

**INDEX TABLE**

| **Sr. No.** | **Particulars** | **Annexure** | **Page No.** |
| --- | --- | --- | --- |
| 1. | PBAS | - |  |
| 2. | Appointment and Confirmation Letter | Annexure-1 |  |
| 3. | Teaching Experience Certificate | Annexure-2 |  |
| 4. | Degree of B.A. and M.A. | Annexure-3 |  |
| 5 | Degree of Ph.D | Annexure-4 |  |
| 6 | Faculty Induction/Orientation Programme/FDP Course/Conferences/Seminars etc. | Annexure-5 |  |
| 7 | Teaching Experience Certificate | Annexure-6 |  |
| 8. | Committee/Societies Certificates | Annexure-7 |  |
| 9. | Organising Seminar Certificate | Annexure-8 |  |
| 10. | Invigilation, Evaluation, Examiner (External/Internal) | Annexure-9 |  |
| 11. | Other relevant | Annexure-10 |  |
| 12. | Resource Person | Annexure-11 |  |
| 13. | Patent/PhD | Annexure-12 |  |
| 14. | Publications | Annexure-13 |  |
| 15. | Any other document attached with PBAS |  |  |
| 16. |  |  |  |



**Name:**

**Designation:**

**Department:**

*Note: Above list is indicative and may be modified as per individual requirements.*

**SHIVAJI COLLEGE**

**(University of Delhi)**

**RAJA GARDEN**

**NEW DELHI-110027**

**Proforma for Performance Based Appraisal System (PBAS) for promotion to\_\_\_\_\_\_\_\_\_\_\_**

**(As per CAS 2018)**

(To be submitted for consideration for promotion to assistant Professor stage II and Stage III)

**Assessment Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Information provided in this form should pertain to the assessment period referred above)

**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 Academic Level:
9. Designation/Stage and Academic Level for which promotion is sought:
10. Date of Last Appointment/Promotion:
11. Date of eligibility:
12. Period of assessment:
13. Category (SC/ST/OBC/PWD/General):
14. Address for Correspondence (with Pin code):

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No.: --\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No.: --\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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. Course taught at various levels during the academic year (Name of the course giving details):

(a) Undergraduate

(b) Postgraduate

18.Field of Specialization under the Subject/Discipline:

19. Details of Course/Programmes/Workshop/MOOCs attended or completed.

19.1 Details of Refresher/orientation course/research methodology/ workshop/syllabus

up-gradation/teaching-learning-evaluation/technology programmes/Faculty

Development Programme

| S. No. | Details | Place | Period | | Year | Sponsoring/Organising Agency |
| --- | --- | --- | --- | --- | --- | --- |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

19.2 MOOCs complete with e-certification

| S.No. | Details of MOOC | Subject | Certification providing agency | Date of certification | Level  (UG/PG/Other) | Year | E-certification no. |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

19.3 Contribution towards development of e-content/MOOCs in 4-quadrants

| S.No. | Details of E-contents/MOOCs in 4-quadrants | Quadrants developed | No. of Modules | Course | Sponsoring Agency | Year | Level  (UG/PG/Other) |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

19.4 Contribution towards conduct of MOOCs

| S.No. | Details of MOOC | Subject | Sponsoring Agency | Level  (UG/PG/Other) | Year | E-certification no. |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

20. Period of Teaching experience during the assessment period:

| Name of the Institution | Position held with pay scale/Pay Band with Grade pay | Only Ad-hoc/Temp orary/ Permanent | From | To | Total Experience  (as on ……………) | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Month | Days |
|  |  |  |  |  |  | | |
|  |  |  |  |  |  | | |

**PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

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

**SECTION B.1:**

**TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES**

1. Teaching Activity (Details of Lectures, Tutorials, Practicals and other teaching related

activities)

Grading Criteria:

1. 80% & above - Good

2. Below 80% but 70% & above – Satisfactory

3. Less than 70% - Not Satisfactory

| S. No. | Year/Semester | Course/ Paper | Level (PG/ UG) | Teaching Mode | Grading as per Annual Performance Report(APAR) for the assessment period for this section |
| --- | --- | --- | --- | --- | --- |
|
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**SECTION B.2:**

**ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT’SCO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TOTEACHING AND RESEARCH ACTIVITIES.**

2. Student related activities/Research Activities

Good – Involved in at least 3 activities

Satisfactory – 1-2 activities

Not-satisfactory – Not involved/undertaken any of the activities

(a) Administrative responsibilities such as Head/Dean/Director/coordinator, warden etc.

| S. No | Year | Nature of Activity | Designation | Institution/Department | Period | |
| --- | --- | --- | --- | --- | --- | --- |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

(b) Examination and evaluation duties assigned by college/university or attending the examination paper evaluation.

| S. No | Year | Nature of Activity | Designation | Institution/Department | Period | |
| --- | --- | --- | --- | --- | --- | --- |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

(c) 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.

| S. No | Year | Nature of Activity | Level  (PG/ UG) | Institution/Department | Period | |
| --- | --- | --- | --- | --- | --- | --- |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

(d) Organising Seminars/Conferences/workshops, other college/university activities.

| S. No. | Year | Details | Place | Period | | Sponsoring/Organising Agency |
| --- | --- | --- | --- | --- | --- | --- |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

(e) Evidence of actively involved in guiding Ph. D. students.

| Registered  (Ph.D.) | Thesis/Dissertation  Submitted | Year | Degree Awarded |
| --- | --- | --- | --- |
|  |  |  |  |

(f) Conducting minor or major project sponsored by national or international agencies.

| S. No | Year | Title | Period | | Major/Minor | Sponsoring/Funding Agency |
| --- | --- | --- | --- | --- | --- | --- |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.

| S. No | Title of the Paper | Journal Name | Year | Vol. No. | Page No. | ISSN No. | Impact Factor | Whether SCOPUS Indexed | Authorship | Reference number of UGC-CARE list |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

* One of Two Authors
* For more than Two Authors
* First/Principle/Corresponding Author
* Joint author

OVERALL GRADING FOR B.2

| Year | No. of Activities Covered\* | Overall grading as per Annual Performance Appraisal Report (APAR) for the assessment period for this section. |
| --- | --- | --- |
|  |  |  |
|  |  |  |

\*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ASSESSMENT PERIOD

(As per the APARs submitted by the applicant during the assessment period.)

| S. No. | Year | Overall Grading for Section B.1-B.2 | No. of grading as | |
| --- | --- | --- | --- | --- |
| Good | Satisfactory |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PART-C OTHER RELEVENT INFORMATION**

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

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

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

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

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.

**PART-D DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

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.

The gradations have been verified on the basis of the performance of the applicant and the credentials/documents provided and enclosed herewith by the applicant.

Head of the Department/Centre

**SHIVAJI COLLEGE**

**(UNIVERSITY OF DELHI)**

**NEW DELHI-110027**

**Undertaking regarding Non-Use of Refresher Courses, Workshops, and Faculty Development Programmes for Previous Promotions**

I, [Candidate’s Full Name], working in the department of [Department Name], hereby declare and undertake the following in relation to my application for promotion from **Level [Current Level] to Level [Desired Level]**:

1. That the **refresher courses, research methodology courses, workshops, syllabus up-gradation workshops, teaching-learning-evaluation programs, technology programs, and faculty development programmes** of at least **two weeks (ten days) duration** (or two courses of one-week duration), mentioned in my application for promotion, have **not** been used or considered for any of my previous promotions.
2. I understand that the promotion criteria require that these courses and programmes not have been used in earlier promotion assessments, and I hereby confirm that no such courses have been submitted as part of any prior promotion applications.
3. I further confirm that all documents provided in support of my application for promotion are accurate, complete, and truthful, and I take full responsibility for their correctness.
4. I acknowledge that any misrepresentation or failure to adhere to the prescribed criteria may lead to the rejection of my promotion application and may attract other consequences as per institutional policies.

This undertaking is given in good faith, and I confirm that the information provided is true and correct to the best of my knowledge.

**Signature of the Candidate**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of the Candidate**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Designation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_