

**CAS-January - 2020**

**APPLICATION FOR CAREER ADVANCEMENT SCHEME PROMOTIONS   
AS PER SYNDICATE RESOLUTIONS & UGC GUIDELINES**

**[ASSISTANT PROFESSOR-STAGE-I TO II, STAGE-II TO III]**

**[ASSISTANT PROFESSOR –STAGE-III TO STAGE-IV]**

**[ASSOCIATE PROFESSOR TO PROFESSOR/EQUIVALENT CADRES]**

DESIGNATION & PRESENT STAGE : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

DESIGNATION & STAGE TO BE PROMOTED : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

ASSESSMENT PERIOD : FROM \_ \_ \_ \_ \_ \_ \_ \_TO \_ \_ \_ \_ \_ \_ \_ \_ \_

**PART-A – GENERAL & ACADEMIC BACKGROUND**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Name (in block letters):** |  | | | | | | | |
| **2.** | **Father’s Name/ Mother’s Name:** |  | | | | | | | |
| **3.** | **Date of Birth & Age:** |  | | | | | | | |
| **4.** | **Category:**  **(Please tick the appropriate box)** |  | | | | | | | |
| **GEN** | **BC** | **MBC** | **DNC** | | **SC** | **ST** | **PwD** |
| **5.** | **Present Designation &  Academic Grade Pay(AGP):** |  | | | | | | | |
| **6.** | **Department/ School** |  | | | | | | | |
| **7.** | **Dates of the previous promotions, if any (in this University):** |  | | | | | | | |
| **8.** | **Date of eligibility for promotion as per existing UGC Guidelines dated 11th July 2016:**  (N.B: Counting of past service, if any, is to be considered while deciding the date of eligibility for promotion) | **Applicant’s Claim**  (In case of counting of past service for the date of eligibility for promotion, justification for the same is to be given) | | | | **Official Note on verification of the claim** | | | |
|  | | | |  | | | |
| **9.** | **Date of eligibility for promotion:** |  | | | | | | | |
| **10.** | **Address for correspondence:** |  | | | | | | | |
| **11.** | **Permanent address:** |  | | | | | | | |
| **12.** | **Telephone No./ Mobile No.:** | | | | | | | | |
| **13.** | **Email:** | | | | | | | | |

**14. Academic Qualifications:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A. Academic Qualifications (other than research degree(s)):** | | | | | | |
| **S. No.** | **Degree/ Diploma/ Certificate...** | **Discipline/ Subject** | **Name of the Board/University** | **Year of Passing** | **Percentage of Marks Obtained** | **Division/ Class/Grade** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **B. Research Degrees:** | | | |
| **Degree** | **Title of Dissertation/Thesis** | **Date of award** | **Name of the University** |
| **M. Phil.** |  |  |  |
| **Ph. D. / D. Phil.** |  |  |  |
| **D. Sc. / D. Litt.** |  |  |  |

**15. Position(s) held prior to Joining this University, if any:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation** | **Name of Employer** | **Date of** | | **Gross salary with AGP/Scale of Pay/ Total Pay** | **Reason for Leaving** |
| **Joining** | **Leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**16. Posts held after Appointment in this University:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Department/School** | **Period** | | **Pay Scale/ Academic Grade Pay (AGP)/Total Pay** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**17. Period of Teaching and/ or Research Experience (Other than the time taken to obtain Ph.D.:**

|  |  |  |
| --- | --- | --- |
| **(I). Teaching / (II). Research Experience** | **No. of years** | **Total Experience in Years** |
| **I)Level of Classes – Teaching Experience** | | |
| **PG Classes** |  |  |
| **UG Classes** |  |  |
| **Total:** |  |  |
| **II)Research Experience** | | |
|  |  |  |
|  |  |  |
| **Total:** |  |  |
| **Total (I+II):** |  |  |

**18. Field(s) of Specialisation under the Subject/ Discipline:**

**(a).**

**(b).**

**19. Orientation/ Refresher Course(s)/ Other Courses Attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of the Course** | **Place** | **Duration (No. of Weeks/Days)** | **Period** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PART – B: - ACADEMIC PERFORMANCE INDICATORS**

* Please see the details of API scoring point requirements for each category in Annexure I.
* All information provided in the API based PBAS proforma must be supported by documentary proof and Document Tag No. against the relevant indicator.

