

**Career Advancement Scheme (CAS)Application Form [2018 Regulations]**

(Please indicate whichever is applicable)

**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).

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**Designation Stage**

|  |  |
| --- | --- |
| **Period of Assessment for promotion:** | **From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**PART A: GENERAL INFORMATION**

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| --- | --- | --- |
|  | **Name (in Block letters)** |  |
| **2.** | **Father’s Name** |  |
| **3.** | **Department/School** |  |
| **4.** | **Current designation & Grade Pay** |  |
| **5.** | **Date of last promotion (please attach the proof)** |  |
| **6.** | **Which position and Pay Band/academic level are you an applicant under CAS?** |  |
| **7.** | **Date of eligibility for promotion** |  |
| **8.** | **Date and Place of birth** |  |
| **9.** | **Gender / Marital Status** |  |
| **10.** | **Nationality** |  |
| **11.** | **Indicate category (SC/ST/OBC)** |  |
| **12.** | **Address for correspondence with Mobile Number and email id** |  |
| **13.** | **Permanent Address** |  |

1. **Academic Qualifications (Matric till post-graduation)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Examination** | **Name of the degree** | **Board/ University** | **Year of passing** | **Marks (%age) /CGPA** | **Division/Grade/**  **Class** | **Subject/s** |
| High School/10th |  |  |  |  |  |  |
| Hr. Sec. Part II |  |  |  |  |  |  |
| Bachelors Degree |  |  |  |  |  |  |
| Post-graduate Degree |  |  |  |  |  |  |
| Any other |  |  |  |  |  |  |

1. **Research Degree(s)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree** | **Title** | **Name of Supervisor** | **Date of Registration** | **Date of award** | **University** |
| **M.Phil** |  |  |  |  |  |
| **Ph.D./D.Phil.** |  |  |  |  |  |
| **D.Sc/D.Litt** |  |  |  |  |  |

*Attach an attested copy of the degree & result notification for the same.*

1. **Appointments held prior to joining this institution**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation** | **Name of Employer** | **Date of joining** | | **Pay Band, GP & gross salary** | **Reasons of leaving** |
| **From** | **To** |
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**Note:** Please indicate in a separate sheet attached, whether previous service has to be counted and accordingly attach relevant documents in support of the following:-

1. The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC.
2. The post is/was in an equivalent grade or of the pre-revised scale of pay.
3. Whether applied through proper channel.
4. Whether possess the same minimum qualifications as prescribed by the UGC for appointment to the post.
5. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/Concerned Institution, for such appointments.
6. The previous appointment was not as guest lecture for any duration, or an ad-hoc or in a leave vacancy of less than one year duration
7. **Posts held after appointment at this Institution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Department/ School** | **Date of Joining** | | **Pay Band, GP and Gross Salary** |
| **From** | **To** |
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1. **Period of teaching experience (in Higher Education Institution)**

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| --- | --- |
| PG Classes (in years) |  |
| UG classes (in years) |  |

1. **Period of research experience (in Higher Education Institutes) [excluding period spent in obtaining the M.Phil/Ph.D. degree.]**

|  |  |
| --- | --- |
| Research experience in years and months |  |

1. **Leaves taken during the period spent in obtaining the M.Phil/Ph.D. Degree** (Please attach documentary support)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Programme** | **Kind of leave** | **Period of leave** | | **Period of days (years/months/days)** | **Order No. & date** |
| **From** | **To** |
|  |  |  |  |  |  |
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1. **Any other leave(s) availed during the assessment period (Please attach documentary proof)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Kind of leave** | **Period of leave** | | **Period of days (years/months/days)** | **Order No. & date** |
| **From** | **To** |
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1. **Field(s) of specialization under the subject/discipline**
3. **Academic Staff College Orientation/Refresher courses attended during the Assessment Period**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Course** | **Place/institution** | **Duration in weeks with date(s);** | **Sponsoring Agency** |
|  |  |  |  |
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1. **Research methodology Course/Workshop/FDP/MOOC Course attended during assessment period:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the course** | **Place /Institution** | **Duration in weeks with dates** | **Sponsoring agency** |
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***(Please attach documentary proof for Point No. 23 and 24 above. )***

1. **Future Plans(Brief outline of your future plans for teaching and research)**

|  |  |
| --- | --- |
| **Teaching** |  |
| **Research** |  |

1. **Any other information the applicant wishes to provide:**

|  |
| --- |
|  |

**LIST OF ENCLOSURES:** *(Please attach copies of certificates, sanction order, papers etc. wherever necessary)*

1.

