academic year			
	<b>Sub-total 6</b>	<b>Score =Hours /10 (Max score = 30)</b>				
7	Overall contribution to the collective / corporate life of the institution (including 5,6 and any other contribution)		Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1			
	<b>GRAND TOTAL (1 TO 7)</b>	<b>(OUT OF 250)</b>				

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

**CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III (A) (i) Research Papers Published in Refereed Journals\***

(Max. points:15 points per publication)

S. No.	Title with Page No.	Journal Name	ISBN/ISSN No.	Impact factor	Whether Peer reviewed	No. of Co-authors	Whether you are the main author	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III(A)(i)</b>										

**III (A) (ii) Research Papers Published in Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.** (Max. points:10 points per publication)

S. No.	Title with Page No.	Journal Name	ISBN/ISSN No.	Impact factor	Whether Peer reviewed	No. of Co-authors	Whether you are the main author	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (A)(ii)</b>										

**III (A) (iii) Research Papers Published in Conference proceedings as full papers, etc. (Abstracts not to be included).** (Max. points:10 points per publication)

S. No.	Title with Page No.	Journal Name	ISBN/ISSN No.	Impact factor	Whether Peer reviewed	No. of Co-authors	Whether you are the main author	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (A)(iii)</b>										

**III (B) Research Publications (Books, Chapters in books, other than refereed journal articles)**

**(i) Text or Reference Books Published by International Publishers with an established peer review system** (Max. Points: sole author 50 points per publication; 10 points per publication for chapter in an edited book)

S. No.	Title with Page No.	Type of Book & Authorship	ISBN/ISSN No.	Impact factor	Whether Peer reviewed	No. of Co-authors	Whether you are the main author	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (B)(i)</b>										

**III (B) Research Publications (Books, Chapters in books, other than refereed journal articles)**

**(ii) Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers** (Max. Points: sole author 25 points per publication; 05 points per publication for chapter in an edited book)

S. No.	Title with Page No.	Type of Book & Authorship	ISBN/ISSN No.	Impact factor	Whether Peer reviewed	No. of Co-authors	Whether you are the main author	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (B)(ii)</b>										

**III (B) Research Publications (Books, Chapters in books, other than refereed journal articles)**

**(iii) Subjects Books by Other local publishers with ISBN/ISSN numbers** (Max. Points: sole author 15 points per publication; 03 points per publication for chapter in an edited book)

S. No.	Title with Page No.	Type of Book & Authorship	ISBN/ISSN No.	Impact factor	Whether Peer reviewed	No. of Co-authors	Whether you are the main author	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (B)(iii)</b>										



**III (B) Research Publications (Books, Chapters in books, other than refereed journal articles)**

**(iv) Chapters contributed to edited knowledge based volumes published by International Publishers**  
( 10 points per chapter)

S. No.	Title with Page No.	Type of Book & Authorship	ISBN/ISSN No.	Impact factor	Whether Peer reviewed	No. of Co-authors	Whether you are the main author	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (B)(iv)</b>										

**III (B) Research Publications (Books, Chapters in books, other than refereed journal articles)**

**(v) Chapters in knowledge based volumes by Indian/National level Publishers with ISBN/ISSN numbers and with numbers of national and international directories** ( 05 points per chapter)

S. No.	Title with Page No.	Type of Book & Authorship	ISBN/ISSN No.	Impact factor	Whether Peer reviewed	No. of Co-authors	Whether you are the main author	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (B)(v)</b>										

**III (C) Research Projects** (In case of Co-PI points are to be shared in 60:40 ratio)

**(i) Sponsored Projects carried out/ongoing**

	<b>Engineering/Agriculture/Veterinary Science/Sciences/Medical Sciences</b>	<b>Languages Arts/Humanities/ Social Sciences/Library / Physical Education / Management</b>	<b>Max. Points</b>
(a)	Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 Lakhs	20/each Project
(b)	Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 Lakhs up to Rs.5.00 lakhs	15/each Project
(c)	Minor Projects (Amount mobilized with grants above Rs.50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs.25,000 up to Rs. 3 lakh)	10/each Project

S. No	Title of the Research Project	Funding Agency	Year of sanction of the project	Year of completion of the project	Grant(s)/ Amount mobilized (Rs. (Lakhs)	Whether PI/Co-PI	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (C)(i) (a+b+c)</b>									

