

ALAGAPPA UNIVERSITY, KARAIKUDI – 630 003

(Accredited with A+ Grade by NAAC (CGPA:3.64) in the Third Cycle)

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

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	
2.	Father's Name/Mother's Name	
3.	Date of Place of Birth	
4.	Sex	
5.	Marital Status	
6.	Nationality	
7.	Indicate whether belongs to SC/ST/ OBC category	
8.	Name of the School Department	
9.	Current Designation & Grade Pay	
10.	Date of Last Promotion	
11.	Which position and grade pay are you an applicant under CAS	
12.	Date of eligibility for promotion	
13.	Address for correspondence (with Pincode) Telephone Email	
14.	Permanent Address (with Pincode) Telephone Email	

15. Academic Qualifications (Matric. till post graduation)					
Examinations	Subject	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division/Class/Grade
High School/ Matric.					
Intermediate/ PUC					
B.A./B.Sc./ B.Com., etc.					
M.A./M.Sc./ M.Com., etc.					
Others examination, if any*					

*NET/JRF/SLET/Lectureship

16. Research Degree(s) :			
Degrees	Title	Date of award	University
M.Phil.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			
Post-Doctoral Programme			

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: UG teaching (in years): ____ :PG teaching (in years): ____	
20.	Research Experience [excluding years spent in M.Phil./Ph.D.] (In years)	
21.	Fields of Specialisation 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: REVISED 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. a Direct Teaching (includes Lectures/Tutorials/Practicals/ Field Works)

(evidence to be attached)*

[Maximum Score: Asst. Prof = 70, Asso. Prof = 60 and Prof. 60]

<i>S. No.</i>	<i>Calendar year</i>	<i>Odd/ Even Sem.</i>	<i>Programme</i>	<i>Course</i>	<i>Hours allotted</i>	<i>Hours handled</i>	<i>Score = Hours handled ÷ 7.5</i>	<i>Enclosed Document Page no</i>	<i>API Score verified by screening committee (for official use).</i>

* Below 75% of the classes no scores will be given

I. b Examination Duties

[Maximum Score: Asst. Prof = 20, Asso. Prof = 20 and Prof. 10]

I. b(i) Question paper setting (including Ph.D. course work)

<i>S. No.</i>	<i>Calendar year</i>	<i>Odd/ Even Sem.</i>	<i>Programme</i>	<i>Course</i>	<i>No. of Question papers set including CIA and Practicals</i>	<i>Total No. of hours</i>	<i>Score = Hours handled ÷ 10</i>	<i>Enclosed Document Page no</i>	<i>API Score verified by screening committee (for official use).</i>

I. b(ii) Invigilation / Supervision and related examination duties

<i>S. No.</i>	<i>Calendar year</i>	<i>Odd/ Even Sem.</i>	<i>Date of Examinations</i>	<i>No. of hours of examination duty including CIA</i>	<i>Score = Hours handled ÷ 10</i>	<i>Enclosed Document Page no</i>	<i>API Score verified by screening committee (for official use).</i>

I. b(iii) Evaluation of Answer Scripts/Assignment/Lab records/Observation work

<i>S. No.</i>	<i>Calendar year</i>	<i>Odd/ Even Sem.</i>	<i>Programme</i>	<i>Course</i>	<i>No. of answer scripts/ assignments valued</i>	<i>Total time in Hours = (20* x no. of answer sheets/ assignments)</i>	<i>Score = hours ÷ 10</i>	<i>Enclosed Document Page no</i>	<i>API Score verified by screening committee (for official use).</i>

* 20 minutes for correction of one answer sheet/assignment

	Marks Scored			
I.b	I.b(i)	I.b(ii)	I.b(iii)	Total (I.b(i) + I.b(ii) + I.b(iii))

I. c Innovative Teaching

[Maximum Score: Asst. Prof = 10, Asso. Prof = 15 and Prof. 20]

I. c (i) Teaching Innovative Courses: Preparation and the use of innovative teaching – learning methodologies

S. No.	Calendar year	Odd/ Even Sem.	Programme	Course	Short description of activity	Score = Hours spent ÷ 10	Enclosed Document Page no	API Score verified by screening committee (for official use).

