



ASSAM UNIVERSITY: SILCHAR

CIRCULAR

Sub: Career Advancement Scheme (CAS)-Format of Application

In continuation of circular even no dated 26th April, 2017 it is hereby notified for information of all concerned that the committee constituted for the purpose of screening of existing format and drafting of a new format for application under **Career Advancement Scheme (CAS)** has submitted its recommendations. The Vice Chancellor has already approved the recommendations of the concerned committee.

The format for submitting application under **Career Advancement Scheme (CAS) - CAS/FORMAT/R/2011** is being uploaded in the university website. In the light of notification even no dated 7th April, 2017 the said application format shall be used until new format is uploaded.


29.05.17
Registrar

No 104/1/2016-Rect

29th May, 2017

Copy to:

1. The Pro Vice Chancellor, Diphu Campus, Diphu-782460 for information and necessary action.
2. All Dean of Schools, AUS for information and with a request to circulate amongst faculty members of his / her School.
3. Chairman and Members of CAS Standing Committee for information.
4. Director, IQAC, AUS for information.
5. All HOD's Silchar and Diphu Campus for information and with a request to circulate amongst faculty members of his / her Department.
6. Director, Computer Centre AUS for information and with a request to upload the attached formats along with the circular.
7. PS to VC for information of the Vice Chancellor.
8. File


Registrar



ASSAM UNIVERSITY: SILCHAR
(A Central University)
Silchar 788 011, Assam, India

PBAS Proforma for Promotion under CAS

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

2011

1. Name (in Block Letters) :
2. Father's Name / Mother's Name :
3. Department :
4. Date of joining in this University :
5. Current Designation & Grade Pay :
6. Date of last Promotion :
7. Which position and grade pay are you an applicant under CAS? :
8. Date of eligibility for promotion :
9. Date and Place of Birth :
10. Sex :
11. Marital status :
12. Nationality :
13. Indicate whether belongs to SC/ST/OBC category:
14. Address for correspondence (with pin code) :
15. Permanent address (with pin code) :

- Telephone No. :
- Email :

16. Academic Qualification (Matric till post graduation):

Examination	Name of the Board/University	Year of passing	Percent age of marks obtained	Division/ Class/ Grade	Subject
High School/Matric					
Intermediate					
B.Sc.					
LL.B.					
Others examination, if any LL.M.					

16. Research Degree(s)

Degrees	Title	Date of award	University
Ph.D./D.Phil			

18. Appointments held prior to joining this institution

Designation	Name of employer	Date of joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

19. Posts held after appointment at this institution:

Designation	Department	Date of actual joining		Grade
		From	To	

20. Period of teaching experience: P.G. Classes (in years) : U.G. Classes (in years)

21. Research Experience excluding years spent in M.Phil/Ph.D. (in years)

22. Fields of Specialisation under the Subject / Discipline

(a)

(b)

23. Academic Staff College Orientation / Refresher Course attended:

Name of the Course / Summer/ Winter School	Place	Duration From -To	Sponsoring Agency

PART-B: ACADEMIC PERFORMANCE INDICATORS

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

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lecturers, 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

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

Sl. No.	Course/ Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record

		API Score
(a)	Classes taken (max 50 for 100% performance & proportionate score up to 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 resource provided to students.

Sl. No.	Course / paper	Consulted	Prescribed	Additional Resource provided
API score based on preparation and imparting of knowledge / instruction as 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 Improvement etc.

S.No.	Short Description	API Score
	Total Score (Max. Score: 20)	

(iv) Examination Duties Assigned and Performed

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score

CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following :

S.No	Type of Activity	Average Hrs / week	API Score
	(i) Extension, Co-curricular & field based activities.		
	Total (Max: 20)		

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published papers in Journals.

S. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed impact factor, if any	No. of Co-authors	Whether you are the main author	API Score

B) (i) Articles / Chapters published in Books

S. No.	Title with page nos.	Book Title, editor & publisher	ISSN / ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main	API Score

						author	
						Total	

ii) Full Papers in Conference Proceedings

S. No.	Title with page nos.	Details of Conference Publication	ISSN / ISBN No.	No. of Co-authors	Whether you are the main author	API Score

iii) Books Published as single author or as editor

S. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN / ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API Score

III. C) Ongoing and Completed Research Projects and consultancies

(c) (i & ii) ongoing Project / Consultancies

S.No.	Title	Agency	Period	Grant/ Amount Mobilised (Rs. In Lakh)	API Score

(c) (iii & iv) Completed Projects / Consultancies

S. No.	Title	Agency	Period	Grant/Amount Mobilised (Rs. In Lakh)	Whether policy document / patent as outcome	API Score

(D) Research Guidance

S. No.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M. Phil or equivalent				
Ph.D. or equivalent				

(E) (i) Training courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (Not less than one week duration)

S. No.	Programme	Duration	Organised by	API Score

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S. No.	Title of the paper presented	Title of Conference / Seminar	Organised by	Whether international / national/ state/ regional/ college or university level	API Score
				Total	

(E) (iii) Invited Lecture and Chairmanships at national or international conference / seminar etc.

