



DRAVIDIAN UNIVERSITY
SRINIVASAVANAM :: KUPPAM

Proforma for Performance Based Appraisal System (PBAS)

for promotion under Career Advancement Scheme _____

Application for promotion from _____ to _____

Assistant Professor (Stage 1 to Stage 2) Rs. 15600-39100 + AGP 7000

Assistant Professor (Stage 2 to Stage 3) Rs. 15600-39100 + AGP 8000

*Assistant Professor (stage 3) to Associate Professor (Stage 4)
Rs. 37400-67000 + AGP 9000*

*Associate Professor (Stage 4) to Professor / Equivalent Cadres (Stage 5)
Rs. 37400-67000 + AGP 10000*

(Please indicate whichever is applicable with a [√] mark)

Part – A : GENERAL INFORMATION

1. Name of the Teacher :
(In block letters)
2. Department & School :
3. Date of Birth :
4. Caste :
(Whether belongs to
SC / ST / BC / PH)
5. Date of appointment in :
Dravidian University service
6. Present Designation and Pay Band with :
Academic Grade Pay
7. Date of Appointment / Promotion as
Assistant Professor Stage 1 with AGP 6000 :
Assistant Professor Stage 2 with AGP 7000 :
Assistant Professor Stage 3 with AGP 8000 :
Associate Professor Stage 4 with AGP 9000 :
Professor Stage 5 with AGP 10000 :

8. Date of last Promotion / Appointment with stage :
9. Position / Stage with AGP for which applied :
10. Date of Eligibility for promotion :
11. Assessment Period :
12. Address for Communication :

Contact Details

Mobile :

Land Line :

e-Mail :

13. Academic Qualifications (copies of certificates to be enclosed) :

Examination	Name of the Board / University	Month & Year of Passing	Percentage of marks obtained	Division	Subject / Specialization
S.S.C.					
Intermediate					
Graduation					
Post Graduation					
Other examination if any					

14. Research Degrees (copies of certificates to be enclosed) :

Degree	Title of Dissertation / Thesis	Date of Submission	Date of award	University
M.Phil				
Ph.D.				
D.Sc. / D.Lit. / LID & IPR				

15. Appointments including Post-doctoral positions such as Research Associate ,
Research Scientist etc., held prior to joining the Dravidian University service

Designation	Institution	Aided / Unaided	Nature of Duty	Pay band with Grade Pay	Date of		Reasons for leaving
					Joining	Leaving	

15. Post(s) held after appointment in the Dravidian University service :-

Designation	Department	Nature of Duty	Date of		Pay Scale / Pay Band with Grade Pay
			From	To	

16. Period of Teaching experience :-

P.G. Classes (in year) :

U.G. Classes (in year) :

17. Courses taught at various levels (name the course give details) :-

Post Graduation :

Under Graduation :

Part – B : ACADEMIC PERFORMANCE INDICATORS (API)

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

	<i>Direct Teaching Hours per week</i>
<i>Assistant Professor</i>	<i>16</i>
<i>Associate Professor</i>	<i>14</i>
<i>Professor</i>	<i>14</i>

<i>Name of Activity</i>		<i>Assistant Professor</i>		<i>Associate Professor</i>		<i>Professor</i>	
		<i>Max. Score</i>	<i>Actual Score</i>	<i>Max. Score</i>	<i>Actual Score</i>	<i>Max. Score</i>	<i>Actual Score</i>
<i>a.</i>	<i>Direct Teaching</i>	<i>70</i>	<i>Actual hours spent per academic year ÷7.5</i>	<i>60</i>	<i>Actual hours spent per academic year ÷7.75</i>	<i>60</i>	<i>Actual hours spent per academic year ÷7.75</i>
<i>b.</i>	<i>Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment</i>	<i>20</i>	<i>Actual hours spent per academic year ÷10</i>	<i>20</i>	<i>Actual hours spent per academic year ÷10</i>	<i>10</i>	<i>Actual hours spent per academic year ÷10</i>
<i>c.</i>	<i>Innovative Teaching learning methodologies, updating of subject contents/courses, mentoring etc.</i>	<i>10</i>	<i>Actual hours spent per academic year ÷10</i>	<i>15</i>	<i>Actual hours spent per academic year ÷10</i>	<i>20</i>	<i>Actual hours spent per academic year ÷10</i>

a. Direct Teaching:

Sl. No.	Year	Course / Paper	Level (PG / UG)	Teaching Mode	Actual hours spent in an academic year	API Score
1						
2						
3						
4						
5						
6						

b. Examination Duties: (with evidences)