I. c (ii) Updation of subject content

S. No.	Calendar year	Odd/ Even Sem.	Programme	Course	Description of activity	Score = Hours spent ÷ 10	Enclosed Document Page no	API Score verified by screening committee (for official use).

I. c (iii) Student Mentoring (Master thesis guidance, Mentoring, etc.,)

S. No.	Calendar year	Odd/ Even Sem.	Programme	Course	No. of student allotted	No. of hours	Score = Hours spent ÷ 10	Enclosed Document Page no	API Score verified by screening committee (for official use).

	Marks Scored			
I.c	I.c (i)	I.c (ii)	I.c (iii)	Total (I.c (i) + I.c (ii) + I.c (iii))

Total score in Category – I

I.a	I.b (I.b (i) + I.b (ii) + I.b (iii))	I.c (I.c (i) + I.c (ii) + I.c (iii))	Total

Maximum Score Reference

Maximum score	I.a	I.b (I.b (i) + I.b (ii) + I.b (iii))	I.c (I.c (i) + I.c (ii) + I.c (iii))	Total
Max. score for Assistant Professor	70	20	10	100
Max. score for Associate Professor	60	20	15	95
Max. score for Professor	60	10	20	90

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

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

II. a (i) Student related Co-curricular and activities, Discipline-related co-curricular activity
(eg. Remedial classes, Career counselling, Study visit, Industrial Visit, Education tour, Student Seminar, Organization of Conference / Workshop / Training).

<i>S. No.</i>	<i>Name of the activity</i>	<i>Date and Time</i>	<i>Venue</i>	<i>Hours spent</i>	<i>Actual score = hours ÷ 10</i>	<i>Enclosed Document Page no</i>	<i>API Score verified by screening committee (for official use).</i>

II.a (ii) Co-curricular activities (eg. Cultural, Sports, NSS, Shanti Sena, Student clubs, Department Association, Placement activity, Magazine clubs, Science day, Gandhi Jayanthi, World literacy day, Nutrition week, Sigaram, Interface, Biofest, FestoPhys, Resonance, World Habitat Day, Environment Day, Cooperation week, Department Festivals, Sakithya, etc)

<i>S. No.</i>	<i>Name of the activity</i>	<i>Date and Time</i>	<i>Venue</i>	<i>Hours spent</i>	<i>Actual score = hours ÷ 10</i>	<i>Enclosed Document Page no</i>	<i>API Score verified by screening committee (for official use).</i>

II.a (iii) Extension and Dissemination activity (eg. Public lectures / Popular lectures / Talks / Seminars / VPP and other Extension activities, etc.)

<i>S. No.</i>	<i>Name of the activity</i>	<i>Date and Time</i>	<i>Venue</i>	<i>Hours spent</i>	<i>Actual score = hours ÷ 10</i>	<i>Enclosed Document Page no</i>	<i>API Score verified by screening committee (for official use).</i>

II.a	Marks Scored			
	II.a(i)	II.a(ii)	II.a(iii)	Total (II.a(i) + II.a(ii) + II.a(iii))

II.b Contribution to Corporate Life

II.b (i) Administrative Responsibility (including Dean, HoD, Convener, Teacher-in-charge, Warden, Dy. Warden/Course Coordinator, Director that require regular office Hours for its discharge (evidence to be produced)

<i>S. No</i>	<i>Calendar year</i>	<i>Name of the responsibility</i>	<i>Hours spent per week</i>	<i>Hours spent per academic year</i>	<i>Actual Score ÷ 10</i>	<i>Enclosed Document Page no</i>	<i>API Score verified by screening committee (for official use).</i>

Note: Additional responsibility like Dean/HoD involve 2 hours of office hours/day

II.b(ii) Participation in BoS, Administrative and Academic Committees of ALU (evidence to be produced)

<i>S. No</i>	<i>Calendar year</i>	<i>Name of the responsibility</i>	<i>Hours spent per academic year</i>	<i>Actual Score ÷ 10</i>	<i>Enclosed Document Page no</i>	<i>API Score verified by screening committee (for official use).</i>

	Marks Scored		
II.b	II.b (i)	II.b (ii)	Total (II.b(i) + II.b(ii))

II.c Professional Development Activities (Participation in Seminar, Conferences, Short term training courses, Industrial experience, membership of associations, Lecture in refresher course/Faculty Development Courses, Publication of articles in newspapers, Magazine, Radio talks, Television Programme

