



SARDAR PATEL UNIVERSITY

NAAC Re-Accredited 'A' Grade (CGPA 3.25) (23-1-2017 to 22-1-2022)
Vallabh Vidyanagar - 388 120 (Gujarat) India

Website : www.spuvvn.edu

Phone: (02692) 226801
Fax: (02692) 236475/237258

PBAS PROFORMA FOR PROMOTION UNDER CAS/DIRECT RECRUITMENT

PART-A GENERAL INFORMATION AND ACADEMIC BACKGROUND

<input type="checkbox"/>	1	Assistant Professor from Stage 1 to Stage 2	15600-39100 + AGP 7000	OR
<input type="checkbox"/>	2	Assistant Professor Stage 2 to Stage 3	15600-39100 + AGP 8000	OR
<input type="checkbox"/>	3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	37400-67000 + AGP 9000	OR
<input type="checkbox"/>	4	Associate Professor (Stage 4) to Professor Cadres (Stage 5)	37400-67000 + AGP 10000	OR
<input type="checkbox"/>	5	Professor (Stage 5) to Professor (Stage 6)	37400-67000 + AGP 12000	OR
<input type="checkbox"/>	6	Assistant Professor/Associate Professor/Professor		

- (1) Name in full: Shri. / Smt./ Ms./ Dr. _____
(In Block Letters)
- (2) Department: - _____ (ii) Nationality _____
- (3) Date of Birth Age : _____ Birth Place _____
D D M M Y Y Y Y
- (4) Full Address for correspondence (In Block Letters)

<p>(i) Present _____</p> <p>_____</p> <p>City _____ PIN </p> <p>Tal. _____ Dist. _____</p> <p>State </p> <p>Phone No. </p> <p style="text-align: center; font-size: small;">STD code</p> <p>Mobile No. </p> <p>E-Mail :- _____</p>	<p>(ii) Permanent _____</p> <p>_____</p> <p>City _____ PIN </p> <p>Tal. _____ Dist. _____</p> <p>State </p> <p>Phone No. </p> <p style="text-align: center; font-size: small;">STD code</p> <p>Mobile No. </p> <p>E-Mail :- _____</p>
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- (5) Marital Status (✓) Married ☐ Single ☐
- (6) Please Tick (✓) appropriate. Please enclose Caste Certificate of appropriate authority, if applicable
S.C. ☐ S.T. ☐ Baxi Punch / SEBC ☐ General ☐ Phy. Handi. ☐
- (7) Date of Last Promotion/Direct Appointment
For the Position of _____

(8) Date of Eligibility for Promotion

For the Position of _____

(9) Educational Qualifications: Examinations passed (Attested copies of all testimonials/ Certificates including Marks, Grade, Certificate should be attached (Applicable only for direct recruitment)

Sr. No.	Examination Passed	Principal Subject	Subsidiary Subject	Name of the University or Examination Body	Total Marks with Class, Grade, Exact percentage (%)	Year & Month of Passing the Examination	No. of attempts for passing each of the examinations	Language in which studies were carried out	Encl. at Page No.
1	2	3	4	5	6	7	8	9	10
1	S.S.C								
2	H.S.C.								
3	Graduation								
4	Post Graduation								
5	M. Phil.				Date : <input type="text"/>	<input type="text"/>	<input type="text"/>		
6	Ph.D.				Date : <input type="text"/>	<input type="text"/>	<input type="text"/>		
	Title of Ph.D. Thesis	:							
7	GSLET								
8	NET								
9	B.Ed.								
10	M.Ed.								
11	Others								

(10-i) Positions Held (In Public / Government / Private Employment giving details of Work)
Applicable only for direct recruitment

Full Name & Address of the Employer where Employed	Designation (Type of work)	Date of joining	Date of Leaving	Grant-in Aid/ SF/ Private	Full time/ Part time/ Adhoc	Basic Pay & Pay Scale or Fixed pay	Reason for leaving Previous Employment	Encl at page No.
1	2	3	4	5	6	7	8	9

(10 - ii) Teaching/Research Experience:

	From	To	Yrs.	Months	Institutions	Encl Page No.
U.G.						
P.G.						
Industry						

Total Teaching/Research Experience (Full Time, Regular):

(11) Area of Specialization: _____

(12) Research Guidance:

Sr. No.		No. of Students Working	No. of Students Thesis Submitted	No. of Students Degree Awarded
1	Ph.D.			
2	M.Phil.			
3	Dissertation			

(13) Details of Refresher Course, Orientation Programme etc. attended (Please attach copy of Certificates):

Sr. No.	Name of the Programme	Organizing Institute	Duration		Encl Page No.
			From	To	

(For Stage 1 to Stage 2: 1 Orientation & 1 Refresher Course)

(For Stage 2 to Stage 3: 1 Refresher Course)

(For Stage 3 to Stage 4: 1 Refresher Course/any course of minimum 1 week duration)

(For Stage 4 to Stage 5 and For Stage 5 to Stage 6: Not Required)

(14) Publications*:

Sr. No.	Details of Publications Research Papers/ Books** and Book Chapters Published	Encl. Page No.
	Authors, Title, Journal, Volume, Page No. (year)/ Title, Authors, Edition, Publisher, Page No., Year	

* For Stage 3 to Stage 4: At least Three Publications in full text should be submitted.

For Stage 4 to Stage 5: At least Five Publications in full text should be submitted.

** In case of a book, attach front, index and back pages.

(15) Details of Seminar/ Conference/ Workshop/ Winter School/ Symposium/ Summer camp, etc.

Sr. No.	Nature of the Participation/ Attended/paper presentation/session chair	State Level/ National level/ International Level	Organized by and Venue	Date of Participation		No. of days
				From	To	

(16) Awards for Best Research Article/Paper Published/Essay Competition:

Sr. No.	Name of Award	State Level/ National level/ International Level	Awarding Body	Date

(17) Visits to other Institutions for Academic Purpose (National/International)

Sr. No.	Institutions	Duration		Purpose of Visit	Sponsoring Agency
		From	To		

(18) Name of Professional Associations in which you have held important positions or have been active member of/ Fellowship of Academic Societies/ Others.

Sr. No.	Designation	Body/ Institutions	From	To	Duration

(19) Any other relevant information: (Not mentioned above)

PART - B

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightage without changing the minimum total API scores required under this category.

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

- a. Direct Teaching** (Lectures, Seminars, Tutorials, Practical's, contact hours (Give semester-wise details, wherever necessary))

Sr. No.	ACADEMIC YEAR	SEMESTER	ACTUAL HOURS	TOTAL HOURS	AVERAGE HOURS PER YEAR $\div 7.5$ OR 7.75^{**} (ACTUAL SCORE)	MAXIMUM API SCORE	REMARKS	*ENCL. PAGE No.
1		I						
		II						
		III						
		IV						

- b. Examination Duties**

Sr. No.	ACADEMIC YEAR	NATURE OF DUTY	ACTUAL HOURS	TOTAL HOURS	AVERAGE HOURS PER YEAR $\div 10$ (ACTUAL SCORE)	MAXIMUM API SCORE	REMARKS	*ENCL. PAGE No.
1								

- c. Innovative Teaching**

Sr. No.	ACADEMIC YEAR	NATURE OF WORK	ACTUAL HOURS	TOTAL HOURS	AVERAGE HOURS PER YEAR $\div 10$ (ACTUAL SCORE)	MAXIMUM API SCORE	REMARKS	*ENCL. PAGE No.
1								

* Should be claimed by the applicant with supporting documents.

** For Associate Professor & Professor.

Summary of Total API Score obtained for Category I (a+b+c)								
Year	API Score						Total (API)	
	a Claimed	IQAC use	b Claimed	IQAC use	c Claimed	IQAC use	Claimed a+b+c	IQAC use a+b+c
Points after IQAC Assessment Based on Documentary Evidence Provided								

Explanatory Notes for Guidance

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
I	a. Direct Teaching	70	Actual hours spent per academic year $\div 7.5$	60	Actual hours spent per academic year $\div 7.75$	60	Actual hours spent per academic year $\div 7.75$
	b. Examination duties (Question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year $\div 10$	10	Actual hours spent per academic year $\div 10$	10	Actual hours spent per academic year $\div 10$
	c. Innovative Teaching - learning Methodologies, updating of subject contents/courses, Mentoring etc.	10	Actual hours spent per academic year $\div 10$	15	Actual hours spent per academic year $\div 10$	20	Actual hours spent per academic year $\div 10$

Further Notes for Clarity:-

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals/Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in

weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

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

Sr. No.	NATURE OF ACTIVITY	ACADEMIC YEAR	ACTUAL HOURS PER YEAR	TOTAL HOURS PER YEAR	TOTAL HOURS PER YEAR ÷ 10 (ACTUAL SCORE)	API SCORE (MAXIMUM 15)	REMARKS	*ENCL. PAGE NO.
a	Student related co-curricular, extension and field-based activities							
b	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.							
c	Professional Development activities							

* Should be claimed by the applicant with supporting documents.

