



# RAJIV GANDHI UNIVERSITY

RONO HILLS: DOIMUKH 791 112

Application proforma for promotion under Career Advancement Scheme (CAS) for teachers as per UGC Regulations 2018

**For Promotion:**

- I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)
- II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)
- III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)
- IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Application for promotion from Level \_\_\_\_\_ to Level \_\_\_\_\_

Faculty \_\_\_\_\_

Department /Institute: \_\_\_\_\_

Notification Reference No. \_\_\_\_\_ Date: \_\_\_\_\_

Paste Self-attested  
Recent Passport Size  
Photograph

## PART – A

(GENERAL INFORMATION AND ACADEMIC BACKGROUND)

1.	Name (in Block Letters)	
2.	Date of Birth	
3.	Gender	
4.	Marital Status	
5.	Nationality	
6.	Category (SC/ST/OBC/General)	
7.	Current Designation with Pay Scale	
8.	Date of Initial Appointment and Stage with Pay Scale	
9.	Position, Stage applied for	
10.	Date of Last Promotion	
11.	Date of Eligibility for Promotion	

12.	Address for correspondence (with Pin Code)	
13.	Permanent Address (with Pin Code)	
14.	Telephone Number	
15.	E-Mail	

16. Academic Qualification (Graduation onwards)

Examination	University / Institute	Subject(s)	Year of Passing	Class with % of Marks / CGPA
Graduate Degree (UG)				
Post Graduate Degree (PG)				
M.Phil.				
Ph.D./D.Phil.				
D.Sc./D.Litt.				
Other Exams (if any)				

17. Appointments Held Prior to Joining this Institution (Please attach relevant certificates of service experience)

Designation	Name of the Employer	Nature of appointment (Regular / Fixed term / Temporary / Ad-hoc / Part-time)	Date		Pay Scale and Grade Pay
			Joining	Leaving	

18. Posts Held after Appointment at this Institution

Level	Designation	Pay Scale and AGP	Duration		Experience	
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month
Level 10						
Level 11						
Level 12						
Level 13A						
Level 14						

19. Periods of Duration Spent by the Teacher on Different Kind of Paid Leaves

Type of Leave	Designation	Pay Scale and Grade Pay	Duration	
			From (dd/mm/yyyy)	To (dd/mm/yyyy)
Maternity Leave				
Child Care Leave				
Study Leave				
Medical Leave				
Extraordinary Leave				
Deputation				
Others (Please Specify)				

20. Academic Staff College Orientation / Refresher Course / Research Methodology Course attended  
(attach proper documents)

Sl. No.	Name of the Course	Place	Duration

21. Any other Training Program/Summer School/Workshops/QIP/FIP etc. attended (*attach certificates*)

Sl. No.	Particulars	Place	Duration	Sponsoring Agency

22. Any other Relevant Information, if any

**PART – B**  
(ACADEMIC PERFORMANCE INDICATORS)

For detailed instructions of this PBAS proforma, the candidates should refer to the UGC regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staffs in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 vide Notification No.F.1-2/2017(EC/PS) dated 18th July, 2018.

**(A) Teaching**

Academic Year	Semester	Total Classes Assigned	Number of Classes Taught	Teaching = (Number of Classes Taught / Total Classes Assigned) × 100%	Grade	Overall Grade
Year 1	Odd Sem.					
	Even Sem.					
Year 2	Odd Sem.					
	Even Sem.					
Year 3	Odd Sem.					
	Even Sem.					
Year 4	Odd Sem.					
	Even Sem.					
Year 5	Odd Sem.					
	Even Sem.					
Year 6	Odd Sem.					
	Even Sem.					

\* Should be claimed by the applicant with supporting documents.

