

पुणे विद्यापीठ University of Pune



गणेशखिंड, पुणे-४११ ००७
प्रशासन - शिक्षक कक्ष
दूरध्वनी क्र. : ०२०-२५६०९९८७, २५६०९९८८
टेलिफॅक्स : ०२० २५६९९२
फॅक्स : ०२०-२५६९७३८८
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Ref. : AT/CAS/300

Date : 14 12 2011

To,

All Teachers of University Departments
University of Pune
Pune - 4100 007.

Subject : Placement / Promotion under the Career Advancement Scheme (CAS)

Sir / Madam

All Teachers who are eligible for promotion under CAS (UGC Regulation 2010) and the due dates are on or after 31.12.2008 are requested to do the following -

1. If the due date falls in the period **31.12.2008 to 30.06.2010**, then you are requested to submit the PBAS based API score details only for **Category III** by considering the entire assessment period for promotion as stipulated in the UGC regulations 2010.
2. If the due date falls in the period **01.07.2010 to 30.06.2011** then you are requested to submit (i) the PBAS based API score details for 2009-10 in respect of **Category I and Category II** (ii) the PBAS based API score details for the entire assessment period for promotion as stipulated in the UGC regulations 2010 along with necessary documents, research papers, books etc..
3. Furthermore , in the event of any teacher having become eligible for promotion under Career Advancement Scheme **prior to 31.12.2008**, the promotion of such teacher under CAS shall be governed by the old UGC Regulations, 2000 notified vide Notification No.F.3-1/2000 (PS) dated 4th April 2000 as amended from time to time.
4. **Please send the complete application on or before 28.02.2011.**

Thanking you,

Yours faithfully,

Registrar

University of Pune

PBAS Proforma for Promotion under CAS

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :-
 2. Father's Name / Mother's Name :-
 3. Department :-
 4. Current Designation & Grade Pay :-
 5. Date of last Promotion :-
 6. Which position and grade pay are you an applicant under CAS?
 7. Date of eligibility for promotion :-
 8. Date and Place of Birth :-
 9. Sex :-
 10. Marital status :-
 11. Nationality :-
 12. Indicate whether belongs to SC/ST/OBC category :-
 13. Address for correspondence (with Pincode) :-
 14. Permanent Address (with Pincode) :-
- Telephone No :-
- Email :-

15. Academic Qualifications (Matric till post graduation) :-

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/Grade	Subject
High School /Matric					
Intermediate					
B.A./B.Sc/B.Com/ B. Mus					
M.A./M.Sc/M.Com/ M. Mus					
Others examination, if any					

16. Research Degree(s)

Degrees	Title	Date of award	University
M. Phil.			
Ph.D./D. Phil			
D.Sc/D. Litt			

17. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	leaving		

18. Posts held after appointment at this institution :-

Designation	Department	Date of actual Joining		Grade
		From	To	

19. Period of teaching experience :

P.G. Classes (in years) _____

U.G. Classes (in years) _____

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

21. Fields of Specialization under the Subject / Discipline

(a) _____

(b) _____

22. Academic Staff College Orientation / Refresher Course attended :

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(I) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

Sr. No.	Course / Paper	Level	Mode of Teaching*	Hours per week allotted	% of classes taken as per documented record

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score) up to 80% performance, below which no score may be given	
(b)	Teaching Load in excess of UGC norm (max score : 10)	

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students

Sr. No.	Course / Paper	Consulted	Prescribed	Additional Resource provided
API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max. score :20)				API Score

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

S. No.	Short Description	API Score
	Total Score (Max : 20)	

(iv) Examination Duties Assigned and Performed

Sr. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max :25)			

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

Please mention your contribution to any of the following :

Sr. No.	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based Activities		
	Total (Max : 20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly / Semester wise responsibilities	API Score
	Total (Max : 15)		
	(iii) Professional Development Activities		
	Total (Max : 15)		
	Total Score (i + ii + iii) (Max : 25)		

CATEGORY : III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

Sr. No.	Title with page Nos.	Journal	ISSN/ISBN No.	Whether peer reviewed. Impact Factor, if any	No. of co-authors	Whether you are the main author	API Score

B (i) Articles / Chapters published in Books

Sr. No.	Title with page Nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No of co-authors	Whether you are the main author	API Score

ii) Full Papers in Conference Proceedings

Sr. No.	Title with page Nos.	Details of Conference Publication	ISSN/ISBN No.	No. of co-authors	Whether you are the main author	API Score

iii) Books Published as single author or as editor

Sr. No.	Title with page nos.	type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