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**(For Assistant Professors (Stage-I to II, Stage-II to III & Stage-III to Associate Professor Promotions & Associate Professor to Professor Promotions)**

**(Enclose Annexure –1 for details)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Nature of Activity** | **Maximum Score** | **Actual Score** | **Self Appraisal Score to be submitted by the applicant**  **[year wise]** | **Supporting Document as proof**  **[Tag No. 1, 2, 3… or 1 to n]** | **Verified API Score  (for Office use only)** |
| I | a. Direct Teaching | 70 for Assistant Professors  (or)  60 for Associate Professors | Actual hours spent per Academic year ÷ (7.5 for Assistant Professors)  (Or)  (÷ 7.75 for Associate Professors) | Year-1 |  |  |
| Year-2 |  |  |
| .  .  . |  |  |
| Year-3/4/5/6 |  |  |
|  | b. Examination duties (question paper setting, invigilation, evaluation of answer scripts) as per allotment | 20 for Assistant Professors  (Or)  Associate Professors | Actual hours spent per Academic year ÷ 10 | Year-1 |  |  |
| Year-2 |  |  |
| .  .  . |  |  |
| Year-3/4/5/6 |  |  |
| c. Innovative Teaching – learning methodologies, updating of subject contents/  courses, mentoring etc.. | 10 for Assistant Professors (or)  15 for Associate Professors | Actual hours spent per Academic year ÷ 10 | Year-1 |  |  |
| Year-2 |  |  |
| .  .  . |  |  |
| Year-3/4/5/6 |  |  |
| **Total Score in Category-I** | | | | | |  |

**CATEGORY- II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES:**

**(For Assistant Professor Stage-I to II, Stage-II to III, Stage-III to Associate Professor &   
Associate Professor to Professor Promotions)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category**  **No.** | **Nature of Activity** | **Max Score** | **Actual Score** | **Self Appraisal Score to be submitted by the applicant** | **Supporting Document as proof**  **[Tag No. 1, 2, 3… or 1 to n]** | **Verified API Score (for Office use only)** |
| II.a | **Student related  co-curricular, extension and field based activities:**  (i) Discipline related  co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)  (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)  (iii) Extension and dissemination activities (public /popular lectures/ talks/seminars etc.) | 15 | Actual hours  spent per  academic year  ÷10 |  |  |  |
| II.b | **Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities:**  i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)  (ii). Participation in Board of Studies, Academic and Administrative Committees | 15 | Actual hours  spent per  academic year  ÷10 |  |  |  |
| II.c | **Professional Development activities (such as participation in seminars,**  **conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)** | 15 | Actual hours  spent per  academic year  ÷10 |  |  |  |
| **TOTAL SCORE in Category-II** | | | | | |  |

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**(For Assistant Professor Stage-I to II, Stage-II to III, Stage-III to Associate Professor &   
Associate Professor to Professor Promotions)**

