

Performa for Career Advancement Scheme (CAS) and Performance Based Appraisal Scheme (PBAS) for teachers of Children's University

For promotion as : Assistant Professor **Level 10** to Assistant Professor **Level 11**, Assistant Professor **Level 11** to Assistant Professor **Level 12**, Assistant Professor **Level 12** to Associate Professor **Level 13 A1**, Associate professor **Level 13 A1** to Professor **Level 14**

PART - A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

Date of Appointment :- _____	Date of Confirmation: _____
Application for promotion from _____ to _____	
Period of Assessment for the purpose of promotion: _____	
From Level to Level: - _____	
Date of appearing before the last selection committee (if appeared) :- _____	
Total API Score calculated :- _____	

Department: _____ **Centre:** _____ **Branch/ Any Other** _____

1.	Name (in Block Letters)	
2.	Father's Name (in Block Letters)	
3.	Mother's Name (in Block Letters)	
4.	Spouse's Name (in Block Letters)	
5.	Date of Birth	
6.	Place of Birth (with Dist. & State)	
7.	Current Designation & Grade Pay	
8.	Date of Confirmation with Pay Scale /Pay band	
9.	Date of Current Appointment & Stage with Pay Scale /Pay band	
10.	Stage, Grade Pay and Position applied for	
11.	Date of Last Promotion (New Stage)	
12.	Date of eligibility for promotion	
13.	Gender	
14.	Marital Status	
15.	Nationality	
16.	Category (SC/ST/OBC/General)	
17.	Address for correspondence (with Pin Code)	
18.	Permanent Address (with Pin Code)	
19.	Telephone Number	
20.	E-mail	

21. Academic Qualifications (Metric onwards):

Examination	Board/University	Year of Passing	Subject Offered	% of marks obtained	Division & Distinction
Matric / SSC					
Intermediate/ HSC (10+2)					
Graduate degree					
Post graduate degree					
Graduate degree -B.Ed.					
Post graduate degree -M.Ed.					
Ph.D.					
D.Sc./D.Litt.					
Other Exams (if any) Joint CSIR-UGC Test for JRF and NET					
Other					

22. Record of academic service prior to joining TheUniversity

Institution	Designation	Nature of appointment (Permanent/ Fixed term / Temporary/ Adhoc)	Nature of Duties	Pay Scale / Pay Band and AGP	Date of Joining	Date of Leaving	Remarks

23. Record of service in The University From Date of joining as permanent teacher

Stage	Designation	Pay Scale / Pay Band and AGP	Duration		Experience	
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month
Please clearly specify the period of Leave Without Pay (LWP):						

24. Teaching Experience: P.G. Classes (in Years):
U.G. Classes (in Years)

25. Research experience

- i. Total number of years :**
- ii. Years spent in M. Phil. / Ph.D. :**
- iii. Years of guiding Ph.D. / M. Phil. :**
- iv. Total No. of papers published in**
 - i. International Journals :**
 - ii. National Journals :**
 - iii. Conference Proceedings :**

(Not as abstracts but as full papers)
- v. Total No. of Conferences/Seminars/Workshops attended**
 - i. International:**
 - ii. National :**
 - iii. State-Level :**

26. Awards / Prizes/ Honours / Recognitions Received:

Sr. No.	Awards / Prizes/ Honours / Recognitions

27. Fields of specialization under the Subject/Discipline

28. One Orientation Course of 21 days duration on Teaching Methodology (If applicable)

Sr. No.	Particulars	Place	Duration	Organizing / Sponsoring Agency

OR

29.

Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning- Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

Sr. No.	Particulars	Place	Duration	Organizing / Sponsoring Agency

30. Any other Industrial Training/ Professional Training

Sr. No.	Particulars	Place	Duration	Sponsoring Agency

31. List of Publications (for the purpose of evaluation):

Sr. No.	Title	Name of the Journal, Vol. No., Year	ISSN/ ISBN Number

Note: i. You may use separate sheet, If required.
ii. Attach the copies of the papers for evaluation for Stage 3 onwards

Table-I

Teaching, Learning and Evaluation related Activities

1. TEACHING: - Formula for evaluation of teaching*(Number of class taught/total classes assigned)X 100

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

Sr. No.	Course/Paper	Mode of teaching**	No. of classes/ hours Per week allotted	No. of classes/ hours Per week taken	Total Hours Spent in a Semester	Grading
1						

*** For Example: If 10 classes are assigned and 8 classes were taken or taught than percentage will be 80%.**

****Lecture (L), Seminar(S), Tutorial (T), Practical (P) etc**

Involvement in the University students related activities / Research Activities

2. Involvement in the University students related activities / Research activities:

2(a) Administrative responsibility such as Head, Chairperson / Director/ Co-ordinator, Warden etc.

Sr. No.	Nature of responsibility	Duration	Activity Detail	Grading	Enclosure No.
1.					

2 (b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation

Sr. No.	Nature of duties	Total Hours Spent	Activity Detail	Grading	Enclosure No.
1.					

2 (c) Student related co-curricular, extension and field-based activities such as student clubs, career counselling cell, study visits, students Seminars and other events, cultural, sports, NCC, NSS and community services.

Sr. No.	Nature of Activity with detail	Dates/ Duration	Grading	Enclosure No.
1.				

2 (d) Organizing seminars/conferences/workshops and other university activities

Sr. No.	Nature of Activity with detail	Dates/ Duration	Grading	Enclosure No.
1.				

