**PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)**

(Faculty opting CAS as per UGC regulation 2010 and eligible before 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 (inBlock 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 anyNET-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** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**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 showing 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**

**TABLE I**

**ACADEMIC PERFORMANCE INDICATORS (API) (CATEGORY: I)**

**(Please see detailed instructions of this PBAS Proforma before filling out this section)**

**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Particulars** | Max. ScorePer Year | **API score obtained for each academic year of the period under assessment** | **Remarks/Attachment No.** |
| 1st year | 2nd year | 3rd year | 4th year | 5th year |  |
| **1** | Lectures, seminars, tutorials, practical, contact classes should be based on verifiable records. On basis of Lectures undertaken as percentage of lectures allocated. | **50** |  |  |  |  |  |  |
| **2** | Lectures or other teaching duties in excess of the UGC norms for which no remuneration is charged. Two points to be assigned for each extra hour of classes/credit for the entire semester. | **10** |  |  |  |  |  |  |
| **3** | Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students**(100% compliance = 20 points)** | **20** |  |  |  |  |  |  |
| **4** | Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. | **20** |  |  |  |  |  |  |
| **5** | Examination duties (invigilation, question paper setting, evaluation, / assessment of answer scripts) as per allotment. | **25** |  |  |  |  |  |  |
| **Total Score Obtained** | **125** |  |  |  |  |  |  |
| **Minimum API score required per year 75 for all stages** |  |

**Details of the above given Table**

**Details of Part 1 and 2:** Lectures, Seminars, Tutorials, Practical, Contact Hours and duties in excess of the UGC norms\*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Academic Year** | **Class** | **Course / Paper / Subject Taught** | **Mode of Teaching\*** | **Teaching Hours per week** | **% of Classes taken as per documented record ( Maximum 50 points)** | **\*Teaching Hours in Excess of UGC norms for which no additional remuneration charged** **( Maximum 10 points)** |
| **Semester****I, III and V, VII & IX****Research Supervision including PG thesis (1hr/student/week)** | **Semester** **II, IV and VI, VIII & X Research Supervision including PG thesis(1hr/student/week)** | **As per UGC norms** | **Allotted Effective Hours of teaching per week** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Total Points Acquired (**Max. 50 per Year for Part 1**&**10 per year for Part 2 **)** |

**Details of Part 3: Reading/Instructional material consulted and additional knowledge resources provided to students**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Academic Year** | **Class** | **Course/Paper** | **Consulted** | **Prescribed** | **Additional Resource provided** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Total Points acquired (Max. 20)** |

**Details of Part 4: Use of Participatory and innovative Teaching-Learning (T-L) Methodologies, Updating of subject content, Course Improvement etc.\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Particulars** | Max. Score per Year  | **API score obtained for each academic year of the period under assessment** |
| 1st year | 2nd Year | 3rd Year | 4th Year | 5th Year |
|  | Updating of Courses, design of curriculum, (5 per single course) | **10** |  |  |  |  |  |
|  | Participatory & Innovative T-L Process with material for problem based learning, case studies, Group discussions etc.1. Interactive Courses : 5 points/each
2. Participatory Learning modules: 5 points/each
3. Case studies: 5 points/each
 | **10** |  |  |  |  |  |
|  | Use of ICT in **T-L** process with computer-aided methods like power-point/Multimedia/ Simulation/Software etc., (**Use of any one of these in addition to Chalk & Board: 5 points**) | **10** |  |  |  |  |  |
|  | Developing and imparting Remedial/Bridge Courses (each activity: 5 points) | **10** |  |  |  |  |  |
|  | Developing and imparting soft skills/communications skills/personality development courses/modules ( each activity 5 points) | **10** |  |  |  |  |  |
|  | Developing and imparting specialized teaching-learning programmes in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas ( each activity: 5 points) | **10** |  |  |  |  |  |
|  | Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students1. Workshop/Training course : 10 points each
2. Popularization programmes: 5 points each
 | **10** |  |  |  |  |  |
|  | Use of anonymous students’ feedback on the quality of classroom teaching and students’ interaction (2 points/course) | **10** |  |  |  |  |  |
|  | **Total Score (**Max. Score per Year 20**)** | **20** |  |  |  |  |  |

