**Girijananda Chowdhury University, Assam**

**PBAS Proforma for Promotion under CAS**

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name(in Block Letters):
2. Father's Name /Mother's Name:
3. Department:
4. Current Designation & Grade Pay:
5. Date of last Promotion:
6. Which position 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:

1. Indicate whether belongs to SC/ST/OBC category:
2. Address for correspondence(with Pincode)
3. Permanent Address(with Pincode)

Telephone No:

Email:

15. Academic Qualifications (Matric till post graduation):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Examinations | Name of the Board/ University | Year of Passing | Percentage of marks obtained | Division/Class/  Grade | Subject |
| High School/ Matric |  |  |  |  |  |
| Intermediate |  |  |  |  |  |
| B.A./B.Sc/B.Com/B.Mus |  |  |  |  |  |
| M.A/M.Sc./M.Com/  M.Mus |  |  |  |  |  |
| Others examination, if any |  |  |  |  |  |

16. Research Degree(s):

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | Title | 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 | Date of | | Salary with Grade | Reason of leaving |
| Joining | Leaving |
|  |  |  |  |  |  |
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18. Posts held after appointment at this institution:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Designation | Department | Date of actual Joining | | Grade |
| From | To |
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19. Period of teaching experience:

P.G. Classes(in years): U.G. Classes (in years):

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

21. Fields of Specialisation under the Subject/Discipline

a)….

b)….

22. Academic Staff College Orientation/Refresher course attended:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the course/ Summer School | Place | Duration | Sponsoring Agency |
|  |  |  |  |
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PART B: ACADEMIC PERFORMANCE INDICATOR

(Please see detailed instructions of this PBAS proforma before filling out this section)

CATEGORY:I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

1. **Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl no | Course/Paper | Level | Mode of Teaching\* | Hours per week allotted | % of classes taken as per documented record |
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#### \*Lecture(L), Seminar(S), Tutorial(T), Practical(P), Contact Hours(C)

|  |  |  |
| --- | --- | --- |
|  |  | API Score |
| a) | Classes Taken (max 50 for 100% performance & proportionate score upto 80% performance, below which no score may be given) |  |
| b) | Teaching Load in excess of UGC norm (max score:10) |  |

**(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl no | Course/Paper | Consulted | Prescribed | Additional Resource provided |
|  |  |  |  |  |
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| API score based on Preparation and imparting of knowledge/  Instructions per curriculum & syllabus enrichment by providing additional resources to Students (max.score:20) | | | | API Score |
|  |

**(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course of Improvement etc.**

|  |  |  |
| --- | --- | --- |
| Sl No | Short Description | API score |
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|  | Total Score (Max Score:20) |  |

**(iv)** **Examination duties assigned and performed**

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| --- | --- | --- | --- | --- |
| Sl No | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score |
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|  | **Total Score (Max: 25)** |  |  |  |

Category II: CO-CURRICULAR, EXTENSION, PROFESSIONAL, DEVELOPMENT RELATED ACTIVITIES

(Please mention your contribution to any of the following)

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| --- | --- | --- | --- |
| Sl No. | Type of Activities | Average Hrs./Week | API Score |
| i) | **Extension, Co-Curricular & field-based Activities** | | |
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|  | **Total (Maximum :20)** |  |  |
| ii) | **Contribution to corporate life and management of the Institution** | Yearly/semester wise responsibilities | API Score |
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|  | **Total ( Maximum : 15)** |  |  |
| iii) | **Professional Development Activities** |  |  |
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|  | **Total (Maximum :15)** |  |  |
|  | **Total Score ( i+ii+iii) (Maximum :25)** |  |  |

Category: III. RESEARCH, PUBLICATION & ACADEMIC CONTRIBUTION

1. **Published Papers in Journals**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Title with Page Nos** | **Journal** | **ISSN /ISBN No.** | **Whether peer reviewed/Indexed (Impact factor, if any)** | **No. of Co-authors** | **Whether you are the main author** | **API Score** |
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**B(i) Articles / Chapters published in Books**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Title with page no.** | **Book Title , editor & Publisher** | **ISSN/ISBN NO.** | **Whether peer reviewed** | **No. of Co-authors** | **Whether you are the main author** | **API Score** |
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**B(ii)Full papers in Conference Proceedings**

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| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Title with page no.** | **Details of conference Publications** | **ISSN/ISBN NO.** | **No. of Co-authors** | **Whether you are the main author** | **API Score** |
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**B(iii) Books published as single author or as editor**

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| **Sl.**  **No.** | **Title with page no.** | **Type of book & authorship** | **Publisher & ISSN/ISBN NO.** | **Whether peer reviewed** | **No. of Co-authors** | **Whether you are the main author** | **API Score** |
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**C) Ongoing and completed Research Projects and Consultancies**

**C.(i) & (ii) Ongoing Projects/ Consultancies**

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| --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Title** | **Agency** | **Period** | **Grant/ amount mobilized(Rs. Lakh)** | **API Score** |
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**C.(iii) & (iv) Completed Projects/ Consultancies**

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| **Sl.**  **No.** | **Title** | **Agency** | **Period** | **Grant/amount mobilized (Rs. Lakh)** | **Whether policy document / patent as outcome** | **API Score** |
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**D) Research Guidance**

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| --- | --- | --- | --- | --- |
| **Sl.No.** | **Number enrolled** | **Thesis submitted** | **Degree awarded** | **API score** |
| M.E./M.Tech/ Master in appropriate field |  |  |  |  |
| Ph.D or equivalent |  |  |  |  |

**E (i) Training Courses, teaching-learning- evaluation technology programmes, faculty Development Programme (not less than one week duration):**

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| **Sl.No.** | **Programme** | **Duration** | **Organized by** | **API Score** |
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**E(ii) Papers presented in conferences, seminars, workshop, symposia**

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| **Sl.no.** | **Title of the paper presented** | **Title of conference/seminar** | **Organized by** | **Whether International/ national/state/regional college or University level** | **API Score** |
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**E(iii) Invited lectures/ Chairmanships at National or international conference/seminars etc.**

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| **Sl.no.** | **Title of the Lecture / Academic session** | **Title of conference/seminar** | **Organized by** | **Whether International/ national/state/regional college or University level** | **API Score** |
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(iv) **SUMMARY OF API SCORES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Criteria** | **Last academic year** | **Total API score for assessment period** | **Annual average API score for assessment period** |
| **I** | **Teaching, learning and evaluation related activities** |  |  |  |
| **II** | **Co-curricular, extension and professional development related activities** |  |  |  |
|  | **Total(i+ii)** |  |  |  |
| **III** | **Research and academic contribution** |  |  |  |

**PART:C :**

**OTHER RELEVANT INFORMATION**

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

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| --- | --- | --- | --- | --- | --- |
| **Sl.no.** | **Details (mention year, value etc where relevant)** | | | | |
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**LIST OF ENCLOSURES (*Please attach, copies of certificates, sanction orders, papers etc., wherever necessary)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.no.** |  | **Sl.no.** |  |
| **1** |  | **8** |  |
| **2** |  | **9** |  |
| **3** |  | **10** |  |
| **4** |  | **11** |  |
| **5** |  | **12** |  |
| **6** |  | **13** |  |
| **7** |  | **14** |  |

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filled PBAS Proforma.

Signature of faculty

With Designation, place and date

Signature of the HOD/School Chairperson/Principal

**N.B. The individual PBAS Proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the University as necessary and placed before the Screening cum Evaluation committee or Selection committee for assessment/verification.**