2.

3.

4.

5.

6.

7.

8.

I certify that the publications and all other material submitted by me for evaluation of API Scores is original and not plagiarized, besides the information provided in this Performa is true and correct to the best of my knowledge and the document attached herewith are true copies of the originals. In case anything is found false, fictitious or contrary to the record at any stage, I shall be solely responsible for the consequences arising there from.

Signature of the Faculty

with designation

**Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of the HOD with stamp**

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

**Signature of the Dean of the School with Stamp:**

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**Assessment Criteria and Methodology for University Teachers**

**Table 1, Part-A**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Teaching** | | | | | | | | | | | |
| **2015-2016** | | **2016-2017** | | **2017-2018** | | **2018-2019** | | **Total Assessment Period** | | |  |
| **No. of classes**  **taught for**  **academic**  **year** | **Total No.**  **of classes**  **assigned** | **No. of classes**  **taught for**  **academic**  **year** | **Total No.**  **of classes**  **assigned** | **No. of classes**  **taught for**  **academic**  **year** | **Total No.**  **of classes**  **assigned** | **No. of classes**  **taught for**  **academic**  **year** | **Total No.**  **of classes**  **assigned** | **No of classes taught** | **Total no of classes assigned** | **%age** | **Grade** |
|  |  |  |  |  |  |  |  |  |  |  |  |

Note: l. Classes taught includes sessions on tutorials, lab and other teaching related activities.

2. Grading Criteria: (i) 80 % & above: Good (ii) 70-79 %: Satisfactory (iii) Less than 70 %:Not Satisfactory.

3. For the purpose of assessing the grading of activity in Part-A of Table-l i.e. Teaching, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave ,Child Care Leave, Study Leave, Medical Leave etc. and Deputation shall be excluded from the grading assessment .The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher subject to the condition that such leaves/deputation was undertaken with the prior approval of the ,oip.r.nl authority following all procedures laid down in the Statutes of the University of Jammu. (Attach photocopy of the leave undertaken)

4. Years are indicative only. Please add columns where necessary.

**Table-l. PART-B**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nature of Activity** | **2015-2016** | | **2016-2017** | | **2017-2018** | | **2018-19** | | **Page No** |
|  | Involvement  Yes/No | Involvement as | Involvement  Yes/No | Involvement as | Involvement  Yes/No | Involvement as | Involvement  Yes/No | Involvement as |
| a) Administrative  responsibilities such as Head/Chairperson/  Dean/Director/ Coordinator, Warden,  etc. |  |  |  |  |  |  |  |  |
| b) Examination and Evaluation duties assigned by the University/College or attending the examination paper evaluation. |  |  |  |  |  |  |  |  |  |
| c) Student related co-curricular,  extension and  field based |  |  |  |  |  |  |  |  |  |
| d) Organizing Seminars/ Conferences/Workshops, other College/University  activities |  |  |  |  |  |  |  |  |  |
| e) Evidence of actively  involved in guiding Ph.D  students. |  |  |  |  |  |  |  |  |  |
| f) Conducting minor or major research project  sponsored by national or  international agencies |  |  |  |  |  |  |  |  |  |
| g) At least one single or joint publication in peer  reviewed or UGC list of Journals |  |  |  |  |  |  |  |  |  |
| No. of activities in  which involved (a-g) |  |  |  |  |  |  |  |  |  |
| **Grading** |  |  | | | | | | | |

Note: l. The number of activities can be within or across the broad categories of activities.

2. Grading criteria: (i) Good: Involvement in at least 3 activities.

(ii) Satisfactory: Involvement in 1 -2 activities.

(iii) Not-satisfactory: Not involved/undertaken any activity.

