

**Rashtriya Sanskrit Sansthan
Deemed University, New Delhi**

**PBAS Proforma for promotion under UGC Career Advancement Scheme
In accordance with UGC Regulations (4th Amendment, 2016)**

PART – A

Campus: _____ **Subject:** _____

Application for promotion from:

(Assistant Professor (Stage 1 to Stage 2 or Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4 to Professor/equivalent cadres Stage 5) and Professor (Stage 5 to Stage 6). _____)

(Please indicate whichever is applicable)

Period of Assessment for promotion: From _____ to _____

FOR OFFICE USE ONLY

Name of the Candidate: _____

Eligible / Not Eligible : _____

Date: / /

Member

Member

Member

Chairman

SCRUTINY COMMITTEE

Part A : General Information and Academic Background

1	Name (in Block Letters)	
2	Father's Name/Mother's Name	
3	Nationality	
4	Date and Place of Birth	
5	Sex	
6	Marital Status	
7	Indicate category: SC/ST/OBC /General category	
8	Date and Post of Joining service at Rashtriya Sanskrit Sansthan	
9	Date of Last Promotion with Post/Grade promoted to	
10	Current Designation and Grade pay	
11	Which position and grade pay are you an applicant under CAS?	

12	Date of eligibility for promotion	
13	Permanent Address with PINCODE	
14	Address for Communication with PINCODE	
15	Phone numbers (Off. Res. Mob) and email	

16. Academic Qualifications (10th STD onwards):

Qualification	Subjects/ Specialization	University/ Board	Duration of Study from- to dates	Date of award	% of marks obtained
SSLC/10 th Std					
Pre-Degree/(10+2)					
Bachelors Degree					
Masters Degree					
M.Phil*					
Ph.D.*					
D.Litt.*					
Other Qualifications (if any)					

**In case of M.Phil/Ph.D/D.Litt., an attested copy of the degree & result notification for the same is to be attached.*

17. Record of Service in Rashtriya Sanskrit Sansthan

Designation	Essential qualifications for the post at the time of appointment	Nature of Appointment (Regular/ Contract / Temporary/ Adhoc/ Guest)	Nature of Duties (Teaching/, Research/ Guidance of Research/ Administration)	Pay-Scale	Duration from- to dates	Total period Yr. M. Days

18. Period of teaching Experience: P.G. Classes (in Years and months)

U.G. Classes (in Years and months)

19. Research Experience excluding years spent in M.Phil /Ph.D. (in Years and months)

20. Fields of Specialization under the Subject/Discipline

21. UGC recognized Orientation/Refresher/Winter Courses attended *:

Nature of the course/Summer School	Place	Duration	Sponsoring Agency

(*Attach certificate copies)

22. List of five most significant Publications *(for the purpose of evaluation):

Sl no	Title of Paper	Name of Journal/ Publisher in case of Book	Date of Publication and impact factor if any	Vol. , Number and pages
1				
2				
3				
4				
5				

*Please submit three copies of the five publications

23. Any other relevant information:

24. FUTURE PLANS

(Please provide a brief outline of your future plans for teaching and research)

i) Teaching:

ii) Research:

Declaration

I certify that the information provided is correct as per records available with the Campus and/or documents enclosed along with this filled in Proforma.

Name and Signature

Place: _____

Date: _____

**FOR USE BY
Head of the Department**

Specific Remarks if any:

VERIFIED AND COUNTERSIGNED

Place

Date:

**Principal of the Campus
(Office Stamp)**

PART-B

**Revised Academic Performance Indicators (APIs) in Recruitment and CAS Promotions
vide Appendix-III: Table-I of UGC Regulations(4th Amendment), 2016)**

Name of the applicant: Subject:

Category-I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Note: Applicants must submit documentary evidence in support of each of the claim)

Category	Nature of activity	Notes	Unit of assessment	API Score claimed by the Applicant	API Score verified by screening committee <i>(for official use)</i>	Annexure Number
Category 1 A	DIRECT TEACHING					
1 A (i)	Classroom teaching (including lectures, seminars)	As per allocation	Hours per academic year			
1 A (ii)	Classroom teaching (including lectures, seminars) in excess of UGC norms	As per allocation	Hours per academic year			
1 A (iii)	Tutorials and Practicals	Actual as per attendance register	Hours per academic year			
Sub-Total : 1	Assistant Professor	Score = hours / 7.5; (Max. Score = 70)				
	Associate Professor	Score = hours / 7.75; (Max. Score = 60)				
	Professor	Score = hours / 7.75; (Max. Score = 60)				
Category 1 B	EXAMINATION DUTIES					
1 B (i)	Question paper setting, Moderation and related work	Actual hours	Hours per academic year			
1 B (ii)	Invigilation/supervision and related examination duties	Actual hours	Hours per academic year			
1 B (iii)	Evaluation/assessment of answer scripts and assignments related to internal assessment, external and re-evaluation	Max. 20 minutes per full script	Hours per academic year			
Sub-Total : 2	Assistant Professor	Score = hours / 10; (Max. Score = 20)				
	Associate Professor	Score = hours / 10; (Max. Score = 20)				
	Professor	Score = hours / 10; (Max. Score = 10)				
Category 1 C	INNOVATIVE TEACHING					
1 C (i)	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching.	Evidence to be provided.	Hours per academic year			
1 C (ii)	Preparation of new teaching-learning material including translation bridge material, study pack or similar additional resource for students.	Evidence to be provided.	Hours per academic year			
1 C (iii)	Updating of Subject Contents / Courses					
Sub-Total : 3	Assistant Professor	Score = hours / 10; (Max. Score = 10)				
	Associate Professor	Score = hours / 10; (Max. Score = 15)				
	Professor	Score = hours / 10; (Max. Score = 20)				

