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NOTIFICATION

Sub: Rules of promotion of teachers under CAS and CAS proforma.

Consequent upon the approval of the Executive Council in its 31st meeting vide item No. EC:31:2018:41 rules and proforma for promotion of faculty under Career Advancement Scheme (CAS) in accordance to the UGC Regulations, 2018 as attached at Annexure-A is notified.

Issued with approval of the Competent Authority.

DEPUTY REGISTRAR (E)

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**RULES FOR
PROMOTION OF UNIVERSITY TEACHERS UNDER
CAREER ADVANCEMENT SCHEME (CAS)**

CENTRAL UNIVERSITY OF PUNJAB

BATHINDA-151001

2018

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1. Short Title, Extent of Application and Commencement

- 1.1 The rules may be called Promotion of Teachers under CAS Rules of Central University of Punjab, Bathinda, 2018.
- 1.2 These rules shall apply to all the teachers who are in the Regular pay roll and in active service of the University.
- 1.3 These rules are in accordance with the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 (hereafter UGC Regulations, 2018) appeared in The Gazette of India Notification-Extraordinary, Part III-Section 4, dated July 18, 2018
- 1.4 These rules come into force with effect from the date of publication of UGC Regulations, 2018 in The Gazette of India, that is, July 18, 2018.

2. Definitions

In these rules, unless there is anything repugnant in the subject or context, or otherwise provided terms shall have following meaning: -

- 2.1 **University:** Central University of Punjab, Bathinda
- 2.2 **University Teachers:** A regular teacher who is in the pay roll of the university.
- 2.3 **CAS:** CAS means Career Advancement Scheme adopted by the university as per UGC Regulations, 2018.
- 2.4 Words and expressions not defined in these Rules shall have the meaning as assigned to them in the Act, Statutes, Ordinance and UGC Regulations, 2018.

3. CAS for University Teachers

There shall be a Career Advancement Scheme (CAS) for promotion of teachers of the University from:

- 3.1 Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale / Academic Level 11).
- 3.2 Assistant Professor (Senior Scale / Academic Level 11) to Assistant Professor (Selection Grade / Academic Level 12).
- 3.3 Assistant Professor (Selection Grade / Academic Level 12) to Associate Professor (Academic Level 13A).
- 3.4 Associate Professor (Academic Level 13A) to Professor (Academic Level 14).
- 3.5 Professor (Academic Level 14) to Senior Professor (Academic Level 15).

Note: The scales of pay for each level of promotion shall be as per the UGC Regulations, 2018.

4. Stages of Promotion under CAS of Incumbent and Newly-Appointed Assistant Professors, Associate Professors, and Professors (as per the Clause 6.4 of UGC Regulations, 2018)

- 4.1 The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfil the eligibility and performance criteria as laid down in Clause 6.3 of UGC Regulations, 2018.

4.2 Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale / Academic Level 11)

Eligibility:

- i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- ii) Attended one Orientation course of 21 days duration on teaching methodology;
- iii) **Any one of the following:** Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
 - ii) The promotion is recommended by the screening-cum evaluation committee.
- #### 4.3 Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes /Faculty Development Programme 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 one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.
- iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

4.4 Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**Eligibility:**

- i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- ii) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- iii) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme 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 one MOOCs course (with e-certification); or contribution towards the 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 conduct of a MOOCs course during the period of assessment.
- iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- v) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if,

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

4.5 Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**Eligibility:**

- i) An Associate Professor who has completed three years of service in Academic Level 13A.
- ii) A Ph.D. degree in the subject concerned/allied/relevant discipline.

iii) A minimum of ten research publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

iv) Evidence of having successfully guided doctoral candidate.

v) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.

ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

4.6 Professor (Academic Level 14) to Senior Professor (Academic Level 15)

Eligibility:

i) Ten years' experience as a Professor.

ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

CAS Promotion Criteria:

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

5. Constitution of Selection Committees and Guidelines on Selection Procedure (as per the Clauses 5.0, 5.2, 6.0, 6.1, 6.2, 6.3 of UGC Regulations, 2018).

5.1 For university teachers, the "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors from one level to the other higher level shall consist of:

i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;

ii) The Dean of the Faculty concerned;

iii) The Head of the Department /Chairperson of the School; and

iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

Note: The quorum for this committee shall be three which will include one subject expert/university nominee.

5.2 The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the university based on UGC Regulations, 2018 and as per the minimum requirement specified in Appendix II, Table 1 for each of the cadre of Assistant

Professor; shall recommend to the Executive Council of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.

5.3 Selection Procedure

I. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, and 2.

In order to make the system more credible, universities may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in UGC Regulations, 2018 (for promotion to Levels 13A, 14 & 15).

II. The universities shall adopt UGC Regulations, 2018 for selection committees and selection procedure through their respective statutory bodies incorporating Appendix II, Table 1, and 2 at the institutional level for University Departments to be followed transparently in all the selection processes. The universities may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II, Table 1, and 2 specified in these Regulations.

VII. The IQAC shall extend assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations.

A. The Assessment of the performance of University teachers for the CAS promotion is based on the following criteria:

i) Teaching-Learning and Evaluation: The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

ii) Personal Development Related to Teaching and Research Activities: Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organising seminar/ conference/ workshop/ presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

iii) Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.

B. Assessment Process – The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The University teachers shall submit to the university an annual self-appraisal report in the prescribed Proforma designed based on Tables 1 to 2 of

Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

Step: 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 6.4 of UGC Regulations, 2018.

- 5.4 **Assessment Criteria and Methodology:** The Tables 1 to 2 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/Professors/Senior Professor in Universities.
- 5.5 The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with UGC Regulations, 2018.
- 5.6 **The criteria for promotions under Career Advancement Scheme laid down under UGC Regulations, 2018 shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of UGC Regulations, 2018.**
- I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in UGC Regulations, 2018. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.
 - II. The Selection Committee specifications as contained in Clauses 5.1 to 5.4 of UGC Regulations, 2018 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
 - III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table I of Appendix II.

- IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University on the date of consideration by the Selection Committee.
- VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
- i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
- ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, and 2 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
- iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
- VII. **Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:**
- (a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under UGC Regulations, 2018.

OR

(b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of UGC Regulations, 2018.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of UGC Regulations, 2018 for the promotion from one Academic

Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 and its amendments, is defined as under:

- i. **Exemption from scoring under Category I**, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.
- ii. **Scoring in Category II and Category III** for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 with the following *combined minimum API score requirement for Category II and Category III taken together*, as mentioned Appendix-I, Table-A.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

VIII. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31st December, 2018.

6. Counting of Past Services for Promotion under CAS (as per the Clause 10.0 of UGC Regulations, 2018)

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.

- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
- (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be;
 - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university; and
 - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be.
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

7. General Instructions

- 7.1 **Inter-se seniority** - The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority (as per the Clause 16.3 of UGC Regulations, 2018).
- 7.2 In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities: (as per the Clause 18.0 of UGC Regulations, 2018).
- i) An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT) scheme shall also organize such induction programmes as per their mandate.
 - ii) These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
 - iii) All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of UGC Regulations, 2018.

Table-A

Minimum API Requirement for the Promotion of Teachers under CAS in University Departments

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table 1

Assessment Criteria and Methodology for University Teachers

Sl. No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/Co-ordinator, warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities
<p>Overall Grading: Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. Not Satisfactory: If neither good nor satisfactory in overall grading Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.</p>		

Table 2

Methodology for University Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

Sl. No.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages /Humanities / Arts / Social Sciences / Library /Education / Physical Education /Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module /lecture	05	05
	Content writer /subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser	08	08

	credits 02 marks/credit)		
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4.	(a) Research Guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil/P.G Dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards /Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- i) Paper in refereed journals without impact factor - 5 Points
 - ii) Paper with impact factor less than 1 - 10 Points
 - iii) Paper with impact factor between 1 and 2 - 15 Points
 - iv) Paper with impact factor between 2 and 5 - 20 Points
 - v) Paper with impact factor between 5 and 10 - 25 Points
 - vi) Paper with impact factor >10 - 30 Points
- (a) **Two authors:** 70% of total value of publication for each author.
- (b) **More than two authors:** 70% of total value of publication for the First /Principal/ Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA

(Established vide an Act of Parliament in 2009)

APPLICATION FORM FOR PROMOTION UNDER CAS

To
The Registrar
CUP, Bathinda

Subject: Submission of Application Form for Promotion under CAS – regarding

Sir

I Prof./Dr./Mr./Mrs./Ms./Shri/Smt..... (name)

.....(current designation).....

