



AMITY UNIVERSITY

RAJASTHAN

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Career Advancement Scheme (CAS) & PBAS

The Career Advancement Scheme (CAS) aims to provide a structured pathway for career progression of faculty members based on merit, performance, and contribution to academia, research, and institutional development, in alignment with UGC Regulations 2018 (and amendments). CAS applies to all full-time faculty members of AUR: Assistant Professor, Associate Professor, Professor.

CAS Progression Structure

Stage	Designation	Minimum Service Requirement
Stage 1 → 2	Assistant Professor	4 years
Stage 2 → 3	Assistant Professor (Senior Scale)	5 years
Stage 3 → 4	Associate Professor	3 years
Stage 4 → 5	Professor	3 years

Eligibility Criteria Faculty must fulfill:

- Minimum years of service
- Academic Performance Indicators (PBAS/API)
- Research publications (UGC Care/Scopus/SCI indexed)
- Participation in FDPs/Workshops
- Contribution to institutional development

Performance Evaluation Components

1. Teaching, Learning & Evaluation
2. Research & Publications
3. Academic Contributions & Administration

CAS Process

1. Notification by HR

2. Submission of PBAS form
3. Verification by Department- HOD
4. Screening Committee Review
5. Selection Committee (with external experts)
6. Approval by Competent Authority

Screening Committee Composition

- Dean / Director (Chair)
- Senior Faculty Member
- HR Representative

Selection Committee Composition

- Vice Chancellor Nominee
- Subject Experts (External)
- Dean / Director
- HR Representative

Documentation Required

- PBAS Form
- Publications proof
- Experience certificates
- FDP participation certificates

General Conditions

- CAS is not automatic
- Subject to performance benchmarks
- University reserves the right to revise criteria

PBAS

SECTION A: PERSONAL DETAILS

- Name:
- Employee ID:
- Department:
- Current Designation:
- Date of Joining:

SECTION B: TEACHING & LEARNING (Max Score: 100)

Activity	Score
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Activity	Score
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Lectures delivered

Student feedback

Innovative teaching methods

SECTION C: RESEARCH & PUBLICATIONS (Max Score: 200)

Category	Details	Score
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Journal Publications

Books/Chapters

Patents

SECTION D: ACADEMIC CONTRIBUTIONS (Max Score: 100)

Activity	Score
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FDPs attended

Conferences

Administrative roles

SECTION E: SUMMARY

- Total Score:
- Recommendation:

CAS EVALUATION CHECKLIST

ELIGIBILITY CHECK

- Minimum service completed
- Required PBAS score achieved
- Required publications completed

DOCUMENT VERIFICATION

- Publications verified
- Experience validated
- Certificates checked

PERFORMANCE REVIEW

- Teaching effectiveness satisfactory
- Research contribution adequate
- Institutional contribution adequate

COMMITTEE REVIEW

- Screening Committee recommendation
- Selection Committee approval

FINAL APPROVAL

- VC Approval
 - HR Notification issued
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AMITY UNIVERSITY

Performance Based Appraisal System (PBAS+) for Academic Year _____

PART A : GENERAL INFORMATION

1.	Name (in Block Letters)	
2.	Institute & Department	
3.	Date of Joining	
4.	Current Designation & Academic Grade Pay	
5.	Any Degree or fresh qualifications acquired during the year	
6.	Highest Professional Qualifications	
7.	Fields of Specialisation in Subject/Discipline	

8. Academic Staff College Orientation/ Refresher Course attended during the year

Nature of the Course/ Summer School	Place	Duration	Sponsoring Agency

9. **FUTURE PLANS (in Brief)**

(i) **Teaching:**

.....

(ii) **Research:**

.....

SUMMARY OF API+ SCORES

Academic Year _____

Category	Criteria	API SCORE
I	Teaching, Learning & Evaluation related activities	
II	Co-curricular, Extension, Professional Development, etc.	
	Total (Categories I + II)	
III	Research & Academic Contribution	
IV	Behavioural Skills and Values	
V	Student Feedback on Quality of Teaching	
	TOTAL (I+II+III+IV+V)	

PART - B : ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions before filling out this proforma)

CATEGORY- I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Maximum Total Score : 125; Minimum Score required : 75)

1.0 Lectures (L), Seminars(S), Tutorials(T), Practicals (P), Contact Hours (C)

(Give semester-wise details, where necessary) Max. Score : 50

S. No.	Course/Paper	Level	Mode of Teaching*	Hours per week allotted	% of classes taken as per documented record	API Score

(Maximum score 50 for 100% performance and Proportionate upto 80% performance; below which no score may be given)

2.0 Teaching Load in excess of UGC norms (Max score: 10)

S. No.	No. of hours exceeded as per UGC norms			Remarks
	Course/Paper	Program	Sem	

3.0 Result/Academic Performance (Max. score: 10)

S. No.	Program	Sem.	Course Code	Course Title	Total No. of students	Academic Performance		
						Pass	Fail	Debarred

4.0 Reading/Instructional material consulted and additional knowledge resources provided to students (Max. Score: 10)

S. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided	API Score

Note: API Score based on preparation and imparting of knowledge/Instruction as per curriculum & syllabus enrichment by providing additional resource to Students (Max. score: 10)

