 **Annexure- A
Banaras Hindu University**

PBAS Pro-forma for Promotion for Teaching positions under CAS

 **Part-A: General Information And Academic Background**

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| --- | --- | --- |
|  | Name (in Block Letters): | Paste a Recent Passport Size Photograph |
|  | Date of Birth : |  |
|  | Sex: Male/ Female  |  |
|  | Father’s Name : |  |
|  | Mother’s Name : |  |
|  | Marital Status : |  |
|  | Nationality : |  |
|  | Religion : |  |
|  | Department: Faculty/Instt.: |  |
|  | Present Designation on which you are working :  |  |
|  | Pay Band with Academic Grade Pay : |  |
|  | Date of last Appointment/Promotion on the present post: |  |
|  | Position and Academic Grade-Pay for which you are an applicant under CAS: |
|  | Date of eligibility on promotion which you claim: |  |
|  | The category you belong to : SC/ST/OBC/Gen |  |
|  | Address for Correspondence (with PIN Code): |  |
|  | Permanent Address (with PIN Code) : |  |
|  | Telephone No.:Mobile No.:e-mail: |  |

1. **Academic Qualifications (Matric till post graduation)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination** | **Name of the Board/ University** | **Year of passing** | **Percentage of Marks obtained** | **Div./****Grade** | **Subjects** |
| High School/ Matric |  |  |  |  |  |
| Intermediate/+2 |  |  |  |  |  |
| Graduation |  |  |  |  |  |
| Professional Graduation |  |  |  |  |  |
| Post Graduation |  |  |  |  |  |
| Other examinations / Super-Specialization, if any |  |  |  |  |  |

1. **Research Degree(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Title** | **Date of Award** | **University** |
| M.Phil/M.Tech./M.Pharm/MD/MS/MDS/DNB/LL.M |  |  |  |
| Ph.D./D.Phil. |  |  |  |
| D.Sc./D.Lit |  |  |  |

1. **Appointments held prior to joining BHU.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Name of Employer** | **Date of**  | **Salary with PB + AGP** | **Reason of leaving** |
| **Joining** | **Leaving** |
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1. **Posts held after appointment at BHU.**

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| --- | --- | --- | --- |
| **Designation** | **Department** | **Date** | **Salary with PB + AGP** |
| **From** | **To** |
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|  | Period of teaching experience: | P.G. Classes (in years) |  | U.G. Classes (in years) |  |

|  |  |  |
| --- | --- | --- |
|  | Post Doctoral Research experience (as Research Scientist, Research Associate etc.) (in years) |  |

1. **. Fields of specialization :**

**(a)..**

**(b)..**

1. **HRDC Orientation /Refresher Course/ Summer/Winter School etc. attended of two-three weeks duration:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Course/ Summer School** | **Institution** | **Duration** | **Sponsoring Agency** |
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**Part-B: Academic Performance Indicators**

(Please see detailed instructions before filling up this section)

**Category: I. Teaching Learning and Evaluation Related Activities**

**(Give separately for each year of the assessment period. Average of the Annual API score will be used for assessment)**

**Assessment Year ………………………………..**

**a) Direct Teaching :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Nature of Activity** | **Actual hours spent per academic year** | **API Score\*** |
| **1** |  |  |  |
| **2** |  |  |  |
| **Total** |  |  |
| **Maximum 70 Points for Asstt. Professor and 60 Points for Associate Professor & Professor.** |

\*API Score = Actual hours spent per academic year ÷ 7.5 for Assistant Professor and Actual hours spent per academic year ÷ 7.75 for Associate Professor and Professor.

**b) Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment:**

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| --- | --- | --- | --- |
| **Sl. No.** | **Nature of Activity** | **Actual hours spent per academic year** | **API Score\*** |
| **1** |  |  |  |
| **2** |  |  |  |
| **Total** |  |  |
| **Maximum 20 Points for Asstt. Professor & Associate Professor and 10 Points for Professor.** |

\*API Score = Actual hours spent per academic year ÷ 10

**c) Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc. :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Nature of Activity** | **Actual hours spent per academic year** | **API Score\*** |
| **1** |  |  |  |
| **2** |  |  |  |
| **Total** |  |  |
| **Maximum 10 Points for Assistant Professor, 15 Points for Associate Professor and 20 Points for Professor.** |

\*API Score = Actual hours spent per academic year ÷ 10

**Note:**

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work.

2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.

3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Category: II. Professional Development, Co-Curricular and Extension Activities**

**(Give separately for each year of the assessment period. Average of the Annual API score will be used for assessment)**

**Assessment Year ………………………………..**

**a) Student related co-curricular, extension and field based activities :**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Nature of Activity** | **Actual hours spent per academic year** | **\*\*API Score** |
| **(i)** | **Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **(ii)** | **Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)** |
|  |  |  |  |
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| **(iii)** | **Extension and dissemination activities (public /popular lectures/ talks/ seminars etc.)** |
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| **Total (i + ii + iii) (Max:15 Points)** |  |  |

\*\* API Score = Actual hours spent per academic year ÷ 10

**b) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. :**

| **S. No** | **Nature of Activity** | **Actual hours spent per academic year** | **\*\*API Score** |
| --- | --- | --- | --- |
| **(i)** | **Administrative responsibility (including as Dean / Principal / Chairperson /Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)** |
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| **(ii)** | **Participation in Board of Studies, Academic and Administrative Committees** |
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| **Total (i + ii) (Max:15 Points)** |  |  |

