

Name of the College\_\_\_\_\_

**APPLICATION FORM FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME(CAS)**

From Stage\_\_\_\_\_ to Stage \_\_\_\_\_

**PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters) : \_\_\_\_\_

2. Father's Name/Mother's Name : \_\_\_\_\_

3. Date of Birth : \_\_\_\_\_

4. Date of Joining ( Regular) : \_\_\_\_\_

5. Category : SC  ST  OBC  GEN

6. Department : \_\_\_\_\_

7. Current Designation & Academic Grade Pay : \_\_\_\_\_

8. Date of last Promotion, if any : \_\_\_\_\_

9. Date of eligibility for promotion : \_\_\_\_\_

10. Address for correspondence (with pin code) : \_\_\_\_\_

\_\_\_\_\_

Telephone No : \_\_\_\_\_

E-mail address : \_\_\_\_\_

**11. Academic Qualifications**

**A. Class X till post graduation**

| <b>Degree/<br/>Certificate</b> | <b>Name of the Board/<br/>University</b> | <b>Year of<br/>Passing</b> | <b>Percentage<br/>of<br/>marks<br/>obtained</b> | <b>Division/<br/>Class/<br/>Grade</b> |
|--------------------------------|--|----------------------------|---|---------------------------------------|
|                                |  |                            |   |                                       |
|                                |  |                            |   |                                       |
|                                |  |                            |   |                                       |
|                                |  |                            |   |                                       |
|                                |  |                            |   |                                       |

**B. Research Degree(s)**

| <b>Degree</b>           | <b>Title of dissertation/ thesis</b> | <b>Date of<br/>award</b> | <b>University</b> |
|-------------------------|--------------------------------------|--------------------------|-------------------|
| <b>M. Phil.</b>         |                                      |                          |                   |
| <b>Ph. D./ D. Phil.</b> |                                      |                          |                   |

**12. Orientation/ Refresher Course(s) attended:**

| <b>Name of the Course</b> | <b>Place</b> | <b>Duration</b> | <b>Sponsoring Agency</b> |
|---------------------------|--------------|-----------------|--------------------------|
|                           |              |                 |                          |
|                           |              |                 |                          |
|                           |              |                 |                          |
|                           |              |                 |                          |

## **PART B: ACADEMIC PERFORMANCE INDICATORS (API)**

(Please see details of API scoring points for each category in Annexure III of Regulation)

### **CATEGORY : I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Brief explanation: Based on the teachers self assessment, API scores are proposed for (a) teaching related activities, (b) domain knowledge, (c) participation in examination and evaluation and (d) contribution to innovative teaching, new courses etc. the minimum API score required of teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the Screening/Selection Committee.

Colleges will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

| <b>Sl. No</b> | <b>Nature of Activity</b>  | <b>Maximum Score</b> | <b>Self Assessment Score (to be filled by applicant)</b> | <b>Verified API Score by HOD</b> | <b>Documentation &amp; Authentication by IQAC of the College/Principal</b> | <b>Assessment by Screening Committee</b> |
|---------------|--|----------------------|--|----------------------------------|--|--|
| 1             | 2  | 3                    | 4  | 5                                | 6  | 7  |
| 1             | Lecturers, seminars, tutorials, practical, contact hours undertaken as percentage of lecturers allocated.                                | 50                   |  |                                  |  |  |
| 2             | Lecturers or other teaching duties in excess of the UGC norms  | 10                   |  |                                  |  |  |
| 3             | Preparation and imparting of knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students. | 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                   |  |                                  |  |  |
| 6             | Total Score  | 125                  |  |                                  |  |  |

|   |                            |    |  |  |  |  |
|---|----------------------------|----|--|--|--|--|
| 7 | Minimum API score required | 75 |  |  |  |  |
|---|----------------------------|----|--|--|--|--|

Note: Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher.