.....(department), hereby submit the application from

completed in all respect along with the supporting documents and testimonials for promotion

under CAS from Academic Level/Grade Payto Academic

Level/Grade Pay, and offer myself to be assessed/evaluated for such

promotion: (put tick mark for your choice)

Option-1: As per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.

Or

Option-2: As per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of UGC Regulations, 2018 (i.e., July 18, 2018).

Signature of Applicant with Date

Forwarded by HOD/Dean

N.B: The aforesaid options are open to those faculty members who have already qualified or likely to qualify shortly for CAS promotion under the existing regulations, and they can exercise these options only within three years from the date of notification of UGC Regulations, 2018 (as per Clause 6.3 of UGC Regulations, 2018). Please submit Annexure I, II & III, if option-1 is exercised, and Annexure I, IV & V, if option-2 is exercised.

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :
2. Father's Name/Mother's Name :
3. Department /School :
4. Current Designation & Academic Grade Pay: :
5. Date of Last Appointment/Promotion :
6. Which position and AGP are you an applicant under CAS? :
7. Date of Eligibility for promotion :
8. Date of Birth :
- 9 Sex :
- 10 Marital Status :
11. Nationality :
12. Indicate whether belongs to SC/ST/OBC Category :
13. Address for correspondence (with Pin code) :

- 14 Permanent address (with Pin code) :

- Telephone No. /Mobile No. :
- Email :

15. Academic Qualifications (Matriculation till post-graduation)

Examination	Name of the Board/University	Year of Passing	Percentage of Marks obtained	Division Class/Grade	Subject
High School / Matriculation					
Intermediate					
B.A./B.Sc./B.Com./B. Mus. /Other UG Course					
M.A./M.Sc/M.Com/Other PG Course					
Other examination, if any					

16. Research Degrees (s)

Degree	Title	Date of Award	Institute/University
M.Phil			
Ph.D./D.Phil.			
D.Sc./D. Litt.			

17. Appointments held prior to joining CUP, Bathinda

Designation	Name of Employer	Date of Joining/Leaving		Salary with Grade Pay	Reason for Leaving
		Joining	Leaving		

18. Posts held after appointment at CUP, Bathinda:

Designation	Department	Date of Actual Joining		Nature of Duty
		From	To	

19. Teaching Experience: PG classes (in years) : UG classes (in years)

20. Research Experience excluding years spent in M.Phil./Ph.D (in years)

21. Field of Specialization under the subject/Discipline

(a).....

(b).....

22. Academic Staff College / HRD Centre Orientation/Refresher /Equivalent Course(s) Attended

Name of the Course	Place	Duration	Sponsoring Agency
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I certify that all the details given above are true to the best of my knowledge and belief.

Signature with Date

PART B: ANNUAL PERFORMANCE ASSESSMENT REPORT

(Please refer to UGC Regulations, 2018 for filling the APAR)

I. TEACHING (please give separately for each year)

(a) Teaching (Odd Semester): From.....To...../20.....

Sl. No.	Course/Paper	Level (UG/PG/Other)	Mode of Teaching	No. of Classes Taught*	No. of Classes Assigned
1.					
2.					
3.					
4.					
5.					
Sub-Total(1)					

Teaching (Even Semester): FromTo...../20.....

Sl. No.	Course/Paper	Level (UG/PG/Other)	Mode of Teaching	No. of Classes Taught*	No. of Classes Assigned
1.					
2.					
3.					
4.					
5.					
Sub-Total(2)					
Total (1+2)					
(Number of Classes Taught / Total Classes Assigned) x 100%					
GRADING CRITERIA					
80% & above – Good					
Below 80% but 70% & above – Satisfactory					
Less than 70% - Not satisfactory					

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

II. INVOLVEMENT IN THE UNIVERSITY STUDENTS RELATED ACTIVITIES / RESEARCH ACTIVITIES: (please give separately for each year)

Sl. No.	Name of Activity	YES/NO
1.	(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/Coordinator, Warden etc.	
2.	(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.	
3.	(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	
4.	(d) Organising seminars/ conferences/ workshops, other college/university activities.	
5.	(e) Evidence of actively involved in guiding Ph.D. students.	
6.	(f) Conducting minor or major research project sponsored by national or international agencies.	
7.	(g) At least one single or joint publication in peer reviewed or UGC list of Journals.	
Grading		