<i>S. No</i>	<i>Calendar year</i>	<i>Name of the activity</i>	<i>Details of activity</i>	<i>Hours spent</i>	<i>Actual Score ÷ 10</i>	<i>Enclosed Document Page no</i>	<i>API Score verified by screening committee (for official use).</i>

Total score in Category – II

II.a (II.a(i) + II.a(ii) + II.a(iii))	II.b (II.b(i) + II.b(ii))	II.c	Total

Maximum Score Reference

	II.a (II.a(i) + II.a(ii) + II.a(iii))	II.b (II.b (i) + II.b (ii))	II.c	Total
Maximum score	15	15	15	45

AMENDED CATEGORY – III (RESEARCH AND ACADEMIC CONTRIBUTION)

III (a): DETAILS OF RESEARCH PAPERS PUBLISHED (Attach proof)

i. Refereed Journals as notified by UGC (Maximum score 25 per publication)

<i>Title of the Article</i>	<i>Author</i>	<i>Co-Authors</i>	<i>Name of the journal Vol. No. & Page</i>	<i>International / National</i>	<i>Impact Factor</i>	<i>API Score claimed by the applicant</i>	<i>Enclosed Document Page no</i>	<i>API Score verified (for official use)</i>
Total Score								

Note: (1.) paper with impact factor less than 1 - 5 points; (2.) papers with impact factor between 1 and 2 - 10 points;(3.) papers with impact factor between 2 and 5 - 15 points; (4.) papers with impact factor between 5 and 10 - 20 points: (5.) papers with impact factor above 10 - 25 points. 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 points and the remaining 30% would be shared equally by all other authors.

ii) Other Reputed Journals as notified by UGC (Maximum score 10 per publication)

<i>Title of the Article</i>	<i>Author</i>	<i>Co-Author(s)</i>	<i>Name of the journal Vol. No. & Page</i>	<i>International / National</i>	<i>ISBN/ ISSN</i>	<i>API Score claimed by the applicant</i>	<i>Enclosed Document Page no</i>	<i>API Score verified (for official use)</i>
Total Score								

	Marks Scored		
III.a	III.a (i)	III.a (ii)	Total (III.a (i) +III.a (ii))

III (b): PUBLICATION OTHER THAN JOURNAL (Attach proof)

i) Text or Reference Books published by International publishers, with ISBN/ISSN number as approved by the University (Maximum score 30 per book for Single Author)

<i>Title of the Book</i>	<i>Author</i>	<i>Co-Author(s)</i>	<i>Name of the Publisher / Month, Year</i>	<i>ISBN/ISSN</i>	<i>API Score claimed by the applicant</i>	<i>Enclosed Document Page no</i>	<i>API Score verified (for official use)</i>
Total Score							

ii) Subject Books by National level publishers / State and Central Govt. Publications with ISBN/ISSN Number (Maximum score 20 per book for Single Author)

<i>Title of the Book</i>	<i>Author</i>	<i>Co-Author(s)</i>	<i>Name of the Publisher / Month, Year</i>	<i>ISBN/ISSN</i>	<i>API Score claimed by the applicant</i>	<i>Enclosed Document Page no</i>	<i>API Score verified (for official use)</i>
Total Score							

iii) Subject Books by other Local Publishers with ISBN/ISSN numbers (Maximum score 15 per book for Single Author)

<i>Title of the Book</i>	<i>Author</i>	<i>Co-Author(s)</i>	<i>Name of the Publisher / Month, Year</i>	<i>ISBN/ISSN</i>	<i>API Score claimed by the applicant</i>	<i>Enclosed Document Page no</i>	<i>API Score verified (for official use)</i>
Total Score							

iv) Chapters contributed to edited knowledge based volumes published by International Publishers (Maximum score: International - 10 per chapter, National - 5 per chapter)

<i>Title of the Book</i>	<i>Name of the Editor</i>	<i>Chapter contributed</i>	<i>Author/ Co-Author</i>	<i>Name of the Publisher</i>	<i>ISBN/ ISSN</i>	<i>API Score claimed by the applicant</i>	<i>Enclosed Document Page no</i>	<i>API Score verified (for official use)</i>
Total Score								

Marks Scored					
III.b	III.b (i)	III.b (ii)	III.b (iii)	III.b (iv)	Total (III.b (i) + III.b (ii) + III.b (iii) + III.b (iv))

III (c): RESEARCH PROJECTS (Attach proof)

i) Sponsored Projects

Note: (i) Major projects of over Rs. 30 lakhs in Science and above Rs. 5 lakhs in Other Faculties will get **20 points per project**; (ii) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs in Science and grants above Rs. 3 lakhs up to Rs. 5 lakhs in other Faculties will get **15 points per project**; (iii) Minor projects with grants above Rs. 1 lakh up to Rs. 5 lakhs in Science; and Above Rs. 1 lakh upto Rs. 3 lakhs in Other Faculties will get **10 points per project**

**(1). Major Projects with grants above Rs. 30 lakhs for Science/
Major Projects with grants above Rs. 5 lakhs for Arts, Education and Management**

<i>Title of the Project</i>	<i>Funding Agency</i>	<i>Grant sanctioned</i>	<i>Duration</i>		<i>Project Status (Completed / On-going)</i>	<i>API Score claimed by the applicant</i>	<i>Enclosed Document Page no</i>	<i>API Score verified (for official use)</i>
			<i>From</i>	<i>To</i>				
Total Score								

**(2). Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs for Science/
Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs for Arts, Education and Management**

Title of the Project	Funding Agency	Grant sanctioned	Duration		Project Status (Completed/ On-going)	API Score claimed by the applicant	Enclosed Document Page no	API Score verified (for official use)
			From	To				
Total Score								

**(3). Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs for Science/
Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs for Arts, Education
and Management**

Title of the Project	Funding Agency	Grant sanctioned	Duration		Project Status (Completed/ On-going)	API Score claimed by the applicant	Enclosed Document Page no	API Score verified (for official use)
			From	To				
Total Score								

ii) Consultancy Projects

Title of the Project	Funding Agency	Grant sanctioned	Duration		Project Status (Completed/ On-going)	API Score claimed by the applicant	Enclosed Document Page no	API Score verified (for official use)
			From	To				
Total Score								

Note: Consultancy projects mobilized for more than Rs. 10 lakhs in Science and Rs. 2 lakhs in Other Faculties will get 10 points for every Rs. 10 lakhs and Rs. 2 lakhs.

iii) Project outcome/ Output

Title of the Project	Funding Agency	Grant sanctioned	Duration		Project Status (Completed/ On-going)	API Score claimed by the applicant	Enclosed Document Page no	API Score verified (for official use)
			From	To				
Total Score								

Note: Patent and Technology transfer in Science: 30 points each for International / 20 points each for national level or patent. Major Policy document for International bodies – 30 points/ Central Government – 20 points / State Government – 10 points / Local bodies – 5 points.

	Marks Scored			
III.c	III.a (i) (III.a (i)1 + III.a(i)2 + III.a (i)3)	III.c (ii)	III.c (iii)	Total (III.c (i) +III.c (ii) + III.c (iii))

III (d): RESEARCH GUIDANCE (Attach proof)

i) Details of M.Phil. awarded

<i>Name of the Scholar</i>	<i>Title of the Thesis</i>	<i>Name of the University</i>	<i>Month and Year</i>	<i>API Score claimed by the applicant</i>	<i>Enclosed Document Page no</i>	<i>API Score verified (for official use)</i>
Total Score						

Note: 5 points per candidate.

ii) Details of Ph.Ds Awarded/ Thesis Submitted

<i>Name of the Scholar</i>	<i>Title of the Thesis</i>	<i>Submitted</i>	<i>Awarded</i>	<i>Name of the University</i>	<i>Month and Year</i>	<i>API Score claimed by the applicant</i>	<i>Enclosed Document Page no</i>	<i>API Score verified (for official use)</i>
Total Score								

Note: (i) 15 points per awarded candidate; and (ii) 10 points per thesis submitted candidate.

	Marks Scored		
III. d	III.d (i)	III.d (ii)	Total (III.d (i) +III.d (ii))

III (e) Fellowships/ Awards and Invited lectures delivered in conferences/ seminars

(i). Fellowships/ Awards

<i>Name of the Award/Fellowship</i>	<i>Agency/Body / Association</i>	<i>International/ National/ State</i>	<i>Month and Year</i>	<i>API Score claimed by the applicant</i>	<i>Enclosed Document Page no</i>	<i>API Score verified (for official use)</i>
Total Score						

Note: (i) International - 15 points per award/ 15 per fellowship; (ii)) National - 10 points per award/ 10 per fellowship; (iii) State/ University level - 5 points per award/ 5 per fellowship;

ii) (1) Details of papers presented in Conferences/ Seminars etc. which are not covered under Category III-A.