Summary of Total API Score obtained for Category II (a+b+c)								
Year	API Score						Total (API)	
	a Claimed	IQAC use	b Claimed	IQAC use	c Claimed	IQAC use	Claimed	IQAC use
Points after IQAC Assessment Based on Documentary Evidence Provided								

Explanatory Notes:-

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Category II	Nature of Activity	Maximum API Score	Actual score
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10
b.	Contribution to corporate life and management of the department and Institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures	15	Actual hours spent per academic year ÷ 10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

(A.1) RESEARCH PUBLICATIONS (PAPERS / ARTICLES in Refereed Journals as notified by UGC)

SR. NO.	TITLE	NAME OF JOURNAL (SR. NO. & PAGE NO. OF UGC LIST)	VOL., PP NO., YEAR	Impact Factor	TYPE OF AUTHORSHIP*	SCORE	REMARKS BY IQAC	ENCL. PAGE NO.

(A.2) RESEARCH PUBLICATIONS (PAPERS / ARTICLES in Reputed Journals as notified by UGC)

SR. NO.	TITLE	NAME OF JOURNAL (SR. NO. & PAGE NO. OF UGC LIST)	VOL., PP NO., YEAR	Impact Factor	TYPE OF AUTHORSHIP*	SCORE	REMARKS BY IQAC	ENCL. PAGE NO.

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* First & Principal Author/Corresponding Author/ Supervisor/Mentor/Other Author.

Copy of a Page(s) indicating Impact Factor and ISBN/ISSN No. in addition to above should be submitted as Enclosure, to justify the claim.

(B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)

B.1 Details of Text / Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	API Score	API Score (for IQAC use)	Encl. Page No.

Note : Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

B.2 Details of Subject Books, published National level publishers, with ISBN/ISSN number or State Central Govt. Publications a approved by the University an posted on its website.

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	API Score	API Score (for IQAC use)	Encl. No.

Note : Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

B.3 Details of Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	API Score	API Score (for IQAC use)	Encl. No.

Note : Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

B.4 Details of Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Sr. No.	Title of the Book	Name of the Editor	Chapter contributed	Author / Co-Author(s)	Name of the Publisher	ISBN / ISSN	API Score	API Score (for IQAC use)	Encl. No.

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Note : Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

C Details of Research Projects (Relevant Documents supporting claims should be enclosed)

C.1 Sponsored Projects (As Principal Investigator)

Sr. No.	Title and Nature of the Project (Major/ Minor)	Funding Agency	Grant Sanctioned	Duration		Project Status Completed / On-going	API Score	API Score (for IQAC use)	Encl. No.
				From	To				

C.2 Consultancy Projects (As Principal Investigator)

Sr. No.	Title and Nature of the Project	Agency to it is offered	Grant Component	Duration		Project Status Completed / On-going	API Score	API Score (for IQAC use)	Encl. No.
				From	To				

C.3 Research Projects Outcome / Outputs

Sr. No.	Details of Project	Patent / Technology transfer / Product / Process	Year	Major Policy document prepared	API Score	API Score (for IQAC use)	Encl. No.

D Research Guidance

D.1 Details of M. Phil Awarded*

Sr. No.	Name of the Scholar	Title of the Dissertation/Thesis	University	Month and Year	API Score	API Score (for IQAC use)	Encl. No.

*** Submit M.Phil. Notification**

D.2 Details of Ph.D. awarded / Thesis submitted*

Sr. No.	Name of the	Title of the Thesis	Awarded / Thesis	University	Month and	API Score	API Score (for IQAC)	Encl. No.
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	Scholar		submitted		Year		use)	

*** Submit Ph.D Notification/Certificate of Submission**

E Details of Fellowships, Awards and Invited lectures delivered in conferences/seminars

E.1 Details of Fellowships / Awards (claims should be supported by relevant documents)

Sr. No.	Name of the Fellowship / Award	Awarding Institute/ Organization	International / National / State / University level	Date Awarded	API Score	API Score (for IQAC use)	Encl. No.

