**PROMOTION UNDER CAREER ADVANCEMENT SCHEME**

(Faculty opting CAS as per UGC regulation 2010 and eligible after 11th July 2016)

**FROM STAGE-1 TO ……………….(STAGE-2/STAGE-3 STAGE-4/STAGE-5/STAGE-6)**

(Please tick whichever is applicable)

**FROM: TO:**

 (Post holding at present) (for promotion to next eligible post)

 IN THE PAY BAND OF ………………... WITH AGP OF Rs. …………………

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

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Name (in Block Letters)** | : |  . |
| **2.** | **Date and Place of Birth** | : |  |
| **3.** | **Sex (**Male/ Female/Others**)** | : |  |
| **4.** | **Father’s Name** | : |  |
| **5.** | **Mother’s Name** | : |  |
| **6.** | **Marital Status** | : |  |
| **7.** | **Nationality** | : |  |
| **8.** | **Department** | : |  |
| **9.** | **School** |  |  |
| **10.** | **Current Designation** | : |  |
| **11.** | **Pay Band with Academic Grade Pay** | : |  |
| **12.** | **Date of last Appointment/ Promotion** | : |  |
| **13.** | **Position and Grade-Pay for which you are an applicant for promotion under CAS:** | : |  |
| **14.** | **Proposed date of eligibility for promotion** | : |  |
| **15.** | **The category you belong to (**SC/ST /OBC/GEN**)** | : |  |
| **16.** | **Address for Correspondence (with****PIN Code)** | : |  |
| **17.** | **Permanent Address (with PIN Code)** | : |  |
| **18.** | **Telephone No. Mobile No.****e-mail address:** | ::: |  |

**19. Academic Qualifications (Matric till post graduation):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination** | **Name of the Board/ University** | **Year of passing** | **Percentage of Marks obtained** | **Div./****Grade** | **Subjects** |
| High School/ Matric |  |  |  |  |  |
| Intermediate/+2 |  |  |  |  |  |
| BA/B.Sc./B.E./B. Tech./or Equivalent…… |  |  |  |  |  |
| M.A/M.Sc./MBA/ or Equivalent…… |  |  |  |  |  |
| Other examinations / Super-Specialization, if any NET-ASRB |  |  |  |  |  |

**20. Research Degree(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Title** | **Date of Award** | **University** |
| M.Phil/M.Tech./M.Pharm/MD/MS/MDS/DNB/LL.M |  |  |  |
| **Ph.D.**/D.Phil. |  |  |  |

**21. Appointments (including Post Doctoral Positions such as Research Scientist, Research**

**Associate etc.) held prior to joining CUJ.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Name of****Employer** | **Date of** | **Salary with grade** | **Reason of leaving** |
| **Joining** | **Leaving** |
|  |  |  |  |  |  |
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**Please Indicate, whether in previous service**

a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC :

b) The post is/was in an equivalent grade or of the pre-revised scale of pay :

c) Whether applied through proper channel :

d) Whether possesses the same minimum qualifications as prescribed by the UGC for appointment to the post:

e) The post was filled in accordance with the prescribed selection procedure laid sownin the regulations of University/State Government/Central Government /Concerned Institution, for such appointments. :

f) The previous appointment was not as a guest lecturer for any duration or an ad-hoc or in a leave vacancy of less than one year duration. :

**22. Posts held after appointments at CUJ in chronological order.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Department** | **Date** | **Pay-Grade** |
| **From** | **To** |
|  |  |  |  |  |

**23.** Period of teaching experience: P.G. Classes (in years) U.G. Classes (in years)

**24.** Post-doctoral Research experience (as Research Scientist, Research Associate etc.) (in Years) :

**25. Fields of specialization:**

**26. Academic Staff College Orientation/Refresher Course/ Summer/Winter School etc. attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Course/ Summer School** | **Institution** | **Duration** | **Sponsoring Agency** |
|  |  |  |  |