**(B) Involvement in the University Students related Activities/ Research Activities\***

Academic Year	Semester	Activity	Remark	Grade	Overall Grade
Year 1	Odd Sem.	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.			
		b. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.			

		c. 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.			
		d. Organising 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.			
	Even Sem.	h. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.			
		i. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.			
		j. 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.			
		k. Organising seminars/ conferences/ workshops, other college/university activities.			
		l. Evidence of actively involved in guiding Ph.D. students.			
		m. Conducting minor or major research project sponsored by national or international agencies.			
		n. At least one single or joint publication in peer reviewed or UGC list of Journals.			
Year 2	Odd Sem.	<i>As above Odd Sem. In Year 1</i>			
	Even Sem.	<i>As above Even Sem. In Year 1</i>			
Year 3	Odd Sem.	<i>As above Odd Sem. In Year 1</i>			
	Even Sem.	<i>As above Even Sem. In Year 1</i>			

Year 4	Odd Sem.	<i>As above Odd Sem. In Year 1</i>			
	Even Sem.	<i>As above Even Sem. In Year 1</i>			
Year 5	Odd Sem.	<i>As above Odd Sem. In Year 1</i>			
	Even Sem.	<i>As above Even Sem. In Year 1</i>			
Year 6	Odd Sem.	<i>As above Odd Sem. In Year 1</i>			
	Even Sem.	<i>As above Even Sem. In Year 1</i>			

\* Should be claimed by the applicant with supporting documents.

### (C) Academic / Research Score

#### 1. Research Papers in Peer-reviewed or UGC Listed Journals

Sl. No.	Sl. No. in UGC Approved list	Title of the Paper	Name of the Journal	Volume, issue & page nos.	Year of Publication	Latest impact factor*	Whether you are main author/ sole author	Claimed Score	Enclosure No.

\*Impact factor to be determined as per Thompson Reuters list

#### 2. Publications (other than research papers)

##### (a) (i) Books published by International Publishers

Sl. No.	Title with page nos.	Book Title, editor and publisher	Year of Publication	ISBN No.	No. of authors	Whether you are main author/ sole author	Claimed Score	Enclosure No.

##### (ii) Books published by National Publishers

Sl. No.	Title with page nos.	Book Title, editor and publisher	Year of Publication	ISBN No.	No. of authors	Whether you are main author/ sole author	Claimed Score	Enclosure No.

(iii) Chapters in Edited Books

Sl. No.	Title with page nos.	Book Title, editor and publisher	Year of Publication	ISBN No.	No. of authors	Whether you are main author/ sole author	Claimed Score	Enclosure No.

(iv) Editor of Books by International Publishers

Sl. No.	Title with page nos.	Book Title, editor and publisher	Year of Publication	ISBN No.	No. of authors	Whether you are main author/ sole author	Claimed Score	Enclosure No.

(v) Editor of Books by National Publishers

Sl. No.	Title with page nos.	Book Title, editor and publisher	Year of Publication	ISBN No.	No. of authors	Whether you are main author/ sole author	Claimed Score	Enclosure No.

(b) (i) Translation of Chapters or Research Paper in Indian and Foreign Languages by Qualified Faculties

Sl. No.	Title with page nos.	Title, editor and publisher	Year of Publication	ISBN / ISSN No.	No. of authors	Whether you are main author/ sole author	Claimed Score	Enclosure No.

(ii) Translation of Books in Indian and Foreign Languages by Qualified Faculties

Sl. No.	Title with page nos.	Book Title, editor and publisher	Year of Publication	ISBN No.	No. of authors	Whether you are main author/ sole author	Claimed Score	Enclosure No.



**3. Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of New and Innovative Courses and Curricula**

Sl. No.	Activity*	Claimed Score	Enclosure No.
<b>(a) Development of Innovative Pedagogy</b>			
<b>(b) Design of New Curricula and Courses</b>			
<b>(c) MOOCs</b>			
	(i) Development of Complete MOOCs in 4 Quadrants (4 credit course) (in case of MOOCs of lesser credits 05 marks/credit)		
	(ii) MOOCs (developed in 4 quadrant) per Module/lecture		
	(iii) Content Writer/Subject Matter Expert for Each Module of MOOCs (at least one quadrant)		
	(iv) Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)		
<b>(d) E-Content</b>			
	(i) Development of e-Content in 4 quadrants for a complete course/e-book		
	(ii) e-Content (developed in 4 quadrants) per module		
	(iii) Contribution to Development of e-content Module in Complete Course/Paper/e-book (at least one quadrant)		
	(iv) Editor of e-content for Complete Course/ Paper /e-book		

\*Each activity should be claimed by the applicant with supporting documents.

