

APPLICATION FORM FOR PROMOTION OF UNIVERSITY TEACHERS UNDER CAREER ADVANCEMENT SCHEME

From: Stage/Designation	(Submit hardcopies and a softcopy in CD)	
To: Stage/Designation		_

(Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4) to Professor/equivalent cadres (Stage 5).

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters):						
2.	Father's Name/Mother's Name:						
3.	Date of Birth:						
4.	Category: Please tick $(\sqrt{\ })$ in appropriate box.	SC	ST	OBC-A	ОВС-В	GEN	7
5.	Department/School:	 -	ļ.,	02011	0202	102	
6.	Current Designation & Academic Grade Pay(AGP):						
7.	Date of last Promotion, if any:						
8.	Date of eligibility for promotion:						
9.	Address for correspondence(with pin code):						
	Permanent Address (with pin code):						
11.	Telephone No.:						
12.	E-mail ld:						

All information provided here should duly be supported by documentary proof.

13.	Acad	lemic	Quali	ifica	tions:
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A. Last Academic Qualification (other than research degree(s)):						
Degree/ Certificate	Name of The Board/ University	Year of Passing	Percentage of Marks Obtained	Division/ Class/Grade	Subject (s)	

B. Research Degrees:								
Degree	Title of Dissertation/Thesis	Date of Award	Name of the University					
M. Phil./M.Tech.								
Ph. D. / D. Phil.								
D. Sc. / D. Litt.								

14. Position(s) held Prior to Joining this University, if any:

Designation	Name of Employer	Date of		Gross AGP	salary	with	Reason for Leaving
		Joining	Joining Leaving				

15. Posts held after Appointment at the University:

Designation	Department/School	Period From To		Pay Scale/Academic Grade Pay (AGP)
				1

16. Period of Teaching and/or Research Experience:

Level of Classes	No. of Years
PG Classes	
UG Classes	

17	Field(s) of	Specialisation	n under the	Subject/	Discipline
17.	FIGIU(S) OI	SUCCIAIISAUU	n unuer me	JUDIECU	DISCIDINIE.

(a)

(b)

18. Orientation/ Refresher Course(s) Attended:

Title of the Course	Place	Duration (No. of Weeks)	Period

PART B: ACADEMIC PERFORMANCE INDICATORS

Please see details of API scoring points for each category in Guidelines. All information provided in the API based PBAS proforma must be supported by documentary proof and Document Tag No. against the relevant indicator.

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

SI. No.	Nature of Activity	Hours spent per academic year	Actual score	Self Appraisal Score following the formula of "Actual score"	Verified API Score (for Office Use Only)	Supporting Document Tag No. (1, 2, 3,)
1.	Direct Teaching (self declaration)		Hours spent per academic year ÷7.75			
2.	Examination duties (question paper setting, Invigilation, evaluation of answer scripts etc.) (self declaration)		Hours spent per academic year ÷10			
3.	Innovative Teaching – learning methodologies, updating of subject contents/courses, mentoring etc. (self declaration)		Hours spent per academic year ÷10			
Total A	API:					

Comment [U1]: 7.5 for (stage 1 to 2 and stage 2 to 3)

7.75 for (stage 3 to 4 and stage 4 to 5)

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

SI. No.	Nature of Activity	Hours spent per academic year	Actual score	Self Appraisal Score following the formula of "Actual score"	Verified API Score (for Office Use Only)	Supporting Document Tag No. (1, 2, 3,)
1.	Student related co-curricular, extension and field based activities (i) Discipline relate co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) Extension and dissemination activities (public /popular lectures/talks/seminars etc.) (self declaration with examples)		Hours spent per academic year ÷10			
2.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacherin- charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees		Hours spent per academic year ÷10			
3.	(self declaration with examples) Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) (self declaration with examples)		Hours spent per academic year ÷10			
Total						

CATEGORY-III: RESEARCH AND (RELATED) ACADEMIC CONTRIBUTIONS

Category	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences//Managem ent	API score Allotted *	Self- Appraisal Score (to be submitted by the applicant)	Verified API Score (for office use only)	Supporti ng Docume nt Tag No. (1, 2, 3,)
III (A): Research Papers	Research Papers published in:	Refereed Journals as notified by the UGC	Refereed Journals as notified by the UGC	As provided in Clarification :(A)			
	Sl. No., Title, Jou	rnal					
		I	1				
	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted *			
	Research Papers published in:	Other reputed journals as notified by UGC and other subject specific reputed journals as identified by the University	Other reputed journals as notified by UGC and other subject specific reputed journals as identified by the University	As provided in Clarification :(B)			
	Sl. No., Title, Jou	,					
III (B):	Activity	Engineering/	Faculties of Languages/	API score			