**(Enclose Annexure –2 for details)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Category**  **No.** | **Nature of Activity** | **Faculty of Sciences /**  **Engineering / Agriculture /**  **Medical / Veterinary Sciences** | **Faculties of Languages /**  **Humanities / Arts / Social Sciences/ Library / Physical education /**  **Management** | **Maximum score for**  **University Teacher** | **Self Appraisal Score to be submitted by the appli-cant** | **Supporting Document as proof**  **[Tag No. 1, 2, 3… or 1 to n]** | **Verified API Score (for Office use only)** |
| III (A) | Research  Papers  published in: | Refereed Journals as notified by  the UGC | Refereed Journals as notified by the  UGC | 25 per Publication |  |  |  |
| Other Reputed Journals as  notified by the UGC | Other Reputed Journals as notified  by the UGC | 10 per Publication |  |  |  |
| III (B) | Publications  other than  journal  articles  (books,  chapters in  books) | **i.** Text/ Reference, Books  published by International  Publishers, with ISBN/ISSN  number as approved by the  University and posted on its  website. The List will be intimated to UGC. | Text/Reference Books, published  by International Publishers, with  ISBN/ISSN number as approved by  the University and posted on its website. The List will be intimated  to UGC. | 30 per Book for  Single Author |  |  |  |
| **ii.** Subject Books, published by  National level publishers, with  ISBN/ISSN number or State /  Central Govt. Publications as  approved by the University and  posted on its website. The List  will be intimated to UGC. | Subject Books, published by  National level publishers, with  ISBN/ISSN number or State/ Central Govt. Publications as  approved by the University and posted on its website. The List will be intimated to UGC. | 20 per Book for  Single Author |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **iii.** Subject Books, published by Other local publishers, with  ISBN/ISSN number as approved  by the University and posted on  its website. The List will be  intimated to UGC. | Subject Books, published by Other local publishers, with ISBN/ISSN  number as approved by the University and posted on its website. The List will be intimated  to UGC. | 15 per Book for  Single Author |  |  |  | |
| **iv.** Chapters in Books, published by National and International level  publishers, with ISBN/ISSN  number as approved by the  University and posted on its  website. The List will be intimated  to UGC. | Chapters in Books, published by  National and International level publishers, with ISBN/ISSN  number as approved by the University and posted on its website. The List will be intimated  to UGC. | Inter-national –10 per Chapter  National – 5 per  Chapter |  |  |  | |
| **III(C) RESEARCH PROJECTS** | | | | | | | | |
| III (C) (i) | Sponsored  Projects | (a) Major Projects with grants  above Rs. 30/- lakhs | Major Projects with grants  above Rs. 5/- lakhs | 20 per Project |  |  |  | |
| (b) Major Projects with grants  above Rs. 5/- lakhs up to Rs. 30/- lakhs | Major Projects with grants  above Rs. 3/- lakhs up to  Rs. 5/- lakhs | 15 per Project |  |  |  | |
| (c) Minor Projects with grants  above Rs. 1/- lakh up to Rs. 5/-lakhs | Minor Projects with grants  above Rs. 1/- lakh up to Rs. 3/- lakhs | 10 per Project |  |  |  | |
| III (C) (ii) | Consultancy  Projects | Amount mobilized with a minimum of Rs.10/- lakhs | Amount mobilized with a minimum of  Rs. 2/- lakhs | 10 for every Rs.10/- lakhs  and Rs.2/- lakhs, respectively |  |  |  | |
| III (C) (iii) | Projects  Outcome /  Outputs | Patent / Technology transfer /  Product / Process | Major Policy document  prepared for international  bodies like  WHO/UNO/  UNESCO/  UNICEF  etc. Central / State Govt./ Local Bodies | 30 for each Inter-national /  20 for each national level  output or patent.  Major policy document of  Inter-national bodies – 30  Central Govt. –20,  State Govt.-10  Local bodies – 5 |  |  |  | |
| **III (D) RESEARCH GUIDANCE** | | | | | | | | |
| III (D) (i) | M.Phil. | Degree awarded | Degree awarded | 5 per candidate |  |  | |  |
| III (D) (ii) | Ph.D. | Degree awarded / Thesis submitted | Degree awarded / Thesis submitted | 15/10 per candidate |  |  | |  |
| **III (E) Fellowships, Awards and Invited lectures delivered in conferences / seminars:** | | | | | | | | |
| III (E) i | Fellowships/  Awards | International  Award/Fellowship from academic bodies | International Award / Fellowship  from academic bodies/ associations | 15 per Award / 15  per Fellowship |  |  | |  |
| National Award/Fellowship  from academic bodies | National Award/Fellowship from  academic bodies/ associations | 10 per Award / 10  per Fellowship |  |  | |  |
|  |  | State/ University level Award from academic bodies | State/  University level Award from  academic bodies/ associations | 5 Per Award |  |  | |  |
| III (E) (ii) | Invited lectures /  papers | International | International | 7 per lecture /  5 per paper  Presented |  |  | |  |
|  |  | National level | National level | 5 per lecture /  3 per paper  presented |  |  | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | State/  University level | State/  University level | | 3 per lecture /  2 per paper  presented |  | |  |  |
|  | The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period | | | | | | | | |
| III(F) | Development of e-learning delivery process/material | | | 10 per module | | |  | | |

\* Wherever relevant, the API score for paper in refereed journal would be augmented as follows: (i) paper 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 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications/books shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**PART-B: SUMMARY OF API SCORES FOR THE ENTIRE ASSESSMENT PERIOD:**

**(Please fill the applicable and ignore others)**

|  |  |  |  |
| --- | --- | --- | --- |
| **For Assistant Professor Stage-I to II promotion** | | | |
| **Category** | **Minimum Required** | **Self Appraised Score** | **Verified API Score  (for office use only)** |
| I | 80 per year |  |  |
| II | 50 per Assessment period |  |  |
| III | 20 per Assessment period |  |  |
| (II + III)\* | 90 per Assessment Period |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **For Assistant Professor Stage-II to III promotion** | | | |
| **Category** | **Minimum Required** | **Self Appraised Score** | **Verified API Score  (for office use only)** |
| I | 80 per year |  |  |
| II | 50 per Assessment period |  |  |
| III | 50 per Assessment period |  |  |
| (II + III)\* | 120 per Assessment Period |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **For Assistant Professor Stage-III to Associate Professor promotion** | | | |
| **Category** | **Minimum Required** | **Self Appraised Score** | **Verified API Score (for office use only)** |
| I | 75 per year |  |  |
| II | 50 per Assessment period |  |  |
| III | 75 per Assessment period |  |  |
| (II + III)\* | 150 per Assessment Period |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **For Associate Professor to Professor promotion** | | | |
| **Category** | **Minimum Required** | **Self Appraised Score** | **Verified API Score (for office use only)** |
| I | 70 per year |  |  |
| II | 50 per Assessment period |  |  |
| III | 100 per Assessment period |  |  |
| (II + III)\* | 180 per Assessment Period |  |  |

\*Teachers may score the balance of the points from either Category-II or Category-III to achieve the minimum score required under Category II + III.

