



Dr. Rammanohar Lohia Avadh University, Ayodhya
PBAS Proforma for the promotion of Teachers under
Career Advancement Scheme (CAS)

(As per 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, Regulations, 2010)

Promotion from to
(Post with AGP to be mentioned)

Part-A: General Information and Academic Background

1. Name in (Block Letters) :
2. Father's Name /Mother's Name :
3. Date of Birth :
4. Gender :
5. Marital Status :
6. Nationality :
7. Indicate whether belongs to (SC/ST/OBC) :
8. Department :
9. Date of Appointment (Joining Date) :
10. Current Designation & Grade Pay :
11. Date of Last Promotion, if any :
12. Stage for which you are an applicant for :
13. Proposed date of eligibility for promotion as per eligibility conditions and CAS promotion criteria
14. Address for correspondence (with pin code) :
with Mobile No. and Email
15. Permanent Address (with pin code) :

16. Academic Qualifications

Examinations	Name of the Board/University	Year of Passing	% of marks Obtained	Division / Class	Subject	Enclosure No.
Graduation						
Post Graduation						
Others						

17. Research Degrees

Degree	Title of Thesis/ Dissertation	Date of Award	Discipline/ Subject	University	Enclosure No.
M. Phil.					
Ph.D.					
Any other*					

18. Research Publications (In Peer reviewed / UGC listed journals; Mention number here)

Total Number of Research Publication	Number of Research Publication	Total API Score

19. Field(s) of specialization

Major	
Minor	

20. Appointments held prior to Joining the Current Department

Designation	Name of Employer	Nature of Appointment	Date of		Salary with grade	Total Duration	Enclosure No.
			Joining	Leaving			

21. Posts held after appointment in this University:

Designation	Department	Duration of Appointment		Basic and Grade Pay (AGP)	Enclosure No.
		From	To		

22. Period of teaching experience: P.G. Classes (in years): U.G. Classes (in years):

23. Research experience excluding years spent in M.Phil./Ph.D. (in years) :

24. Details of Orientation and Refresher Course attended:

Name of the Course	Place	Duration	Name of Academic Staff College	Sponsoring Agency	Enclosure No.

25. Research Methodology Course/Workshop/FDP/MOOC Course (During assessment period)

Name of the Course/ Summer School	Place / Institution	Duration	Sponsoring Agency	Enclosure No.

**SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN CAREER
ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY TEACHERS**

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

SESSION/ASSESSMENT PERIOD: FROM: TO

Category-1: Teaching, Learning, and Evaluation-Related Activities (For Assessment Period Only)

1. Lecturers, Seminars, Tutorials, Practical, Contact Hours undertaken taken as percentage of lectures allocated (give semester-wise details, where necessary)

Sl. No.	Nature of Activity	API : Self-Appraisal Score						API Score claimed	API Score approved by IQAC	Enclosure No.
		Year I	Year II	Year III	Year IV	Year V	TOTAL SCORE			
I.1	Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allotted (Maximum of 50 points)									
I.2	Lectures or other teaching duties in excess of the UGC norms (Maximum of 10 points)									
I.3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students (Maximum of 20 points)									
I.4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc (Maximum of 20 points)									
I.5	Examination duties (Invigilation; question paper setting, evaluation of answer scripts) as per allotment (Maximum of 25 points)									
	Total Score : 125 Minimum API Score Required: 75									

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

Sl. No.	Nature of Activity	API : Self-Appraisal Score						API Score claimed	API Score approved by IQAC	Enclosure No.
		Year I	Year II	Year III	Year IV	Year V	TOTAL SCORE			
II.1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling) (Maximum of 15 points)									
II.2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities (Maximum of 15 points)									
II.3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) (Maximum of 15 points)									
	Total Score out of 50 Minimum API Score Required: 15									

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor.

III(A) Research Papers

S.No.	Title of the Paper	Journal Name, Volume, Page Nos	ISSN No.	Sr. No. of UGC list of Approved Journals	Whether peer reviewed impact factor if any (as per Thomson Reuters list)	No. of co authors	Whether you are the First/Principal/Corresponding Author	Year of Publication	API Score	Enclosure No.
Total API										

III(B) Publication other than Research Papers: Text or Reference Books Published by International Publishers with an established peer review system

(a) Books Authored										
S.No.	Title of the Book	ISBN No.	Publisher	Whether International / National	No. of Co-authors	Whether you are the main author	Year of Publication	API Score	Enclosure No.	
Total API										

(b) Chapter in Edited Books										
S.No.	Title of the Book	Title of Chapter	ISBN No.	Publisher	Whether International / National	No. of Co-authors	Whether you are the main author	Year of Publication	API Score	Enclosure No.
Total API										

(c) Editor of Book									
S.No.	Title of the Book	ISBN No.	Publisher	Whether International / National	No. of Co-authors	Whether you are the main author	Year of Publication	API Score	Enclosure No.
Total API									

(d) Chapters in knowledge-based volumes by international level publishers with ISBN/ISSN numbers and with numbers of national and international Directories									
ISBN No.	Publisher	Whether International / National	No. of Co-authors	Whether you are the main author	Year of Publication	API Score	Enclosure No.		
Total API									

III(C) Research Projects:

III(C) (i) Sponsored Projects									
S. No.	Title of the Project	Sponsoring Agency	Amount of the Project	Duration of the Project	Whether you are the Principal Investigator (Yes / No)	Status as on date (Completed Or ongoing)	Year	API Score	Enclosure No.
Total API									

III(C)(ii) Consultancy Projects									
S. No.	Title of the Project	Consulting Agency	Amount mobilized of Project	Duration of the Project	Whether you are the Principal Consultant (Yes / No)	Status as on date	Year	API Score	Enclosure No.
Total API									

III(C) (iii) Projects Outcome/Outputs/Patent/Technology transfer						
S. No.	Title of the Document	Submitted to International/National body or Central / State Govt.	Whether you are the Principal Author (Yes/No)	Year	API Score	Enclosure No.
Total API						

III(D) Research Guidance						
	Degree awarded (Number of students)	Thesis submitted (Nos.)	Supervisor / Co-Supervisor	Year	API Score	Enclosure No.
(i) Ph.D. or Equivalent						
(ii) M.Phil / P.G. Dissertation						
Total API						

III(E) TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS						
III(E) i Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programs (not less than one week duration)						
S.No.	Name of the Program	Organizing Body	Duration	Year	API Score	Enclosure No.
Total API						

III(E) ii Papers presented in Conferences, Seminars, Workshops, Symposia								
S. No.	Title of the Paper presented	Whether published in Conference Proceedings (Yes/No)	Whether Int.(abroad) or Inter.(within country) or National or State / University Level	Title of Conference / Seminar	Organized by	Year	API Score	Enclosure No.
Total API								

III(E) iii Invited Lectures and Chairmanships, Keynote speakers at National or International conference / seminar etc								
S. No.	Title of the Paper presented	Whether published in Conference Proceedings (Yes/No)	Whether Int.(abroad) or Inter.(within country) or National or State / University Level	Title of Conference / Seminar	Organized by	Year	API Score	Enclosure No.
Total API								

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, award received etc. not mentioned earlier.

S.No.	Details (Mention Year, value etc. where relevant)
1.	
2.	
3.	
4.	
5.	

Important Note:

For the faculty members whose promotion are regulated by UGC regulation 2010 [2nd amendment (2013 with capping), 3rd Amendment(2016) and 4th Amendment (2016)] should calculate their API accordingly

Anexure-1

API Proforma for Professor, Associate Professor & Assistant Professor

Performance Based Appraisal system (PBAS) Proforma-1

Performance Based Appraisal system (PBAS) proforma based on Academic Performance Indicator (APIs) in career Advancement Scheme (CAS) performance of University Teacher. AS PER UGC REGULATIONS, 2010

SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY TEACHERS.

CATEGORY- I: TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES

Brief explanation based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening / selection committee.

Sr.No.	Nature of Activity	Maximum Score	Self assessment to be filled by candidate	Verified API score (for official use)
1.	Lectures, seminars, tutorials practical's, contact hours undertaken taken as percentage of lectures allocated	50		
2.	Lectures or other teaching duties in excess of the UGC norms.	10		
3.	Preparation and Imparting of knowledge/ instruction as per curriculum; syllabus enrichment by providing additional resources to students.	20		
4.	Use of participatory and innovative teaching- learning methodologies; updating of subject content, course improvement etc.	20		
5.	Examination duties (invigilation; question paper setting, evolution/assessment of answer scripts) as per allotment.	25		
	Total score	125		
	Minimum API Score Required	75		

Note: Lectures, and tutorials allocation to add up to the UGC norm for particular category of teacher. **Supporting documents, wherever be attached.**

CATEGORY II:

CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: The teacher is required to give scores based on one's self-assessment for co-curricular and extension activities; and professional development related contributions. The minimum API required by teacher for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teacher can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening / selection committee.

Sr. No.	Nature of Activity	Maximum Score	Self assessment to be filled by candidate	Verified API score (for official use)
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events,	20		

	advisement and counseling)			
2.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	15		
3	Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
	Minimum API Score Required	15		

CATEGORY-III

RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: The teacher is required to give scores based on one's self-assessment for research and academic contributions. The minimum API score required by teacher from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/ selection committee.