## CATEGORY-II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Brief Explanation: Based on the teachers' Self –assessment, API score are proposed for co-curricular and extension activities and professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the HOD, IQAC, Screening Committee.

| Sl. No | Nature of Activity  | Maximum Score | Self Assessment Score (to be filled by applicant) | Verified API Score by HOD | Documentation & Authentication by IQAC of the College/Principal | Assessment by Screening Committee |
|--------|---|---------------|---|---------------------------|---|-----------------------------------|
| 1      | 2   | 3             | 4   | 5                         | 6   | 7                                 |
| 1      | Student related co-curricular extension and field based activities (NSS/NCC/ RAW) Farmer's Cell, experimental learning, all India study tour, regional/state field tour, cultural activities, subject related events, advertisement, counseling etc ) | 20            |   |                           |   |                                   |
| 2      | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.   | 15            |   |                           |   |                                   |
| 3      | Professional development activities(participation in seminars, conferences, short term training courses, talks, lecturers, membership of associations, dissemination and general articles no covered in Category III )                                | 15            |   |                           |   |                                   |
| 4      | Total Score   | 50            |   |                           |   |                                   |
| 5      | Minimum API score required  | 15            |   |                           |   |                                   |

**Category - III - Research and academic contributions**

Brief explanation: Based on teachers self assessment API scores are proposed for research and academic contributions. The **total** minimum API score required by teachers from the category is different for different level of promotions. The self assessment score will be based on verifiable criteria and will be finalized by the HOD, IQAC and Screening Committee. (*Enclose the documentary proof of the self assessment*)

| <b>Sl. No</b>                        | <b>Nature of Activity</b>   | <b>Maximum Score</b> | <b>Self Assessment Score (to be filled by applicant)</b> | <b>Verified API Score by HOD</b> | <b>Documentation &amp; Authentication by IQAC College/Principal</b> | <b>Assessment by Screening Committee</b> |
|--------------------------------------|---|----------------------|--|----------------------------------|---|--|
| <b>III (A) Research Publications</b> | (i) Research Papers published in referred journals*   | 15/publications      |  |                                  |   |  |
|                                      | (ii) Research papers published in non referred but recognized and reputable journals and periodicals having ISBN/ISSN numbers | 10/publications      |  |                                  |   |  |
|                                      | (iii) Research papers published in conference proceedings as full papers etc. (abstract not to be included)                   | 10/publications      |  |                                  |   |  |

|  |   |                             |  |  |  |  |
|--|---|-----------------------------|--|--|--|--|
| <b>III (B)<br/>Books /<br/>Chapter in<br/>edited<br/>Books</b> | (i) Text or referenced books published by international publishers with an established peer review systems.   | 50/ Sole author;            |  |  |  |  |
|  |   | 10/ Chapter in edited book  |  |  |  |  |
|  | (ii) Subject books by national level publisher/state and central govt. publications with ISBN/ISSN numbers.   | 25/ Sole author;            |  |  |  |  |
|  |   | 5/ Chapter in edited book;  |  |  |  |  |
|  | (iii) Subject books by other local publishers with ISBN/ISSN numbers.   | 15/ Sole author;.           |  |  |  |  |
|  |   | 3/ Chapter in edited books; |  |  |  |  |
|  | (iv) Chapter contributed to the edited knowledge based volumes published by international publishers.   | 10/ Chapter;                |  |  |  |  |
|  | (v) Chapters in knowledge based volumes by Indian/ national level publishers with ISBN/ISSN numbers and with numbers of national and international directories. | 5/ Chapter                  |  |  |  |  |



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|--|--|-------------|--|--|--|--|
| <b>III (C)<br/>Research/<br/>Consultan<br/>cy<br/>Projects</b> | (i) Major project amount mobilized with grant above<br>(a) Rs. 30.0 lakhs (Science).<br>(b) Rs. 5.0 lakhs<br>(Languages/ Arts/ Humanities/<br>Social Sciences /Library/ Physical<br>Education/ Management).  | 20/ Project |  |  |  |  |
|  | (ii) Major project amount mobilized with grant above<br>(a) Rs. 5.0 lakhs up to Rs. 30.0 lakhs (Science).<br>(b) Rs. 3.0 lakhs up to Rs. 5.0 lakhs<br>(Languages/ Arts/ Humanities/<br>Social Sciences/Library/ Physical<br>Education/ Management).      | 15/ Project |  |  |  |  |
|  | (iii) Minor project amount mobilized with grants above<br>(a) Rs. 0.50 lakhs up to Rs. 5.0 lakhs (Science).<br>(b) Rs. 0.25 lakhs up to Rs. 3.0 lakhs. (Languages/ Arts/<br>Humanities/ Social Sciences/<br>Library/ Physical Education/<br>Management). | 10/ Project |  |  |  |  |

|  |   |   |  |  |  |  |
|--|---|---|--|--|--|--|
|  | (iv) Consultancy Project carried out/ongoing<br>Amount mobilized with minimum of<br>(a) Rs. 10 lakhs (Science).<br>(b) Rs. 2.0 lakhs ((Languages/ Arts/ Humanities/ Social Sciences/Library/ Physical Education/Management).  | 10/ Project   |  |  |  |  |
|  | (v) Completed project: Quality evaluation: Completed project report (accepted by funding agency).   | 20/ Major Project;                                    |  |  |  |  |
|  |   | 10/ Minor Project                                     |  |  |  |  |
|  | (vi) Project outcome/output<br>(a) Patent/Technology Transfer/Product/Process (Science).<br>(b) Major policy document of govt. bodies at central/state and <i>international</i> level (Languages/ Arts/ Humanities/ Social Sciences/Library/ Physical Education/ Management). | 30/ National and <i>State level</i> output or patent; |  |  |  |  |
|  |   | 50/ International level <i>output or patent</i>       |  |  |  |  |
| <b>III (D)<br/>Research<br/>Guidance</b> | (i) M.Phil Degree awarded only.   | 3/Candidate   |  |  |  |  |
|  | (ii) Ph.D. degree awarded.  | 10/ Candidate   |  |  |  |  |

|  |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
|  | (iii) Ph. D. thesis submitted.  | 7/ Candidate   |  |  |  |  |
| <b>III (E)<br/>Training<br/>Courses<br/>and<br/>Conferenc<br/>es/<br/>Seminar/<br/>Workshop<br/>Papers</b> | (i) Refresher courses, <b>Research</b> methodology workshop, Training, Teaching-Learning-Evaluation Technology program, Soft skill development programs, Faculty development program (max: 30 points) | (a) Not less than two weeks duration): 20/<br><b>Program</b> |  |  |  |  |
|  |   | (b) One week duration: 10/<br><b>Program</b>                 |  |  |  |  |
|  | (ii) Papers in conference/ seminar/ workshops: Participation and presentation of research papers (oral/poster) **   | (a) International: 10/ Program.                              |  |  |  |  |
|  |   | (b). National: 7.5/ Program.                                 |  |  |  |  |
|  |   | (c ) Regional/ State level: 5/ Program.                      |  |  |  |  |
|  |   | (d) Local- College level: 3/ Program                         |  |  |  |  |
|  | (iii) Invited lectures or presentation  | (a) International level: 10/ Program.                        |  |  |  |  |

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  | (b). National<br>level: 10/<br>Program |  |  |  |  |
|--|--|--|--|--|--|--|

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|--|--|----------------|--|--|--|--|
| <b>III A (ii)<br/>Member<br/>of<br/>Editorial<br/>Board of<br/>Journal</b>   | Refereed Journal with ISBN/ISSN numbers                    | 15/publication |  |  |  |  |
|  | Refereed Journal without ISBN/ISSN numbers                 | 10/publication |  |  |  |  |
|  | Non-Refereed Journal and periodical with ISBN/ISSN numbers | 5/publication  |  |  |  |  |
| <b>III A (iii)<br/>Reviewer/<br/>Refereed f<br/>Journal</b>  | Refereed Journal with ISBN/ISSN numbers                    | 10/publication |  |  |  |  |
|  | Refereed Journal without ISBN/ISSN numbers                 | 5/publication  |  |  |  |  |
|  | Non-Refereed Journal and periodical with ISBN/ISSN numbers | 3/publication  |  |  |  |  |
| <b>III Office<br/>Bearer<br/>Advisor of<br/>profession<br/>al bodies</b>   | International level  | 15 each        |  |  |  |  |
|  | National level   | 10 each        |  |  |  |  |
|  | Regional/State level                                       | 8 each         |  |  |  |  |
| <b>III G<br/>Awards/<br/>Honours/<br/>Recognitio<br/>ns from<br/>Governme<br/>nt<br/>Institution<br/>s Reputed<br/>Organizat</b> | International level  | 30 each        |  |  |  |  |
|  | National level   | 20 each        |  |  |  |  |
|  | Regional/State level                                       | 10 each        |  |  |  |  |

|            |  |  |  |  |  |  |
|------------|--|--|--|--|--|--|
| <b>ion</b> |  |  |  |  |  |  |
|------------|--|--|--|--|--|--|

\* Whenever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows (i) indexed journal by 5 points (ii) papers with impact factor between 1 and 2 by 10 points (iii) paper with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points. The API of joint publications shall be calculated in the following manner of the total score for the relevant category of publications, the first Principal author and the Corresponding author/ Supervisor/ mentor would each earn 60% of the total points and all other authors would earn 40% each.

Example: In a paper with three or more authors having an API score of 10, the First/Principal Author and Corresponding Author would earn 6 point each and the other authors would earn 4 point each.

\*\*If a paper presented in conference/seminar is published in the form of proceedings, the point would accrue for the publication (IIIA) and not under the presentation [(III)E (ii)].

#### IV. SUMMARY OF API SCORES

| S.No.      | Criteria  | Max API score                          | Minimum API score required | Self Assessment Score (to be filled by applicant) | Verified API Score by Principal for Assessment period | Assessment by Screening Committee |
|------------|---|--|----------------------------|---|---|-----------------------------------|
| <b>I</b>   | <b>Teaching, Learning and Evaluation related activities</b>   | <b>125</b>                             | <b>75</b>                  |   |   |                                   |
| <b>II</b>  | <b>Co-curricular, Extension, Professional development etc</b> | <b>50</b>                              | <b>15</b>                  |   |   |                                   |
|            |   | <b>Total I +II</b>                     |                            |   |   |                                   |
| <b>III</b> | <b>Research and Academic Contribution</b>                     |  |                            |   |   |                                   |
|            |   | <b>Total API Score ( I + II+ III )</b> |                            |   |   |                                   |

\*Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I+II.



**PART C: OTHER RELEVANT INFORMATION**

**Please give details of any other significant contributions not included above.**

| S.No. | Details (Mention year, value etc, where relevant) |
|-------|---|
|       |   |
|       |   |
|       |   |
|       |   |
|       |   |

**LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)**

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

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

\_\_\_\_\_  
Signature of the applicant  
Place  
Date

\_\_\_\_\_  
Countersigned  
IQAC of the Institution

\_\_\_\_\_  
Countersigned  
Head of the Institution

\_\_\_\_\_  
Signature of the Screening committee  
Place



Place  
Date

Place  
Date

Date

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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.

**Justification:** A teacher has to attend a minimum of one orientation & two refresher course of two to three week duration, and one faculty development related programme of one week duration with total of 70 points (20 + 20 + 20 + 10) during the period of Assistant professorship.

**Definition used:** **JS-** Joint Supervisor; **I-** Principal Investigator; **Co-PI-** Co-Principal Investigator; **ACM-** Advisory Council member; **AS-** Associating Scientist; **RA-** Research Associate; **SRA-** Senior Research Associate; **SRF-** Senior Research Fellow.

It is incumbent on the IQAC proposed in these rules and the College to prepare and publish within six months subject-wise list of journal, periodicals and publishers under categories IIIA and B. till such time Screening Committee will verify the categorization scores of the publications.

The API for Joint publications shall be calculated in the following manner of the total score for the relevant category of publication, the first Principal Author and the Corresponding Author/Supervisor/ mentor would each earn 60% of the total points and all other authors would earn 40% each. **Example:** In a paper with three or more authors having an API score of 10, the First/ Principal Author and Corresponding Author would earn 6 point each and the other Authors would earn 4 points each.