

# PBAS Proforma for Promotion under CAS (For Teaching Post)





**Part I- Application Form for Promotion of Teaching Posts under  
Career Advancement Scheme (CAS)**

- To be filled in neatly and legibly by the candidate in his/her own handwriting.
- Candidate must read and follow the "Instructions to Candidates for Appointment" very carefully.
- Applications which are incomplete or are not in conformity with these instructions are liable to be rejected.

Paste attested  
passport size  
photograph

1. Full Name in Block Letter \_\_\_\_\_
2. (a) Father/Husband Name \_\_\_\_\_  
(b) Mother's Name \_\_\_\_\_
3. a) Name of present post \_\_\_\_\_  
b) Department \_\_\_\_\_  
c) Present basic pay with pay band \_\_\_\_\_  
d) Present AGP \_\_\_\_\_  
e) Date of Placement in the  
present scale / AGP \_\_\_\_\_
4. Name of post and AGP for  
which promotion is sought \_\_\_\_\_
5. Assessment Period under CAS \_\_\_\_\_
6. Due date of Promotion \_\_\_\_\_
7. (a) Address for Correspondence \_\_\_\_\_  
(Mention your Phone / Mobile \_\_\_\_\_  
number, Email id) \_\_\_\_\_  
  
(b) Permanent Address \_\_\_\_\_  
\_\_\_\_\_

8. Date of Birth \_\_\_\_\_

9. Place of Birth \_\_\_\_\_

10 Age on last date for  
Receipt of application .....Years .....Months .....Days

11. Male or Female \_\_\_\_\_

12. Marital Status: \_\_\_\_\_

Married / Unmarried

13. Nationality: \_\_\_\_\_

14. Do you belong to  
SC / BC / PWD / ESM / SBC / EB? \_\_\_\_\_

(Mention category and attach proof)

15. Educational Qualifications (Strike off which is not applicable):

Examination/Degree	Year	Division	%age of Marks/Grade	University /Board	Subjects/ Specialization (s)	Awards/ Medal/Merit, if any
Matric						
Pre-Uni / 10+2 / Inter/Diploma						
B.E / B.Tech / BA / B.Sc / B.Com / BBA / any other						
M.E/M.Tech/MBA/M.Com / M.Sc./MA/MCA or any other Master's Degree						
NET / SLET / GATE						
M.Phil						
Ph.D					Subject..... ..... .....	
					Topic of Thesis..... ..... .....	
					Year of Award of Degree.....	
					Name of the University/Institute that has awarded the Ph.D Degree..... .....	
Any other Qualification						

**16.** Teaching/Professional/Research positions held (Give in chronological order starting with the present post).

<b>Employer</b>	<b>Post held</b>	<b>Pay Scale</b>	<b>Basic Pay</b>	<b>Period of employment</b> <b>From To</b>		<b>Nature of duties/work /Teaching /Research / other</b>

**17.** (a) Has there been any break in your career? If so, give details thereof with reasons. \_\_\_\_\_

(b) Have you ever been punished during your service or convicted by a Court of Law? If so, give details. \_\_\_\_\_

(c) Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? If yes, give details in a separate sheet. \_\_\_\_\_

**18.** (a) Total Teaching experience (full-time) in Institute/College/university: \_\_\_\_\_

(b) Total Research Experience: \_\_\_\_\_

(c) Any other Experience: \_\_\_\_\_

**19.** Research contribution:

	<b>Awarded</b>	<b>Submitted</b>	<b>In Progress</b>
a) PhD			
b) M.Phil			
c) Master's			
d) Sponsored research/consultancy projects:			
(i) Number of sponsored research projects			
(ii) Number of consultancy projects			

e) Prizes/Medals/Awards/Honors (please specify)			
f) Extra-curricular activities, if any. Give details of proficiency acquired in games, sports and part taken in other extra-curricular or social activities such as NCC, public debates and social service etc.			

20. Have you studied Hindi up to Matric standard? Yes/No \_\_\_\_\_

**21.(a) Assessment as per Table-1 of Appendix II of UGC-Regulations 2018.**

**Table: 1**

<b>S. No.</b>	<b>Activity</b>	<b>Grading</b>
1.	Teaching: (Number of classes taught/ assigned) x 100%	
2.	Involvement in the University/College students related activities/research activities.	

