****

*Application Reference No. \_\_\_\_\_\_\_\_\_\_*

**CENTRAL UNIVERSITY OF GUJARAT**

**SECTOR – 29, GANDHINAGAR – 382030, GUJARAT**

Application form for promotion under UGC/Career Advancement Scheme (CAS) for teachers in all Schools and Centres/Library Staff of Central University of Gujarat, Gandhinagar (As per UGC Fourth Amendment 2016)

**For promotion :** from Assistant Professor **Stage 1** to Assistant Professor  **Stage 2,** Assistant Professor **Stage 2 to** Assistant Professor  **Stage 3**, Assistant Professor  **Stage 3** to Associate Professor **Stage 4** & Associate Professor **Stage 4** to Professor **Stage 5**

**Application for promotion from stage \_\_\_\_\_\_\_\_\_\_ to Stage \_\_\_\_\_\_\_\_\_\_\_\_**

**Centre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notification Reference No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Confirmation: \_\_\_\_\_\_\_\_\_\_\_\_**

**Period of Assessment for promotion: From \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_**

**Date of appearing before the last selection committee (if appeared) \_\_\_\_\_\_\_**

**Total API Score calculated as per Annexure 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Paste Self-attested Recent Passport Size Photograph

***PART – A***

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name (in Block Letters)** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Father’s Name (in Block Letters)** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Mother’s Name (in Block Letters)** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Date of Birth (**with Dist. & state**)** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Place of Birth** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Gender** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Marital Status** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Nationality** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Category (SC/ST/OBC/General)** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Current Designation with Pay Scale & Grade Pay** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Date of Confirmation of Present Post** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Date of Initial Appointment and Stage with Pay Scale at CUG** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Position, Stage and Grade Pay applied for** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Date of Last Promotion** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Date of Eligibility for Promotion** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Address for correspondence (with Pin Code)** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Permanent Address (with Pin Code)** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Telephone Number** | : | **R \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_M \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **E-Mail** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. **Academic Qualifications (Metric onwards):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Board / University** | **Year of Passing** | **Marks Obtained /Out of Or CGPA Grade**  | **Class****with Percentage** |
| **High School /SSC /SSLC** |  |  |  |  |
| **Intermediate / HSC / PUC** |  |  |  |  |
| **Graduate Degree (UG)** |  |  |  |  |
| **Post Graduate Degree (PG)** |  |  |  |  |
| **M. Phil.** |  |  |  |  |
| **Ph.D./D.Phil.** |  |  |  |  |
| **D.Sc./D.Litt.** |  |  |  |  |
| **Other Exams (if any)** |  |  |  |  |

1. **Record of academic service prior to joining The Central University of Gujarat (Please attach relevant certificates of service experience)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Institution** | **Designation** | **Nature of** **appointment (Regular/ Fixed term/****Temporary/ Ad-hoc/ Part-time)** | **Nature of** **Duties** | **Pay-****Scale / Pay band and AGP** | **Date of Joining** | **Date of Leaving** | **Remarks**  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. **Record of service in Central University of Gujarat From Date of joining as regular teacher**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stage** | **Designation** | **Pay Scale and AGP** | **Duration** | **Experience** |
| **From****(dd/mm/yyyy)** | **To****(dd/mm/yyyy)** | **Year** | **Month** |
| Stage I |  |  |  |  |  |  |
| Stage II |  |  |  |  |  |  |
| Stage III |  |  |  |  |  |  |
| Stage IV |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Please clearly specify the period of Leave Without Pay (LWP) |

1. **Teaching Experience: P.G. Classes (in Years)** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **U.G. Classes (in Years) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**23. Date of Recognition as Research Supervisor :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Research Experience**
2. **Total Number of years :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Years spent in M. Phil. / Ph.D. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Years of Guiding Ph.D. / M. Phil. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Total No. of papers Published: i International Journals ………….**

**National Journals ………….**

**Conference Proceedings …………**

**Total ……………….**

**(**Not Abstract but Full paper)

1. **Total No. of Conferences/Seminar/Workshop Attended**
2. **International ……………**
3. **National ……………**
4. **State Level ……………..**

**Total …………….**

1. **Awards /Prizes/ Honours / Recognitions :**
	1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Fields of Specialization in the Subject/Discipline**

 **a)**

 **b)**

1. **Orientation/Refresher Course attended (Only UGC Recognized):** **(Attach certificates)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Particulars** | **Place** | **Duration** | **Sponsoring Agency** |
| **01** |  |  |  |  |
| **02** |  |  |  |  |
| **03** |  |  |  |  |
| **04** |  |  |  |  |
| **05** |  |  |  |  |

1. **Any other Training Program/ Summer School / Workshops/ QIP/ FIP etc attended.: (Attach certificates)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Particulars** | **Place** | **Duration** | **Sponsoring Agency** |
| **01** |  |  |  |  |
| **02** |  |  |  |  |
| **03** |  |  |  |  |
| **04** |  |  |  |  |
| **05** |  |  |  |  |

1. **List of Publications (for the purpose of evaluation):**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Title** | **Name of the Journal, Vol. No., Year** | **ISSN/ ISBN Number**  |
| **01** |  |  |  |
| **02** |  |  |  |
| **03** |  |  |  |
| **04** |  |  |  |
| **05** |  |  |  |
| **06** |  |  |  |
| **07** |  |  |  |
| **08** |  |  |  |
| **09** |  |  |  |
| **10** |  |  |  |
| Note: 1. You may use separate sheet, if required.
2. Attach the copies of the papers for evaluation
 |

1. **Your vision for the Centre/School:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Your contribution to the Centre/School/Discipline and University:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Future Academic Development Plan for self as well as Centre/School:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Any other relevant information:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART - B**

Based on the teacher’s self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightage without changing the minimum total API scores required under this category.

**Category-I : Teaching, Learning and Evaluation Related Activities \***

1. **Direct Teaching** (Lectures, Seminars, Tutorials, Practicals, Contact hours (Give semester-wise details, wherever necessary)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr.No. | AcademicYear | Semester | Actual Hours | Total Hours | Average Hours Per Year ÷ 7.5 or 7.75\*\* (Actual Score) | Maximum API Score | Remarks | \*Encl. Page No. |
| 1 |  | I |  |  |  |  |  |  |
| II |  |  |
| III |  |  |
| IV |  |  |
| V |  |  |
| VI |  |  |

1. **Examination Duties**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr.No. | AcademicYear | Nature of Duty | Actual Hours | Total Hours | Average Hours Per Year÷ 10 (Actual Score) | Maximum API Score | Remarks | \*Encl. Page No. |
| 1 |  |  |  |  |  |  |  |  |
|  |  |
|  |  |
|  |  |

1. **Innovative Teaching**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr.No. | AcademicYear | Nature of Work | Actual Hours | Total Hours | Average Hours Per Year÷ 10 (Actual Score) | Maximum API Score | Remarks | \*Encl. Page No. |
| 1 |  |  |  |  |  |  |  |  |
|  |  |
|  |  |
|  |  |

\* Should be claimed by the applicant with supporting documents.

\*\* For Associate Professor& Professor.

|  |
| --- |
| Summary of Total API Score obtained for Category I (a+b+c) |
| Year | API Score | Total (API)(a+b+c) |
|  | aClaimed | IQAC use | bClaimed | IQAC use | cClaimed | IQAC use | Claimed | IQAC use |
| Points after IQAC Assessment Based on Documentary Evidence Provided |  |  |  |  |  |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Explanatory Notes for Guidance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Nature of Activity | Assistant Professor | Associate Professor | Professor |
| Max.Score | Actual Score | Max.Score | Actual Score | Max.Score | Actual Score |
| I | a. Direct Teaching | 70 | Actual hours spent peracademic year÷7.5 | 60 | Actual hoursspent peracademic year÷7.75 | 60 | Actual hoursspent peracademic year÷7.75 |
|  | b. Examination duties(question paper setting,Invigilation, evaluationof answer scripts) as per allotment | 20 | Actual hoursspent peracademic year÷10 | 10 | Actual hoursspent peracademic year÷10 | 10 | Actual hoursspent peracademic year÷10 |
|  | c. Innovative Teaching - learning Methodologies,updating of subject contents/courses, Mentoring etc. | 10 | Actual hoursspent peracademic year÷10 | 15 | Actual hoursspent peracademic year÷10 | 20 | Actual hoursspent peracademic year÷10 |

**Further Notes for Clarity:-**

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals/Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.

