**Appendix – I**



**TUMKUR UNIVERSITY**

**PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR PROMOTION**

**UNDER CAREER ADVANCEMENT SCHEME AS PER UGC REGULATIONS-2018**

**(In accordance with UGC regulations-2018 and subsequent amendments)**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application for promotion from:** Academic Level \_\_\_\_\_\_\_ to Academic Level \_\_\_\_\_\_

(Please indicate whichever is applicable)

**(To be submitted in 04 sets along with all enclosures)**

**PART-A: GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
|  | **Period of Assessment for promotion:** | From:\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1 | Name (in Block Letters) |  |  |  |
| 2 | Father’s Name/Mother’s Name |  |  |  |
| 3 | Nationality |  |  |  |  |
| 4 | Date and Place of Birth |  |  |  |
| 5 | Gender |  |  |  |  |
| 6 | Marital Status |  |  |  |  |
| 7 | category: Indicate |  |  |  |  |
|  |  | SC/ST/OBC /General category |  |  |  |
| 8 | Date and Post of Joining service at |  |  |  |
|  |  | Tumkur University |  |  |  |  |
| 9 | Whether belonging to Hyderabad Karnataka region. |  |  |  |
| 10 | Date of Last Promotion with |  |  |  |
|  |  | Post/Grade promoted to (a copy to be attached) |  |  |  |
| 11 | Current Designation and Pay Scale |  |  |  |
| 12 | Which position and grade pay are you |  |  |  |
|  |  | an applicant under CAS? |  |  |  |
| 13 | Date of eligibility for promotion |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

14 Permanent Address with PINCODE

15 Address for Communication with

PINCODE

1. Phone numbers (Off. Res. Mob) and e-mail Address

**17. Academic qualifications:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Qualification | Subjects/ | University/ | Duration of | Date of | % | of |
|  | Specialization | Board | Study | award | marks |  |
|  |  |  | from-to |  | obtained |
|  |  |  | dates |  |  |  |
| Bachelor’s Degree |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Master’s Degree |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| M.Phil. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Ph.D. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| D.Sc./D.Litt. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Other Qualifications |  |  |  |  |  |  |
| (if any) |  |  |  |  |  |  |

18**. Record of academic service prior to joining, (enclose relevant experience certificates)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Institution** | **Designation** | **Essential****qualifications****for the post at****the time****of appointment** | **Nature****of****appointment****(Regular/Fixed****term/****Temporary/****Adhoc.)** | **Nature of****Duties****(Teaching/****research/****Others)** | **Pay-****Scale** | **Date****of****Joining****and****Date****of****leaving** | **Reasons of****Leaving.** |
|  |  |
|  |  |
|  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

19. **Record of Service in Tumkur University.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Designation** | **Essential****qualifications for****the post at the****time of****appointment** | **Nature of****Appointment****(Regular/ Contract /****Temporary/ Adhoc/****Guest)** | **Nature of Duties****(Teaching/,****Research/ Guidance****of Research/****Administration)** | **Pay-****Scale** | **Duration****from- to****dates** | **Total period****Yr. M. Days** |
|  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
|  |

**20. Period of teaching Experience:** P.G. Classes (in Years and months)

|  |
| --- |
|  |

 U.G. Classes (in Years and months)

|  |
| --- |
|  |

**21. Research Experience excluding years spent in M.Phil.**

 **/Ph.D. (in Years and months)**

1. **Fields of Specialization under the Subject/Discipline**
2. **Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme/** **MOOCs course (During the assessment period)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nature of the Course**  | **Place** | **Duration** | **Sponsoring Agency** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Published research papers in the peer-reviewed journals or UGC-listed journals(During the assessment period)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl | Title of Paper | Name | of | Date | of | Volume |
| no |  | Journal/ |  | Publication | and Issue |
|  |  | Publisher | in | and | impact | Number |
|  |  | case of Book |  | factor if any | and pages |
| 1 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**25. Any other relevant information:**

