



UNIVERSITY OF CALCUTTA

API-Based PBAS Proforma for Promotion under Career Advancement

Scheme whose date of effect falls on or after 01.01.2025

(Vide WB G.O. No. 1047-Edn(U)/HED-12016(21)/3/2021-UNV SEC-Dept. of HE dated 15.07.2026)

Part – A

CAREER ADVANCEMENT SCHEME (CAS) APPLIED FOR (put a tick mark at the appropriate place) : Assistant Professor Stage -1 (Academic Level-10) to Assistant Professor Stage-II (Senior Scale / Academic Level-11) ; Assistant Professor Stage-II (Senior Scale / Academic Level-11) to Assistant Professor Stage-III (Selection Grade / Academic Level-12) ; Assistant Professor Stage-3 (Selection Grade / Academic Level-12) to Associate Professor (Academic Level-13A) ; Associate Professor (Academic Level-13A) to Professor (Academic Level-14).

General Information and Academic Background

1. Name of the Applicant (in BLOCK LETTERS):

2. Date and Place of Birth:

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3. Indicate Whether belonging to (please put a tick mark) :

UR	SC	ST	OBC	PWD	EWS
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4. Department:

5. Address for Communication:

6. Permanent Address:

7. Telephone Number:

Office	Residence	Mobile

8. E-mail:

9. Academic Qualifications right from the Secondary Level to the Ph.D. Level with name of the Board / Council / Institution / University, etc., Year of Passing, Division / Class and Percentage of Marks (please attach separate sheet, if required).

Examination	Name of Board /Institution/ University	Year of Passing	% of marks	Division/Class / Grade	Subjects with Specialization
High School / Matric					
Intermediate					
B.A./B.Sc./B.Com. /B. Mus./B.Tech/ BA LLB					
M.A./M.Sc./M.Com./ M.Mus./M.Tech./LLM /(B.Ed)/M.Ed.					
M.Phil.					
Ph.D./D.Phil.					
D.Sc./D.Litt.					
Other Examinations if any					

10. Chronological description of different positions held right from first employment in the substantive post (please attach separate sheet, if required) :

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

11. Post held after appointment at this institution:

Designation	Department	Date of Joining		Grade
		From	To	

12. Date of eligibility for promotion:

(Note: The actual date of effect for promotion under CAS will be decided by the relevant Screening Committee / Selection Committee; and the same needs to be approved by the Hon'ble Vice-Chancellor and the Syndicate.)

13. Post doctoral experience within the country and abroad (please attach separate sheet, if required) :

14. Industrial Experience / Consultancy, etc. (please attach separate sheet, if required):

15. Award / Honours (please attach separate sheet, if required):

16. Any other information that the applicant would like to provide (please attach separate sheet, if required):

17. Special remarks, if any (please attach separate sheet, if required):

18. Research Experience excluding years spent in M.Phil./Ph.D. (in years):

19. Field of Specialization under the Subject / Discipline:

(a)

(b)

20. **Course(s) Attended: Orientation / Refresher Course / Research Methodology Courses/Workshops / Training Programs etc :**

Dates (Duration)	Sponsoring Agency	Name of the Course / Summer School	Place

I declare that information provided are true to the best of my knowledge and documentary evidence for each information will be produced as and when required.

Signature of the Applicant with date

Checked and Verified by the Head of the Department

Forwarded by Secretary of the Faculty Council

PART -B

ACADEMIC PERFORMANCE INDICATORS (A.P.I.)

In compliance with the West Bengal GO No. 1047-Edn(U)/HED-

12016(21)/3/2021-UNV SEC-Dept. of HE dated 15.07.2026

(Please see detailed G.O. before filling up this PBAS proforma)

APPENDIX-I

TABLE-I (1)

Classes taught including session on tutorials, Lab and other teaching related activities (Contact weeks/days in five days a week pattern ☐ / six days a week pattern ☐

1) a) Workload in direct Teaching-Learning and Lab per Week:

Sl. No.	Course / Paper	Level	Mode of teaching	Total Class Assigned per semester (A)	Number of Classes Taught per semester (T)	Workload per semester *	Gradation ** (T/A)x100

*(16 hours for Ast. Prof. And 14 hours for Asso. Prof. /Prof.)

