

**INSTITUTE OF ECONOMIC GROWTH**  
**University of Delhi Enclave, North Campus, Delhi – 110 007**

**APPLICATION AND PBAS PROFORMA FOR PROMOTION  
UNDER CAREER ADVANCEMENT SCHEME (CAS)**

**Part A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters) :
2. Father's Name :
3. Mother's Name :
4. Unit/Centre :
5. Current Designation & Grade Pay: :
6. Date of last Promotion :
7. Position and grade pay for which  
this application under CAS is made :
8. Date of eligibility for promotion :
9. Date and Place of Birth :
10. Sex: :
11. Marital status :
12. Nationality :
13. Indicate whether applicant belongs to SC/ST/OBC  
Category :
14. Address for correspondence (with Pincode) :

Telephone No:

Mobile No.:

E-mail:

**15. Permanent address (with Pin Code)**

**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 obtained</b>	<b>Division/ Class/ Grade</b>	<b>Subject</b>
<b>High School/Matric</b>					
<b>Intermediate</b>					
<b>B.A./B.Sc./B.Com</b>					
<b>M.A./M.Sc./M.Com</b>					
<b>/Other PG Course</b>					
<b>Any Other educational qualification</b>					

**17. Research Degree(s):**

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

**18. Appointments held prior to joining this institution:**

<b>Designation</b>	<b>Name of Employer</b>	<b>Date of Joining</b>		<b>Salary with scale and Grade Pay</b>
		<b>Joining</b>	<b>Leaving</b>	

**19. Posts held after appointment at this institution:**

Designation	Unit/Centre	Period of Service		Scale and Grade Pay
		From	To	

**20. Teaching experience: PG classes (in years)**

**UG Classes (in years)**

**21. Research Experience excluding years spent in M.Phil./Ph.D (in years)**

**22. Field of Specialization under the Subject/Discipline**

(a) ...

(b) ...

(c) ...

**23. Awards/Honours:**

**24. Title of 3 publications to be enclosed along with the application:**

**25. Any other relevant information:**

I declare that all the information provided by me in the form is true to the best of my knowledge and belief.

**Date:**

**Signature of Applicant**

**PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) PROFORMA FOR  
CALCULATING ACADEMIC PERFORMANCE INDICATOR (API) SCORE**

**Minimum API Scores for the promotion of the Academic Staff in Research Institutes  
under Career Advancement Scheme (CAS)**

	<b>Asstt. Prof. Stage 1 to 2</b>	<b>Asstt. Prof. Stage 2 to 3</b>	<b>Asstt. Prof. Stage 3 to 4</b>	<b>Assoc. Prof. Stage 4 to 5</b>	<b>Professor Stage 5 to 6</b>
Category 1*  Teaching-learning Evaluation related activities	50/Year	50/Year	50/Year	50/Year	50/Year
Category 2**  Co-curricular, Extension and Profession- related activities	10/Year	10/Year	10/Year	10/Year	10/Year
Category 3***  Research and Academic Contribution	50/Year  200/ assessment period	60/Year  300/ assessment period	70/Year  210/ assessment period	80/Year  240/ assessment period	90/Year  900/ assessment period
Expert Assessment	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee

\* ***As per the table in Annexure 1***

\*\* ***As per the table in Annexure 2***

\*\*\* ***As per the table in Annexure 3***

## RESEARCH & ACADEMIC CONTRIBUTIONS

**Category-I: Minimum Scores of APIs towards Contribution to teaching, learning and evaluation related activities in CAS Promotions  
(API scoring table X or Y may be chosen depending on relative emphasis to teaching or research by the faculty)**

<b>TABLE - X</b>				
<b>Sl.No.</b>	<b>Nature of Activity</b>	<b>Details</b>	<b>Maximum API score</b>	<b>Claimed Score</b>
I-A	Classroom teaching (including lectures, tutorials, practicals, contact hours)		40	
I-B	Duties other than class-room teaching, in excess of Institute's norms		10	
I-C	Quality of teaching		10	
I-D	Curriculum Development and Innovative and Participatory Teaching		20	
I-E	Examination related Duties		20	
	<b>Total Score</b>		<b>100</b>	
	<b>Minimum API Score required</b>		<b>50</b>	

<b>TABLE -Y</b>				
<b>Sl.No.</b>	<b>Nature of Activity</b>	<b>Details</b>	<b>Maximum API score</b>	<b>Claimed Score</b>
I-A	Participation in the execution of Institute's research projects, including writing of Research Proposals/ Data Collection/ Data Analysis/ Reports/ Working Papers, etc.		50	
I-B	Participation in teaching, including M.Phil and Ph.D. course work, Research Methodology workshop, training programs, Lectures and dissemination of research, etc.		20	
I-C	Organization of and participation in seminars/ workshop/ conference held under the aegis of the institute.		20	
I-D	Editorial Work (such as, preparing the Institute's Annual Report, proof-reading research papers, working papers, journals published by the Institute).		10	
	<b>Total Score</b>		<b>100</b>	
	<b>Minimum API Score required</b>		<b>50</b>	

