**Islamic University of Science & Technology**

**Career Advancement Scheme (CAS)**

**Application Form**

(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).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_

**Designation Stage**

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

**PART A: GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
|  | **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/grade pay 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** | **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.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** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Period of teaching experience (in Higher Education Institution)**

|  |  |
| --- | --- |
| 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** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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** | **Duration in weeks with date(s);** | **Sponsoring Agency** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Declaration**

**I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled in Proforma.**

Signature of the Faculty

with designation

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

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

**PART B: ACADEMIC PERFORMANCE INDICATORS**

(To be filled up year-wise (1st March to ending February) for all years of Assessment period)

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

Part B of the Proforma is based on Appendix-III, Table 1 of the UGC Regulations 2010 together with amendments made in Regulations 2016.

B(I) is based on API scoring for Category I of Appendix III, Table 1

B(II) is based on API scoring for Category II of Appendix III, Table 1

B(III) is based on API scoring for Category III of Appendix III, Table 1

The Proforma is to be filled as per the following tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table I of the UGC Regulations.

The self assessment scores are further to be based on the indicators/activities given in the Regulations and are subject to verification by the Screening-cum-Verification Committee or Selection Committee as the case may be.

NB: The self assessment scores are subject to verification by the University and by the Screening-cum-Verification Committee or Selection Committee, as the case may be.

**Category I TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (year-wise)**

**YEAR\_\_\_\_\_\_\_\_\_\_\_**

1. **Direct teaching**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Program/ Course/ Paper** | **Credit/s** | **Level** | **Mode of teaching\*** | **No of direct teaching (hours) per week allotted** | **No of direct teaching hours, per year under-taken** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Maximum Score allowed: 70 for Assistant Professors and 60 for Associate Professors/ Professors.

\*Lectures(L), Semester (S), Practical(P), Tutorial(T), Contact Hours(C)

1. **Examination duties (question paper setting, invigilation, evaluation of answer scripts) as per the allotment**
2. **Question paper setting**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Name of Examination** | **Program/ Course/ Paper** | **Credits** | **API Score** | **Page No** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Invigilation/ Inspection / Observer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Examination/Semester/Course** | **No. of examination meetings** | **API Score** | **Page No.** |
|  |  |  |  |  |

1. **Evaluation of answer scripts**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Examination/Semester/Paper** | **Course Credit** | **Number of Answer scripts evaluated** | **API Score** | **Page No** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Maximum Score allowed: 20 for Assistant and Associate Professors and 10 for Professors.

1. **Innovative teaching – learning methodologies, updating of subject contents/courses, mentoring etc.**
2. **Distribution/providing access to Study material among the students**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Programme** | **Semester** | **Course/ Credits** | **Mode (distribution or providing access)** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Conduct of interactive sessions, group discussions and other student related activities augmenting their skills**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Programme** | **Semester** | **Course** | **Type of Activity** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Floating of new courses**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Programme** | **Semester** | **Course/Type** | **No. of credits floated** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Revision of courses**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Programme** | **Semester/ Course** | **Credit/ Type** | **No. of credits revised** | **API score** | **Page No** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Maximum score allowed: 10 for Assistant Professors, 25 for Associate Professors and 20 for Professors.

**Notes:**

1. Teacher shall have to score at least 75% under sub-category A (Direct Teaching), below which no score shall be assigned in the category.
2. Only those of the assignments are taken in this category which is carried by the teacher in his own Department and within the University. Any such assignment undertaken outside the University shall not be considered in this Category.
3. Teacher shall submit a Self Declaration, attested by the concerned Head of the Department, in such of the assignments/events, where no such formal document is issued by the Department/available.

**Category II PROFESSIOAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

1. **Student related co-curricular , extension and field based activates**
2. Discipline related co-curricular activities
3. Discipline related activities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Nature of activity** | **Date**  **From To** | **Institution/Venue** | **No. of Hours** | **API Score** | **Page No** |
|  | Field work,  Study Visit  Career Counselling |  |  |  |  |  |

1. Scholar/Student Seminars/Remedial classes

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Programme** | **Semester/ Course/ Paper** | **No. of Students/ scholars** | **No. of hours** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |

1. Other co-curricular activities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Nature of activity** | **Date**  **From To** | **Institution/Venue** | **No. of Hours** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |

1. Extension and dissemination activities (public/ popular lectures/talks, seminars) other than in its own Department/Centre/Campus

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Nature of activity** | **Title of activity** | **Period**  **From To** | **Institution/ Venue** | **No. of Hours** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |  |

*Maximum API allowed: 15*

1. **Contribution to Corporate Life and management of the Department and institution through participation in Academic and administrative committees and responsibilities**
2. Administrative Responsibilities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Position** | **Institution** | **Period**  **From to** | **API Score** | **Page No** |
|  |  |  |  |  |  |

1. Participation in Committees (Board of Studies, Academic & Administrative Committees)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Committee** | **Role** | **Institution** | **Period**  **From To** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |

*Maximum API allowed: 15*

1. **Professional Development activities**
2. Participation in Seminars, Conferences, Workshops, Training Courses, industrial Visits

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Title of Event** | **Institution** | **Period**  **From To** | | **Attended as** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |  |

1. Talks, Lectures in Refresher/Faculty Development courses

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Title of Event** | **Institution** | **Date** | **Time spent** | **Attended as** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |  |

1. Dissemination of information/general articles published in newspapers, magazines and any other relevant contribution

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Title of Article/ Essay/** | **Name of newspaper/ Magazine** | **Registration No.** | **Volume, Number** | **Year of Publication** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |  |

1. Any other contribution, which the applicant claims under the category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Full Detail of the activity/contribution** | **Hours spend per activity** | **API Score** | **Page No** |
|  |  |  |  |  |

*Maximum API allowed: 15*

**Notes:**

* 1. Calculation under the Category shall be carried out as Actual hours spent per academic year on different activities divided by 10.
  2. Maximum API score Capping under the three broad categories under the Category shall be 15 in each sub-category, for entire duration of the assessment period.
  3. To qualify Overall Minimum API score under the Category shall have to be 50 for the assessment period.