3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student- centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES\***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.****No.** | **Nature of activity** | **Academic****Year** | **Actual Hours Per Year** | **Total Hours Per Year** | **Total Hours Per Year ÷ 10****(Actual Score)** | **API Score** **(Maximum 15)** | **Remarks** | **\*Encl. Page No.** |
| a | Student related co-curricular, extension and field based activities |  |  |  |  |  |  |  |
| b | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. |  |  |  |  |  |  |  |
| c | Professional Development activities  |  |  |  |  |  |  |  |

\* Should be claimed by the applicant with supporting documents.

|  |
| --- |
| Summary of Total API Score obtained for Category II (a+b+c) |
| Year | API Score | Total (API)(a+b+c) |
|  | aClaimed | IQAC use | bClaimed | IQAC use | cClaimed | IQAC use | Claimed | IQAC use |
| Points after IQAC Assessment Based on Documentary Evidence Provided |  |  |  |  |  |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Explanatory Notes:-**

Based on the teacher’s self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category****II** | **Nature of Activity** | **Maximum****API Score** | **Actual****Score** |
| a. | Student related co-curricular, extension and field based activities.(i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)(iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.) | 15 | Actual hoursspent per academic year ÷ 10 |
| b. | Contribution to corporate life and management of the department andInstitution 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 | Actual hoursspent per academic year ÷ 10 |
| c. | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures | 15 | Actual hoursspent per academic year ÷ 10 |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**(A) RESEARCH PAPERS PUBLISHED IN:**

**A.1 Research Publications (Papers / Articles in Refereed Journals as notified by UGC)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| sr. no. | title | name of journal(sr. no. & page no. of ugc list) | vol.,pp no., year | Impact Factor | type of authorship\* | score | remarks by IQAC | encl. page no. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**A.2 Research Publications (Papers / Articles in Reputed Journals as notified by UGC)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| sr. no. | title | name of journal(sr. no. & page no. of ugc list) | vol.,pp no., year | Impact Factor | type of authorship\* | score | remarks by IQAC | encl. page no. |
|  |  |  |  |  |  |  |  |  |
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# \* First & Principal Author/Corresponding Author/ Supervisor/Mentor/Other Author.

# Copy of a Page(s) indicating Impact Factor and ISBN/ISSN No. in addition to above should be submitted as Enclosure, to justify the claim.

**(B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)**

**B.1 Details of Text / Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Title of the Book | Author | Co-Author(s) | Name of the Publisher, Month, Year | ISBN / ISSN | API Score | API Score (for IQAC use) | Encl. PageNo. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Note :** Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

**B.2 Details of Subject Books, published National level publishers, with ISBN/ISSN number or State Central Govt. Publications a approved by the University an posted on its website.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Title of the Book | Author | Co-Author(s) | Name of the Publisher, Month, Year | ISBN / ISSN | API Score | API Score (for IQAC use) | Encl. No. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Note :** Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

**B.3 Details of Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Title of the Book | Author | Co-Author(s) | Name of the Publisher, Month, Year | ISBN / ISSN | API Score | API Score (for IQAC use) | Encl. No. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Note :** Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

**B.4 Details of Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Title of the Book | Name of the Editor | Chapter contributed | Author / Co-Author(s) | Name of the Publisher | ISBN / ISSN | API Score | API Score (for IQAC use) | Encl. No. |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Note :** Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

 **(C) RESEARCH PROJECTS (RELEVANT DOCUMENTS SUPPORTING CLAIMS SHOULD BE ENCLOSED)**

**C.1 Sponsored Projects (As Principal Investigator)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Title and Nature of the Project(Major/Minor) | Funding Agency | Grant Sanctioned | Duration | Project Status Completed / On- going | API Score | API Score (for IQAC use) | Encl. No. |
| From | To |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**C.2 Consultancy Projects (As Principal Investigator)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Title and Nature of the Project | Agency to it is offered | Grant Component | Duration | Project Status Completed / On- going | API Score | API Score (for IQAC use) | Encl. No. |
| From | To |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**C.3 Research Projects Outcome / Outputs**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Details of Project | Patent / Technology transfer / Product / Process | Year | Major Policy document prepared | API Score | API Score (for IQAC use) | Encl. No. |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**(D) RESEARCH GUIDANCE (RELEVANT DOCUMENTS SUPPORTING CLAIMS SHOULD BE ENCLOSED)**