**Details of Part 5: Examination Duties Assigned and Performed**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Particulars** | Maximum Score per Year  | **API score obtained for each academic\* year of the period under assessment** |
| 1st year | 2nd Year | 3rd Year | 4th Year | 5th Year |
|  | University end semester/Annual Examination work as per duties, allotted. (invigilation – 10 points, Evaluation of answer scripts – 5 points; Question paper setting – 5 points) (**100% compliance = 20 points**) | 20 |  |  |  |  |  |
|  | University examination/Evaluation responsibilities for internal/ continuous assessment work as allotted ( **100% compliance = 10 points**) | 10 |  |  |  |  |  |
|  | Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (**100% compliance = 10 points**) | 10 |  |  |  |  |  |
|  | **Total Score** ( Max. 25 per Year**)** | **25** |  |  |  |  |  |

**\*Evidence to be verified**

**Annexure II**

**ACADEMIC PERFORMANCE INDICATORS (API) – CATEGORY- II**

**Co-Curricular, Extension, Professional Development Related Activities**

|  |  |  |  |
| --- | --- | --- | --- |
| **S No.** | **Type of Activity** | **API Score** | **Remarks/Attachments No.** |
| 1st year | 2nd Year | 3rd Year | 4th Year | 5th Year |
| **(i) Extension, Co-curricular & Field based activities\*** |  |
|  | Extension work through NSS/NSC and other channels | 05 |  |  |  |  |  |  |
|  | Cultural Activities | 05 |  |  |  |  |  |  |
|  | Subject Related Events | 05 |  |  |  |  |  |  |
|  | Advising and Counseling | 05 |  |  |  |  |  |  |
|  | **Total (Max.: 20)** | **20** |  |  |  |  |  |  |
| **(ii) Contribution to Corporate Life and Management of the Institution** |  |
|  | In charge of any academic /administrative body | 05 |  |  |  |  |  |  |
|  | Member of academic body at departmental level | 05 |  |  |  |  |  |  |
|  | Member of academic body at Faculty level | 05 |  |  |  |  |  |  |
|  | **Total (Max: 15)** | **15** |  |  |  |  |  |  |
| **(iii) Professional Development Activities\*** |  |
|  | Participation in seminars, conference | 05 |  |  |  |  |  |  |
|  | Short term, training courses | 05 |  |  |  |  |  |  |
|  | Talks, lectures | 05 |  |  |  |  |  |  |
|  | Membership of associations | 05 |  |  |  |  |  |  |
|  | Dissemination and general articles, not covered in Category III below | 05 |  |  |  |  |  |  |
|  | **Total (Max: 15)** | **15** |  |  |  |  |  |  |
| **Total Score Acquired of ( i to iii )** **(Min. Score needed is 15)** |  |  |  |  |  |  |
| **Verified By ………….. HEAD/DEAN of the Centre/School** |  |

**CATEGORY -III**

**RESEARCH / ACADEMIC CONTRIBUTIONS**

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

 **III(A): DETAILS OF RESEARCH PAPERSPUBLISHED**

|  |  |
| --- | --- |
| **(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** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **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** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **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 ofthe 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** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **(iv)** | **Chapters in contributed to edited knowledge based volume published by International publisher** |
| **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** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **(v)** | **Chapters in contributed to edited knowledge based volume published by national publisher** |
| **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**  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |

|  |  |
| --- | --- |
| **(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**  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **(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)\*\*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **(iii):** | **Completed Project – Quality Evolutions** |
| **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)\*\*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**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** |  |  |

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

**PART C**

**CERTIFICATE**

**Certified that I have personally verified all the information, facts and document 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...................**

**Note:**

**Minimum API Score needed for a candidate for promotion**

1. **(a) Teaching-learning Evolution - 75/year**

**(b) Co-curricular, Extension activities - 15/Year**

 **Total average (a+b) = 100/Year**

**ii) Research & Academic contribution -- 10/year or (40/AP for Stage 1 to 2**

**20/Year or (100 /AP) for stage 2 to 3.**

**30/ Year or (90/AP) for stage 3 to 4.**

**40/Year or (120/AP) for stage 4 to 5**

**50/Year or (500/AP) for stage 5 to 6**

**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-I OF API 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 in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.*
2. *If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).*
3. *The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.*
4. *Attach the self-attested proofs of all the self-assessment claims made in category II and III.*