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, 2016, Amendment 4)

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

17. Academic Qualifications

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

18. Research Degrees

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

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

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

20. Field(s) of Specialization

Major	
Minor	

21.   Appointments held prior to Joining the Current Department

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

22. Posts held after appointment in this University:

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

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

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

25. Details of Orientation and Refresher Courses attended:

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

26. Research Methodology Course/Workshop/FDP/MOOC Course (During ssessment 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)

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 National/Other Local Publisher and 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) I Fellowship , Awards & invited Lectures delivered in Conference /Seminar

S.No.	Name of the Award / Fellowship	Name of the Awarding Body	Whether International/National Level	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.

API Proforma for Professor, Associate Professor and 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 (Amendment 4)

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

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

Sr. No.	Nature of Activity	Maximum Score	Self assessment to be filled by candidate	Verified API score (for official use)
1.	**a.** Direct Teaching (Maximum of 70 points for Assistant Professor and 60 for Associate Professor/ Professor)			
	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment (Maximum of 20 points for Assistant Professor / Associate Professor and 100 for Professor)			
	c. Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc. (Maximum of 10 points for Assistant Professor, 15 points for Associate Professor and 20 points for Professor)			
	Total score			
	Minimum API Score Required			

Note: Supporting documents, wherever required be attached.

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

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively 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 and for direct recruitment of Associate Professor and Professor. The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Sr. No.	Nature of Activity	Maximum Score	Self assessment to be filled by candidate	Verified API score (for official use)
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.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.) (Maximum of 15 points)	15		
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. 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 (Maximum of 15 points)	15		
c.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution not covered in Category III below) (Maximum of 15 points)	15		
	Total Score out of 50 **Minimum API Score Required: 15**			

CATEGORY-III

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 and colleges. 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 and for direct recruitment of Associate Professor and Professor.

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 as notified by UGC	Refereed journals as notified by UGC	25 /publication		
		Other Reputed Journal	Other Reputed Journal	10/ publication		
III B	Publication other than journal articles (books chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author		
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author		
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author		
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International – 10 per Chapter National – 5 per Chapter		

III (c)	RESEARCH PROJECTS					
III(c)(i)	Sponsored projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per project		
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project		

		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	10 per Project		
III(c)(ii)	Consultancy project	Amount mobilized with minimum of Rs 2.00 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)	Project outcome/Outputs	Patent / Technology transfer / Product / Process	Major Policy prepared for international bodies like WHO/ UNO/ UNESCO/ UNICEF etc. Central / State Govt. / Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5		

III(D)	RESEARCH GUIDANCE					
III(D)(i)	M. Phil.	Degree awarded	Degree awarded only	5 per candidate		
III(D)(ii)	Ph. D	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate		

III(E)	Fellowships, Awards and Invited lectures delivered in conferences / seminars					
III(E)(i)	Fellowships/ Awards	International Award/ Fellowship from academic bodies	International Award/ Fellowship from academic bodies	15 per Award / 15 per Fellowship		
		National Award/ Fellowship from academic bodies	National Award/ Fellowship from academic bodies	10 per Award / 10per Fellowship		
		State/University level Award from academic bodies	State/University level Award from academic bodies	5 Per Award		
III(E)(ii)	Invited lectures / Papers	International conference	International conference	7 per lecture / 5 per paper presented		
		National level	National level	5 per lecture / 3 per paper presented		

		State/University level	State/University level	3 per lecture / 2 per paper presented		
	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		

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 70% of the total points and the remaining 30%.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: