****

*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 Second Amendment 2013)

**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (As per category III)**

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:**

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

**Declaration**

**Certified that all the information, facts and documents submitted with this application are true and correct and if found incorrect/false, my candidature for the same may be cancelled and the decision of the university shall be final and binding.**

**Date­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Candidate**

**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.**

|  |  |  |
| --- | --- | --- |
| **Head** |  | **Dean** |
| **Department of …………………** |  | **Faculty of ……………..** |

**PART B Annexure I**

**ACADEMIC PERFORMANCE INDICATORS (API) (CATEGORY: I)**

**(Please see detailed instructions of this PBAS Proforma before filling out this section)**

**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Particulars** | Max. Score  Per Year | **API score obtained for each academic year of the period under assessment** | | | | |
| 1st year | 2nd year | 3rd year | 4th year | 5th year |
| **1** | Lectures, seminars, tutorials, practical, contact classes should be based on verifiable records. On basis of Lectures undertaken as percentage of lectures allocated. | **50** |  |  |  |  |  |
| **2** | Lectures or other teaching duties in excess of the UGC norms for which no remuneration is charged. Two points to be assigned for each extra hour of classes/credit for the entire semester. | **10** |  |  |  |  |  |
| **3** | Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students  **(100% compliance = 20 points)** | **20** |  |  |  |  |  |
| **4** | Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. | **20** |  |  |  |  |  |
| **5** | Examination duties (invigilation, question paper setting, evaluation, / assessment of answer scripts) as per allotment. | **25** |  |  |  |  |  |
| **Total Score Obtained** | | **125** |  |  |  |  |  |
| Minimum API score required per year 75 | | | | | | | |

**Details of the above given Table (ANNEXURE I)**

**Details of Part 1 and 2:** Lectures, Seminars, Tutorials, Practical, Contact Hours and duties in excess of the UGC norms

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Academic Year** | **Class** | **Course / Paper / Subject Taught** | | **Mode of Teaching\*** | **Teaching Hours per week** | | **% of Classes taken as per documented record ( Maximum 50 points)** | **\*Teaching Hours in Excess of UGC norms for which no additional remuneration charged**  **( Maximum 10 points)** |
| **Semester**  **I, III and V** | **Semester**  **II, IV and VI** | **As per UGC norms** | **Allotted Effective Hours of teaching per week** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Total Points Acquired (**Max. 50 per Year for Part 1 **&** 10 per year for Part 2 **)** | | | | | | | | | |

**Details of Part 3: Reading/Instructional material consulted and additional knowledge resources provided to students**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Academic Year** | **Class** | **Course/Paper** | **Consulted** | **Prescribed** | **Additional Resource provided** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Total Points acquired (Max. 20)** | | | | | |

**Details of Part 4: Use of Participatory and innovative Teaching-Learning (T-L) Methodologies, Updating of subject content, Course Improvement etc.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Particulars** | Max. Score per Year | **API score obtained for each academic year of the period under assessment** | | | | |
| 1st year | 2nd Year | 3rd Year | 4th Year | 5th Year |
|  | Updating of Courses, design of curriculum, (5 per single course) | **10** |  |  |  |  |  |
|  | Participatory & Innovative T-L Process with material for problem based learning, case studies, Group discussions etc.   1. Interactive Courses : 5 points/each 2. Participatory Learning modules: 5 points/each 3. Case studies: 5 points/each | **10** |  |  |  |  |  |
|  | Use of ICT in **T-L** process with computer-aided methods like power-point/Multimedia/ Simulation/Software etc.,  (**Use of any one of these in addition to Chalk & Board: 5 points**) | **10** |  |  |  |  |  |
|  | Developing and imparting Remedial/Bridge Courses (each activity: 5 points) | **10** |  |  |  |  |  |
|  | Developing and imparting soft kills / communications skills / personality development courses/modules ( each activity 5 points) | **10** |  |  |  |  |  |
|  | Developing and imparting specialized teaching-learning programmes in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas ( each activity: 5 points) | **10** |  |  |  |  |  |
|  | Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students   1. Workshop/Training course : 10 points each 2. Popularization programmes: 5 points each | **10** |  |  |  |  |  |
|  | **Total Score (**Max. Score per Year 20**)** | **20** |  |  |  |  |  |

