

University of _____
PBAS Proforma for Promotion under CAS

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

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

Telephone No:

Email:

15. 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					
Intermediate					
B.A./B.Sc/B.Com/B. Mus					
M.A/M.Sc./M.Com/ M. Mus					
Others examination, if any					

16. Research Degree(s)

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

17. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

18. Posts held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

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 Specialisation under the Subject/Discipline

(a) ..

(b) ..

22. Academic Staff College Orientation/Refresher Course attended:

Name of the Course/ Summer School	Place	Duration	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) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

S. 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)

		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 resources provided to students

S. 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
	Total Score (Max: 25)			

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)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	Total (Max: 15)		
	(iii) Professional Development Activities		
	Total (Max: 15)		
	Total Score (I + ii + iii) (Max : 25)		

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 author	API Score

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 Projects / Consultancies

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs lakh)	API Score

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

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs 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

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

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

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 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)*

1	6
2	7
3	8
4	9
5	10

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

Signature of the faculty with
Designation, Place & Date

Signature of HOD / School
Chairperson/Principal

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.

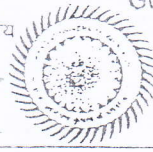
गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.)

केंद्रीय विश्वविद्यालय अधिनियम 2009 के अंतर्गत स्थापित विश्वविद्यालय

कोनी, बिलासपुर - 495009 (छ.ग.)

दूरभाष : 07752-260017 फ़ैक्स : 07752-260154

वेबसाइट : www.ggu.ac.in



GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

(A Central University established by the Central Universities Act, 2009)

Koni, Bilaspur-495009 (C.G.)

Phone 07752-260017, FAX : 07752-260154

Website : www.ggu.ac.in

..... को समाप्त होने वाले वर्ष/अवधि हेतु वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट
Annual Performance Appraisal Report For Year ending on

अधिकारी/कर्मचारी का नाम

Name of Employee

..... विभाग/अनुभाग
Department/Section of

प्रपत्र / Form

वैयक्तिक तथ्य
Personal Data(विभाग / कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरा जाए)
(To be filled by the Administrative Section of the concerned Department/Office)

1.	अधिकारी/कर्मचारी का नाम	
	Name of the Employee	
2.	जन्म तिथि : दिन/ माह/ वर्ष / / (शब्दों में)	
	Date of birth (DD/MM/YYYY) / / in words)	
3.	धारित पद का पदनाम	
	Designation of post held	
4.	वर्तमान ग्रेड में निरंतर नियुक्ति की तारीख Date of continuous appointment in the present grade	दिनांक Date ग्रेड Grade
5.	उस अधिकारी का नाम और पदनाम जिसके साथ रिपोर्टाधीन अवधि के दौरान संबद्ध हैं। Name of Officer with designation with whom attached during the period under report	अधिकारी का नाम, और तारीख, जिससे संबद्ध रहे Name of Officer & Date from which attached
6.	वर्ष के दौरान छुट्टी प्रशिक्षण इत्यादि पर रहने के कारण ड्यूटी से अनुपस्थिति की अवधि Period of absence from duty on leave, training, etc. during the year	

(उस अधिकारी द्वारा भरा जाए, जिसकी रिपोर्ट लिखी जानी है)

(to be filled in by the Officer reporting upon)

(कृपया प्रविष्टियां भरने से पूर्व दिशा-निर्देशों को ध्यानपूर्वक पढ़ें)

(Please read carefully the guidelines before filling the entries)

1. से तक वर्ष/अवधि के दौरान आपके द्वारा किए गए कार्यों का संक्षिप्त वृत्त
(संक्षिप्त वृत्त 100 शब्दों तक सीमित होना चाहिए)
Brief resume of the work done by you during the year/period from To
(The resume to be furnished should be limited to 100 words)

2. कृपया वे मदें दर्शायें, जिनमें महत्वपूर्ण उच्चतर उपलब्धियाँ रही हों और उनमें आपका क्या योगदान रहा।
Please also indicate items in which there have been significantly higher achievement and your contribution thereto.

3. कृपया कार्यों को करने के लिये आपके द्वारा किये गये प्रयत्नों में कमियाँ और उनके कारण, यदि कोई हो, को संक्षेप में बताएं।
Please state, briefly, the shortfalls in your input and reasons therefore, if any.

4. कृपया बताएं कि क्या पूर्ववर्ती कलैण्डर वर्ष की अचल सम्पत्ति संबंधी वार्षिक विवरणी नियत तारीख अर्थात् कलैण्डर वर्ष के बाद के 31 जनवरी तक दाखिल कर दी गई थी। यदि नहीं, तो विवरणी दाखिल करने की तारीख दी जाये।
Please state whether the annual return on immoveable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

स्थान / Place:

दिनांक / Date:

उस अधिकारी/कर्मचारी के हस्ताक्षर जिसकी रिपोर्ट लिखी जानी है

Signature of the Employee reported upon

1. क्या रिपोर्ट लिखने वाला अधिकारी भाग-2 में दिये गए विवरण से सहमत है ? यदि नहीं, तो असहमति किस सीमा तक है और इसके क्या कारण हैं ?
Does the Reporting Officer agree with the statement made in part 2 ? If not, the extent of disagreement and reasons thereof.

