Sikkim University

 PBAS Proforma for Promotion under CAS

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):

2.a. Father’s Name: b. Mother’s Name:

3. Department:

4. Current Designation & Grade Pay:

5. Date of last Promotion:

6. For which stage 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. a. Do you belong to SC/ST/OBC/PWD category ?

 b. If yes, mention the category:

13. Address for correspondence (with PIN code):

14. Permanent Address(with PIN code):

Telephone No: E-Mail:

15. Academic Qualifications (Matric till post graduation):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Examination | Name of the Board / University | Year of Passing | Percentage of marks obtained | Division / Class / Grade | Subject |
| High School / Matric |  |  |  |  |  |
| Intermediate/Higher Secondary |  |  |  |  |  |
| B.A./B.Sc./[B.Com](http://B.Com)./BPA/BBA/B. Pharm./B. Ed./Other\* |  |  |  |  |  |
| M.A./M.Sc./[M.Com/M](http://M.Com/M)PA/MBA/M. Pharm./M. Ed./ Other\* |  |  |  |  |  |
| Others examination, if any |  |  |  |  |  |

\* If other, specify the name of the Examination

16. Research Degree(s)

|  |  |  |  |
| --- | --- | --- | --- |
| Degrees | Title of Thesis | 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 | Salary with Grade Pay | Date of Joining/Leaving | Reason of leaving |
| Joining | Leaving |
|  |  |  |  |  |  |
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18. Posts held after appointment in this institution:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Designation | Department | Date of actual joining | Name of the Post | **Salary with Grade Pay** |
| From | To |
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19. Period of teaching experience (in years): P.G. Classes UG Classes

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

21. Fields of Specialisation under the Subject/Discipline

 (a)

 (b)

22. Areas of Special Interest:

23. Orientation / Refresher Course attended:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Course / Summer /Winter School | **Place** | **Date** | **Institution** |
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**PART B: ACADEMIC PERFORMANCE INDICATORS**

Name and Designation of Teacher:

Department:

School:

CATEGORY I: **TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES:**

* + The details provided by Teacher should be supported by relevant documents.
	+ Allocation hours should be calculated leaving out the periods of Leave, which includes ELs, ODL, Medical Leave, but not CL, SCL, duty leave)
	+ Academic Year denotes the period from July 1 to June 30th. For example Academic year 2016-17 denotes the period between 1 July 2016 and 30th June 2017.

Teaching(At Present):

I. Details of Papers presently handling:

 UG\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PG \_\_\_\_\_\_\_\_\_\_\_\_\_

 M.Phil/Ph.D \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Acad. Year | Degree | Titles of Papers Taught |
|  |  | Odd Semester | Even Semester |
|  | PG/UG | 1 | 1 |
|  | 2 | 2 |
|  | 3 | 3 |
|  | 4 | 4 |
| M.Phil/ Ph.D | 1 | 1 |
|  | 2 | 2 |
|  | PG/UG | 1 | 1 |
|  | 2 | 2 |
|  | 3 | 3 |
|  | 4 | 4 |
| M.Phil/ Ph.D | 1 | 1 |
|  | 2 | 2 |
|  | PG/UG | 1 | 1 |
|  | 2 | 2 |
|  | 3 | 3 |
|  | 4 | 4 |
| M.Phil/ Ph.D | 1 | 1 |
|  | 2 | 2 |
|  | PG/UG | 1 | 1 |
|  | 2 | 2 |
|  | 3 | 3 |
|  | 4 | 4 |
| M.Phil/ Ph.D | 1 | 1 |
|  | 2 | 2 |

**I.a. Direct Teaching:**

Score for Assistant Professor: Actual hours spent per academic year/7.5: Max. Score= 70

Score for Associate Professor & Professor: Actual hours spent per academic year/7.75: Max. Score= 60

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Year | Lectures (hrs) | Tutorial(hrs) | Project/Research Supervision(hrs) | Field Work(hrs) | Total hours | Average hours/Year | Score |
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**I.b. Evaluation Duties:**

Score: Actual hours spent per academic year/10:

 Max. Score= 20 (Assistant & Associate Professor), 10 (Professor)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Academic Year | Question Paper Setting/Moderation(in hrs)( 3hrs/paper) | Invigilation(in hrs) (3 hrs/ session) | Evaluation of AnswerScripts\*(inhrs) (3 scripts / hr) | Total hours | Average hours/Year | Score |
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 \* Dissertation/Thesis UG(8 hr)/PG(12 hr)/ MPhil(16 hr)/PhD(24 hr)