Sl. No.	Year	Nature of examination related work	Actual hours spent in an academic year	API Score
1				
2				
3				
4				
5				
6				

c. Innovative Teaching learning methodologies updating of subject content course:

Sl. No.	Year	Brief Description	Actual hours spent in an academic year	API Score

(Please attach documents wherever required)

Total API Score under CATEGORY – I

Category - I	Nature of activity	Year I	Year II	Year III	Year IV	Year V	Year VI	Total
A	Direct Teaching							
B	Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment							
C	Innovative Teaching learning methodologies, updating of subject contents/courses, mentoring etc.							
Total :								

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Category II	Nature of activity	Maximum API Score	Actual score
A	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10
B	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (i) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hours for its discharge) (ii) Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10
C	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ 10

Sl. No.	Year	Type of Activities performed	API Score
a.		Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	

b.		Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (i) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hours for its discharge) (ii) Participation in Board of Studies, Academic and Administrative Committees	

Sl. No.	Year	Type of Activities performed	API Score
c		Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	

Total API Score under CATEGORY – II

Category - II	Nature of activity	Year I	Year II	Year III	Year IV	Year V	Year VI	Total
A	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)							
B	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (iii) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hours for its discharge) (iv) Participation in Board of Studies, Academic and Administrative Committees							
C	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)							
Total :								

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

(A) RESEARCH PAPERS PUBLISHED : TO BE FILLED IN ANNEXURE – 'A'

(B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS) -
TO BE FILLED IN ANNEXURE – 'B'

(C) RESEARCH PROJECTS :

(i) Sponsored Projects:- TO BE FILLED IN ANNEXURE – 'C'

(ii) Consultancy Projects:- TO BE FILLED IN ANNEXURE – 'D'

(iii) Project Outcome / Outputs:- TO BE FILLED IN ANNEXURE – 'E'

(D) RESEARCH GUIDANCE TO BE FILLED IN ANNEXURE – 'F'

(E) *FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS*

(i) Fellowships / Awards :- TO BE FILLED IN ANNEXURE – 'G'

(ii) Invited Lecturers / Papers:- TO BE FILLED IN ANNEXURE – 'H'

(F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL

TO BE FILLED IN ANNEXURE – 'I'

Total API Score under CATEGORY – III

Category - III	Nature of activity	Year I	Year II	Year III	Year IV	Year V	Year VI	Total
A	Research Papers published in							
	a. Referred Journals							
	b. Other Reputed Journals							
B	Publication other than journal articles (Books, Chapters in books)							
	a) Text/Reference, published by International Publishers							
	b) Subject Books published by National Level Publishers							
	c) Subject Books, published by Other Local Publishers							
	d) Chapters in Books, published by National & International Level Publishers							
C	Research Projects							
	i. Sponsored Projects							
	a) Major Projects with grants above Rs. 5.00 laksh							
	b) Major Projects with grants above Rs. 3.00 laksh up to Rs. 5.00 lakhs							
	c) Minor Projects with grants above Rs. 1.00 laksh up to Rs. 3.00 lakhs							
	ii. Consultancy Prjects							
	Amount mobilized a minimum Rs. 2.00 lakhs							
	iii. Projects outcome / outputs							
	Major Policy document prepared for International Bodies like WHO / UNO / UNESCO / UNICEF etc., Central, State, Govt. / Local Bodies							
D	Research Guidance							
	i. M.Phil. (Degree Awarded)							
	ii. Ph.D.							
	Degree Awarded							
	Thesis Submitted							
E	Fellowships, Awards and Invited lecturers delivered in conferences / seminars							
	i. Fellowships / Awards							
	a) International Award / Fellowship from academic bodies / associations							
	b) National Award / Fellowship from academic bodies / associations							
	c) State / University level Award from academic bodies / associations							
	ii. Invited Lecturers / papers							
	a) International							
	b) National							
	c) State / University level							
F	Development of e-learning delivery process / material							
	Total :							

SUMMARY OF API SCORES

Sl. No.	Category	API Score for the Assessment Period
1.	CATEGORY - I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES	
2.	CATEGORY - II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES	
3.	CATEGORY - III: RESEARCH AND ACADEMIC CONTRIBUTIONS	
Consolidated API Score (Category I + II + III)		

Part – C : OTHER RELEVANT INFORMATION

- (a) Academic awards and distinctions

- (b) Literary, cultural or other activities (e.g. attainment in sports etc) in which the applicant is interested and distinctions obtained

