



CENTRAL UNIVERSITY OF SOUTH BIHAR  
दक्षिण बिहार केन्द्रीय विश्वविद्यालय

**PROFORMA FOR PROMOTION UNDER CAS**  
**DIRECTOR/DEPUTY DIRECTOR/ASSISTANT DIRECTOR**  
**OF PHYSICAL EDUCATION & SPORTS**

Paste a Recent  
Passport Size  
Photograph

**PART-A**

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1	Name (in Block Letters)	
2	Date of Birth	
3	Sex (Male/ Female)	
4	Marital Status	
5	Father's/Spouse Name	
6	Nationality	
7	Name of the Department	
8	Present Designation on which you are working	
9	Pay Band with Academic Grade Pay (Also mention Academic Level as per 7 <sup>th</sup> CPC)	
10	Date of last Appointment/Promotion on the present post	
11	Position and Academic Level for which you are an applicant under CAS	From Level _____ to Level _____
12	Date of eligibility for promotion which you claim	
13	The category you belong to : SC/ST/OBC/Gen	
14	Address for Correspondence	
15	Permanent Address	
16	Telephone No./ Mobile No.: E-mail:	

13

### 17. Educational Qualifications

Examination	Name of the Board/ University	Year of passing	Percentage of Marks obtained	Div./ Grade	Subjects
High School/ Matric					
Intermediate/+2					
Graduation					
Professional Graduation					
Post -Graduation					
Other examinations / Super-Specialization, if any					

### 18. Research Degree(s)

Degree	Title	Date of Award	University
M.Phil/M.Tech./M.Pharm /MD/MS/MDS/DNB/LL.M			
Ph.D./D.Phil.			
D.Sc./D.Lit			

### 19. Details of JRF/NET/SLET/SET

Name of the Award (JRF/NET/SLET/SET)	Qualified in Year	Subject	Awarding Agency (UGC/CSIR/ICAR)

### 20. Appointments held prior to joining CUSB

Designation	Department/ Centre	Name of Employer	Period of service*		Nature of Appointment (Adhoc/ Temporary/ Contractual/ Permanent)#
			From	To	
(1)	(2)	(3)	(4)	(5)	(6)

Basic Pay (with evidence)	Pay band (with evidence)	AGP (with evidence)	Monthly Gross salary (with evidence)	Increment date/month (with evidence)	Total Amount if Adhoc**/ temporary/ contractual/ Permanent	Reason for leaving	S.No. of supporting document
(7)	(8)	(9)	(10)	(11)	(12)	(13)	

\* Enclose letter of appointment and experience certificate.

# Evidence to be enclosed.

\*\*Please attach a certificate from the employer confirming and providing that the total gross emoluments paid was not less than the salary of a regular appointed Assistant Professor, Associate Professor and Professor as per UGC notified pay scales.

## 21. Posts held after appointment at CUSB.

Designation	Department	Date		Salary with PB + AGP	<u>Sl. No. of the Supporting Documents</u>
		From	To		

22.	Period of teaching experience:	P.G. Classes (in years)		U.G. Classes (in years)	
-----	--------------------------------	----------------------------	--	----------------------------	--

23.	Post -Doctoral Research experience (as Research Scientist, Research Associate etc.) (in years)	
-----	---	--

## 24. Fields of specialization :

(a)

(b)

25. HRDC Orientation /Refresher Course/ Summer/Winter School etc. attended of two-three weeks duration:

<u>Name of the Course/ Summer School</u>	<u>Institution</u>	<u>Duration</u>	<u>Sponsoring Agency</u>	<u>Sl. No. of the Supporting Documents</u>

26. Research Position held:

Research Experience in years and month	Position Held	Before Ph.D.				
		Emoluments per month	Name of University	From	To	No. of years
After Ph.D.						
Emoluments per month	Name of University	From	To	No. of years		

27. Study/Sabbatical/Maternity/Paternity Leave taken during the Assessment Period (keep documentary support):-

Kind of leave	Period of leave		Period of days (years/ months/ days)	Order No. & date
	From	To		

DATE:

Signature of the Applicant

Forwarded by Director of Physical Education /Registrar

**PART- B**

**ASSESSMENT CRITERIA AND METHODOLOGY PROFORMA FOR PROMOTION UNDER CAREER  
ADVANCEMENT SCHEME (CAS)**

**BASED ON ASSESSMENT CRITERIA AND METHODOLOGY GUIDELINES SET OUT  
IN UGC (MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND  
OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER  
MEASURES FOR MAINTENANCE OF STANDARDS IN HIGHER EDUCATION)  
REGULATIONS, 2018**

This Annual Performance Assessment Report contains two Categories. Category-I is based on Table-1 of Appendix-II and Category-II is based on Table-5 of Appendix-II.

The self-appraisal grade/score should be based on objectively verifiable criteria and will be finalized by screening/selection committee. For minimum grade/score required for promotion from one stage to the next stage and guidelines for expert assessment please refer Table-5 and Table-5 of Appendix-II of UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 published in Gazette of India on 18<sup>th</sup> July, 2018. Use additional sheets wherever necessary.

- NOTE: 1. Please submit year-wise separate sheets for Category-I.**  
**2. Applicants must submit documentary evidence in support of each of their claim.**

**CATEGORY: I. TEACHING, LEARNING, EXAMINATION, EVALUATION, ADMINISTRATIVE, AND STUDENT RELATED ACTIVITIES / RESEARCH ACTIVITIES (BASED ON TABLE-1 OF APPENDIX-II)**

Assessment Year .....

**1) Attendance calculated in terms of percentage of days attended to the total number of days he/she is expected to attend: (Please enclose the documentary evidence for your claim)**

No. of days assigned	No. of days attended	% of attendance	Grading	Document evidence Page No.

**Grading Criteria: 90 and above – Good, Above 80 but below 90- Satisfactory, Less than 80 - Not satisfactory.**

**2) Organizing intra College/School competition : (Please enclose the documentary evidence for your claim)**

S. No.	Details of competition	Name of disciplines	Number of disciplines	Grading	Document evidence Page No.



**Grading Criteria: Good** - Intra college/school competition in more than 5 disciplines. **Satisfactory** - Intra college/school competition in 3-5 disciplines. **Unsatisfactory** - Neither good nor satisfactory.

**3) Institution participating in external competitions** :*(Please enclose the documentary evidence for your claim)*

S. No.	Details of external competition	Level of competition (National/State/District)	Name of disciplines	Number of disciplines	Grading	Document evidence Page No.

**Grading Criteria: Good** - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. **Satisfactory**- State level competition in at least one discipline plus district level competition in at least 3 disciplines **OR** District level competition in at least 5 disciplines, **Unsatisfactory** - Neither good nor satisfactory.

**4) Up-gradation of sports and physical training infrastructure with scientific and technological inputs.***(Please enclose the documentary evidence for your claim)*

S. No.	Details of up-gradation of sports and physical training infrastructure with scientific and technological inputs	Grading	Document evidence Page No.
	<ul style="list-style-type: none"> <li>• <b>Development and maintenance of play fields and sports and physical Education facilities.</b><i>(Please enclose the documentary evidence for your claim)</i></li> </ul>		
S. No.	Details of Development and maintenance of play fields and sports and physical Education facilities	Grading	Document evidence Page No.

**Grading Criteria:**Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.

<b>5) (i) At least one student of the institution participating in national/state/ university (for college/school levels only) teams. Organizing state/ national / inter university / inter college level competition.</b> <i>(Please enclose the documentary evidence for your claim)</i>			
S. No.	Details of competition organized	Level of competition (National/State/ Inter Univ./Inter College)	Document evidence Page No.
<b>(ii)</b>	<b>Being invited for coaching at state/national level.</b> <i>(Please enclose the documentary evidence</i>		

<i>for your claim)</i>					
S. No.	Details, if invited as Coach		Level of coaching (National/State)	Document evidence Page No.	
(iii)	<b>Organizing at least three workshops in a year.</b> <i>(Please enclose the documentary evidence for your claim)</i>				
S. No.	Particulars of workshops organized	Sponsoring Agency (if any)	Organizing year	Document evidence Page No.	
(iv)	<b>Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</b>				
	<b>Publications of at least one research paper in UGC approved journal.</b> <i>(Please enclose the documentary evidence for your claim)</i>				
S. No.	Title with page Nos. and Vol. No. including date of publication	Name of Journal	ISSN/ ISBN No.	Whether approved by the UGC (YES/NO)	Document evidence Page No.
	<b>Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</b> <i>(Please enclose the documentary evidence for your claim).</i>				
S. No.	Details of work assigned	Nature of work	Duration	Document evidence Page No.	
	<b>Grading</b>				

**Grading Criteria:** **Good:** Involved in any two activities, **Satisfactory:** 1 activity, **Not Satisfactory:** Not involved/ undertaken any of the activities.

