

**Avinashilingam Institute for Home Science and Higher Education for
Women, Coimbatore 43**

**PBAS PROFORMA FOR PROMOTION OF TEACHERS UNDER CAREER
ADVANCEMENT SCHEME (CAS)**

**UGC Regulations on Minimum Qualifications for the Promotion of Teachers under CAS in
University departments from 18.07. 2018**

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name :
2. Father's Name/Mother's Name :
3. Department and Name of the school :
4. Current Designation & Academic level :
5. Entry pay (as per 7th CPC) : Rs.
6. Date of last promotion (attach proof) :
7. Date of eligibility for promotion :
8. Academic Level of promotion applying for: Level _____ to _____
9. Date and Place of Birth : :
10. Marital status :
11. Nationality :
12. Whether SC/ST/OBC category :
13. Address for correspondence :
14. Permanent Address (with Pin Code) :
15. Telephone No., Mobile No.,
Email Address :

16. Academic Qualifications : (Matric till Postgraduation)

Examinations	Subject	Name of the Board/Univ.	Month and Year of Passing	Percentage of marks obtained	Division/ Class/ Grade
High School/ Matric					
Hr. Sec/Intermediate/ PUC					
Undergraduate Degree					
Postgraduate Degree					
Other examinations, if any (NET/JRF/SET/Lectureship etc.,)					

17. Research Degree(s):

Degrees	Title	Date of Award		University
M.Phil.				
Ph.D./D.Phil.				
D.Sc./D.Litt.				
Post-Doctoral Programme		From:	To:	
Others				

18. Appointments held prior to joining this institution:

Designation	Department	Date of Joining		Salary with grade pay/ Academic Level
		From	To	

19. Posts held after appointment at this institution:

Designation	Department	Date of Joining		Level
		From	To	

20. Period of teaching experience :

Level	No of Years
PG	
UG	
Diploma	

21. Research Experience excluding years spent in M.Phil/ Ph.D:

22. Fields of Specialization under the Subject/ Discipline

23. Orientation/Refresher Courses/Research Methodology/Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes /Faculty Development Programme/ARPIT Courses/ MOOCs course or development of e-content(Completed During the Assessment Period)

S. No	Name of the Course	Nature of the Programme	Place	Duration (At least five days)			Sponsoring Agency	Evidence proof to be attached
				From	To	Total		
1.								
2.								

24. Ph.D. Guidance

S. No.	Name of the Research Scholar	Status (Please Tick)			Evidence proof to be attached
		Registered (Guiding)	Successfully Guided (Thesis Submitted)	Successfully Awarded (Viva-Voce Completed)	
1.					
2.					

25. Total number of research publications in the peer-reviewed or UGC-listed journals (during entire career):

26. Total number of research publications, published in the peer-reviewed or UGC-listed journals during the assessment period:

Part-B
APPENDIX – II
TABLE - I

ASSESSMENT CRITERIA AND METHODOLOGY FOR UNIVERSITY TEACHERS
(As per UGC Regulation-2018, Appendix II Table 1, page no. 104, published in the Gazette of India dated 18.07.2018)

To be filled for each year during assessment period

Academic year : ...20..... to ...20.....

Name of the Staff	
Department	
School	

Table1: CURRICULAR, COCURRICULAR, EXTRA CURRICULAR & RESEARCH ACTIVITIES
(Note: Prepare this document for EVERY ACADEMIC YEAR under assessment separately)

Section 1: Teaching (Sessions on classroom teaching / tutorials / lab / other teaching related activities)

Academic Year	Semester	S. No.	Program me	Course Name	Classes assigned* (A)	Classes taught* (B)	Percentage of classes handled (B/A) x 100	Evidence Enclosed/ Not Enclosed
	Odd	1.						
		2.						
		3.						
	Even	1.						
		2.						
		3.						

*Proof for A & B to be enclosed

Grading Criteria for each course	80% & Above	GOOD
	Below 80% but 70% & above	SATISFACTORY
	Less than 70%	NOT SATISFACTORY

Section 2: Involvement in the University students related activities/research activities **

S. No.	Activity	Name of the responsibility / activity	Period		Evidence Enclosed/ Not Enclosed
			From	To	
a.	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator/ Warden/ Membership in internal administrative/ academic committees.				
b.	Examination and evaluation duties assigned by the university or attending examination paper valuation.				
c.	Student related co-curricular, extension and field based activities such as student clubs, career counselling, education tour, study visits, student seminars, dept. events, university 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.				