**I.c. Innovation, Mentoring etc.:**

Score: Actual hours spent per academic year/10:

 Max. Score= 10 (Assistant Professor), 15 (Associate Professor), 20 (Professor)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Year | Innovative Teaching-Learning Methodologies(inhrs) | Updating of subject contents/courses(inhrs) | Mentoring(inhrs) | Other(inhrs) | Total hours | Average hours/Year | Score |
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SUMMARY OF CATEGORY I

| Subcategory | Max. Score forAssistant/Associate Professor | Qualifying Score | Score Obtained |
| --- | --- | --- | --- |
| I.a | 70/60/60 |  |  |
| I.b. | 20/20/10 |  |  |
| I.c. | 10/15/20 |  |  |
| Total for I | 100/95/90 |  |  |

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

**II.a. Student related Co-curricular Extension and Field-based Activity** {Evidence to be provided for each of the activities]

Score: Actual hours spent per Academic Year / 10 ; Max Score: 15

**II.a(i) Discipline related co-curricular activities:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Year | Remedial Classes(inhrs) | Career Counseling(inhrs) | Student Seminar(inhrs) | Field work / Study Visit(inhrs) | Other(inhrs) | Total hours | Average hours/Year | Score |
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**II.a(ii) Cultural, Sports, NSS, NCC, etc.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Year | Cultural(inhrs) | Sports(inhrs) | NSS(in hrs) | NCC(in hrs) | Others (in hrs) | Total hours | Average Hours/Year | Score |
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**II.a (Iii) Extension and Dissemination Activities**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Year | Public/ Popular lecture(inhrs) | Talks(in hrs) | Seminars(inhrs) | Others\*(in hrs) | Total hours | Average hours /Year | Score |
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\* Including organizing conference/workshop/seminar

II.b: **Contribution to Corporate Life And Management**: (Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.Evidence to be provided)

Score: Actual hours spent per Academic Year / 10 ; Max Score: 15

**II.b(i) Administrative Responsibilities (requiring regular office hours):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Year | Dean/ Director (in hrs) | Head/Teacher-in-charge(in hrs) | Chairperson / Convener of Cell (in hrs) | Hostel Warden(in hrs) | Proctor / Provost(in hrs) | Other(in hrs) | Total hours | Average hours /Year | Score |
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**II.b(ii) Participation in Academic /Administrative Committee:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Year | AC /EC(inhrs) | School Board/ BoS(in hrs) | Cultural / Sports Committee(in hrs) | Disciplinary / Enquiry/ Inspection Committee(in hrs) | Advisory Committee / Board of affiliated College(in hrs) | Others (in hrs) | Total hours | Average hours /Year | Score |
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For II.b.Scores may be assessed as follows: HoD/In-charge/warden: 5; Dean/Director: 3; EC/AC/BoS members or Proctor/Provost: 2 ; members of committees/Board of affiliated colleges or building coordinator: 1;

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

Score: Actual hours spent per Academic Year / 10 ; Max Score: 15

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Year | Seminar / Conference(in hrs) | Talk / Lecture(in hrs) | Refresher/ Faculty Development course(in hrs) | Training Course(in hrs) | Industrial Experience(in hrs) | General articles/ other(in hrs) | Total hours | Average hours /Year | Score |
|  |  |  |  |  |  |  |  |  |  |
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SUMMARY OF CATEGORY II:

| Subcategory | Max. Score | Qualifying Score | Score Obtained |
| --- | --- | --- | --- |
| II.a | 15 |  |  |
| II.b | 15 |  |  |
| II.c | 15 |  |  |
| Total for category II | 45 |  |  |

CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS

**III A. RESEARCH PAPERS**(Attach proofs).

**III A. (i) Research Papers published in Refereed Journals as notified by the UGC**(Please attach separate sheet/add rows, if necessary)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Title of research paper(s)** | **Name of the journal**  | **Sl. No.****in UGC list** | **Publisher of the journal (City/ Country)** | **Whether Sole Author/ Co-author** | **Month & year of****publication,****volume, no.****&page****nos.** | **ISSN****No.** | **Impact****Factor** | **Score** |
|  |  |  |  |  |  |  |  |  |  |
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**Note:** 25 points per publication. Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 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 byall other authors.

