

DRAFT of PBAS Pro-forma for shifting in higher AGP & Promotion for Teaching positions under CAS



ANNEXURE- A

KOLHAN UNIVERSITY, CHAIBASA, JHARKHAND
PBAS PRO-FORMA FOR SHIFTING IN HIGHER AGP & 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. Nationality :
- 8. Religion :
- 9. Department: Faculty/Instt.:
- 10. Present Designation on which you are working :
- 11. Pay Band with Academic Grade Pay :
- 12. Date of last Appointment/Promotion on the present post:
- 13. Position and Academic Grade-Pay for which you are an applicant under CAS:
- 14. Date of eligibility on promotion which you claim:
- 15. The category you belong to : SC/ST/OBC/Gen
- 16. Address for Correspondence (with PIN Code):
- 17. Permanent Address (with PIN Code) :
Telephone No.:
Mobile No.:
e-mail:



18. Academic Qualifications (Matriculation 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					

19. 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			

20. Appointments held prior to joining Kolhan University.

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

21. Posts held after appointment at Kolhan University/Constituent College/s.

Designation	Department	Date		Salary with PB + AGP
		From	To	

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

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

24. Fields of specialization :

- (a)..
- (b)..

25. HRDC/ASC 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

(Please see detailed instructions before filling up this section)

CATEGORY: I. TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES

(Give separately for each year of the assessment period. Average of the Annual API score will be used for assessment)

Assessment Year

a) Direct Teaching:

Sl. No.	Nature of Activity	Actual hours spent per academic year	API Score*
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*
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*
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/Practical /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

(Give separately for each year of the assessment period. Average of the Annual API score will be used for assessment)

Assessment Year

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

S.No	Nature of Activity	Actual hours spent per academic year	**API Score
(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
(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
Total (Max:15 Points)			

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

CATEGORY: III. RESEARCH AND ACADEMIC CONTRIBUTIONS

(During the entire period of assessment)

III (A). Research Papers published in Journals (as notified by the UGC/ uploaded on university website and forwarded to UGC for inclusion in UGC approved list of Journals*):

S.No	Title with page Nos. and Vol. No.	Name of Journal	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any.	Authorship: First/Principal/Corresponding/Supervisor/Mentor/Co-author	No. of co-authors	API Score

*The claim for API against the research papers published in such Journals whose name have been shortlisted by duly constituted expert committee and forwarded by University with a request for inclusion in UGC approved list of journal, will be subject to UGC recommendation regarding this.

III (B) (i). Books Published as Single Author or Co-Author/ Editor of a Book or Journal:

S.No	Title with page nos.	Type of Book & Authorship/ e-Book	Publisher & ISSN/ISBN No.	Whether peer reviewed	Authorship: Sole Author/Co-author/Editor	No. of co-authors	API Score

(11)

III-B (ii) Articles/Chapters Published in Books:

S.No	Chapter title with page nos.	Book title & Publisher	ISSN/ISBN No.	Whether peer reviewed.	Whether you are the first author or co-author	No. of co-authors	API Score

III (C). Research Project :

III (C) (i) Sponsored Project :

S.No.	Title	Agency	Period	Amount of Grant (In Lac)	API Score

III (C) (ii) Consultancy Project :

S.No.	Title	Agency	Period	Amount mobilized with (In Lac)	API Score

III (C) (iii) Project Outcome/Output (Patent/Technology Transfer/Product/Process (for Faculty of Sciences /Engineering /Medical) and Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies (for Faculties of Languages /Humanities / Arts / Social Sciences/ Commerce & Management)) :

Patent/Technology Transfer/ Process	Product/Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	API Score

III (D). Research Guidance as Supervisor or Co-Supervisor :

	Number enrolled	Thesis submitted	Degree awarded	API Score
III (D) (i) M.Phil./M.Tech./M.Pharm./MD/MS/MDS/LLM				
III (D) (i) Ph.D.				

III(E). Fellowships, Awards and Invited lectures delivered in conferences / seminars :
 III(E) (i). Fellowships/Awards:

S.No.	Details of Fellowship/Award	Whether International/ National	API Score

III-E (ii) Papers Presented in Conference, Seminars:

S.No	Title of Paper/ Art Presented	Title of Conference/ Seminar/ Exhibition	Organizer(s)	International/ National/ State or University level	API Score

Invited Lectures delivered in Conference, Seminars

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 :

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

IV. Summary of API Scores.

Criteria	API Score per year for the assessment period						Total - API Score for Assessment Period	Annual Av. API Score for Assessment Period
	I	II	III	IV	V	VI		
I Teaching, Learning and Evaluation related activities								
II Professional Development, Co-curricular and Extension Activities								
III Research and Academic Contributions								
Total of I, II & III								

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)

(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 certify that the information provided are correct as per records available with the university and/or documents enclosed with the application.

Date :

Place :

Signature & Designation of the Applicant

Certified that Dr. has been working as in this Department since.....

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

Head of the Department/ Principal/ Prof.-in-charge

Dean of the Faculty