**27. API claimed during Assessment period**

a) Category I (Average)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| API |  | Minimum |  | API as verified by |  | API as verified by Institute |
| Claimed |  |  |  | DCAS Committee |  | CAS Committee |

b) Category II (Average)

API Minimum API as verified by API as verified by Institute

Claimed DCAS Committee CAS Committee

c) Category I+II (Average)

API Minimum API as verified by API as verified by Institute

Claimed DCAS Committee CAS Committee

d) Category III (Cumulative)

 API APIas verified by API as verified by Institute

Claimed DCAS Committee CAS Committee

I certify that all the details given above are true to the best of my knowledge.

 Signature

**NAME OF FACULTY :**

**CENTRE :**

**SCHOOL :**

**STAGE APPLIED FOR :**

**DATE OF ELIGIBILITY:**

**DURATION OF COMPLETION OF ORIENTATION COURSE:**

**DURATION OF COMPLETION OF REFRESHER/RESEARCH METHODOLOGY COURSE**

**Part-B: Academic Performance Indicators**

(Please see detailed instructions before filling up this section)

**Category: I. Teaching Learning and Evaluation Related Activities**

**(Give separately for each year starting from…………….. Average of the Annual API score will be used for assessment)**

**(a) Direct Teaching**

|  |
| --- |
| **Actual hours spent per academic year ÷ 7.5 for Asst. Prof. and Actual hours spent per academic year ÷ 7.75 for Assoc. Professor & Professor** |
|  **S. No** | **Course/Paper** | **Level** | **Mode of teaching\*** | **hours per week allotted** | **% of classes taken as per documented record** | **Claimed Score** | **Verified Score** | **Attachment No.** |
|  |  |  |  |  |  |  |  |  |
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***(Maximum score – 70 for Assistant Professor; 60 for Associate Professor and 60 for Professor)***\* Lecture (L), seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

**(b) Examination Duties (Question paper setting, Invigilation, Evaluation answer)**

|  |
| --- |
| **Actual hours spent per academic year ÷ 7.5** |
| **S.No.** | **Type of Examination Duties** | **Duties Assigned** | **Actual hours spent** | **Extent to which carried out (%)** | **Claimed Score** | **Verified Score** | **Attachment No.** |
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***(Maximum score – 20 for Assistant Professor; 20 for Associate Professor and 10 for Professor)***

**(c) Innovative Teaching/Learning Methodologies, updating of Subject Content/Course mentoring.**

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| --- | --- | --- | --- | --- |
| **S.No.** | **Short Description** | **Claimed Score** | **Verified Score** | **Attachment No.** |
|  |  |  |  |  |
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**Note:**

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| --- | --- | --- |
| (a) | Direct Teaching 16/14/14 hours per week include the lectures/tutorials, practical’s/project supervision/filed work |  |
| (b) | Classes Taken (Max 50 Points for 100% performances & proportionate score up to 75% performance, below which no score may be given) |  |
| (c) | Teaching load in excess of UGC norm in own or other Department in the University without any honorarium or/ and Supervision of Master’s dissertation **(Max. -10 Points)** |  |

**CATEGORY – II**

**PROFESSIONAL DEVELOPMENT,CO-CURRICULAR ANDEXTENSION ACTIVITIES**

**II(A)STUDENTRELATEDCO-CURRICULAR,EXTENSIONANDFIELDBASEDACTIVITIES**

|  |
| --- |
| **(i) Discipline related co-curricular activities**  |
| **Academic Year** | **Actual Hours spent per academic year / 10** | **Claimed Score** |
| **Field****Work** | **Study****Visits** | **Student****Seminar** | **Career****Counselling** | **Remedial classes/mentoring students** |
|  |  |  |  |  |  |  |
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| **Total Scores** |  |

