**HANS RAJ COLLEGE**

**University of Delhi**

**Delhi-110007**

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

**Promotion under CAS 2010**

**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):**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Telephone No:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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. **Appointments including Post-doctoral positions such as Research Associate, Research Scientist, etc. held prior to joining the University of Delhi as a faculty member:**

1. **Posts held since joining this institution:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Designation** | **Department** | **Duration** | | **Pay scales/Pay Band with Grade Pay** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Period of Teaching experience:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of**  **the**  **Institution** | **Position held**  **with pay**  **scale/Pay**  **Band with**  **Grade pay** | **Only**  **Ad- hoc/**  **Temporary/**  **Permanent** | **From** | **To** | **Total Experience**  **(as on 21.02.2016)** | | |
| **Years** | **Months** | **Days** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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):** 
   1. **Undergraduate:**
   2. **Postgraduate:**
2. **Total duration of Research Experience excluding the period spent in acquiring M.Phil./Ph.D.**
3. **Field of Specialization under the Subject/Discipline:**
4. **Academic Staff College Orientation/Refresher Course attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Course** | **Place** | **Duration** | **Sponsoring Agency** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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: 75/year)**

1. **Details of Lectures, Tutorials, Practicals, Contact hours Undertaken**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.**  **No.** | **Year** | **Course/**  **paper** | **Level**  **(PG/UG)** | **Teaching**  **Mode** | **Lectures/Tutorials/Practicals** | | **% of**  **allotted**  **classes**  **undertaken** | **API**  **Score** |
| **Allotted** | **Undertaken** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| **Total API Score (maximum 60 points/year)** | | | | | | | |  |

1. **Preparation and imparting knowledge/instruction as per curriculum, syllabus enrichment by providing additional resources to students.**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Course/Paper** | **Material Consulted** | **Additional Resources provided** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| **Total API Score ( maximum 20 points/year)** | | | 100 |

1. **Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement, etc.**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Year** | **Brief Description** | **API Score** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  | mlmllmm |
| **Total API Score ( maximum 20 points/year)** | | |  |

1. **Examination-related Duties Assigned and Performed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Year** | **Nature of examination related work** | **Assigned**  **number of**  **days** | **Actual number**  **of days**  **performed** | **API**  **Score** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| **Total API Score (maximum 25 points/year)** | | | | |  |

**TOTAL API SCORE UNDER CATEGORY-I:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **API (i)** | **API (ii)** | **API (iii)** | **API (iv)** | **Total API Score**  **(CATEGORY- I)** |
|  |  |  |  |  |

**(Please attach supporting documents wherever required)**

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

**Please mention your contribution to any of the following (Minimum API score required is 15):**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Year** | **Type of Activities performed** | **API score** |
| 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 counselling).** | | | |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **Total API Score(maximum 20 points/year)** | | | 100 |
| 1. **Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and Responsibilities.** | | | |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **Total API Score(maximum 15 points/ year)** | | |  |
| 1. **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)** | | | |
| 1 |  |  |  |
| 2 |
| 3 |
| 4 |
| 5 |
| **Total API Score(maximum15 points/year)** | | |

**TOTAL API SCORE UNDER CATEGORY-II:**

|  |  |  |  |
| --- | --- | --- | --- |
| **API (i)** | **API (ii)** | **API (iii)** | **Total API Score**  **(CATEGORY- II)** |
|  |  |  |  |

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

**For promotion from the post of Associate Professor to the post of Professor, the applicant should attach three copies of five major publications published subsequent to the period from which he was placed in the Assistant Professor stage-II (i.e. AGP-7000).**

**For promotion to the post of Associate Professor, the applicant should attach three copies of three major publications made during the period of service as Assistant Professor.**

**A (i) Published Research Articles/Papers in Journals/Periodicals**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Title with**  **page Nos.** | **Journal**  **with ISSN**  **&**  **Publisher** | **Whether**  **Refereed** | **Latest**  **Impact**  **Factor, if**  **any** | **No. of**  **Co-**  **authors** | **Whether**  **First/Corre**  **sponding/**  **Co-Author** | **API**  **Score** |
|  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| **Total API Score** | | | | | | |  |

**A (ii) Full Papers in Conference Proceedings (in related area/subject) (Abstracts not to be included) NA**

**B (i) Books Published as Author/Co-Author:**

**B (ii) Text/Subject or Reference Books/Journals as Editor/Co-Editor:**

**B (iii) Chapters published in Books/Reference books/Edited books (other than journal) (Chapter in self-edited books should not be included).**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of the**  **Chapter** | **Whether**  **Sole or**  **Co-Author** | **Publisher (with**  **city/ country) &**  **Year of**  **Publication** | **ISBN** | **Whether**  **Refereed** | **API**  **Score** |
|  |  |  |  |  |  |  |
| **Total API Score** | | | | | |  |

**B (iv) Books Translated and Published:**

**B (v) Popular articles (in related area/subject):**

**C (i) Ongoing Projects:**

**C (ii) Consultancy Projects routed to concerned Institutions, Carried out/Ongoing:**

**C (iii) Completed Projects Quality Evaluation:**

**C (iv) Project Outcome/Output:**

1. **Research Guidance: Number of scholars who have been awarded M.Phil/Ph.D. degree and research guidance for UG projects under your supervision both as Guide and/or as Co-Guide.**

**E TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS**

**E (i) Refresher Course, Methodology, Workshops, Training, Faculty Development Programs, etc. attended. (of not less than one week duration)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Name of the Course | Organised by | From \_\_\_  To \_\_\_\_ | Duration  in weeks | API Score |
|  |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| Total API Score | | | | |  |

**E) (ii) Papers presented in Conferences/ Seminars/ Workshops/ Symposia. Indicate whether the Conference Proceedings are published.**

**(Merely attending the Conference, Seminar, Workshop, Symposia does not qualify for API score. Accepted full paper must be presentedduring the Conferences/ Seminars/ Workshops/ Symposia to qualify for API score).**

**E (iii) Invited lectures/ special lectures or presentations for conferences/ symposia.**

**TOTAL API SCORE UNDER CATEGORY-III:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **API (A)** | | **API (B)** | | | | | **API (C)** | | | | **API (D)** | **API (E)** | | | **Total API Score**  **(CATEGORY- III)**  **(A+B+C+D+E)** |
| **i** | **ii** | **i** | **Ii** | **iii** | **iv** | **v** | **i** | **i** | **iii** | **iv** |  | **i** | **ii** | **iii** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**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: Co-curricular, Extension, Professional**  **Development related activities** |  |
| **3** | **Category-III: Research and Academic contribution** |  |
| **CONSOLIDATED API SCORE (CATEGORY I + II+III)** | |  |

**PART-C: OTHER RELEVANT INFORMATION**

1. **Academic awards and distinctions:**
2. **Membership/Fellowship of Learned bodies / Societies:**
3. **Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:**

1. **Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.**
2. **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)**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** |  | **11.** |  |
| **2.** |  | **12.** |  |
| **3.** |  | **13.** |  |
| **4.** |  | **14.** |  |
| **5.** |  | **15.** |  |
| **6.** |  | **16.** |  |
| **7.** |  | **17.** |  |
| **8.** |  | **18.** |  |
| **9.** |  | **19** |  |
| **10.** |  | **20** |  |

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

**Date:**

**Place:**

**(Assistant Professor)**

**Signature & Designation of the Applicant**

**Certified that Mr. /Ms. ……………………………………… has been working as an Assistant Professor 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 College/Institution with Seal**