2. रिपोर्ट लिखने वाले अधिकारी द्वारा प्रत्येक गुण/विशेषता की सांख्यिकीय कोटि का निर्धारण किया जायेगा जोकि 1-10 पैमाने पर होनी चाहिये जिसमें 1 का तात्पर्य निम्नतम कोटि से और 10 का तात्पर्य उच्चतम कोटि है।
Numerical grading is to be awarded for each of the attribute by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियां भरने से पूर्व दिशा-निर्देशों को ध्यानपूर्वक पढ़ें)

(Please read carefully the guidelines before filling the entries)

(क) किये गये कार्य का मूल्यांकन (इस खण्ड की तरजीह 40 प्रतिशत होगी)

(A) Assessment of work output (weightage to this Section would be 40%)

	कोटि / Grading
i) कार्य की गुणवत्ता Quality of work	
ii) व्यावसायिक कौशल स्तर Level of professional skill	
iii) गुप्त और परमगुप्त मामलों और कागजातों पर कार्य करने में विश्वसनीयता Trustworthiness in handling secret and top secret matters and papers	
iv) डायरी का रखरखाव और बैठकों, साक्षात्कार इत्यादि के लिये आवश्यक कागजात प्रस्तुत करना Maintenance of diary and timely submission of necessary papers for meetings, interviews, etc.	
"किये गये कार्य" की समग्र कोटि [i से iv/4] Overall Grading on "Work Output" [i to iv/4]	

सामान्य / GENERAL

1. जनता से संपर्क (जहां कहीं लागू हो)
(कृपया जनता की अधिकारी तक पहुंच और उनकी आवश्यकताओं के प्रति उसकी अनुक्रियाशीलता पर टिप्पणी करें)
(Please comment on the officers accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण (कृपया अधिकारी की भावी प्रभावोत्पादकता और सामर्थ्यता को बढ़ाने के मद्देनजर प्रशिक्षण की सिफारिश करें)
Training (Please give recommendations for training with a view to future improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति
State of Health

4. सत्यनिष्ठा (अधिकारी की सत्यनिष्ठा पर टिप्पणी करें)
Integrity (Please comment on the integrity of the officer)

5. रिपोर्ट लिखने वाले अधिकारी द्वारा अधिकारी के वृहद गुणों और कम गुणों, असाधारण उपलब्धियों, महत्वपूर्ण कमियां और कमजोर वर्गों के प्रति रवेये सहित उसके समग्र गुणों के संबंध में चरित्र का आकलन (लगभग 100 शब्दों में)
Pen picture by reporting officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. रिपोर्ट के भाग-3 में खण्ड क, ख और ग में दी गई तरजीह के आधार पर 10 के पैमाने पर समग्र सांख्यिकीय कोटि
Overall numerical grading on the basis of weightage given in Section A, B, and C in Part-III of the report.

रिपोर्ट लिखने वाले अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान / Place:

साफ अक्षरों में नाम
Name in Block letters

पदनाम
Designation

(ख) वैयक्तिक गुणों का मूल्यांकन (इस खण्ड की तरजीह 30 प्रतिशत होगी)

(B) Assessment of personal attributes (weightage to this section would be 30%)

	कोटि / Grading
i) कार्य के प्रति अभिरुचि Attitude to work	
ii) बुद्धिमत्ता, उत्सुकता Intelligence, keenness	
iii) अनुशासन बनाए रखना Maintenance of discipline	
iv) जिम्मेदारी का बोध Sense of responsibility	
v) सम्प्रेषण कौशल Communication skills	
vi) दल में कार्य करने की योग्यता Ability to work in team	
vii) समय-सीमा का पालन करने की योग्यता Ability to meet deadline	
viii) हाजिरी में नियमितता और समय पाबंदी Regularity and punctuality in attendance	
"वैयक्तिक गुणों" की समग्र कोटि [i से viii]/8) Overall Grading on "Personal Attributes" [i to viii]/8)	

(ग) कार्यात्मक दक्षता का मूल्यांकन (इस खण्ड की तरजीह 30 प्रतिशत होगी)

(C) Assessment of functional competency (weightage to this section would be 30%)

	कोटि / Grading
i) टंकण/कम्प्यूटर कार्य में दक्षता और शुद्धता Proficiency and accuracy in Typing/Computer work	
ii) अंतःवैयक्तिक संबंध Inter-personal relations	
iii) समन्वय योग्यता Coordination ability	
iv) प्रभावकारी सम्पर्क, पहल तथा व्यवहार-कुशलता Effective liaison, initiative and behavior	
"कार्यात्मक दक्षता" की समग्र कोटि [i से iv]/4) Overall Grading on "Functional Competency" [i to iv]/4)	

टिप्पणी: समग्र कोटि दी गई वेटेज के अनुपात में, सूचकों के प्रत्येक समूह के औसत मूल्य के जोड़ पर आधारित होगी।

Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

कुलसचिव की टीप / REMARKS OF THE REGISTRAR

दिनांक / Date:

कुलसचिव के हस्ताक्षर
Signature of Registrar

कुलपति के द्वारा टीप / REMARKS BY KULPATI

दिनांक / Date:

कुलपति के हस्ताक्षर
Signature of Kulpati

परवर्ती वर्षों में सुधार के लिये अग्रिम टिप्पणी के खबर हेतु कार्यवाही किया गया।

Action taken to communicate advance remarks of improvement shown in subsequent year.

दिनांक / Date:

पालनकर्ता अधिकारी
Signature of Officer taking action