**PART – C: OTHER RELEVANT INFORMATION**

***Please give details of any other significant contributions not included above. All information provided here should be supported by documentary proof.***

|  |  |
| --- | --- |
| **S.No.** | **Details (Mention year, value, etc., where relevant)** |
|  |  |
|  |  |

**LIST OF ENCLOSURES: (Please attach, documentary proofs including copies of certificates, sanction orders, papers, etc. wherever necessary)**

|  |  |  |
| --- | --- | --- |
| **Annexure/ Tag No.** | **Page No.** | **Details** |
| **1.** |  |  |
| **2.** |  |  |
| **.**  **.**  **.**  **n.** |  |  |

**I certify that all information including the personal data and duly filled PBAS proforma provided and documentary proof enclosed herewith are correct.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of the Applicant:**

**Place:**

**Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Countersigned by:**

**Head of the Department/ Director of School /Dean of the Faculty concerned (in case the candidate is Head/Director):**

**Office Seal:**

**Place:**

**Date:**

\*\*\*\*\*

**(ANNEXURE-I)**

**1. MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES (as per UGC Guidelines)**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Promotion of Teachers through CAS** | **Service Requirement** | **Minimum Academic Performance Requirements and Screening/ Selection Criteria** |
| **1.** | Assistant  Professor/ equivalent  cadres from Stage 1 to Stage 2 | Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses | (i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A).  (ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration.  (iii) Screening cum Verification process for recommending promotion. |
| **2.** | Assistant  Professor/ equivalent cadres from Stage 2 to Stage 3 | Assistant Professor with  completed service of five  years in Stage 2. | (i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A)  (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty  Development Programmes of 2/3 week duration.  (iii) Screening cum Verification process for recommending promotion. |
| **3.** | Assistant  Professor (Stage  3) to Associate  Professor (Stage  4) | Assistant Professors with  three years of completed  service in Stage 3. | (i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A).  (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders.  (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.  (iv) A selection committee process as stipulated in the regulation and in Tables II(A). |

|  |  |  |  |
| --- | --- | --- | --- |
| **4.** | Associate  Professor (Stage4) to Professor  (Stage 5) | Associate Professor with  three years of completed service in Stage 4. | (i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.  (ii) A minimum of five publications since the period that the teacher is placed in stage 3.  (iii) A selection committee process as stipulated in the regulation and in Tables II (A). |

**2. MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I (as per UGC Guidelines) TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Activity** | **Assistant**  **Professor /**  **Equivalent cadres: (Stage 1 to Stage 2)** | **Assistant**  **Professor /**  **Equivalent cadres: (Stage 2 to Stage 3)** | **Assistant Professor**  **(Stage 3) to Assoc.**  **Professor/equivalent cadres (Stage 4)** | **Associate**  **Professor**  **(Stage 4) to Professor/**  **equivalent**  **cadres**  **(Stage 5)** |
| **I** | Teaching-learning,  Evaluation Related  Activities | 80/Year | 80/year | 75/year | 70/year |
| **II** | Professional  Development and  Extension activities  - Minimum score  required to be  assessed cumulatively | 50 /  Assessment  period | 50 /  Assessment  period | 50 /  Assessment period | 50 /  Assessment  period |
| **III** | Research and  Academic  Contributions-  Minimum Score  required - to be  assessed cumulatively | 20 /  Assessment  period | 50 /  Assessment  period | 75 /  Assessment period | 100 /  Assessment  period |
| **II + III** | Minimum total API  score under Categories II and III\* | 90 /  Assessment  period | 120 /  Assessment  period | 150 /  Assessment period | 180 /  Assessment  period |
| **IV** | Expert  Assessment  System | Screening  cum  evaluation  committee | Screening  cum  evaluation  committee | Selection  Committee | Selection  Committee |
| **V** | Percentage  Distribution of  Weightage Points  in the Expert  Assessment  (Total weightage = 100.  Minimum required  for promotion is 50) | No separate  points.  Screening  committee to  verify API  scores | No separate  points.  Screening  Committee to  verify API  scores | 30% - Research  Contribution  50% - Assessment of  domain knowledge &  teaching practices.  20% - Interview  performance | 50% -  Research  Contribution.  30% -  Assessment of  domain  knowledge &  teaching  practices.  20 % -Interview  performance |

**\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**

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