**Place :**

**Date:**

 **Signature of the Applicant**

**Appendix – II**

**Table - 1**

1. **Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary) ( Number of classes taught/ total classes assigned) \*100% (Give year-wise details, wherever necessary)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Assessment Years and Semester** | **Course/****Paper** | **Mode of teaching\*** | **Number of class assigned** | **Number of class taught** | **% of Classes taken as per documented record** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**\*Lecture (L), Seminar(S), Tutorial (T), Practical (P), Contact Hours (C)**

**80% & above – Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory**

1. **Involvement in the University/College students related activities/research activities:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Activity** | **Grading Criteria** | **Overall Grading for Assessment Period** |
| **1.** | 1. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.
2. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.
3. 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.
4. Organising seminars/ conferences/ workshops, other college/university activities.
5. Evidence of actively involved in guiding Ph.D students.
6. Conducting minor or major research project sponsored by national or international agencies.
7. At least one single or joint publication in peer- reviewed or UGC list of Journals.
 | Good - Involved in at least 3 activities Satisfactory - 1-2 activitiesNot-satisfactory - Not involved / undertaken any of the activities**Note:**Number of activities can be within or across the broad categories of activities |  |  |  |  |  |

**Table - 2**

1. **Research Papers in Peer-Reviewed or UGC listed Journals**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S N** | **Title, Journal with volume, Year and Page No.s** | **First / Corresponding author** | **Co-author** | **ISSN/ ISBN No.** | **Impact Factor** | **API Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**a) Publications (other than Research papers)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Title with** **page No.**  | **Book title, editor/****publisher** | **International publishers** | **National Publishers** | **Chapter in Edited Book** | **Editor of** **Book by International Publisher** | **Editor of Book by National Publisher** | **Score** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Activity** | **Chapter or Research paper** | **Book** | **Score** |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**

|  |
| --- |
| **(a) Development of Innovative pedagogy** |
| **(b) Design of new curricula and courses** |
| **(c) MOOCs** |
| **(d) E-Content** |

|  |  |  |
| --- | --- | --- |
| year | Activity | Score |
|  |  |  |
|  |  |  |

1. **Research guidance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| year | Name ofStudents | Ph. D/M.Phil/PGdissertation | Awarded /Submittted | Score |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Research Project (completed/on-going)**

|  |
| --- |
| **projects and consultancies** |
| S N | Title | Agency  | Period | Grant/amount | Score |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Patents/ Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)awards/ fellowship**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **International** | **National** | **score** |
|  |  |  |  |
|  |  |  |  |

1. **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)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S N** | **Title with Page No.s** | **International (Abroad/Within country)/ National / State/University** | **First / corresponding author** | **Co-authors** | **Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**LIST OF ENCLOSURES:**

*(Please attach copies of certificates, sanction orders, papers etc., wherever necessary)*

1.

2.

3.

4.

5.

6.

7.

8.

**D E C L A R A T I O N**

I hereby declare that all information given in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature for promotion is liable to be cancelled.

Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Signature of the Applicant***

**Table 1**

**Assessment Criteria and Methodology for University/College Teachers**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Activity** | **Grading Criteria** |
| **1.** | Teaching: (Number of classes taught/total classes assigned)x100%(Classes taught includes sessions on tutorials, lab and other teaching related activities) | 80% & above - GoodBelow 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory |
| **2.** | Involvement in the University/College students related activities/research activities:1. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.
2. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.
3. 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.
4. Organising seminars/ conferences/ workshops, other college/university activities.
5. Evidence of actively involved in guiding Ph.D students.
6. Conducting minor or major research project sponsored by national or international agencies.
7. At least one single or joint publication in peer- reviewed or UGC list of Journals.
 | Good - Involved in at least 3 activities Satisfactory - 1-2 activitiesNot-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 on 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 of the parent institution. |

**Table 2**

**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 completion certificates issued by the University and acknowledgements for patent filing and approval letters, students’ Ph.D. award letter, etc,.)

