

**PERFORMANCE BASED ASSESSMENT SYSTEM
(PBAS)**

**CRITERIA AND METHODOLOGY PROFORMA
BASED ON UGC REGULATIONS DEVELOPED BY
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

of

**MAHARAJA GANGA SINGH UNIVERSITY
BIKANER**



**For promotion cases of teaching faculties under
Career Advancement Scheme (CAS) of UGC
during 2019-20**

**(As per UGC Regulations, 2010 & amendments made
thereon time to time and UGC Regulations, 2018)**



Maharaja Ganga Singh University Bikaner

PBAS Performa for Promotion under CAS PART A

Recent pass port
size photo of the
candidate

GENERAL INFORMATION AND ACADEMIC BACKGROUND

(Note: part – A of this application form shall be filled only once in the entire Assessment period)

1. Name (in Block Letters):
2. Father's Name:
3. Mother's Name:
4. Date and Place of Birth:
5. Sex:
6. Marital status:
7. Nationality:
8. Indicate whether belongs to SC/ST/OBC/Category:
9. Ex-Serviceman: Yes/No
10. Name of Post & Date of Joining services at MGSU:
11. Date of Confirmation of Service at MGSU:
12. Department:
13. Current Designation & Grade Pay/Level:
14. Date of Last Promotion:
15. The position and grade pay for which you are an applicant under CAS:
16. Date of Eligibility for Promotion:
17. Address for correspondence (with pin code):

18. Permanent Address (with Pin code):

19. Telephone No:

20. Email:

21. Fields of Specialization under the Subject/Discipline:

22. EDUCATION QUALIFICATIONS DETAILS

Examination/ Degree	Title of Degree/ Diploma	Specializ ation	Name of Board/ University	Year of Passing	Total Marks	Marks obtained	Division & Grade/ Percent- age	Annex -ure No.
High School/Sec. or equivalent								
Higher Secondary/P.U.C. equivalent/Senior Secondary/Inter or equivalent								
Graduation/B.A degree/ or equivalent								
Post Graduation/ M.A. Degree/ or equivalent								
L.L.B/5 Year Law								
Research Degree								
Any other Qualification								

23. RESEARCH DEGREE

Examination/ Research Degree	Subject	University	Title of Thesis/Dissertation	Date of Submission thesis/Dissertation	Date of Award of Thesis/Disse rtation	Anne xure No.
Ph. D Degree in concerned/Allied /Relevant Discipline						
Whether Qualified NET/SLET/Set etc. (Conducted by UGC/CSIR /ICAR/State)	Yes/No If yes Details- Subject- Year & Month of Passing- Qualified NET in which stream-					

24. TEACHING/RESEARCH EXPERIENCE

a. Appointments held prior to Joining this institution:

Teaching/ Research Experience in College/ University/ School/ other level	Name of the College University/ Institution	Subject	Status (Permanent/ Adahoc/ Contract/ Guest)	Designation	Pay-Scale/ Emoluments /Level	Period From (Date)	Period to (Date)	Total Experie nce in Years And Months	An nex ure No.

b. Posts held after appointment at this institution:

Name of the Department	Subject	Status	Designation	Pay-Scale/ Emoluments /Level	Period From (Date)	Period to (Date)	Total Experience in Years and Months	Annexure No.

--	--	--	--	--	--	--	--	--

25. ATTENDED ORIENTATION/REFRESHER COURSE/SWAYAM/ANY OTHER COURSE DURING THE ASSESSMENT PERIOD:

1. Orientation Course/Refresher Courses/ Research methodology/Workshops/ Syllabus Upgrading Workshop/ Soft Skills development Programmes/Teaching-Learning-Evaluation/Technology Programmes/Faculty Development Programme/SWAYAM courses etc. attended:

Name of the Course	University/Institution place	Course Duration	Sponsoring Agency (UGC/GoI /any other)	Annexure No.

2. CONTRIBUTION TOWARDS THE DEVELOPMENT OF E-CONTENT/MOOCs:

(Please mentioned the details only during the assessment period)

Name of the Course	Subject	University/ Institution & Place	Sponsoring Agency (UGC/GoI/ any other)	Contribution- (Developed/Conducted/any other)	Quadrant developed	How many modules of a course prepared	Annexure No.

26. In case of non completion of Orientation and /or Refresher course within periods prescribed in UGC Regulations prior to Regulations 2018 and on that basis, your promotion was adversely effected or you did not get the promotion in time - Yes/No

27. If Yeas, what is the actual promotion date under CAS?
.....

28. Have you ever been arrested or convicted by any Court of Law for any offense or is there any pending prosecution against you any Court of Law in the assessment period, if so give details. Yes/No

29. Have you ever been any disciplinary against you in service in the assessment period, if so details – Yes/No

30. Have you ever been declared to insolvent/ bankrupt in the assessment period, if so give details – Yes/No

31. Any other relevant Information:

32. Future Plans

(Please provide a brief outline of your future plans for teaching and research)

i. Teaching:

ii. Research:

Declaration

I hereby declare that the information/documents enclosed along with this filled in Proforma provided by me are correct and verifiable as per records available with the Campus, and I have carefully read the relevant provisions relation to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Name & Signature

Place:.....

Date:.....

.....
FOR USE BY

Head of the Department/Institution

Specific Remarks if any:

Name & Signature

.....



Maharaja Ganga Singh University Bikaner

PBAS Proforma for Promotion under CAS PART A

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma and the Guidelines issued by MGSU before filling this section)

[Important Note: Part b of this applicant form is having two parts- Section -1, and Section-2.

- Section -1 shall be filled by year wise performance pertaining to relevant assessment period.
- Whose promotion is due in Academic Level-11 and Academic Level -12, they shall fill the Section- based on their performance, during assessment period only
- Add/delete rows of tables given below, as required

Section -1

Assessment Year.....

Activity 1: Teaching-

Years	Name of the question paper/Subject taught	Level/Class	*Mode of Teaching	Total Classes/Hours Assigned (A)	Number of Classes taught (as per documented) (B)	$\frac{B}{A} * 100$	Annexure No.
2015-16							
2016-17							
2017-18							
2018-19							
2019-20							

*Lecture (Lec.). Seminar(S). Tutorial (T). Practical(P),Lab(L), Contact Hours (CH), And other teaching related activities.

No. of classes taught / Total No. of classes assigned * 100

Activity 2: Involvement in Students Related Activities/Research Activities

a. Administrative responsibilities such as Head, Chairperson/Dean/Director/Coordinator, Warden etc.

Years	Sr. No	Detail of Activities (Name/Place etc.)	Level (Campus/University/National/International)	Act as	From	To	Name of the Campus/University/Institution/Organization	Annexure No
2015-16								
2016-17								
2017-18								
2018-19								
2019-20								

b. Examination and evaluation duties assigned by the college/university or attending the examination paper evaluation.

Sr. No	Detail of Activities (Name/Place etc.)	Level (Campus/University/National/International)	Act as	From	To	Name of the Campus/University/Institution/Organization	Annexure No

c. Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS, Natya Mahotsav, Inter Campus Youth Festival, All India Elocution Contest and community services etc.

Sr. No	Detail of Activities (Name/Place etc.)	Level (Campus/University/National/International)	Act as	From	To	Name of the Campus/University/Institution/Organization	Annexure No

d. Organizing seminars/ conferences/ workshops, other college/ university activities.

Sr. No	Detail of Activities	Level (Campus/ University)	Act as	From	To	Name of the Campus/University/ Institution/Organization	Annexure No

e. Evidence of actively involved in guiding Ph. D students. (Research Guide)

Sr. No	Student Name	Title of Thesis	Name of the University	Act as Co-Guide/ Guide	Status (Awarded/ in Progress)	Ph. D Awarded date/ Date of Joining Ph. D. under Guidance	Annexure No

f. Conducting minor or major research project sponsored by national or international agencies.

Type of project (Major/ Minor) & National/ International)	Funded by	Title of the Project	Amount	Duration of the Project (in Yrs.)	Status of The Project (Completed/Progress)	Position in the Project (Principal Investigator Co-Principal/Investigator/Director/ any status)	Annexure No

Section -2

1. Research Paper published in UGC Approved Journal/ Peer-Reviewed Journal/ Referred Journals/ Non-Referred reputed journals/ CARE listed journals:

Year	Title of Article/ Research Paper	Name of Journal	Journals Published by	ISBN/ISSN No.	Whether UGC Approved/ Peer-Reviewed/Referred/CARE listed etc. details Please	Impact Factor (If Applicable)	Annexure No	API Score