\*\* API Score = Actual hours spent per academic year ÷ 10

**c) Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution) :**

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| --- | --- | --- | --- |
| **S. No** | **Nature of Activity** | **Actual hours spent per academic year** | **\*\*API Score** |
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| **Total (Max:15 Points)** |  |  |

\*\* API Score = Actual hours spent per academic year ÷ 10

**Category: III. Research and Academic Contributions**

(During the entire period of assessment)

**III (A). Published Research Papers in Journals (as notified by the UGC) :**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Title with page Nos. and Vol. No.** | **Name of Journal** | **ISSN/ISBN No.** | **Whether peer reviewed. Impact factor, if any.** | **Authorship:****First/Principal/Corresponding/Supervisor/ Mentor/Co-author** | **No. of co-authors**  | **API Score** |
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**III (B) (i). Books Published as Single Author or Co-Author/ Editor of a Book or Journal:**

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| **S.No** | **Title with page nos.** | **Type of Book & Authorship/****e-Book** | **Publisher & ISSN/ISBN No.** | **Whether peer reviewed** | **Authorship:****Sole Author/Co-author/Editor** | **No. of co-authors**  | **API Score** |
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**III-B (ii)) Articles/Chapters Published in Books/Extention Mannual (Agri.)/Tech.Mannual(Agri.):**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Chapter title with page nos.** | **Book title & Publisher** | **ISSN/ISBN No.** | **Whether peer reviewed.** | **Whether you are the first author or co-author** | **No. of co-authors** | **API Score** |
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**III (C). Research Project :**

**III (C) (i) Sponsored Project :**

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| **S.No.** | **Title** | **Agency** | **Period** | **Amount of Grant****(In Lac)** | **API Score** |
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**III (C) (ii) Consultancy Project :**

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| **S.No.** | **Title** | **Agency** | **Period** | **Amount mobilized with****(In Lac)** | **API Score** |
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**III (C) (iii) Project Outcome/Output {Patent/Technology Transfer/Product/Process ( for Faculty of Sciences /Engineering / Agriculture /Medical / Veterinary Sciences) and Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies (for Faculties of Languages /Humanities / Arts / Social Sciences/ Library / Physical Education /Management)} :**

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| --- | --- | --- |
| **Patent/ Technology Transfer/ Product/ Process** | **Major Policy document prepared for international bodies like WHO/UNO/ UNESCO/UNICEF etc. Central / State Govt./Local Bodies** | **API Score** |
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**III (D). Research Guidance as Supervisor or Co-Supervisor :**

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|  | **Number enrolled** | **Thesis submitted** | **Degree awarded** | **API Score** |
| III (D) (i) M.Phil./M.Tech. /M.Pharm./MD/ MS/ MDS/ DNB/LLM/DM /M.Ch.or equivalent |  |  |  |  |
| III (D) (i) Ph.D.  |  |  |  |  |

**III** **(E). Fellowships, Awards and Invited lectures delivered in conferences / seminars :**

**III** **(E) (i). Fellowships/Awards:**

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| --- | --- | --- | --- |
| **S.No.** | **Details of Fellowship/Award** | **Whether International/ National** | **API Score** |
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**III-E (ii) Papers Presented in Conference, Seminars or Organization of Exhibition & Art Galleries :**

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| **S.No** | **Title of Paper/ Art Presented** | **Title of Conference/ Seminar/ Exhibition** | **Organizer (s)** |  **International/ National/ State or University level** | **API Score** |
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| **Invited Lectures delivered in Conference, Seminars / Invited for Presentation in Exhibitions/ Art Galleries etc.** |
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| **The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.** |  |

**III-F Development of e-learning delivery process/material :**

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| --- | --- | --- |
| **S.No** | **Details of e-learning delivery process/material**  | **API Score** |
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**IV. Summary of API Scores.**

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| --- | --- | --- | --- | --- |
|  | **Criteria** | **API Score per year for the assessment period** | **Total – API Score for Assessment Period** | **Annual Av.API Score for Assessment Period** |
| **I** | **II** | **III** | **IV** | **V** | **VI** |
| I | Teaching, Learning and Evaluation related activities |  |  |  |  |  |  |  |  |
| II | Professional Development, Co-curricular and Extension Activities |  |  |  |  |  |  |  |  |
| III | Research and Academic Contributions |  |  |  |  |  |  |  |  |
|  | **Total of II & III** |  |  |  |  |  |  |  |  |

**Part-C: Other Relevant Information**

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

|  |  |
| --- | --- |
| **S. No** | **Details (Mention Year, Value etc. where relevant)** |
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(Attach documentary proof in support of the information provided by you in this proforma)

**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 are correct as per records available with the university and/or documents enclosed with the application.

Date :

Place :

Signature & Designation of the Applicant

Certified that Dr. has been working as in this Department since

The particulars given in this application have been checked and verified from office records and are found to be correct.

**Head of the Deptt./ Coordinator of School/Centre/Principal**

**Director of the Instt./ Dean of the Faculty**