**(ii) Consultancy Projects carried out/ongoing**

<b>Engineering/Agriculture / Veterinary Science/ Sciences/Medical Sciences</b>	<b>Languages Arts / Humanities / Social Sciences /Library/ Physical Education / Management</b>	<b>Max. Points</b>
Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.0 lakhs	10 per every Rs.10.00 lakhs and Rs.2.00 lakhs, respectively

S. No	Title of the Research Project	Funding Agency	Year of sanction of the project	Year of completion of the project	Grant(s)/ Amount mobilized (Rs. (Lakhs)	Whether PI/Co-PI	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (C)(ii)</b>									

**(iii) Completed Projects: Quality Evaluation** (completed project report accepted by funding agency: Max. point 20/each major project and 10/each minor project)

S. No	Title of the Research Project	Funding Agency	Year of sanction of the project	Year of completion of the project	Grant(s)/ Amount mobilized (Rs. Lakhs)	Whether PI/Co-PI	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (C)(iii)</b>									

**(iv) Projects Outcome/Outputs**

<b>Engineering/Agriculture/Veterinary Science/Sciences/Medical Sciences</b>	<b>Languages Arts/ Humanities / Social Sciences / Library / Physical Education / Management</b>	<b>Max. Points</b>
Patent/Technology transfer/Product/Process	Major Policy document of Govt. bodies at Central and State level	30/each national level output or patent /50 / each for International level

S. No	Title of the Research Project	Funding Agency	Year of sanction of the project	Year of completion of the project	Patent/ Technology transfer/ Product/ Process	Whether PI/Co-PI	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (C)(iv)</b>									

**III (D) Research GUIDANCE** (In case of Co-supervisor points are to be shared in 60:40 ratio)

(i) **M. Phil** (Max. Point M.Phil. degree awarded only: 03 points each candidate)

S. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (D)(i)</b>						

(ii) **Ph.D.** (Max. Point Ph.D. Degree awarded : 10 points each candidate)  
(Max. Point Ph.D. Thesis submitted: 07 points each candidate)

S. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (D)(ii)</b>						

**III (E) TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS**

**(i) Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes**

(a) Not less than two weeks duration - Max. Point : 20 point each

(b) One week duration – Max. Point : 10 point each

(Note:- max. score is limited to 30 points only)

S. No.	Programme	Duration	Organized by	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (E)(i)</b>						

**(ii) Papers in Conferences/Seminars/workshops etc.\*\***

**Participation and presentation of research papers (oral/poster) in**

- (a) International conference : Max. point - 10 point each
- (b) National : Max. point - 7.5 point each
- (c) Regional/State level : Max. point – 05 point each
- (d) Local-University/College level : Max. point – 03 point each

S. No	Title of the paper presented	Title of the Conference/ Seminar	Organized by	Whether International / National/ State/ Regional/ University/College level	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (E)(ii)</b>							

**(iii) Invited lectures or presentations for conferences/symposia**

- (a) International level : Max. point - 10 point each  
(b) National level : Max. point - 05 point each

S. No	Title of the paper presented	Title of the Conference/Seminar	Organized by	Whether International / National/State/ Regional/ University/College level	API Score	API score Verified (for office use)	Annexure number of supporting document
<b>Sub Total III (E)(iii)</b>							

\*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – 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 25 points.

\*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

**Notes:**

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.
3. The parameters listed in table of category-III (Research and Academic contributions) shall have following capping in relation to the total API score claimed by the candidates:-

- III (A) : Research papers (Journals, etc) : 30%
- III (B) : Research publications (Books, etc) : 25%
- III (C): Research Projects : 20%
- III (D): Research Guidance : 10%
- III (E): Training Courses and Conf/Seminar, etc : 15%

## 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, book title-& content pages, copies of CDs/DVDs, newspaper or other coverage, review copies, etc. wherever necessary)

1	6
2	7
3	8
4	9
5	10

I hereby declare that the information provided by me in the Performance Based Appraisal System (PBAS) proforma is true and verifiable as per the copies of the documents enclosed and I am responsible and accountable for the API Score claimed by me.

**Place:**

**Date;**

**Signature of the candidate**

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

**Dean of Schools/Head of the Department/Centre**