

PBAS Proforma-cum-Application Format

for promotion of teachers under Career Advancement Scheme 2018, w.e.f. 07.08.2021.

(As per Notification by the Department of Higher and Technical Education

Government of Jharkhand: -पत्रांक-02/वि01-15/2019 (अंश) 492, दिनांक-24.02.2023 & पत्रांक-02/वि01-15/2019 (अंश)
2589, दिनांक-28.12.2023)

	Level of Promotion	Please ✓ the appropriate box:
1.	Assistant Professor (Stage 1 to Stage 2) [AGP - 6000 to 7000]	
2.	Assistant Professor (Stage 2 to Stage 3) [AGP - 7000 to 8000]	
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4) [AGP - 8000 to 9000]	
4.	Associate Professor (Stage 4) to Professor (Stage 5) [AGP - 9000 to 10000]	

Name of University

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

- Name of applicant :
- Father's Name :
- Subject :
- College/ University Department :
- Date of substantive appointment (as per pay fixation by HRD, Govt. of Jharkhand) :

D	D	M	M	Y	Y	Y	Y
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- Date of last promotion recommended by the Commission (as per university notification) :

D	D	M	M	Y	Y	Y	Y
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- Current Designation and Grade pay (as per pay fixation by HRD, Govt. of Jharkhand) :
- Which position and grade pay are you an applicant under CAS? :
- Date of eligibility for promotion :
- Period of Assessment (From) :

D	D	M	M	Y	Y	Y	Y
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(To) :

D	D	M	M	Y	Y	Y	Y
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- Date of Birth :

D	D	M	M	Y	Y	Y	Y
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- Sex :

13. Marital Status :
14. Nationality :
15. Indicate whether belongs to SC/ST/OBC category :
16. Address for Correspondence (with Pin code) :
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-
- District..... State.....
- PIN.....
17. Permanent Address (with Pin code), in case different from Sl.No.16 :
-
-
- District..... State.....
- PIN.....
18. Contact No. :
19. Email Id :

20. Academic Qualifications (Matric till Post- Graduation)

Examination	Board/ University/	Year of Passing	% of Marks obtained	Div./ Grade	Subjects
High School/ Matric					
Intermediate/+2					
Graduation					
Post- Graduation					
JRF/NET/SLET					
Other Exams. (if any)					

21. Research Degree(s)

Degree	Title	Date of Award	University/Institute
M.Phil/M.Tech.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			

22. Period of Teaching experience :.....(Years).....(Months)

23. Details of Teaching Experience (write chronologically from the initial appointment to the present position):

Name of the Univ./ College/Department	Name of post	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Remarks

24. Period of Research experience excluding years spend in M.Phil/Ph.D. (in years):.....

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

26. Fields of Specialization under the Subject/Discipline:

(a).

(b).

27. Post held after joining the University:

Sl. No.	Name of the Univ./College/ Department	Name of post	From	To	Nature of duties	Total Period	Remarks
1							
2							
3							

28. (a) Orientation Course Details (for promotion from Stage 1 to Stage 2):

Nature of the course	Institution	Duration & Date	Sponsoring Agency

(b) Refresher Course/ Research Methodology Course/ Workshop/ Syllabus Upgradation Workshop Training/Teaching – Learning-Evaluation Technology Programme / Faculty Development Programme attended/ MOOCs Course.

Name of the Course	Institution	Duration & Date	Sponsoring Agency

PART-B: APPENDIX-II

1. Table 1, Sl.No.1 – Category -I (Teaching and Learning)
2. Table 1, Sl. No. 2 – Category – II (Administrative, Examination/Evaluation, Co-curricular, extension and professional development related activities)
3. Table 2 – Category – III (Research and Academic contributions)

TABLE-1

Assessment Criteria and Methodology for University/College Teachers

(Please see detailed instructions before filling up this section)

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

Assessment Year.....

1) Teaching (Number of classes taught /total classes assigned) x 100 % *(Please enclose the documentary evidence for your claim)*

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

Sl. No.	Nature of Activity	Number of classes taught	Total classes assigned	Grading
Total				

2) Involvement in the University / College students related activities / research activities:

(Note: Number of activities can be within or across the broad categories of activities)

a) Administrative responsibilities such as Head, Chairperson /Dean / Director /Co-ordinator, Warden etc.

