 **Annexure – A
Banaras Hindu University**

Pro-forma for Promotion of **DIRECTORS** of **Physical Education & Sports** under UGC-CAS, **2018**

**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 : |  |
|  | Spouse Name : |  |
|  | Nationality : |  |
|  | Religion : |  |
|  | The category you belong to : SC/ST/OBC/Gen/EWS/ |  |
|  | Department: Faculty/Instt.: |  |
|  | Present Designation on which you are working :  |  |
|  | Pay Scale with Academic Level of Pay in the pay matrix of the present post : |
|  | Date of Appointment/Promotion on the present post: |  |
|  | Position and Academic Level in the Pay Matrix for which you are an applicant under CAS: |
|  | Date of eligibility on promotion which you claim: |  |
|  | Address for Correspondence (with PIN Code): |  |
|  | Permanent Address (with PIN Code) : |  |
|  | Telephone No.: Mobile No.:e-mail: |  |

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

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| **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)**

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

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

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| **Designation** | **Name of Employer** | **Date of**  | **Salary with Academic Level of Pay** | **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 Academic Level of Pay** |
| **From** | **To** |
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1. **. Fields of specialization :**

**(a)..**

**(b)..**

1. **Orientation, Refresher, Research Methodology Course/Workshop, Training/ Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes, MOOCs Course:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Course/Programme** | **Institution** | **Duration** **(with Date)** | **Sponsoring Agency** |
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**Table – 5 of Appendix II**

**Assessment Criteria and Methodology for Directors of Physical Education and Sports**

(Please see detailed instructions before filling up this section)

**(Give separately for each year of the assessment period.)**

**Assessment Year ………………………………..**

**1) Attendance calculated in terms of percentage of days attended to the total number of days he/she is expected to attend:**(*Please enclose the documentary evidence for your claim*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No. of days assigned** | **No. of days attended** | **% of attendance** | **Grading** | **Document evidence Page No.** |
|  |  |  |  |  |
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**Grading Criteria:** 90 and above – **Good**, Above 80 but below 90- **Satisfactory**, Less than 80 - **Not satisfactory**.

**2) Organizing intra college competition :**(*Please enclose the documentary evidence for your claim*)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Details of competition** | **Name of disciplines** | **Number of disciplines** | **Grading** | **Document evidence Page No.** |
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**Grading Criteria: Good -** Intra college competition in more than 5 disciplines, **Satisfactory -** Intra college competition in 3-5 disciplines, **Unsatisfactory -** Neither good nor satisfactory.

**3) Institution participating in external competitions :**(*Please enclose the documentary evidence for your claim*)

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| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Details of external competition** | **Level of competition (National/State/ District)** | **Name of disciplines** | **Number of disciplines** | **Grading** | **Document evidence Page No.** |
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**Grading Criteria: Good -** National level competition in at least one discipline plus State/District level competition in at least 3 disciplines, **Satisfactory-** State level competition in at least one discipline plus district level competition in at least 3 disciplines **OR** District level competition in at least 5 disciplines, **Unsatisfactory -** Neither good nor satisfactory.

 **4) Up-gradation of sports and physical training infrastructure with scientific and technological inputs.** (*Please enclose the documentary evidence for your claim*)

| **S. No.** | **Details of up-gradation of sports and physical training infrastructure with scientific and technological inputs** | **Grading** | **Document evidence Page No.** |
| --- | --- | --- | --- |
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|  | **Development and maintenance of playfields and sports and physical Education facilities.**(*Please enclose the documentary evidence for your claim*) |
| **S. No.** | **Details of Development and maintenance of playfields and sports and physical Education facilities** | **Grading** | **Document evidence Page No.** |
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**Grading Criteria:** Good /Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.

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| **5) (i)** | **At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/ national/inter university/ inter college level competition.**(*Please enclose the documentary evidence for your claim*) |
| **S. No.** | **Details of competition organized** | **Level of competition (National/State/ Inter Univ./Inter College)** | **Document evidence Page No.** |
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| **(ii)** | **Being invited for coaching at state/ national level.**(*Please enclose the documentary evidence for your claim*) |
| **S. No.** | **Details, if invited as Coach** | **Level of coaching (National/State)** | **Document evidence Page No.** |
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| **(iii)** | **Organizing at least three workshops in a year.**(*Please enclose the documentary evidence for your claim*) |
| **S. No.** | **Particulars of workshops organized** | **Sponsoring Agency (if any)** | **Organizing year** | **Document evidence Page No.** |
|  |  |  |  |  |
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| **(iv)** | **Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.** |
|  | **Publications of at least one research paper in UGC approved journal.**(*Please enclose the documentary evidence for your claim*) |
| **S. No.** | **Title with page Nos. and Vol. No. including date of publication** | **Name of Journal** | **ISSN/ ISBN No.** | **Whether approved by the UGC (YES/NO)** | **Document evidence Page No.** |
|  |  |  |  |  |  |
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|  | **Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.**(*Please enclose the documentary evidence for your claim*). |
| **S. No.** | **Details of work assigned** | **Nature of work** | **Duration** | **Document evidence Page No.** |
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|  | **Grading** |  |

**Grading Criteria: Good:** Involved in any two activities, **Satisfactory:** 1 activity, **Not Satisfactory:** Not involved/ undertaken any of the activities.

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| **Overall Grading**  |  |
| **Overall Grading Criteria:****Good:** Good in Item 1 and satisfactory/ good in any two other items. **Satisfactory:** Satisfactory in Item 1 and satisfactory/ good in any other two items. **Not Satisfactory:** If neither good nor satisfactory in overall grading**.****Note**: i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. ii) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee. iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee. |

**Any other information:** (*Please enclose the documentary evidence for your claim*)

|  |  |
| --- | --- |
| **Sl. No.** | **Details** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
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| **6.** |  |
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| **9.** |  |
| **10.** |  |

**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 enclosedwith the application.

Date :

Place :

**Signature & Designation of the Applicant**

Certified that Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has been working as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Academic Level (Pay Matrix)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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**