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

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

***PART – A***

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

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

**Department: \_\_\_\_\_\_\_\_Centre: \_\_\_\_\_\_\_\_\_\_\_Branch/ Any Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**21.Academic Qualifications (Metric onwards):**

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

**22. Record of academic service prior to joining TheUniversity**

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

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

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

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

 U.G. Classes (in Years)

**25. Research experience**

**i. Total number of years :**

**ii. Years spent in M. Phil. / Ph.D. :**

 **iii. Years of guiding Ph.D. / M. Phil. :**

 **iv. Total No. of papers published in**

 **i. International Journals :**

 **ii. National Journals :**

 **iii. Conference Proceedings :**

 **(Not as abstracts but as full papers)**

 **v. Total No. of Conferences/Seminars/Workshops attended**

 **i. International:**

 **ii. National :**

 **iii. State-Level :**

**26. Awards / Prizes/ Honours / Recognitions Received:**

| **Sr. No.** | **Awards / Prizes/ Honours / Recognitions** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

**27. Fields of specialization under the Subject/Discipline**

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

| **Sr. No.** | **Particulars** | **Place** | **Duration** | **Organizing / Sponsoring Agency** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

**OR**

**29.**

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

| **Sr. No.** | **Particulars** | **Place** | **Duration** | **Organizing / Sponsoring Agency** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**30. Any other Industrial Training/ Professional Training**

| **Sr. No.** | **Particulars** | **Place** | **Duration** |  **Sponsoring Agency** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

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

| **Sr. No.** | **Title** | **Name of the Journal, Vol. No., Year** | **ISSN/ ISBN Number** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Note: i. You may use separate sheet, If required. ii. Attach the copies of the papers for evaluation for Stage 3 onwards |

**Table-I**

**Teaching, Learning and Evaluation related Activities**

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

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

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

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

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

**Involvement in the University students related activities / Research Activities**

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

**2(a) Administrative responsibility such as Head, Chairperson / Director/**

**Co-ordinator, Warden etc.**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Table-2**

**RESEARCH, PUBLICATION AND ACADEMIC CONTRIBUTIONS**

1. **Research Papers in Peer reviewed Journals or UGC listed Journals**

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

1. **Publications (other than Research papers)**

**a (i) Books authored which are published by International Publishers**

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

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

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

**a(iii) Chapter in Edited Book**

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

**a(iv) Editor of Book by international Publishers**

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

**a.(v) Editor of Book by national Publishers**

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

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

**b. (i) Chapter or Research Paper**

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

**b(ii) Book**

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

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

1. **Development of Innovative pedagogy**

| **Sr. No.** | **Pedagogy Description** | **API Score** | **Enclosure** **No.** |
| --- | --- | --- | --- |
| **1.** |  |  |  |

1. **Development of new curricula and courses**

| **Sr. No.** | **Curricula or Courses Description** | **API Score** | **Enclosure No.** |
| --- | --- | --- | --- |
| **1.** |  |  |  |

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

**MOOCs (developed in 4 quadrant) per module/lecture**

**Content writer/subject matter expert for each module of**

**MOOCs (at least one quadrant)**

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

| **Sr. No.** |  **Description of MOOCs development** | **API Score** | **Enclosure** **No.** |
| --- | --- | --- | --- |
| **1.** |  |  |  |

1. **E-Content**

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

**e-Content (developed in 4 quadrants) per module**

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

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

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

**4 (a) Research Guidance**

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

**4 (b) Research Project Completed**

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

**4 (c) Research Project Ongoing**

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

**4 (d) Consultancy**

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

**5 (a) Patents**

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

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

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

**5 (c) Award/Fellowship**

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

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

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

**Summary of API Score in Category- III**

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

**Date: Teacher's Signature**

**Place:**

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

| **Sr. No.** | **Details of Certificate/Document** |
| --- | --- |
|  |  |

**Declaration**

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

**PART B**

**CERTIFICATE**

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

**Remarks:**

**Date: Verified by HOD/Director**

**Place: (Signature and stamp)**

**Remarks:**

**Date: Verified by Head, IQAC**

**Place: (Signature and stamp)**