**HANS RAJ COLLEGE**

**University of Delhi**

**Delhi-110007**

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**Proforma for Performance Based Appraisal System (PBAS) for**

**Promotion under CAS 2010 as amended and made Effective from July 11, 2016.**

**PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Father’s Name/Mother’s Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Pay Band with Academic Grade Pay:
9. Date of Last Appointment/Promotion:
10. Position and Academic Pay for which you are an applicant under CAS 2010:
11. Date of eligibility for promotion under CAS 2010:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):

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Telephone No:

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Mobile No:

Email:

1. Permanent Address (with Pin code), in case different from Sl.No.13:

Telephone No. (with STD Code):

1. Academic Qualifications:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Examination | Name of Exam | University | Year of Passing | Percentage of Marks obtained | Division/  Class/  Grade | Main Subjects |
| Graduation |  |  |  |  |  |  |
| Post-Graduation |  |  |  |  |  |  |
| Other Examinations, if any |  |  |  |  |  |  |

1. Research Degree (s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degrees | Name of the University | Title of dissertation/thesis | Date of submission | Date of award |
| M.Phil. |  |  |  |  |
| Ph.D/ D.Phil. |  |  |  |  |
| D.Sc/D.Lit. |  |  |  |  |

1. Post-doctoral positions held such as Research Associate, Research Scientist, etc. held prior to joining the University of Delhi as a faculty member:

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| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Designation | Name of the Employer | Date of | | Pay Band with Grade Pay | Reasons for Leaving |
| Joining | Leaving |
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18. Posts held since joining this institution:

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| --- | --- | --- | --- | --- | --- |
| S.No. | Designation | Department | Duration | | Pay scales/Pay Band with Grade Pay |
| From | To |
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1. Period of Teaching experience:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the Institution | Position held with pay scale/Pay Band with Grade pay | Ad- hoc/ Temporary/  Permanent | From | To | Total Experience  (as on………………) | | |
| Years | Months | Days |
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1. Total period of teaching experience:

P.G. Classes (in years):

U.G. Classes (in years):

1. Courses taught at various levels (Name the course giving details):
2. Undergraduate:
3. Postgraduate:
4. Total duration of Research Experience excluding the period spent in acquiring M.Phil./Ph.D.
5. Field of Specialization under the Subject/Discipline:

a)

b)

1. Academic Staff College Orientation/Refresher Course attended:

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| --- | --- | --- | --- |
| Name of the Course | Place | Duration | Sponsoring Agency |
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**PART-B: ACADEMIC PERFORMANCE INDICATORS (API)**

**(Please refer to “Detailed Guidelines” for completing Part B)**

**CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Minimum API Score required under this category is as follows:

* 80/Year for promotion of Assistant Professor (Stage 1 to Stage 2).
* 80/Year for promotion of Assistant Professor (Stage 2 to Stage 3).
* 75/Year for promotion of Assistant Professor (Stage 3) to Associate Professor (Stage 4).
* 70/Year for promotion of Associate Professor (Stage 4) to Professor (Stage 5).

(Promotion to Professor (Stage 5) will be applicable only for teachers of University departments.

1. Direct Teaching\*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Year | Course/ paper | Level  (PG/UG) | Teaching  Mode | Actual hours spent per  Academic year | | Total hours spent per Academic Year | API Score |
| Direct Teaching | Other duly recognized academic work |
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| Total API Score (maximum 70 points/year and 60 points/year for Assistant Professor and Associate Professor/Professor respectively) | | | | | | | |  |

\*Under the head Direct Teaching: In appropriate cases and subject to the applicable regulations, considerations may be given to other duly recognized academic work.

(Direct Teaching 16/14/14 hours per week include the Lectures Tutorials/Practicals/ Project and Research Supervision/ Field Work.)

1. Examination duties (question paper setting, invigilation, evaluation of answer scripts, internal assessment evaluation) as per allotment

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Year | Course/ paper | Level  (PG/UG) | Actual hours spent on examination duties per Academic year | | | | Total hours spent on examination duties per Academic Year | API Score |
| Question Paper setting | Invigilation | Evaluation of answer scripts | Internal assessment evaluation |
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| Total API Score (maximum 20 points/year and 10 points/year for Assistant Professor/ Associate Professor and Professor respectively) | | | | | | | | |  |

1. Innovative Teaching – Learning Methodologies, Updating of Subject Contents/Courses Mentoring etc.

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| --- | --- | --- | --- | --- |
| S. No. | Year | Brief Description | Actual hours spent on Innovative Teaching per Academic year | API Score |
|  |  |  |  |  |
|  |  |  |  |  |
| Total API Score (maximum 10 points/year, 15 points/year and 20 points/year for Assistant Professor, Associate Professor and Professor respectively) | | | |  |

TOTAL API SCORE UNDER CATEGORY-I:

|  |  |  |  |
| --- | --- | --- | --- |
| API (a) | API (b) | API (c) | Total API Score  (CATEGORY- I) (a+b+c) |
|  |  |  |  |

**(Please attach supporting documents towards evidence for the entries made in the above table)**

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

Minimum API Score required under this category is 50/assessment period cumulatively.

