**Devi Ahilya Vishwavidyalaya, Indore**

**PBAS Proforma for Promotion under CAS**

Name of Candidate -----------------------------------------------------------------------------------------

Department/ School ----------------------------------------------------------------------------------------

Application for promotion from:

(Assistant professor (Stage 1 to stage 2 or stage 2 to stage 3), Assistant professor (stage 3) to Associate professor (Stage 4), Associate professor (Stage 4 to professor/ equivalent cadres stage 5) and professor (Stage 5 to stage 6).

**(Please indicate whichever is applicable)**

**Period of Assessment for promotion: From-------------------------to-------------------------------------**

1. **For the candidates whose due date of promotion lies between 18th July 2018 to 17th July 2021:**

**Please select one of the following option for promotion:**

**Option (a):** The Applicant shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

**OR**

**Option (b):** The Applicant shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the 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 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS).

**Selected Option: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If your selected option is (a), then apply on Form-I.**

**If your selected option is (b), then apply on Form-II.**

1. **For other candidates:**

|  |  |
| --- | --- |
| **Due Date of Promotion Lies** | **Applicable Application Form** |
| From 18th July 2021 onwards | Form-I |
| From 11th July 2016 to 17th July 2018 | Form-II |
| From 3rd May 2016 to 10th July 2016 | Form-III |
| From 24th July 2013 to 2nd May 2016 | Form-IV |
| From 1st January 2009 to 23rd July 2013 | Form-V |

**FORM - I**

**Devi Ahilya Vishwavidyalaya, Indore**

**PBAS Performa for Promotion under CAS**

**(As per UGC Regulation 2018 for Applicants having Promotion due date between**

**\*18th July 2018 to 17th July 2021 (applying with provisions of UGC Regulation 2018) OR having due date on & after 18th July 2021)**

\*As per 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 2018 **point 6.3**.

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

1. **Name (in Block Letters):**
2. **Father’s Name**:

**Mother’s Name**:

**Spouse Name (if applicable):**

1. **Department:**
2. **Current Designation & Grade Pay**:
3. **Date of last Promotion**:
4. **Which position and grade pay are you an applicant under CAS?**
5. **Date of eligibility for promotion:**
6. **Date and Place of Birth:**
7. **Sex (Gender):**
8. **Marital Status:**
9. **Nationality:**
10. **Indicate whether belongs to SC/ST/OBC category:**
11. **Address for correspondence**:
12. **Permanent Address**:

**Telephone No**:

**Email:**

1. **Research Degree(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degrees** | **Subject of PG/ Title of Research** | **Percentage of Marks Obtained/ Division/ Grade** | **Year of Passing PG/ Date of Award of Research Degree** | **University** |
| M.Phil/ME/MTech/MPharma/LLM |  |  |  |  |
| Ph.D. |  |  |  |  |
| D.Sc./D.Lit. |  |  |  |  |

1. **Chronological description of the appointments held prior to joining this institution**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation** | **Name of**  **Employer** | **Date of Joining** | | **Salary with**  **Grade** | **Reason of**  **Leaving** |
| **Joining** | **Leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

1. **Posts held after appointment at this institution:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Department** | **Date of actual Joining** | | **Grade** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Period of Teaching Experience: (In Years)**

1. **Research Experience: (In Years)**

1. **Field of Specialization under the subject/ Discipline:**
2. **Orientation/Refresher & Other Equivalent Courses# (Identified in UGC Regulations, 2018 for CAS Promotion) Successfully Completed in the Current Assessment Period:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of course** | **Place** | **Duration** | **Organizing Institute** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**#Please refer ‘Annexure–I Part- A’ for courses**

1. **Any other relevant information**
2. **…………………….**
3. **…………………….**
4. **…………………….**

**Declaration**

**I certify that the information provided is correct as per records available with the University and / or documents enclosed along with this filled in proforma.**

**Name and Signature**

**Place: ………………**

**Date: ……………….**

**Forwarded by**

**Director of School / Head of the Department**

**Part–B: Assessment**

**(Applicants are required to refer the relevant provisions of UGC Regulations, 2018 relating to Assessment Criteria and Methodology)**

**For Activity 1 and 2, Year Wise Information Required Separately**

**I. Activity–1: Teaching/Attendance (Please refer ‘Annexure–I Part B’ to fill the Grading)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Course/ Paper** | **Level (UG/PG)** | **Mode of**  **Teaching**  **(Theory/**  **Practical)** | **Total**  **Classes**  **Assigned** | **No. of Classes**  **Taught as per**  **Documented**  **Record** | **Total Classes**  **Taught**  **x 100**  **Total Classes**  **Assigned** | **Grading\*** |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  | **TOTAL ⇒** | |  |  |

**Grading Criteria: 80% & Above – Good; Below 80% but 70% & Above – Satisfactory; Less than 70% – Not Satisfactory Classes taught include sessions on tutorials, labs, virtual classes and other teaching related activities.**

**II. Activity–2: Involvement in the Students Related Activities/Research Activities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Details of Work Done** | **Total No. of Activities Done** | **Grading** |
| *(a) Administrative Responsibilities.* |  |  |  |
|  |
|  |
| *(b) Examination and Evaluation Duties Assigned by the Department / University* |  |
|  |
|  |
| *(c) Student Related Co–curricular, Extension and Field Based Activities* |  |
|  |
|  |
| *(d) Organizing Seminars/ Conferences/Workshops, Other Activities* |  |
|  |
|  |
| *(e) Involved in Guiding Ph.D./M.Phil./ME/ M.Tech./ M.Pharma/LLM Students* |  |
|  |
|  |
| *(f) Research Projects Sponsored by National or International Agencies*  *(Enclose the list consisting title, sanctioned grant, funding agency, status of completion, etc.)* |  |
|  |
|  |
| *(g) No. of Research Publications in Peer–Reviewed or UGC Listed of Journals* |  |

|  |  |  |
| --- | --- | --- |
| **Total** |  |  |

**Grading Criteria: Good – Involved in at least 3 Activities, Satisfactory – 1 to 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. Refer Part B, Activity 2.**

**III. Activity–3: Academic/Research Activities (Please refer ‘Annexure–I Table- 2’ to fill the Academic/Research Score)**

***Note:*** *Information is required cumulatively for the completed assessment period.*

1. **Research Papers published either in Peer–Reviewed or in \*UGC approved list of journals till 13th June 2019 & in \*\*UGC CARE List from 14th June 2019 onwards.**

**\* As per UGC Letter No. F. I -2/2016 (PS/111 Amendment) dated 28th November 2018, point no. (ix)**

**\*\* As Per UGC Letter No. F. I -1/2018 (Journals/CARE) dated 16th September 2019, point no. (1)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title with Page Nos./ Year of Publication** | **Name of Journal** | **ISSN No.** | **Impact**  **Factor, if any** | **No. of**  **Co– Authors** | **Whether**  **You are the Main**  **Author** | **A/R Score** |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  | | |  | **TOTAL ⇒** | | |  |

**2. Publications (Other than Research Papers)**

**(a) Books/Chapters in Edited Book, Authored/Published**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of the Book/ Chapter in Edited Book (No. of Pages & Year of**  **Publication)** | **Publisher (National/ International)** | **ISBN**  **No.** | **No. of Co–Authors/ Co–Editors** | **Whether You are the Main Author/**  **Editor** | **A/R Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL ⇒** | | | | | |  |

**(b)Translation Works in Indian and Foreign Languages by Qualified Faculties**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of Book/Chapter/** | **Editor & Publisher** | **ISSN/** | **No. of Co–** | **Whether** | **A/R** |
|  | **Research Paper** |  | **ISBN** | **Translators** | **Book/** | **Score** |
|  | **(No. of Pages & Year of** |  | **No.** |  | **Chapter/** |  |
|  | **Publication)** |  |  |  | **Research** |  |
|  |  |  |  |  | **Paper** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL ⇒** | | | | | |  |

**3. Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of New and Innovative Courses and Curricula**

**(a) Development of Innovative Pedagogy**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Details of New Pedagogy** | **Pedagogy Designed for Which Class** | **Assessed and Accredited by Which Institute/Organization** | **A/R Score** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL ⇒** | | | |  |

**(b) Design of New Curricula and Courses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Title of New Curricula/ Course** | **Designed for Which Class** | **Assessed and Accredited by Which Institute/Organization** | **A/R Score** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL ⇒** | | | |  |

**(c) MOOCs (Massive Open Online Courses)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name of the MOOCs** | **Development of Complete MOOCs** | | **No. of Module/ Lecture** | **Whether Content Writer/Subject Matter Expert for Each**  **Module (at least One Quadrant)** | **Course Co–Coordinator for**  **MOOCs** | | **A/R Score** |
| **4 Credits** | **Lesser Credits** | **4 Credits** | **Lesser Credits** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **TOTAL ⇒** | | | | | | | |  |

**(d) E–Content**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of the E–Content** | **Development of** | | **Contribution to** | **Whether** | **A/R** |
|  |  | **E–Content** | | **Development of** | **Editor of** | **Score** |
|  |  | **Complete** | **Single** | **E–Content** | **E–Content** |  |
|  |  | **Course/** | **Module** | **Module in** | **for Complete** |  |
|  |  | **E–Book** |  | **Complete** | **Course/** |  |
|  |  | **(4 Quadrants)** |  | **Course/Paper/** | **Paper/** |  |
|  |  |  |  | **E–Book (at least** | **E–Book** |  |
|  |  |  |  | **One Quadrant)** |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL ⇒** | | | | | |  |

**4. Research and Consultancy**

**(a) Research Guidance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Level** | **Number Enrolled** | **Thesis Submitted** | **Degree Awarded** | **Supervisor/ Co–Supervisor** | **A/R Score** |
| **Ph.D.** |  |  |  |  |  |
| **\*M.Phil./ ME/M.Tech / M.Pharma/ LLM /PG Dissertation / PG MRP** |  |  |  |  |  |
| **TOTAL ⇒** | | | | |  |

**\*For M.Phil. & PG Dissertation Guidance, Teacher should be at least Ph.D. & M.Phil. Degree holder respectively.**

**(b) Research Projects Completed**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of the Project** | **Sponsoring Agency** | **Period** | **Grant Amount** | | **A/R Score** |
| **10 Lakhs or More** | **Less than 10 Lakhs** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | **TOTAL ⇒** | |  |

**(c) Research Projects Ongoing**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of the Project** | **Sponsoring Agency** | **Period** | **Grant Amount** | | **A/R Score** |
| **10 Lakhs or More** | **Less than 10 Lakhs** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | **TOTAL ⇒** | |  |

**(d) Consultancies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Type of Consultancy** | **Agency/Institute to Which Consultancy is Given** | **Period** | **Grant**  **Amount**  **(Lakhs)** | **A/R Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **TOTAL ⇒** |  |

**5. Patents, Policy Documents and Awards/Fellowships**

1. **Patents**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title and Type of Patent** | **Patenting Agency & Patent Registration Number** | **International/ National** | **Period** | **A/R Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | |  | **TOTAL ⇒** |  |

1. **Policy Document (Submitted to an International Body/Organization Like UNO/ UNESCO/ WB/ IMF etc. or Central Government or State Government)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of the Document** | **Body to Which Submitted** | **International/ National/State** | **Period** | **A/R Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **TOTAL ⇒** |  |

1. **Awards/Fellowships**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name of the Award/ Fellowship** | **Sponsoring Agency** | **International/ National** | **Period** | **A/R Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **TOTAL ⇒** |  |

**6. 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)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of Lecture/ Academic Session** | **Title of Conference/ Seminar/Training etc.** | **Organized by** | **Whether**  **International (Abroad)/**  **International**  **(Within Country)/ National/**  **State/University** | **A/R Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | | |  | **TOTAL ⇒** |  |

**Combined Academic/Research Score from Activity 3**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Categories** | **1** | **2(a)** | **2(b)** | **3(a)** | **3(b)** | **3(c)** | **3(d)** | **4(a)** | **4(b)** | **4(c)** | **4(d)** | **5(a)** | **5(b)** | **5(c)** | **6** | **TOTAL** |
| **A/R Score** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Note:**

1. Research Paper: Two Authors: 70% of total value of publication for each Author.
2. Research Paper: More than Two Authors: 70% of total value of publication for the First/ Principal/ Corresponding Author and 30% of total value of publication for each of the Joint Authors.
3. Joint Projects: Principal Investigator and Co–Investigator would get 50% each.
4. Paper presented if part of edited book or proceeding then it can be claimed only once.
5. 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.
6. For the purpose of calculating research score of the teacher, the combined research score from the categories of (5b) Policy Document and (6) Invited Lectures/Resource Person/Paper Presentation shall have an upper capping of 30% of the total research score of the teacher concerned.
7. The Research Score shall be from the minimum of three categories out of six categories of Activity–3.
8. The Research Score for research papers would be augmented as follows:

Peer–Reviewed or UGC Approved List/ Care List Journals (Impact Factor to be determined as per Thomson Reuters List)

1. Paper in refereed journals without impact factor – 5 Points
2. Paper with impact factor less than 1 – 10 Points
3. Paper with impact factor between 1 and 2 – 15 Points
4. Paper with impact factor between 2 and 5 – 20 Points
5. Paper with impact factor between 5 and 10 – 25 Points
6. Paper with impact factor > 10 – 30 Points
7. **Sample Scoring**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Academic/Research Activity** | **Faculty of Sciences / Engineering / Agriculture / Veterinary / Medical Sciences** | **Faculty of Languages/ Humanities / Arts / Social Sciences / Library/ Education / Physical Education / Commerce / Management &**  **other related disciplines** |
| 1 | **Research Papers in Peer-Reviewed or UGC Approved List/ Care List Journals** | 08 per paper | 10 per paper |
| 2 | **Research Papers in Peer-Reviewed or UGC Approved List/ Care List Journals and Journal is Refereed without impact factor** | 8+5=13 points per paper | 10+5=15 points per paper |
| 3 | **Research Papers in Peer-Reviewed or UGC Approved List/ Care List Journals and Journal is Refereed with impact factor less than 1** | 8+10=18 points per paper | 10+10=20 points per paper |
| 4 | **Research Papers in Peer-Reviewed or UGC Approved List/ Care List Journals and Journal is Refereed with impact factor between 1 and 2** | 8+15=23 points per paper | 10+15=25 points per paper |
| 5 | **Research Papers in Peer-Reviewed or UGC Approved List/ Care List Journals and Journal is Refereed with impact factor between 2 and 5** | 8+20=28 points per paper | 10+20=30 points per paper |
| 6 | **Research Papers in Peer-Reviewed or UGC Approved List/ Care List Journals and Journal is Refereed with impact factor between 5 and 10** | 8+25=33 points per paper | 10+25=35 points per paper |
| 7 | **Research Papers in Peer-Reviewed or UGC Approved List/ Care List Journals and Journal is Refereed with impact factor greater than 10** | 8+30=38 points per paper | 10+30=40 points per paper |

**IV. SUMMARY OF SCORES**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Activity** | **Overall Grading/ Academic/Research Score Claimed** | | | | | **Overall Grading/ Academic/Research Score Verified** | | | | |
| I | **\*Overall Grading on the Basis of Activity–1 and Activity–2 of Part–B** | **Year** | **Year** | **Year** | **Year** | **Year** | **Year** | **Year** | **Year** | **Year** | **Year** |
|  |  |  |  |  |  |  |  |  |  |
| II | **Total Academic/Research Score on the Basis of Activity–3 of Part–B** |  | | | |  |  | | | | |

**\*Please refer ‘Annexure–I Table- 1’ to fill the Overall Grading**

## LIST OF ENCLOSURES

1. **APPENDIX - A**:
2. **APPENDIX - B**:
3. **APPENDIX** - **C:**

**I certify that the information provided in category I, II and III are correct as per records available with the University and / or documents enclosed along with the duly filled PBAS Performa.**

Signature of the faculty

Designation:

Place:

Date:

Signature of HOD/ Director of School/ Institute

**Signature of Scrutiny Committee**

Note:

1. Candidate should provide documentary evidences for claim of impact factor, index number, ISBN/ISSN number etc. All the documents must be indexed and numbered.
2. All the Pages are to be duly checked and signed by the candidate.

# Annexure–I

**Guidelines to fill Annual Performance Appraisal Report (Part–A & Part–B)**

**PART - A**

**Courses Identified in UGC Regulations, 2018 for CAS Promotion**

1. Orientation Course of 21 days’ duration on Teaching Methodology.
2. Refresher Courses/Research Methodology Course/Workshops/Methodology Workshop/Syllabus Up– Gradation Workshop/Teaching–Learning–Evaluation/Technology Programs/ Faculty Development Programs of at least two weeks (10 days) duration.
3. MOOCs Course in the relevant subject (with e–certification)/ Contribution towards development of e– content in 4–quadrants (at least one quadrant) minimum of 10 modules of a Course/Contribution towards development of at least 10 modules of MOOCs Course/ contribution towards conducting of a MOOCs Course during the period of assessment.
4. Any two of the followings: Workshops/Syllabus Up–Gradation Workshop/Trainings/Teaching– Learning–Evaluation/Technology Programs/Faculty Development Programs of at least one-week (5 days) duration.

**PART - B**

**Assessment Criteria and Methodology for University Teachers**

**Activity–1: Teaching/Attendance Grading Criteria:**

Teaching: (Number of classes taught/total classes assigned) x100%

* 80% and Above – Good
* Below 80% But 70% & Above – Satisfactory
* Less than 70% – Not Satisfactory

Classes taught include sessions on lectures, tutorials, lab, virtual classes and other teaching related activities.

**Activity–2: Involvement in the University/Departmental Students Related Activities/Research Activities Grading Criteria:**

* Involved in at least 3 Activities – Good
* Involved in 1 to 2 Activities – Satisfactory
* Not involved in any Activity **–** Not Satisfactory

Number of activities can be within or across the broad categories of activities as follows: -

**(a) Administrative Responsibilities**

* Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ IQAC Coordinator, BOS Chairperson/ Member, Course Coordinator, Class or Batch I/C, I/C Scholarships,
* Memberships in University/Department level committees of IQAC/DQAC//NAAC/NAB and member in various Committees like Discipline, Admission, Purchase, Planning Board, Research, Attendance, Time–Table, Ethics, Library, Faculty Association.
* I/C of Departmental Alumni Association, Staff Club, Student’s Activity Centre etc.
* Faculty Involved in Union/Parliamentary/Assembly/Local Body Elections, Returning Officer/ARO/ PO etc.
* Faculty Involved in any Other Administrative Work Assigned by the University/Department.

**(b) Examination and Evaluation Duties Assigned by the University/Department**

* Attending the Examination Paper Evaluation related work.
* Valuation of University/Departmental Answer Scripts as per Allotment.
* University/Departmental Exam Superintendence/ Invigilation as per Allotment.
* Evaluation of Dissertation (Project Viva)/Comprehensive Viva – External/Internal Examiner. University/Departmental Practical Exam – External/Internal Examiner.
* University Examination Squad Duties – External.
* Question Paper Setting/Moderation in Department/University/Other Examinations.
* Competitive Exam Duties Organized by UPSC, MPPSC, PEB etc.

**(c) Student Related Co-curricular, Extension and Field Based Activities**

* Student Clubs, Career Counselling, Study Visits, Student Seminars and Other Events, Cultural, Sports, NCC, NSS and Community Services. NSS Program Officer, NCC Officer, etc.
* Faculty Involved in Various Cells/Clubs such as Anti–Ragging, Placement, Training, Guidance and Counselling, Community Education, Women’s Units, Nature Club, Science Club, Tourism Club, Literary Club, Entrepreneurship Club, Health Club, Yoga Club, Sports Club, Arts Club, Film/Drama Club and All Other Clubs/Forums for Promoting Co-Curricular Education.
* Faculty accompanying Students for Study Tour/Arts/Sports Events. Managers of University Youth Festival.
* Editor/Director – Departmental News Letter/Campus Publications, Convener/Editor/Sub–Editor of Departmental Souvenirs.
* Extension and Dissemination Activities – Public /Popular lectures/ Talks/ Seminars etc.
* Faculty In Charge of Extension and Outreach Programs.
* Faculty In Charge of Documentation of Annual Reports, Administrative Reports and Other Such Documents of the Department.
* Faculty involved in Placement
* Organization and Conduction of Popularization Programs/Training Courses in Computer Assisted Teaching/Web–based Learning and E–library Skills to Students.
* Faculty Involved in Preparing Participatory Learning Modules/Interactive Course/Case Studies.
* Faculty Involved in Developing and Imparting Soft Skills/Communication Skills/Personality Development Courses/Psychological Counselling Modules.
* Faculty Involved in N–LIST/INFLIBNET/Virtual Class/NPTEL/Usage/Preparation of Digital Library with Seminar Papers, Uploading of Seminar Papers/Resource Materials to the Department Website/Scholar Portal, Use of Online Course Management System.
* E–Content/ MOOCs (Developed in 4 Quadrants) per Module, E–Content/MOOCs (Developed) per Module/Lecture.
* Faculty involved in Student Progression- Letter of References for International Universities, Mentoring Students for admission in Renowned International and National Universities for further studies.
* Faculty Involved in Mentoring – Internal and External Industrial/Institute Visits.
* Faculty in Charge of Sports /Library, if Applicable.

**(d) Organizing Seminars/Conferences/Workshops, Other department/University related Activities**

* Organizing Seminars/Conferences/Workshops/Training Programs.
* Invited Talk/Lectures in Seminars, Conferences, Workshops, Training Programs, Refresher Course, Orientation Course etc.
* Chairing Sessions in Seminars/Conferences/Workshops/Training Programs/Other Courses.
* Paper/Poster Presentation or Participation in Seminars/Conferences/Workshops/Training Programs.
* Membership/Participation/Subject Expert in State/Central Bodies/Committees on Education, Research, Sports and National Development.
* Organizing Programs on E–Governance.
* Editors/Co–Editors/Associate/Managing Editors/Member–Editorial Board of Research Journals.
* Membership in Renowned Professional Associations (as per Current Membership).

1. **Evidence of Actively Involved in Guiding Ph.D. Students**

* Each Ph.D. Produced/Year is to be treated as an Activity.
* Guiding All Ongoing Ph.D. Scholars is to be treated as a Single Activity.
* Each M.Phil./PG Dissertation is to be treated as an Activity.
* All UG Project is to be treated as an Activity.

1. **Conducting Minor or Major Research Project Sponsored by National or International Agencies**

* Each Ongoing Project (Major/Minor/Consultancy) is to be treated as an Activity.
* Each Submitted Project in a Year is to be treated as an Activity.

1. **At least one single or joint publication in peer–reviewed or UGC list of Journals**

* Each Publication is to be treated as an Activity.
* Publication can be in the form of Journals, Books, Patents, and Policy Documents.

**Note:**

For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of durationwhich 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/Short Term Deployment shall be excluded from the grading assessment. Theteacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period ofassessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall notbe put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilitiessubject to the condition that such leave/deputation/short term deployment was undertaken with the prior approval of the competent authorityfollowing all procedures laid down in the UGC regulations and as per the acts, statutes and ordinances of the parentinstitution.

**Table 1**

**Overall Grading Chart**

|  |  |  |
| --- | --- | --- |
| **Activity–1** | **Activity–2** | **Overall Grading** |
| Good | Good | Good |
| Satisfactory |
| Satisfactory | Good | Satisfactory |
| Satisfactory |
| Not Satisfactory | Good/Satisfactory | Not Satisfactory |
| Good/Satisfactory | Not Satisfactory |

**Table 2**

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

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, 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 Sciences / Engineering / Agriculture / Veterinary / Medical Sciences** | **Faculty of Languages/ Humanities / Arts / Social Sciences / Library/ Education / Physical Education / Commerce / Management &**  **other related disciplines** |
| 1. | **Research Papers in Peer-Reviewed or UGC listed**  **Journals** | 08 per paper | 10 per paper |
| 2. | **Publications (other than Research papers)** |  |  |
|  | **(a) Books authored which are published by:** |  |  |
|  | 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) Translation works in Indian and Foreign Languages by qualified faculties** |  |  |
|  | Chapter or Research paper | 03 | 03 |
|  | Book | 08 | 08 |
| 3. | **Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula** |  |  |
|  | **(a) Development of Innovative pedagogy** | 05 | 05 |
|  | **(b) Design of new curricula and courses** | 02 per curricula/course | 02 per curricula/course |
|  | **(c) MOOCs** |  |  |
|  | 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 |
|  | **(d) E-Content** |  |  |
|  | 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 | **(a) Research guidance** |  |  |
|  | Ph.D. | 10 per degree awarded  05 per thesis submitted | 10 per degree awarded  05 per thesis submitted |
|  | M.Phil./ PG dissertation | 02 per degree awarded | 02 per degree awarded |
| . | **(b) Research Projects Completed** |  |  |
|  | More than 10 lakhs | 10 | 10 |
|  | Less than 10 lakhs | 05 | 05 |
|  | **(c) Research Projects Ongoing:** |  |  |
|  | More than 10 lakhs | 05 | 05 |
|  | Less than 10 lakhs | 02 | 02 |
|  | **(d) Consultancy** | 03 | 03 |
| 5 | **(a) Patents** | |  |
|  | International | 10 | 10 |
|  | National | 07 | 07 |
|  | **(b) \*Policy Document (Submitted to an International body/ Organisation like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)** | |  |
|  | International | 10 | 10 |
|  | National | 07 | 07 |
|  | State | 04 | 04 |
|  | **(c) Awards/Fellowship** | |  |
|  | International | 07 | 07 |
|  | National | 05 | 05 |
| 6. | **\*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)** | |  |
|  | International (Abroad) | 07 | 07 |
|  | International (within country) | 05 | 05 |
|  | National | 03 | 03 |
|  | State/University | 02 | 02 |

## FORMAT FOR SUMMARY TO BE FILLED BY THE CANDIDATE (Stage I to II)

|  |
| --- |
|  |

Name of Candidate

|  |
| --- |
|  |

School/Department/Institute

|  |
| --- |
|  |

1. Date of joining at Academic Level 10 at **Stage 1**

|  |
| --- |
|  |

* 1. Whether PhD awarded:

If yes date of award:

|  |
| --- |
|  |

* 1. Whether M.Phil/M.Tech/L.L.M/ME/M.Pharma

If yes date of award:

|  |
| --- |
|  |

* 1. Whether without PhD/M.Phil/M.Tech etc.

|  |
| --- |
|  |

1. Date of eligibility of promotion to Academic Level 11

**Stage 2**

|  |
| --- |
|  |

1. Orientation program attended If yes Dates:

|  |
| --- |
|  |

1. One Refresher/Workshop/FDP/other Equivalent program

as per UGC regulation 2018 attended. If yes Dates:

**Academic Performance Assessment (Period: ------------------------to------------------------------------)**

|  |
| --- |
|  |

Activity 1 & 2: Whether Overall Good or Satisfactory Grade

in three/four/five out of four/five/six years of assessment

|  |
| --- |
|  |

Activity 3: Whether Published one research paper in

Peer Reviewed or UGC approved/CARE List Journals in

assessment period

|  |
| --- |
|  |

Name and Signatures of the candidate

Remark of Screening-cum-Evaluation Committee:

|  |  |
| --- | --- |
| Recommended | Not Recommended |
|  |  |
| Date of Eligibility |

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**FORMAT FOR SUMMARY TO BE FILLED BY THE CANDIDATE (Stage II to III)**

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| --- |
|  |

Name of Candidate

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| --- |
|  |

School/Department/Institute

|  |
| --- |
|  |

1. Date of joining at Academic Level 11 at **Stage 2**

|  |
| --- |
|  |

2.Date of eligibility of promotion to Academic Level 12

**Stage 3**

|  |
| --- |
|  |

3.Two Refresher/Workshop/FDP/other Equivalent programs

as per UGC regulation 2018 attended. If yes Dates:

**Academic Performance Assessment (Period: ------------------------to------------------------------------)**

|  |
| --- |
|  |

Activity 1 & 2: Whether Overall Good or Satisfactory Grade

in four out of five years of assessment

|  |
| --- |
|  |

Activity 3: Whether Published three research paper in

Peer Reviewed or UGC approved/CARE List Journals in

five years of assessment period

|  |
| --- |
|  |

Name and Signatures of the candidate

Remark of Screening-cum-Evaluation Committee:

|  |  |
| --- | --- |
| Recommended | Not Recommended |
|  |  |
| Date of Eligibility |

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## FORMAT FOR SUMMARY TO BE FILLED BY THE CANDIDATE (Stage III to IV)

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|  |

Name of Candidate

|  |
| --- |
|  |

School/Department/Institute

|  |
| --- |
|  |

1. Date of joining Academic Level 12 at **Stage 3**

|  |
| --- |
|  |

1. Date of eligibility of promotion to Academic Level 13A

**Associate Professor Stage 4**

|  |
| --- |
|  |

3. One Refresher/Workshop/FDP/other Equivalent programs

as per UGC regulation 2018 attended. If yes Dates:

4. Whether PhD awarded:

|  |
| --- |
|  |

If yes date of award:

|  |
| --- |
|  |

5. Whether PhD Guide

(Yes or No)

**Academic Performance Assessment (Period: ------------------------to------------------------------------)**

|  |
| --- |
|  |

Activity 1 & 2: Whether Overall Good or Satisfactory Grade

in two out of three years of assessment

|  |
| --- |
|  |

Activity 3: Whether Published seven research paper in

Peer Reviewed or UGC approved/CARE List Journal,

in complete service as Assistant Professor

|  |
| --- |
|  |

Activity 3: Whether three out of above seven research papers

published in three years of assessment period

|  |
| --- |
|  |

Research Score in Activity 3:

(Minimum Research Score of 70, in complete service period

as Assistant Professor)

|  |
| --- |
|  |

Name and Signatures of the candidate

Remark of Scrutiny Committee:

|  |  |
| --- | --- |
| Recommended | Not Recommended |
|  |  |
| Date of Eligibility |

( ) ( ) ( )

## FORMAT FOR SUMMARY TO BE FILLED BY THE CANDIDATE (Stage IV to V)

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| --- |
|  |

Name of Candidate

|  |
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|  |

School/Department/Institute

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| --- |
|  |

1. Date of joining Academic Level 13A at **Stage 4**

|  |
| --- |
|  |

1. Date of eligibility of promotion to

Academic Level 14 **Professor Stage 5**

|  |
| --- |
|  |

1. Whether PhD awarded:

If yes Date of Award:

|  |
| --- |
|  |

4. Whether successfully Guided atleast one PhD

(Yes or No)

**Academic Performance Assessment (Period: ------------------------to------------------------------------)**

|  |
| --- |
|  |

Activity 1 & 2: Whether Overall Good or Satisfactory Grade

in two out of three years of assessment

|  |
| --- |
|  |

Activity 3: Whether Published ten research paper in

Peer Reviewed or UGC approved/CARE List Journal,

in complete service period together as Assistant and

Associate Professor.

|  |
| --- |
|  |

Activity 3: Whether three out of above ten research papers

published in three years of assessment period

|  |
| --- |
|  |

Research Score in Activity 3:

(Minimum Research Score of 110, in complete service period

together as Assistant and Associate Professor)

|  |
| --- |
|  |

Name and Signatures of the candidate

Remark of Scrutiny Committee:

|  |  |
| --- | --- |
| Recommended | Not Recommended |
|  |  |
| Date of Eligibility |

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