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N.** | **Academic/Research Activity** | **Faculty of****Sciences** | **Faculty of Languages/ Humanities/ Arts/ Social Sciences/ Library / Physical Education/ Commerce/ Management & other related disciplines** |
| 1. | **Research Papers in Peer-Reviewed or UGC listed Journals** | 08 per paper | 10 per paper |
| 2. | **Publications (other than Research papers)** |  |  |
|  | **(a) Books authored which are published by ;** |  |  |
|  | International publishers | 12 | 12 |
|  | National Publishers | 10 | 10 |
|  | Chapter in Edited Book | 05 | 05 |
|  | Editor of Book by International Publisher | 10 | 10 |
|  | Editor of Book by National Publisher | 08 | 08 |
|  |  |  |  |
|  |  |  |  |
|  | **(b) Translation works in Indian and Foreign Languages by qualified faculties** |  |  |
|  | Chapter or Research paper | 03 | 03 |
|  | Book | 08 | 08 |
| 3. | **Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula** |  |  |
|  | **(a) Development of Innovative pedagogy** | 05 | 05 |
|  | **(b) Design of new curricula and courses** | 02 per curricula/course | 02 per curricula/course |
|  | **(c) MOOCs** |  |  |
|  | Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit) | 20 | 20 |
|  | MOOCs (developed in 4 quadrant) per module/lecture | 05 | 05 |
|  | Content writer/subject matter expert for each module of MOOCs (at least one quadrant) | 02 | 02 |
|  | Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit) | 08 | 08 |
|  | **(d) E-Content** |  |  |
|  | Development of e-Content in 4 quadrants for a complete course/e-book | 12 | 12 |
|  | e-Content (developed in 4 quadrants) per module | 05 | 05 |
|  | Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) | 02 | 02 |
|  | Editor of e-content for complete course/ paper /e-book | 10 | 10 |
| 4 | **(a) Research guidance** |  |  |
|  | Ph.D. | 10 per degree awarded 05 per thesis submitted | 10 per degree awarded 05 per thesis submitted |
|  | M.Phil./P.G dissertation | 02 per degree awarded | 02 per degree awarded |
| . | **(b) Research Projects Completed** |  |  |
|  | More than 10 lakhs | 10 | 10 |
|  | Less than 10 lakhs | 05 | 05 |
|  | **(c) Research Projects Ongoing :** |  |  |
|  | More than 10 lakhs | 05 | 05 |
|  | Less than 10 lakhs | 02 | 02 |
|  | **(d) Consultancy** | 03 | 03 |
| 5 | **(a) Patents** |  |  |
|  | International | 10 | 10 |
|  | National | 07 | 07 |
|  | **(b) \*Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)** |  |  |
|  | International | 10 | 10 |
|  | National | 07 | 07 |
|  | State | 04 | 04 |
|  | **(c) Awards/Fellowship** |  |  |
|  | International | 07 | 07 |
|  | National | 05 | 05 |
| 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)** |  |  |
|  | International (Abroad) | 07 | 07 |
|  | International (within country) | 05 | 05 |
|  | National | 03 | 03 |
|  | State/University | 02 | 02 |

**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) :

1. Paper in refereed journals without impact factor - 5 Points
2. Paper with impact factor less than 1 - 10 Points
3. Paper with impact factor between 1 and 2 - 15 Points
4. Paper with impact factor between 2 and 5 - 20 Points
5. Paper with impact factor between 5 and 10 - 25 Points
6. Paper with impact factor >10 - 30 Points
7. Two authors: 70% of total value of publication for each author.
8. More than 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 Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

* + Paper presented if part of edited book or proceeding then 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.

**Date**

**Signature of the Applicant**

**GUIDELINES FOR FILLING UP OF APPLICATION**

**(Table 2 OF THE PBAS PROFORMA)**

Table 2 of the Proforma is based on the UGC Regulations 2018. It is to be filled for the recently completed academic year.

The Proforma has to be filled as per UGC Regulations 2018 and self-assessment scores given. For each category, maximum scores that can be given or carried forward are indicated in the table.

Enclose the letter of evidences in support of your claim.

The self-assessment scores are further to be based on the indicators/activities given below.

Note:

1. Please go through the eligibilty criteria in UGC Regulation for CAS promotion .
2. The self-assessment scores are subject to verification by the University/College, and by the Screening cum verification committee or Selection Committee as the case may be.