

PANJAB UNIVERSITY, CHANDIGARH

Proforma for promotion under UGC Career Advancement Scheme as per UGC Regulation 2018 for College Teachers.

Application for promotion From: _____ to _____

Assessment Period: From _____ to _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	
2	Father's Name:	
3	Mother's Name:	
4	Department :	
5	Date and Place of Birth	
6	Gender	
7	Marital Status	
8	Nationality	
9	Indicate whether belongs to PH/ SC/ ST/ OBC category	
10	Address for correspondence (with Pincode)	
11	Permanent Address (with Pincode)	
12	Contact Number	
13	E-Mail	
14	Current Designation & Grade Pay	
15	Date of Last Promotion	
16	Which position and grade pay are you an applicant under CAS?	
17	Date of eligibility for promotion	

18. Academic Qualifications (Matric onwards) (Please attach relevant certificates for Academic Qualification):

Examination	University	Year	% of marks obtained	Division & Distinction
Matric				
Intermediate (10+2)				
Graduation				
Post graduation				
Ph.D.				
NET / UGC				

19. Record of past service

Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/Temporary/ Adhoc)	Nature of Duties	Pay-Scale	Date of Actual joining	Total period Yr. M. Days
					Total	

20. Research Experience excluding years spent in M.Phil./Ph.D. (in Years): _____

21. Fields of Specialization under the Subject/Discipline: _____

22. Special contribution, recognition, Achievement or any other relevant information (Attach annexure):

23. FUTURE PLANS

(i) Teaching:

(ii) Research:

B. Summary of Annual Self Assessment Reports (Attach Annual Self Appraisal Reports)

Session	1	2	3	4	5
Grade in Teaching					
Grade in Student/ Research related activity					
Overall Grade					

C(i) Orientation/Refresher Course/ Training Course/ Faculty Development Programmes attended:

Nature of the Course/Summer School	Place	Duration	Sponsoring Agency

(Attached certificates:)

C(ii) MOOCs attended

Title of the MOOCs Course attended	Host institution	Coordinator	E-Certificate

C(iii) MOOCs/e-resource development:

Title of the MOOCs developed	Name of Module developed	Permission for MOOCs development

D. List of Publication (for the purpose of eligibility) for promotion from Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

S.N.	Name of Publication	Name of publisher	Date of Publication	Enclosures: Pl. mention page number of application form where proof is attached

Date

Signature of Candidate

**COUNTERSIGNED
Principal
(Office Stamp)**

E. Research Score (applicable only for promotion from Academic level 13A to academic level 14).

I. Research papers published in peer reviewed or UGC listed Journals:

S.N.	Title with page no.	Name of Journal	Peer-Review ed or UGC Listed	Referred / Non-Referred	Impact Factor , if (as per Thomson Reuters)	No. of Co-authors	Whether you are the First and/or Principal/ corresponding author/ supervisor/ mentor OR other Author	Enclosures : Pl. mention Page number (s) of application form where proof is attached	Score claimed by the candidate	Score to be given by screening committee

Total Score of Category I = _____

II. Publications other than Research Papers:

(a) Books authored/ Chapter in Edited Books/ Editorship of Books

S.N.	Title with page no.	Book Title & Publisher with date of publication	Whether author or editor	ISSN/ ISBN No.	International / National Publisher	No. of Co-authors/ editor	Enclosures : Pl. mention page number where proof is attached (of book chapter)	Score claimed by candidate	Score to be given by screening committee

II (b). Translation works in Indian and Foreign Languages by qualified faculties:

S.N.	Title with page no.	Book Title & publisher	ISSN/ ISBN No.	International / National/ Local Publisher	No. of Co-authors & Date of Publication	Enclosures: Pl. mention page number where proof is attached	Score claimed by candidate	Score to be given by screening committee

Total Scores in Category II (in total of II(a) and II(b) = _____

III Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

S.N.	Title	Details	No. of Co-contributors	Enclosures: Pl. mention page number where proof is attached	Score claimed by candidate	score to be given by screening committee
	(a) Development of Innovative pedagogy					
	(b) Design of new curricula and courses					
	(c) MOOCs <ul style="list-style-type: none"> • Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit) • MOOCs (developed in 4 quadrant) per module/lecture • Content writer/subject matter expert for each module of MOOCs (at least one quadrant) • Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit) 					
	(d) E-Content: <ul style="list-style-type: none"> • Development of e-Content in 4 quadrants for a complete course/e-book • e-Content (developed in 4 quadrants) per module • Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) • Editor of e-content for complete course/ paper /e-book 					

Total Scores in Category III = _____

IV Research Guidance and Research Projects

IV(a) : Research Guidance:

S.N.	Number Enrolled	Thesis Submitted	Degree Awarded	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
Ph.D. (as Supervisor)						
Ph.D (as Co-supervisor), if there are more than one supervisor						
M.Phil./P.G dissertation						

IV (b) Research Projects Completed:

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
			From	To				
1.								

IV (c) Research Projects ongoing:

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
			From	To				
1.								

IV (d) Consultancy

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention Page number(s) of Application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
			From	To				
1.								

Total Scores in Category IV (Total of IV(a) to IV(d))=_____

V. Patents, Policy Documents, Awards/ Fellowships:

(a) Patents:

S.N.	Name	Agency (International/ National)	Details of patent	Enclosures: Pl. mention Page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
1.						

(b) Policy Document (Submitted to an International body/organisation like UNO/ UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

S.N.	Name	Body (International/ National/ State)	Details	Enclosures: Pl. mention Page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
1.						

(c) Awards/ Fellowships

S.N.	Title	International/ National	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee

Total API scores in Category V(a) to V(c)= _____

VI *Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

S.N	Title of the paper presented/ Lecture delivered/ paper published	Category {International (Abroad)/ International (within country)/ National /State/ University}	Title of Conference/ Seminar etc.	Date (s) of the event	Organised by	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by Candidate	Score to be given by screening committee

Total Scores in Table Category VI= _____

Calculation of Research Score (Application only for promotion for Associate Professor (Academic Level 13A) to Professor (Academic Level 14) : Let

X = Total Score for category V (b)

Y = Score in category VI

U = Total Score in category I to V(a) and V(c) together

T = X+Y+U

Z = Min {.3T, X+Y}

Research Score= Z+ U

Summary of Assessment										
	Grade/Score claimed by candidate					Grade/Score verified by the Screening Committee				
	Assessment year					Assessment year				
	1	2	3	4	5	1	2	3	4	5
Grade during the assessment period in Teaching										
Grade during the assessment period in Student/ Research related activities										
Overall Grade in assessment period										
Research Score (applicable for promotion from level 13A to 14)										

Remarks by the Screening Committee	Assessment as per requirement of Annual Appraisal Reports	Assessment as per Research of publication (eligible/ not eligible)	Assessment as per requirement of Research Score (only for promotion from Level 12 to 13 A and Level 13A to 14)
	Eligible/Non-eligible	Eligible/Non-eligible	Eligible/Non-eligible

Signature of Expert cum screening Committee Members:

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) :

- Paper in refereed journals without impact factor - 5 Points
- Paper with impact factor less than 1 - 10 Points
- Paper with impact factor between 1 and 2 - 15 Points
- Paper with impact factor between 2 and 5 - 20 Points
- Paper with impact factor between 5 and 10 - 25 Points
- Paper with impact factor >10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: More than two authors: 70% of total value of publication for the Principal/Corresponding Supervisor and 30% of total value of publication for each of the joint Authors.

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

(d) For joint authors of books/joint editorship/joint development of MOOC's or e-content, if there are two contributors, each shall get 70% of the score and if there are more than two contributors, then each should get 50% of the score (this would discourage the addition of redundant names).

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 all Supervisors.
- *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.

ANNUAL SELF APPRAISAL REPORT

Period from _____ to _____ (Academic Session _____)

I. Teaching Activity

Sr. No.	Activity	No. of Classes undertaken	No. of Classes assigned	Evidences as Enclosures
1.	Classes taught – Theory			
2	Classes Taught- Practical (Lab)			
3	Classes – Tutorials teaching related activities)			
4	Classes Taught with respect to any other teaching related activities			
5	Total			

$$\text{Teaching performance indicator (x)} = \frac{\text{Total number of classes taught}}{\text{Total number of classes assigned}} \times 100$$

Grade assigned in Teaching Activity: _____

Grading Criteria for teaching activity:

- If x is 80% & above – Good;
- If x is Below 80% but 70% & above-Satisfactory;
- If x is Less than 70% - Not satisfactory

Signature of the Teacher

Signature of the Principal

II. Evaluation of involvement in student related activities/ Research Activities

Sr. No.	Activity	Details of activities performed	Evidences as Enclosures
1.	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.		
2	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.		
3	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.		
4	Organising seminars/ conferences/ workshops, other college/university activities.		
5	Evidence of actively involved in guiding Ph.D. students.		
6	Conducting minor or major research project sponsored by national or international agencies.		
7	At least one single or joint publication in peer reviewed or UGC list of Journals		

Grade assigned to student/ research related activities=_____

Grading Criteria for the above activities:

- **Good - Involved in at least 3 activities**
- **Satisfactory – Involved in 1-2 activities**
- **Not-satisfactory - Not involved / undertaken any of the activities**

Signature of the Teacher

Signature of the Principal

Overall Grading for both the criteria

Period from _____ to _____ (Academic Session _____)

Grade assigned in teaching	
Grade assigned in student/ research related activities	
Overall Grade :	

Grading Criteria for overall grade:

- **Good: Good in teaching and satisfactory or good in activity of criteria no. 2.**
- **Satisfactory: Satisfactory in teaching and good or satisfactory in activity of criteria no. 2**
- **Not Satisfactory: If neither good nor satisfactory in overall grading**

Signature of the Teacher

Signature of the Principal

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, 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, Extraordinary Leave 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. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.