

**PBAS Performa for Promotion of Teachers of  
Government Colleges / Constituent Colleges / Privately Managed Government Aided & Unaided  
Colleges affiliated to Panjab University Chandigarh situated in Chandigarh & Punjab under  
Career Advancement Scheme of UGC as per UGC Regulations- 2018.**

**Name of the College:**

(Tick whichever is applicable)

Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)	
Assistant Prof. (Senior Scale/Academic Level 11) to Assistant Prof. (Selection Grade/Academic Level (12)	
Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)	
Associate Professor (Academic Level 13A) to Professor (Academic Level 14)	
<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>The promotion to the post of Assistant Professor (Academic Level 11 &amp; 12) is to be recommended by the <b>Screening-cum-evaluation committee.</b></li> <li>The promotion to the posts of Associate Professor and Professor (Academic Level 13A &amp; 14) is to be recommended by the <b>Selection Committee.</b></li> <li>Sections <b>A to C</b> of the PBAS Performa are applicable for promotion to Academic Level 11, 12 &amp; 13A.</li> <li>Sections <b>A to D (Except C)</b> of the PBAS Performa are applicable for promotion to Professor (Academic Level 14).</li> </ul>	

**Assessment Period: From** \_\_\_\_\_ **to** \_\_\_\_\_

**Whether claiming benefit under UGC Regulation – ☐ 2010 or ☐ 2018**

*If a teacher is applying for promotion under CAS as per UGC Regulations 2010, then he/she has to fill already approved Performa as per 4<sup>th</sup> amendment to UGC Regulations 2010.*

**SECTION A:**

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1.	Name (in Block Letters)	
2.	Father's Name	
3.	Mother's Name	
4.	Department/ Subject	
5.	Date and Place of Birth	
6.	Gender	
7.	Marital Status	
8.	Nationality	
9.	Indicate whether belongs to PH/ SC/ ST/ OBC category	
10.	Address for correspondence (with Pincode)	
11.	Permanent Address (with Pincode)	
12.	Contact Number	

13.	E-Mail	
14.	Current Designation & Academic Level/ Grade Pay	
15.	Which position and Academic/ Grade Pay Level are you an applicant under CAS?	
16.	Date of eligibility for promotion	

Following information (point no 17-20) to be filled by applicant / office Superintendent as applicable:

17.	Date of Last promotion	
18.	Leave during Assessment Period (Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation)	
19.	Any pending departmental inquiry	
20.	Last six/five/Four/three APARs (as applicable)  1.  2.  3.  4.  5.  6.	

(Signature of the office Superintendent with date and stamp)

**21. Academic Qualifications (Matric onwards) (Please attach relevant certificates for Academic Qualification):**

Examination	University	Year	% of marks obtained	Division	Distinction	Page No.
Matric						
Intermediate (10+2)						
Graduation						
Post-graduation						
M.Phil.						
Ph.D.						
NET / JRF / SET/ SLET / GATE etc.						

A Ph.D. degree in subject concerned/ allied/ relevant discipline is required for promotion to Associate Professor (Academic Level 13A) and Professor (Academic Level 14).

**22. Record of Past Service**

Institution	Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/Fixed term / Temporary / Adhoc)	Nature of Duties	Pay-Scale	Date of joining	Date of relieving	Total period Yr. M. Days	Page No.
							<b>Total</b>		

**23. Record of service in Present College**

Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/Fixed term/Temporary/Adhoc)	Nature of Duties	Pay-Scale	Date of Joining	Total period Yr. M. Days	Page No.

**24. Period of teaching Experience:**

P.G. Classes (in Years):

U.G. Classes (in Years):

**25. Research Experience excluding years spent in M.Phil./Ph.D. (in Years):**\_\_\_\_\_**26. Fields of Specialization under the Subject/Discipline:**\_\_\_\_\_**27. Special contribution, recognition, Achievement or any other relevant information (Attach annexure):****SECTION B:****Summary of Annual Performance Assessment Reports (APAR)****(Attach Annual Performance Assessment Reports):**

Activity	Grade claimed by candidate						Grade verified by the Screening cum Evaluation Committee						Page No.
	Assessment Period						Assessment Period						
	1	2	3	4	5	6	1	2	3	4	5	6	
	From-To	From-To	From-To	From-To	From-To	From-To	From-To	From-To	From-To	From-To	From-To	From-To	
B1.Grade during the assessment period in Teaching													
B2.Grade during the assessment period in Student/ Research related activities													
Assessment period wise over all grade of both activities B1 & B2													

Total Number of APAR with 'Satisfactory' or 'Good' grade		
Eligible for Promotion as per APAR	Yes/No	Yes/No
<p><b>NOTE: A teacher shall be promoted</b> if he/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports as per the following criteria;</p> <p><b>I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11):</b> At least <b>three/four/five</b> of the last <b>four/five/six</b> years of the assessment period as the case may be.</p> <p><b>II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12):</b> At least <b>four</b> of the last <b>five</b> years of the assessment period.</p> <p><b>III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A):</b> At least <b>two</b> of the last <b>three</b> years of the assessment period.</p> <p><b>IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14):</b> At least <b>two</b> of the last <b>three</b> years of the assessment period.</p>		

### SECTION C:

**C1: Orientation/ Refresher Course/ Training Course/ Faculty Development Programmes etc. attended:**

Name of the Course	Name of Academic Staff College / HRDC / Institution	Duration	Sponsoring Agency	Page No.

**C2: MOOCs attended**

Title of the MOOCs Course attended	Host institution	Coordinator	E-Certificate	Page No.

**C3: MOOCs/e-resource development:**

Title of the MOOCs developed	Name of Module developed	Permission for MOOCs development	Page No.

### SECTION D:

**Research Score (Required only for promotion from Associate Professor (Academic level 13A) to Professor (Academic level 14)).**

**NOTE:** A minimum of 10 research publications in **Peer Reviewed / Refereed/ UGC listed Journals / UGC CARE list Journals** out of which three research papers should be published during the assessment period. A minimum of 110 Research Score required as per Appendix II, Table 2 of UGC Regulations-2018.

**D1. Research Papers Published in Peer Reviewed / Refereed/ UGC listed Journals / UGC CARE list Journals:**

S.N.	Title with page no.	Name of Journal	Peer Reviewed / Refereed/ UGC listed Journals / UGC CARE list Journals	Impact Factor, if (as per Thomson Reuters)	No. of Co-authors	Whether you are the First and/ or Principal/ corresponding author/ supervisor/ mentor OR other Author	Enclosures: Pl. mention page number where proof is attached	Score claimed by the candidate	Score given by Screening cum Evaluation/ Selection Committee
<b>Total Score of Category D1</b>									

<i>Faculty of Sciences/ Engineering / Agriculture/ Medical / Veterinary Sciences</i>	<i>8 per paper</i>
<i>Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education/ Physical Education / Commerce / Management &amp; other related disciplines</i>	<i>10 per paper</i>
<b># Details of augmentation of the Research score for research papers are available at the end of the Performa.</b>	

## D2. Publications other than Research Papers:

### (a) Books authored / Chapter in Edited Books / Editorship of Books

	S. N.	Title with page no.	Book Title & Publisher with date of publication	Whether author or editor	ISSN/ ISBN No.	International / National Publisher	No. of Co-authors/ editors	Enclosures: Pl. mention page number where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation / Selection Committee
Books authored										
Chapter in Edited Books										
Editor of Book										
<b>Total Score of Category D2(a)</b>										
<b>Book Authored:</b> International Publisher: 12; National Publisher: 10										
<b>Chapter in Edited Book:</b> 05										
<b>Editor of Book:</b> International Publisher: 10; National Publisher: 08										

### (b). Translation works in Indian and Foreign Languages by qualified faculties:

S.N.	Title with page no.	Book Title & publisher	ISSN/ ISBN No.	International / National/ Local Publisher	No. of Co-authors & Date of Publication	Enclosures: Pl. mention page number where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
<b>Total Score of Category D2(b)</b>								
<b>Total Score of Category D2 (D2(a)+D2(b))</b>								
<b>Chapter or Research Paper: 03 &amp; Book: 08</b>								

