



झारखण्ड केन्द्रीय विश्वविद्यालय

Central University of Jharkhand

(Established by an act of Parliament of India, 2009)

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	:	



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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.



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Designation	Name of Employer	D		Salary with grade	Reason of leaving
		Joining	Leaving		

Please Indicate, whether in previous service

- The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC :
- The post is/was in an equivalent grade or of the pre-revised scale of pay :
- Whether applied through proper channel :
- Whether possesses the same minimum qualifications as prescribed by the UGC for appointment to the post:
- The post was filled in accordance with the prescribed selection procedure laid down in the regulations of University/State Government/Central Government /Concerned Institution, for such appointments. :
- 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:

<u>Name of the Course/ Summer School</u>	<u>Institution</u>	<u>Duration</u>	<u>Sponsoring Agency</u>



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27. API claimed during Assessment period

a) Category I (Average)

API Claimed	Minimum	API as verified by DCAS Committee	API as verified by Institute CAS Committee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

b) Category II (Average)

API Claimed	Minimum	API as verified by DCAS Committee	API as verified by Institute CAS Committee
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>

c) Category I+II (Average)

API Claimed	Minimum	API as verified by DCAS Committee	API as verified by Institute CAS Committee
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>

d) Category III (Cumulative)

API Claimed	APIs verified by DCAS Committee	API as verified by Institute CAS Committee
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Signature



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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.

(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.

S.No.	Short Description	Claimed Score	Verified Score	Attachment No.

Note:

(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)	



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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
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
Total Scores				
\$ GRANDTOTAL				

\$ Maximum API score 15



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II (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 /			
Dissemination of Academic/ Research Knowledge/			
Any other contribution of similar nature			
\$ Total Scores			

\$ Maximum API score 15



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SUMMARY OF API SCORES CLAIMED UNDER CATEGORY II

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

Verified By

HEAD of the Centre



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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
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



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Details of Sponsored Projects											
(i):	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					

Details of Consultancy Projects											
(ii):	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)**		

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						



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(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	Verified Score
				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	Verified Score
				Total	



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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:

- (I) Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) Papers with impact factor less than 1 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 (iv) papers with impact factor between 5 and 10 by 20 points (v) papers with impact factor above 10 by 25 points.
- (II) 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



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author/supervisor/mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

- (III) *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 be used as guidelines for scrutinizing purpose.*
- (IV) *Attach the self-attested proofs of all the self-assessment claims made in category II and III.*



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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
Centre for

Dean
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 to 5
-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