**3 .** Years are indicative only. Please add columns where necessary.

**Summary of Table 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2015-2016** | **2016-2017** | **2017-2018** | **2018-19** | **Remarks (if any)** |
| **Grading Part A** |  |  |  |  |  |
| **Grading Part B** |  |  |  |  |  |
| **Overall Grading** |  |  |  |  |  |

Note: 1. Overall Grading:

(i) Good: Good in Part-A and Satisfactory or Good in Part-B.

(ii) Satisfactory: Satisfactory in Part-A and Good or Satisfactory in Part-B.

(iii) Not Satisfactory: If neither Good nor Satisfactory in overall grading i.e.(i) and (ii) above.

1. Years are indicative only. Please add columns where necessary.

**Table-2: Assessment Criteria and Methodology (Academic/ Research)**

1. **Research Papers**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Research Papers in Peer-Reviewed or UGC listed Journals** | | | | | | | | | | |
| **S.no** | **Title of the Paper** | **Journal**  **Name, Vol., Page Nos.** | **ISSN No.** | **Sr. No. in UGC List of Approved Journals/ CARE** | **Impact factor if any (as per Thompson Reuters List)** | **No of co-authors** | **Whether you are the First/ Principal/**  **Corresponding author** | **Year of publication** | **API score** | **Page Nos** |
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| 1. **PUBLICATIONS (OTHER THAN RESEARCH PAPERS)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **(a) Books Authored** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **S No.** | **Title of the Book** | | | | **ISBN No.** | | | | **Publisher** | | | | | **Whether Int./**  **Nat.** | | | | **No of**  **co-authors** | | | **Whether you are the main author** | | **Year of Publication** | | **API Score** | | **Page no** | |
| 1 |  | | | |  | | | |  | | | | |  | | | |  | | |  | |  | |  | |  | |
| 2 |  | | | |  | | | |  | | | | |  | | | |  | | |  | |  | |  | |  | |
| **Chapter(s) in Edited Book** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **S No.** | **Title of the Book** | | | **Title of Chapter** | | | | **ISBN No** | | | **Publisher** | | | | **Whether Intl./ National** | | | **No of co-authors** | | | **Whether you are the main author** | | **Year of Publication** | | **API Score** | | **Page no** | |
|  |  | | |  | | | |  | | |  | | | |  | | |  | | |  | |  | |  | |  | | |
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| **Editor of Books** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **S No.** | **Title of the Book** | | **ISBN No** | | | | **Publisher** | | | | | **Whether Int./ Nat.** | | | **No of co-editors** | | | **Whether you are Main Editor** | | | **Year of Publication** | | **API Score** | | **Page no** | | | |
|  |  | |  | | | |  | | | | |  | | |  | | |  | | |  | |  | |  | | | |
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| **(b)Translation works in Indian and Foreign Language** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **S.no** | **Title of the**  **book/manuscript**  **translated** | | **ISSN /ISBN No** | | | | **Publisher** | | | | | **Whether Indian/foreign** | | | | | **Chapter or research paper or book** | | | **Whether you are Main Translator** | | **Year of Publication** | | | | **API Score** | | **Page nos** |
|  |  | |  | | | |  | | | | |  | | | | |  | | |  | |  | | | |  | |  |
| 1. **Criteria of ICT Mediated Teaching Learning Pedagogy and Content and development of new and innovative courses and curricula** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **3 (a)** Development of innovative pedagogy | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S.No | | Description | | | | | | | | | | | | | | | | | | | | | | | | API Score | | Page nos |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
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| **3(b)** Designing of new curricula/ courses | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S.No | | Title of course/ curricula | | | | | | | | Year of designing | | | | | | Whether the coul.se was developed individually/ in collaboration | | | | | | | | API Score (02 per course/curricula) | | | | Page nos |
|  | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | | |  |
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| **3(c) MOOCS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S. No. | | Development of complete MOOCs in 4 quadrants Description: | | | | No. of Credits | | No. of module/lecture/ credit hours | | | | | Year of development | | | | | | Acted as content writer/ subject expert | | | | | | | API score | | Page No |
|  | |  | | | |  | |  | | | | |  | | | | | |  | | | | | | |  | |  |
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| **Course co-coordinator for MOOCS** | | | | | | | | |
| S. No | . Title of the Course/curriculum | No. of Credits | Year of designing | Whether the course  was developed  individually/in  collaboration | Modification of  already existing  course/curriculum | Percentage of  modification done | API score | Page No |
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| **3(d) Development of E- Learning Delivery Process/ Material** | | | | | | | |
| S. No | Title of module developed | Complete course  or module or  paper or e-book | Editor or developer | Developed for | Year | API score | Page No |
|  |  |  |  |  |  |  |  |
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| **4 (a). RESEARCH GUIDANCE** | | | | | | |
|  | **Degree Awarded (Number of students)** | **Thesis Submitted (No.)** | **Supervisor/Co-supervisor** | Year | **API Score** | **Page No.** |
| (i) Ph. D or Equivalent |  |  |  |  |  |  |
| (ii) M. Phil /  P.G Dissertations |  |  |  |  |  |  |