**21(b). Assessment as per Table-2 of Appendix II of UGC-Regulations 2018.**

Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter and utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students Ph. D award letter, etc.

**Table: 2**

<b>S.No.</b>	<b>Academic/Research Activity</b>	<b>Self-Assessment Score</b>	<b>Annexure</b>	<b>Verified Research Score</b>
1.	<b>Research Papers in Peer-reviewed or UGC listed Journals</b>		Please fill Annexure-III	
2.	<b>Publications (other than Research papers)</b>			
	<b>(a) Books authored which are published by:</b>		Please fill Annexure-IV	
	International publishers			
	National Publishers			
	Chapter in Edited Book			
	Editor of Book by International Publisher			
	Editor of Book by National Publisher			
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		Please fill Annexure-V	
	Chapter of Research paper			
	Book			
3.	<b>Creation of ICT mediated Teaching</b>		Please fill	

	<b>Learning pedagogy and content and development of new and innovative courses and curricula</b>		Annexure-VI	
	<b>(a) Development of Innovative pedagogy</b>			
	<b>(b) Design of new curricula and courses</b>			
	<b>(c) MOOCs</b>			
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)			
	MOOCs (developed in 4 quadrant) per module/lecture			
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)			
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)			
	<b>(d) E-Content</b>			
	Development of e-Content in 4 quadrants for a complete course/e-book			
	E- content (developed in 4 quadrants) per module			
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)			
	Editor of e-content for complete course/paper/ e-book			
4.	<b>(a) Research guidance</b>		Please fill Annexure-VII	
	Ph.D.			
	M.Phil/P.G dissertation			
	<b>(b) Research Projects Completed</b>		Please fill Annexure-VII	
	More than 10 lakhs			
	Less than 10 lakhs			
	<b>(c) Research Projects On-going:</b>		Please fill Annexure-VII	
	More than 10 lakhs			
	Less than 10 lakhs			
	<b>(d) Consultancy</b>		Please fill Annexure-VII	
5.	<b>(a) Patents</b>		Please fill Annexure-VIII	
	International			
	National			
	<b>(b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)</b>		Please fill Annexure-VIII	
	International			

	National			
	State			
	<b>(c)Awards/Fellowship</b>		Please fill Annexure-VIII	
	International			
	National			
6.	<b>Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>		Please fill Annexure-IX	
	International (Abroad)			
	International (within country)			
	National			
	State University			

**21 (c).**

(i) Whether faculty member qualifies as per requirement of Table-1? Yes/No\_\_\_\_\_

(ii) Whether faculty member qualifies as per requirement of Table-2? Yes/No\_\_\_\_\_

I certify that the foregoing information given by me is correct, complete to the best of my knowledge and belief and no material information has been concealed. I am not aware of any circumstances which may impair my fitness for employment.

Date.....

**Signature of the Candidate**

**Recommendation of Chairperson**

**Research Score Verified by IQAC**

**Recommendation of Screening Committee/Selection Committee**

## **INSTRUCTIONS**

### **I. The following instructions contain the detailed requirements of Table-1 and 2.**

<b>S.No.</b>	<b>Activity</b>	<b>Grading Criteria</b>
1.	Teaching: (Number of classes taught/ assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	total classes 80% & above – Good Below 80% but 70% & above Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head. Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.  (b) Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation.  (c) Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports. NCC, NSS and community services.  (d) Organising seminars/conferences/ workshops. other college/university activities.  (e) Evidence of actively involved in guiding Ph.D. students.  (f) Conducting minor or major research project sponsored by national or international agencies.  (g) At least one single or joint publication in peer reviewed or UGC list of Journals.	Good - Involved in at least 3 activities  Satisfactory 1-2 activities  Not satisfactory- Not undertaken any of the activities  <b>Note:</b> Number of activities can be within on across the broad categories of activities

**Overall Grading:**

**Good:** Good in teaching and satisfactory or good in activity at Sl. No. 2 Or

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Sl. No. 2.

**Not Satisfactory:** If neither good nor satisfactory in overall grading

**Note:** For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2. all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave. Child Care Leave. Study Leave. Medical Leave. Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

**II. Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter and utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students Ph. D award letter, etc.**

S.No.	Academic/Research Activity	Faculty of Science/Engineering /Agriculture/Medical/Veterinary Sciences	Faculty of Languages/Humanities /Arts/Social Sciences/Library/Education/Physical Education/Commerce/Management & other related disciplines
1	<b>Research Papers in Peer-reviewed or UGC listed Journals</b>	08 per paper	10 per paper
2	<b>Publications (other than Research papers)</b>		
	<b>(a)Books authored which are published by:</b>		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	<b>(b)Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter of Research paper	03	03
	Book	08	08

3	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a)Development of Innovative pedagogy</b>	05	05
	<b>(b)Design of new curricula and courses</b>	<b>02 per curricula/course</b>	<b>02 per curricula/course</b>
	<b>(c)MOOCs</b>		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	<b>(d)E-Content</b>		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	E- content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper/ e-book	10	10
4	<b>(a)Research Guidance</b>		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil/P.G dissertation	02 per degree awarded	02 per degree awarded
	<b>(b)Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>( c ) Research Projects On-going</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d)Consultancy</b>	03	03

5	<b>(a)Patents</b>		
	International	10	10
	National	07	07
	<b>(b)*Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c)Awards/Fellowship</b>		
	International	07	07
	National	05	05
6	<b>*Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State University	02	02

**The Research score for research papers would be augmented as follows:**

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

Paper in refereed journals without impact factor	-	5 points
Paper with impact factor less than 1	-	10 points
Paper with impact factor between 1 and 2	-	15 points
Paper with impact factor between 2 and 5	-	20 points
Paper with impact factor between 5 and 10	-	25 points
Paper with impact factor >10	-	30 points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal (Supervisor)/Corresponding author and 30% of total value of publication for each of the joint authors. Joint Projects; Principal Investigator and Co-investigator would get 50% each.

**Note:** Paper presented if part of edited book or proceeding then it can be claimed only once. For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

\*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b): Policy Document and 6: Invited lecture/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned. The research score shall be from the minimum of three categories out of six categories.

### **III. Minimum academic performance and service requirements for promotion of teachers in universities and colleges**

<b>S.NO</b>	<b>Promotion of Teachers through CAS</b>	<b>Eligibility</b>	<b>CAS promotion criteria</b>
1.	Entry-level Assistant Professor (Level 10) / Assistant Professor (Senior Scale/Academic Level 11)	<p>i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:</p> <p>ii) Attended one Orientation course of 21 days duration on teaching methodology:</p> <p>iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e- certification) or development of e-contents in four-quadrants MOOCs course during the assessment period; and</p> <p>iv) Published one research</p>	<p>i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;</p> <p>ii) The promotion is recommended by the screening-cum evaluation committee.</p>

		publication in the peer-reviewed journals or UGC-listed journals during assessment period.	
2.	Assistant professor (Senior Scale/Academic level 11) to Assistant Professor (Selection Grade/Academic Level 12)	<p>i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.</p> <p>ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline shall be mandatory with effect from 3 years from the date of issue of this notification by the State Government.</p> <p>iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course programme from amongst the categories of Refresher Courses Research Methodology/ Workshops Syllabus Up-gradation Workshop Teaching-Learning-Evaluation/ Technology Programmes Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.</p> <p>iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.</p>	<p>i) The teacher gets a satisfactory or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period. (as prescribed in Appendix II. Table 1) and:</p> <p>ii) The promotion is recommended by the Screening-cum-evaluation committee.</p>

3.	<p>Assistant professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)</p>	<p>1) Assistant Professor who has completed three years of service in Academic Level 12/Selection grade.</p> <p>2) A Ph.D. Degree in the subject concerned/allied/relevant discipline shall be mandatory with effect from 3 years from the date of issue of this notification by the State Government.</p> <p>3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.</p> <p>4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.</p> <p>5) Evidence of having guided at least one Ph.D. candidate.</p>	<p>i) He she gets a satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1. and has a research score of at least 70 as per Appendix II, Table 2.</p> <p>ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.</p>
----	--	---	---

4.	Associate Professor (Academic Level 13A) to Professor (Academic Level 14)	<p>1) An Associate Professor who has completed three years of service in Academic Level 13A.</p> <p>2) A Ph.D. degree in the subject concerned/allied/relevant discipline.</p> <p>3) A minimum of ten research publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.</p> <p>4) Evidence of having successfully guided doctoral candidate.</p> <p>5) A minimum of 110 Research Score as per Appendix II. Table 2.</p>	<p>i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.</p> <p>ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.</p>
5.	Professor (Academic Level 14) to Senior Professor (Academic Level 15)	<p>i) Ten years' experience as a Professor.</p> <p>ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.</p>	<p>A professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favorable review from three eminent subject -experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.</p>

## Annexure I

**Activity-1: (Assessment Criteria and Methodology for University/College Teachers)**  
Applicable only for the candidates for promotion under CAS

**(Assessment Period From: \_\_\_\_\_ to \_\_\_\_\_)**

Assessment Year	Total Classes Assigned	Number of Classes Taught	% Teaching = (Number of Classes Taught/Total Classes assigned) × 100)	Grade claimed (80% & above- <b>Good</b> Below 80% but 70% & above- <b>Satisfactory</b> Less than 70% - <b>Not Satisfactory</b> )	Grade verified	Page No. of supporting documents (Certificates of classes assigned & taught, issued by the Chairperson/Director/Principal/ Controlling Head, is to be attached)
Year 1						
Year 2						
Year 3						
Year 4						
Year 5						
Grade of activity 1 is to be verified by the Chairperson						

**Signature of Chairperson**

## Annexure II

### **Activity -2: Involvement in the University/College Students-Related Activities/ Research Activities**

**(Assessment Period From \_\_\_\_\_ to \_\_\_\_\_)**

Assessment Year	Activity	No. of activities claimed	Description of activities	No. of activities verified	Page No of supporting documents	Grade claimed	Grade verified
Year 1	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden, etc.						
	b. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.						
	c. Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.						
	d. Organising seminars/ conferences/ workshops, other college/university activities.						
	e. Evidence of actively involved in guiding Ph.D. students.						
	f. Conducting minor or major research project sponsored by national or international agencies.						
	g. At least one single or joint						

	publication in peer reviewed or UGC list of Journals.					
Year 2	<p>a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden, etc.</p> <p>b. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</p> <p>c. Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.</p> <p>d. Organising seminars/ conferences/ workshops, other college/university activities.</p> <p>e. Evidence of actively involved in guiding Ph.D. students.</p> <p>f. Conducting minor or major research project sponsored by national or international agencies.</p> <p>g. At least one single or joint publication in peer reviewed or UGC list of Journals.</p>					

Year 3	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden, etc.					
	b. Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation.					
	c. Student related co-curricular, extension and field-based activities such as Student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.					
	d. Organising seminars/ conferences/ workshops, other college/university activities.					
	e. Evidence of actively involved in guiding Ph.D. students.					
	f. Conducting minor or major research project sponsored by national or international agencies.					
	g. At least one single or joint publication in peer reviewed or UGC list of Journals.					

Year 4	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden, etc.					
	b. Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation.					
	c. Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.					
	d. Organising seminars/ conferences/ workshops, other college/university activities.					
	e. Evidence of active involvement in guiding Ph.D. students.					
	f. Conducting minor or major research project sponsored by national or international agencies.					
	g. At least one single or joint publication in peer reviewed or UGC list of Journals.					

Year 5	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.					
	b. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.					
	c. Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and					
	d. other events, cultural, sports, NCC, NSS and community services.					
	e. Organising seminars/ conferences/ workshops, other college/university activities.					
	f. Evidence of actively involved in guiding Ph.D. students.					
	g. Conducting minor or major research project sponsored by national or international agencies.					

**Grading Criteria:**

**Good**-involved in at least 3 activities

**Satisfactory**- 1-2 activities

**Not-satisfactory**-not involved / undertaken any of the activities

**Note:** Number of activities can be within or across the broad categories of activities

**Overall Grading of activity 1 and activity 2 :**

**Criteria:** **Good:** Good in teaching and satisfactory or good in activity at Sr. No.2

**Satisfactory:** Satisfactory in teaching and Good or Satisfactory in activity at Sr. No. 2

**Not-satisfactory:** If neither Good nor Satisfactory in overall grading

Assessment Year	Grade Activity 1	Grade Activity 2	Overall grade	Grade Verified
1				
2				
3				
4				
5				

**Note:**

- For the purpose of assessing the grading of Activity at Table-1 and Table-2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.
- Score claimed by the applicant should be supported with copies of relevant documents.

### Annexure III

#### **(Methodology for University and College Teachers for calculating Academic/Research Score)**

##### **Note:**

1. **Table-2 shall be filled by the applicant for promotion of Assistant Professor (Academic Level-12) to Associate Professor (Academic Level-13A) and for promotion of Associate Professor (Academic Level-13A) to Professor (Academic Level -14) only.**
2. Assessment will be based on evidence(s) produced by the teacher such as copy(ies) of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filed and approval letters, students' Ph.D. award letter/notification, etc.
3. Please read the instructions given for calculating Score claimed in each category.

**Assessment Period: From \_\_\_\_\_ To \_\_\_\_\_**

#### **1. Research papers Published in Peer Reviewed or UGC Listed Journals**

S. No	Title of the paper (In format given below Eg: K. Gupta, R.S. Sharma etc., Optimization of..... Int. J of Production	DOI, if available	ISSN/ISBN	Whether Peer Reviewed? (Yes/No)	Whether UGC listed? If yes, Give Ref. No.	ImpactFactor (if any) As per Clarivate/ Thomson Reuters list	Are you the First/ Corresponding/Principal (Supervisor) author?	Score Claimed				Page No of supporting documents	Score verified
								Score without augmentation	Augmentation score	Score claimed with augmentation	Total Applicable Score (100% or 70% or 30%)		
<b>Total Research Score</b>													

##### **Criteria:**

**a) 08 Points per publication for Faculty of Sciences/Engineering & Technology/Life Sciences/ Pharmaceutical Sciences.**

**b) 10 Points per publication for Faculty of Arts & Languages/ Indic Studies/Social Sciences/Law/Education/ Commerce & Management; and other related Disciplines**

**c) The Research score for research papers would be augmented as follows:**

**\*(Impact factor to be determined as per Clarivate Thomson Reuters List)**

- i Papers in refereed journals without impact factor by 5 points
- ii Papers with impact factor less than 1 by 10 points
- iii Papers with impact factor between 1 and 2 by 15 points
- iv Papers with impact factor between 2 and 5 by 20 points;
- v Papers with impact factor between 5 and 10 by 25 points;
- vi Papers with impact factor above 10 by 30 points;

**d) Single author: 100% of total value of publication**

Two authors: 70% of total value of publication for each author

More than two authors: 70% of total value of publication for the First/Principal (Supervisor)/Corresponding author and the remaining 30% of total value of publication for each of the joint authors.

**e) Documentary Proof:** Attach front and back pages of Journal, index of contents, proof of indexing, proof of Impact Factor. (Clarivate/ Thomson Reuters list for Impact Factor), proof of Peer reviewed, proof of UGC listed, proof of Refereed, ISBN/ISSN, whatever is applicable. **If the proof, according to the claim, is not attached, then no Score will be awarded. It shall be responsibility of the applicant to attach the relevant proof.**

**Annexure IV**

**2 (a) Books Authored**

**i. Books authored & Published by International Publishers**

(Attach documentary proof of International publisher)

S. No.	Title of the book	Name of the Publisher	Place of Publication	Year of Publication	No. of Authors	ISBN	Score claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>									

**ii. Books authored & Published by National Publishers**

(Attach documentary proof of National publisher)

S. No.	Title of the book	Name of the Publisher	Place of Publication	Year of Publication	No. of Authors	ISBN	Score claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>									

**iii. Chapters in Edited Book**

S. No.	Title of the book	Name of the Publisher	Place of Publication	ISBN/ISSN No.	Title of Chapter	Name of the Author(s) of the Chapter	Page No.of Chapter	Total Applicable Score (100% or 70% or 30%)	Score claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>											

**iv. Editor of Book by International Publishers**  
 (Attach documentary proof of International publisher)

S. No	Title of the book	Name of the Publisher	Place of Publication	Year of Publication	Name of Editor(s)	ISBN	Total Applicable Score (100% or 70% or 30%)	Score claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>										

**v. Editor of Book by National Publishers**  
 (Attach documentary proof of National publisher)

S. No	Title of the book	Name of the Publisher	Place of Publication	Year of Publication	Name of Editor(s)	ISBN	Total Applicable Score (100% or 70% or 30%)	Score claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>										

**Criteria For point No. 2 (a):**

International Publishers: 12 Points

National Publishers: 10 Points

Chapter in edited book: 05 Points

Editor of book by International Publisher: 10 Points

Editor of book by National Publisher: 08 Points

**Annexure V**

**2 (b) Translation works in Indian and Foreign Languages (by qualified faculties)**

**i. Chapters or Research Papers**

S. No.	Title of the paper	Name of the Publisher	Place of Publication	Year of Publication	Are you the First/ Corresponding / Principal (Supervisor) author?	ISBN	Total Applicable Score (100% or 70% or 30%)	Score claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>										

**ii. Translation work of Book (by qualified faculties)**

S. N o.	Title of the book	Name of the Publisher	Place of Publication	Year of Publication	Are you the proCorrespo nding/Princi pal (Supervisor) author?	ISBN	Total Applicable Score (100% or 70% or 30%)	Score claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>										

**Criteria for point No 2 (b):**

Chapter or Research Paper: 03

Points Book: 08 Points

**Note:** Attach front and back pages, index of contents; pages showing the ISBN/ISSN No., name and place of publisher

## Annexure VI

### 3. Creation of ICT mediated Teaching Learning pedagogy and content, and Development of new and innovative courses and curricula.

#### (a) Development of Innovative pedagogy Contributions

S.No.	Title of Teaching Learningpedagogy developed	Nature/Innovation/methods	Research Score Claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>					

**Criteria:**

05 Points per Pedagogy or Method

#### (b) Design of New Curricula and Courses (ICT Mediated)

S.No.	Title of curricula/courses	Level of academic Program	Research Score Claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>					

**Criteria:**

02 Points per curricula or course

#### (c) Development of Complete MOOCs in 4 Quadrant (4 Credit Course)

S.No.	Title of MOOCs	Credit Hours	Level of academic Program	Score claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>						

**Criteria:**

a) Development of complete MOOC with 04 quadrants (04 credits)

20 Points (In case of MOOCs of lesser Credits 5 marks/credit)

b) MOOCs (developed in 04 quadrants) per module or lecture

05 points per module or lecture MOOCs

c) Content writer/subject matter (at least 01 quadrant) per module

02 points per module Course

d) Coordinator for MOOCs (04 credit course)

08 Points (In case of MOOCs of lesser Credits 2 marks/credit)

**(d) Development of E-Content in 4 quadrants for a Complete Course / E-Book**

S. No.	Title of MOOCs	No. of modules/lectures	Level of Academic Programme	Score claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>						

**Criteria:**

Development of e-content in 04 quadrants for a complete course or e-book      12 Points  
 e-content (Developed in 4 quadrants)      05 Points per module  
 Contribution to development of e-content (at least 01 quadrant)      02 Points per module  
 Editor of e-content for complete course/paper/e-book      10 Points

**Note:** Each claimed activity should be supported by attaching the relevant documents.

### Annexure VII

#### 4. (a) Research Guidance (Attach proof)

Category	No. of thesis submitted	No. of Degree awarded	Single or Joint Supervision as guide or Co-guide	Score claimed	Page No of supporting documents	Score verified
Ph.D.						
M.Phil.						
P.G. Dissertation						
<b>Total Research Score</b>						

#### **Criteria:**

Ph. D (Degree Awarded)	10 Points	<b>Note:</b> (1) Submit Ph.D. Notification/Certificate of Submission
Ph. D (Thesis Submitted)	05 Points	(2) M.Phil certificate issued by COE; P.G. Dissertation/project completion certificate issued by concerned HOD.
M. Phil	02 Points	(3) For Joint supervision of research students, the formula shall be 70% of the total score for supervisor and co-supervisor. Supervisor and Co- Supervisor, both shall get 7 marks each.
PG	02 Points	(4) Score of thesis submission will be claimed only if the Ph.D degree has not been awarded.

#### **(b) Research Projects Completed**

S. No.	Title of the Project	Names of PI and co-PIs (mention all)	Funding Agency	Grant Sanctioned	Duration		Score Claimed	Page No of supporting documents	Score verified
					From	To			
<b>Total Research Score</b>									

#### **Criteria:**

More than 10 lakhs: 10 Points

Less than 10 lakhs: 05 Points

**Note:** Joint Projects: Principal Investigator and Co-Investigator would get 50% each

**(c) Research Projects Ongoing**

S. No.	Title of the Project	Names of PI and co-PIs (mention all)	Funding Agency	Grant Sanctioned	Duration		Score Claimed	Page No of supporting documents	Score verified
					From	To			
<b>Total Research Score</b>									

**Criteria:**

More than 10 lakhs: 05 Points

Less than 10 lakhs: 02 Points

**Note:** Joint Projects: Principal Investigator and Co-Investigator would get 50% each

**(d) Consultancy carried out**

S. No.	Title and Nature of the Project	Agency to which consultancy is offered	Amount of consultancy received	Duration of consultancy project		Score Claimed	Page No of supporting documents	Score verified
				From	To			
<b>Total Research Score</b>								

**Criteria:** 03 points each consultancy project

### Annexure VIII

#### **5 (a) Patent**

S. No.	Patent Details	Name of Patentee	File No & Date of grant	Patent granted by International/National/ State/Central Agency	Score claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>							

**Criteria:**

International: 10 Points

National: 07 Points

**(b) Policy Document (submitted to an International Body/Organization like UNO/UNESCO/World Bank/International MonetaryFund etc. or Central Govt. or State Govt.)**

S. No.	Title of the Documents	Name of International body/ National/ State Organization with Address	Date of Submission	Date of acceptance	Research Score Claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>							

**Criteria:**

International: 10 Points

National: 07 Points

State Govt.: 04 Points

**(c)Awards / Fellowship**

S. No.	Title of the Awards/Fellowship	Type of awards/Fellowship (International/National)	Awarding Agency	Year of Award and Duration	Score claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>							

**Criteria:**

International: 07 points

National: 05 points

**Annexure IX**

**6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conferences:**

**i. Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ [(International (Abroad)]**

S. No.	Title of the Lecture/ Title of the paper	Title of Conference/ Seminar/ Workshop	Organized by	Name of the Country	Duration	Score claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>								

**ii. (Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences [International (Within Country) / National/ State/University]**

S. No.	Title of the Lecture/ Title of the paper	Title of Conference/ Seminar/ Workshop	Organized by	International/ National/ State/ University	Score claimed	Page No of supporting documents	Score verified	
<b>Total Research Score</b>								

**iii. Full paper in Conference(s) proceedings**

S. No.	Title of the Paper	Title of Conference/ Seminar/ Workshop	Name of the Journal	ISSN/ ISBN No.	International/ National/ State/ University	Total Applicable Score (100% or 70% or 30%)	Score claimed	Page No of supporting documents	Score verified
<b>Total Research Score</b>									

**Criteria:**

International (Abroad): 07 per Lecture or Paper presented

International (within country): 05 per Lecture or Paper presented

National: 03 per Lecture or Paper presented

State/University: 02 per Lecture or Paper presented

**Note: (1) Paper presented, if part of an edited book or proceedings, then it can be claimed only once.**

**(2) Claim of papers published as full paper in conference proceedings will be counted only once, either in the form of paper presented or in conference proceeding.**

### **SUMMARY OF RESEARCH SCORE**

Assessment Period from \_\_\_\_\_ to \_\_\_\_\_

<b>Total Claimed Score (1 to 5(a)) +5(c) = X</b> <b>Total Claimed Score (5(b)+ 6) = Y</b> <b>Total Research Score X+Y = Z</b>		
<b>Research Score Category</b>	<b>Total Claimed Score</b>	<b>Total Verified Score</b>
Research Score in categories 1 to 5(a) & 5(c) (X)		
Research Score in categories 5(b) & 6 (Y)		
<b>Total Research Score (Z)</b>		

**Illustration:** For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b): Policy Documents and 6: Invited lectures /Resource Person/paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

The total research score according to 30% capping will be calculated as under:

- (i) If Y is less than or equal to 30% of total research score Z, then total research score will remain unchanged as  $Z = X+Y$
- (ii) If Y is greater than 30% of total research score Z, then  $Y = \frac{3X}{7}$  and the modified/revised total research score shall be  $Z = \frac{10X}{7}$ .

**I hereby solemnly certify that**

1. All my publications/books submitted for promotion are original.
2. My publications/books are in the concerned/allied/related field in which I am applying for the promotion under CAS.
3. The decision of the scrutiny committee /experts with regard to the quality of my publications shall be final and it shall have binding on me. I understand that scrutiny committee/expert's decision with regard to consider or reject any of my publication in context of its quality shall be final.
4. I also certify that the publications/books submitted by me do not fall under the category of plagiarism.
5. I certify that all the supporting documents are genuine and are issued by the competent authorities.
6. A copy (soft as well as hard copy) of the complete applications form has been submitted to the Director, IQAC for information & record.

**Place:**

**(Signature of Candidate)**

**Date:**