



# DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY

Ranchi, Jharkhand.

OFFICE OF THE  
REGISTRAR

Memo No.: DSPMU/G/142/23

Date: 25/02/2023

## सूचना

सभी शिक्षकों को सूचित किया जाता है कि, "Statute for the Promotion of Teachers from an Academic Level/Grade Pay to another Academic Level/Grade Pay Under Career Advancement Scheme, 2010" के आलोक में प्रोन्नति हेतु विहित प्रपत्र उच्च एवं तकनीकी शिक्षा विभाग द्वारा निर्गत किया गया है। प्रपत्र की प्रति विश्वविद्यालय की वेबसाइट में उपलब्ध है। सभी शिक्षक प्रोन्नति हेतु विहित प्रपत्र की चार अनुप्रमाणित प्रति शीघ्र अधोहस्ताक्षरी के कार्यालय में अग्रेतर कार्यवाही हेतु जमा करें।

25-02-23  
कुलसचिव,  
डीएसपीएमयू, राँची  
25/02/23

**PBAS Proforma-cum-Application Format**  
**for promotion of teachers under Career Advancement Scheme 2010, w.e.f. 01.01.2009.**  
**(As per Notification by the Department of Higher and Technical Education**  
**Government of Jharkhand: - पत्रांक-05/वि01-87/2016-2083, दिनांक-15-12-2022)**

	<b>Level of Promotion</b>	<b>Please ✓ the appropriate box:</b>
1.	Assistant Professor (Stage 1 to Stage 2) [AGP - 6000 to 7000]	
2.	Assistant Professor (Stage 2 to Stage 3) [AGP - 7000 to 8000]	
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4) [AGP - 8000 to 9000]	
4.	Associate Professor (Stage 4) to Professor (Stage 5) [AGP - 9000 to 10000]	
5.	Professor (Stage 5) to Senior Professor (Stage 6) [AGP - 10000 to 12000]	

(Name of University)
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**PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name of applicant : .....
2. Father's Name : .....
3. Subject : .....
4. College/University Department : .....
5. Date of substantive appointment (as per pay fixation by HRD, Govt. of Jharkhand) : 

D	D	M	M	Y	Y	Y	Y
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6. Date of last promotion recommended by the Commission (as per university notification) : 

D	D	M	M	Y	Y	Y	Y
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7. Current Designation and Grade pay (as per pay fixation by HRD, Govt. of Jharkhand) : .....
8. Which position and grade pay are you an applicant under CAS? : .....
9. Date of eligibility for promotion : 

D	D	M	M	Y	Y	Y	Y
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10. Period of Assessment (From) : 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  
(To) : 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---
11. Date of Birth : 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

12. Sex : .....
13. Marital Status : .....
14. Nationality : .....
15. Indicate whether belongs to SC/ST/OBC category: : .....
16. Address for Correspondence (with Pin code): : .....
- District..... State .....
- PIN.....
17. Permanent Address (with Pin code), in case different from Sl.No.16 : .....
- District..... State .....
- PIN.....
18. Contact Number : .....
19. Email Id : .....

**20. Academic Qualifications (Matric till Post-Graduation)**

Examination	Board/ University	Year of passing	% of Marks obtained	Div./ Grade	Subjects
High School/ Matric					
Intermediate/+2					
Graduation					
Post-Graduation					
JRF/NET/SLET					
Other Exams. (if any)					

**21. Research Degree(s)**

Degree	Title	Date of Award	University/Institute
M.Phil/M.Tech.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			

**22. Period of Teaching experience: .....(Years).....(Months)**

**23. Details of Teaching Experience (write chronologically from the initial appointment to the present position):**

Name of the Univ./ College/ Department	Name of Post	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Remarks

**24. Period of Research experience excluding years spend in M.Phil./Ph.D. (in years): .....**

**25. Post-Doctoral Research experience (as Research Scientist, Research Associate etc.) in years:.....**

**26. Fields of Specialisation under the Subject/Discipline:**

(a)..

(b)..

**27. Post held after joining the University:**

S.N.	Name of the Univ./College/ Department	Name of post	From	To	Nature of duties	Total Period	Remarks
1							
2							
3							

**28. (a) Orientation Course Details (for promotion from Stage 1 to Stage 2):**

Name of the Course	Institution	Duration & Date	Sponsoring Agency

**(b) Refresher Course Details (for promotion from Stage 1 to Stage 2):**

Name of the Course	Institution	Duration & Date	Sponsoring Agency

**(c) Refresher Courses/ Methodology Workshops/ Training/ Teaching-Learning-Evaluation/ Technology Programmes/ Soft Skill Development Programmes/ Faculty Development Programmes attended (For promotion from Stage 2 to Stage 3 or Stage 3 to Stage 4):**

Name of the Course	Institution	Duration & Date	Sponsoring Agency

**PART-B: ACADEMIC PERFORMANCE INDICATORS (API)**

**CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Sl. No.	Nature of Activity	Maximum Score/Year	Annual average API Score for Assessment Period
1.	Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated	50	
2.	Lectures or other teaching duties in excess of the UGC norms	10	
3.	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20	
4.	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20	
5.	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25	
	<b>Total Score</b>	<b>125</b>	
<b>Minimum API Score required = 75</b>			

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

Sl. No.	Nature of Activity	Maximum Score/Year	Annual average API Score for Assessment Period
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20	
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and Responsibilities.	15	
3.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	
4.	<b>Total Score</b>	<b>50</b>	
5.	<b>Minimum API Score Required</b>	<b>15</b>	

**Note:-** Teacher may score 10 points from either Category-I or Category-II to achieve the minimum score required under Category I+II (100/year)

Total API Score Under Category I+II	Claimed by Applicant	Verified by Principal/Registrar
For Assessment period		

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**A. (i) Research Papers Published in Refereed Journals:**

Sl. No.	Title with page nos.& Year	Name of Journal	ISSN/ISBN No.	Latest Impact factor, if any	Whether you are the First/Principal/Corresponding Author	No. of co-authors	API Score
1.							
2.							
3.							
Total							

Please attach self-attested copy of pages of research papers where in the details written above are mentioned.

\*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journal –by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

**A. (ii) Research Papers Published in Non-referred Journals:**

Sl. No.	Title with page nos.& Year	Name of Journal	ISSN/ISBN No.	Latest Impact factor, if any	Whether you are the First/Principal/Corresponding Author	No. of co-authors	API Score
1.							
2.							
3.							
Total							

Please attach self-attested copy of pages of research papers where in the details written above are mentioned.

**A (iii) Full papers published in Conference Proceedings (Abstracts not to be included):**

Sl. No.	Title with page nos.& Year	Details of Conference Proceedings	ISSN/ ISBN No.	Whether you are the First/Principal/Corresponding Author	No. of co-authors	API score
1.						
2.						
3.						
Total						

Please attach self-attested copy of relevant papers.

Note for A (i), A(ii) and (ii), the API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

**B. (i) Articles/Chapters published in Books:**

Sl. No.	Title with page nos. & Year	Book Title, & Publisher name with City/Country	ISSN/ ISBN No.	International/National/ State level/Local	No. of co-authors	Whether you are the main author	API score
1.							
2.							
3.							
Total							

Please attach self-attested copies of papers where in the details written above are mentioned.

**B. (ii) Books published as single (Sole) author:**

Sl. No.	Title with page nos.& Year	Type of Book (Text or Reference/ subject) & Authorship	Publisher Name with City/Country	International/National /State level/Local	ISSN/ ISBN No.	API score
1.						
2.						
3.						
Total						

Please attach self-attested copies of papers where in the details written above are mentioned

**C. (i) Research Projects (Sponsored Projects carried out/ongoing)**

Sl. No	Title/Subject	Major /Minor	Funding Agency	Date of Commencement	Grant/Amount Mobilized (Rs Lakhs)	API Score
1.						
2.						
3.						
Total						

Please attach self-attested copy of relevant papers.

**C. (ii) Research Projects (Consultancy Projects carried out/ongoing)**

Sl. No	Title/Subject	Major /Minor	Funding Agency	Date of Commencement	Grant/Amount Mobilized (Rs Lakhs)	API Score
1.						
2.						
3.						
Total						

Please attach self-attested copy of relevant papers.

**C. (iii) Completed Projects : Quality Evaluation**

Sl. No	Title/Subject of Project	Major /Minor	Funding Agency	Date of Commencement	Date of Completion	Grant/Amount Mobilized (Rs Lakhs)	API Score
1.							
2.							
Total							

Please attach self-attested copy of relevant papers.

**C. (iv) Project Outcome/Output:**

Sl. No.	Title/ Subject of Project	Period	Funding Agency & Total Grants received	Project Outcome/ Output	Patent / Technology Transfer/ Product/Process	Major policy Document of Govt. Bodies at Central and State level	National/ International	API score
1.								
2.								
Total								

Please attach self-attested copy of relevant papers.

**D. (i) Research Guidance (M.Phil) (Degree Awarded Only)**

Sl. No.	Title of the Thesis	Subject	Date of Award	API Score
1.				
2.				
Total				

Please attach self-attested copy of relevant papers.

**D. (ii) Research Guidance (Ph.D.)**

Sl. No.	Title of the Thesis	Subject	Degree Awarded/ Thesis Submitted	Date of Award of Degree/ Thesis Submission	API Score
1.					
2.					
Total					

Please attach self-attested copy of relevant papers.

**E. Training courses and Conference / Seminar/Workshop:**

**E (i) Refresher courses, Methodology workshops, Training, Teaching-learning-evaluation Technology programmes, Soft Skill development programmes and Faculty development programmes. (Max :30 Points)**

Sl. No	Name of the Course	Institution	Duration & Date	Sponsoring Agency	API Score
1.					
2.					
Total (Maximum 30 Points)					

Please attach self-attested copy of relevant papers.

**E. (ii) Participation and Presentation of Research Papers in Conferences/Seminars/Workshops etc.\*\***

SL No.	Title of Paper Presented	Title of Conference /Seminar etc.	Organized by	Whether International/National/ Regional/State level/Local- University/College level	Date of presentation	API score
1						
2						
Total						

Please attach self-attested copy of relevant papers.

\*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III) (a) and not under presentation (III) (E) (ii)



**E (iii) Invited Lectures or presentations for Conferences/Symposia:**

Sl. No.	Title of Lecture	Title of Conference /Seminar etc.	Organized by	Whether International /National	Date of presentation	API score
1						
2						
3						
Total						

Please attach self-attested copy of relevant papers.

Sl. No.	Total API Score Under Category III (III A+III B+III C+III D+III E)	Claimed by Applicant	Verified by Principal/Registrar
(i)	For Assessment period		
(ii)	Over two previous stages, taken together (If the required total API Score under Category III is not fulfilled in (i) above.		

**PART-C: OTHER RELEVANT INFORMATION**

1. Did the applicant apply for any promotion earlier, which was denied?

Name of the post applied for:

Year in which applied:

2. Whether any disciplinary action has been taken against you? If yes, please give details.

3. Please give details of any other credentials, significant contributions, awards received etc. Not mentioned earlier in this proforma.

Sl. No.	Details (Mention Year, Value etc., where relevant)
(i)	
(ii)	

Total no. of Certificates/testimonials attached with the application:.....

Certified that the information furnished in the aforesaid paragraphs and the documentary evidence furnished are true and correct. For any omission and commission or wrong information, I shall be held solely responsible.

**Date:**

**Place:**

**Signature of the Applicant**

**List of Enclosures (Please attach self-attested documents):**

**To be filled in by the Head of Institution/Department**

1. Certified that the statement made above by the applicant (Name .....  
..... , College/University Dept.....)  
have been found true and correct as per records enclosed along with duly filled PBAS Proforma.
  
2. Certified that C.C.R. of the applicant is attached herewith in a sealed cover along with each application.
  
3. Certified that statements made in the application have been verified.

**Signature of the Head of the  
Institution/Department**

**Date:**

**(To be filled in by the Office of the Registrar)**

The application has been checked and found complete in all respects or incomplete in the following respect: -

Nothing in the records of the University is known to the contrary of the statement made by the applicant and certified by the Head of the Institution/Department concerned.

**Signature of the Registrar**

**Date:**

**SEAL OF THE UNIVERSITY**

**CONFIDENTIAL CHARACTER ROLL OF TEACHERS**

(Period: ..... to .....)

- 1. Name of the teacher :
- 2. Designation :
- 3. Subject :
- 4. Mode of appointment :
- 5. Ability
  - (a) Teaching :
  - (b) Research :
  - (c) Examination duties :
- 6. Professional/Administrative skill :
- 7. Relation with
  - (a) Colleagues :
  - (b) Students :
  - (c) Parents & General Public :
- 8. Physical Health :
- 9. Moral Character :
- 10. Activities
  - (a) Extra-Curricular :
  - (b) Extension :
- 11. Special Remarks, if any :

Place: Head of Department/Principal of College

Date:

**Vice Chancellor's Remarks**

**Date & Seal of the University**

**Signature  
(Vice-Chancellor)**