



Cooch Behar Panchanan Barma University

Proforma for Performance Based Appraisal System (PBAS) under CAS (As per UGC Regulations 2018, effective from 1st January 2025)

(To be completed and submitted at the end of each academic year)

PART A: GENERAL AND ACADEMIC INFORMATION

1. Name (Block letters) :
2. Father's /Mother's name/Husband's name :
3. Department :
4. Current Designation & Academic Level :
5. Date of last Promotion :
6. Address for correspondence :
(with pin code)
7. Permanent Address (with pin code) :
(with pin code)
Telephone No. :
E-mail :
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

10. Date of Appointment :
11. Past Service, If any :
12. For which designation & academic level you are applying under CAS :
13. Date of eligibility for Promotion :

14. Educational Qualification (Graduation onwards):

Level	Degree Name	Name of the University	Year of passing	Marks obtained (%)	Class/ grade

15. Research Degree(s):

Degree	Name of the University	Date of award	Title

16. Details of Teaching/ Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of pay

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

Part B: PERFORMANCE ASSESSMENT REPORT

TABLE 1: Assessment Criteria and Methodology

(Give separately for each year of assessment period)

Assessment Year _____

1. Teaching activities:

Sl. No.	Course/ Paper	level	Class allotted as per schedule	No. of Classes conducted	% of classes = (Total conducted/ total allotted class) x 100	Enclosure No./ Supporting Document	Comments/Grade by scrutiny committee

2. Involvement in University student related activities/ research activities:

Sl. No.	Type of Activity	Activities/Role carried out/performed	Enclosure No./ Supporting Document	Comments/Grade by scrutiny committee
(a)	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.			
(b)	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.			
(c)	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.			
(d)	Organising seminars/ conferences/ workshops, other college/university activities.			

Sl. No.	Type of Activity	Activities/Role carried out/performed	Enclosure No./ Supporting Document	Comments/Grade by scrutiny committee
(e)	Evidence of actively involved in guiding M.Sc./ Ph.D students.			
(f)	Conducting minor or major research project sponsored by national or international agencies.			
(g)	At least one single or joint publication in peer reviewed or UGC listed of Journals.			

Grading for Sl. No. 2 (a to f) {Please (✓) on grading claimed}					
Good		Satisfactory		Not satisfactory	

Grading Criteria – 1- 80% & above – Good , Below 80% but 70% & above- Satisfactory & Less than 70% - Not satisfactory . 2- Good - Involved in at least 3 activities, Satisfactory - 1-2 activities, Not-satisfactory - Not involved / undertaken any of the activities. Note: Number of activities can be within or across the broad categories of activities	
Overall Grading – Good: Good in teaching and satisfactory or good in activity at Sl.No.2. OR Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. Not Satisfactory: If neither good nor satisfactory in overall grading Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.	

TABLE 2: ACADEMIC/ RESEARCH SCORE

(During the entire period of assessment)

((The scores of different academic/research activities should be calculated as per Table 2 given in Memo no: 1047-Edn(U) dated 15.07.2026 of the Department of Higher Education of the Government of West Bengal))

1. Published Research Papers in Peer Reviewed or UGC listed Journals:*(Please enclose the documentary evidence for your claim)*

Sl. No	Title with page Nos. and Vol. No.	Name of Journal	ISSN/ISBN/ Peer-Reviewed/UGC listed	Impact factor, if any	Authorship: Sole/First/ Principal/ Corresponding/Supervisor/ Mentor/Co-author	No. of authors	Academic / Research Score	Score verified by the Committee
1.								
2.								
Total								

2. Publications (other than Research Papers)**a) Books Authored / Editor of Book:** *(Please enclose the documentary evidence for your claim)*

Sl. No	Title with page nos.	Level of Publisher (International / National)	Publisher & ISSN/ISBN No.	Authorship: Sole Author/Co-author/Editor	No. of authors	Academic/Research Score	Score verified by the Committee
Total							

Chapter in Edited Book : *(Please enclose the documentary evidence for your claim)*

Sl. No.	Chapter title with page nos.	Book title & Publisher	ISSN/ISBN No.	Authorship: Sole Author/Co-author/Editor	No. of authors	Academic/Research Score	Score verified by the Committee
Total							

b) Translation works in Indian and Foreign Languages by qualified faculties:*(Please enclose the documentary evidence for your claim)*

S. No	Type of publication (Book/Chapter/Research Paper)	Chapter/Research Paper title with page nos.	Book title & Publisher	ISSN/ISBN No.	Authorship: Sole Author/Co-author/Editor	No. of authors	Academic/Research Score	Score verified by the Committee

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:**a) Development of Innovative pedagogy:** *(Please enclose the documentary evidence for your claim)*

S.No	Brief description	Organization for which it was developed	Level: (PG/UG)	Academic/Research Score	Score verified by the Committee

b) Design of new curricula and courses: *(Please enclose the documentary evidence for your claim)*

S.No	Brief description	Organization for which it was developed	Level: (PG/UG)	Academic/Research Score	Score verified by the Committee

c) MOOCs:*(Please enclose the documentary evidence for your claim)*

S.No	Brief description	Organization for which it was developed	Level: (PG/UG)	Academic/Research Score	Score verified by the Committee
(i)	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 5 marks/credit) <i>(Please also specify the number of credit course)</i>				
(ii)	MOOCs (developed in 4 quadrant) per module/lecture				
(iii)	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)				
(iv)	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 2 marks/credit) <i>(Please also specify the number of credit course)</i>				

d) E-Content :*(Please enclose the documentary evidence for your claim)*

S. No	Brief description	Organization for which it was developed	Level: (PG/UG)	Academic/Research Score	Score verified by the Committee
(i)	Development of e-Content in 4 quadrants for a complete course/e-book				
(ii)	e-Content (developed in 4 quadrants) per module				
(iii)	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)				
(iv)	Editor of e-content for complete course/paper/e-book				

4.a) Research Guidance as Supervisor or Co-Supervisor :*(Please enclose the documentary evidence for your claim)*

	Number enrolled	No. of Thesis submitted with date of submission	No. of Degree awarded with date of award	Academic/Research Score	Score verified by the Committee
Ph.D.					

M.Phil./P.G. Dissertation					
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b) Research Project Completed: *(Please enclose the documentary evidence for your claim)*

S. No.	Title of Project	Funding Agency	Period	Amount of Grant (In Lac)	Academic/ Research Score	Score verified by the Committee

c) Research Project Ongoing: *(Please enclose the documentary evidence for your claim)*

S. No.	Title of Project	Funding Agency	Period	Amount of Grant (In Lac)	Academic/ Research Score	Score verified by the Committee

d) Consultancy: *(Please enclose the documentary evidence for your claim)*

S. No.	Title of Project	Funding Agency	Period	Amount mobilized with (In Lac)	Academic/ Research Score	Score verified by the Committee

5. a) Patents : *(Please enclose the documentary evidence for your claim)*

S. No.	Description of Patent with Patent Number	Level of Patent (International /National)	Status (Filed/ Approved)	Date of Filing/ Approval	Name of Patent Agency	Academic/ Research Score	Score verified by the Committee

b). *Policy document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government) : *(Please enclose the documentary evidence for your claim)*

S. No.	Description of Policy Document	Level of Policy Document (International /National/State)	Submitted to International body/ organization like UNO/UNESCO/ World Bank/ International Monetary Fund etc. or Central Govt. or State Govt.	Date of submission	Academic/ Research Score	Score verified by the Committee

c). Awards/Fellowships: *(Please enclose the documentary evidence for your claim)*

S. No.	Whether Award or Fellowship	Details of Fellowship/Award	Level of Award/Fellowship (International/ National)	Academic/ Research Score	Score verified by the Committee

6). *Invited Lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once): *(Please enclose the documentary evidence for your claim)*

S.No	Title of Paper Presented/Lecture/Paper published in Proceeding	Title of Conference/Seminar	Organizer (s)	*Date	Level of paper {International (Abroad)/International (within country)/National/State or University level}	Academic/Research Score	Score verified by the Committee
The combined research score from the categories of 5(b). Policy Document and 6. Invited Lectures/Resource Person/Paper Presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.							

TOTAL SCORE (Table 2)

Sub-Category	Total Score	Total Score claimed in Sub-categories
1. Research papers (Journals in Peer-Reviewed or UGC listed)		
2. Publications (Other than Research Paper)		
3. Creation of Teaching Learning pedagogy and development of new curricula etc.		
4. Research Guidance and Projects		
5. a) Patents b) Policy Document c) Award/Fellowships		
6. Conferences/Seminars /lectures		
Total Score (Academic & Research) Note: The score under category 5. b) and 6. shall be under capping of 30% of the total research score for any assessment period		

The candidate will have to submit all necessary documents in support of the score claimed.