**Category-2:API scores in CAS promotions towards Co-curricular, Extension and Professional Development Activities**

Sl.No.	Nature of Activity	Details	Maximum API score	Claimed Score
II-A	Curricular/extension activities, including sports/cultural activities, dissemination through media.		10	
II-B	Contribution to the collective functioning of the Institute, including participation in administrative and academic committees of the Institute.		20	
II-C	Professional Development Activities (such as, participation in seminars and conferences, training courses, membership of associations, dissemination of general articles-those not covered in Category-III)		10	
	<b>Minimum API Score Required</b>		<b>10</b>	

**Category-3: API scores in CAS promotions towards Research, Publications and other Academic Contributions**

<b>Sl.No.</b>	<b>Nature of Activity</b>	<b>Details</b>	<b>Maximum API score</b>	<b>Sole/Joint Author</b>	<b>Claimed Score</b>
<b>III A</b>	Research Papers Published	Refereed Journals*	15 / publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ ISSN no.	10 / publication		
		Conference proceedings as full papers (abstracts not to be included )	10 / publication		
<b>III B</b>	Research Publication (books, chapters in books, other than refereed journals)	Text or reference books published by International publisher with an established peer review system	50 / sole author 10 / chapter in an edited book		
		Subject books by national level publishers / State and Central Govt. Publications with ISBN / ISSN numbers	25 / sole author 5 / chapter in an edited book		



<b>S.No.</b>	<b>Nature of Activity</b>	<b>Details</b>	<b>Maximum API score</b>	<b>Sole/Joint Author</b>	<b>Claimed Score</b>
		Subject Books by Other local publishers with ISBN / ISSN numbers	15 / sole author		
			3 / chapter in an edited book		
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 / chapter		
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN No.	5 / Chapter		
		Book review on publication	2 / book review		

Sl.No.	Nature of Activity	Details	Maximum API score	Sole/Joint Author	Claimed Score
<b>III C</b>	<b>RESEARCH PROJECTS (Individually Initiated)</b>				
<b>III C (i)</b>	Sponsored projects carried out/ ongoing	Major Projects amount	25/ each project		
		mobilized with grants above 20.0 lakhs			
	The points should be distributed equally among the faculty associated with the project.	Major Projects amount	20/ each project		
		Mobilized with grants above 10.0 and up to 20 lakhs.			
		Major Projects amount	15/ each project		
		Mobilized with grants above 5.0 and up to 10 lakhs			
		Major Projects amount	10/ each project		
		Mobilized with minimum of Rs. 3.0 lakhs up to 5.0 lakhs			
		Minor Projects (amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	05/ each project		

Sl.No.	Nature of Activity	Details	Maximum API score	Sole/Joint Author	Claimed Score
III C (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs 2.0 lakh	10 per every Rs. 10.0 lakhs and 2 per every Rs. 2.0 Lakhs, respectively		
III C (iii)	Completed projects:	Completed project report( Accepted by funding agency )	20/ each major project and		
	Quality Evaluation		10/ each minor project		
III C (iv)	Projects	Major Policy document of Govt. Bodies at Central and State Level	30/ each national level output / 50/ each for International level		
	Outcome / Outputs				
III D	<b>RESEARCH GUIDANCE</b>				
III D (i)	M. Phil.	Dissertation awarded only	3/ each candidate		
III D (ii)	Ph. D.	Degree Awarded	10 / each candidate		
		Thesis Submitted	7/ each candidate		
III E	<b>TRAINING COURSES ATTENDED AND CONFERENCE / SEMINAR / WORKSHOP PAPERS PRESENTED</b>				
III E (i)	Refresher courses, Methodology workshops, Training, Teaching – Learning – Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes attended (Max: 30 points)	(a) Not less than two weeks Duration	20/ each		

Sl.No.	Nature of Activity	Details	Maximum API score	Sole/Joint Author	Claimed Score
		(b) One week duration	10/ each		
<b>III E (ii)</b>	Papers presented in Conferences / Seminars / Workshops etc.**	Participation and Presentation of research papers (oral / poster ) in:			
		(a) International conference	10/ each		
		(b) National	7.5/ each		
		(c) Regional/ State level	5/ each		
		(d) Local – University / College level	3/ each		
<b>III E (iii)</b>	Invited lectures / talks / presentations for conferences	(a) International	10/ each		
		(b) National	5/ each		

\* Wherever relevant to a specific discipline, the API Score for paper in refereed journal would be augmented as follows: (i) indexed journals – 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 25 points.

\*\* If a paper presented in a conference/seminar is published in the form of proceedings, the points will accrue in the form of publication as in III-A.

Note: The API for joint publications will have to be calculated in the following manner: of the total score for the relevant category of publication by the concerned faculty, the principal/first author/corresponding author/mentor/supervisor of the faculty would share equally 60% of the total points and the remaining 40% would be shared by all other authors.

**The API score claim of each of the sub-categories in the Category III (Research, Publications and Academic Contributions) will have the following cap to calculate the total API score claim for CAS:**

<b>Sub –Category</b>	<b>Cap as % of API cumulative score in application</b>
III (A) Research Papers (Journal, etc.) and III (B) Research Publications (Books, etc.)	55 %
III (C) Research Projects	20%
III (D) Research Guidance and III (E) Training Courses and Conference/Seminar etc.	25%