5.0 Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc. (Max.Score: 20)

S. No.	Short Description	API Score

6.0 Examination Duties Assigned and Performed (Maximum Score : 25)

S. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
Total Max. Score for Category-I (1 to 6): 125				
Minimum score required : 75				

CATEGORY-II : CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT

(Max. Total Score: 50; Min. Score required: 15)

1.0 Extension, Co-curricular & Field based Activities (Maximum Score: 20)

(Mentoring Activities, Club/ Committee activities)

S No	Type of Activity	Average Hrs/ Week	API Score

2.0 Contribution to Corporate Life and Management of the Institution (Max. Score : 15)

(QAE, Programme Leader, Course, ,Placement Coordinator, etc.)

S. No.	Type of Activity	Yearly/Semester wise responsibility	API Score

3.0 Professional Development Activities (Maximum Score: 15)

S. No.	Type of Activity	Yearly/Semester wise responsibility	API Score
Total Max. Score for Category-II (1+2+3) : 50			
Minimum Score required : 15			

1.5 Chief Editor/Guest Editor/Editor/Associate Editor; Member, Consultant Member of Editorial/Advisory Board of Journal and Reviewer/Referee of a Journal

S. No.	Refereed Journal with/without ISBN/ISSN Numbers	Status	API score

2.0 Research Projects, Consultancies and Assignments

2.1 Ongoing Research projects and consultancies

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

2.2 - 2.4 Projects Completed and Consultancies

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

2.5 Overseas Assignments

S. No.	Title/Description of Assignment	Agency	Period	Fund Amount (Rs. Lakhs)	Outcome	API Score

3.0 Research Guidance

S. No.	Degree	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
	M.Phil or Equivalent				
	Ph.D or Equivalent				

4.1 & 4.2 Training Courses, Teaching-Learning-Evaluation Technology, Faculty Development Programmes

S. No.	Programme	Duration	Organised by	API Score

4.3 Papers presented in Conferences, Seminars, Workshops, Symposia/Session Chaired, etc.

S. No.	Title of the paper presented	Title of Conference/Seminar etc.	Date(s) of the event	Organised by	Whether International/ National/State/Regional/ University or College Level	API Score

Note: If a paper presented in Conference/Seminar is published in the form of Proceedings (Full Paper), the points would accrue for the publication as per B(ii) and not under this heading.

4.4 Invited Lectures (including Extension) and Chairmanships at National or international Conference/ Seminars; Office Bearer/Advisor of Registered Professional Bodies

S. No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc.	Date(s) of the event	Organized by	Whether International/ National/State	API Score

4.5: Experience as Post DoctoralFellow / Research AssociateResearch Guidance

S. No.	Research Associate / Post Doctoral Fellow	Institution	Duration	Major Achievements	API Score

5: Filing & Award of Patents

S. No.	Type of Patent	Filed		Awarded		API Score
		Date	File No.	Date	Patent No.	

OTHER RELEVANT INFORMATION

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

S. No	Details (Mention Year, Value , etc., where relevant)

I certify that the information provided is correct as per records available with the _____ University and/or documents enclosed along with the newly filled PBAS proforma.

Signature of the Faculty

- Do you agree with the details given by the reported faculty in Part-I YES / NO
- If YES, to what extent : _____
- If NO, specify the reasons:
- Has the reported faculty been reprimanded during the period of the report: YES / NO
- If YES, give details.

Signature of HOD / HOI

Full Name _____

Designation _____

CATEGORY-IV: BEHAVIOURAL SKILLS AND VALUES
SUPERIOR FEEDBACK

S. No.	Points	Score
1.	Health & Personality	
2	Punctuality& Regularity	
3	Initiative and Drive	
4	Sense of Responsibility	
5	Cross Functional and Team Orientation	
6	Behavior towards colleagues	
7	Relationship/Attitude towards students	
8	Willingness to learn	
9	Temperament and manners	
10	Communication skill	
11	Reliability and Dependability	
12	Integrity (Financial, Moral and Academic)	
Maximum Total Score/Points		: 60
Minimum total points to be obtained		: 30

NOTE: Please give ratings on a 5-point scale with:

5-Excellent, 4-Very Good, 3-Good, 2-Average, 1-Below Average

Shortcoming/Weakness pointed out, if any, and improvement shown:

Signature of the Reporting Officer

Full Name _____

Designation _____

Report of the Reviewing Officer / Head of Institution

1.0 Do you agree with the assessment of the Reporting Officer? **YES / NO**
If NO, give reason(s):

2.0 Has anything of adverse nature, or which indicates lack of integrity, come to your notice, and has been established **YES / NO**

3.0 Specific Recommendation about qualitative performance of the faculty:
Overall Assessment:

Outstanding Very Good Good Average Below Average

Signature : _____

Reviewing Officer / Head of Institution

Name _____

Designation _____

Observations by the Higher Accepting Authority (*if any*):

Signature : _____

Higher Accepting Authority

Name _____

Designation _____