**Category III RESEARCH AND ACADEMIC CONTRIBUTION**

1. **RESEARCH PAPERS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of authors, title, Year, Vol. No. & Page Nos** | **Journal and Publisher** | **ISBN/ ISSN No.** | **Whether peer reviewed. Impact Factor, if any** | **No. of co-authors** | **Whether you are the main/ correspond-ding Author/ Research Guide** | **URL of the journal** | **Is the journal in UGC publish-ed list** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |  |  |  |

1. **PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)**
2. **Books**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of the book** | **Type of book Text book/**  **Reference/ Subject book** | **Authors** | **Publisher**  **International/**  **National/**  **State/Central Govt. Pub.** | **ISBN No.** | **Whether you are the main author** | **No. of co-authors** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |  |  |

1. **Chapters in books**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of the paper/ Chapter** | **Title of the book/ Authors & Editors** | **Type of book Text book/**  **Reference/ Subject book** | **Publisher**  **International/**  **National/**  **State/Central Govt. Pub.** | **ISBN No.** | **Whether you are the main author of the chapter** | **No. of co-authors** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |  |  |

1. **RESEARCH PROJECTS**
2. **Sponsored projects**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of Project** | **Sponsoring Agency** | **Period**  **From To** | **Grant/Amount mobilized (Rs. In lakhs)** | **Role** | **Status as on date** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |  |

1. **Consultancy Projects**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of Project** | **Sponsoring Agency** | **Period**  **From To** | **Grant/Amount mobilized (Rs. In lakhs)** | **Whether policy document/ patent as outcome** | **Role** | **Status as on date** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |  |  |

1. **Projects outcome/Outputs**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Major policy document prepared for international bodies like WHO, UNESCO etc, Central/State Govt. , Local bodies prepared** | **Period**  **From to** | **Grant/Amount mobilized (Rs. In lakhs)** | **Project Outcome** | **Role** | **Status as on date** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |  |

1. **RESEARCH GUIDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree** | **Name of Scholar** | **Title of Thesis/ dissertation** | **Status** | **API Score** | **Page No** |
| **MPhil or equivalent** |  |  |  |  |  |
| **Ph.D. or equivalent** |  |  |  |  |  |

1. **FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES/SEMINARS**
2. Awards

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Award/Fellowship** | **Title of Award** | **Agency** | **Period** | **year of award** | **Country** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |  |

1. Invited Lectures/Papers in Conferences/Seminars

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of Lecture/ Paper** | **Title of Conference/ Seminar/ Workshop/ Symposium etc.** | **Organized by** | **Whether**  **International/**  **National/State** | **API Score** | **Page No** |
|  |  |  |  |  |  |

The score under this sub-category shall be restricted to 20% of the minimum fixed for category III for any assessment period.

1. **DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of the Content** | **Role** | **Sequence**  **Single/ Series** | **No. of Modules produced** | **Volume/ Number/ Year of Publication** | **Agency** | **API Score** | **Page No** |
|  |  |  |  |  |  |  |  |

Note:

1. Applicants shall have to score the minimum score prescribed in Category II and III together, during the assessment period.
2. There shall be capping of 20 percent of the minimum score fixed for Category III under the sub-Category E(b) Invited Lectures/Paper.
3. Scoring under the Category III shall be the same as reflected in UGC Regulations 2016 (4th Amendment)

**Declaration**

**I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled in Proforma.**

**Signature of the Faculty**

**Place/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with designation**

**PART C: OTHER RELEVANT INFORMATION**

**Please give details of any other credential significant contribution, not mentioned earlier, mentioning the year, value etc. [Use separate sheet/s, if required]**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Declaration**

**I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled in Proforma.**

Signature of the Faculty

with designation

Place & date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART D: PUBLICATION REQUIREMENT FOR EVALUATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Title of Paper** | **Name of Journal/ Publisher in case of a Book** | **Date of Publication & impact factor, if any** | **Vol. , No., page nos. & No. of pages** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

**\*Please submit a copy of the publications along with the above information in a separate sheet at the top.**

**Declaration**

**I certify that the journal(s) mentioned herein above in this proforma are included in the list(s) as published by the UGC to be considered for the purpose of computation of API scores for promotion under CAS and the details of the same are as under:**

|  |  |  |
| --- | --- | --- |
| **Name of the Journal** | **UGC list (1, 2, 3, 4, 5)** | **S.No. in the list** |

**Signature of the Faculty**

**with designation**

Place & Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR USE BY**

**Head of the Department/Dean**

Specific Remarks, if any:

**VERIFIED AND COUNTERSIGNED**

**Head of the Department/Dean**

(Office Stamp)

**Place & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**