Sr. No.	APIs	Engineering/Agriculture/ Veterinary Science/ Sciences/Medical Science	faculties of Languages Arts/ Humanities / social sciences/ library/ physical education/ Management	Max. points for University & College teacher position	Self Assessment	Verified API score (for official use)
III A	Research papers published in	Refereed journals	Refereed journals	15 /publication		
		Non-refereed but recognized and reputable journals and periodicals having ISBN/ISSN Numbers	Non-refereed but recognized and reputable journals and periodicals having ISBN/ISSN Numbers	10/ publication		
		Conference proceeding as full papers etc. (abstracts not to be included)	Conference proceedings as full papers etc. (abstracts not to be included)	10/ publication		
III B	Research publication (books chapters in books, other than refereed journals)	Texts or reference books published by international publisher with an established peer review system	Texts or reference books published by international publisher an established peer review system	50/ sole author 10 / chapter in an edited book		
		Subject Books Published by national publisher/ state and Central Govt. publication with ISBN/ ISSN number	Subject Books by/ national level publisher / state and central government. publication with ISBN/ISSN number	25/ sole author 5/ chapter in an edited book		
		Subject Books By local publisher with ISBN / ISSN number	Subject Books By local publisher with ISBN/ ISSN number	15/sole author 3 / chapter in an edited book		
		Chapter contributed to edited knowledge-based volumes published by International Publisher	Chapters contributed to edited knowledge-based volumes published by International Publisher	10/ Chapter		
		Chapter in knowledge-based volumes by Indian/ National level publisher with ISBN/ISSN number and with number of national and international directories	Chapter knowledge-based volumes in Indian/ National level publisher with ISBN/ISSN number and with number of national and international directories	5/Chapter		

III (c) RESEARCH PROJECTS						
III(c)(i)	Sponsored projects carried out/ ongoing	(a) Major project (amount mobilized with grants above Rs 30.0 lakhs)	Major project (amount mobilized with grants above Rs 5.00 lakhs)	20/each project	Self Assessment	Verified API score (for official use)
		(b) Major project amount (mobilized with grants above Rs 5.00 lakhs up to Rs 30.00 lakhs)	Major project amount mobilized with minimum of Rs. 3.00 lakhs up to Rs 5.00 lakhs	15/each project		
		(c) Minor project (Amount mobilized with grants above Rs 50,000 lakhs up to Rs 5 lakhs)	Minor project (Amount mobilized with grants above Rs 250.000 lakhs up to Rs 3 lakhs)	10/each project		
III(c)(ii)	Consultancy project carried out/ ongoing	Amount mobilized with minimum of Rs 10.00 lakhs	Amount mobilized with minimum of Rs 2.00 lakhs	10 per every Rs. 10.0 lakhs and 2 per every Rs 2.0 lakhs respectively		
III(c)(iii)	Completed project Quality Evaluation	Completed project report (Acceptance form funding agency)	Completed project report (Accepted form funding agency)	20/each major project and 10/ each major project respectively		
III(c)(iv)	Project outcome/Outputs	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 respectively		
III(D) RESEARCH GUIDANCE						
III(D)(i)	M.Phil.	Degree awarded only	Degree awarded only	3/ each candidate		
III(D)(ii)	Ph.D	Degree awarded only	Degree awarded only	10/each candidate		
		Thesis submitted	Thesis submitted	7/each candidate		
III(D)(iii)	PG Project			1/each candidate		

III(E) TRAINING COURSE AND CONFERENCE / SEMINAR/ WORKSHOP PAPERS						
III(E)(i)	Refresher courses, Methodology workshop Training teaching Learning Evaluation	(a) Not less than duration	(a) Not less than two week duration	20/each	Self Assessment	Verified API score (for official use)

	Technology Programmers Soft Skills development Programs faculty, (Max 30 points)	(b)One week duration	(b) One week duration	10/each		
III(E) (ii)	Paper in Conferences/ Seminars/ workshops etc. **	Participation presentation of research papers (oral/ poster) in	Participation presentation of research papers (oral/ poster) in			
		a) International conference	a) International conference	10/each		
		b) National	b) National	7.5/ each		
		c) Regional/ State level	c)Regional/ State level	5/each		
		d) Local-University/College Level	Local-University/College Level	3/each		
III(E) (iv)	Invited lectures or presentation or presentation for conference/ symposia	(a)International	a) International	10/each		
		(b)National level	b) National level	5/each		

* Note:

1. *Wherever relevant to any specific discipline, the API score for paper in the 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.
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

List of Enclosures:

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time. I also certify that the publications and all other materials submitted by me for evaluation of API Score is original and not plagiarized. In case anything is found false, fictitious or contrary to the record at any stage, I shall be solely responsible for the consequences arising therefrom:

Signature of the applicant with Designation

Signature of HOD

Date: