B. N. Bandodkar College of Science, Thane.

NAAC   Accredited '*A*' grade

Application for promotion for Self Assessment:

REVISED PBAS PROFORMA FOR SELF ASSESSMENT FOR PROMOTION UNDER UGC CAREER ADVANCEMENT SCHEME FOR TEACHERS.
(Performance Based Appraisal System (PBAS) Guidelines Issued by UGC Circular dated 30th June 2010 F-3-1/2009, and University of Mumbai circular No. CONCOL/TAU/ 40/ of 2012-13 dated 19th March 2013.)

Name of the Teacher :

Name & Address of the College:

Promotion:
1) **(**Assistant Professor Stage 1 to Stage 2,
2) **(**Assistant Professor Stage 2 to Stage3),
3) Assistant Professor (Stage 3) to Associate Professor (Stage 4),
4) Associate Professor (Stage 4 to Professor / Equivalent cadres (Stage 5)
5) Professor (Stage 5 to Stage 6).

(Please indicate whichever is applicable)

Total API score calculated as per Appendix: _____.

Period of Assessment for the purpose of Self Assessment / Promotion: _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

Sr. No.	Particulars	
1	**Name (in BLOCK letters)**	
2.	**Father's Name/Mother's Name**	
3.	**Department/Subject applied for**	
4.	**Current Designation Pay Band & Grade Pay**	Designation : Pay Band : Grade Pay :
5.	**Date of last promotion**	
6.	**Which position and grade pay are you an applicant under CAS?**	Position : Grade Pay :
7.	**Date of eligibility for promotion**	
8.	**Date and Place of Birth**	
9.	**Sex**	
10.	**Marital Status**	
11.	**Nationality**	
12.	**Indicate whether belongs in SC/ST/OBC category**	
13.	**Address for correspondence (with pin code)**	
14.	**Permanent Address (with pin code)**	
15.	**Telephone No.**	Landline : Mobile No.:
16.	**Email**	

17. A)Academic Qualifications (Matric till post graduation):

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject
High School /Matric/ S.S.C.					
Intermediate / (10+2)					
B.A./B.Sc.					
M.A./M.Sc.					
NET/SET/JRF					
Other examination, if any					

Attach attested photocopies of the certificates and marksheets.

B) Research Degree(s):

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

* In case of M.Phil. /Ph.D. Examination, an attested copy of the degree and the result notification for the same is attached.

18. A) Record of academic service prior to this institution

Designation	Nature of appointment (Regular / Temporary/ Ad-Hoc / Fixed tenure)	Name of Employer	Date of Joining	Leaving	Salary with Grade	Reason of leaving

Attach certified true copy of the Certificates.

Please indicate whether in previous service:

      a. Attach the attested copy of the letter issued by the University granting approval to your appointment at the previous institution/s.

      b. The essential qualification of the post **held** was not lower than the qualification prescribed by the UGC/University.

      c. The post is/was in an equivalent grade or of the re-revised scale of pay.

      d. Whether applied through proper channel

      e. Whether possess the same minimum qualification as prescribed by the UGC / University for appointment to the post.

      f. The post was filled in accordance with the prescribed selection procedure as laid down in this circular of University / State Government / Central Government / Concerned institutions, for such appointment.

      g. The previous appointment was not as guest lecture for any duration, or on ad-hoc or in a leave vacancy of less than one year duration.

B) Record of academic service in this institution

Designation	Nature of appointment (Regular / Temporary/ Ad-Hoc / Fixed tenure)	Name of Employer	Date of		Salary with Grade	Reason of leaving
			Joining	Leaving		

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 the Subject/Discipline.

22. Academic Staff College Orientation/Refresher courses attended:

Name of the Course/ Summer	Place	Duration	Sponsoring Agency

(Attach certified true copy of the certificates)

23. Detail of publications attached to the PBAS format (for evaluation)

Sr. No.	Nature of publication (Book Review / Research Paper etc.)	List of author/s as it appear in the publication	Name of the Book &the publishers / Journal, Issue no. and year of publication, page nos.	ISSN / ISBN number	Impact factor (in case of journal)

24. Any Other relevant information: (please attach an additional sheet/paper if required)

_____

_____

_____

25. Please describe in brief about your future plans in relation to the following:

I	Teaching	
II	Research	
III	Mentoring of students	
IV	Social Responsibility	

Date: **Signature of the staff**

Remarks / Observations / Comments by the Head or In charge of the Department

Date: **Signature of the Head or In charge of the Department**

Date: **Signature of the Principal**

PART B: ACADEMIC PERFORMANCE INDICATORS

(Applicable to all categories)

Note : API score is the average API score

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

I. Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

Year	Course/Paper	Level	Mode of teaching*	Lectures per week allotted	Lectures conducted per week	% of classes / practicals taken as per documented record

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

		Self :API Score	Verified API
(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 materials consulted and additional knowledge resource provided to students.**

Sr. No.	Course/Paper	Consulted	Prescribed	Additional resource provided	Self API Score	Verified API Score
API score based on preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students *(max.*						

(III) **Use of Participatory and Innovative Teaching-learning Methodologies, Updating of Subject Content, Course Improvement etc.**

Sr.	Short Description	Self : API Score	Verified API
	Total Score *(Max. Score :20)*		

(iv) **Examination Duties Assigned and Performed**

Sr. No.	Type of Examination	Duties Assigned	Extent to which carried out (%)	Self : API Score	Verified API Score
	Total Score *(Max. Score 25)*				

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

Please mention your contribution to any of the following:

Sr. No	Type of Activity	Average Hrs/week	Self : API Score	Verified API
i.	**Extension, Co-curricular & field based Activities**			
	Total **(Max. Score : 20)**			
ii.	**Contribution to Corporate Life and Management of the Institution**	Yearly/Semester wise responsibilities API Score		
	Total **(MaxScore:15)**			
iii.	**Professional Development**			
	Total **(Max. Score :15)**			
	Total Score [**(i) + (ii) + (iii)**] **(Max. Score : (25)**			

CATEGORY III: RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Details as per given in Appendix (A)

Sr. No.	Nature of Activity	Maximum Score	
		API Score marked by the applicant	Verified API Score
A	Research publication (journals)		
B	Research publications (books, chapters in books other than refereed journal articles)		
C	Research project		
D	Research guidance		
E	Training courses and conference /seminar/workshop papers		
	Total Score		

Declaration

I hereby state that all marks allotted by myself are correct and all the documentary proofs are submitted for verification. I will take the responsibility to preserve all the documents till I retire. If any discrepancy found, I will be solely responsible for the same.

Place & Date   Signature of the faculty

I hereby state that I have verified the documents and all marks allotted by the teacher to self are verified and verified API score is entered in the relevant column.

Date: Signature of the HOD

I hereby certify that all the information given in this Proforma by the teacher and HOD is verified and is correct.

Date: Signature of the Principal