****

**NATIONAL SANSKRIT UNIVERSITY**

**(A Central University)**

**TIRUPATI – 517 507**

**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 Academic level/Stage are you**

**an applicant under CAS? :**

1. **Date of eligibility for promotion :**
2. **Date and Place of Birth :**
3. **Sex :**
4. **Marital Status :**
5. **Nationality :**
6. **Indicate whether belongs to SC/ST**

**/OBC/PwD category :**

1. **Address for correspondence**

**(with Pincode) :**

1. **Permanent Address (with Pincode) :**

**Telephone No: i. Mobile: ii. Land Line:**

**Email:**

1. **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 |  |  |  |  |  |
| B.A./B.Sc./B.Com/  B. Mus |  |  |  |  |  |
| M.A./M.Sc./M.Com. /M.Mus. |  |  |  |  |  |
| Other examinations, if any |  |  |  |  |  |

1. **Academic Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degrees** | **Title** | **Date of award** | **University** |
| M.Phil |  |  |  |
| Ph.D./D.Phil. |  |  |  |
| D.Sc./D.Litt. |  |  |  |

1. **Appointments held prior to joining this institution:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation** | **Name of the Employer** | **Date of Joining** | | **Salary with Grade** | **Reason of leaving** |
| **Joining** | **Leaving** |
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**18. Posts held after appointment at this institution :**

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| --- | --- | --- | --- | --- |
| **Designation** | **Department** | **Date of 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 Specialization under Subjects/Discipline**

**(a) ...................................**

**(b) ...................................**

**22. Academic Staff College Orientation/Refresher Course attended :**

**----------------------------------------------------------------------------------------------------------------**

**Name of the Course/ Place Duration Sponsoring Agency**

**Summer School**

**----------------------------------------------------------------------------------------------------------------**

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**CATEGORY I – ACADEMIC ACTIVITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Activity** | **Grading Criteria** | **Grade**  **Claimed** | **Grade**  **Awarded** |
| **1** | **Teaching**  (Classes taught includes session on tutorials, lab and other teaching related activities)  *( Number of classes taught* ***/*** *Total*  *classes assigned x100% )* | i. 80 % & Above = **Good**  **ii**. Below 80% but 70% &  above **= Satisfactory**  iii. Less than 70% **=**  **Not-satisfactory** |  |  |
| **2** | **Involvement in the University/College students related activities/research activities:**  **a.** Administrative responsibilities such  as Head, Chairperson/Dean/Director/  Co-ordinator, Warden etc.  **b.** Examination and evaluation duties  assigned by the college/university  or attending the examination paper  evaluation.  **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 and Community  services.  **d.** Organising Seminars/Conferences/  Workshops, other University/College  Activities.  **e.** Evidence of actively involved in  guiding Ph. D students.  **f.** Conducting minor or major research  project sponsored by national or  international agencies.  **g.** At least one single or joint  publication in peer-reviewed or  UGC list of Journals. | Involved in at least 3 activities  **= Good**  Involved in 1-2 activities  **= Satisfactory**  Not involved/undertaken any of the activities  **= Not Satisfactory** |  |  |
| ***Overall Grading:***  **Good :** Good in teaching and satisfactory or good in activity at SI. NO. 2  **Satisfactory :** Satisfactory in teaching and good or satisfactory in activity at SI. 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. and Serial No. 2, all such periods of duration which have been spend 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 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 prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statues and ordinances of the parent institution. | | | | |

**CATEGORY II – RESEARCH AND PUBLICATIONS ACTIVITIES**

(Assessment must be based on evidence produced by the teacher such as: copy of publication, project sanction letter utilization completion certificates issued by the University and acknowledgements for patent filing and approval letters, students’ Ph. D award letter, etc).