|  |
| --- |
|  **(ii) Other co-curricular activities** |
| **Academic Year** | **Actual Hours spent per academic year / 10** |
| **Cultural** | **Sports** | **NSS** | **NCC** | **Claimed Score** |
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| **Total Score** |  |

|  |
| --- |
| **(iii)Extension and dissemination activities**  |
| **Academic Year** | **Actual Hours spent per academic year / 10** | **Claimed Score** |
| **Public/Popular****Lectures** | **Public/Popular****Talks** | **Public/Popular****Seminars** | **Others activities****Of such nature** |
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| **TotalScores** |  |
| **$ GRANDTOTAL {II (a)(i)+II(a)(ii)+II(a)(iii)}** |  |

*$* ***Maximum API score 15***

# II (B) CONTRIBUTION TO CORPORATE LIFE AND MANAGEMENT OF THE DEPARTMENT, INSTITUTION THROUGH PARTICIPATION IN ACADEMIC, ADMINISTRATIVE COMMITTEES AND THIRE RESPONSIBILITIES.

#

|  |
| --- |
| **(i) Administrative Responsibilities** |
| **Actual Hours spent per academic year / 10** |
| **Academic Year** | **Dean** | **HOD** | **Chairperson** | **Convener** | **Admission work** | **Teacher In-Charge** | **Any other activity of similar nature that require regular office hrs for its discharge** |
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| **Grand Total** |  |

|  |
| --- |
| **(ii)Participation in Board of Studies, Academic and Administrative Committees** |
| **Actual Hours spent per academic year / 10** |
| **Academic Year** | **Board of Studies** | **Academic Committees** | **Administrative Committees** | **Any other activity of similar nature that require regular office hrs for its discharge** |
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| **Total Scores** |  |
|  **$ GRANDTOTAL {II (b)(i)+II(b)(ii)}** |  |

*$* ***Maximum API score 15***

1. **(c) PROFESSIONAL DEVELOPMENT ACTIVITIES**

|  |
| --- |
| **Actual Hours spent per academic year / 10** |
| **Event** | **Organizer and Place**  | **Period /****Duration** | **Claimed Score** |
| Participation in Conferences / Seminars / Short term Courses |  |  |  |
| Industrial Experience– Study/ Consultancy |  |  |  |
| Talks/ Lectures in Refresher Courses / FacultyDevelopment |  |  |  |
| Dissemination of Academic/ Research Knowledge/ GeneralArticles |  |  |  |
| Any other contribution of similar nature (Pleasespecify) |  |  |  |
|  **$ Total Scores** |  |

*$* ***Maximum API score 15***

**SUMMARYOFAPI SCORES CLAIMED UNDER CATEGORYII**

|  |  |
| --- | --- |
| **Category** | **Scores** |
| II (a) |  |
| II (b) |  |
| II (c) |  |
| **Total Scores (*Maximum API score 25)*** |  |

|  |
| --- |
| Verified By ………….. HEAD of the Centre |

**CATEGORY -III**

**RESEARCH / ACADEMIC CONTRIBUTIONS**

**(for API claim as per UGC Regulation 2016)**

 **III (A): DETAILS OF RESEARCH PAPERS PUBLISHED**

|  |  |
| --- | --- |
| **(i):**  | **Refereed Journals as notified by the UGC#** |
| **Sl. No.** | **Title of the Article** | **Name of the journal****Vol. No. &PP / Month & Year** | **Author Name** | **Whether you are the main Author (Yes/No)** | **No. of Co-Authors** | **Impact****Factor** | **Claimed Score** | **Verified Score** |
|  |  |  |  |  |  |  |  |  |
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| **Total** |  |  |

|  |  |
| --- | --- |
| **(ii):**  | **Other reputed Journals as notified by the UGC#** |
| **Sl. No.** | **Title of the Article** | **Name of the journal****Vol. No. &PP / Month & Year** | **Author Name** | **Whether you are the main Author (Yes/No)** | **No. of Co-Authors** | **Impact****Factor** | **Claimed Score** | **Verified Score** |
|  |  |  |  |  |  |  |  |  |
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| **Total** |  |  |

