



UTKAL UNIVERSITY OF CULTURE

Sanskriti Vihar, At/Po. Madanpur, Bhubaneswar- 752054

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No. Estt. 10/2019/ 1865 /UUC dated 20.10.2023


CIRCULAR

Eligible regular incumbent teachers of P.G. Teaching Depts. of Utkal University of Culture, may apply for promotion to various stages (Stage-II, III, Re-designation from Reader to Associate Prof. and subsequent stages of promotion) under UGC - Career Advance Scheme (CAS) as per the Resolution No. 2719/OLLC dated 25.07.2022, of the OLLC Dept., Govt. of Odisha and Circulars / Resolutions of the UGC Regulations-2010, 2013, 2016 & 2018 and subsequent amendments.

Prescribed application forms are available in the Establishment Section, UUC.

Last date of submission of application is **07.11.2023**.

By order of Vice-Chancellor


REGISTRAR

Memo No. 1866 /UUC dated 20.10.2023

Copy to the Head P.G. Teaching Depts., UUC for information of all concerned.


REGISTRAR

Memo No. 1867 /UUC dated 20.10.2023

Copy to the Steno to Vice Chancellor for the kind information of the Vice Chancellor.


REGISTRAR



UTKAL UNIVERSITY OF CULTURE

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 Pin code) :
14. Permanent Address (with Pin code) :
Telephone :
E-mail :

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 / +2 Arts					
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	Joining Date		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 Specialization 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**

Academic Session:

Class	Course Title	Periods allotted per week			Periods actually taught in the year		
		L	T	P	L	T	P
Odd Semester							
Even Semester							

Academic Session:

Class	Course Title	Periods allotted per week			Periods actually taught in the year		
		L	T	P	L	T	P
Odd Semester							
Even Semester							

Academic Session:

Class	Course Title	Periods allotted per week			Periods actually taught in the year		
		L	T	P	L	T	P
Odd Semester							
Even Semester							

Academic Session:

Class	Course Title	Periods allotted per week			Periods actually taught in the year		
		L	T	P	L	T	P
Odd Semester							
Even Semester							

Academic Session:

Class	Course Title	Periods allotted per week			Periods actually taught in the year		
		L	T	P	L	T	P
Odd Semester							
Even Semester							

Category I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

SN	Nature of Activities	Max. API Score	Actual Score
(a)	Direct Teaching	60	
(b)	Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	10	
(c)	Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.	20	

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

Please mention your contribution to any of the following:

SN	Nature of Activities	Max. API Score	Number of hours spent per academic year	Actual Score
(a)	Student related co-curricular, extension and field-based activities.	15		
	(i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)		>130	
	(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)		>20	
	(iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)		>30	
(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	>800	
(c)	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15	>300	

CATEGORY- III:

A. Research Papers published in Refereed Journals (As per UGC Regulation 2016: P.25)

Sl. No.	Title with page number	Journal: Year: Vol (No.)	ISSN / ISBN No.	Whether peer reviewed / impact factor if any	No. of co-authors	Whether you are the main author	API Score

B.(i) Publications other than journal articles (Chapters in books)

Sl. No.	Title with page number	Book title, editor & Publisher	ISSN / ISBN No.	Whether peer reviewed	No. of Co-authors and date of publication	Whether you are the main author	API Score

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B(ii) Books published as single author or as editor

Sl. No.	Title with page number	Type of book and authorship	Publisher & ISSN / ISBN No.	Whether peer reviewed	No. of Co-authors and date of publication	Whether you are the main author	API Score

C (i&ii) Ongoing Research Projects and Consultancy Projects

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

C (iii & iv) Projects Completed and Project Outcome

Sl. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs Lakhs)	Whether Policy Documents / Patent as outcome	API Score

D. Research Guidance

Course	Number enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or Equivalent				
PhD or Equivalent				

E (i) Fellowships/ Awards

Sn. No.	Name of the Fellowship	International / National/ State / University	API Score

E (ii) Papers presented in conferences, seminars, workshops, symposia

Sl. No.	Title of the Paper Presented	Title of conference/seminar	Date of the Event	Organized By	Level of Organization	API Score

E (iii) Invited Lectures and Chairmanships at National or International Conference/Seminars

S. No.	Title of Lecture / Academic Session	Title of the conference / Seminar	Date of the Event	Organized by	Whether International / National	API Score

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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

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

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 pro-forma.

Signature of the faculty with
Designation, Place & Date

Signature of HOD / School
Chairperson/Principal

NB: The individual PBAS pro-forma 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.