## D3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:

S. N.	Title	Details	No. of Co-contributors	Enclosures: Pl. mention page number where proof is attached	Score claimed by candidate	score given by Screening cum Evaluation/ Selection Committee
	(a) Development of Innovative pedagogy(Score: 05)					

	<b>(b) Design of new curricula and courses</b> (Score: 02 per curricula /course)					
	<b>(c) MOOCs</b>	---	---	---	---	---
(i)	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit) (Score: 20)					
(ii)	MOOCs (developed in 4 quadrant) per module / lecture (Score: 05)					
(iii)	Content writer/subject matter expert for each module of MOOCs (at least one quadrant) (Score: 02)					
(iv)	Course Coordinator for MOOCs (4 credit course) (Score: 08) (In case of MOOCs of lesser credits 02 marks/credit)					
	<b>(d) E-Content:</b>	---	---	---	---	---
(i)	Development of e-Content in 4 quadrants for a complete course/e-book (Score: 12)					
(ii)	e-Content (developed in 4 quadrants) per module (Score: 05)					
(iii)	Contribution to development of e-content module in complete course/ paper/ e-book (at least one quadrant) (Score: 02)					
(iv)	Editor of e-content for complete course/ paper /e-book (Score: 10)					
<b>Total Score of Category D3</b>						

#### D4. Research Guidance and Research Projects

##### (a) : Research Guidance:

S.N.	Number of students Enrolled	Thesis Submitted	Degree Awarded	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
<b>Ph.D. (as Supervisor)</b> (Score: 10 per degree awarded & 05 per thesis submitted)						
<b>Ph.D. (as Co-supervisor), if there are more than one supervisor</b> (Score: 07 per degree awarded & 3.5 per thesis submitted)						

M.Phil./P.G. dissertation (Score: 02 per degree awarded)						
Total Score of Category D4(a)						

**(b): Research Projects Completed:**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
			From	To				
Total Score of Category D4(b)								
Score Allowed: For more than 10 lakhs project: 10 and for Less than 10 lakhs project: 05								

**(c): Research Projects Ongoing:**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
			From	To				
Total Score of Category D4(c)								
Score Allowed: For more than 10 lakhs project: 05 and for Less than 10 lakhs project: 02								

**(d): Consultancy**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention Page number(s) of Application form where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
			From	To				
Total Score of Category D4(d)								
Score Allowed: 03								

Total Scores in Category D4 (Total of D4(a) to D4(d))=\_\_\_\_\_

**D5. Patents, Policy Documents, Awards/ Fellowships:**

**(a) Patents:**

S.N.	Name	Agency (International/ National)	Details of patent	Enclosures: Pl. mention Page number(s) of application form where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
Total Score of Category D5(a)						
Score Allowed: International: 10 & 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)**

S.N.	Name	Body (International/ National/ State)	Details	Enclosures: Pl. mention Page number(s) of application form where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
<b>Total Score of Category D5(b)</b>						
<i>Score Allowed: International: 10; National:07; State:04</i>						

**(c) Awards/ Fellowships**

S.N.	Title	International/ National	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score given by Screening cum Evaluation/ Selection Committee
<b>Total Score of Category D5(c)</b>					
<i>Score Allowed: International: 07 &amp; National:05</i>					

**Total API scores in Category D5 (Total (a) to (c))=\_\_\_\_\_**

**D6. \*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 of the paper presented/ Lecture delivered/ paper published	Category {International (Abroad)/ International (within country)/ National /State/ University}	Title of Conference/S eminar etc.	Date (s) of the event	Organis ed by	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by Candidat e	Score given by Screening cum Evaluatio n/ Selection Committee e
<b>Total Score of Category D6</b>								
<i>Score Allowed: International (Abroad): 07; International (within Country): 05; National:03; State/University:02</i>								

**CUMULATIVE RESEARCH SCORE:**

Category	Score Claimed by Candidate	Score given by Screening cum Evaluation Committee
<b>D1</b>		
<b>D2</b>		
<b>D3</b>		
<b>D4</b>		

<b>D5 (a &amp; c)</b>			
<b>D5 (b)</b>			
<b>D6</b>			
<b>W= D1+D2+D3+D4+D5 (a&amp;c)</b>			
<b>X= W+D5(b)+D6</b>			
<b>Y= D5(b)+D6</b>			
<b>Z= 30% of X</b>			
<b>Total Research Score</b>	<b>= W+Z</b> <i>(If Y &gt; Z)</i>		
	<b>= W+Y</b> <i>(If Y &lt; Z)</i>		

SUMMARY OF ASSESSMENT					
SECTION	Activity / Research Score	Grade/Score claimed by candidate	Screening cum Evaluation/ Selection Committee		
			Grade / Score	Section wise Eligible/ Not Eligible	Overall Eligible/ Not Eligible
B	Total Number of APAR with ‘Satisfactory‘ or ‘Good‘ grade				
C	Orientation / Refresher Course etc. attended as per requirement	Yes/No	Yes/No		
D  (Applicable for promotion from level 13A to 14 Only)	Research Score				
	Three research papers published during the assessment period	Yes/No	Yes/No		
	Minimum 10 research papers published in all	Yes/No	Yes/No		
	The claimed research score is from the minimum of three categories	Yes/No	Yes/No		

This is certified that information given above is true and correct as per available records and to the best of my knowledge.

**Date:**

**Signature of Candidate**

**COUNTERSIGNED**

**Principal  
(Office Stamp)**

<b>Remarks by the Screening Committee at College / Institution Level</b>	
<b>Assessment as per requirement of Annual Self Appraisal Reports (APAR)</b>	<b>Assessment as per requirement of Research Score (only for promotion from Level 13A to14)</b>
<b>Eligible/ Non-eligible</b>	<b>Eligible/ Non-eligible</b>

**Signatures of Screening Committee at College Level/Institution Level:**

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Remarks if Any</b>	<b>Signature</b>

<b>Remarks by the Screening cum Evaluation Committee/ Selection Committee (Constituted by Department of Higher Education)</b>	
<b>Assessment as per requirement of Annual Self Appraisal Reports</b>	<b>Assessment as per requirement of Research Score (only for promotion from Level 13A to14)</b>
<b>Eligible/ Non-eligible</b>	<b>Eligible/ Non-eligible</b>

**Signatures of Screening cum Evaluation Committee/ Selection Committee (Constituted by Department of Higher Education):**

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Remarks if Any</b>	<b>Signature</b>

**Note:**

1. If In charge/ HOD himself /herself is seeking promotion under CAS, then next senior most faculty of the concerned department will be a member of the screening committee.
2. If all the teachers of a particular department are applicants for promotion or the department is headed by a single faculty, then a teacher from allied faculty will be a member of the screening committee.
3. Associate Professor will be member of the Screening committee for the post of Assistant Professor and for the post of Professor, preferably a professor, but if not available, then senior most Associate professor will be a member of the committee.

**Important Instructions:**

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

Peer Reviewed / Refereed/ UGC listed Journals / UGC CARE list Journals (Impact factor to be determined as per Thomson Reuters list) :

- Paper in refereed journals without impact factor - 5 Points
- Paper with impact factor less than 1 - 10 Points
- Paper with impact factor between 1 and 2 - 15 Points
- Paper with impact factor between 2 and 5 - 20 Points
- Paper with impact factor between 5 and 10 - 25 Points
- 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 Supervisor and 30% of total value of publication for each of the joint Authors.

(c) **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, both Supervisor and Co-Supervisor shall get 70% of the total score.
- \* For the purpose of calculating research score of the teacher, the combined research score from the categories of D5(b) (Policy Document) and D6 (Invited lectures/Resource Person/Paper presentation) shall have an upper **capping of 30%** of the total research score of the teacher concerned.
- **The research score shall be from the minimum of three categories out of six categories.**

## ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

Period from \_\_\_\_\_ to \_\_\_\_\_

### B1. Teaching Activity

Sr. No.	Activity	No. of Classes undertaken	No. of Classes assigned	Evidences as Enclosures (See Page No.)
1.	Classes taught – Theory			
2	Classes Taught- Practical (Lab)			
3	Classes – Tutorials teaching related activities)			
4	Classes Taught with respect to any other teaching related activities			
5	<b>Total</b>			
<b>Grade assigned in Teaching Activity (B1):</b>				
<b>Teaching performance indicator (X) = <math>\frac{\text{Total number of classes taught}}{\text{Total number of classes assigned}} \times 100</math></b>				
<b>Grading Criteria for teaching activity:</b> <ul style="list-style-type: none"><li>• If X is 80% &amp; above – Good;</li><li>• If X is Below 80% but 70% &amp; above-Satisfactory;</li><li>• If X is Less than 70% - Not satisfactory</li></ul>				

Signature of the Teacher

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• **B2. Evaluation of involvement in University/College student related activities / Research Activities:**

Sr. No.	Activity	Details of activities performed	Evidences as Enclosures (See Page No.)
1.	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden, Member of Administrative /Academic bodies of University 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 / Refereed/ UGC listed Journals / UGC CARE list Journals		
<b>Grade assigned to student / research related activities (B2)</b>			
<b>Grading Criteria for the above activities:</b> <ul style="list-style-type: none"> <li>• Good - Involved in at least 3 activities</li> <li>• Satisfactory – Involved in 1-2 activities</li> <li>• Not-satisfactory - Not involved / undertaken any of the activities</li> </ul> <b>Note:</b> No. of activities can be within or across the broad category of activities			

Signature of the Teacher

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## Overall Grading for both the criteria

Period from \_\_\_\_\_ to \_\_\_\_\_

<b>B1</b>	<b>Grade assigned in teaching</b>	
<b>B2</b>	<b>Grade assigned in student / research related activities</b>	
<b>Overall Grade</b>		
<b>Grading Criteria for overall grade:</b> <ul style="list-style-type: none"><li>• Good: Good in teaching and satisfactory or good in activity at S. No. B2.</li><li>• Satisfactory: Satisfactory in teaching and good or satisfactory in activity at S. No. B2.</li><li>• Not Satisfactory: If neither good nor satisfactory in overall grading</li></ul>		

Signature of the Teacher

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**Note:** For the purpose of assessing the grading of Activity at Serial No. B1 and Serial No. B2, 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.

## **Panjab University, Chandigarh**

### **Standard Operating Procedure (SOP) for Direct Recruitment of Teachers in Affiliated colleges, Chandigarh UT**

**Standard Operating procedure to be followed for Direct Recruitment of Principal and Assistant Professor on regular basis in the Private (aided/unaided) colleges in Chandigarh UT.**

#### **Authority:**

- UGC Regulations, 2018.(Regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measure for the maintenance of standards in Higher Education dated 18.7.2018) shall be referred always for any clarification.
- Syndicate decision vide Para 31 of meeting dated 27.05.2023 and Senate decision vide Agenda Item C-14 & C-30 of meeting dated 03.06.2023.

#### **1. Advertisement**

- **Fresh advertisement:** Applications on prescribed format will be invited from the eligible candidates for various vacant posts of Principal, and Assistant Professor through an open advertisement **(same attached at Annexure I)** giving 30 days time to be published in the newspapers editions approved and communicated to all colleges vide letter no. 35754-35893 dated 28.08.2022 **(Annexure II).**
- **Re-advertisement by way of a corrigendum for already advertised post/s, panel/s where selection has not been made:** A corrigendum **(as per Annexure III)** be issued by the respective management giving 21 days time in the newspapers **(as per Annexure II)** (as a onetime measure) requesting all applicants (applied earlier/afresh candidates) to apply again in fresh Proforma issued by the University as per UGC Regulations, 2018.

2. **Application form:** The applicants will be required to fill up the Academic/Research Score Proforma and Score Card Proforma **(as per Annexure- IV)**. The candidate shall submit one copy of the Proforma at DCDC Office, Panjab University, Chandigarh and five copies of the Proforma along with one set of the annexures at the concerned college.

#### **Important Note for applicant:**

- The entire onus of the content/authenticity of the information being filled in the application form and its attachments shall