Books/ Book		Sciences/ Medical Sciences	Arts/ Humanities/ Social Sciences/Management	Allotted		
chapters / Referrin g of journal papers	Publications of books	Text/Reference/Rele vant Books published by International Publishers, with ISBN/ISSN number		30 per Book for Single Author		
	SI. No., Details of		1			
	Activity	Engineering/ Sciences/	Faculties of Languages/ Arts/ Humanities/ Social	API score Allotted		
	Publications	Medical Sciences	Sciences/Management			
	of books	Books, published	Subject / Relevant Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications	20 per Book for Single Author		
	SI. No., Details of	Book				
			Faculties of Languages/			
	Activity	Engineering/	i doubles of Languages/	API score		

Sciences/ Medical Sciences Subject/ Relevant Books, published by other local publishers, with ISBN/ISSN number Sciences/Management	Publications of books Publications of books Activity Engineering/ Sciences / Medical Sciences / Medical Sciences / Medical Sciences / Medical Sciences / Nedical Sciences / Nedical Sciences of book chapters Publications of book Slicences / Nedical Sciences	Publications of books Publications of books Subject/ Relevant Books, published by other local publishers, with ISBN/ISSN number SI. No., Details of Book Activity Engineering/ Sciences/ Medical Sciences/ Medical Sciences/ Medical Sciences/ Medical Sciences/ Subject/ Relevant Books, published by other local publishers, with ISBN/ISSN number Faculties of Languages/ Arts/ Humanities/ Social Sciences/ Medical Sciences/ Medical Sciences/ Medical Sciences/ Medical Sciences/ Publications of book chapters Publications of Book Chapters in Books, published by National and International level publishers, with ISBN/ISSN number, Conf. Proc. with ISBN/ISSN number, Conf. Proc. with ISBN/ISSN number, Conf. Proc. with ISBN/ISSN number Sciences/Management API score Allotted API score Allotted API score Allotted To per Chapter National - 5 per Chapter National - 5 per Chapter National - 5 per Chapter National - 5 per Chapter						
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III(C): RESEARC H	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted		
PROJECT S	Sponsored Projects:	Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project		
	List of project title to be enclosed.	s, funding agency, an	nount mobilized and period alo	ong with proof is		
	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted		
	Sponsored Projects:	Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project		
	to be enclosed.	g, ramang ago 10 ₇ , an	nount mobilized and period ald	ng mu poore		
	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted		
	Sponsored Projects:	Minor Project with grants above Rs. 1 lakh up to Rs.5 lakhs	Minor Project with grants above Rs. 0.5 lakh up to Rs. 3 lakhs	10 per project		
	List of project title to be enclosed.	s, funding agency, an	nount mobilized and period alo	ong with proof is		
	Activity	Engineering/ Sciences/	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted		

		Medical Sciences				
	Consultancy Projects	Amount mobilized with a minimum of Rs. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 10 lakhs and Rs. 2 lakhs		
	List of project title proof is to be enc		ee, amount mobilized and perio	od along with		
	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted		
	Projects Outcome / Outputs	Patent/Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNI CEF etc. Central State Govt./Local Bodies	30 for each International/2 0 for each national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt10 Local bodies – 5		
III(D): RESEA	List of projects, pa	Engineering/ Sciences/	rts with agencies - proof is to be Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted		
RCH GUIDAN CE	M.Phil. List of candidates authenticated by	Medical Sciences Degree awarded having Sl. No., Nam appropriate authority	Degree awarded e and Year of Degree Awarde is to be enclosed as supporting	5 per candidate d duly g document.		