(Please enclose the documentary evidence for your claim)

Sl. No.	Nature of Administrative responsibility with details	Duration

b) Examination and evaluation duties assigned by the college / University or attending the examination paper evaluation. *(Please enclose the documentary evidence for your claim)*

Sl. No.	Nature of Duty with details	Duration

c) Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. *(Please enclose the documentary evidence for your claim)*

Sl. No.	Nature of Activity with details	Duration

d) Organising seminars/ conferences/ workshops, other college/ university activities. *(Please enclose the documentary evidence for your claim)*

Sl. No.	Name of Activity with details	Duration

e) Evidence of actively involved in guiding Ph. D. students. *(Please enclose the documentary evidence for your claim)*

Sl. No.	Details of Ph.D. guidance	Duration

f) Conducting minor or major research project sponsored by national or international agencies. *(Please enclose the documentary evidence for your claim)*

Sl. No.	Details of project	Agency	Amount (Rs.)

g) At least one single or joint publication in SCI Journals / Scopus Indexed / Peer-reviewed or UGC list of Journals. *(Please enclose the documentary evidence for your claim)*

Sl. No.	Details of publication	ISSN / ISBN No.	Whether Peer-reviewed or UGC Listed Journal

Grading for Sl.No.2 (a to f) {Please (✓) on grading claimed}

Good	Satisfactory	Not Satisfactory

Grading Criteria –

- 1- 80% & above - **Good**, below 80% but 70% & above-**Satisfactory** & Less than 70% - **Not satisfactory**,
- 2- **Good** - Involved in at least 3 activities, **Satisfactory**-1-2 activities, **Not satisfactory**- Not involved / undertaken any of the activities.

Note: Number of activities can be within or across the broad categories of activities

Overall Grading –

Good: Good in teaching and satisfactory or good in activity at Sl. No.2.

OR

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No.2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher of such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/ her absence from his/ her teaching responsibilities subject to the condition that such leave/ deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances or the parent institution.

PART-B: APPENDIX-II

TABLE – 2

Methodology for University/ College Teachers for calculating Academic/Research Score

1. Research Papers in Peer Reviewed or refereed Journals/ UGC listed Journals:

(Please enclose the documentary evidence for your claim)

Sl. No.	Title with page Nos. and Vol. No.	Name of Journal	ISSN/ISBN No.	Impact factor, if any	Peer reviewed or refereed Journals/UGC/ Listed Journals	Authorship: Sole / First / Principal/Corresponding/ Supervisor/Mentor/ Co-author	No. of authors	Academic/ Research Score

2. Publications (other than Research Papers)

a) Books Authored/Editor of Book: *(Please enclose the documentary evidence for your claim)*

Sl. No	Title with page nos.	Level of Publisher (International / National)	Publisher & ISSN / ISBN No.	Authorship: Sole Author /Co-author/ Editor	No. of authors	Academic/ Research Score

Chapter in Edited Book: *(Please enclose the documentary evidence for your claim)*

Sl. No	Chapter title with page nos.	Book title & Publisher (International / National)	ISSN/ISBN No.	Authorship: Sole Author/Co-author/Editor	No. of authors	Academic/Research Score

b) Translation works in Indian and Foreign Languages by qualified faculties:

(Please enclose the documentary evidence for your claim)

Sl. No	Type of publication (Book/Chapter/Research Paper)	Chapter/Research Paper title with page nos.	Book title & Publisher	ISSN/ IBSN No.	Authorship: Sole Author/ Co-author/ Edit or	No. of authors	Academic/ Research 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: *(Please enclose the documentary evidence for your claim)*

Sl. No	Brief description	Organization for which it was developed	Level: (PG/UG)	Academic/Research Score

b) Design of new curricula and courses: *(Please enclose the documentary evidence for your claim)*