**D.1 Details of M. Phil Awarded\***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of the Scholar | Title of the Dissertation/Thesis | University | Month and Year | API Score | API Score (for IQAC use) | Encl. No. |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**\* Submit M.Phil. Notification**

**D.2 Details of Ph.D. awarded / Thesis submitted\***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of the Scholar | Title of the Thesis | Awarded / Thesis submitted | University | Month and Year | API Score | API Score (for IQAC use) | Encl. No. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**\* Submit Ph.D Notification/Certificate of Submission**

**(E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS**

**E.1 Details of Fellowships / Awards (claims should be supported by relevant documents)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of the Fellowship / Award | Awarding Institute/Organization | International / National / State / University level | Date Awarded  | API Score | API Score (for IQAC use) | Encl. No. |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**E.2 Details of Invited lectures / papers presented in conference/seminars/workshops (claims should be supported by relevant documents)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Title  | Name of the Event | Organizer/Institute | Duration | International / National / State / University level | API Score | API Score (for IQAC use) | Encl. No. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

Summary of API Score under Category E

|  |  |  |
| --- | --- | --- |
| API Score | API Score After Capping |  **IQAC use** |
|  |  |  |

**(F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (F) | Development of e-learning delivery process/material\* | 10 per module | API Score | API Score (for IQAC use) | Encl. No. |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

 \* Should be claimed by the applicant with supporting documents.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Explanatory Notes for Guidance:-**

Based on the teacher’s self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Activity | Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences | Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management | Maximum score for University / College teacher\* |
| III (A) | Research Papers published in: | Refereed Journals as notified by the UGC# | Refereed Journals as notified by the UGC# | 25 per Publication |
| Other Reputed Journals as notified by the UGC# | Other Reputed Journals as notified by the UGC # | 10 per Publication |
| III (B) | Publications other than journal articles (books, chapters in books) | Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | 30 per Book forSingle Author |
| Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC. | Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC. | 20 per Book for Single Author |
| Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | 15 per Book for Single Author |
| Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. | International –10 per ChapterNational – 5 per Chapter |
| III (C) | RESEARCH PROJECTS |
| III (C)(i) | Sponsored Projects | (a) Major Projects with grants above Rs. 30 lakhs | Major Projects with grants above Rs. 5 lakhs | 20 per Project |
| (b) Major Projects with grants above Rs. 5 lakhs up to Rs.30 lakhs | Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs | 15 per Project |
| (c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 Lakhs | Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs | 10 per Project |
| III (C)(ii) | ConsultancyProjects | Amount mobilized with a minimum of Rs.10 lakhs | Amount mobilized with a minimum of Rs. 2 lakhs | 10 for every Rs.10 lakhs and Rs.2 lakhs, respectively |
| III(C)(iii) | ProjectsOutcome /Outputs | Patent / Technology transfer / Product / Process | Major Policy document prepared for international bodies like WHO / UNO / UNESCO / UNICEF etc. Central / State Govt./Local Bodies  | 30 for each International /20 for each national leveloutput or patent.Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5 |
| III (D) | RESEARCH GUIDANCE |
| III(D)(i) | M.Phil. | Degree awarded | Degree awarded | 5 per candidate |
| III(D)(ii) | Ph.D. | Degree awarded / Thesis submitted | Degree awarded / ThesisSubmitted | 15/10 per candidate |
| III E | Fellowships, Awards and Invited lectures delivered in conferences / seminars |
| III(E)(i) | Fellowships/ Awards | International Award/Fellowship from academic bodies  | International Award / Fellowship from academic bodies/associations  | 15 per Award / 15 per Fellowship |
| National Award/Fellowship from academic bodies | National Award/Fellowship from academic bodies / associations | 10 per Award / 10 per Fellowship |
| State/University level Award from academic bodies  | State/University level Award from academic bodies / associations | 5 Per Award |
| III(E)(ii) | Invited lectures / papers | International | International | 7 per lecture / 5 per paper Presented  |
| National level | National level | 5 per lecture / 3 per paper Presented |
| State/University level | State/University level | 3 per lecture / 2 per paper presented |
| The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period |
| III(F) | Development of e-learning delivery process/material | 10 per module |

