

**MEWAT ENGINEERING COLLEGE**

**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. Date of eligibility for promotion:
7. Date and Place of Birth:
8. Sex:
9. Marital status:
10. Nationality:
11. Indicate whether belongs to SC/ST/OBC category:
12. Address for correspondence (with Pin code):
13. Permanent Address (with Pin code):
14. Telephone No:
15. Email:

16. Academic Qualifications (Matric till post graduation):

<b>Examinations</b>	<b>Name of the Board/ University</b>	<b>Year of Passing</b>	<b>Percentage of marks</b>	<b>Division Class/Grade</b>	<b>Subject</b>
High School/Matric					
Intermediate					
B.A./ B.Sc/ B.Com/B.Mus.					
M.A./ M.Sc/ M.Com/M.Mus.					
Others examination, if any					

17. Research Degree(s)

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

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:

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

22. Fields of Specialisation under the Subject/Discipline

(a)

(b)

23. Academic Staff College Orientation/Refresher Course attended: NIL

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency



Total API score						

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students

	Course/Paper	Consulted	Prescribed	Additional Resources provided	API score
API score based on Preparation and imparting of knowledge as per curriculum & syllabus enrichment by providing additional resources to Students (max. score: 20)				API Score	<b>20 /year</b>

- (iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

<b>Indicators/ Activities as mentioned in the UGC's Website notification</b>	<b>Max Score</b>	<b>Candidate's score</b>
Updating of courses, design of curriculum, (5 /single course)	10	0
Participatory and Innovative T/L Process with material 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	0
Use of ICT in T/L process with computer-aided methods like Power-Point/ Multimedia/Simulation/Software etc. (Use of any one of these in addition to chalk & Board: 5-point each)	10	0
Developing and imparting Remedial/Bridge Courses(Each activity :5 points)	10	0
Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10	0
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	0
Organizing and conduction of popularization programmes/training courses in 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	0
<b>Maximum Aggregate Limit</b>	<b>20</b>	<b>0</b>

(iv) Admission/Examination Duties Assigned and Performed

S No.	Type of Admission / Examination Duties	Duties Assigned	Session	API Score
1	<p>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).</p> <p>Note: Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80% for 1 and 5 above, below which no scores may be assigned in these sub-categories.</p>			
				<p>College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted / 10 points</p>
3	<p>Examination and Admission work such as coordination superintendent, assistant superintendent, or flying squad duties etc: 10 points</p>			
	<p><b>Total Score (Max: 25)</b></p>			


	Total Score (I + ii + iii + iv)		
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**CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

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

Indicators as mentioned in the UGC's Website notification	Max Score	Candidate's score
Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each).	10	0
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	0
Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points)	10	0
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	0
<b>Maximum Aggregate Limit</b>	<b>20</b>	<b>0</b>

(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 points each)	10	0	
Institution governance responsibility like Deans/HoDs, Directors, Registrar, Finance Officer, Controller of Exams. Hony. Director, Proctor, Dy. Controller of Exams., Provost, Wardens, OSDs, Course Coordinators etc.	10 /year		

Participation in committees concerned with any aspect of departmental or Institutional management such as admission committee, campus development, library committee, (5 point each)		10 /year		
Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 each)		10	0	
Organization 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	0	
<b>Maximum Aggregate Limit</b>		15 /year		

**(iii) Professional Development Related Activities**

<b>Indicators / Activities as mentioned in the UGC's Website notification</b>	<b>Maximum Score</b>	<b>Candidate's score</b>	
Membership in profession related committees at state and national level a. At national level: 3 points each b. At state level: 2 points each	10 /year		

Participation in subject associations, conferences, seminars without paper presentation (Each activity 2 point)	10	0
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	0
Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 each).	10	0
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each).	10	0
<b>Maximum Aggregate Limit</b>	<b>15 /year</b>	

	Total Score (I+ii+ iii) (Max : 25)		
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**CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**A) Published Papers in Journals**

S. No.	Title with page nos. and date of publication	Journal	ISSN/ISBN No	Whether peer reviewed,	Impact Factor if any	No. of co-authors	Whether you are the main author	API Score

**(Note: Enclose all relevant documents in sequence below the sheet)**

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

<b>S.No.</b>	<b>Title with page Nos. and date of publication</b>	<b>Book Title editor &amp; publisher</b>	<b>ISSN/ ISBN No Publisher</b>	<b>Whether peer reviewed</b>	<b>N0. of co-authors</b>	<b>Whether you are the main author</b>	<b>API Score</b>

(Note: Enclose all relevant documents in sequence below the sheet)

**ii) Full Papers in Conference Proceedings**

<b>S.No.</b>	<b>Title with page Nos and date of publication</b>	<b>Details of Conference Publication</b>	<b>ISSN/ ISBN No</b>	<b>N0. of co-authors</b>	<b>Whether you are the main author?</b>	<b>API Score</b>


**(Note: Enclose all relevant documents in sequence below the sheet)**

**iii) Books Published as single author or as editor**

<b>S.No.</b>	<b>Title with page No and date of publication</b>	<b>Type of Book Authorship</b>	<b>Publisher &amp; ISSN/ ISBN No</b>	<b>Whether peer reviewed?</b>	<b>N0. of co-authors</b>	<b>Whether you are the main author?</b>	<b>API Score</b>



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(Note: Enclose all relevant documents in sequence below the sheet)

**(C)(iii & iv) Completed Projects I Consultancies**

S.No.	Title (with specific period)	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	Whether policy document/patent as outcome	API Score

(Note: Enclose all relevant documents in sequence below the sheet)

**(D)Research Guidance**

S No	Number Enrolled	Thesis Submitted (with date)	Degree awarded (with date)	API Score
M. Phill. or Equivalent				
Ph. D. or equivalent				

(Note: Enclose all relevant documents in sequence below the sheet)

**(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration) (max. 30 points)**

S. No.	Programme Duration with date	Organized by	API Score




**(Note: Enclose all relevant documents in sequence below the sheet)**

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

S. No.	Title of the Paper presented with date	Title of Conference / Seminar held on	Organized by	Whether international/national/state/regional /college or university level	API Score

**(Note: Enclose all relevant documents in sequence below the sheet)**

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

S. No.	Title of Lecture/ Academic Session with date	Title of Conference / Seminar	Organized by	Whether international/ national	API Score

**(Note: Enclose all relevant documents in sequence below the sheet)**

**IV SUMMARY OF API SCORES**

	Criteria	Last Academic Year	Total API Score for assessment period	Annual Av. API for assessment period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension Professional development etc			
III	Total I + II			
	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)*

- |          |           |
|----------|-----------|
| <b>1</b> | <b>6</b>  |
| <b>2</b> | <b>7</b>  |
| <b>3</b> | <b>8</b>  |
| <b>4</b> | <b>9</b>  |
| <b>5</b> | <b>10</b> |

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

Designation:

Place & Date:

Signature of the Director

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