Dr. Rammanohar Lohia Avadh University, Ayodhya
PBAS Proforma for the promotion of Teachers under the 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, 2018)

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 pincode) :
    with Mobile No. and Email

15. Permanent Address (with pincode)   :

16. Academic Qualifications

Examinations	Name of the Board/University	Year of Passing	% of marks Obtained	Division / Class	Subject
Graduation					
Post Graduation					
Others					

17. Research Degrees

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

18. Research Publications (In Peer reviewed / UGC listed journals during the assessment period; Mention number here, submit separate list))

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
			Joining	Leaving		

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21. Posts held after appointment in this University: *

Designation	Department	Duration of Appointment		Basic and Grade Pay
		From	To	

*: Ignore if not applicable

22. Details of Orientation and Refresher/Research Methodology/FDP Courses attended:

Name of the Course	Place	Duration	Name of Academic Staff College	Sponsoring Agency

23. Any other information the applicant wished to provide:

Signature of the applicant with Designation

Part – B: Assessment Criteria and Methodology for University Teachers

Table – 1, Part – A (For Assessment Period Only)

Activity 1: Teaching

Year	Mode of Teaching	Total Classes Assigned	Number of Classes taught	$\frac{\text{No. of classes taught}}{\text{Total No. of classes assigned}} \times 100\%$	Grading

Note:

1. Classes taught includes session on tutorials, lab and other teaching-related activities.

2. Grading criteria: (i) 80% & above: Good (ii) 70-80% Satisfactory (iii) Less than 70%: Not satisfactory.

3. For the purpose of assessing the grading of activity in Part-A of Table-1 i.e. teaching, all such periods of duration which have been spent by the Teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave (CCL), Study Leave, Medical Leave etc. and Deputation shall be excluded from the grading assessment. The Teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher subject to the condition that such leaves/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in the Statutes of the University.

Table-1. Part-B

INVOLVEMENT IN THE UNIVERSITY /STUDENTS RELATED ACTIVITIES / RESEARCH ACTIVITIES
(For Assessment Period Only):

Academic Year	Activity	Claimed by the Candidate	Verified by the Committee	Remarks	*Encl. No.
Year 1	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden/ADSW/Assistant Proctor/Nodal officer etc.				
	Examination and evaluation duties assigned by the Department/School/university or attending the examination paper evaluation.				
	Student-related co-curricular, extension, and field-based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.				
	Organizing seminars/ conferences/ workshops and other university activities.				
	Evidence of being actively involved in guiding Ph.D. students.				
	Conducting minor or major research projects sponsored by national or international agencies.				
	At least one single or joint publication in peer-reviewed or UGC list of Journals.				
Year 2	*As above for Year 1*				
Year 3	*As above for Year 1*				
Year 4	*As above for Year 1*				

* Should be claimed by the applicant with supporting documents..

Note: 1. The number of activities can be within or across the broad categories of activities:

2. Grading Criteria: (i) Good: Involvement in at least three (03) activities.
   (ii) Satisfactory: Involvement in 1-2 activities.
   (iii) Not satisfactory: Not involved/undertaken any activity.

(This page is not to be filled by the applicant/for official use only)

Summary of Table 1

	Year 20....20......	Year 20....20......	Year 20....20......	Year 20....20......	Remarks if any
Grading Part-A					
Grading Part-B					
Overall Grading					

Note:

(i)   Good: Good in Part-A and Satisfactory or Good in Part- B
(ii)   Satisfactory: Satisfactory in Part–A and Good or Satisfactory in Part B.
(iii)   Not Satisfactory: If neither Good nor Satisfactory in overall grading i.e. (i) and (ii) above.

Table-2: Assessment Criteria and Methodology (Academic/Research)
(As per UGC Regulations 2018, APPENDIX II, AND TABLE 2: Methodology for University Teachers for calculating Academic/ Research Score.)

1. **Research Papers in Peer-Reviewed or UGC-Listed Journals:**

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	Encl No.

2. **Publication other than Research Papers:**

(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	Encl No.

(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	Encl No..

(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	Encl No..

(d) Translation works in Indian and Foreign Languages

S.No.	Title of the Book/Manuscript translated	ISBN No.	Publisher	Whether International / National	No. of Co-authors	Whether you are the main author	Year of Publication	API Score	Encl No.

3. Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of new and innovative courses and curricula:

(a) Development of innovative pedagogy			
S.No.	Description	API Score	Encl No.

(b) Designing of new curricula/courses					
S.No.	Title of the course / Curricula	Year of designing	Whether the course was developed individually/in collaboration	API Score	Encl No.

(c) MOOCs							
S.No.	Development of complete MOOCs in 4 quadrants	No. of Credits	No. of module/lecture/ credit hours	Year of development	Acted as content writer/subject expert	API Score	Encl No.

Course Coordinator for MOOCs							
S.No.	Title of the course / Curricula	No. of Credits	Year of designing	Whether the course was developed individually/in collaboration	Modification of already existing course/curriculum	API Score	Encl No.

(d) Development of E-Learning Delivery Process/Material

S.No.	Title of module developed	Complete course or module or paper or e-book	Editor or Developer	Developed for	Year	API Score	Encl No.

4 (a) Research Guidance

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

4 (b) Research 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 of Award	API Score	Encl No..

4 (c) Consultancy

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	Encl No..

5. (a) Patents

S.No.	Name of the Patent awarded	Year of award	Year of award	International / National	API Score	Encl No.

5. (b) Policy Document

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	Encl No.

5. (c) Fellowship / Awards

S.No.	Name of the Award / Fellowship	Name of the Awarding Body	Whether International/National Level	Year	API Score	Encl No..

S.No.	Title of the Paper presented / Invited Lecture	Whether published in Conference Proceedings (Yes/No)	Whether International (abroad) or international (within country) or National or State / University Level	Title of Conference / Seminar	Organized by	Year	API Score	Encl. No.

6. Invited lectures/Resource Person/Paper Presentation in Conferences/Seminars/Full paper in Conference Proceedings

Summary of API Score of Table-2, Category–III

S.No.	Sr. No. From Table-2	Total API Score Claimed	API Score for Assessment Period
1.	1.		
2.	2.		
3.	3.		
4.	4.		
5.	5(a).		
6.	5(b).		
7.	5(c).		
8.	6		
9.	After capping 5 (b) & 6 (max 30%)		
Total of S.No's. 1 to 5 ,7 and 9			
No. of Categories covered out of six categories of Table-2 (Minimum 3)			
Minimum API Score Required			

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:

Instructions for Table 2

Methodology for University and College Teachers for calculating Academic/Research Score(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgments for patent filing and approval letters, students' Ph.D. award letter, etc,.)

S.N.	Academic/Research Activity	Faculty of Sciences/Engineering/Agri cult ure/ Medical/Veterinary Sciences	Faculty of Languages/ Humanities/Arts/Social Sciences/Library/Educati on/ Physical Education/ Commerce/Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded

	b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows: Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuter's list):

i)	Paper in refereed journals without impact factor -	05 Points
ii)	Paper with impact factor less than 1 -	10 Points
iii)	Paper with impact factor between 1 and 2 -	15 Points
iv)	Paper with impact factor between 2 and 5 -	20 Points
v)	Paper with impact factor between 5 and 10 -	25 Points
vi)	Paper with impact factor >10 -	30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:
- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.