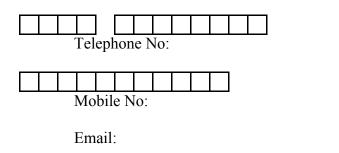# University of Delhi
Delhi-110007

**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):

Telephone No:

Mobile No:

Email:

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

Telephone No. (with STD Code):

15. 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						

16. 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.				

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

S.No.	Designation	Name of the Employer	Date of		Pay Band with Grade Pay	Reasons for Leaving
			Joining	Leaving		

18. Posts held since joining this institution:

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

19. Period of Teaching experience:

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

20. Total period of teaching experience:

P.G. Classes (in years):

U.G. Classes (in years):

21. Courses taught at various levels (Name the course giving details):

(a)   Undergraduate:

(b)   Postgraduate:

22. Total duration of Research Experience excluding the period spent in acquiring M.Phil./Ph.D.

23. Field of Specialization under the Subject/Discipline:

a)

b)

24. 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 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.

(a) Direct Teaching*

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		
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.)

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

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		

Total API Score (maximum 20 points/year and 10 points/year for Assistant Professor/ Associate Professor and Professor respectively)								

(c) Innovative Teaching – Learning Methodologies, Updating of Subject Contents/Courses Mentoring etc.

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.

(a) 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.)

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

(b)   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.

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

(c)   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)

S. No.	Year	Brief Description	Actual hours spent on activities detailed above per Academic year	API Score

		Total API Score (maximum 15 points/year)		

TOTAL API SCORE UNDER CATEGORY-II:

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)
.

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

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

					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
					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
					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

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

III.C (iii) Projects Output/Outcome

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

				Total API Score	

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

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
				Total API Score	

III.E (i) (b) Awards

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

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

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
					Total API Score	

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

TOTAL API SCORE UNDER CATEGORY-III:

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*)

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:

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