E.2 Details of Invited lectures / papers presented in conference/seminars/workshops (claims should be supported by relevant documents)

Sr. No.	Title	Name of the Event	Organizer/ Institute	Duration	International / National / State / University level	API Score	API Score (for IQAC use)	Encl. No.

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

Summary of API Score under Category E

API Score	API Score After Capping	IQAC use

F Development of e-learning delivery process/material Details

(F)	Development of e-learning delivery process/material*	10 per module	API Score	API Score (for IQAC use)	Encl. No.

* Should be claimed by the applicant with supporting documents.

Explanatory Notes for Guidance: -

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor. -

Category	Activity	Faculty of Sciences / Engineering/ Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences/ Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Refereed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (Books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National level publishers, with ISBN/ISSN number or State/ Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author
		Subject Books, published by Other local publisher, either ISBN/ISSN numbers as approved by the University and posted on its website. The List will be intimated to UGC	Subject Books, published by Other local publisher, either ISBN/ISSN numbers as approved by the University and posted on its website. The List will be intimated to UGC	15 per Book for Single Author
		Chapters in Books, published	Chapters in Books, published by National and International level	International - 10 per Chapter

		by National and International level publishers, with ISBN.ISSN number as approved by the University and posted on its website. The List will be intimated to UGC	publishers, with ISBN.ISSN number as approved by the University and posted on its website. The List will be intimated to UGC	National - 5 Per Chapter
III (C)	RESEARCH PROJECTS:-			
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs.30 lakhs	Major Projects with grants above Rs. 3 lakhs up to 5 lakhs	15 per Project
		(c) Minor Projects with grants above Rs. 1 lakhs up to 5 lakhs	Minor Projects with grants above Rs.1 lakhs up to 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 10 lakhs and Rs. 2 lakhs, Respectively
	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF/ etc. Central / State Govt./Local Bodies	30 for each International/20 for each national level output or patent. Major Policy document of International bodies – 30 , Central Government–20, State Govt. -10 Local bodies – 5
III (D)	RESEARCH GUIDANCE:-			
III (D) (i)	M.Phil	Degree Awarded	Degree Awarded	5 per Candidate
III (D) (ii)	Ph.D	Degree awarded/Thesis Submitted	Degree awarded/Thesis Submitted	15/10 per Candidate
III (E)	FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES/SEMINARS:-			
III (E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award/Fellowship from academic bodies/associations	15 per Award/ 15 per Fellowship
		National Award/Fellowship from academic	National Award/Fellowship from academic bodies/associations	10 per Award/ 10 per Fellowship

		bodies		
		State/University level Award from academic bodies	State/University level Award from academic bodies/associations	5 per Award
III (E) (ii)	Invited Lectures/papers	International	International	7 per Lecture/5 per paper presented
		National level	National level	5 per Lecture/3 per paper presented
		State/University level	State/University level	5 per Lecture/3 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III (F)	Development of e-learning delivery process/material			10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - 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 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

Summary of Total API Score obtained for Category III (A+B+C+D+E+F) Assessment Period from _____ to _____							
Year	API Score						Total API Score
Entire Assessment Period	A	B	C	D	E	F	
from _____ to _____							
Total API Score							

For IQAC Use Only

Summary of Total API Score obtained for Category III (A+B+C+D+E+F) Assessment Period from _____ to _____							
Year	API Score						Total API Score
Entire Assessment Period	A	B	C	D	E	F	
from _____ to _____							
Total API Score							

Category	Criteria	Total-API Score for Assessment Period	IQAC use
I	TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES		
II	PROFESSIONAL DEVELOPMENT, CO- CURRICULAR AND EXTENSION ACTIVITIES		
III	RESEARCH AND ACADEMIC CONTRIBUTIONS		
II + III	As stated above against II & III		

I certify that the information provided is correct and best of my knowledge.

Place
Date:

Signature of Candidate

Certificate from DIQAC

It is certified that the above claims of the candidate are verified and confirmed by supporting documents.

Comments (if any) :

DIQAC Members

Sr. No.	Members Name	Signature

Forwarded through HOD:

Sign and seal