1. Student related co-curricular, extension and field based activities:
   * Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events)
   * Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)
   * Extension and dissemination activities (public / popular lectures/ talks/ seminars/workshops/ conference/ symposium etc.)

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| S. No. | Year | Brief Description | Actual hours spent on activities detailed above per Academic year | API Score |
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| Total API Score (maximum 15 points/year ) | | | |  |

1. Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities:
   * Administrative responsibility (including as Dean / Principal / Vice Principal/ Bursar/Chairperson / Convener / Teacher-in charge /similar other duties that require regular office hours for its discharge).
   * Participation in Board of Studies, Academic and Administrative Committees.

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| --- | --- | --- | --- | --- |
| S. No. | Year | Brief Description | Actual hours spent on activities detailed above per Academic year | API Score |
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| Total API Score (maximum 15 points/year ) | | | |  |

1. Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in Orientation/ Refresher/Faculty development courses, dissemination and general articles and any other contribution)

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| --- | --- | --- | --- | --- |
| S. No. | Year | Brief Description | Actual hours spent on activities detailed above per Academic year | API Score |
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| Total API Score (maximum 15 points/year ) | | | |  |

TOTAL API SCORE UNDER CATEGORY-II:

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| --- | --- | --- | --- |
| API (a) | API (b) | API (c) | Total API Score  (CATEGORY- II) (a+b+c)  (i+ii+iii+iv+v) |
|  |  |  |  |

**(Please attach supporting documents towards evidence for the entries made in the above table)**

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

For promotion from the post of Associate Professor to the post of Professor, the applicant should attach 05 copies of 05 major publications published subsequent to the period from which he was placed in the Assistant Professor stage-3 (i.e. AGP-8000 as per 6th Pay Commission).

For promotion to the post of Associate Professor, the applicant should attach 05 copies of 03 major publications made during the period of service as Assistant Professor (twelve years).

Minimum API Score required under this category is as follows (assessed cumulatively):

* 20/Assessment period for promotion of Assistant Professor (Stage 1 to Stage 2).
* 50/ Assessment period for promotion of Assistant Professor (Stage 2 to Stage 3).
* 75/ Assessment period for promotion of Assistant Professor (Stage 3) to Associate Professor (Stage 4).
* 100/ Assessment period for promotion of Associate Professor (Stage 4) to Professor (Stage 5). (Promotion to Professor (Stage 5)will be applicable only for teachers of University departments)

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III. A. Published Research Articles/Papers in related areas in Refereed Journals/ Other Reputed Journals notified by UGC:

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| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Publication Type\* | Title of the paper, with details like: Journal’s name, Year of publication, Vol. No., Page Nos., etc. | ISBN/ISSN & Details of Publisher | Latest Impact Factor, if any\*\* | Authorship\*\*\* | API Score |
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| Total API Score | | | | | |  |

\* For Publication Type: Kindly indicate whether the paper is published in (i) Refereed Journal as notified by UGC, or (ii) Other Reputed Journal notified by UGC.

\*\* Latest Impact Factor as per JCR-Thomson Reuter.

\*\*\* For Authorship: Kindly indicate whether you are (i) Single Author, (ii) First and Principal/ Corresponding author/ supervisor/mentor or (iii) Other Author/Co-author. This should be as per standard definition of the respective terms as applicable to the concerned discipline.

III.B. (i) Publications other than journal articles (books, chapters in books) in related areas:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Publication Type\* | Title of the Book Chapter/Book/Conference Proceeding, with details like: Year of publication and other publication details. | ISBN/ISSN & Details of Publisher | Level  International/National/Local | Authorship\*\* | API Score |
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| Total API Score | | | | | |  |

\* For Publication Type: Kindly indicate whether the publication is (i) Text/ Reference/Subject Books, (ii) Edited/Translated Books,(iii)Chapters in Books /Full Paper in Conference Proceedings or (iv)Other forms of duly recognized research work (applicable to faculty of music & fine arts).

For Conference Proceedings only full Papers will be considered, abstracts will not be considered.

\*\* For Authorship: Kindly indicate whether you are (i) Single Author/Editor/Translator, (ii) First and Principal/ Corresponding author/ supervisor/mentor, (iii) Other Author/Co-author,(iv) First Editor/translator or (v) Co-editor/Co-translator. This should be as per standard definition of the respective terms as applicable to the concerned discipline.

III.C. Research Projects

III.C.(i) Sponsored Projects

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of Research Project\* | Major/ Minor | PI/ Co-PI/ joint PI | Period | Total Grants sanctioned & received (in rupees); Name of the Funding Agency | API Score |
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| Total API Score | | | | | |  |

\*Consideration may be given to other forms of duly recognized research projects and musical production for duly recognized institutions (applicable for faculty of music and fine arts.)

III.C (ii) Consultancy Projects

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| S.No. | Title of Consultancy Project | Period | Total Amount Mobilized (in rupees) | Name of the Funding Agency | API Score |
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| Total API Score | | | | |  |

III.C (iii) Projects Output/Outcome

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| --- | --- | --- | --- | --- | --- |
| S.No. | Title of Research Project | Project Output/Outcome  Patent/Technology/  Transfer/Product/  Process/Major Policy document prepared | Period | Level- International/National;  Body- International Body/Central Govt./State Govt./Local Body | API Score |
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| Total API Score | | | | |  |

III.D.(i). Research Guidance: M.Phil/LL.M.; Ph.D.

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| --- | --- | --- | --- | --- | --- | --- |
| Level of Guidance | Registered | Thesis/ Dissertation submitted | | Degree Awarded | | API Score\* |
| Number | Period | Number | Period |
| MPhil./LL.M. or equivalent |  |  |  |  |  |  |
| Ph.D. |  |  |  |  |  |  |
| Total API Score | | | | | |  |

\*There is no API Score for Dissertation submission in case of M.Phil./LL.M.

III.E Fellowships, Awards and Invited Lectures delivered in Conferences/Seminars/ Refresher/Orientation/FDP

III.E (i) (a) Fellowships

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.  No. | Name of Fellowship | Fellowship Awarding Institution/Organisation | From \_\_\_  To \_\_\_\_ | Level:  International/ National | API Score |
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| Total API Score | | | | |  |

III.E (i) (b) Awards

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| --- | --- | --- | --- | --- | --- |
| S.  No. | Name of Awards | Awarding Institution/Organisation | Date | Level:  International/ National/  State/University | API Score |
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| Total API Score | | | | |  |

III.E (ii) Invited Lecture/Papers presented in Conferences/Seminars/Refresher/Orientation/FDP

(*Merely attending the Conference, Seminar ,FDP does not qualify for API score. Accepted full paper must be presented during the Conferences/ Seminars/FDP to qualify for API score*).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Title of the Invited Lecture delivered/Paper presented\*\* | Details of Conference / Seminar/ FDP  & Organizing Institution | Date of Presentation | Duration (in minutes) | Level:  International/ National/  State/University | API Score |
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| Total API Score\* | | | | | |  |

\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

\*\*Consideration may be given to other forms of duly recognized invited lectures/performances/ music concerts at different levels (applicable for faculty of music and fine arts).

Consideration may be given to other forms of duly recognized assignments in sports(applicable for department of physical education).

III.F Development of e-learning delivery process/material

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| --- | --- | --- | --- | --- | --- | --- |
| S.  No. | Name of Module  and subject | Organisation for which it was developed | From\_\_\_  To\_\_\_\_\_ | Duration of module  (in minutes) | Level:  Undergraduate/  Postgraduate | API Score |
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| Total API Score | | | | | |  |

**(Please attach supporting documents towards evidence for the entries made in the above table)**

TOTAL API SCORE UNDER CATEGORY-III:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| API (A) | API (B) | API (C) | API (D) | API (E) | | | API(F) | Total API Score (CATEGORY- III) (A+B+C+D+E+F) |
| (i)(a) | (i)(b) | (ii) |
|  |  |  |  |  |  |  |  |  |

Minimum total API score under Categories II and III\*

* 90/Assessment period for promotion of Assistant Professor (Stage 1 to Stage 2).
* 120/ Assessment period for promotion of Assistant Professor (Stage 2 to Stage 3).
* 150/ Assessment period for promotion of Assistant Professor (Stage 3) to Associate Professor (Stage 4).
* 180/ Assessment period for promotion of Associate Professor (Stage 4) to Professor (Stage 5). (Promotion to Professor (Stage 5)will be applicable only for teachers of University departments)

\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

Provided also that the API score claim of each of the sub-categories in the Category III (Research and Academic Contributions) shall not have a cap except for the sub-category of invited lectures/papers

SUMMARY OF API SCORES

|  |  |  |
| --- | --- | --- |
| Sl. No. | Category | API Score for the Assessment Period |
| 1 | Category-I: Teaching, Learning and Evaluation related activities |  |
| 2 | Category-II: Professional Development, Co-Curricular And Extension Activities |  |
| 3 | Category-III: Research and Academic contribution |  |
| CONSOLIDATED API SCORE (CATEGORY II+III) | |  |

**PART-C: OTHER RELEVANT INFORMATION**

(a) Academic awards and distinctions:

(b) Membership/Fellowship of Learned bodies / Societies:

(c) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(d) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.

(e) Future Plans (In approximately 150 words):

|  |
| --- |
| **Three Referees familiar with your academic work** |
| | **Full Name** | **Institutional Affiliation** | **Designation** | **Address** | **Mobile / Phone No.** | **Email** | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

LIST OF ENCLOSURES: (*Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary*)

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I certify that the information provided is correct as per records enclosed along with the duly filled PBAS proforma.

Date: Place:

Signature & Designation of the Applicant

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

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

Head of the Department/Centre