Category-II : EXTENSION, PROFESSIONAL DEVELOPMENT RELATED CO-CURRICULAR ACTIVITIES

Category 2	Nature of activity	Notes	Unit of assessment	API Score claimed by the Applicant	API Score verified by screening committee <i>(for official use)</i>	Annexure Number
Category 2 A CO-CURRICULAR, EXTENSION AND FILED-BASED ACTIVITIES						
2 A (i)	Discipline related Co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)	Evidence to be provided.	Hours per academic year			
2 A (ii)	Other Co-curricular activities (Cultural, Sports, NSS, NCC etc.)	Evidence to be provided.	Hours per academic year			
2 A (iii)	Extension and dissemination activities (public / popular lectures/talks/seminars etc.)	Evidence to be provided.	Hours per academic year			
	Sub-Total : 4	Score = hours/10; (Max. Score=15)				
Category 2 B ADMINISTRATIVE RESPONSIBILITIES						
2 B (i)	Administrative responsibility (including Dean, Principal, Chairperson, Convenor, Teacher-in-charge or similar duties that require regular office hours for its discharge)	Evidence to be provided.	Hours per academic year			
2 B (ii)	Participation in Board of Studies, Academic and Administrative Committees	Evidence to be provided.	Hours per academic year			
	Sub-Total : 5	Score = hours/10; (Max. Score=15)				
Category 2 C PROFESSIONAL DEVELOPMENT ACTIVITIES						
2 C (i)	Participation in Seminars/Conferences/ Short-Term Training Courses	Evidence to be provided.	Hours per academic year			
2 C (ii)	Talks/Lectures in Refresher/Faculty Development Courses	Evidence to be provided.	Hours per academic year			
2 C (iii)	Dissemination and general articles	Evidence to be provided.	Hours per academic year			
	Sub-Total : 6	Score = hours/10; (Max. Score=15)				
					GRAND TOTAL	
					(Sub Total 1 to 6)	

Category-III: RESEARCH AND ACADEMIC CONTRIBUTION

(Note: Applicants must submit documentary evidence in support of each of the claim)

Sl. No.	APIs	Faculties of Languages/Education	Max. Score	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number
III A, B	RESEARCH PUBLICATIONS					
III A	Research Papers Published in	Refereed Journals as notified by the UGC	25 per publication			
		Other Reputed Journals as notified by the UGC	10 per publication			
III B	Research Publications (Books, Chapters in Books other than Journal Articles)	Text / Reference Books published by International Publishers, with ISBN/ISSN number as approved the University.	30 per Book for Single Author			
		Subject Books published by National level publishers, with ISBN/ISSN number or State and Central Govt. Publications approved by the University	20 per Book for Single Author			
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University	15 per Book for Single Author			
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University.	International - 10 points per chapter National - 05 points per chapter			
III C	RESEARCH PROJECTS					
III C (i)	Sponsored Projects	Major Projects with grants above Rs.5.00 lakhs	20 per project			
		Major Projects with grants minimum of Rs.3.00 lakhs up to Rs.5.00 lakhs	15 per project			
		Minor Projects with grants above Rs.1.00 lakh up to Rs.3.00 lakhs	10 per project			
III C (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.2.00 lakhs	10 for every Rs.10.00 lakhs and Rs.2.00 lakhs respectively			
III C (iii)	Projects Outcome/ Outputs	Major Policy Documents prepared for International bodies like WHO /UNO/UNESCO/UNICEF etc. Cenral/State Govt./Local Bodies	Major Policy Document of International Bodies - 30, Central Government - 20, State Govt. - 10, Local Bodies - 5			