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| **4 (b&c) Research Projects** | | | | | | | | | |
| **S.No.** | **Title of the Project** | **Sponsoring Agency** | **Amount of the Project** | **Duration of the Project** | **Whether you are the Principal Investigator?** | **Status as on date(Completed/Ongoing)** | **Year** | **API score** | **Page Nos** |
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| **4 (d) Consultancy** | | | | | | | | | |
| **S.No.** | **Title of the Project** | **Consultancy Agency** | **Amount mobilized for the Project** | **Duration of the Project** | **Whether you are the Principal Investigator?** | **Status as on date** | **Year** | **API score** | **Page Nos** |
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| **5(a) Patents** | | | | | | | | | |
| **S.No.** | **Name of the Patent awarded** | | **Year of the award** | | **National /International** | | | **API score** | **Page Nos** |
|  |  | |  | |  | | |  |  |
|  |  | |  | |  | | |  |  |
| **5(b) Policy Document** | | | | | | | | | |
| **S.No.** | **Title of the document** | Submitted to International/ National body or  Central /State Govt. | | | Whether you are the  Principal Author (Yes/No) | **Year** | | **API score** | **Page Nos** |
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| **5(c) Fellowships / Awards** | | | | | | | | | |
| S.no | Name of the Award/ Fellowship | Name of the Awarding Body | | Whether Int./ Nat Level  fellowship Award | | | Year | **API score** | **Page Nos** |
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| **6. Invited lecture/ Resource Person/Paper Presentation in Conferences/Seminars/Full Paper in Conference Proceedings** | | | | | | | | |
| **S. No.** | **Title of the Paper presented /invited lecture** | Whether  Published in  Conference  Proceedings  (Yes/No) | **Whether Int. (Abroad/within Country)/ Nat./State/ University Level** | **Organized by** | **Title of Conference /Seminar** | **Year** | API Score | Page no |
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**Summary of API Score of Table-2, Category –III**

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| --- | --- | --- | --- | --- |
| **S.no** | **From Sr. No. (Table-2)** | **Total API Score**  **Claimed** | **API Score /Year** | **API Score/ Assessment Period** |
| 1 | 1 |  |  |  |
| 2 | 2 |  |  |  |
| 3 | 3 |  |  |  |
| 4 | 4 |  |  |  |
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| 6 | 6 |  |  |  |
| 7 | 5(a) |  |  |  |
| 8 | 5(b) |  |  |  |
| 9 | 5(c) |  |  |  |
| 10 | 6 |  |  |  |
| 11 | After Capping **5 (b) & 6** (max 30%) |  |  |  |
| Total of Sr. nos. 1 to 4 and 7 ,9 & 11 from **col. 1** | |  |  |  |
| No. of Categories Covered out of Six categories  of Table.2 (Minimum 3) | |  |  |  |
| Minimum API Score Required | |  |  |  |

**The Research score for research papers would be augmented as follows:**

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list)

1. Paper in refereed journals without impact factor
2. Paper with impact factor less than 1
3. Paper with impact factor between 1 and 2
4. Paper with impact factor between 2 and 5
5. Paper with impact factor between 5 and 10
6. Paper with impact factor >10
7. Two authors: 70% of total value of publication for each author.
8. 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.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

* + - Paper presented if part of edited book or proceeding then it can be claimed only once.
    - 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.
    - For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
    - The research score shall be from the minimum of three categories out Of six categories.