2. Publication other than Research papers:

(a) Books authored which are published

Year	Books authored (Complete Book/Chapter in Edited book/Research Paper in Book)	Authorship (Sole Author/Co-author/Editor/Co-Editor/any other)	Title of Book/ Manuscript/ Journals	Details of publisher (National/International/Foreign)	ISBN/ISSN No.	Annexure No	API Score

b. Translation works in India and Foreign Languages by Qualified Faculties

Year	Books authored (Complete Book/Chapter in Edited book/Research Paper in Book)	Authorship (Sole Author/Co-author/Editor/Co-Editor/any other)	Indian Language/Foreign Language (Mention the language name)	Title of Book/Chapter or Research Paper	Details of Publisher (National/International/Foreign)	ISBN/ISSN No.	Annexure No	API Score

3. Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative Courses and curricula:

a. Development of Innovative pedagogy

Year	Details of the Programme	Subject Name of the	Program started	Programme Ended	Annexure No.	API Score

		Institution/University	from			

b. Design of new curricula and courses

Year	Details of the Course/ Curricula	Subject	Name of the Institution/ University	For which class/level	Course duration	Annexure No.	API Score

c. Contribution towards the Development of MOOCs:

Year	Name of the Course	Subject	Name of the University /Institution & Place	Sponsoring Agency (UGC/ GoI/others)	Contribution (Developed/ Conducted/ Any other)	No of Quadrant/ Modules/lecture developed	Annexure No.	API Score

d. Contribution towards the development of E-Content:

Year	Name of the Course	Subject	Name of the University /Institution & Place	Sponsoring Agency (UGC/ GoI/others)	Contribution (Developed/ Conducted/ Any other)	No of Quadrant/Modules/lecture developed	Complete Course/Paper/e-book	Annexure No.	API Score

--	--	--	--	--	--	--	--	--	--

4 (a) Evidence of actively involved in guiding Ph. D students. (Research Guide)

Year	Level (Ph. D/M.Ed/ M.Phil/ P.G. /D.lit)	Title of Thesis/ Dissertation	Name of the University /Campus	Act as a Guide/Co-guide	Status (Awarded/ In progress)	Ph.D. Awarded date/Date of joining Ph.D. under guidance	Annexure No.	API Score

(b) & (c) Research Projects (minor or major) Completed/Ongoing.

Year	Type of project (Major/Minor) & National/International	Funded by	Title of the Project	Amount	Duration of the Project (in Yrs.)	Status of The Project (Completed/Progress)	Position in the Project (Principal Investigator Co-Principal/Investigator/Director/ any status)	Annexure No

d. Consultancy

Year	Title	Agency	Duration of the Project (in Yrs.)	Grant/Amount Mobilized in Lakhs	Status of The Project (Completed/Progress)	Position in the Project (Principal Investigator Co-Principal/Investigator/Director/ any status)	Position the Project	Annexure No	API Score

5. (a) & (b) Patents/ Policy Documents:

Year	Patent/Policy Document	Description/Patent	Name of the International/Central/State Govt./Local bodies	Annexure No	API Score

(c) Awards/Fellowship

Year	Name of the Award	Description	Name of the International/Central/State Govt./Local bodies	Annexure No	API Score

6. Invited lectures/ Resource person/ Paper presentation in Seminars/ Conference/ Full paper in Conference Proceedings:

Year	Type (Seminar/Conference/Invited lectures)	Title of the programme	Paper presented/Participated/Resource Person/Other	Level (International-Abroad/International-within country/National/State/University)	Title of the Research paper	Date/Duration (From-to)	Organiser	Annexure No	API Score

7. Other Relevant Information/ Significant Contributions not mentioned earlier:

Note- Please mention details (Year, Value etc.) wherever relevant. Attach documentary proof (copies of certificates, sanctions orders, papers etc.) in support of the information provided by you in this proforma, whichever necessary

Declaration

I declare that all the statements made in the Application Form are true to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the advertisement, my promotion/ appointment is liable to be cancelled/terminated.

Place:

Signature of Applicant

Date:

Name and Designation

**Calculating Academic/Research Score
(Total Assessment Period as per Part-B of the application)**

Table2: Methodology for University and College Teachers for Calculating Academic/Research Score.

Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and acknowledgments for patent filing and approval letters. Students Ph. D. award letter, etc.