III C) Ongoing and Completed Research Projects and Consultancies

(C) (i & ii) Ongoing Projects / Consultancies

Sr. No.	Title	Agency	Period	Grant /Amount Mobilized (Rs. Lakh)	API Score

(c) (iii & iv) Completed Projects / Consultancies

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. Lakh)	Whether policy document / patent as outcome	API Score

(D) Research Guidance

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil or equivalent				
Ph. D. or equivalent				

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

Sr. No.	Programme	Duration	Organized by	API Score

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

Sr. No.	Title of the paper presented	Title of Conference / Seminar	Organized by	Whether international /National/State /Regional/College or University level	API Score

E (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

Sr. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc	Organized by	Whether international /National	API Score

IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total - API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc			
	Total I + II			
III	Research and Academic Contribution			

PART C : OTHER RELEVANT INFORMATION

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

Sr. No.	Details (Mention Year, value etc. where relevant)

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

1	6
2	7
3	8
4	9
5	10

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

N:B: The individual PBAS proforma duly filled 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.

PROFORMA FOR UNIVERSITY /COLLEGE TEACHERS BASED ON THE ACADEMIC PERFORMANCE INDICATORS (API) DEVELOPED BY UGC

SECTION – A: GENERAL

1.	Name	:	
2.	Designation	:	
3.	Name of the Department / Centre	:	
4.	Communication Address	:	
5.	Email Telephone / Mobile number	:	
6.	YEAR OF PERFORMANCE APPRAISAL	:	

SECTION - B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum Score		
	ESSENTIAL	API Score allotted	Self-appraisal Score	Verified API Score
1.	Lectures, Seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated*	50		
2.	Lectures or other teaching duties in excess of UGC norms	10		
3.	Preparation & Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing the additional resources to students.	20		
4.	Use of participatory & innovative teaching-learning methodologies; updating of subject content, course improvement, etc.	20		
5.	Examination duties (invigilation; Question paper setting, evaluation/ assessment of answer scripts) as per allotment.	25		
Total Score		125		

* Lectures & tutorials allocation to add upto the UGC norms for particular category of teacher.

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

Sr. No.	Nature of Activity	Maximum Score		
	CO-CURRICULAR AND EXTENSION ACTIVITIES	API Score allotted	Self-appraisal Score	Verified API Score
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20		
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
3.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
Total Score		50		

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	APIs	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. points for University and college teacher position		
				API Score allotted	Self appraisal Score	Verified API Score
III(a)	Research Publication (Journals)	Refereed Journals (Total Publications = N)	Refereed Journals (Total Publications = N)	15 / publication	$N \times 15 =$	
		No. of Papers in indexed journals out of $N = N_1$	No. of Papers in indexed journals out of $N = N_1$	5 / publication	$N_1 \times 5 =$	
		No. of Papers with impact factor between 1 and 2 out of $N = N_2$	No. of Papers with impact factor between 1 and 2 out of $N = N_2$	10 / publication	$N_2 \times 10 =$	
		No. of Papers with impact factor between 2 and 5 out of $N = N_3$	No. of Papers with impact factor between 2 and 5 out of $N = N_3$	15 / publication	$N_3 \times 15 =$	
		No. of Papers with impact factor between 5 and 10 out of $N = N_4$	No. of Papers with impact factor between 5 and 10 out of $N = N_4$	25 / publication	$N_4 \times 25 =$	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. No. of papers = N_5	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. No. of papers = N_5	10 / Publication	$N_5 \times 10 =$	
		Conference proceedings as full papers, etc. (Abstracts not to be included) No. of papers = N_6	Conference proceedings as full papers, etc. (Abstracts not to be included) No. of papers = N_6	10/ publication	$N_6 \times 10 =$	
		Total of III (A)				

III(b)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system a) No. of sole author book(s) = M ₁ b) No. of chapter(s) in an edited book(s) = M ₂	Text or Reference Books Published by International Publishers with an established peer review system a) No. of sole author book(s) = M ₁ b) No. of chapter(s) in an edited book(s) = M ₂	50 /sole author; 10/chapter in an edited book	M ₁ X 50 = M ₂ X 10 =	
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers a) No. of sole author book(s) = M ₃ b) No. of chapter(s) in an edited book(s) = M ₄	Subject Books by/national level publishers/State and Central Govt. Publications with ISBN/ISSN a) No. of sole author book(s) = M ₃ b) No. of chapter(s) in an edited book(s) = M ₄	25 /sole author; 5/chapter in an edited book	M ₃ X 25 = M ₄ X 5 =	
		Subject Books by Other local publishers with ISBN/ISSN numbers a) No. of sole author book(s) = M ₅ b) No. of chapter(s) in an edited book(s) = M ₆	Subject Books by Other local publishers with ISBN/ISSN numbers a) No. of sole author book(s) = M ₅ b) No. of chapter(s) in an edited book(s) = M ₆	15 /sole author; 3/chapter in an edited book	M ₅ X 15 = M ₆ X 3 =	
		Chapters contributed to edited knowledge based volumes published by International Publishers No. of chapter(s) = M ₇	Chapters contributed to edited knowledge based volumes published by International Publishers No. of chapter(s) = M ₇	10 /Chapter	M ₇ X 10 =	
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories No. of chapter(s) = M ₈	Chapters in knowledge based volumes in Indian/ National level publishers with ISBN /ISSN numbers & with numbers of national & international directories No. of chapter(s) = M ₈	5 / Chapter	M ₈ X 5 =	
	Total of III (B)					