**Details of Part 5 : Examination Duties Assigned and Performed**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Particulars** | Maximum Score per Year | **API score obtained for each academic\* year of the period under assessment** | | | | |
| 1st year | 2nd Year | 3rd Year | 4th Year | 5th Year |
|  | University end semester/Annual Examination work as per duties, allotted. (invigilation – 10 points, Evaluation of answer scripts – 5 points; Question paper setting – 5 points) (**100% compliance = 20 points**) | 20 |  |  |  |  |  |
|  | University examination/Evaluation responsibilities for internal/ continuous assessment work as allotted ( **100% compliance = 10 points**) | 10 |  |  |  |  |  |
|  | Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (**100% compliance = 10 points**) | 10 |  |  |  |  |  |
|  | **Total Score** ( Max. 25 per Year**)** | **25** |  |  |  |  |  |

**Annexure II**

**ACADEMIC PERFORMANCE INDICATORS (API) – CATEGORY- II**

**Co-Curricular, Extension, Professional Development Related Activities**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S No.** | **Type of Activity** | | **API Score** | | | | |
| 1st year | 2nd Year | 3rd Year | 4th Year | 5th Year |
| (i) Extension, Co-curricular & Field based activities. | | |  |  |  |  |  |
|  | Extension work through NSS/NSC and other channels | 05 |  |  |  |  |  |
|  | Cultural Activities | 05 |  |  |  |  |  |
|  | Subject Related Events | 05 |  |  |  |  |  |
|  | Advising and Counseling | 05 |  |  |  |  |  |
|  | **Total (Max.: 20)** | **20** |  |  |  |  |  |
| (ii) Contribution to Corporate Life and Management of the Institution | | |  |  |  |  |  |
|  | In charge of any academic /administrative body | 05 |  |  |  |  |  |
|  | Member of academic body at departmental level | 05 |  |  |  |  |  |
|  | Member of academic body at Faculty level | 05 |  |  |  |  |  |
|  | **Total (Max: 15)** | **15** |  |  |  |  |  |
| **(iii) Professional Development Activities** | | |  |  |  |  |  |
|  | Participation in seminars, conference | 05 |  |  |  |  |  |
|  | Short term, training courses | 05 |  |  |  |  |  |
|  | Talks, lectures | 05 |  |  |  |  |  |
|  | Membership of associations | 05 |  |  |  |  |  |
|  | Dissemination and general articles, not covered in Category III below | 05 |  |  |  |  |  |
|  | **Total (Max: 15)** | **15** |  |  |  |  |  |
| Total Score Acquired of ( i to iii )  (Min. Score needed is 15) | | |  |  |  |  |  |
| Verified By ………….. HEAD of the Department | | | | | | | |

**Annexure III**

**PBAS Proforma for calculating Research & Academic Contributions**

**(A) Published Papers in Journals (Can attach sheet)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.N. | Title | Journal  with Vol. Year & Page No. | ISSN/ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-authors | Whether you are the main author or  Guide/mentor | API Score |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |

**B (i) Articles/ Chapters published in Books**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.N. | Title with page no. | Book Title, editor & publisher | ISSN/ISBN No. | Whether peer reviewed. | No. of Co-authors and Date of Publication | Whether you are the main author | API Score |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |

**B(ii) Full papers in Conference Proceedings**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.N. | Title | Details of conference Proceedings (With Year, Page No.) | National / International | No. of Co-authors and | Whether you are the main author | API Score |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |

**B (iii) Books published as single author or as editor**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.N. | Title with page no. | Type of Book & Authorship | Publisher & ISSN/ ISBN No. | Whether Peer Reviewed | No. of Co-author & Date of Publication | Whether Published by National/ International | API Score |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |

**C (i & ii). Ongoing Research projects and consultancies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.N. | Title | Agency | Period | Grant/ Amount Mobilized (Rs Lakhs) | API Score |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