****Assessment Criteria:**

- Good** : **Involved in at least 3 activities**
Satisfactory : **1-2 activities**
Not-satisfactory : **Not involved / undertaken any of the activities**

Note :

- **Table 1 is for single academic year. If the assessment period consists of 3 / 4/ 5 years, then for each year Table 1 must be prepared.**
- **Number of activities can be within or across the broad categories of activities**
- **All evidences to be enclosed**

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

Overall Grading for Table 1

Overall Grading	Section 1	Section 2
Good	Good	Satisfactory /Good
Satisfactory	Satisfactory	Good / Satisfactory
Not Satisfactory	Unsatisfactory	Unsatisfactory

Table: 2

METHODOLOGY FOR UNIVERSITY TEACHERS FOR CALCULATING ACADEMIC/RESEARCH SCORE

Name of the Staff	
Department	
School	

(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.,)

Note:

- Prepare this document for the **ENTIRE ASSESSMENT PERIOD**
- 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.

1. RESEARCH PAPERS IN PEER-REVIEWED OR UGC LISTED JOURNALS

S. No.	Title of the Paper	Name of the Journal	I / N*	Year, Volume and Page nos.	ISSN	Whether		Impact Factor	No. of co-authors	Are you the main author?	Academic/ Research score	Evidence Enclosed/ Not Enclosed
						Peer reviewed	UGC listed					

Note: * I – International & N – National

2. PUBLICATIONS (other than Research papers)

a1) Books authored

S. No.	Title of the book	Name of the Publisher & Place	I/N*	Month and Year of Publication	Are you the Main author (or) Co-author?	ISBN No.	Academic/ Research score	Evidence Enclosed/ Not Enclosed

*I – International & N – National

a2) Chapters authored

S. No.	Title of the book	Chapter title	Name of the Publisher & Place	I/N*	Month and Year of Publication	Are you the Main author (or) Co-author?	ISBN No.	Academic/ Research score	Evidence Enclosed/ Not Enclosed

*I – International & N – National

a3) Books edited

S. No.	Title of the edited book	Name of the Publisher & Place	I/N*	Month and Year of Publication	Are you the Main author (or) Co-author?	ISBN No.	Academic/ Research score	Evidence Enclosed/ Not Enclosed

*I – International & N – National

a4) Monographs authored

S. No.	Title of the monograph	Name of the Publisher & Place	I/N*	Month and Year of Publication	Are you the Main author (or) Co-author?	ISBN No.	Academic/ Research score	Evidence Enclosed/ Not Enclosed

*I – International & N – National

b. Translation works in Indian and Foreign Languages

S. No.	Nature of translation work (book / Chapter / Research Paper)	Title of the book / Chapter / Research Paper	Name of the Publisher & Place	Month and Year of Publication	Are you the Main author (or) Co-author?	ISSN / ISBN No.	Academic/ Research score	Evidence Enclosed/ Not Enclosed

3. CREATION OF ICT MEDIATED TEACHING LEARNING PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA

3a Development of Innovative pedagogy

S. No.	Nature of Contribution	Title of Contribution	Hosting Platform	Month and Year	Academic/ Research score	Evidence Enclosed/ Not Enclosed

3b Design of new curricula and courses

S. No.	Nature of Contribution	Title of Contribution	Hosting Platform	Month and Year	Academic/ Research score	Evidence Enclosed/ Not Enclosed

3c MOOCs

S. No.	Nature of Contribution	Title of Contribution	Hosting Platform	Month and Year	Academic/ Research score	Evidence Enclosed/ Not Enclosed

3d E-Content

S. No.	Nature of Contribution	Title of Contribution	Hosting Platform	Month and Year	Academic/ Research score	Evidence Enclosed/ Not Enclosed

4. RESEARCH**4 a. Research Guidance**

Nature of Research Guidance	Name of candidate(s) Awarded / Submitted	Date of Submission	Date of Successful Viva-Voce	Academic/ Research score	Evidence Enclosed/ Not Enclosed
Ph.D. or equivalent					
M.Phil. or equivalent					
PG Diss. or equivalent					

4 b. Research Projects Completed

S. No.	Title of the Project	Funding Agency	Project Period	Grant / Amount Sanctioned (Rs. in Lakhs)	Grant / Amount received (Rs. in Lakhs)	Academic/ Research score	Evidence Enclosed/ Not Enclosed

4 c. Research Projects Ongoing :

S. No.	Title of the Project	Funding Agency	Project Period	Grant / Amount Sanctioned (Rs. in Lakhs)	Academic/ Research score	Evidence Enclosed/ Not Enclosed

SCORING PATTERN FOR CALCULATING ACADEMIC/RESEARCH SCORE

1. RESEARCH PAPERS IN PEER-REVIEWED OR UGC LISTED JOURNALS

S. No.	Scoring Pattern	
1.	Faculty of Sciences/Engineering/Agriculture/Medical /Veterinary Sciences	8 per paper
	Faculty of Languages/Humanities/Arts/Social Sciences/Library/Education/ Physical Education / Commerce /Management & other related disciplines	10 per paper
2.	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): <ul style="list-style-type: none"> 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 	
3.	Score for co-authored papers <ul style="list-style-type: none"> • Two authors: 70% of total value of publication for each author. • 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. 	