III(C) RESEARCH PROJECT						
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30 lakhs No. of Project(s) = P ₁	Major Projects amount mobilized with grants above 5 lakhs No. of Project(s) = P ₁	20 / Project	P ₁ X 20 =	
		(b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs No. of Project(s) = P ₂	Major Projects Amount mobilized with minimum of Rs. 3 lakhs up to Rs. 5 lakhs No. of Project(s) = P ₂	15 / Project	P ₂ X 15 =	
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs) No. of Project(s) = P ₃	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakhs) No. of Project(s) = P ₃	10 / Project	P ₃ X 10 =	
III(C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10 lakhs No. of 10 Lakh(s)=R	Amount mobilized with minimum of Rs.2 lakhs No. of 2 Lakh(s)=R	10 per every Rs.10 lakhs and Rs. 2 lakhs Respectively	R X 10 =	
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Accepted by funding agency) a) No. of completed & accepted Major project(s) = Q ₁ b) No. of completed & accepted Minor project(s) = Q ₂	Completed project report (Accepted by funding agency) a) No. of completed & accepted Major project(s) = Q ₁ b) No. of completed & accepted Minor project(s) = Q ₂	20 / major project and 10 / minor project	Q ₁ X 20 = Q ₂ X 10 =	
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process a) No. of national level output = O ₁ b) No. of international level output = O ₂	Major Policy document of Govt. Bodies at Central and State Level a) No. of national level output = O ₁ b) No. of international level output = O ₂	30 / national level; 50/ International level (output or patent)	O ₁ X 30 = O ₂ X 50 =	
Total of III (C)						

III(D) RESEARCH GUIDANCE						
III (D) (i)	M.Phil.	Degree awarded No. of Candidates = D ₁	Degree awarded No. of Candidates = D ₁	3/candidate	D ₁ X 3 =	
III (D) (ii)	Ph.D	Degree awarded Thesis submitted a) No. of Candidates = D ₂ b) No. of Candidates = D ₃	Degree awarded Thesis submitted a) No. of Candidates = D ₂ b) No. of Candidates = D ₃	10/candidate 7/ candidate	D ₂ X10 = D ₃ X 7 =	
Total of III(D)						

III(E)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS					
III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration No. of Programme(s)=T ₁	(a) Not less than two weeks duration No. of Programme(s)=T ₁	20 each	T ₁ X 20 =	
		(b) One week duration No. of Programme(s)=T ₂	(b) One week duration No. of Programme(s)=T ₂	10 each	T ₂ X 10 =	
III (E) (ii)	Papers in Conferences/ Seminars/workshops etc.(that are not included in III(A))	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in			
		a. International conference No. of Papers=C ₁	a.International conference No. of Papers=C ₁	10 each	C ₁ X 10 =	
		a. National No. of Papers=C ₂	a. National No. of Papers=C ₂	7.5 each	C ₂ X 7.5 =	
		b. Regional /State level No. of Papers=C ₃	b. Regional / State level No. of Papers=C ₃	5 each	C ₃ X 5 =	
		c. Local– University/ College level No. of Papers=C ₄	c. Local- University/ College level No. of Papers=C ₄	3 each	C ₄ X 3 =	
III(E) (iv)	Invited lectures or presentations for conferences/ symposia	a. International No. of Lecture(s) and/or Presentation(s) =L ₁	a. International No. of Lecture(s) and/or Presentation(s) =L ₁	10 each	L ₁ X 10 =	
		b. National No. of Lecture(s) and/or Presentation(s) =L ₂	b. National No. of Lecture(s) and/or Presentation(s) =L ₂	5 each	L ₂ X 5 =	
Total of III(E)						

Signature of the faculty

Signature of HOD / Director

Date :