	Degree	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted		
	Ph.D.	Degree awarded / Thesis submitted / Registered	Degree awarded / Thesis submitted/ Registered	15/10 / 5 per candidate		
	List of candidate authenticated by	s having St. No., Name appropriate authority is	and Year of Degree Awarde to be enclosed as supporting	d duly g document.		
III(E): Fellowsh ips,	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted		
Awards and Invited lectures delivered	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award/Fellowship from academic bodies / Associations	15 per award /15 per Fellowship		
in conferen ces / seminars		ps/Awards with sponso of is to be enclosed.	ring agency and the year of a	award along with		
	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted		
	Fellowships/ Awards	National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies / Associations	10 per award /10 per Fellowship		
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Fellowships/ Awards Slate/University level award from academic bodies / Associations List of Fellowships/Awards with sponsoring agency and the year of award along with documentary proof is to be enclosed. Activity Engineering/ Sciences/ Sciences/ Medical Sciences Invited lectures/ papers List of lectures/papers with Title with details - documentary proof is to be enclosed Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management 7 per lecture /5 per paper presented List of lectures/papers with Title with details - documentary proof is to be enclosed Activity Engineering/ Sciences/ Medical Sciences National level lectures/papers with Title with details - documentary proof is to be enclosed Activity Engineering/ Sciences/ Medical Sciences National level lectures/papers with Title with details - documentary proof is to be enclosed Activity Engineering/ Sciences/ Medical Sciences National level lectures/papers with Title with details - documentary proof is to be enclosed Activity Engineering/ Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management Activity Engineering/ Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management Activity Engineering/ Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management Activity Engineering/ Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management Activity Engineering/ Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management API score Activity Engineering/ Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management API score	tivity	Sciences/	Arts/ Humanities/ Social		
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	st of lectures/pa	Engineering/ Sciences/ Medical Sciences National level pers with Title with de	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management National level etails - documentary proof is	API score Allotted 5 per lecture/3 per paper presented to be enclosed	
Sciences/ Sciences/ Sciences/Management Allotted Allotted	st of lectures/pa	Engineering/ Sciences/ Medical Sciences National level pers with Title with do	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management National level etails - documentary proof is	API score Allotted 5 per lecture/3 per paper presented to be enclosed	

Invited lectures/ papers	State/University level	State/University level	3 per lecture/2 per paper presented		
List of lectures/pa	pers with Title with detail	s - documentary proof is			
	er the sub-category (Inv 9% of the minimum fix Activity				
restricted to 20	% of the minimum fix		any assessment		
restricted to 20 period	% of the minimum fix	ed for Category III for	API score		
restricted to 20 period Development of e	% of the minimum fix	ded for Category III for material	API score Allotted		

25 + API coming from Impact factor augmentation (paper with impact factor less than 1 - by 5 points; papers with impact factor between 1 and 2 by 10 points; papers with impact factor between 2 and 5 by 15 points; papers with impact factor between 5 and 10 by 20 points: papers with impact factor above 10 by 25 points)

For joint publications, API coming from Impact factor augmentation will be calculated like this: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

Clarification (B): If the Research Paper is published in other reputed journals as notified by UGC and other subject specific reputed journals as identified by the University, author will get 10 for each publication.

^{*} If the Research Paper is published in the Refereed Journals as notified by UGC, other reputed journals as notified by UGC and other reputed journals as identified by the University for a specific subject, API will be calculated as per following rules: Clarification (A): If the Research paper is published in the Refereed Journals as notified by UGC, the API will be calculated in the

IV. SUMMARY OF API SCORES

SI. No.	Category	Criteria	API Score for the Assessment period ()
1.	Category - I	Teaching- learning, Evaluation Related Activities	
2.	Category - II	Professional Development and Extension activities	
3.	Category - III	Research and Academic Contributions	
	Total API score	of Category – II + Category – III *	_

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

PART C: OTHER RELEVANT INFORMATION

Please give details of any other significant contributions not included above. All information provided here should be supported by documentary proof.

SI. No.	Details (Mention year, value, etc., where relevant)

PART D: PUBLICATION REQUIREMENTS

SI. No.	Stage / Designation	Minimum no. of Publications required and period allowed for meeting such requirements
1.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	At least three publications in the entire period as Assistant Professor (Twelve years)
2.	Associate Professor (Stage 4) to Professor (Stage 5)	A minimum of five publications since the period that the teacher is placed in stage 3

SI. No.	Publication Details	Document Tag No.

wherever necessary)			
1.			
2.			
3.			

LIST OF ENCLOSURES: (Please attach, documentary proofs including copies of certificates, sanction orders, papers, etc.

2.	
3.	
4.	
5.	
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7.	
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9.	
10.	

I certify that all information including the personal data and duly filled PBAS proforma provided and documentary proof enclosed herewith are correct.

Signature	of the	annlicant.	

Place:

Date:

Countersigned by:

Head of the Department/ Director of School /Dean of the Faculty concerned (in case the candidate is Head/Director)

Place:

Date:

Office Seal