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - 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 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

# The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the “List of Journals” notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the “List of Journals”. The clause 6.0.5 (i) will be strictly followed by the University.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Claim by applicant**

|  |
| --- |
| Summary of Total API Score obtained for **Category III** (A+B+C+D+E+F) Assessment Period from\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Year** | **API Score** | **Total****API Score** |
| **Entire Assessment Period** | **A** | **B** | **C** | **D** | **E** | **F** |
| from\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |
| **Total API Score** |  |  |  |  |  |  |  |

**For IQAC Use Only**

|  |
| --- |
| Summary of Total API Score obtained for **Category III** (A+B+C+D+E+F) Assessment Period from\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Year** | **API Score** | **Total****API Score** |
| **Entire Assessment Period** | **A** | **B** | **C** | **D** | **E** | **F** |
| from\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |
| **Total API Score** |  |  |  |  |  |  |  |

Summary of Total API Score (**Category I + Category II + Category III**)

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Criteria** | **Total-API Score for Assessment Period** | **IQAC use**  |
| **I** | TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES |  |  |
| **II** | PROFESSIONAL DEVELOPMENT, CO- CURRICULAR AND EXTENSION ACTIVITIES |  |  |
| **III** | RESEARCH AND ACADEMIC CONTRIBUTIONS  |  |  |
| **II + III**  | As stated above against II & III |  |  |

**Declaration for API**

***I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby solemnly certify that***

1. Detail provided in Category I, Category II, and Category III are correct. Falls information is not provided.
2. If a paper presented in Conference / Seminar is published in the form of Proceedings, the points are accrue for the publication (III (A/B)) and not under presentation (III (E) (ii)).
3. My all the publications submitted for promotion are original research work.
4. My publications are in the field and subject in which I am applying for the promotion under CAS.
5. Out of Total \_\_\_\_\_\_ publications, \_\_\_\_\_ publications are in the paid journals/publications.
6. All the publications considered for API score are published through standard peered process.
7. The decision of the scrutiny committee / experts with regard to the quality of my publications shall be final and it shall have binding to me. I understand that scrutiny committee / experts decision with regard to consider or reject any of my publication in context of its quality and or subject category shall be final.
8. I am not owner/editor/ asst. editor or in the board of the journal whose papers I have claimed in API score.
9. I also certify that the papers published by me do not fall under the category of plagiarism.
10. I understand that any misinformation will lead to disqualify from the promotion, even after the promotion.

***I hereby solemnly certify that the above API Score provided in this application form is true and correct to the best of my knowledge and belief.***

Place : Signature of the applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : Designation

**Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief. I also confirm that I have never been convicted by any court of law or suspended / dismissed by any employer / organization from job. I understand that if any of the information given by me in this application form is found to be incorrect, or I have concealed / misrepresented any information, my candidature / appointment is liable to be cancelled / terminated at any stage without assigning any reason therefor. I confirm that I shall abide by the decision(s) of the University with regard to my application / appointment / promotion.

**Place : Signature of the applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : Designation**

 **PART B**

**CERTIFICATE**

Certified that I have personally verified all the information, facts and documents of the candidate Shri / Smt./ Kumari/ Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , and may be considered for promotion to the next stage since he/she fulfills API requirements based on Performance Based Appraisal System as in vogue in the University.

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| **Chairperson / Co-ordinator**  |  |  **Dean** |
| **Centre for …………………** |  |  **School of ……………..** |

**Certificate from IQAC**

 **It is certified that the above claims of the candidate are verified and confirmed by supporting documents.**

 **Comments (if any):**

**IQAC Members**

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| **Sr. No.** | **Members Name** | **Signature**  |
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**Forwarded through Director of IQAC:**

**Sign and seal**

**GENERAL INFORMATION FOR THE TEACHERS:**

1. The Ph.D. degree shall be a mandatory qualification for promotion as Professors.
2. CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
3. The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection/CAS promotion.

*He / She has completed two years service as teacher of CUG and Confirmed in his /her post. His/her promotion shall be due from the date of eligibility or from the date of appointment whichever is later.*

1. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API System tables by submitting an application and the required PBAS Performa. Candidates who do not consider themselves eligible can also apply at a later date.
2. **In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS Performa or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.**
3. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
4. If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be affected from that date of application fulfilling the criteria.
5. If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the **later date of successful assessment**.
6. If the candidate does not succeed in an assessment and reappears for the next assessment after a year (as stipulated by UGC), the candidate has to produce the evidence of having done additional work during that period.

The teachers eligible for promotion under the Career Advancement Scheme should submit **three** copies of **Application Form (Annexure 2) along with Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS)** (**Annexure -3**) duly filled in all respect and other relevant documents in support of their claim by the stipulated date. >>>>>>>>>>>>>>>>>>>>>

**Central University of Gujarat, Gandhinagar**

UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION UNDER UGC’S CAREER ADVANCEMENT SCHEME (CAS)

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| **STAGE 1****Entry through open advertisement as Assistant Professor in Pay Band II of Rs. 15,600-39,100 with AGP of Rs. 6,000/- (Pre-revised 6th CPC Pay Scale)** |

**PROMOTIONS UNDER UGC’S CAS**

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| **STAGE 1 TO STAGE 2****FROM STAGE 1 TO STAGE 2 OF ASSISTANT PROFESSORS IN THE PAY BAND III OF RS. 15,600-39,100 WITH AGP FROM RS. 6,000 TO AGP OF RS. 7,000 (Pre-revised 6th CPC Pay Scale)****SERVICE REQUIREMENTS**Assistant Professor in Stage 1 and completed four years of service with Ph.D.OrFive years of service who are with M.Phil/PG Degree in Professional Courses such as LL.M., M.Tech, M.V.Sc., M.D. etc.OrSix years of service who are without Ph.D./M.Phil/PG Degree in Professional Courses**MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND SCREENING/SELECTION CRITERIA**(i) Minimum API Scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A).(ii) One orientation and one Refresher/Research Methodology Course of 2/3 weeks duration.(iii) Screening cum Verification process for recommending promotion. |

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| **STAGE 2 TO STAGE 3****FROM STAGE 2 TO STAGE 3 OF ASSISTANT PROFESSORS IN THE PAY BAND III OF RS. 15,600-39,100 WITH AGP FROM RS.7,000 TO AGP OF RS.8,000 (Pre-revised 6th CPC Pay Scale)****SERVICE REQUIREMENTS**Assistant Professor with completed service of five years in Stage 2.**MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS FAND SCREENING/SELECTION CRITERIA**(i) Minimum API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A).(ii) One course/programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 weeks duration.(iii) Screening cum Verification process for recommending promotion. |

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| **STAGE 3 TO STAGE 4****PROMOTION FROM ASSISTANT PROFESSOR (STAGE 3) TO ASSOCIATE PROFESSOR (STAGE 4) TO MOVE TO THE PAY BAND IV OF RS. 37,400-67,000 WITH AGP OF RS.9,000/- (Pre-revised 6th CPC Pay Scale)****SERVICE REQUIREMENTS**Assistant Professors with three years of completed service in Stage 3.**MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS FAND SCREENING/SELECTION CRITERIA**(i). Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A).(ii). At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders.(iii). One course / programme from among the categories of methodology workshops, Training, Teaching-Learning -Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.(iv). A selection committee process as stipulated in the regulation and in Tables II(A). |

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| **STAGE 4 TO STAGE 5****PROMOTION FROM ASSOCIATE PROFESSOR (STAGE 4) TO PROFESSOR (STAGE 5)TO THE PAY BAND IV OF RS. 37,400-67,000 WITH AGP OF RS.9,000 TO AGP OF RS. 10,000 (Pre-revised 6th CPC Pay Scale)** **SERVICE REQUIREMENTS**Assistant Professors with three years of completed service in Stage 4 and possessing a Ph.D. Degree shall be eligible to be designated as Professor.**MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS FAND SCREENING/SELECTION CRITERIA**(i). Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.(ii). A minimum of five publications since the period that the teacher is placed in stage 3.(iii). A selection committee process as stipulated in the regulation and in Tables II (A). |