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

Sr. No.	Title of the Ph.D. thesis to be submitted	Name of the student	Regi. No.	Grading	Enclosure No.

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

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Grading	Enclosure No.
1						

2 (g) At least one single or joint publication in UGC listed Journals

Sr. No.	Title with page nos.	Journal Name & Issue or Volume No	ISSN No.	Whether Impact Factor, if any	No. of Co-authors	Whether you are the main author	Grading	Enclosure No.
1								

Table-2**RESEARCH, PUBLICATION AND ACADEMIC CONTRIBUTIONS****1. Research Papers in Peer reviewed Journals or UGC listed Journals**

Sr. No.	Title with page nos.	Journal	ISSN/ No.	Impact Factor, if any	No. of Co-authors	Whether you are the main author	API Score	Enclosure No.
1								

2. Publications (other than Research papers)**a (i) Books authored which are published by International Publishers**

Sr. No.	Book Title	Publisher	ISBN No.	No. of Co-authors	Whether you are the main author	API Score	Enclosure No.
1							

a(ii) Books authored which are published by national Publishers

Sr. No	Book Title	Publisher	ISBN No.	No. of Co-authors	Whether you are the main author	API Score	Enclosure No.
1							

a(iii) Chapter in Edited Book

Sr. No	Title with page nos.	Book Title, editor & publisher	ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API Score	Enclosure No.

a(iv) Editor of Book by international Publishers

Sr. No.	Book Title	Publisher	ISBN No.	No. of Co-authors	Whether you are the main author	API Score	Enclosure No.
1.							

a.(v) Editor of Book by national Publishers

Sr. No.	Book Title	Publisher	ISBN No.	No. of Co-authors	Whether you are the main author	API Score	Enclosure No.
1.							

(b) Translation works in Indian and Foreign Language by qualified faculties

b. (i) Chapter or Research Paper

Sr. No.	Title	Publisher	ISBN/ISSN No.	No. of Co-authors	Whether you are the main author	API Score	Enclosure No.
1.							

b(ii) Book

Sr. No.	Title of the Book	Publisher	ISBN No.	No. of Co-authors	Whether you are the main author	API Score	Enclosure No.
1.							

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative pedagogy

Sr. No.	Pedagogy Description	API Score	Enclosure No.
1.			

(b) Development of new curricula and courses

Sr. No.	Curricula or Courses Description	API Score	Enclosure No.
1.			

(c) MOOCs (Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)

MOOCs (developed in 4 quadrant) per module/lecture

Content writer/subject matter expert for each module of

MOOCs (at least one quadrant)

Course Coordinator for MOOCs (4 credit course) In case of MOOCs of lesser credits 02 marks/credit)

Sr. No.	Description of MOOCs development	API Score	Enclosure No.
1.			

(d) E-Content

Development of e-Content in 4 quadrants for a complete course/e-book

e-Content (developed in 4 quadrants) per module

Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

Editor of e-content for complete course/ paper /e-book

Sr. No.	Description of E Content development	API Score	Enclosure No.
1.			

4 (a) Research Guidance

Program	Number Enrolled	Thesis Submitted	Degree Awarded	API Score	Enclosure No.
Ph.D.					
M.Phil/ PG Dissertation					

4 (b) Research Project Completed

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score	Enclosure No.
1.						

4 (c) Research Project Ongoing

Sr. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score	Enclosure No.
1.						

4 (d) Consultancy

Sr. No.	Description	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score	Enclosure No.
1.						

5 (a) Patents

Sr. No.	Level (National/ International)	Patent Description	API Score	Enclosure No.
1.				

5(b) Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)

Sr. No.	Level (National/ International)	Name of the body/ organization	Policy Document Description	API Score	Enclosure No.
1.					

5 (c) Award/Fellowship

Sr. No.	Level (National/ International)	Awarding Agency/ organization	Award Description	API Score	Enclosure No.
1.					

6 Invited lectures/ Resource Person/Paper presentation in Seminar/Conference/ Full paper in conference proceedings

Sr. No.	Title of the Lecture /Research Paper/ Academic Session	Title of Conference/Seminar / Program	Date	Organized by	Whether international / national/ State/ university level	API Score	Enclosure No.
1.							

Summary of API Score in Category- III

No.	Criteria	API
1.	Research Papers in UGC listed Journals	
2.	Publications (other than Research papers)	
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	
4.	Research Guidance	
5.	Patents	
6.	Invited lectures/ Resource Person/Paper presentation in Seminar/Conference/ Full paper in conference Proceedings	
Total API		

Date:

Teacher's Signature

Place:

List of Enclosures: Self attested copies of following certificates/documents attached.

Sr. No.	Details of Certificate/Document

Declaration

Certified that all the information, facts and documents submitted with this application are true and correct and if found incorrect/false, my candidature for the same may be cancelled and the decision of the university shall be final and binding.

Date _____

Signature of the Teacher

PART B
CERTIFICATE

Certified that I have personally verified all the information, facts and documents of the candidate _____, and may be considered for yearly PBAS/promotion to the next stage since he fulfils API requirements based on Performance Based Appraisal System as in vogue in the University.

Remarks:

Date:
Place:

Verified by HOD/Director
(Signature and stamp)

Remarks:

Date:
Place:

Verified by Head, IQAC
(Signature and stamp)