** (Classes taught per week /Total Class Assigned per week X 100)

b) Other teaching related activities in Mentoring of Students (minimum fifteen students per coordinator or in proportion with student intake) for community development/ Extra Curricular Activities/Library Consultation/research:

Sl. No.	Other teaching related activities Other than Table I (1) (a)	Level	Total Hours Assigned per semester (A)	Total hours spent per semester (S)	Gradation (S/A)x100
	Mentoring of Students for community development				
	Extra Curricular Activities				
	Library Consultation				
	Research guidance				

c) Other teaching related activities in Research in case of Under Graduate/ Post Graduate Courses:

Sl. No.	Level	Name of Project	Sanctioned Amount	Name of Scholar	Total Hours Assigned per semester (A)	Hours spent per Week	Total Hours spent per semester (S)	Gradation (S /A) X 100

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TABLE-I (2)

2. Involvement in the University Students related Activities / Research Activities:

("Good" if involved in at least three activities amongst column a to g,

"Satisfactory" if involved in at least 1-2 activities amongst column a to g,

"Not-satisfactory" if not Involved in any of these activities amongst column a to g)

a) Administrative responsibilities such as Head, Chairperson/ Dean / Director / Coordinator, Warden etc.

Sl. No.	Nature of responsibility	Hours spent per semester

b) Examination and evaluation duties assigned by the University or attending the examination paper evaluation.

S. No.	Type of Examination Duties	Actual hour spent per semester

c) Student related Co-curricular, extension and field-based Activities such as students clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS, community services, Student Journal, New Letters, Wall Magazine or any other publication:

Sl.No.	Type of Activity	Hours spent per semester

d) Organizing seminars/ conferences/ Workshops, other University Activities:

Sl. No.	Type of Activity	Hours spent per semester

e) Evidence of actively involved in guiding Ph. D Students:

Sl.No.	Name of the scholar	Hours spent per semester

f) Conducting of minor or major research project sponsored by national or international agencies:

Sl.No.	Name of Project	Hours spent per semester

g) At least one single or joint publication in peer-reviewed or UGC list of Journals:

Sl. No.	Title of the paper	Journal	ISSN / ISBN	Whether peer reviewed or UGC Listed	No. of Co-author	Whether you are the First author / Supervisor	Gradation

Gradation List (a to g):

Sl. No	Nature of activity	Total Hour Spent	Gradation

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TABLE-II
(Research Scores)

1. Research Papers in Peer-Reviewed or UGC Listed Journals:

Sl. No.	Title of the paper	Journal	ISSN / ISBN No.	No. of Co-author	Whether you are the First / Supervisor/ corresponding author	Impact Factor (determined as per Thomson Reuters now Clarivate /Web of Science)	API Score

2. Publications (other than Research papers)

a) Books authored :

Sl.No.	Title of Book	Published and Edited by	ISSN/ISBN No.	Whether International /National	No. of Co-author	Whether you are the first author	API Score

b) Chapters in Edited Books:

Sl.No.	Title of Book	Published and Edited by	Whether International /National	ISSN/ISBN No.	No. Of co-editor	Whether you are the first author	API Score

c) Books Edited:

Sl. No.	Title of Book	Type of Book & Authorship	Publisher & ISSN / ISBN No.	Whether International /National	No. of Co-authors	Whether you are the first editor	API Score

d) Translation works in Indian and Foreign Languages by qualified faculties:

Sl. No.	Title of Book	Type of work (Chapter /Research paper / Book)	Publisher	ISSN / ISBN No.	No. of Co-authors	Whether you are the first author	API Score

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:

a) Development of Innovative Pedagogy:

Sl. No.	Level	Method	Area	API Score

b) Design of New Curricula and Courses:

Sl.No.	Curricula / Courses	Level	No. of Curricula / Course	API Score

c) Development of complete MOOCs in four quadrants (4 credit course) and 05 marks/credit in case of lesser credits 05 marks /credit.