<i>Title of the Article</i>	<i>Author</i>	<i>Co-Author(s)</i>	<i>Name of the Programme</i>	<i>Organiser</i>	<i>Date</i>	<i>API Score claimed by the applicant</i>	<i>Enclosed Document Page no</i>	<i>API Score verified (for official use)</i>
Total Score								

ii) (2) Details of Invited lectures/Presentations in Conferences/Seminars/Symposia, etc.

<i>Name of the Programme</i>	<i>Organiser of the Programme</i>	<i>Level: International/ National</i>	<i>Topic</i>	<i>Date</i>	<i>API Score claimed by the applicant</i>	<i>Enclosed Document Page no</i>	<i>API Score verified (for official use)</i>
Total Score							

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category II for any assessment period.

Note: (i) International – 7 points per lecture/ 5 points per paper presentation; (ii)) National - 5 points per lecture/ 3 points per paper presentation; (iii) State/ University level - 3 points per lecture/ 2 points per paper presentation

				Marks Scored		
III.e	III.e (i)	III.e (ii) (III.e (ii)1 + III.e(ii)2)			Total (III.e (i) +III.e (ii))	

III (f) Development of e-learning deliver process/material

<i>S. No.</i>	<i>Name of the material /delivery process</i>	<i>Courses/ Programmes</i>	<i>Whether uploaded as blog or internet</i>	<i>No. of modules</i>	<i>API score</i>	<i>Enclosed Document Page no</i>	<i>API Score verified (for official use)</i>

Note: (i) 10 points per module

Total score in Category – III

Marks Scored						Total (III(a) + III(b) + III(c) + III(d) + III(e) + III(f))
III(a)	III(b)	III(c)	III(d)	III(e)	III(f)	

Important Notes:

1. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equality 60% of the total points and the remaining 40% would be shared equality by all other authors.
2. The parameters listed in table of category-III (Research and Academic contributions) shall have following capping in relation to the total API score claimed by the candidates:-

Sl. No.	Particulars	API Score claimed	Capping	Admissible score with reference to Capping
III (a)	Research papers (Journals, etc)		30%	
III (b)	Research publications (Books, etc)		25%	
III (c)	Research Projects		20%	
III (d)	Research Guidance		10%	
III (e)	Training Courses and Conferences/Seminar, etc		15%	
III (f)	Development of e-learning deliver process / material			
	Total		100%	

ALAGAPPA UNIVERSITY, KARAIKUDI – 630 003

(Accredited with A+ Grade by NAAC (CGPA:3.64) in the Third Cycle)

Summary Sheet

1. Name of the applicant :
2. Department/College :
3. Promotion under CAS required from _____ To _____

Consolidated Score Sheet

Item	Total
Total score in Category – I	
Total score in Category – II	
Total score in Category – III	
Total score in Category – II and III	

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, assignments (including Post-Doctoral tenure) awards received, etc. not mentioned earlier

<i>Sl. No.</i>	<i>Details (Mention Year, Value, etc. wherever relevant)</i>

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 above is correct as per the records available with the university and/or documents enclosed along with the duly filled in PBAS proforma.

Signature of the Faculty with
Designation, Place & Date

Signature of HOD / 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.

Brief Explanation for CATEGORY I and CATEGORY II

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The institution can verify these from the official Time Table and the record of students' attendance.
2. In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if his/her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, s/he would claim additional 2 x 16 hours in row 1A (ii). If s/he has actually taught for 275 hours in that semester, s/he would claim 275 hours in row 1A (iii). So, in all, she would get credit for $320+32+275 = 627$ hours for that semester. S/he would do similar calculation for the second semester and the total would be entered in each row.
3. In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But s/he will be awarded the maximum of 20 points in that category.
4. Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each institution may further develop these criteria and specify the requirements for the various categories mentioned here.
5. Under 4c, the teacher is only required to give a proof that s/he administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of his/her teaching. S/he would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.

CATEGORY III

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.