- (c) Please give details of any other credential, significant contributions, awards received, responsibilities etc., not mentioned earlier

Sl. No.	Details (Mention year, value etc., whether relevant)

- (d) Future Plans (in approximately 150 words) :

Three referees familiar with your academic work					
Full Name	Institutional Affiliation	Designation	Address	Mobile / Phone No.	Email

LIST OF ENCLOSURES : (Please attach self-certified copies of certificates, sanctioned orders, papers, etc., wherever necessary)

- | | |
|----|-----|
| 1. | 7. |
| 2. | 8. |
| 3. | 9. |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |

I certify that the information provided is correct as per records enclosed along with the duly filled PBAS proforma

Date :

Place :

Signature & Designation of the Applicant

Certified that, _____ has been working as _____ in the Department since _____

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Head of the Department

Dean

APPENDIX - III TABLE - II (A)

MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/Year	75/Year	70/Year	70/Year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 50%- Performance evaluation and other credential by referral procedure

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

ANNEXURE – B

Category III (B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)

<i>Category III</i>	<i>Activity</i>	<i>Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences</i>	<i>Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management</i>	<i>Maximum score for University / College teacher*</i>
<i>III (B)</i>	<i>Publications other than journal articles (books, chapters in books)</i>	<i>Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.</i>	<i>Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.</i>	<i>30 per Book for Single Author</i>
		<i>Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.</i>	<i>Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.</i>	<i>20 per Book for Single Author</i>
		<i>Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.</i>	<i>Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.</i>	<i>15 per Book for Single Author</i>
		<i>Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.</i>	<i>Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.</i>	<i>International – 10 per Chapter National – 5 per Chapter</i>

<i>Sl. No.</i>	<i>Title of the book / chapter</i>	<i>Whether Solo or Co-Editor / Author</i>	<i>Name of the Publisher and year</i>	<i>ISBN / ISSN Numbers</i>	<i>Published by International / National / Local Publisher</i>	<i>API Score</i>

ANNEXURE – F

Category III (D) : RESEARCH GUIDANCE

<i>Category III</i>	<i>Activity</i>	<i>Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences</i>	<i>Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management</i>	<i>Maximum score for University / College teacher*</i>
<i>III D (i)</i>	<i>M.Phil.</i>	<i>Degree awarded</i>		<i>5 per candidate</i>
<i>III D (ii)</i>	<i>Ph.D</i>	<i>Degree awarded</i>		<i>15 per candidate</i>
		<i>Thesis submitted</i>		<i>10 per candidate</i>

Level of Guidance	Registered	Thesis / Dissertation submitted	Degree Awarded	API Score
M.Phil.I				
Ph.D.				
Total API Score				

Category III(E) *FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS*

<i>Category III</i>	<i>Activity</i>	<i>Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences</i>	<i>Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management</i>	<i>Maximum score for University / College teacher*</i>
<i>III E (i)</i>	<i>Fellowships / Awards</i>	<i>International Award / Fellowship from academic bodies/associations</i>		<i>15 per Award / 15 per Fellowship</i>
		<i>National Award/Fellowship from academic bodies/associations</i>		<i>10 per Award / 10 per Fellowship</i>
		<i>State/University level Award from academic bodies/associations</i>		<i>5 Per Award</i>
<i>III E (ii)</i>	<i>Invited lectures / papers</i>	<i>International</i>		<i>7 per lecture / 5 per paper presented</i>
		<i>National Level</i>		<i>5 per lecture / 3 per paper presented</i>
		<i>State / University Level</i>		<i>3 per lecture / 2 per paper presented</i>

ANNEXURE – G

(i) FELLOWSHIPS / AWARDS

<i>Sl. No.</i>	<i>Name of the Fellowship / Award</i>	<i>Name of the academic body / association</i>	<i>Whether National / International / State / University level</i>	<i>Date of Award</i>	<i>API Score</i>

ANNEXURE – H

(ii) INVITED LECTURERS / PAPERS

<i>Sl. No.</i>	<i>Title / Academic session / Subject of Lecturer delivered</i>	<i>Organizing Institution (Name of the City & Country)</i>	<i>Whether National / International / State / University level</i>	<i>Date of Lecturer</i>	<i>Duration</i>	<i>API Score</i>

ANNEXURE – I

Category III (F) : DEVELOPMENT OF E-LEARNING DELIVERY PROCESS / MATERIAL

<i>Category III</i>	<i>Activity</i>	<i>Maximum score for University / College teacher*</i>
<i>III F</i>	Development of e-learning delivery process / material	<i>10 per module</i>