S. No	Academic/Research Activity	API Score Claimed for the year by the Applicant					API Score Evaluated by the Scrutiny Committee (Not to be filled by the Applicant)
		2015-16	2016-17	2017-18	2018-19	2019-20	
1.	Research Papers in Peer-Reviewed or UGC Listed Journals						
	Total						
2.	Publications (other than Research Papers)						
	a. Books authored which are published by;						
	International Publishers						
	National Publishers						
	Chapter in Edited Book						
	Editor of Book by International Publisher						
	Editor of Book by National Publisher						

b. Translation works in Indian and Foreign Languages by qualified faculties							
		2015-16	2016-17	2017-18	2018-19	2019-20	
	Chapter or research paper						
	Book						
	Total						
3.	Creation of OCT ,mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula						
		2015-16	2016-17	2017-18	2018-19	2019-20	
	a. Development of Innovative pedagogy						
	b. Desing of new curricula and courses						
	c. MOOCs						
	Development of complete MOOCs in 4 Quadrants (4 credit course)(In case of MOOCs Of lesser credits 05 marks/credit)						
	MOOCs (developed in 4 quadrants) per \module/lecture						
	Content writer/Subject matter expert for each module of MOOCS (at least one quadrant)						
	Course Coordinator for MOOCs (4 credit Course) (In case of MOOCs of lesser credits 02 Marks/credit)						
	d. E-content						
	Development of e-content in 4 quadrants for a complete course/e-course						
	e-content (developed in 4 quadrants) per module						
	Contribution to development of e-content module in complete course/Paper/e-book (at least one quadrant)						
	Editor of e-content for						

	complete Course/paper/e-book						
	Total						
4.	a. Research guidance	2015-16	2016-17	2017-18	2018-19	2019-20	
	Ph.D.						
	M. Phil./P.G dissertation						
	b. Research Projects Completed						
	More than 10 lakhs						
	Less than 10 lakhs						
	c. Research Projects Ongoing						
	More than 10 lakhs						
	Less than 10 lakhs						
	d. Consultancy						
	Total						
5.	a. Patents	2015-16	2016-17	2017-18	2018-19	2019-20	
	International						
	National						
	b.*Policy document (Submitted to an International body/organization lie UNO/UNESCO/World Bank/International Monetary Fund etc. or central Government or State Government)						
		2015-16	2016-17	2017-18	2018-19	2019-20	
	International						
	National						
	State						
	c. Awards/Fellowship						
	International						
	National						
	Total						
6.	*Invited lectures/ Resource Person/Paper presentation in Seminar/Conference/Full paper in Conference Proceedings (Paper Presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)						
		2015-16	2016-17	2017-18	2018-19	2019-20	
	International (Abroad)						
	National (within Country)						
	International						
	State/University						
	Total						

	Total	
<p>The Research score for research papers would be augmented as follows: Peer Reviewed or UGC-Listed Journals (Impact factor to be determined as per Thomson Reuters list):</p>		
<p>Paper in refereed Journals without impact factor -5 points Paper with impact factor less than 1-10 Points Paper with impact factor between 1 and 2 -15 Points Paper with impact factor between 2 and 5 -20 Points Paper with impact factor between 5 and 10 -25 Points Paper with impact factor >10 – 30 Points Two authors: 70% of total value of Publication for the First/Principal/Corresponding author and 30% of total value of Publication for each of the joint authors. Joint Project: Principal Investigator and Co-Investigator would get 50% each.</p> <p>Note: Paper presented if part of edited book or proceeding than it can be claimed only once. For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and co-supervisor. Supervisor And Co-supervisor, both shall get 7 Marks each. *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b) Policy Document and 6. Invited lectures/ Resource person/Paper presentation shall have an upper capping of thirty percent of the total Research score of the teacher concerned. The research score shall be from the minimum of three categories out of six categories.</p>		

**Signature of Applicant
Name and Designation**

Recommendations of the Screening cum Evaluation Committee

**Dean
(Name & Signature)**

**Vice Chancellor Nominee
(Name & Signature)**

**Subject Expert/s
(Name & Signature)**

Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility: i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.

ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.

iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (10 days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

iv) Published **three research papers** in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria: A teacher shall be promoted if;

- i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii) The promotion is recommended by the Screening-cm-evaluation committee.