2. PUBLICATIONS (other than Research papers)

- i) International publishers : 12 marks
 - ii) National Publishers : 10 marks
 - iii) Chapter in Edited Book / Monographs authored : 5 marks
 - iv) Editor of Book by International Publisher : 10 marks
 - v) Editor of Book by National Publisher : 8 marks
- b. Translation works in Indian and Foreign Languages**
- i) Chapter or Research paper :3 marks
 - ii) Book :8 marks

3. CREATION OF ICT MEDIATED TEACHING LEARNING PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA

- 3a Development of Innovative pedagogy : 5 marks
- 3b Design of new curricula and courses : 2 marks per curricula/course
- 3c MOOCs
- i) Development of complete MOOCs in 4 quadrants (4 credit course) : 20 marks
 - In case of MOOC's of lesser credit :5 marks/credit
- ii) MOOCs (developed in 4 quadrant) per module/lecture :5 marks
- iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant) :2 marks
- iv) Course Coordinator for MOOCs (4 credit course) :8 marks
 - In case of MOOC's of lesser credit :2 marks/credit
- 3d E-Content
- i) Development of e-Content in 4 quadrants for all quadrant for a complete course/e-book : 12 marks
- ii) e-Content (developed in 4 quadrants) per module : 5 marks
- iii) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) : 2 marks
- iv) Editor of e-content for complete course/ paper /e-book : 10 marks

4. RESEARCH

4 a. Research Guidance

- i) Ph.D. Awarded :10 per degree awarded

- ii) **Ph.D. Submitted** :5 per thesis submitted
 - iii) **M.Phil./P.G dissertation** :2 per degree awarded
 - iv) **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 PhD awarded; 3.5 marks each for PhD submitted; 1.5 marks each for PG/MPhil dissertation (viva completed).**
- 4 b. Research Projects Completed**
- i) **More than Rs.10 lakhs** :10 marks
 - ii) **Less than Rs. 10 lakhs** : 5 marks
 - iii) **For joint projects, the Principal Investigator and the Co-investigator will get 50% marks each**
- 4 c. Research Projects Ongoing :**
- i) **More than Rs. 10 lakhs** : 5 marks
 - ii) **Less than Rs. 10 lakhs** : 2 marks
 - iii) **For joint projects, the Principal Investigator and the Co-investigator will get 50% marks each**
- 4 d. Consultancy** :3 marks per consultancy

5. PATENTS/POLICY DOCUMENTS/AWARDS/FELLOWSHIPS

5a. Patents

- i) **International Patent** : 10 marks
- ii) **National Patent** : 7 marks

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

- i) **International document** : 10 marks
- ii) **National document** : 7 marks
- iii) **State level document** : 4 marks

5c. Awards/Fellowships

- i) **International Award/Fellowship** : 7 marks
- ii) **National Award/Fellowship** : 5 marks

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)

- **Scoring Pattern for all entries under 6:**

- i) **International (Abroad)** : 7 marks
- ii) **International (within country)** : 5 marks
- iii) **National** : 3 marks
- iv) **State/University** : 2 marks

- **Score for co-authored papers**

- i) **Two authors: 70% of total value of publication for each author.**
- ii) **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.**

CONSOLIDATED RESEARCH SCORE

S. No.	Header	Sub Category	Academic/ Research Score Secured	Score Awarde d
1.	Research Papers in Peer-Reviewed or UGC listed Journals	Peer reviewed		
		UGC listed		
2.	Other Publications	a1. Books authored		
		a2. Chapters authored		
		a3. Books edited		
		a4. Monographs authored		
		b. Translation works in Indian and Foreign Languages		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	3a. Development of Innovative pedagogy		
		3b. Design of new curricula and courses		
		3c. MOOCs		
		3d. E-Content		
4.	Research	4a. Research Guidance		
		4b. Research Projects Completed		
		4c. Research Projects Ongoing		
		4d. Consultancy		
5.	Patents/Policy Documents/Awards/Fellowships	5a. Patents		
		*5b. Policy Document		
		5c. Awards/Fellowships		
6.	Seminars/Conferences	*6a. Invited Lectures/Resource Person		
		*6b. Papers Presented		
		*6c. Full Papers in Conf. Proceedings		
Total				

- **Upper capping :** If the marks obtained in 5(b) + 6 is < 30% of the total score in all the 6 header , then it is taken as it is . If it is > 30% of the total score, then only 30% must be taken for that part.
- **Example:** If total score is 100 say, and if the score obtained in 5(b) +6 it is 27 say then leave the score as it is 27 only. If the score in 5(b)+6 is 35, take only 30 in 5 (b)+6.

PART C: OTHER RELEVANT INFORMATION

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

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

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I certify that the information provided is correct as per records available with the university and/ or documents enclosed along with the duly filled PBAS proforma.

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

**Signature of HOD/ School
Chairperson/ Principal**

Signature of Dean

N:B: The individual PBAS proforma duly filled in along with all enclosures submitted for CAS promotions will be duly verified by the university/college as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.