GRADING CRITERIA:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

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

Note: Number of activities can be within or across the broad categories of above stated activities

III. OVERALL GRADING IN PART-B

Grading Criteria	Grading Assigned
<p>Good: Good in teaching and satisfactory or good in activity at Sl. No. II.</p> <p style="text-align: center;">OR</p> <p>Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl. No. II.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading</p>	

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Signature with Date

PART C: RESEARCH SCORE

I. RESEARCH PAPERS PUBLISHED IN:

(i) PEER REVIEWED JOURNALS

Sl. No.	Authors in Sequence	Paper Title & Year/Vol. /Issue/Page.	Journal Name	Journal ISSN No.	Impact Factor, if any	Whether you are the First/Principal/Corresponding author	Score
1							
2							
3							
Total Score Claimed							

(ii) UGC Listed Journals

Sl. No.	Authors in Sequence	Paper Title & Year/Vol. /Issue/Page.	Journal Name	Journal ISSN No.	Impact Factor, if any	Whether you are the First/Principal /Corresponding author	UGC List No.	Score
1								
2								
Total Score Claimed								

II. PUBLICATIONS (OTHER THAN RESEARCH PAPERS):

(i) Books authored which are published by International Publishers

Sl. No.	Authors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main author	Score
1						
2						
Total Score Claimed						

(ii) Books authored which are published by National level publishers

Sl. No.	Authors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main author	Score
1						
2						
Total Score Claimed						

(iii) Chapters in Edited Books

Sl. No.	Authors in Sequence	Chapter Title with page nos.	Book Title, editor (s) & Year	Publisher Details	ISSN/ISBN No.	Whether you are the main author	Score
1							
2							
Total Score Claimed							

(iv) Editor of Book by International Publisher

Sl. No.	Editors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main editor	Score
1						
2						
Total Score Claimed						

(v) Editor of Book by National Publisher

S' No.	Editors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main editor	Score
1						
2						
Total Score Claimed						

(vi) Chapter / Research Paper (Translation works in Indian and Foreign Languages by qualified faculties)

Sl. No.	Authors in Sequence	Chapter /paper Title with page nos.	Book Title, editor (s) & Year	Publisher Details	ISSN/ISBN No.	Whether you are the main author	Score
1							
2							
Total Score Claimed							

(vii) Book (Translation works in Indian and Foreign Languages by qualified faculties)

Sl. No.	Authors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main author	Score
1						
2						
Total Score Claimed						

III. CREATION OF ICT MEDIATED TEACHING-LEARNING PEDAGOGY AND CONTENT & DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA

(i) Development of Innovative Pedagogy

Sl. No.	Title of the materials	Year	Developed for whom / Sponsorship/Funding, if any	Whether International /national/state /university level	Score
1					
2					
Total Score Claimed					

(ii) Design of new curricula and courses

Sl. No.	Title of the Curricula / courses	Year	Developed for whom / Sponsorship/Funding, if any	Whether International /national/state /university level	Score
1					
2					
Total Score Claimed					

(iii) MOOCs

Sl. No.	Title of the assignment	Credit/Module Details	Year	Developed for whom /Sponsorship/ Funding, if any	Whether International /national/state /university level	Score
1						
2						
Total Score Claimed						

(iii) E-Content

Sl. No.	Title of the e-content	Type of assignment	Year	Developed for whom /Sponsorship/ Funding, if any	Whether International /national/state /university level	Score
1						
2						
Total Score Claimed						

IV. RESEARCH GUIDANCE

(i) Summary of Research Guidance

Sl. No.	Level of Guidance	No. of Thesis Submitted	No. of Degree Awarded	Score
1	Ph.D. Thesis			
2	M. Phil. Dissertation			
3	P.G. Dissertation			
Total Score Claimed				

(ii) Details of P.G. Guidance

Sl. No.	Name of Scholar	Title of Dissertation	Name of Department & University Guided	Date of Award
1				
2				

(iii) Details of M.Phil. Guidance

Sl. No.	Name of Scholar	Title of Dissertation	Name of Department & University Guided	Date of Award
1				
2				

(iv) Details of Ph.D. Guidance

Sl. No.	Name of Scholar	Title of Thesis	Name of Department & University Guided	Date of Submission	Date of Award
1					
2					