S. No.	Title of the Lecture/Academic Session	Title of Conference / Seminar etc.	Organised by	Whether international / national	API Score
				Total	

IV) SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total - API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			

II	Co-Curricular, Extension, Professional development etc			
	Total of I+II			
III	Research and Academic Contribution			

PART C: OTHER RELEVANT INFORMATION

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

S.No.	Details (Mention Year, value etc. where relevant)

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

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

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

Place:

Date:

Signature of the faculty
with Designation

Signature of HOD /School
Chairperson / Principal

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N.B.: The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university/college as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix-III, Table 1 of the UGC Regulations 2010.

B(I) is based on API scoring for Category I of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B(II) is based on Category II of the Table. Detailed information for 2009-10 or most recent assessment year is to be provided.

B(III) is based on Category III of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-1 of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing and score requirements assigned to categories and sub-categories in Appendix III, Table 1.

NB. 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.

Category : I. Teaching, Learning and Evaluation Related Activities

(i) (a)

Lectures/Seminars/Practicals/Tutorials/Contact classes taken should be based on verification records. No score should be assigned if a teacher has taken less than 80% of the assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100% performance.	Max Score : 50
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(b)

If teacher has taken classes exceeding UGC norm, then two points to be assigned for each extra hour of classes/credit	Max Score : 10
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(ii)

Imparting of knowledge/instruction as per curriculum with the prescribed material (Text book/Manual etc), syllabus enrichment by providing additional resources to students (100% compliance= 20 points)	Max Score : 20
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(iii) Use of participatory and innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators/Activities	Max. Score
Updating of courses, design of curriculum, (5 per single course)	10
Participatory & Innovative T/L process with materials for problem based learning, case studies, Group discussions etc. (a) Interactive Courses: 5 points/each (b) Participatory Learning modules: 5 points/each (c) Case studies: 5 points each	10
Use of ICT in T/L process with computer-aided methods like Powerpoint / Multimedia/Simulation/Softwares etc. (Use of any one of these in addition to Chalk & Board: 5 points)	10
Developing and imparting Remedial/Bridge Courses (each activity: 5 points)	10
Developing and imparting soft skills/communication	10

skills/personality development courses/modules (each activity: 5 points)	
Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity: 5 points)	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop/Training course : 10 points each (b) Popularization program: 5 points each	10
Maximum Aggregate Limit	20

(iv) Examination Related Work

Indicators	Max. Score
College/University end semester / Annual Examination work as per duties allotted. (Invigilation - 10 points; Evaluation of answer scripts - 5 points; Question paper setting - 5 points) (100% compliance = 20 points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance= 10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
Maximum Aggregate Limit B(iv)	25

CATEGORY: II. Co-curricular, Extension and Professional Development Related Activities

(i) Extension and Co-curricular & field based Activities

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each)	10
Positions held/leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity (each activity 10 points)	10
Students and staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points)	
Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc (5 points each)	10
Maximum Aggregate Limit	20

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities/Colleges through meetings, popular lectures, subject related events, articles in college magazine and university volumes (2 point each)	10
Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each)	10

Responsibility for, or participation in committees for Students Welfare, Counselling and Discipline (5 each)	10
Organisation of Conference / Training as Chairman/Organizational Secretary/Treasurer: (a) International (10 points); national/regional (5 points) (b) as member of the organizing committee (1 point each)	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators / Activities	Maximum Score
Membership in profession related committees at state and national level a. At national level : 3 points each b. At site level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points)	10
Membership / participation in State/Central Bodies/Committees on Education, Research and National Development (5 each)	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)	10
Maximum Aggregate Limit	15

CATEGORY: III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table 1, Category III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table 1.

III. Summary of API Scores

As stated in the UGC Regulations 2010, the API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in 2010-2011, annual averages of two years in 2011-2012 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

IV. Similar PBAS proforma could be developed by the universities for the Cadres of Librarian/Deputy Librarian/Assistant Librarian and Director of Physical Education & Sports / Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports based on the API scoring pattern outlined in Appendix III: Tables - IV to IX of the UGC-Regulations, 2010.