**C (iii & iv) Research Projects and Consultancy Completed**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.N. | Title | Agency | Period | Grant/ Amount Mobilized (Rs. Lakhs) | Whether Policy Documents/Patent as outcome | API Score |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

**(D) Research Guidance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Particulars | Number Enrolled | Thesis Submitted | Degree Awarded | API Score |
| M. Phil or Equivalent |  |  |  |  |
| Ph.D or Equivalent |  |  |  |  |

**E(i)** **Training Courses, Teaching-Learning-Evaluation Technology, Faculty development Programmes (Max.30 Points)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.N. | Programme | Duration | Organised by | API Score |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**E (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.N. | 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 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**E(iii) Invited Lectures and Chairmanships at National or International Conference/ Seminars**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.N. | Title of Lecture/ Academic Session | Title of Conference/Seminar etc | Date(s) of the event | Organized by | Whether International/ National/State | API Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Declaration**

**Certified that all the information, facts and documents submitted with this application are true and correct and if found incorrect/false, my candidature for the same may be cancelled and the decision of the university shall be final and binding.**

**Date­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Candidate**

**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.**

|  |  |  |
| --- | --- | --- |
| **Head** |  | **Dean** |
| **Department of …………………** |  | **Faculty of ……………..** |

**NOTE :**

**Minimum API scores needed for a candidate for promotion**.

i) (a) Teaching-learning Evaluation— 75/year (b) Co-curricular, Extension activities—15/year

Total average (a+b) = 100/year

ii) Research & Academic Contribution--- 10/year or (40/ assessment Period) for stage 1 to 2

20/year or (100/ assessment Period) for stage 2 to 3 30/year or (120/ assessment Period) for stage 3 to 4

40/year or (120/ assessment Period) for stage 4 to 5

**Guidelines for Filling up the Application Form under CAS**

**in**

**Faculties of** Science, Arts, Commerce, Family & Community Sciences, Law, Social Work, Journalism and Communication, Education, Sanskrit Mahavidyalaya and Oriental Institute

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No.** | **Promotion of Teacher through CAS** | **Service Requirement** | **Minimum Academic Performance Requirements and Screening/ Selection Criteria** |
| 1. | Assistant Professor/equivalent cadres from Stage 1 to Stage 2 | Assistant Professor in Stage 1 and completed four years of service with Ph.D or five years of service who are with M.Phil, or six years of service who are without Ph.D./ M.Phil | **i)** Minimum API scores using PBAS scoring Performa  a) Teaching-learning Evaluation— **75/year**  b) Co-curricular, Extension activities—**15/year**  Total average (a+b) = **100/year**  **ii**) Research & Academic Contribution---**10/year**  (**40/assessment Period**)  **iii)** One Orientation and one Refresher/Research  Methodology Course of 2/3 weeks duration.  **iv)** **Screening cum Verification process** for  recommending promotion. |
|  | Assistant Professor/equivalent cadres from Stage 2 to Stage 3 | Assistant Professor with completed service of five years in Stage 2 | **i)** Minimum API scores using PBAS scoring Performa  a) Teaching-learning Evaluation— **75/year**  b) Co-curricular, Extension activities—**15/year**  Total average (a+b) = **100/year**  **ii**) Research & Academic Contribution---**20/year**  (**100/assessment Period**)  **iii)** One course/programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programs and Faculty Development Programmes of 2/3 week duration.  **iv)** **Screening cum Verification process** for  recommending promotion. |
| 3. | Assistant Professor (Stage 3 to Associate Professor (Stage 4) | Assistant Professors with three years of completed service in Stage 3 | **i)** Minimum API scores using PBAS scoring Performa  a) Teaching-learning Evaluation— **75/year**  b) Co-curricular, Extension activities—**15/year**  Total average (a+b) = **100/year**  **ii**) Research & Academic Contribution---**30/year**  (**90/assessment Period**)  **iii**) **At least** **three publications**  in the entire period as Assistant Professor (twelve years). iii) One course /program from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Program, Soft skills development prog –ram and Faculty Development Program of minimum one week duration.  **iv**) **Expert Assessment system**: A Selection committee. |
| 4. | Associate Professor (Stage 4) to Professor /equivalent cadres (stage 5) | Associate Professor with three years of completed service in Stage 4 | **i)** Minimum yearly/cumulative API scores using PBAS scoring Performa  a) Teaching-learning Evaluation— **75/year**  b) Co-curricular, Extension activities—**15/year**  Total average (a+b) = **100/year**  **ii**) Research & Academic Contribution---**40/year**  (**120/assessment period**)  Teachers may combine two assessment periods (in stages 3 and 4) to achieve minimum API Scores  i.e., **300**, if required.  **ii**i) **A minimum of 5 publications** since the period that the teacher is placed in Stage 3.  **iv**) **Assessment system**: A Selection Committee. |
| 5. | Professor (Stage 5 to Professor (Stage 6) | Ten years of completed service as Professor | **i**) Minimum yearly/cumulative API scores for the assessment period.  a) Teaching-learning Evaluation— **75/year**  b) Co-curricular, Extension activities—**15/year**  Total average (a+b) = **100/year**  **ii**) Research & Academic Contribution---**50/year**  (**500/assessment period**)  **iii**) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards / honors /recognitions /patents and IPR on product and processes developed / technology transfer achieved; and c) Additional research degrees like D.Sc., D.Litt., LL.B., etc.  **iv**) **Review process**: by an Expert Committee |

**Instructions for Filling up the Form - Category- I**

**Category I: Teaching, Learning And Evaluation Related Activities**

**Maximum Scores Allocated : 125**

**Minimum API Score Required : 75**

|  |  |  |
| --- | --- | --- |
|  | **Nature of Activity** | **Max. Score** |
| (i)  (a) | Lectures, seminars, tutorials, practical, contact classes should be based on verifiable records.  No score should be assigned if a teacher has taken less than 80% of the assigned classes. University may give allowance for periods of leave where alternative teaching arrangements have been made.  **Maximum score of 50 if there is 100% performance** | **50** |
| (b) | If a teacher has taken classes exceeding UGC norms, then two points to be assigned for each extra hour of classes/credit | **10** |
| (ii) | Imparting of knowledge / instruction as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students **( 100% compliance = 20 points)** | **20** |
| (iii) | **Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc**. | |
|  | Updating of Courses, design of curriculum, (5 per single course) | 10 |
|  | Participatory & Innovative T/L Process with material for problem based learning, case studies, Group discussions etc.   1. Interactive Courses : 5 points/each 2. Participatory Learning modules: 5 points/each 3. Case studies: 5 points/each | 10 |
|  | Use of ICT in T/L process with computer-aided methods like power-point/Multimedia/ Simulation/Software etc.,  (**Use of any one of these in addition to Chalk & Board: 5 points**) | 10 |
|  | Developing and imparting Remedial/Bridge Courses (each activity: 5 points) | 10 |
|  | Developing and imparting soft skills/communications skills/personality development courses/modules ( each activity 5 points) | |
|  | Developing and imparting specialized teaching-learning programmes in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas ( each activity: 5 points) | 10 |
|  | Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students   1. Workshop/Training course : 10 points each 2. Popularization programmes: 5 points each | 10 |
|  | **Maximum Aggregate Limit** | **20** |
| (iv) | Examination Related Work | |
|  | College/University end semester/Annual Examination work as per duties, allotted. (invigilation – 10 points, Evaluation of answer scripts – 5 points; Question paper setting – 5 points) (**100% compliance = 20 points**) | 20 |
|  | College/University examination/Evaluation responsibilities for internal/ continuous assessment work as allotted (**100% compliance = 10 points**) | 10 |
|  | Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (**100% compliance = 10 points**) | 10 |
|  | **Maximum Aggregate Limit B (iv)** | **25** |

**Instructions for Category II:**

**Co-Curricular, Extension and Professional Development Related Activities.**

**Maximum Scores Allocated : 50**

**Minimum API Score Required : 15**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Nature of Activity** | **Max. Score** |
| (i) | **Extension and Co-curricular, Extension and Professional Development Related Activities** | |
|  | Institutional Co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity ( 5 point each) | 10 |
|  | Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, NSO or any other similar activity ( each activity 10 points) | 10 |
|  | Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points) | 10 |
|  | Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. ( 5 points) | 10 |
|  | **Maximum Aggregate Limit** | **20** |
| (ii) | **Contribution to Corporate Life and Management of the Institution** | |
|  | Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes ( 2 point each) | 10 |
|  | Institutional Governance responsibilities like, Vice-Principal, Dean, Director, Warden, Bursa, School Chairperson, IQAC Coordinator (10 points each) | 10 |
|  | Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee ( 5 points each) | 10 |
|  | Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline ( 5 points each) | 10 |
|  | Organization of Conference / Training as Chairman/Organizational Secretary/Treasurer:   1. International ( 10 points) National/regional ( 5 points) 2. As member of the organizing committee ( 1 point each) | 10 |
|  | **Maximum Aggregate Limit** | **15** |
| (iii) | **Professional Development Related Activities** | |
|  | Membership in profession related committees at state and national level  a) At national level : 3 points each  b) At site activity : 2 points each | 10 |
|  | Participation in subject associations, conferences, seminars without paper presentation ( each activity : 2 points) | 10 |
|  | Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance ( each activity: 5 points) | 10 |
|  | Membership/participation in State/Central Bodies/Committees on Education, Research and National Development ( 5 points each) | 10 |
|  | Publication of articles in newspapers, magazines or other publications ( not covered in category 3); radio talks; television programmes ( 1 point each | 10 |
|  | **Maximum Aggregate Limit** | **15** |

**Category- III**

**Instructions for Filling up of the PBAS Proforma**

**RESEARCH AND ACADEMIC CONTRIBUTIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.N.** | **APIs** | **Engineering/Agriculture/**  **Veterinary**  **Science/Sciences/Medical**  **Sciences** | **Faculties of Languages**  **Arts/Humanities/Social**  **Sciences/Library/ Physical**  **education/Management** | | **Max. points for**  **University and**  **college teacher**  **position** |
| **III (A)** | **Research Papers**  **(Published in Journals)** | Refereed Journals\* | Refereed Journals\* | | 15 / Publication |
| Non-refereed but recognized  and reputable journals and  periodicals, having ISBN/ISSN numbers. | Non-refereed but recognized  and reputable journals and  periodicals, having ISBN/ISSN numbers. | | 10 / Publication |
| Conference proceedings as full papers, etc. (Abstracts not to be included) | Conference proceedings as full papers, etc. (Abstracts not to be included) | | 10 / Publication |
| **III (B)** | Research Publications  (books, chapters in books, other than  refereed journal articles) | Text or Reference Books  Published by International  Publishers with an established peer review system | Text or Reference Books  Published by International  Publishers with an established  peer review system | | 50 /sole author;  10 /chapter in an  edited book |
| Subjects Books by National  level publishers/State and  Central Govt. Publications with ISBN/ISSN numbers. | Subjects Books by National level publishers/State and  Central Govt. Publications with ISBN/ISSN numbers. | | 25 /sole author,  and 5/ chapter in  edited books |
| Subject Books by Other local  publishers with ISBN/ISSN  numbers. | Subject Books by Other local publishers with ISBN/ISSN  numbers. | | 15 / sole author,  and 3 / chapter in edited books |
| Chapters contributed to edited knowledge based volumes published by International Publishers | 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 numbers and with numbers of national and international directories | Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN  numbers and with numbers of national and international directories | | 5 / Chapter |
| **III C** | **Research Projects** | | | | |
| **III C (i)** | **Sponsored Projects**  **carried out/ ongoing** | (a) Major Projects amount  mobilized with grants above 30.0 lakhs | Major Projects amount  mobilized with grants above 5.0 lakhs | | 20 /each Project |
| (b) Major Projects amount  mobilized with grants above  5.0 lakhs up to 30.00 lakhs | Major Projects Amount  mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs | | 15 /each Project |
| (c) Minor Projects (Amount  mobilized with grants above  Rs. 50,000 up to Rs. 5 lakh) | Minor Projects (Amount  mobilized with grants above Rs. 25,000 up to Rs. 3 lakh) | | 10/each Project |
| **III C (ii)** | **Consultancy Projects carried out / ongoing** | Amount mobilized with minimum of Rs.10.00 lakh | Amount mobilized with minimum of Rs.2.00 lakhs | | 10 per every Rs.10.0 lakhs and Rs.2.0 lakhs,  respectively |
| **III C (iii)** | **Completed projects : Quality Evaluation** | Completed project Report  (Acceptance from funding  agency) | Completed project report  (Accepted by funding agency) | | 20 /each major  project and 10 /  each minor project |
| **III C (iv)** | **Projects**  **Outcome / Outputs** | Patent/Technology transfer/  Product/Process | Major Policy document of Govt. Bodies at Central and State level | | 30 / each national  level output or  patent /50 /each  for International  level |
| **III D** | **Research Guidance** | | | | |
| **III D ii)** | **M.Phil** | Degree awarded only | | Degree awarded only | 3 Points for each candidate |
| **III D (ii)** | **Ph.D** | Degree awarded only | | Degree awarded only | 10 Points for each candidate |
| Thesis submitted | | Thesis submitted | 7 Points for each candidate |
| **III E** | **TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS** | | | | |
| **III E (i)** | Refresher courses,  Methodology work -shops, Training, Teaching-Learning- Evaluat ion Techno logy Programmes, Soft Skills develop ent Programmes, Faculty Developm –ent Programmes (Max: 30 points) | (a) Not less than two weeks  duration | | (a) Not less than two weeks duration | 20 points each |
| (b) One week duration | | (b) One week duration | 10 points each |
| **III E (ii)** | Papers in Conference/  Seminars/  workshops etc.\*\* | Participation and Presentation  of research papers (oral/poster) in | | Participation and Presentation  of research papers (oral/poster) in |  |
| a) International Conference | | a) International  Conference | 10 Points each |
| b) National | | b) National | 7.5 Points each |
| c) Regional/State level | | c) Regional/State level | 5 Points each |
| d) Local –University/College  level | | d) Local –University/ College level | 3 Points each |
| **III E (iv)** | Invited lectures or  presentations for  conferences/ /  symposia | (a) International | | (a) International | 10 Points each |
| (b) National level | | (b) National level | 5 Points each |

**Important Note :**

**i)** Wherever relevant to any 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.

**ii)** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

**iii) 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 teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

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**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. a) 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.

b) 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.

c) 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**.

d) 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) alongwith 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/-** |

**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**  **SERVICE REQUIREMENTS**  Assistant Professor in Stage 1 and completed four years of service with Ph.D.  Or  Five 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.  Or  Six 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 University & UGC as per the norms provided in Table II(A)/II(B) of Appendix III.  (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**  **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 University as per the norms provided in Table II(A)/II(B) of Appendix III.  (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**  **FROM 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/-**  **SERVICE REQUIREMENTS**  Assistant Professors with three years of completed service in Stage 3 and possessing a Ph.D. Degree shall be eligible to be designated as Associate Professor.  **MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS FAND SCREENING/SELECTION CRITERIA**  I. Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table II(A)/II(B) of Appendix III.  II. At least three publications in the entire period as Assistant Professor (twelve years).  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 this regulation and in Table II(A) and II(B) of Appendix III. |

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| **STAGE 4 TO STAGE 5**  **FROM 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**  **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 yearly/cumulativeAPI scores using the PBAS scoring proforma developed by the University as per the norms provided in Table II(A)/II(B) of Appendix III. 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 this regulation and in Tables II(A) and II (B) of Appendix III. |

**Note:** Please refer to Instructions at the end for filling-up Part-B of the PBAS Proforma and for Category-III of the Application.