



BHAKTA KAVI NARSINH MEHTA UNIVERSITY, JUNAGADH

(Established vide Government of Gujarat Act No. 23/2015)

ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢ

(ગુજરાત અધિનિયમ નં. ૨૩ / ૨૦૧૫ દ્વારા સંચાલિત)



NOTIFICATION

Subject: Inviting application regarding promotion of university department teachers under CAS for Bhakta Kavi Narsinh Mehta University teachers.

Ref: Approval of Hon.Vice Chancellor on note from IQAC dated 10.07.2023

This is to inform to all the teachers of the university departments that the UGC regulation on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education 2018 has been adopted by the university vide Resolution No. 7 of the IQAC Meeting held on 7th May, 2020. The regulations for promotion of university department teachers under CAS, requisite Proforma for the Annual Performance Appraisal Report (APAR), and application forms for Promotion under CAS for our university teachers have been approved by Internal Quality Assurance Cell (IQAC) of Bhakta Kavi Narsinh Mehta University, Junagadh vide R-2 of the IQAC meeting held on 9th July, 2021. Further, the same have also been approved in the meeting of Academic Council held on 23rd September, 2021 vide Resolution No.10.46. Executive Council has approved the same in its meeting held on 19.10.2022 vide its resolution no. 35.02.10.

Faculty members who wish to be considered for promotion under Career Advancement Scheme of UGC are invited to apply on or before **31st July, 2023** to IQAC through the Head of concerned Department stating that s/he fulfils all qualifications under CAS and submit the application in the prescribed proforma as evolved by the IQAC duly supported by all credentials as per the guidelines set out in UGC Regulations 2018. Accordingly, all the Heads of the Departments are also notified that:

1. You should inform and provide all the faculty members, the present draft of CAS regulations and application forms of our university appended herewith.
2. Moreover, All the regular faculty members working in the departments must fill up and submit the Annual Performance Appraisal Report (APAR) at the end of every Academic Year in the given proforma (as per Annexure-1) to IQAC before 15th June.
3. The Annual Performance Assessment Report (APAR) of A.Y.2022-2023 must be

સરકારી પોલિટેકનિક કેમ્પસ,
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જૂનાગઢ - ૩૬૨૨૬૩, ગુજરાત (ભારત),
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University Junagadh



Bhakta Kavi Narsinh Mehta
University Junagadh

INTERNAL QUALITY ASSURANCE CELL



BHAKTA KAVI NARSINH MEHTA UNIVERSITY, JUNAGADH

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ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જૂનાગઢ

(ગુજરાત અધિનિયમ નં. ૨૩ / ૨૦૧૫ દ્વારા સંચાલિત)



submitted to the IQAC on or before 30th June by all the faculty members every year.

- Those teachers who are Eligible under CAS promotion as per these regulations can send their applications in two hard copies in the given proforma (Annexure 2 to 8 whichever is applicable) to the IQAC, BKNMU along with all necessary documents on or before **31.07.2023**.


Coordinator

(Internal Quality Assurance Cell)

Ref.No.BKNMU/IQAC/01/2023-2024

Bhakta Kavi Narsinh Mehta University

Govt. Polytechnic Campus,

Bhakta Kavi Narsinh Mehta University Road,

Khadiya, Junagadh-362263

Date: 19/07/2023

Enclosures:

- Guidelines for CAS with forms and formats for application

Copy to

- P.A. to Vice Chancellor/Registrar, Bhakta Kavi Narsinh Mehta University, Junagadh
- All Heads of the University PG Departments.

સરકારી પોલિટેકનિક કેમ્પસ,
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PROMOTION THROUGH CAREER ADVANCEMENT SCHEME OF THE UNIVERSITY TEACHERS

Regulations for CAS as per 'UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and measures for the maintenance of standards in higher education, 2018'

Faculty members who wish to be considered for promotion under Career Advancement Scheme of UGC are to apply to the Registrar, Bhakta Kavi Narsinh Mehta University through Head of concerned Department stating that s/he fulfils all qualifications under CAS and submit the Application form cum Annual Performance Appraisal Report proforma as evolved by the Bhakta Kavi Narsinh Mehta University, Junagadh, duly supported by all credentials as per the API regulations set out in 'UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018'. Following are notified herewith for the information of all the concerned:

- APAR (Annual Performance Appraisal Report) proforma (Annexure-1) for all teachers to be filled annually.
- Application form (Annexure-2) for promotion under CAS for Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)
- Application form (Annexure-3) for promotion under CAS for Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)
- Application form (Annexure-4) for promotion under CAS for Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

- Application form (Annexure-5) for promotion under CAS for Associate Professor (Academic Level 13A) to Professor (Academic Level 14)
- Application form (Annexure-6) for promotion under CAS for Professor (Academic Level 14) to Senior Professor (Academic Level 15)
- Certificate of LWP (Annexure-7)
- Option Proforma (Annexure-8) to be filled by the applicant for consideration under CAS 2010 or CAS 2018 in accordance with UGC Regulations 2018.

Who can apply?

The incumbent teacher must be on the role and active service of the University on the date of consideration by the Screening cum Evaluation Committee/Selection Committee for CAS Promotion.

Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required Annual Performance Appraisal Report proforma. They can do so within three months in advance before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date.

Candidates who do not fulfill the minimum score requirement under the API Scoring System or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which s/he has successfully got re-assessed by the Screening cum Evaluation Committee /Selection Committee.

1. Assessment Process

A. The Assessment of the performance of University teachers for the CAS promotion is based on the following criteria:

- I. Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the

schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

II. Personal Development Related to Teaching and Research Activities: Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organizing seminar/conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

III. Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.

B. Assessment Process

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The university teachers shall submit to head of the department an Annual Performance Appraisal Report (APAR) in the prescribed Proforma (Annexure-1). The report should be submitted at the end of every academic year on or before 15th July. The teacher will provide documentary evidence for the claims made in the APAR, which is to be verified by the HOD/Teacher- in-charge etc. The submission of the same to the university should be through the Head of the Department (HOD)/teacher-in-charge.

Step: 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS in the prescribed Proforma (Annexure-2 to 8, whichever is applicable).

Step 3: A CAS Promotion shall be granted as mentioned in Clause 6 of this regulations.

2. Assessment Criteria and Methodology:

Tables 1 and 2 of 7.1 and 7.2 of these regulations are applicable to the selection of Assistant Professors/ Associate Professors/Professors/Senior Professor in Universities;

2.1 The constitution of the Screening cum Evaluation Committee/Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres for Career Advancement Scheme, shall be in accordance with UGC Regulations-2018.

2.2 The criteria for promotions under Career Advancement Scheme laid down in 'UGC Regulations on minimum qualifications for appointment of teachers and other academic

staff in Universities and measures for the maintenance of standards in higher education, 2018' shall be effective from the date of notification of these Regulations i.e 18th July, 2018. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of UGC Regulations-2018.

- 2.3 A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university the Assessment Criteria and Methodology Proforma as evolved by the Bhakta Kavi Narsinh Mehta University supported by all credentials as per the Assessment Criteria and Methodology regulations set out in the Regulations. In order to avoid any delay in holding the Screening cum Evaluation Committee/Selection Committee meetings for various positions under the CAS, the University may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in the said Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.
- 2.4 The Screening-cum-Evaluation Committee/Selection Committee specifications as contained in Clauses 3 & 4 of these regulations shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
- 2.5 The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table-1.
- 2.6 The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

2.7 The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

- a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
- b) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1,2, at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
- c) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
- d) Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:
 - i) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

OR

- ii) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic

Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations.

2.8 The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

- a) Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.
- b) Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

2.9 The Internal Quality Assurance Cell (IQAC) shall be established in University as per the National Assessment Accreditation Council (NAAC) regulations with the Vice-Chancellor, as Chairperson. The IQAC shall act as the documentation and record-keeping Cell for the university, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC shall vet the application submitted by the eligible candidates and verify the supporting documents in

accordance with regulation and assist the Screening Cum Evaluation Committee/Selection Committee to prepare the final recommendation.

3. The constitution of the “Screening-cum-Evaluation Committee”for CAS promotion of Assistant Professors for University teachers:

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition:
 - i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
 - ii) The Dean of the Faculty concerned;
 - iii) The Head of the Department /Chairperson of the School; and
 - iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the Universitypanel of experts.
- (b) The quorum for this committee shall be three which will include one subject expert/university nominee.

4. The constitution of the Selection Committees

(A) Associate Professor in the University:

- (a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:
 - i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
 - ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.
 - iv) Dean of the faculty, wherever applicable.
 - v) Head/Chairperson of the Department/School.
 - vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the ViceChancellor, if any of the above members of the selection committee does not belong to that category.

(b) At least four members, including two outside subject experts, shall constitute the quorum

(B) Professor in the University

(a) The Selection Committee for the post of Professor in the University shall consist of the following persons :

- i) Vice-Chancellor who shall be the Chairperson of the Committee.
- ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
- iii) Three experts in the subject/field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
- iv) Dean of the faculty, wherever applicable.
- v) Head/Chairperson of the Department/School.
- vi) An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) At least four members, including two outside subject experts, shall constitute the quorum

(C) Senior Professor in the University

(a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:

- i) Vice Chancellor who shall be the Chairperson of the Committee.
- ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
- iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
- iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.

- v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.
- vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

(b) Four members, including two outside subject experts, shall constitute the quorum.

5. Counting of Past Services for Direct Recruitment and Promotion under CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories, or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- 5.1 The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- 5.2 The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- 5.3 The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- 5.4 The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.

- 5.5 The previous appointment was not as guest lecturer for any duration.
- 5.6 The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
- i) the essential qualifications of the post held were not lower than the qualification prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
 - ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee constituted as per the rules of the respective university
 - iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- 5.7 The applicant applying for the concerned stage (Level-10/11/12 and so on) should have cleared the previous stages of promotions.
- 5.8 No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

6. Stages of promotion under the Career Advancement Scheme of incumbent Teachers

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down hereunder.

B. Career Advancement Scheme (CAS) For University Teachers

1) Assistant Professor (Academic Level-10) to Assistant Professor (Senior Scale/Academic Level-11)

Eligibility:

An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:

- i) Attended one orientation course of 21 days duration on teaching methodology;
- ii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration,

OR

- Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- iii) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least three/four/five of the last four/five/six years of the assessment period as prescribed in Table 1 (Annexure-2, section B.1 and B.2) as the case may be and;
- ii) The promotion is recommended by the screening-cum evaluation committee.

2) Assistant Professor (Senior Scale/Academic Level-11) to Assistant Professor (Selection Grade/Academic Level-12)

Eligibility:

- i) Assistant Professor who has completed five years of service in Academic Level 11/Senior Scale.
- ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes /Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-

content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.

- iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS promotion criteria:

A teacher shall be promoted if:

- i) The teacher gets a ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least four of the last five years of the assessment period as prescribed in Table 1 (Annexure-3, section B.1 and B.2) and;
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

3) Assistant Professor (Selection Grade (Academic Level-12) to Associate Professor Academic Level 13A)

Eligibility

- i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- ii) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
- iii) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- v) Evidence of guiding at least one Ph.D. candidate.

CAS promotion criteria:

A teacher shall be promoted if

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Table 1(Annexure-4, section B.1 and B.2) of these regulations and has a research score of at least 70 as per Table 2 (Annexure-4, section B.3)of these regulations.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

4. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**Eligibility**

- i) An Associate Professor who has completed three years of service in Academic Level 13 A.
- ii) A Ph.D degree in the subject concerned/allied/relevant discipline.
- iii) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- iv) Evidence of having successfully guided doctoral candidate.
- v) A minimum of 110 Research Score as per Table 2 (Annexure-5, section B.3)of these regulations.

CAS promotion criteria:

A teacher shall be promoted if:

- i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as prescribed in Table 1 (Annexure-5, section B.1 and B.2), and at least 110 research score, as perTable 2 (Annexure-5, section B.3) of these regulations.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

5) Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favorable review from three eminent subject -experts who are not of the rank lower than the rank of a Senior Professor or a

Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

Eligibility:

- i) Ten years' experience as a Professor.
- ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

7.1 Table-1: Assessment and Methodology criteria for University teachers.

(Applies to Section B.1 and B.2 of the APAR and Application Proforma Annexure-2 to 5)

SN	Activity	Grade Score
1	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above - Satisfactory Less than 70% - Not satisfactory
2	Involvement in the University/College students related activities / research activities: i) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. ii) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. iii) 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. iv) Organising seminars/ conferences/ workshops, other college/university activities. v) Evidence of actively involved in guiding Ph.D. students. vi) Conducting minor or major research project sponsored by national or international agencies. vii) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities

7.2. Table-2:

Methodology for University Teachers for calculating Academic/Research Score

(Applies to Section B.3 of the APAR and Application Proforma Annexure-3 to 5)

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

Sr.No.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2	Publications (other than Research papers)		
	a Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	b Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	a Development of Innovative pedagogy	05	05
	b Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	c MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20

		MOOCs (developed in 4 quadrant) per module/lecture	05	05
		Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
		Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	d	E-Content		
		Development of e-Content in 4 quadrants for a complete course/e-book	12	12
		e-Content (developed in 4 quadrants) per module	05	05
		Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
		Editor of e-content for complete course/ paper /e-book	10	10
4	a	Research guidance		
		Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
		M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	b	Research Projects Completed		
		More than 10 lakhs	10	10
		Less than 10 lakhs	05	05
	c	Research Projects Ongoing :		
		More than 10 lakhs	05	05
		Less than 10 lakhs	02	02
	d	Consultancy	03	03
5	a	Patents		
		International	10	10
		National	07	07
	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	07	07
		State	04	04
	c	Awards/Fellowship		
		International	07	07
		National	05	05
6		*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and		

	alsopublished as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

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) :

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) 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 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.



BHAKTA KAVI NARSINH MEHTA UNIVERSITY

Government Polytechnic campus, Khadiya, Junagadh, Gujarat (India)

Ph. (O) 0285-2681400 Email ID: iqacbknmu@gmail.com

Annual Performance Appraisal Report

As per CAS 2018

(To be submitted at the end of every academic year by all teacher)

Assessment Period _____

(Information provided should be pertaining to the assessment period referred above)

Part-A: General Information & Academic Background

01	Name (in BLOCK Letters)				
02	Father's Name				
03	Mother's Name				
04	Date and Place of Birth				
05	Gender	Male		Female	
06	Marital status				
07	Spouse Name				
08	Nationality				
09	Religion				
10	Indicate whether belongs to: SC/ST/OBC category				
11	Name of the Department				
12	Present Designation and Academic Level in the Pay Matrix				
13	Pay scale with Academic Level of Pay in the Pay Matrix of the Present Post				
14	Date of Appointment				
15	Address for correspondence (with PIN code)				

16	Permanent Address (with PIN code)	
17	Telephone No./ Mobile No.	
18	Email ID	

Part-B: Academic Performance Assessment

Assessment Year _____

B.1: Teaching (Number of classes taught / total classes assigned) x 100:

(Please enclose the documentary evidence for your claim)

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

1. 80 % and above : Good
2. Below 80 % but above 70 % :Satisfactory
3. Less than 70 % :Not Satisfactory

Sr. No.	Nature of Activity	Number of classes taught	Total classes assigned	Grading	Encl.No.

B.2: Involvement in the University / College students related activities / research activities:

(Note :Number of activities can be within or across the broad categories of activities)

a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-coordinator, Warden etc. (Please enclose the documentary evidence for your claim)

1. Involved in at least three activities : Good
2. 1 to 2 activities : Satisfactory
3. Not involved/undertaken any of the activities : Not satisfactory

Sr. No.	Nature of Administrative responsibility with details	Designation	Duration		Encl.No.
			From	To	
01					
02					
03					
04					

b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation. *(Please enclose the documentary evidence for your claim)*

Sr. No.	Nature of Duty with details	Duration		Encl.No.
		From	To	
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

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. *(Please enclose the documentary evidence for your claim)*

Sr. No.	Nature of Activity with details	Duration		Encl.No.
		From	To	
1				
2				
3				

d) Organizing seminars/ conferences/ workshops, other college/university activities.

(Please enclose the documentary evidence for your claim)

Sr. No.	Name of Activity with details	Duration	Sponsoring/Organizing Agency	Encl.No.
1				
2				

e) Evidence of actively involved in guiding Ph.D students.*(Please enclose the documentary evidence for your claim)*

Sr. No.	Title of Thesis/Dissertation	Level (Ph.D)	Date of Registration	Thesis/Dissertation Submitted	Date of Degree Awarded	Encl.No.
01						
02						
03						

B.3: Research and Academic Contribution

1. Details of Research Papers in Journals:

Sr. No.	Title of the Research Paper	Name of the Journal	ISSN / DoI	Vol., Pg. No., Month & Year	Impact Factor, if any	Authorship: First/Principal/Corresponding/Co-author	UGC listed /CARE/SCOPUS/ WoS/Peer Reviewed	Encl. No.
1								
2								
3								
4								
5								
6								
7								
8								
9								

2. Publications (other than Research Papers):

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher & Year of Publication	ISBN	Encl. No.		
(a) Books authored which are published by:								
International publishers								
National publishers								
01								
Chapter in Edited Book								
Editor of Book by International Publisher								
Editor of Book by National Publisher								

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher & Year of publication	ISBN	Encl. No.		
(b) Translation works in Indian and Foreign Languages by Qualified Faculties								
Chapter or Research Paper								
Book								

Note: Attach front, index and back pages justifying the claim showing the ISBN

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

Sr. No.	Title of the Activity	Encl. No.		
(a) Development of Innovative Pedagogy				
(b) Design of New Curricula and Courses				

Sr. No.	Title of the Activity	Encl. No.		
(c) MOOCs				
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				
Development of e-Content in 4 Quadrants for a Complete Course/e-book				
e-Content (Developed in 4 Quadrants) Per Module				
Sr. No.	Title of the Activity	Encl. No.		

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				

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

4. (a) Research Guidance:

Sr. No.	Name of the Scholar	Title of the Thesis	Ph.DAwarded / Thesis Submitted	University	Month and Year	Encl. No.
Sr. No.	Name of the Scholar	Title of the Dissertation/Thesis	M.Phil. / P.G.	University	Month and Year	Encl. No.
1						
2						

(b) Research Projects Completed: (Submit project sanction letter and completion certificates issued by the Funding Agency)

Sr. No.	Title of the Project (More than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Encl. No.
				From	To	

(c) Research Projects Ongoing: (Submit project sanction letter)

Sr. No.	Title of the Project (More than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Encl. No.
				From	To	

(d) Consultancy

Sr. No.	Title and Nature of the Project	Agency to it is Offered	Grant Component	Duration		Encl. No.
				From	To	

5. (a) Patents: (Submit acknowledgements for patent filing and approval letter)

Sr. No.	Details of Patent	International/ National	Year	Encl. 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)

Sr. No.	Details of Policy Documents	Name of Organisation	International/ National/ State	Year	Encl. No

(c) Awards/Fellowship:

Sr. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International/ National /	Awarded Date	Encl. No.

6. *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)

Sr. No.	Title	Name of the Event (Conference / Seminar etc.)	Organizer / Institute	Date and Duration	International(Abroad/wit hin country) / National / State / University level	Encl. No.
1						
2						
3						

4						
5						
6						
7						
8						
9						
10						

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.

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Gradation (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student Related / Research Activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2* _____

*Note : Overall Grading for the Academic Year is to be defined as follows:

Grading Criteria –

1- 80% & above – **Good**, Below 80% but 70% & above- **Satisfactory** & Less than 70% - **Not satisfactory**.

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

Note: Number of activities can be within or across the broad categories of activities

Overall Grading –

Sr.No.	Category Wise Grading		Overall Grading
	Teaching	Activities	
1	Good	Good	Good
2	Good	Satisfactory	Good
3	Satisfactory	Good	Satisfactory
4	Satisfactory	Satisfactory	Satisfactory
5	Unsatisfactory in either of the two		Unsatisfactory

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2 (B.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.

PART-C OTHER RELEVANT INFORMATION

(A) Membership/ Fellowship of Learned bodies / Societies:

(B) Literary cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(C) Please give details of any other credential, significant contributions, awards received responsibilities, etc. not mentioned earlier.

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc whenever necessary)*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

2. PART D –DECLARATION

I have read the applicable regulations, which are binding to me. I do hereby solemnly declare that the information given, the statements made and documents attached with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled.

Date :

Place:

Signature of the Teacher

Certified that _____ has been working as _____ in this Department since _____. The particulars given in this Annual Performance Appraisal report have been checked and verified from the documents enclosed and are found to be correct. The gradations have been verified on the basis of the performance of the applicant and the credentials/document provided and enclosed herewith by the applicant.

Date :

Place:

**Signature of the
Head of the Department**



BHAKTA KAVI NARSINH MEHTA UNIVERSITY

Government Polytechnic campus, Khadiya, Junagadh, Gujarat (India)

Ph. (O) 0285-2681448

Email ID: iqacbknmu@gmail.com

CAS Application form (As per UGC Regulation 2018)

(To be submitted for consideration for promotion under CAS for Assistant Professor
(Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11))

Assessment Period _____

(Information provided should be pertaining to the assessment period referred above)

Part-A: General Information & Academic Background

01	Name (in BLOCK Letters)					
02	Father's Name					
03	Mother's Name					
04	Date and Place of Birth					
05	Sex	Male		Female		
06	Marital status					
07	Spouse Name					
08	Nationality					
09	Religion					
10	Indicate whether belongs to: SC/ST/OBC category					
11	Department					
12	Present Designation on which you are working					
13	Pay scale with Academic Level of Pay in the Pay Matrix of the Present Post					
14	Date of Appointment					

15	Position and Academic Level in the Pay Matrix for which you are an applicant under CAS						
16	Date of eligibility for promotion which you claim						
17	Details of Leave Without Pay (LWP) (Attach certificate signed by the competent authority as per format attached as Annexure-VI)						
18	Address for correspondence (with PIN code)						
19	Permanent Address (with PIN code)						
	Telephone No./ Mobile No.						
	Email ID						
20	Academic Qualification:- (Matric till Post Graduation):						
Sr.	Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject/s	Pg. No
21	Research Degree (s) :						
SN	Degrees	Title		Date of Award	University	Pg. No	

22	Particulars of NET/JRF/SLET/GATE etc						
Sr	Name of the Test	Name of the test conducting body	Month and year	Roll No.	Subject	Pg. No	
23	Appointments held prior to joining BKNMU						
SN	Designation	Name of Employer	Date of		Salary with Academic Level of Pay	Reason of leaving	Pg. No
			Joining	Leaving			
1							
2							
3							
24	Posts held after appointment at BKNMU						
SN	Designation	Name of Employer	Date of		Salary with Academic Level of Pay	Pg. No	
			Joining	Leaving			
1							
2							
3							
25	Period of teaching experience (Attach Exp. Certificate)					Pg.No	
26	Post Doctoral Research Experience excluding years spent in M.Phil./Ph.D. (in years)					Pg.No	
27	Fields of Specialization					Pg.No	

	under the Subject/ Discipline				
28	HRDC Orientation / Refresher Course / Summer / Winter School etc. attended of two-three weeks duration:				
SN	Name of the Course/ Summer School	Place/Institution	Duration	Sponsoring Agency	Pg.No.

Part-B: Academic Performance Assessment

ASSESSMENT CRITERIA AND METHODOLOGY FOR UNIVERSITY TEACHER

(Please see detailed instructions before filling up this section)

(Give separately for each year of the assessment period)

Assessment Year _____

B.1: Teaching (Number of classes taught / total classes assigned) x 100:

(Please enclose the documentary evidence for your claim)

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

1. 80 % and above : Good
2. Below 80 % but above 70 % :Satisfactory
3. Less than 70 % :Not Satisfactory

Sr. No.	Nature of Activity	Number of classes taught	Total classes assigned	Grading	Ramark, If any

B.2: Involvement in the University / College students related activities / research activities:

(Note :Number of activities can be within or across the broad categories of activities)

a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-coordinator, Warden etc.

(Please enclose the documentary evidence for your claim)

- 4. Involved in at least three activities : Good
- 5. 1 to 2 activities : Satisfactory
- 6. Not involved/undertaken any of the activities : Not satisfactory

Sr. No.	Nature of Administrative responsibility with details	Designation	Duration		Remarks, If any
			From	To	
01					
02					
03					
04					
05					

b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation. (Please enclose the documentary evidence for your claim)

Sr. No.	Nature of Duty with details	Duration		Remarks
		From	To	
01				
02				
03				
04				

05				
06				
07				
08				
09				
10				

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.*(Please enclose the documentary evidence for your claim)*

Sr. No.	Nature of Activity with details	Duration		
		From	To	
1				
2				
3				

d) Organising seminars/ conferences/ workshops, other college/university activities.