**III A. (ii) Research Articles/Papers published in other reputed Journals as notified by UGC**(Please attach separate sheet/add rows, if necessary)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Title of research article / paper(s)** | **Name of the journal**  | **Sl. No.** **in****UGC** **list** | **Publisher of the journal (City/Country)** | **Whether Sole Author/ Co-author** | **Month & year of****publication,****volume, no.****&page****nos.** | **ISSN****No.** | **Score** |
|  |  |  |  |  |  |  |  |  |
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Note: 10 points per publication: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 byall other authors.

IIIB **RESEARCH PUBLICATIONS OTHER THAN JOURNAL ARTICLES (Attach proofs)**

**III B. (i) Books- Self authored/co-authored/edited(**Please attach separate sheet/add rows, if necessary)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Title oftheBook (s)** | **Whether Sole Author or** **Co-author** | **Name of Publisher** **(with city/ country)** | **International/National/Local Publisher or Central/State Govt. publication** | **Month& year of****publication** | **ISBN No.** | **Score** |
| **Title** | **Edit/Text/ Translation/ Reference/** |
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**III B (ii) Chapters contributed in edited books**(Please attach separate sheet/add rows if necessary)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Title of Chapter (s)** | **Title of the Book(s)** | **Whether Sole Author/ Co-author** | **Name of Publisher** **(with city/ country)** | **National/ International Publisher** | **Month & year of****Publication** | **ISBN No.** | **Score** |
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Note: 30 (International Publisher), 20 (National Publisher) and 15 (Local Publisher) per book for single author. 10 (International Publisher), 5 (National Publisher) per single author Book Chapter.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.

**III C** **RESEARCH PROJECTS** (Attach proofs)

 (Please indicate: (a) Major Projects; (b) Minor Projects; (c) Consultancy Projects; (d) Completed Research Projects; (e) Ongoing Research Projects; (f) Whether Outcome/Output of Projects/Policy Document forwarded to Sponsoring/Funding Government Agency(s) etc.)(Please attach separate sheet, if necessary)

**III. C.a. Completed Projects:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title/Subject of Research Project(s)** | **Whether major or minor project** | **Date of Commencement** | **Date of Completion**  | **Total Grants / Funding received****(Rs.)** | **Name of Sponsoring/ Funding Agency** | **Whether Outcome / Outputs sent to Sponsoring Govt. Agency** | **Whether final report published as monograph book** | **Score** |
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**III.C.b. Ongoing Projects:**

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| **Sl. No.** | **Title/Subject of Research Project(s)** | **Whether major or minor project** | **Date of Commencement** | **Date of Completion**  | **Total Grants / Funding received****(Rs.)** | **Name of Sponsoring/ Funding Agency** | **Whether Outcome / Outputs sent to Sponsoring Govt. Agency** | **Whether final report published as monograph book** | **Score** |
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Note:Scores are as follows:

l

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| --- | --- | --- | --- | --- |
| **Category** | **Activity** | **FacultyofSciences/****Engineering/Agriculture/ Medical/VeterinarySciences** | **FacultiesofLanguages/****Humanities/Arts/SocialSciences****/Library/Physicaleducation/ Management** | **Maximum score** |
| **III(C)****(i)** | SponsoredProjects | (a) MajorProjectswithgrantsaboveRs.30lakhs | MajorProjectswithgrantsaboveRs.5lakhs | 20perProject |
|  |  | (b) MajorProjectswithgrantsaboveRs.5lakhsuptoRs.30 lakhs | MajorProjectswithgrantsaboveRs.3lakhsuptoRs.5 lakhs | 15perProject |
|  |  | (c) MinorProjectswithgrantsabove Rs. 1 lakh up to Rs. 5 lakhs | MinorProjectswithgrantsaboveRs.1lakhuptoRs.3 lakhs | 10perProject |
| **III(C)****(ii)** | ConsultancyProjects | Amount mobilized with a minimum of Rs.10 lakhs | AmountmobilizedwithaminimumofRs.2lakhs | 10foreveryRs.10lakhs andRs.2lakhs,respectively |
| **III (C) (iii)** | ProjectsOutcome/ Outputs | Patent/Technologytransfer/ Product/Process | MajorPolicydocument preparedforinternational bodieslikeWHO/UNO/UNESCO/UNICEFetc.Central /StateGovt./LocalBodies | 30foreachInternational/20foreach nationallevel outputorpatent.MajorpolicydocumentofInternationalbodies-30CentralGovernment–20, StateGovt.-10Localbodies–5 |

In case of co-PI, 75% score will be awarded to PI and 25% score will be shared by co-PI(s).