**III (B): PUBLICATIONS OTHER THAN JOURNAL ARTICLES (Books, Chapters in Books)**

|  |  |
| --- | --- |
| **(i)** | **Text / reference books by International Publishers** |
| **Sl. No.** | **Title of the Book** | **Author Name** | **Co-Author(s)** | **Name of the Publisher/Month, Year** | **Claimed Score** | **Verified Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total** |  |  |

|  |  |
| --- | --- |
| **(ii)** | **Subject books by National level publishers** |
| **Sl. No.** | **Title of the Book** | **Author Name** | **Co-Author(s)** | **Name of the Publisher/Month, Year** | **Claimed Score** | **Verified Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total** |  |  |

|  |  |
| --- | --- |
| **(iii)** | **Subject/books by other local Publishers** |
| **Sl. No.** | **Title of the Book** | **Author Name** | **Co-Author(s)** | **Name of the Publisher/Month, Year** | **Claimed Score** | **Verified Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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| --- | --- |
| **(iv)** | **Chapters in Books published by National & International level Publishers** |
| **Sl. No.** | **Title of the Book** | **Title of the Chapter** | **Author Name** | **Name of the Publisher of the Book/ Month, Year** | **Claimed Score** | **Verified Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**III (C): RESEARCH PROJECTS**

|  |  |
| --- | --- |
| **(i):** | **Details of Sponsored Projects** |
| **Sl. No.** | **Title of the Project** | **Funding Agency** | **Grant sanctioned** | **Duration** | **Project Status completed/ on-going** | **Project Type: Research/ Consultancy/ Action Research** | **Policy Document** | **Claimed Score** | **Verified Score** |
| **From** | **To**  |
|  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- |
| **(ii):** | **Details of Consultancy Projects** |
| **Sl. No.** | **Title of the Project** | **Funding Agency** | **Grant sanctioned** | **Duration** | **Project Status completed/ on-going** | **Project Type: Research/ Consultancy/ Action Research** | **Policy Document** | **Claimed Score** | **Verified Score** |
| **From** | **To**  |
|  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- |
| **(iii):** | **Projects Outcome/ Output** |
| **Sl. No.** | **Title of the Project** | **Funding Agency** | **National****/International** | **Project Outcome/Outputs** | **Claimed Score** | **Verified Score** |
| **Details of Patents / Technology Transfer****/ Product / Process****(Science Engineering)\*** | **Major Policy Documents of Central / State Govt.****Bodies prepared****(Humanities & Management)\*\*** |
|  |  |  |  |  |  |  |  |
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**III (D): RESEARCH GUIDANCE**

|  |  |
| --- | --- |
| **(i):** | **Details of M.Phil/M.Tech./M.Pharm /MD/MS/MDS/DNB/LL.M/M.Sc./MA/MBA Awarded** |
| **Sl. No.** | **Name of the Scholar** | **Title of the Dissertation** | **Name of the University** | **Month and Year** | **Claimed Score** | **Verified Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total** |  |  |

|  |  |
| --- | --- |
| **(ii):** | **Details of Ph. D Awarded / submitted** |
| **Sl. No.** | **Name of the Scholar** | **Title of the Dissertation** | **Name of the University** | **Month and Year** | **Claimed Score** | **Verified Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total** |  |  |

**III (E): FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS**

|  |  |
| --- | --- |
| **(i):** | **Details of Ph. D Awarded / submitted** |
| **Sl. No.** | **Name of the Award/****Fellowship** | **Sponsoring Agency** | **International/****National/State/University level** | **Date** | **Claimed Score** | **Verified Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total** |  |  |

|  |  |
| --- | --- |
| **(ii):** | **Details of invited lectures / papers presented in Conferences / Seminars, etc.** |
| **Sl. No.** | **Name of the Programme** | **Name of Organising Agency** | **International/ National/****State/University level** | **Title of the Paper / Talk** | **Claimed Score** | **Verified Score** |
|  |  |  |  |  |  |  |
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| **Total** |  |  |