(Please enclose the documentary evidence for your claim)

Sr. No.	Name of Activity with details	Duration	Sponsoring/Organizing Agency
1			
2			

e) Evidence of actively involved in guiding Ph.D students.*(Please enclose the documentary evidence for your claim)*

Sr. No.	Title of Thesis/Dissertation	Level (Ph.D)	Date of Registration	Thesis/Dissertation Submitted	Date of Degree Awarded
01					
02					
03					

f) Conducting minor or major research project sponsored by national or international agencies.

(Please enclose the documentary evidence for your claim)

Sr. No.	Details of project	Sponsoring/Funding Agency	Amount (Rs.)
1			
2			

g) At least one single or joint publication in Journals.

(Please enclose the documentary evidence for your claim)

Sr. No.	Title of the Research Paper	Name of The Journal	ISSN / DoI	Vol. No. & Year &Pg.No.	Impact Factor	Type of Authorship	UGC listed /CARE/SCOPUS/ WoS/Peer Reviewed	Encl. No./ Pg. No.
1								
2								
3								
4								
5								
6								

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Gradation (To be given/verified by HoD)
1	Teaching Activity	B.1	
2	Student Related / Research Activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2* _____

*Note : Overall Grading for the Academic Year is to be defined as follows:

Grading Criteria –

1- 80% & above – **Good**, Below 80% but 70% & above- **Satisfactory** & Less than 70% - **Not satisfactory**.

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

Note: Number of activities can be within or across the broad categories of activities

Overall Grading

Sr.No.	Category Wise Grading		Overall Grading
	Teaching	Activities	
1	Good	Good	Good
2	Good	Satisfactory	Good
3	Satisfactory	Good	Satisfactory
4	Satisfactory	Satisfactory	Satisfactory
5	Unsatisfactory in either of the two		Unsatisfactory

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2 (B.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.

PART-C OTHER RELEVANT INFORMATION

(A) Membership/ Fellowship of Learned bodies / Societies:

(B) Literary cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(C) Please give details of any other credential, significant contributions, awards received responsibilities, etc. not mentioned earlier.

(D) Future Plans (in approximately 100 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc whenever necessary)*

- | | |
|-----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

PART D –DECLARATION

I have read the applicable regulations, which are binding to me. I do hereby solemnly declare that the information given, the statements made and documents attached with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled.

Date :

Place:

Signature of the Applicant

Certified that _____ has been working as _____ in this Department since _____. The particulars given in this application have been checked and verified from the documents enclosed and are found to be correct. The gradations have been verified on the basis of the performance of the applicant and the credentials/document provided and enclosed herewith by the applicant.

Date :

Place:

**Signature of the
Head of the Department**



BHAKTA KAVI NARSINH MEHTA UNIVERSITY
 Government Polytechnic Campus, Khadiya, Junagadh, Gujarat (India)
 Ph.(O) 0285-2681400 Email ID: academicbknmu@gmail.com

CAS Application form
(As per UGC Regulation 2018)

**(To be submitted for consideration for promotion under CAS for Assistant Professor
 (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level
 12))**

Assessment Period _____

(Information provided should be pertaining to the assessment period referred above)

Part-A: General Information & Academic Background

01	Name (in BLOCK Letters)				
02	Father's Name				
03	Mother's Name				
04	Date and Place of Birth				
05	Sex	Male		Female	
06	Marital status				
07	Spouse Name				
08	Nationality				
09	Religion				
10	Indicate whether belongs to: SC/ST/OBC category				
11	Department				
12	Present Designation on which you are working				
13	Pay scale with Academic Level of Pay in the Pay Matrix of the Present Post				
14	Date of Appointment				

15	Position and Academic Level in the Pay Matrix for which you are an applicant under CAS						
16	Date of eligibility for promotion which you claim						
17	Details of Leave Without Pay (LWP) (Attach certificate signed by the competent authority as per format attached as Annexure-VI)						
18	Address for correspondence (with PIN code)						
19	Permanent Address (with PIN code)						
	Telephone No./ Mobile No.						
	Email ID						
20	Academic Qualification:- (Matric till Post Graduation):						
Sr.	Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject/s	Pg. No
21	Research Degree (s) :						
SN	Degrees	Title		Date of Award	University	Pg. No	

22	Particulars of NET/JRF/SLET/GATE etc					
Sr	Name of the Test	Name of the test conducting body	Month and year	Roll No.	Subject	Pg. No
23	Appointments held prior to joining BKNMU					
SN	Designation	Name of Employer	Date of		Salary with Academic Level of Pay	Reason of leaving
			Joining	Leaving		Pg. No
1						
2						
3						
24	Posts held after appointment at BKNMU					
SN	Designation	Name of Employer	Date of		Salary with Academic Level of Pay	Pg. No
			Joining	Leaving		
1						
2						
3						
4						
25	Period of teaching experience (Attach Exp. Certificate)					Pg.No
26	Post Doctoral Research Experience excluding years spent in M.Phil/Ph.D. (in years)					Pg.No
27	Fields of Specialization					Pg.No

	under the Subject/ Discipline				
28	HRDC Orientation / Refresher Course / Summer / Winter School etc. attended of two-three weeks duration:				
SN	Name of the Course/ Summer School	Place/Institution	Duration	Sponsoring Agency	Pg.No.

Part-B: Academic Performance Assessment

ASSESSMENT CRITERIA AND METHODOLOGY FOR UNIVERSITY TEACHER

(Please see detailed instructions before filling up this section)

(Give separately for each year of the assessment period)

Assessment Year _____

B.1: Teaching (Number of classes taught / total classes assigned) x 100:

(Please enclose the documentary evidence for your claim)

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

- 4. 80 % and above : Good
- 5. Below 80 % but above 70 % :Satisfactory
- 6. Less than 70 % :Not Satisfactory

Sr. No.	Nature of Activity	Number of classes taught	Total classes assigned	Grading	Ramark, If any

B.2: Involvement in the University / College students related activities / research activities:

(Note :Number of activities can be within or across the broad categories of activities)

a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-coordinator, Warden etc. (Please enclose the documentary evidence for your claim)

- 7. Involved in at least three activities : Good
- 8. 1 to 2 activities : Satisfactory
- 9. Not involved/undertaken any of the activities : Not satisfactory

Sr. No.	Nature of Administrative responsibility with details	Designation	Duration		Ramarks, If any
			From	To	
01					
02					
03					
04					

b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation. *(Please enclose the documentary evidence for your claim)*

Sr. No.	Nature of Duty with details	Duration		Remarks
		From	To	
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

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. *(Please enclose the documentary evidence for your claim)*

Sr. No.	Nature of Activity with details	Duration		
		From	To	
1				
2				
3				

d) Organising seminars/ conferences/ workshops, other college/university activities.

(Please enclose the documentary evidence for your claim)

Sr. No.	Name of Activity with details	Duration	Sponsoring/Organizing Agency
1			
2			

e) Evidence of actively involved in guiding Ph.D students.*(Please enclose the documentary evidence for your claim)*

Sr. No.	Title of Thesis/Dissertation	Level (Ph.D)	Date of Registration	Thesis/Dissertation Submitted	Date of Degree Awarded
01					
02					
03					

f) Conducting minor or major research project sponsored by national or international agencies.

(Please enclose the documentary evidence for your claim)

Sr. No.	Details of project	Sponsoring/Funding Agency	Amount (Rs.)
1			
2			

g) At least one single or joint publication in Journals. *(Please enclose the documentary evidence for your claim)*

Sr. No.	Title of the Research Paper	Name of The Journal	ISSN / DoI	Vol. No. & Year &Pg.No.	Impact Factor	Type of Authorship	UGC listed /CARE/SCOPUS/ WoS/Peer Reviewed	Encl. No./ Pg. No.
1								
2								
3								
4								
5								
6								
7								
8								
9								

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Grada tion (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student Related / Research Activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2* _____

*Note : Overall Grading for the Academic Year is to be defined as follows:

Grading Criteria –

1- 80% & above – **Good**, Below 80% but 70% & above- **Satisfactory** & Less than 70% - **Not satisfactory**.

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

Note: Number of activities can be within or across the broad categories of activities

Overall Grading –

Sr.No.	Category Wise Grading		Overall Grading
	Teaching	Activities	
1	Good	Good	Good
2	Good	Satisfactory	Good
3	Satisfactory	Good	Satisfactory
4	Satisfactory	Satisfactory	Satisfactory
5	Unsatisfactory in either of the two		Unsatisfactory

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2 (B.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.

B.3: Research and Academic Contribution

7. Details of Research Papers in Journals:

Sr. No.	Title of the Research Paper	Name of the Journal	ISSN / DoI	Vol., Pg. No., Month & Year	Impact Factor, if any	Authorship: First/Principal/Corresponding/Co-author	UGC listed /CARE/SCOPUS/ WoS/Peer Reviewed	Score Claimed	Encl. No./ Pg. No.	Score Verified by University
1										
2										
3										
4										
5										
6										
7										
8										
9										

8. Publications (other than Research Papers):

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher & Year of Publication	ISBN	Claimed Score	Encl. No./ Pg.No.	Score Verified by University
(c) Books authored which are published by:								
International publishers								
National publishers								
01								
Chapter in Edited Book								
Editor of Book by International Publisher								
Editor of Book by National Publisher								

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher & Year of publication	ISBN	Claimed Score	Encl. No.	Score Verified by University
(d) Translation works in Indian and Foreign Languages by Qualified Faculties								
Chapter or Research Paper								
Book								

Note: Attach front, index and back pages justifying the claim showing the ISBN

9. Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of New and Innovative Courses and Curricula:

Sr. No.	Title of the Activity	Claimed Score	Encl. No.	Score Verified By University
(e) Development of Innovative Pedagogy				
(f) Design of New Curricula and Courses				

Sr. No.	Title of the Activity	Claimed Score	Encl. No.	Score Verified By University
(g) MOOCs				
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)				
(h) E-Content				
Development of e-Content in 4 Quadrants for a Complete Course/e-book				
e-Content (Developed in 4 Quadrants) Per Module				
Sr. No.	Title of the Activity	Claimed Score	Encl. No.	Score Verified By University

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				

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

10. (a) Research Guidance:

Ph.D. Awarded / Thesis Submitted*								
Sr. No.	Name of the Scholar	Title of the Thesis	Awarded / Thesis Submitted	University	Month and Year	Claimed Score	Encl. No./ Pg.N	Score Verified By University
* Submit Ph.D. Notification/Certificate of Submission								
M.Phil./P.G. Awarded*								
Sr. No.	Name of the Scholar	Title of the Dissertation/Thesis	M.Phil. / P.G.	University	Month and Year	Claimed Score	Encl. No.	Score Verified By University
1								
2								
* Submit M.Phil./P.G. Notification /Certificate of awarded								

(b) Research Projects Completed: (Submit project sanction letter and completion certificates issued by the Funding Agency)

Sr. No.	Title of the Project (More than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			
Sr. No.	Title of the Project (Less than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			

(c) Research Projects Ongoing: (Submit project sanction letter)

Sr. No.	Title of the Project (More than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			
Sr. No.	Title of the Project (Less than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			

(d) Consultancy

Sr. No.	Title and Nature of the Project	Agency to it is Offered	Grant Component	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			

11. (a) Patents: (Submit acknowledgements for patent filing and approval letter)

Sr. No.	Details of Patent	International/ National	Year	Claimed Score	Encl. No.	Score Verified By University

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

Sr. No.	Details of Policy Documents	Name of Organisation	International/ National/ State	Year	Claimed Score	Encl. No.	Score Verified by University

(c) Awards/Fellowship:

Sr. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International/ National /	Awarded Date	Claimed Score	Encl. No.	Score Verified By University

12. *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)

Sr. No.	Title	Name of the Event (Conference / Seminar etc.)	Organizer / Institute	Date and Duration	International(Abroad/wit hin country) / National / State / University level	Claimed Score	Encl. No.	Score Verified by University
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Summary of API score:

Section B.3	1	2	3	4	5	6	Total
API Score (Claimed)							
API Score (Verified)							

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.

PART-C OTHER RELEVANT INFORMATION

(D) Membership/ Fellowship of Learned bodies / Societies:

(E) Literary cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(F) Please give details of any other credential, significant contributions, awards received responsibilities, etc. not mentioned earlier.

(G) Future Plans (in approximately 100 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc whenever necessary)*

- | | |
|-----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

PART D –DECLARATION

I have read the applicable regulations, which are binding to me. I do hereby solemnly declare that the information given, the statements made and documents attached with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled.

Date :

Place:

Signature of the Applicant

Certified that _____ has been working as _____ in this Department since _____. The particulars given in this application have been checked and verified from the documents enclosed and are found to be correct. The gradations have been verified on the basis of the performance of the applicant and the credentials/document provided and enclosed herewith by the applicant.

Date :

Place:

**Signature of the
Head of the Department**



BHAKTA KAVI NARSINH MEHTA UNIVERSITY
Government Polytechnic Campus, Khadiya, Junagadh, Gujarat (India)
Ph.(O) 0285-2681400 Email ID: academicbknmu@gmail.com

CAS Application form
(As per UGC Regulation 2018)

**(To be submitted for consideration for promotion under CAS for Assistant Professor
 (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A))**

Assessment Period _____

(Information provided should be pertaining to the assessment period referred above)

Part-A: General Information & Academic Background

01	Name (in BLOCK Letters)					
02	Father's Name					
03	Mother's Name					
04	Date and Place of Birth					
05	Sex	Male		Female		
06	Marital status					
07	Spouse Name					
08	Nationality					
09	Religion					
10	Indicate whether belongs to: SC/ST/OBC category					
11	Department					
12	Present Designation on which you are working					
13	Pay scale with Academic Level of Pay in the Pay Matrix of the Present Post					
14	Date of Appointment					

15	Position and Academic Level in the Pay Matrix for which you are an applicant under CAS						
16	Date of eligibility for promotion which you claim						
17	Details of Leave Without Pay (LWP) (Attach certificate signed by the competent authority as per format attached as Annexure-VI)						
18	Address for correspondence (with PIN code)						
19	Permanent Address (with PIN code)						
	Telephone No./ Mobile No.						
	Email ID						
20	Academic Qualification:- (Matric till Post Graduation):						
Sr.	Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject/s	Pg. No
21	Research Degree (s) :						
SN	Degrees	Title	Date of Award	University	Pg. No		

22	Particulars of NET/JRF/SLET/GATE etc					
Sr	Name of the Test	Name of the test conducting body	Month and year	Roll No.	Subject	Pg. No
23	Appointments held prior to joining BKNMU					
SN	Designation	Name of Employer	Date of		Salary with Academic Level of Pay	Reason of leaving
			Joining	Leaving		Pg. No
1						
2						
3						
24	Posts held after appointment at BKNMU					
SN	Designation	Name of Employer	Date of		Salary with Academic Level of Pay	Pg. No
			Joining	Leaving		
1						
2						
3						
4						
25	Period of teaching experience (Attach Exp. Certificate)					Pg.No
26	Post Doctoral Research Experience excluding years spent in M.Phil/Ph.D. (in years)					Pg.No
27	Fields of Specialization					Pg.No

	under the Subject/ Discipline				
28	HRDC Orientation / Refresher Course / Summer / Winter School etc. attended of two-three weeks duration:				
SN	Name of the Course/ Summer School	Place/Institution	Duration	Sponsoring Agency	Pg.No.

Part-B: Academic Performance Assessment

ASSESSMENT CRITERIA AND METHODOLOGY FOR UNIVERSITY TEACHER

(Please see detailed instructions before filling up this section)

(Give separately for each year of the assessment period)

Assessment Year _____

B.1: Teaching (Number of classes taught / total classes assigned) x 100:

(Please enclose the documentary evidence for your claim)

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

- 7. 80 % and above : Good
- 8. Below 80 % but above 70 % :Satisfactory
- 9. Less than 70 % :Not Satisfactory

Sr. No.	Nature of Activity	Number of classes taught	Total classes assigned	Grading	Ramark, If any

B.2: Involvement in the University / College students related activities / research activities:

(Note :Number of activities can be within or across the broad categories of activities)

a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-coordinator, Warden etc. (Please enclose the documentary evidence for your claim)

- 10. Involved in at least three activities : Good
- 11. 1 to 2 activities : Satisfactory
- 12. Not involved/undertaken any of the activities : Not satisfactory

Sr. No.	Nature of Administrative responsibility with details	Designation	Duration		Ramarks, If any
			From	To	
01					
02					
03					
04					

b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation. *(Please enclose the documentary evidence for your claim)*

Sr. No.	Nature of Duty with details	Duration		Remarks
		From	To	
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

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. *(Please enclose the documentary evidence for your claim)*

Sr. No.	Nature of Activity with details	Duration		
		From	To	
1				
2				
3				

d) Organising seminars/ conferences/ workshops, other college/university activities.

(Please enclose the documentary evidence for your claim)

Sr. No.	Name of Activity with details	Duration	Sponsoring/Organizing Agency
1			
2			

e) Evidence of actively involved in guiding Ph.D students.*(Please enclose the documentary evidence for your claim)*

Sr. No.	Title of Thesis/Dissertation	Level (Ph.D)	Date of Registration	Thesis/Dissertation Submitted	Date of Degree Awarded
01					
02					
03					

f) Conducting minor or major research project sponsored by national or international agencies.

(Please enclose the documentary evidence for your claim)

Sr. No.	Details of project	Sponsoring/Funding Agency	Amount (Rs.)
1			
2			

g) At least one single or joint publication in Journals. *(Please enclose the documentary evidence for your claim)*

Sr. No.	Title of the Research Paper	Name of The Journal	ISSN / DoI	Vol. No. & Year &Pg.No.	Impact Factor	Type of Authorship	UGC listed /CARE/SCOPUS/ WoS/Peer Reviewed	Encl. No./ Pg. No.
1								
2								
3								
4								
5								
6								
7								
8								
9								

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Grada tion (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student Related / Research Activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2* _____

*Note : Overall Grading for the Academic Year is to be defined as follows:

Grading Criteria –

1- 80% & above – **Good**, Below 80% but 70% & above- **Satisfactory** & Less than 70% - **Not satisfactory**.

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

Note: Number of activities can be within or across the broad categories of activities

Overall Grading –

Sr.No.	Category Wise Grading		Overall Grading
	Teaching	Activities	
1	Good	Good	Good
2	Good	Satisfactory	Good
3	Satisfactory	Good	Satisfactory
4	Satisfactory	Satisfactory	Satisfactory
5	Unsatisfactory in either of the two		Unsatisfactory

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2 (B.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.

B.3: Research and Academic Contribution

13. Details of Research Papers in Journals:

Sr. No.	Title of the Research Paper	Name of the Journal	ISSN / DoI	Vol., Pg. No., Month & Year	Impact Factor, if any	Authorship: First/Principal/Corresponding/Co-author	UGC listed /CARE/SCOPUS/ WoS/Peer Reviewed	Score Claimed	Encl. No./ Pg. No.	Score Verified by University
1										
2										
3										
4										
5										
6										
7										
8										
9										

14. Publications (other than Research Papers):

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher & Year of Publication	ISBN	Claimed Score	Encl. No./ Pg.No.	Score Verified by University
(e) Books authored which are published by:								
International publishers								
National publishers								
01								
Chapter in Edited Book								
Editor of Book by International Publisher								
Editor of Book by National Publisher								

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher & Year of publication	ISBN	Claimed Score	Encl. No.	Score Verified by University
(f) Translation works in Indian and Foreign Languages by Qualified Faculties								
Chapter or Research Paper								
Book								

Note: Attach front, index and back pages justifying the claim showing the ISBN

15. Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of New and Innovative Courses and Curricula:

Sr. No.	Title of the Activity	Claimed Score	Encl. No.	Score Verified By University
(i) Development of Innovative Pedagogy				
(j) Design of New Curricula and Courses				

Sr. No.	Title of the Activity	Claimed Score	Encl. No.	Score Verified By University
(k) MOOCs				
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)				
(l) E-Content				
Development of e-Content in 4 Quadrants for a Complete Course/e-book				
e-Content (Developed in 4 Quadrants) Per Module				
Sr. No.	Title of the Activity	Claimed Score	Encl. No.	Score Verified By University

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				

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

16. (a) Research Guidance:

Ph.D. Awarded / Thesis Submitted*								
Sr. No.	Name of the Scholar	Title of the Thesis	Awarded / Thesis Submitted	University	Month and Year	Claimed Score	Encl. No./ Pg.N	Score Verified By University
* Submit Ph.D. Notification/Certificate of Submission								
M.Phil./P.G. Awarded*								
Sr. No.	Name of the Scholar	Title of the Dissertation/Thesis	M.Phil. / P.G.	University	Month and Year	Claimed Score	Encl. No.	Score Verified By University
1								
2								
* Submit M.Phil./P.G. Notification /Certificate of awarded								

(b) Research Projects Completed: (Submit project sanction letter and completion certificates issued by the Funding Agency)

Sr. No.	Title of the Project (More than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			
Sr. No.	Title of the Project (Less than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			

(c) Research Projects Ongoing: (Submit project sanction letter)

Sr. No.	Title of the Project (More than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			
Sr. No.	Title of the Project (Less than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			

(d) Consultancy

Sr. No.	Title and Nature of the Project	Agency to it is Offered	Grant Component	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			

17. (a) Patents: (Submit acknowledgements for patent filing and approval letter)

Sr. No.	Details of Patent	International/ National	Year	Claimed Score	Encl. No.	Score Verified By University

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

Sr. No.	Details of Policy Documents	Name of Organisation	International/ National/ State	Year	Claimed Score	Encl. No.	Score Verified by University

(c) Awards/Fellowship:

Sr. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International/ National /	Awarded Date	Claimed Score	Encl. No.	Score Verified By University

18. *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)

Sr. No.	Title	Name of the Event (Conference / Seminar etc.)	Organizer / Institute	Date and Duration	International(Abroad/wit hin country) / National / State / University level	Claimed Score	Encl. No.	Score Verified by University
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Summary of API Score:

Section B.3	1	2	3	4	5	6	Total
API Score (Claimed)							
API Score (Verified)							

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.

PART-C OTHER RELEVANT INFORMATION

(H) Membership/ Fellowship of Learned bodies / Societies:

(I) Literary cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(J) Please give details of any other credential, significant contributions, awards received responsibilities, etc. not mentioned earlier.

(K) Future Plans (in approximately 100 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc whenever necessary)*

- | | |
|-----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

PART D –DECLARATION

I have read the applicable regulations, which are binding to me. I do hereby solemnly declare that the information given, the statements made and documents attached with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled.

Date :

Place:

Signature of the Applicant

Certified that _____ has been working as _____ in this Department since _____. The particulars given in this application have been checked and verified from the documents enclosed and are found to be correct. The gradations have been verified on the basis of the performance of the applicant and the credentials/document provided and enclosed herewith by the applicant.

Date :

Place:

**Signature of the
Head of the Department**



BHAKTA KAVI NARISNH MEHTA UNIVERSITY
 Government Polytechnic Campus, Khadiya, Junagadh, Gujarat (India)
 Ph.(O) 0285-2681400 Email ID: academicbknmu@gmail.com

CAS Application form
(As per UGC Regulation 2018)

**(To be submitted for consideration for promotion under CAS for Associate Professor
 (Academic Level 13A) to Professor(Academic Level 14))**

Assessment Period _____

(Information provided should be pertaining to the assessment period referred above)

Part-A: General Information & Academic Background

01	Name (in BLOCK Letters)					
02	Father's Name					
03	Mother's Name					
04	Date and Place of Birth					
05	Sex	Male		Female		
06	Marital status					
07	Spouse Name					
08	Nationality					
09	Religion					
10	Indicate whether belongs to: SC/ST/OBC category					
11	Department					
12	Present Designation on which you are working					
13	Pay scale with Academic Level of Pay in the Pay Matrix of the Present Post					
14	Date of Appointment					
15	Position and Academic Level in the Pay					

	Matrix for which you are an applicant under CAS						
16	Date of eligibility for promotion which you claim						
17	Details of Leave Without Pay (LWP) (Attach certificate signed by the competent authority as per format attached as Annexure-VI)						
18	Address for correspondence (with PIN code)						
19	Permanent Address (with PIN code)						
	Telephone No./ Mobile No.						
	Email ID						
20	Academic Qualification:- (Matric till Post Graduation):						
Sr.	Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject/s	Pg. No
21	Research Degree (s) :						
SN	Degrees	Title	Date of Award	University	Pg. No		

22	Particulars of NET/JRF/SLET/GATE etc						
Sr	Name of the Test	Name of the test conducting body	Month and year	Roll No.	Subject	Pg. No	
23	Appointments held prior to joining BKNMU						
SN	Designation	Name of Employer	Date of		Salary with Academic Level of Pay	Reason of leaving	Pg. No
			Joining	Leaving			
1							
2							
3							
24	Posts held after appointment at BKNMU						
SN	Designation	Name of Employer	Date of		Salary with Academic Level of Pay		Pg. No
			Joining	Leaving			
1							
2							
3							
4							
25	Period of teaching experience (Attach Exp. Certificate)						Pg.No
26	Post Doctoral Research Experience excluding years spent in M.Phil/Ph.D. (in years)						Pg.No
27	Fields of Specialization						Pg.No

	under the Subject/ Discipline				
28	HRDC Orientation / Refresher Course / Summer / Winter School etc. attended of two-three weeks duration:				
SN	Name of the Course/ Summer School	Place/Institution	Duration	Sponsoring Agency	Pg.No.