Sl.No.	Name of Platform/Institution	Level	No. of Module/Lecture/ Content / Course Coordinator	Credit Point	API Score

d) Development of e-Contents

Sl.No.	Name of Platform/Institution	Level	No. of Modules /Lectures / Contents / Editor of e-contents	Credit Point	API Score

4. a) Research Guidance:

	Number Enrolled	Name of the fellow	Thesis Submitted	Degree awarded	Whether Sole/Co-supervisor	API Score
P.G. Dissertation (MTech. /LLM /MEd /MA MSc etc)						
M Phil						
Ph D or Equivalent						

b) Research Projects completed:

Sl.No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. Lakh)	Whether Utilization Certificate submitted	API Score

c) Research Project Ongoing:

Sl.No.	Title	Agency	Period	Grant / Amount Mobilized (Rs. Lakh)	API Score

d) Project Consultancy (proof of University approval need to be submitted):

Sl.No.	Title with sanction date	Agency & period of approval of the sanctioned project	Period	Date of Agreement with the agency	Grant / Amount Mobilized (Rs. Lakh)	API Score

5. a) Patents:

Sl. No.	Details of the Patent/Technology Transfer/Product/ Process	Body/ Organization	Date of Acceptance with year	Whether the Patent/ Technology /Product / Process belongs to the applicant individually or in group	International / National	API Score

b) Policy Document (Submitted to an International body/organization):

Sl.No.	Title	Body/Organization for which the document was prepared	Date of Acceptance of the Document	International / National/State	API Score

c) Awards/Fellowship (It excludes travels award, Bursary Grant and any other awards of similar nature):

Sl.No.	Title	Name of the Academic Body awarding the Fellowship / Award	Date & Year of the achievement	International / National	API Score

6. a) Papers presented in conference, Seminars (Paper presented in Seminar/Conferences and also published as full paper in conference Proceedings will be counted only once):

S.No	Title of Paper Presented	Title of Conference / Seminar	Organised by	Whether international/national/ state / University Level	API Score

b) Invited Lectures at National, International, State or University Level Conference / Seminar etc.

Sl. No.	Title of Lecture/Academic Session	Title of conference / Seminar etc.	Organised by	Whether international/national/state / University Level	API Score

c) Conferences / Seminars /workshops attend as Resource Person:

Sl. No.	Title of Conferences / Seminars	Participated as	Organised by	Whether international/national/state / University Level	API Score

d) Full Papers in Conference Proceedings:

Sl. No.	Title	Name & date of Conference	ISSN/ISBN No.	No. of Co-author	Whether you are First author /Supervisor /Corresponding author	API Score

Capped (30%) for 5(b), 6(a), 6(b) and 6(c) in total of total research score (score 21 for Academic Level 12 to 13A and score 33 for Academic Level 13A to 14)

SUMMARY Sheet

1. TABLE-I (1) GOOD / SATISFACTORY / NOT SATISFACTORY

2. TABLE-I (2) GOOD / SATISFACTORY / NOT SATISFACTORY

3. TABLE-II RESEARCH SCORES

Item	1 st year	2 nd year	3 rd year	4 th year	5 th year	6 th year	API Score for total Assessment period
1							
2							
3							
4							
5							
6							
Total							

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PART-C
OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sl. 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. |

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NB. : The individual PBAS proforma duly filled along with all enclosures, Submitted for CAS promotions will be duly verified by the University as necessary and placed before the Screening Cum Evaluation Committee or Selection committee for assessment / verification.

CHECK LIST

SL.	Level () to Level ()	
1.	Date of Joining in the present level:	
2.	Completed years :	4 years (); 5 years (); 6 years ()
3.	Possessing Ph. D:	Yes (); No ()
		If yes put date of award
4.	Orientation Course of 21 Days	
5.	Completed Refresher/Research Methodology Course/Workshop/Syllabus Up-gradation Workshop/ Training Teaching-Learning- Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration:	
6	taken one Massive Open Online Courses (MOOCs) course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period:	
7	Completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course' contribution towards conduct of a MOOCs course during the period of assessment:	
8	Number of research publication in the peer-reviewed journals or UGC-listed journals during specific assessment period:	
9	Evidence of having guided Ph.D Candidate as Sole Supervisor () Main Supervisor () Co-Supervisor/Associate Supervisor ()	Yes (); No () If yes specify name of the candidate year of registration year of getting award
10.	Gradation in Appendix, Table-I(1)	Good () Satisfactory () Nor satisfactory ()
11	Gradation in Appendix, Table-I(2)	Good () Satisfactory () Nor satisfactory ()

Signature of the Applicant with date