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| **S. No** | **Academic/Research Activity** | **Max. Score**  **Per activity** | **Score Claimed** | **Score awarded** |
| **1** | **Research Papers in Peer-Reviewed or UGC listed Journals per paper** | **10** |  |  |
| **2** | **Publications (Other than Research Papers) :** | | | |
| ***a.*** | ***Books authored which are published by:*** |  |  |  |
|  | i. International Publishers | **12** |  |  |
|  | ii. National Publishers | **10** |  |  |
|  | iii. Chapter in Books | **05** |  |  |
|  | iv. Editor of Book by International Publisher | **10** |  |  |
|  | v. Editor of Book by National Publisher | **08** |  |  |
| ***b.*** | ***Translation works in Indian and Foreign Languages by qualified faculties.*** |  |  |  |
|  | i. Chapter or Research Paper | **03** |  |  |
|  | ii. Book | **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** |  |  |
| ***b.*** | ***Design of new curricula and courses*** | **02** |  |  |
| ***c.*** | ***MOOCs*** |  |  |  |
|  | i. Development of completer MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05marks/ credit) | **20** |  |  |
|  | ii. MOOCs (developed in 4 quadrant) per Module/Lecture | **05** |  |  |
|  | iii. Content writer/subject matter expert for each module of MOOCs (at least one quadrant) | **02** |  |  |
|  | iv. Course Coordinator for MOOCs 4 credit course) (In case of MOOC’s of lesser credits 02 marks/credit) | **08** |  |  |

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| **S. No** | **Academic/Research Activity** | **Max. Score**  **Per activity** | **Score Claimed** | **Score awarded** |
| ***d.*** | ***E- Content*** |  |  |  |
|  | i. Development of e-content in 4 quadrants for a complete course/e-book | **12** |  |  |
|  | ii. e-content (developed in 4 quadrants) per module | **05** |  |  |
|  | iii. Contribution to development of e-content module in completer course/paper/e-book (at least one quadrant) | **02** |  |  |
|  | iv. Editor of e-content for complete course/paper/e-book | **10** |  |  |
| **4** | **(a) Research guidance** | | | |
|  | i. Ph. D (Degree awarded) | **10** |  |  |
|  | ii. Ph. D (Thesis Submitted) | **05** |  |  |
|  | iii. M. Phil/P. G. dissertation | **02** |  |  |
| ***b.*** | ***Research Projects Completed*** |  |  |  |
|  | i. More than 10 lakhs | **10** |  |  |
|  | ii. Less than 10 lakhs | **05** |  |  |
| ***c.*** | ***Research Projects Ongoing:*** |  |  |  |
|  | i. More than 10 Lakhs | **05** |  |  |
|  | ii. Less than 10 lakhs | **02** |  |  |
| ***d.*** | ***Consultancy*** | **03** |  |  |
| **5** | **(a). Patents** | | | |
|  | i. International | **10** |  |  |
|  | ii. National | **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)*** | | |  |  |
|  | i. International | 10 |  |  |
|  | ii. National | 07 |  |  |
|  | iii. State | 04 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Academic/Research Activity** | **Max. Score**  **Per activity** | **Score Claimed** | **Score awarded** |
| **c.** | ***Awards/Fellowship*** |  |  |  |
|  | i. International | **07** |  |  |
|  | ii. National | **05** |  |  |
| **6.** | **\*Invited lecture/Resource Person/ Paper presentation in Seminars/ Conference/ Full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only one)** | | | |
|  | i. International (Abroad) | **07** |  |  |
|  | ii. International (with country) | **05** |  |  |
|  | iii. National | **03** |  |  |
|  | iv. State/University | **02** |  |  |

**The Research score for research paper would be augmented as follows :**

Peer-reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

i. Paper in refereed journals without impact factor - 5 Points

ii. Paper with impact factor less than 1 - 10 Points

iii. Paper with impact factor between 1 and 2 - 15 Points

iv. Paper with impact factor between 2 and 5 - 20 Points

v. Paper with impact factor between 5 and 10 - 25 Points

vi. Paper with impact factor > 10 - 30 Points

a). Two authors: 70% of total value of publication for each author.

b). 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.