**III D RESEARCH GUIDANCE:**(Attach Proofs)

| Sl. No. | Programme (PG/M.Phil/PhD | Name of the Candidate | Title of Research | Year of Registration | **Year of** Award/Submission |
| --- | --- | --- | --- | --- | --- |
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* No. of M.Phil. Candidates:

Being Supervised at Present Awarded Already:

* No. of Ph.D. Candidates:

Being Supervised at Present Awarded Already:

**Number of scholars who have been awarded M.Phil/Ph.D. degree or submitted M.Phil/Ph.D**

**under your supervision both as Guide and/or Co-Guide:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Degree** | **Submitted** | **Awarded** | **Score** |
| **(i) M.Phil Degree** |  |  |  |
| **(ii) Ph.D Degree:** |  |  |  |

**Note: 5 points per M.Phil. candidate awarded; For Ph.D. 15 points per candidate for degree awarded and 10 per candidate for thesis submitted**

**III E: FELLOWSHIPS/AWARDS, INVITED LECTURES/PAPERS AND E-LEARNING: (Attach Proofs)**

**III E (i) Details of Fellowships/Awards:** (Please attach separate sheet(s)/add rows if necessary)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the award/fellowship** | **Name of academic body/association given award/ fellowship** | **International/ National/****State body** | **Award/****Fellowship** |  **Is it Academic body or association** | **Score** |
|  |  |  |  |  |  |  |
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**Note: 15 points (international), 10 points (National) for award/fellowship and 5 points per award at state/ University level.**

**III E (ii) Invited Lectures/Papers presented in International/National/ State /University Level.**

(Please attach separate sheet(s)/add rows if necessary)

|  |  |  |  |  |  |  |  |
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| **Sl. No.** | **Title of Lecture delivered** | **Name of the Seminar/Conference** | **International/National Conference/Seminar**  | **Name & Place of Institution** | **Date of Lecture** | **Duration**  | **Score** |
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**Note:** 7 points (international), 5 points (National) and 3 points (State/University level) per lecture. 5 points (international), 3 points (National) and 2 points (State/University level) per paper presented. Thescoreunderthissub-category (III.E(ii))shallberestrictedto20%oftheminimumfixedforCategoryIIIforany assessmentperiod.

**III F. Development of e-learning delivery process/material**(Please attach separate sheet(s)/add rows if necessary)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the module** | **Subject** | **Organization for which it was developed** | **Period of development (with dates)**  | **Level for which it is developed UG/PG/etc.** | **Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Note**: Score: 10 points per module.

SUMMARY OF CATEGORY III:

| Subcategory | Score Obtained |
| --- | --- |
| IIIA |  |
| IIIB |  |
| IIIC |  |
| IIID |  |
| IIIE |  |
| Total III |  |

| Subcategory | Max. ScoreAssistant/ Associate Professor | Qualifying Score | Score Obtained |
| --- | --- | --- | --- |
| Category I | 100/95/90 |  |  |
| Category II | 45 |  |  |
| Category III | N.A. |  |  |
| Total for category II + III | N.A. |  |  |

Declaration

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby declare that the particulars furnished above are true to my knowledge.

Place: Date:

**Annexure: A**

**QUALIFYING ACADEMIC PERFORMANCE INDICATOR (API) SCORE FOR PROMOTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Assistant Professor** | **Assistant Professor****to Associate Professor** | **Associate Professor****to Professor** |
|  | Stage I to II | Stage II to III | Stage III to IV | Stage IV to V |
| I (per Year) | 80 | 80 | 75 | 70 |
| II (per Assessment period) | 50 | 50 | 50 | 50 |
| III (per Assessment period) | 20 | 50 | 75 | 100 |
| II + III (per Assessment period) | 90 | 120 | 150 | 180 |
| Assessment | Screening-cum-Evaluation | Selection Committee |