Rashtriya Sanskrit Sansthan
Deemed University, New Delhi

PBAS Proforma for promotion under UGC Career Advancement Scheme
In accordance with UGC regulations (Second amendment 2013)

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/10th 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/ Adminitration)	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)** [   ]

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. 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:

<u>Declaration</u>

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   **Principal of the Campus**

Date: (Office Stamp)

PART-B

Revised Academic Performance Indiactors (APIs) in Recruitment and CAS Promotions vide Appendix-III
Table-I of UGC Regulations, 2013 vide F.No. F.1-2/2009 (EC/PS) V(i) Vol-II dated 13th June, 2013.
Use additional sheets wherever necessary.

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 (for official use)	Annexure Number
Category 1	TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES					
1 A (i)	Classroom teaching (including lectures, seminar)	As per allocation	Hours per academic year			
1 A (ii)	Classroom teaching (including lectures, seminar) in excess of UGC norms	As per allocation	Hours per academic year			
1 A (iii)	Classroom teaching (including lectures, seminar) preparation time	Same as actual teaching hours as per attendance register	Hours per academic year			
1 B	Tutorials and Practical's	Actual as per attendance register	Hours per academic year			
1 C	Outside Classroom interaction with students	Max 0.5 of hours in I-A	Hours per academic year			
	Sub-Total : 1	Score = hours / 10 (max. score = 100)				
2	Research Supervision (including Master's Thesis)	Max. 1 hour per student per working week	Hours per academic year			
	Sub-Total : 2	Score = hours / 10 (max. score = 30)				
3 A	Question paper setting, Moderation and related work	Actual hours	Hours per academic year			
3 B	Invigilation/supervision and related examination duties	Actual hours	Hours per academic year			
3 C	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 : 3	Score = hours / 10 (max. score = 20)				

Category	Nature of activity	Notes	Unit of assessment	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number
4 A	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bi-lingual/ multi-lingual teaching.	Evidence to be provided. Scores to be finalized by the Screening Committee.	Outstanding=10 Very Good = 7 Good = 5 Average = 3 Modest = 1			
4 B	Preparation of new teaching-learning material including translation bridge material, study pack or similar additional resource for students.	Evidence to be provided. Scores to be finalized by the Screening Committee.	Outstanding=10 Very Good = 7 Good = 5 Average = 3 Modest = 1			
4 C	Use of anonymous students' feed-back on the quality of classroom teaching and students' interaction.	Performa and summary feed-back to be attached.	2 points per course. (Max. 10 points)			

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from Maximum of 70) from category II.

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Category-II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT 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 (for official use)	Annexure Number
Category 2	CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES					
5 A	Discipline related Co-curricular activities (e.g. field work, study visit, student seminar, events, career counselling etc.)	Evidence to be provided. Scores to be finalized by the Screening Committee.	Outstanding=10 Very Good = 7 Good = 5 Average = 3 Modest = 1			
5 B	Other Co-curricular activities (Cultural, Sports, NSS, NCC etc.)	Evidence to be provided. Scores to be finalized by the Screening Committee.	Outstanding=10 Very Good = 7 Good = 5 Average = 3 Modest = 1			
5 c	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under III)	Evidence to be provided. Scores to be finalized by the Screening Committee.	Outstanding=10 Very Good = 7 Good = 5 Average = 3 Modest = 1			
	Sub-Total : 5					
6 A	Administrative responsibility (including Dean, Principal, Chairperson, Convenor, Teacher-in-charge or similar duties that require regular office hours for its discharge)	Actual hours spent				
6 B	Participation in Board of Studies, Academic and Administrative Committees	Actual hours spent				
	Sub-Total : 6	**Score = hours / 10 (max. score = 30)**				
7	Overall contribution to the collective/corporate life of the institution. (including 5, 6 and any other contribution)		Outstanding=10 Very Good = 7 Good = 5 Average = 3 Modest = 1			
	GRAND TOTAL (1 to 7)	**(OUT OF 250)**				

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from Maximum of 70) from category II.

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

Sl. No.	APIs	Faculties of Languages/ Arts/Humanities/Library/ Social Sciences/Management/ Physical Education	Max. Points for University and College Teacher Position	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number
III A	Research Papers Published in	Referred Journals*	15 per publication			
		Non-referred but recognized and reputable Journals and periodicals having ISBN/ISSN numbers	10 per publication			
		Conference proceedings as full papers etc. (Abstracts not to be included)	10 per publication			
III A (i)	Members of Journal Editorial Boards/ Text-Book Committees	Referred Journal/Periodical with ISBN/ISSN number	Chief Editor = 30 Associate/ Assistant Editor=20 Member, Editorial Board =15 (Scores per Journal)			
		Referred Journal/Periodical without ISBN/ISSN number	Chief Editor = 30 Associate/ Assistant Editor=20 Member, Editorial Board =15 (Scores per Journal)			
		Non-Referred Journal/Periodical with ISBN/ISSN number	Chief Editor = 30 Associate/ Assistant Editor=20 Member, Editorial Board =15 (Scores per Journal)			
		Member of Text-Book Committee at Central/State levels	10 per Committee			
III A (ii)	Review	Referred Journal/Periodical with ISBN/ISSN number	10 per Article Reviewed			
		Referred Journal/Periodical without ISBN/ISSN number	05 per Article Reviewed			
		Non-Referred Journal/Periodical with ISBN/ISSN number	03 per Article Reviewed			
III B	Researh Publications (Books, Chapters in Books other than referred Journal Articles)	Text or Reference Books Published by International Publishers with an established peer view system	50 per sole author, 10 per chapter in an edited book			
		Subject Books by national level publishers, State and Central Govt. Publications with ISBN/ISSN no.'s	25 per sole author, 05 per chapter in an edited book			
		Subject Books by Other local publisher with ISBN/ISSN no.'s	15 per sole author, 03 per chapter in an edited book			
		Chapters contributed to edited knowledge based volumes published by International publishers	10 points per chapter			
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN no.'s and with numbers of national and international directories	05 points per chapter			