V. RESEARCH PROJECTS/CONSULTANCY

(i) Research Projects

Sl. No.	Title of Project	Funding Agency & Year of Funding	Project Duration	Grant/ Amount Mobilized (Rs. Lakh)	More than or less than 10 lakhs	Whether completed or Ongoing	Score
1							
2							
Total Score Claimed							

(ii) Consultancy

Sl. No.	Project Title	Funding Agency & Year of Funding	Project Duration	Grant/Amount Mobilized (Rs. Lakh)	Whether completed or Ongoing	Score
1						
2						
Total Score Claimed						

VI. PATENTS

Sl. No.	Title of Patent	Specialized Area	National/International	Date of Patent	Score
1					
2					
Total Score Claimed					

VII. POLICY DOCUMENT (SUBMITTED TO AN INTERNATIONAL BODY/ORGANISATION LIKE UNO/UNESCO/WORLD BANK/INTERNATIONAL MONETARY FUND etc. OR CENTRAL GOVERNMENT OR STATE GOVERNMENT)*

Sl. No.	Document Title	State/National /International	Submitted to /Organization Type	Date of Submission	Score
1					
2					
Total Score Claimed					

VIII. AWARDS / FELLOWSHIPS

(i) Awards/ Fellowships

Sl. No.	Title of Award/ Fellowship	Year	Conferred by Organization	International/National	Score
1					
2					
Total Score Claimed					

IX. INVITED LECTURES / RESOURCE PERSON/ PAPER PRESENTATION IN SEMINARS/ CONFERENCES /FULL PAPER IN CONFERENCE PROCEEDINGS (PAPER PRESENTED IN SEMINARS/ CONFERENCES AND ALSO PUBLISHED AS FULL PAPER IN CONFERENCE PROCEEDINGS WILL BE COUNTED ONLY ONCE)*

Sl. No.	Topic/Title of Lecture/Paper	Title of Conference/Seminar	Organized by & Date	International (Abroad or within country) / national /State /University level	Score
1					
2					
Total Score Claimed					

*The combined research score under these categories shall have an upper capping of 30% of the total research score of the teacher concerned.

PART D: SUMMARY OF APAR GRADINGS & RESEARCH SCORE

Category	Activities	Grading (Good/Satisfactory/Not-Satisfactory)				
		Year-1	Year-2	Year-3	Year-4	Year-5
I	Teaching					
II	Involvement in the University/College students related activities/research activities					
III	Overall Grading					
RESEARCH SCORE (For Full Assessment Period)*						
Category	Research Activities	Score				
I	Research Paper Publication					
II	Publications (Other than Research papers)					
III	Creation of ICT Mediated Teaching-Learning Pedagogy etc.					
IV	Research Guidance, Research Projects & Consultancy					
V	Patents /Policy Documents & Awards/Fellowships					
VI	Invited Lectures/Resource Person/Paper Presentation/Full Paper in Conference Proceedings					
Total Research Score						

*Research score is not required for CAS promotion of an Assistant Professor from Level 10 to 11 & from Level 11 to 12.

Signature with Date

PART E: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, etc. not mentioned earlier.

Sl. No.	Year	Details of Credentials/Contributions
1		
2		
3		

DECLARATION

I _____, hereby declare that the particulars are true to my knowledge and belief.

Signature of Applicant with Date

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers, relevant documents & testimonials, wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I certify that the information provided/documents enclosed along with the duly filled CAS Performa are authentic.

**Signature of the faculty with
Designation, Place & date**

**Signature of HOD/
Dean of School with date**

N.B: The CAS Performa duly filled along with all enclosures, submitted for promotion under CAS will be duly verified by the university as necessary and placed before the screening-cum-Evaluation Committee or Selection Committee for assessment/Verifications.

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please refer to UGC Regulations, 2010 & its subsequent amendments for filling the API)

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

Sl. No.	Name of Activity	Maximum API Score	Actual Hours Spent	Actual API Score Claimed
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15		Actual hours spent per academic year ÷ 10 =.....
b.	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 / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15		Actual hours spent per academic year ÷ 10 =.....
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15		Actual hours spent per academic year ÷ 10 =.....
Total Actual API Score Claimed (Max. 45)				

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

III (A) RESEARCH PAPERS PUBLISHED IN:

(iii) REFEREED JOURNALS (as notified by UGC) –SCI/SSCI/WoS/SCOPUS/ICI

Sl. No.	Authors in Sequence	Paper Title & Year/Vol. /Issue/Page.	Journal Name	Journal ISSN No.	Impact Factor, if any	Whether you are the First/Corresponding author/Supervisor/Mentor	UGC List No.	API Score
Total API Score Claimed								

