

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- Good Below 80% but 70% & above- Satisfactory Less than 70% - Not Satisfactory)	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 author?	Score Claimed			Page No of supporting documents	Score verified
								Score without augmentation	Augmentation score	Score claimed with augmentation		
Total Research Score												

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/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
Total Research Score									

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
Total Research Score									

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
Total Research Score											

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
Total Research Score										

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
Total Research Score										

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
Total Research Score										

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 First Corresponding/ Principal (Supervisor) author?	ISBN	Total Applicable Score (100% or 70% or 30%)	Score claimed	Page No of supporting documents	Score verified
Total Research Score										

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
Total Research Score					

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
Total Research Score					

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
Total Research Score						

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
Total Research Score						

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						
Total Research Score						

Criteria:

Ph. D (Degree Awarded)	10 Points	Note: (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			
Total Research Score									

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			
Total Research Score									

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			
Total Research Score								

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
Total Research Score							

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
Total Research Score							

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
Total Research Score							

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
Total Research Score								

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	
Total Research Score								

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
Total Research Score									

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 _____

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

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: