



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

Annexure-B

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PBAS Proforma for Promotion for Teaching positions under CAS

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

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)

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

17. Research Degree(s)

Degree	Title	Date of Award	University
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.

Designation	Name of Employer	Date of		Salary with PB + AGP	Reason of leaving
		Joining	Leaving		

19. Posts held after appointment at CUSB.

Designation	Department	Date		Salary with PB + AGP
		From	To	

20.	Period of Teaching Experience:	P.G. Classes (in years)		U.G. Classes (in years)	

21.	Post-Doctoral Research experience (as Research Scientist, Research Associate etc.) (in years)	

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: ACADEMIC PERFORMANCE INDICATORS
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 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**) (4th Amendment) Regulations, 2016 published in Gazette of India on 11th July, 2016. Use additional sheets wherever necessary.

- (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: I. TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES

a) Direct Teaching :

Sl. No.	Nature of Activity	Actual hours spent per academic year	API Score*	API Score verified (for office use)	Annexure number of supporting document
1					
2					
Total					
Maximum 70 Points for Asstt. 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*	API Score verified (for office use)	Annexure number of supporting document
1					
2					
Total					
Maximum 20 Points for Asstt. 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*	API Score verified (for office use)	Annexure number of supporting document
1					
2					
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

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

S. No	Nature of Activity	Actual hours spent per academic year	**API Score	API Score verified	Annexure number of supporting document
(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.)				
Total (i + ii + iii) (Max:15 Points)					

** 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	API Score verified	Annexure number of supporting document
(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				
Total (i + ii) (Max:15 Points)					

** 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	API Score verified	Annexure number of supporting document
Total (Max:15 Points)					

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

CATEGORY: III. RESEARCH AND ACADEMIC CONTRIBUTIONS

III (A) (i) Research Paper Published in Refereed Journals as notified by the UGC# :

(Max. Score – 25 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
Sub Total III(A)(i)										

III (A) (ii) Research Paper Published in Other Reputed Journals as notified by the UGC# :

(Max. Score – 10 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
Sub Total III(A)(ii)										

III (B) (i). Publications other than journals articles (books, chapters in books) : Text/Reference, Books published by International Publishers, with ISBN/ISSN number.

(Max. Score – 30 per Book for Single Author)

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
Sub Total III (B)(i)										

III (B) (ii). Publications other than journals articles (books, chapters in books) : Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications. **(Max. Score – 20 per Book for Single Author)**

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
Sub Total III (B)(ii)										

III (B) (iii). Publications other than journals articles (books, chapters in books) : Subject Books, published by Other local publishers, with ISBN/ISSN number. **(Max. Score – 15 per Book for Single Author)**

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
Sub Total III (B)(iii)										

III(B)(iv) Publications other than journals articles (books, chapters in books) : Chapters in Books, published by National and International level publishers, with ISBN/ISSN number. **(Max. Score : International – 10 per chapter; National - 05 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
Sub Total III (B)(iv)										

III (C) Research Projects (In case of Co-PI points are to be shared in 70:30 ratio)

(i) Sponsored Projects

	Engineering/Agriculture/Veterinary Science/Sciences/Medical Sciences	Languages Arts/Humanities/ Social Sciences/Library/Physical Education / Management	Max. Points
(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
Sub Total III (C)(i) (a+b+c)									

(ii) Consultancy Projects

Engineering/Agriculture/Veterinary Science/Sciences/Medical Sciences	Languages Arts/Humanities/ Social Sciences/Library/Physical Education / Management	Max. Points
Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.0 lakhs	10 for 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
Sub Total III (C)(ii)									

(iii) Projects Outcome/Outputs

Engineering/Agriculture/ Veterinary Science/ Sciences / Medical Sciences	Languages Arts / Humanities / Social Sciences/ Library/ Physical Education/ Management	Max. Points
Patent/Technology transfer/Product/Process	Major Policy document of Govt. bodies at Central and State level	30/each International 20/each national level output or patent. International bodies-30 Central Government-20 State Government -10 Local Bodies-05

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
Sub Total III (C)(iii)									

III (D) Research GUIDANCE (In case of Co-supervisor points are to be shared in 70:30 ratio)

(i) M. Phil (Max. Point M.Phil. degree awarded only: 05 points each candidate)

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

(ii) Ph.D. (Max. Point Ph.D. Degree awarded : 15 points each candidate)
(Max. Point Ph.D. Thesis submitted: 10 points each candidate)

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

III(E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES/SEMINARS

(i) Fellowships/Awards:

Engineering/Agriculture/Veterinary Science/Sciences/Medical Sciences	Languages Arts/Humanities/Social Sciences/Library/Physical Education / Management	Max. Points
International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship
National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship
State/University level Award from academic bodies	State/University level Award from academic bodies/associations	05 per Award

S. No.	Programme	Status International/ National/ State /University	Organised by	API Score	API score Verified (for office use)	Annexure number of supporting document
Sub Total III (E)(i)						

(ii) Invited lectures/Papers

- (a) International Level : Max. point- 07 per lecture/05per paper presented
 (b) National Level : Max. point-05 per lecture/03 per paper presented
 (c) State level/University level: Max. point- 03 per lecture/02 per paper presented

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

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

* 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.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the “List of Journals” notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the “List of Journals”. The clause 6.0.5 (i) will be strictly followed by the University.

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)

(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 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