<b>Overall Grading</b>	
------------------------	--

**Overall Grading Criteria:**

**Good:** Good in Item 1 and satisfactory/good in any two other items.

**Satisfactory:** Satisfactory in Item 1 and satisfactory/good in any other two items.

**Not Satisfactory:** If neither good nor satisfactory in overall grading.

**Note:**

- i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- ii) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.
- iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.

**Any other information:** *(Please enclose the documentary evidence for your claim)*

Sl. No.	Details
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

I hereby declare that the information provided by me in the Annual Performance Assessment Report is true and verifiable as per the copies of the documents enclosed and I understand that in the event of any information being found false, incomplete or incorrect my candidature is liable to be cancelled.

**Date:**

**Signature of the Candidate**

**The particulars given in this application have been checked and verified from office records and are found to be correct.**

Remarks of Head of Department:

**Signature Director of Physical Education/Registrar**

**Forwarded by Director/Registrar**

The self-appraisal report and the documentary evidence in support of the grade/score claimed by the applicant have been verified. The applicant is recommended to screening-cum-evaluation/selection committee for promotion.

**Coordinator of IQAC**





# Central University of South Bihar

## Carrier Advancement Scheme

PART B: ACADEMIC PERFORMANCE INDICATORS (For Use by Assessment/Selection Committee)

Summary Report of Candidate for Application for promotion from: **Assistant Professor From Academic Level/Stage \_\_\_\_\_ to \_\_\_\_\_**

1. Personal Details:				
Name of School			Name of Department:	
Name of applicant			Designation	Assistant Professor
Date of Joining	Category (SC/ST/OBC/UR)	AGP (as per 6 cpc)		
		Basic (as per 7 cpc)		
Phone/Mobile No.		Email-Id		

2. Educational Qualification				
Subject of Master		Marks of Master (%)		Year of Passing
NET/SLET/JRF (Yes /No.)		M. Phil		Year of Passing
Ph. D (Yes/ No.)		Year of Ph. D Awarded		
Other Distinctions				
Remarks				

Assessment Year .....

1) Attendance calculated in terms of percentage of days attended to the total number of days he/she is expected to attend:(Please enclose the documentary evidence for your claim)

Year wise (Academic Session)	No. of days assigned	No. of days attended	% of attendance	Grading

2) Organizing intra College/School competition :(Please enclose the documentary evidence for your claim)

S. No.	Year wise (Academic Session)	Details of competition	Name of disciplines	Number of disciplines	Grading

3) Institution participating in external competitions :(Please enclose the documentary evidence for your claim)

S. No.	Year wise (Academic Session)	Details of external competition	Level of competition (National/State/ District)	Name of disciplines	Number of disciplines	Grading

4) Up-gradation of sports and physical training infrastructure with scientific and technological inputs.(Please enclose the documentary evidence for your claim)

S. No.	Year wise (Academic Session)	Details of up-gradation of sports and physical training infrastructure with scientific and technological inputs	Grading
<ul style="list-style-type: none"> <li>Development and maintenance of play fields and sports and physical Education facilities.(Please enclose the documentary evidence for your claim)</li> </ul>			
S. No.	Year wise (Academic Session)	Details of Development and maintenance of play fields and sports and physical Education facilities	Grading

5) (i) At least one student of the institution participating in national/state/ university (for college/school levels only) teams. Organizing state/ national / inter university / inter college level competition.(Please enclose the documentary evidence for your claim)			
S. No.	Year wise (Academic Session)	Details of competition organized	Level of competition (National/State/ Inter Univ./Inter College)
(ii) Being invited for coaching at state/national level.(Please enclose the documentary evidence for your claim)			
S. No.	Year wise (Academic Session)	Details, if invited as Coach	Level of coaching (National/State)

(iii)	Organizing at least three workshops in a year. (Please enclose the documentary evidence for your claim)				
S. No.	Year wise (Academic Session)	Particulars of workshops organized	Sponsoring Agency (if any)	Organizing year	
(iv)	Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.				
	Publications of at least one research paper in UGC approved journal. (Please enclose the documentary evidence for your claim)				
S. No.	Year wise (Academic Session)	Title with page Nos. and Vol. No. including date of publication	Name of Journal	ISSN/ ISBN No.	Whether approved by the UGC (YES/NO)
	Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities. (Please enclose the documentary evidence for your claim).				
S. No.	Year wise (Academic Session)	Details of work assigned	Nature of work	Duration	
	Grading				

**Signature of Applicant**

**Signature of Director of Physical Education / Registrar**

Status of Application	
Remarks by the Screening Committee Members	

Name and Signatures with date of Members

1.

2.

3.