Sl. No	Brief description	Organization for which it was developed	Level: (PG/UG)	Academic/Research Score

c) MOOCs: *(Please enclose the documentary evidence for your claim)*

Sl. No	Brief description	Organization for which it was developed	Level: (PG/UG)	Academic/Research Score
(i)	Development of complete MOOC in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 5 marks/credit) : <i>(Please also specify the number of credit course)</i>			
(ii)	MOOCs (developed in 4 quadrant) per module/lecture			
(iii)	Content writer/ subject matter expert for each module of MOOCs (at least one quadrant)			
(iv)	Course Coordinator for MOOCs (4credit course) (In case of MOOCs of lesser credits 2 marks/credit) : <i>(Please also specify the number of credit course)</i>			
Sl. No	Brief description	Organization for which it was developed	Level: (PG/UG)	Academic/Research Score

d) E- Content: <i>(Please enclose the documentary evidence for your claim)</i>				
Sl. No	Brief description	Organization for which it was developed	Level: (PG/UG)	Academic/Research Score
(i)	Development of e-Content in 4 quadrants for a complete course/e-book			
(ii)	e-Content (developed in 4 quadrant) per module			
(iii)	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)			
(iv)	Editor of e-content for complete course/paper/e-book			

4.a) Research Guidance as Supervisor or Co-Supervisor: *(Please enclose the documentary evidence for your claim)*

	Number enrolled	No. of Thesis Submitted With date of submission	No. of Degree Awarded with date of award	Academic/Research Score
Ph.D.				
M.Phil./P.G. Dissertation				

b) Research Project Completed: *(Please enclose the documentary evidence for your claim)*

Sl. No	Title of Project	Funding Agency	Period	Amount of Grant (In Lac)	Academic/ Research Score

c) Research Project Ongoing: *(Please enclose the documentary evidence for your claim)*

Sl. No	Title of Project	Funding Agency	Period	Amount of Grant (In Lac)	Academic/ Research Score

d) Consultancy: *(Please enclose the documentary evidence for your claim)*

Sl. No	Title of Project	Funding Agency	Period	Amount of mobilized with (In Lac)	Academic/ Research Score

5. a) Patents: *(Please enclose the documentary evidence for your claim)*

Sl. No	Description of Patent with Patent Number	Level of Patent (International/ National)	Status (Filed/ Approved)	Date of Filing/ Approval	Name of Patent Agency	Academic/ Research Score

b) *Policy Documents (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government of State Government): *(Please enclose the documentary evidence for your claim)*

Sl. No	Description of Policy Document	Level of Policy Document (International/ National/ State)	Submitted to International body/organization Like UNO/UNESCO/World Bank/ International Monetary Fund etc. of Central Govt. or State Govt.	Date of submission	Academic/ Research Score

c) Awards/ Fellowships: *(Please enclose the documentary evidence for your claim)*

Sl. No	Whether Award or Fellowship	Details of Fellowship/Award	Level of Award/Fellowship (International / National) given by Government/ Government Bodies	Academic/ Research Score	Score verified by the Committee

6). *Invited Lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once): *(Please enclose the documentary evidence for your claim)*

Sl. No	Title of Paper Presented/Lecture/Paper published in Proceeding	Title of Conference/Seminar	Organizer (s)	*Date	Level of paper (International (Abroad)/ International (within country) /National/State or University level)	Academic/ Research Score
Invited Lectures delivered in Conferences, Seminars						
Resource Person in Conferences, Seminars						
Full Paper in Conference Proceedings						

PART-C: OTHER RELEVANT INFORMATION

1. Did the applicant apply for any promotion earlier, which was denied?

Name of the post applied for:

Year in which applied:

2. Whether any disciplinary action has been taken against you? If yes, please give details.

3. Please give details of any other credentials, significant contributions, awards received etc. not mentioned earlier in this proforma.

Sl. No	Details (Mention Year, etc., where relevant)
(i)	
(ii)	

Total no. of Certificates/ testimonials attached with the application :.....

Certified that the information furnished in the aforesaid paragraphs and the documentary evidence furnished are true and correct. For any omission and commission or wrong information, I shall be held solely responsible.

Date:

Place:

Signature of the Applicant

List of Enclosures (Please attach self-attested documents):

To be filled in by the Head of Institution/Department

1) Certified that the statement made above by the applicant (Name.....
....., College/University Dept.....)

have been found true and correct as per records enclosed along with duly filled PBAS Proforma.

2) Certified that C.C.R. of the applicant is attached herewith in a sealed cover along with each application.

3) Certified that statements made in the application have been verified.

**Signature of the Head of the
Institution/Department**

Date:

(To be filled in by the Office of the Registrar)

The application has been checked and found complete in all respects or incomplete in the following respect: -

Nothing in the records of the University is known to the contrary of the statement made by the applicant and certified by the Head of the Institution/Department concerned.

Signature of the Registrar

Date:

SEAL OF THE UNIVERSITY