III (C). RESEARCH PROJECTS

Sl. No.	APIs	Faculties of Languages/ Arts/Humanities/Library/ Social Sciences/Management/ Physical Education	Max. Points for University and College Teacher Position	API Score claimed by the Applicant	API Score verified by screening committee *(for official use)*	Annexure Number
III C (i)	Sponsored Projects carried out/ongoing	Major Projects Amount mobilized with grant above Rs.5.00 lakhs	20 points per each project			
		Major Projects Amount mobilized with grant minimum of Rs.3.00 lakhs up to Rs.5.00 lakhs	15 points per each project			
		Minor Projects Amount mobilized with grant above Rs.25,000 up to Rs.3.00 lakhs	10 points per each project			
III C (ii)	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs.2.00 lakhs	10 points per every Rs.10.00 lakhs and Rs.2.00 lakhs respectively			
III C (iii)	Completed Projects: Quality Evaluation	Completed Project Report (Accepted by Funding Agency)	20 points per each major project and 10 points per each minor project			
III C (iv)	Projects Outcome/ Outputs	Major Policy Document of Government Bodies at Central and State Level	30 per each National level output or patent, 50 per each International level			
III C (v)	Post-Doctoral Fellowship/ Associateship (UGC, ICSSR, ICPR, IIAS etc.,)	Directly awarded RA/SRA/PDF/SRF by National Level Selection Committee	20 each			

III (D). RESEARCH GUIDANCE

Sl. No.	APIs	Faculties of Languages/ Arts/Humanities/Library/ Social Sciences/Management/ Physical Education	Max. Points for University and College Teacher Position	API Score claimed by the Applicant	API Score verified by screening committee *(for official use)*	Annexure Number
III D (i)	M. Phil	Degree award only	3 points per each Candidate			
III D (ii)	Ph. D.	Degree award	10 points per each Candidate			
		Thesis submitted	7 points per each Candidate			

III (E). TRAINING COURSES AND CONFERENCE / SEMINAR WORKSHOP PAPERS

Sl. No.	APIs	Faculties of Languages/ Arts/Humanities/Library/ Social Sciences/Management/ Physical Education	Max. Points for University and College Teacher Position	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number
III E (i)	Refresher Courses, Methodology Workshops, Training, Teaching-Learning Evaluation Technology Programmes, Faculty Development Programmes (Max.: 30 Points)	(a) Not less than two week duration	20 Points each			
		(b) One week duration	10 Points each			
III E (ii)	Paper in Conferences/ Seminars/ Workshops etc.**	Participation and Presentation of Researh Papers (Oral/Poster) in				
		a) International Conference	10 Points each			
		b) National Conference	7.5 Points each			
		c) Regional / State level Conference	05 Points each			
		d) Local University / College level	03 Points each			
III E (iv)	Invited lectures or presentations for Conference / Symposia	a) International level	10 Points each			
		b) National level	05 Points each			
III E (v)	Chairing Sessions at Conference / Symposia etc.,	a) International level	10 Points each			
		b) National level	05 Points each			
		c) Regional/local level	03 Points each			
III F	Officer-Bearer/Advisor of Professional Bodies	a) International level	15 Points each			
		b) National level	50 Points each			
		c) Regional/local level	08 Points each			
III G (i)	Awards/Honours/Recognitions while in University Service by Govt. institutions or reputed Organizations (to be scrutinized by a Committee constituted by the University)	a) International level	30 Points each			
		b) National level	20 Points each			
		c) Regional/local level	10 Points each			

Place:

Date: /   /

Signature of the Applicant
Name:
Designation:

Countersigned by
the forwarding authority of
the Institution with Seal

* Wherever relevant to any specific discipline, the API score for paper in referred journal would be augmented as follows:
    (i) indexed journal - by 5 points
    (ii) papers with impact factor between 1 and 2 - by 10 points
    (iii) papers with impact factor between 2 and 5 - by 15 points
    (iv) papers with impact factor between 5 and 10 - by 25 points

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III(a)) and not under presentation (III E (ii))

Note: The API Score details should be in accordance with the UGC Regulations, 2013 circulated vide FNo. F.1-2/2009(EC/PS) V(i) Vol-II dated 13th June, 2013.

(For Office use only)

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:

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	

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API SCORE SHEET AT A GLANCE

Category	Sub Head	Score
I	1 A (i)	
	1 A (ii)	
	1 A (iii)	
	1 B	
	1 C	
	Sub Total - 1	
	2	
	Sub Total - 2	
	3 A	
	3 B	
	3 C	
	Sub Total - 3	
	4 A	
	4 B	
	4 C	
	Sub Total - 4	

Category	Sub Head	Score
II	5 A	
	5 B	
	5 C	
	Sub Total - 5	
	6 A	
	6 B	
	Sub Total - 6	
	7	
	Sub Total - 7	
	GRAND TOTAL (1 to 7) out of 250	

	Sub Head		Score
	III A	30 %	
	III B	25 %	
	III C (i)	20 %	
	III C (ii)		
	III C (iii)		
	III C (iv)		
	III D (i)	10 %	
	III D (II)		
	III E (i)	15 %	
	III E (ii)		
	III E (iv)		
	III E (v)		
	III F		
	III G (i)		
		TOTAL	

Place:

Date: /   /   **Signature of the Applicant**

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

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. API Score

Category - I	
Category - II	
Category - III	

Place:

Date: /   /

Signature of the Applicant