#### 4. Research & Consultancy Activities

##### (a) Research Guidance

###### (i) Ph.D. Awarded /Thesis Submitted\*

Sl. No.	Name of the Scholar	Title of the Thesis	Awarded / Thesis Submitted	University	Month & Year	Claimed Score	Enclosure No.

\*Please submit Ph.D. Notification/Certificate of Submission

###### (ii) M.Phil. / PG Dissertation Awarded\*

Sl. No.	Name of the Scholar	Title of the Dissertation	M.Phil. / PG	University	Month & Year	Claimed Score	Enclosure No.

\*Please submit M.Phil. / PG dissertation Notification/Certificate of award

##### (b) Research Projects Completed

Sl. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. in Lakh)	Claimed Score	Enclosure No.

##### (c) Ongoing Research Projects

Sl. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. in Lakh)	Claimed Score	Enclosure No.

##### (d) Consultancy Projects

Sl. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. in Lakh)	Claimed Score	Enclosure No.

#### 5. Patents / Policy Documents /Awards / Fellowships

##### (a) Patents

Sl. No.	Details of Patent	International / National	Year of Grant	Claimed Score	Enclosure No.

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

Sl. No.	Details of Policy Document	International / National / State	Year	Claimed Score	Enclosure No.

(c) Award / Fellowships

Sl. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International / National / State Level	Date Awarded	Claimed Score	Enclosure No.

**6. Invited lectures / Resource Person / Paper Presentation in Seminars / Conferences/ Full Paper in Conference Proceedings\***

Sl. No.	Title of the lecture/ paper presented	Title of Seminar / Conference, etc.	Date with year	Organised by	International (abroad or within country) / National/ State / University	Claimed Score	Enclosure No.

\*Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once

**Summary of Total Claimed Score by the Applicant**

Assessment Period from _____ to _____						
Claimed Score (Only from Section C)						Total Claimed Score
1	2	3	4	5	6	

**Verified Score**

Assessment Period from _____ to _____						
Claimed Score (Only from Section C)						Total Claimed Score
1	2	3	4	5	6	

**Other Relevant Information** (Please give details of any other credential, significant contributions not mentioned earlier)

Sl. No.	Details (Mention Year, value etc. where relevant)

**List of Enclosures:** (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

### Declaration

I, \_\_\_\_\_ hereby solemnly certify that the information provided in this application proforma is true and correct to the best of my knowledge and belief. I also confirm that I have never been convicted by any court of law or suspended / dismissed by any employer / organization from job. I understand that if any of the information given by me in this application form is found to be incorrect, or I have concealed / misrepresented any information, my candidature / appointment is liable to be cancelled / terminated at any stage without assigning any reason therefor. I confirm that I shall abide by the decision(s) of the University with regard to my application / appointment / promotion.

**Place :**  
**Date :**

**Signature of the applicant** \_\_\_\_\_  
**Designation**

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Certified that Dr. \_\_\_\_\_ has been working as \_\_\_\_\_ in this Department since \_\_\_\_\_

The particulars given in this application have been checked and verified from office records and are found to be correct.

**Head /Director of the Department / Institute**

## Instruction for Filling the Part B of the PBAS Proforma

Part B of the Proforma is based on the Appendix II, Table I and 2 of the UGC regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staffs in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 vide Notification No.F.1-2/2017(EC/PS) dated 18th July, 2018

The proforma is to be filled as per these tables and self-assessment scores given. The self-assessment scores are to be based on the indicators/activities given below.

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.

**Table 1**  
**Assessment Criteria and Methodology for University/College Teachers**

Sl. No.	Activity	Grading Criteria
<b>A.</b>	Teaching: (Number of classes taught/total classes assigned) × 100 % (Classes taught includes sessions on tutorials, laboratory and other teaching related activities)	80 % & above = <b>Good</b> Below 80 % but 70 % & above = <b>Satisfactory</b> Less than 70 % = <b>Not satisfactory</b>
<b>B.</b>	Involvement in University/College student related activities/research activities: a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc. b. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. c. 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. d. Organising 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. h. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc. i. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. j. 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. k. Organising seminars/ conferences/ workshops, other college/university activities. l. Evidence of actively involved in guiding Ph.D. students. m. Conducting minor or major research project sponsored by national or international agencies. n. At least one single or joint publication in peer reviewed or UGC list of Journals.	Involvement in at least 3 activities = <b>Good</b> 1-2 activities = <b>Satisfactory</b> Not involved / undertaken any of the activities = <b>Not-satisfactory</b>

**Overall Grading:**

**Good:** Good in teaching and satisfactory or good in activity at Sl. No. B

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Sl. No. B

**Not-satisfactory:** If neither good nor satisfactory in overall grading

**Table 2**  
**Methodology for University and College Teachers for Calculating Academic/research Score**

Sl. No.	Academic/research Activity	Max. points for University and college teacher position	
		Faculties of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical Education / Commerce / Management & other related disciplines
<b>1.</b>	<b>Research Papers in Peer-reviewed or UGC Listed Journals</b>	08 per publication	10 per publication
<b>2.</b>	<b>Publications (other than research papers)</b>		
	(a) Books authored which are published by:		
	(i) International Publishers	12	12
	(ii) National Publishers	10	10
	(iii) Chapter in Edited Book	5	5
	(iv) Editor of Book by International Publisher	10	10
	(v) Editor of Book by National Publisher	8	8
	(b) Translation works in Indian and Foreign Languages by Qualified Faculties		
	(i) Chapter of research Paper	3	3
	(ii) Book	8	8
<b>3.</b>	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	(a) Development of Innovative pedagogy	5	5
	(b) Design of new curricula and courses	2 per curricula/course	2 per curricula/course
	(c) MOOCs		
	(i) Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	(ii) MOOCs (developed in 4 quadrant) per module/lecture	5	5
	(iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	2	2
	(iv) Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	8	8
	(d) E-Content		
	(i) Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	(ii) e-Content (developed in 4 quadrants) per module	5	5
	(iii) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	2	2
	(iv) Editor of e-content for complete course/ paper /e-book	10	10
<b>4.</b>	<b>(a) Research Guidance</b>		
	(i) Ph.D.	10 per degree awarded 5 per degree submitted	10 per degree awarded 5 per degree submitted
	(ii) M.Phil./P.G. Dissertation	2 per degree awarded	2 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	5	5
	(c) Research Project Ongoing		
	More than 10 lakhs	5	5
	Less than 10 lakhs	2	2
	(d) Consultancy	3	3
<b>5.</b>	<b>(a) Patents</b>		
	International	10	10
	National	7	7

	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	7	7
	State	4	4
	(c) Awards/Fellowship		
	International	7	7
	National	5	5
<b>6.</b>	<b>*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)</b>		
	International (Abroad)	7	7
	International (Within country)	5	5
	National	3	3
	State/University	2	2

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

- (i) Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):
- (ii) Paper in refereed journals without impact factor - 5 Points
- (iii) Paper with impact factor less than 1 - 10 Points
- (iv) Paper with impact factor between 1 and 2 - 15 Points
- (v) Paper with impact factor between 2 and 5 - 20 Points
- (vi) Paper with impact factor between 5 and 10 - 25 Points
- (vii) Paper with impact factor >10 - 30 Points

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

(b) 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 30 % of the total research score of the teacher concerned.
- The research score shall be from the **minimum of three categories out of six categories.**