Sl. No.	APIs	Faculties of Languages/Education	Max. Score	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number
III D RESEARCH GUIDANCE						
III D (i)	M. Phil	Degree awarded only	5 per Candidate			
III D (ii)	Ph. D.	Degree awarded	15 per Candidate			
		Thesis submitted	10 points per each Candidate			
III E FELLOWSHIPS, AWARDS AND INVITED LECTURES						
III E (i)	Fellowships /Awards	International Award/Fellowship from academic bodies	15 per Award / 15 per Fellowship			
		National Award/Fellowship from academic bodies	10 per Award / 10 per Fellowship			
		State/University level Award from academic bodies/associations	5 per Award			
III E (ii)	Invited Lectures / Papers	International level Conference / Seminars	7 per lecture / 5 per paper presented			
		National level Conference / Seminars	5 per lecture / 3 per paper presented			
		State/University level Conference / Seminars	3 per lecture / 2 per paper presented			
The score under this sub-category i.e. III E (ii) must be of 20% of the maximum score fixed for Category III for any assessment period.						
III F DEVELOPMENT OF E-LEARNING DELIVERY PROCESS / MATERIAL						

The API for joint publications shall be calculated in the following manner:

Of the total score for the relevant category of publication by the concerned teacher, the First and Principal/Corresponding Author/Supervisor/Mentor would share equally 70% of the total score and the remaining 30% would be shared equally by all other authors.

RASHTRIYA SANSKRIT SANSTHAN
(Deemed University)
56-57, Institutional Area, Janak Puri
New Delhi - 110 058

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Application No.:.....

SUMMARY SHEET

1. Personal Information

Post Applied for :		Subject :	
Area of Specialization :			
Name of the Applicant :		Date of Birth :	
Category : (SC/ST/OBC/General/PWD)		Age (in Years)	
Address :			
Phone :		Mobile :	
		E-mail	

2. Educational Qualifications (Graduation onwards):

Name of the Degree/Exam	University / Institution / Board	Year of Passing	Percentage	Division/Class/GPA	Subjects
Particulars of NET or Equivalent Exam :					

3. Number of Publications:

Refereed Journals	Published	Accepted	Book Chapters
Books			Conference Proceedings (Full papers only)

4. Teaching Experience (Full-time experience only):

Level	Total Period	
	Years	Months
i. Undergraduate		
ii. Postgraduate		

5. Research Experience

Total No. of Years	Project Completed	Projects in Progress	Patents, if any

API SCORE SHEET AT A GLANCE

Category	Sub-Category	Sub Head	Score	
I TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES	Category 1 A	1 A (i)		
		1 A (ii)		
		1 A (iii)		
			Sub-Total 1:	
	Category 1 B	1 B (i)		
		1 B (ii)		
		1 B (iii)		
			Sub Total – 2:	
	Category 1 C	1 C (i)		
		1 C (ii)		
		1 C (iii)		
			Sub Total – 3:	
II PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES	Category 2 A	2 A (i)		
		2 A (ii)		
		2 A (iii)		
			Sub Total – 4:	
	Category 2 B	2 B (i)		
		2 B (ii)		
			Sub Total – 5:	
	Category 2 C	2 C (i)		
		2 C (ii)		
		2 C (iii)		
			Sub Total – 6:	

III. RESEARCH AND ACADEMIC CONTRIBUTIONS

Category	Sub Category	Score
Research Papers Published	III A	
Research Publications	III B	
Sponsored Projects	III C (i)	
Consultancy Projects	III C (ii)	
Projects Outcome/Outpurs	III C (iii)	
Research Guidance (M.Phil.)	III D (i)	
Research Guidance (Ph.D.)	III D (ii)	
Fellowships/Awards	III E (i)	
Invited Lectures/Papers	III E (ii)	
Development of E-Learning Delivery Process/Material	III F	
Note: 20% CAP only on III E (ii)		TOTAL

Place:

Date: / /

Signature of the Applicant

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(Deemed University)

56-57, Institutional Area, Janak Puri

New Delhi - 110 058

(For Office use

only)

Application No.:.....

SUMMARY SHEET for TOTAL ASSESSMENT PERIOD

1. Personal Information

Post Applied for :		Subject :	
Area of Specialization :			
Name of the Applicant :		Date of Birth :	
Category : (SC/ST/OBC/General/PWD)		Age (In Years)	
Address :			
Phone :		Mobile :	
		E-mail	

2. Educational Qualifications (Graduation onwards):

Name of the Degree/Exam	University / Institution / Board	Year of Passing	Percentage	Division/Class/GPA	Subjects
Particulars of NET or Equivalent Exam :					

3. Number of Publications:

Referred Journals	Published	Accepted	Book Chapters
Books			Conference Proceedings (Full papers only)

4. Teaching Experience (Full-time experience only):

Level	Total Period	
	Years	Months
i. Undergraduate		
ii. Postgraduate		

5. Research Experience

Total No. of Years	Project Completed	Projects in Progress	Patents, if any

6. TOTAL API Score

Category – I	Category - II	Category – III	Total Score	Score at III E (ii)

Place:

Date: / /

Signature of the Applicant