(iv) Reputed Journals (As notified by UGC)

S'l. No.	Authors in Sequence	Paper Title & Year/Vol. /Issue/Page.	Journal Name	Journal ISSN No.	Impact Factor, if any	Whether you are the First/Corresponding author/Supervisor/Mentor	UGC List No.	API Score
Total API Score Claimed								

III (B) BOOKS / CHAPTERS IN BOOKS PUBLISHED:

(i) Text/Reference, Books published by International Publishers

Sl. No.	Authors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main author	API Score
1						
Total API Score Claimed						

(ii) Subject Books, published by National level publishers, or State / Central Govt. Publications

Sl. No.	Authors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main author	API Score
1						
Total API Score Claimed						

(iii) Subject Books, published by other local publishers

Sr. No.	Authors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main author	API Score
1						
Total API Score Claimed						

(iv) Chapters in Books, published by National and International level publishers

Sl. No.	Authors in Sequence	Chapter Title with page nos.	Book Title, editor (s) & Year	Publisher Details	ISSN/ISBN No.	Whether you are the main author	API Score
1							
Total API Score Claimed							

III (C) RESEARCH PROJECTS/CONSULTANCY

(iii) Sponsored /Consultancy Projects

Sl. No.	Project Title	Funding Agency & Year of Funding	Project Duration	Grant/Amount Mobilized (Rs. Lakh)	Major/Minor /Consultancy	API Score
1						
Total API Score Claimed						

(iv) Project Outcome/Outputs

Sl. No.	Title of Project	Funding Agency	Project Duration	Grant/ Amount Mobilized (Rs. Lakh)	International/ National/Local level	Whether Policy document/patent etc. as outcome	API Score
1							
Total API Score Claimed							

III (D) Research Guidance:

(v) Summary of Research Guidance

Sl. No.	Level of Guidance	No. of Thesis Submitted	No. Degree Awarded	API Score
1	M. Phil.			
2	Ph.D.			
Total API Score Claimed				

(vi) Details of M.Phil Guidance

Sl. No.	Name of Scholar	Title of Dissertation	Name of Department & University Guided	Date of Award
1				
2				

(vii) Details of Ph.D. Guidance

Sl. No.	Name of Scholar	Title of Dissertation	Name of Department & University Guided	Date of Submission	Date of Award

III (E) Fellowships, Awards and Invited Lectures Delivered in Conferences / Seminars**

(ii) Fellowships and Awards

Sl. No.	Title of Fellowship /Award	Year	Conferred by Organization	International/National /State/University level	API Score
1					
Total API Score Claimed					

(ii) Invited Lectures/Papers presented in Conferences/Seminars

Sl. No.	Topic/Title of Lecture/Paper	Title of Conference/ Seminar	Organized by	International/national State/University level	API Score

Total API Score Claimed					

**The score under this sub-category shall be restricted to 20% of the minimum for Category III for any assessment period.

III (F) Development of e-learning delivery process/material

Sl. No.	Title of e-learning materials	Year	Developed for whom / Sponsorship/Funding, if any	Whether International /national/state /university level	API Score
1					
2					
Total API Score Claimed					

IV. Summary of API Scores

Category	Criteria	Total API per Academic Year				Total API Score per Assessment Period
		Year-1	Year-2	Year-3	Year-4	
II	Professional development and Extension Activities					
III	Research and Academic Contributions					
II + III	Total API Scores Under Categories II & III***					

***There shall be no minimum API score requirement for Category II and category III individually.

Signature of Applicant with Date

Part C: Other Relevant Information

Please give details of any other credential, significant contributions, etc. not mentioned earlier.

Sl. No.	Year	Details of Credentials/Contributions
1		
2		

DECLARATION

I _____, hereby declare that the particulars are true to my knowledge and belief.

Signature of Applicant with Date

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers, relevant documents etc, wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I certify that the information provided/documents enclosed along with the duly filled PBAS Performa are authentic.

**Signature of the faculty with
Designation, Place & date**

**Signature of HOD/
Dean of School with date**

N.B: The CAS Performa duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university as necessary and placed before the screening-cum-Evaluation Committee or Selection Committee for assessment/Verifications.