Part-B: Academic Performance Assessment

ASSESSMENT CRITERIA AND METHODOLOGY FOR UNIVERSITY TEACHER

(Please see detailed instructions before filling up this section)

(Give separately for each year of the assessment period)

Assessment Year _____

B.1: Teaching (Number of classes taught / total classes assigned) x 100:

(Please enclose the documentary evidence for your claim)

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

10. 80 % and above : Good
11. Below 80 % but above 70 % :Satisfactory
12. Less than 70 % :Not Satisfactory

Sr. No.	Nature of Activity	Number of classes taught	Total classes assigned	Grading	Ramark, If any

B.2: Involvement in the University / College students related activities / research activities:

(Note :Number of activities can be within or across the broad categories of activities)

a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-coordinator, Warden etc. (Please enclose the documentary evidence for your claim)

13. Involved in at least three activities : Good
14. 1 to 2 activities : Satisfactory
15. Not involved/undertaken any of the activities : Not satisfactory

Sr. No.	Nature of Administrative responsibility with details	Designation	Duration		Ramarks, If any
			From	To	
01					
02					
03					
04					

b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation. *(Please enclose the documentary evidence for your claim)*

Sr. No.	Nature of Duty with details	Duration		Remarks
		From	To	
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

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. *(Please enclose the documentary evidence for your claim)*

Sr. No.	Nature of Activity with details	Duration		
		From	To	
1				
2				
3				

d) Organising seminars/ conferences/ workshops, other college/university activities.

(Please enclose the documentary evidence for your claim)

Sr. No.	Name of Activity with details	Duration	Sponsoring/Organizing Agency
1			
2			

e) Evidence of actively involved in guiding Ph.D students.*(Please enclose the documentary evidence for your claim)*

Sr. No.	Title of Thesis/Dissertation	Level (Ph.D)	Date of Registration	Thesis/Dissertation Submitted	Date of Degree Awarded
01					
02					
03					

f) Conducting minor or major research project sponsored by national or international agencies.

(Please enclose the documentary evidence for your claim)

Sr. No.	Details of project	Sponsoring/Funding Agency	Amount (Rs.)
1			
2			

g) At least one single or joint publication in Journals. *(Please enclose the documentary evidence for your claim)*

Sr. No.	Title of the Research Paper	Name of The Journal	ISSN / DoI	Vol. No. & Year &Pg.No.	Impact Factor	Type of Authorship	UGC listed /CARE/SCOPUS/ WoS/Peer Reviewed	Encl. No./ Pg. No.
1								
2								
3								
4								
5								
6								
7								
8								
9								

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Grada tion (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student Related / Research Activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2* _____

*Note : Overall Grading for the Academic Year is to be defined as follows:

Grading Criteria –

1- 80% & above – **Good**, Below 80% but 70% & above- **Satisfactory** & Less than 70% - **Not satisfactory**.

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

Note: Number of activities can be within or across the broad categories of activities

Overall Grading –

Sr.No.	Category Wise Grading		Overall Grading
	Teaching	Activities	
1	Good	Good	Good
2	Good	Satisfactory	Good
3	Satisfactory	Good	Satisfactory
4	Satisfactory	Satisfactory	Satisfactory
5	Unsatisfactory in either of the two		Unsatisfactory

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2 (B.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.

B.3: Research and Academic Contribution

19. Details of Research Papers in Journals:

Sr. No.	Title of the Research Paper	Name of the Journal	ISSN / DoI	Vol., Pg. No., Month & Year	Impact Factor, if any	Authorship: First/Principal/Corresponding/Co-author	UGC listed /CARE/SCOPUS/ WoS/Peer Reviewed	Score Claimed	Encl. No./ Pg. No.	Score Verified by University
1										
2										
3										
4										
5										
6										
7										
8										
9										

20. Publications (other than Research Papers):

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher & Year of Publication	ISBN	Claimed Score	Encl. No./ Pg.No.	Score Verified by University
(g) Books authored which are published by:								
International publishers								
National publishers								
01								
Chapter in Edited Book								
Editor of Book by International Publisher								
Editor of Book by National Publisher								

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher & Year of publication	ISBN	Claimed Score	Encl. No.	Score Verified by University
(h) Translation works in Indian and Foreign Languages by Qualified Faculties								
Chapter or Research Paper								
Book								

Note: Attach front, index and back pages justifying the claim showing the ISBN

21. Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of New and Innovative Courses and Curricula:

Sr. No.	Title of the Activity	Claimed Score	Encl. No.	Score Verified By University
(m) Development of Innovative Pedagogy				
(n) Design of New Curricula and Courses				

Sr. No.	Title of the Activity	Claimed Score	Encl. No.	Score Verified By University
(o) MOOCs				
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)				
(p) E-Content				
Development of e-Content in 4 Quadrants for a Complete Course/e-book				
e-Content (Developed in 4 Quadrants) Per Module				
Sr. No.	Title of the Activity	Claimed Score	Encl. No.	Score Verified By University

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				

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

22. (a) Research Guidance:

Ph.D. Awarded / Thesis Submitted*								
Sr. No.	Name of the Scholar	Title of the Thesis	Awarded / Thesis Submitted	University	Month and Year	Claimed Score	Encl. No./ Pg.N	Score Verified By University
* Submit Ph.D. Notification/Certificate of Submission								
M.Phil./P.G. Awarded*								
Sr. No.	Name of the Scholar	Title of the Dissertation/Thesis	M.Phil. / P.G.	University	Month and Year	Claimed Score	Encl. No.	Score Verified By University
1								
2								
* Submit M.Phil./P.G. Notification /Certificate of awarded								

(b) Research Projects Completed: (Submit project sanction letter and completion certificates issued by the Funding Agency)

Sr. No.	Title of the Project (More than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			
Sr. No.	Title of the Project (Less than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			

(c) Research Projects Ongoing: (Submit project sanction letter)

Sr. No.	Title of the Project (More than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			
Sr. No.	Title of the Project (Less than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			

(d) Consultancy

Sr. No.	Title and Nature of the Project	Agency to it is Offered	Grant Component	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			

23. (a) Patents: (Submit acknowledgements for patent filing and approval letter)

Sr. No.	Details of Patent	International/ National	Year	Claimed Score	Encl. No.	Score Verified By University

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

Sr. No.	Details of Policy Documents	Name of Organisation	International/ National/ State	Year	Claimed Score	Encl. No.	Score Verified by University

(c) Awards/Fellowship:

Sr. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International/ National /	Awarded Date	Claimed Score	Encl. No.	Score Verified By University

24. *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)

Sr. No.	Title	Name of the Event (Conference / Seminar etc.)	Organizer / Institute	Date and Duration	International(Abroad/wit hin country) / National / State / University level	Claimed Score	Encl. No.	Score Verified by University
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Summary of API Score:

Section B.3	1	2	3	4	5	6	Total
API Score (Claimed)							
API Score (Verified)							

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.

PART-C OTHER RELEVANT INFORMATION

(L) Membership/ Fellowship of Learned bodies / Societies:

(M) Literary cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(N) Please give details of any other credential, significant contributions, awards received responsibilities, etc. not mentioned earlier.

(O) Future Plans (in approximately 100 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc whenever necessary)*

- | | |
|-----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

PART D –DECLARATION

I have read the applicable regulations, which are binding to me. I do hereby solemnly declare that the information given, the statements made and documents attached with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled.

Date :

Place:

Signature of the Applicant

Certified that _____ has been working as _____ in this Department since _____. The particulars given in this application have been checked and verified from the documents enclosed and are found to be correct. The gradations have been verified on the basis of the performance of the applicant and the credentials/document provided and enclosed herewith by the applicant.