**III (F): DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the subject/discipline for which e-learning resource is developed****(Eg. Science: Physics)** | **Name of the Subject / course for which e-learning resource is developed (Eg: B.E, M.E, M.Sc., B.Sc., MA, BA, B.Com, M.Com)** | **Level of Course Material (Eg. UG/PG)** | **Details of the URL/website where available or****if CD/DVD enclose a copy** | **Claimed Score** | **Verified Score** |
|  |  |  |  |  |  |  |
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| **Total** |  |  |

**SUMMARY OF API SCORES CLAIMED UNDER CATEGORY III**

|  |  |  |
| --- | --- | --- |
| **Category** | **Claimed Scores** | **Verified Score** |
| III (A) |  |  |
| III(B) |  |  |
| III (C) |  |  |
| III (D) |  |  |
| III (E) |  |  |
| III(F) |  |  |
| **Total Scores** |  |  |

**SUMMARY-IOFAPI SCORES CLAIMED UNDER CATEGORY I, II& CATEGORYIII**

**(Cumulative)**

**Summary of API Scores:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Categories** | **Year****1** | **Year****2** | **Year 3** | **Year 4** | **Year 5** | **Year****6** | **Total API Score** | **Average API Score** |
| **Category-I:** Teaching, Learning and Evaluation related activities |  |  |  |  |  |  |  |  |
| **Category-II:** Co-curricular, Extension, Professional development etc.- Minimum score required to be assessed cumulatively  |  |  |  |  |  |  |  |  |
| **Category-III:** Research and Academic Contribution - Minimum score required to be assessed cumulatively |  |  |  |  |  |  |  |  |
| **Total of Category- II & III**  |  |  |  |  |  |  |  |  |

***Important Note:***

1. *Wherever relevant to any specific discipline, the API score for paper sin refereed journal would be augmented as follows:(i) Papers with impact factor less than 1 by 5 points (ii) Papers with impact factor between1and2by 10points (iii) Papers with impact factor between 2 and 5 by 15 (iv) papers with impact factor between 5 and 10 by20 points (v) papers with impact factor above 10 by25 points.*
2. *The API for Joint Publications shall be calculated in the following manner: of the total score for the relevant category of publications by the concerned teacher, the first and principal/corresponding author/supervisor/mentor would share equally70% of the total points and the remaining 30% would be shared equally by all other authors.*
3. *The subject-wise list of journals, periodical sand publisher sunder categories IIIA and III Bare hosted in the University website (*[*www.cuj.ac.in),would*](http://www.cuj.ac.in),would) *be used as guidelines for scrutinizing purpose*.
4. *Attach the self-attested proofs of all the self-assessment claims made in category II and III.*

**PART C**

**CERTIFICATE**

**Certified that I have personally verified all the information, facts and documents of the candidate Shri. / Smt./ Kumari/ Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , and may be considered for promotion to the next stage since he/she fulfils API requirements based on Performance Based Appraisal System as in vogue in the University.**

|  |  |  |
| --- | --- | --- |
| **Head** |  |  **Dean** |
| **Centre for …………………** |  | **School of ……………..** |

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

i) (a) Teaching-learning Evaluation — 80/year

(b) Prof. Development, Extension activities —50/AP

 (c) Research & Academic Contribution - 20/AP for stage 1 to 2

 -50/AP for stage 2 to 3

 -75/AP for stage 3 to 4

 -100/AP for stage 4 to5

 -400/AP for stage 5 to 6

ii) (b) + (c) -- 90/AP for 1 to 2

 -- 120/AP for 2 to 3

 -- 150/AP for 3 to 4

 -- 180/AP for 4 to 5

 -- 600/AP for 5 to 6