Date :

Place:

**Signature of the
Head of the Department**



BHAKTA KAVI NARISNH MEHTA UNIVERSITY
 Government Polytechnic Campus, Khadiya, Junagadh, Gujarat (India)
 Ph.(O) 0285-2681400 Email ID: academicbknmu@gmail.com

CAS Application form
(As per UGC Regulation 2018)

(To be submitted for consideration for promotion under CAS for Professor(Academic Level 14) to Senior Professor(Academic Level 15))

Assessment Period _____

(Information provided should be pertaining to the assessment period referred above)

Part-A: General Information & Academic Background

01	Name (in BLOCK Letters)					
02	Father's Name					
03	Mother's Name					
04	Date and Place of Birth					
05	Sex	Male		Female		
06	Marital status					
07	Spouse Name					
08	Nationality					
09	Religion					
10	Indicate whether belongs to: SC/ST/OBC category					
11	Department					
12	Present Designation on which you are working					
13	Pay scale with Academic Level of Pay in the Pay Matrix of the Present Post					
14	Date of Appointment					

15	Position and Academic Level in the Pay Matrix for which you are an applicant under CAS						
16	Date of eligibility for promotion which you claim						
17	Details of Leave Without Pay (LWP) (Attach certificate signed by the competent authority as per format attached as Annexure-VI)						
18	Address for correspondence (with PIN code)						
19	Permanent Address (with PIN code)						
	Telephone No./ Mobile No.						
	Email ID						
20	Academic Qualification:- (Matric till Post Graduation):						
Sr.	Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject/s	Pg. No
21	Research Degree (s) :						
SN	Degrees	Title		Date of Award	University	Pg. No	

22	Particulars of NET/JRF/SLET/GATE etc						
Sr	Name of the Test	Name of the test conducting body	Month and year	Roll No.	Subject	Pg. No	
23	Appointments held prior to joining BKNMU						
SN	Designation	Name of Employer	Date of		Salary with Academic Level of Pay	Reason of leaving	Pg. No
			Joining	Leaving			
1							
2							
3							
24	Posts held after appointment at BKNMU						
SN	Designation	Name of Employer	Date of		Salary with Academic Level of Pay	Pg. No	
			Joining	Leaving			
1							
2							
3							
4							
25	Period of teaching experience (Attach Exp. Certificate)					Pg.No	
26	Post Doctoral Research Experience excluding years spent in M.Phil/Ph.D. (in years)					Pg.No	
27	Fields of Specialization					Pg.No	

	under the Subject/ Discipline				
28	HRDC Orientation / Refresher Course / Summer / Winter School etc. attended of two-three weeks duration:				
SN	Name of the Course/ Summer School	Place/Institution	Duration	Sponsoring Agency	Pg.No.

Part-B:**B.1:Academic Performance Assessment**

a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-coordinator, Warden etc. (Please enclose the documentary evidence for your claim)

Sr. No.	Nature of Administrative responsibility with details	Designation	Duration		Ramarks, If any
			From	To	
01					
02					
03					
04					

b) Organising seminars/ conferences/ workshops, other college/university activities.

(Please enclose the documentary evidence for your claim)

Sr. No.	Name of Activity with details	Duration	Sponsoring/Organizing Agency
1			
2			

B.2: Research and Academic Contribution

25. Details of Research Papers in Journals:

Sr. No.	Title of the Research Paper	Name of the Journal	ISSN / DoI	Vol., Pg. No., Month & Year	Impact Factor, if any	Authorship: First/Principal/Corresponding/Co-author	UGC listed /CARE/SCOPUS/ WoS/Peer Reviewed	Score Claimed	Encl. No./ Pg. No.	Score Verified by University
1										
2										
3										
4										
5										
6										
7										
8										
9										

26. Publications (other than Research Papers):

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher & Year of Publication	ISBN	Claimed Score	Encl. No./ Pg.No.	Score Verified by University
(i) Books authored which are published by:								
International publishers								
National publishers								
01								
Chapter in Edited Book								
Editor of Book by International Publisher								
Editor of Book by National Publisher								

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher & Year of publication	ISBN	Claimed Score	Encl. No.	Score Verified by University
(j) Translation works in Indian and Foreign Languages by Qualified Faculties								
Chapter or Research Paper								
Book								

Note: Attach front, index and back pages justifying the claim showing the ISBN

27. Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of New and Innovative Courses and Curricula:

Sr. No.	Title of the Activity	Claimed Score	Encl. No.	Score Verified By University
(q) Development of Innovative Pedagogy				
(r) Design of New Curricula and Courses				

Sr. No.	Title of the Activity	Claimed Score	Encl. No.	Score Verified By University
(s) MOOCs				
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)				
(t) E-Content				
Development of e-Content in 4 Quadrants for a Complete Course/e-book				
e-Content (Developed in 4 Quadrants) Per Module				
Sr. No.	Title of the Activity	Claimed Score	Encl. No.	Score Verified By University

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				

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

28. (a) Research Guidance:

Ph.D. Awarded / Thesis Submitted*								
Sr. No.	Name of the Scholar	Title of the Thesis	Awarded / Thesis Submitted	University	Month and Year	Claimed Score	Encl. No./ Pg.N	Score Verified By University
* Submit Ph.D. Notification/Certificate of Submission								
M.Phil./P.G. Awarded*								
Sr. No.	Name of the Scholar	Title of the Dissertation/Thesis	M.Phil. / P.G.	University	Month and Year	Claimed Score	Encl. No.	Score Verified By University
1								
2								
* Submit M.Phil./P.G. Notification /Certificate of awarded								

(b) Research Projects Completed: (Submit project sanction letter and completion certificates issued by the Funding Agency)

Sr. No.	Title of the Project (More than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			
Sr. No.	Title of the Project (Less than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			

(c) Research Projects Ongoing: (Submit project sanction letter)

Sr. No.	Title of the Project (More than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			
Sr. No.	Title of the Project (Less than 10 lakhs)	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			

(d) Consultancy

Sr. No.	Title and Nature of the Project	Agency to it is Offered	Grant Component	Duration		Claimed Score	Encl. No.	Score Verified By University
				From	To			

29. (a) Patents: (Submit acknowledgements for patent filing and approval letter)

Sr. No.	Details of Patent	International/ National	Year	Claimed Score	Encl. No.	Score Verified By University

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

Sr. No.	Details of Policy Documents	Name of Organisation	International/ National/ State	Year	Claimed Score	Encl. No.	Score Verified by University

(c) Awards/Fellowship:

Sr. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International/ National /	Awarded Date	Claimed Score	Encl. No.	Score Verified By University

30. *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)

Sr. No.	Title	Name of the Event (Conference / Seminar etc.)	Organizer / Institute	Date and Duration	International(Abroad/wit hin country) / National / State / University level	Claimed Score	Encl. No.	Score Verified by University
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

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.

PART-C OTHER RELEVANT INFORMATION

(P) Membership/ Fellowship of Learned bodies / Societies:

(Q) Literary cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(R) Please give details of any other credential, significant contributions, awards received responsibilities, etc. not mentioned earlier.

(S) Future Plans (in approximately 100 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers,etc whenever necessary)*

- | | |
|-----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |

PART D –DECLARATION

I have read the applicable regulations, which are binding to me. I do hereby solemnly declare that the information given, the statements made and documents attached with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled.

Date :

Place:

Signature of the Applicant

Certified that _____ has been working as _____ in this Department since _____. The particulars given in this application have been checked and verified from the documents enclosed and are found to be correct. The gradations have been verified on the basis of the performance of the applicant and the credentials/document provided and enclosed herewith by the applicant.

Date :

Place:

**Signature of the
Head of the Department**

CERTIFICATE OF LWP

Certified _____ that
Mr./Mrs./Ms./Dr. _____ has been working
as _____ in the Department of _____ since
_____. He/She has taken/has not taken Leave Without Pay as per the following details.

Dates of LWP	
Total number of days of LWP taken during the academic year	

Signature of the Registrar

OPTION FORM
PROMOTION OF TEACHERS

I hereby opt the _____ scheme in terms of clause 6.3 of University Grants Commission (Minimum Qualifications for Appointment of Teacher and other Academic Staff in Universities and College and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 for promotion from _____ to _____.

My details are as under:

S.No.	Particulars	Details
1	Name	
2	Department	
3	Date of Initial Appointment	
4	Present Designation	

Date :

Signature of the Applicant