SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

Resi : (04179) 220103
College : (04179) 220553
Fax : (04179) 226423

Ready for
Every Good Work

A Don Bosco Institution of Higher Education, Founded in 1951 * Affiliated to Thiruvalluvar University, Vellore * Autonomous since 1987
Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff

Performance Appraisal System

6.3.1 Career Advancement scheme for Aided Staff

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THIRUVALLUVAR UNIVERSITY

VELLORE – 632 115

APPLICATION FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME

(As per UGC Regulations 2018)

FROM THE POST OF : _____

TO

THE POST OF: _____

Submitted by :

CRITERION VI   *NAAC 5th CYCLE*

திருவள்ளுவர்பல்கலைக்கழகம்

THIRUVALLUVAR UNIVERSITY

(State University – Accredited with "B+" Grade by NAAC)
SERKKADU, VELLORE – 632 115.

Application form for promotion under Career Advancement Scheme (CAS) for teachers in all UniversityDepartments of Thiruvalluvar University, Thiruvalluvar University,Tamil Nadu (As per UGC Regulations 2018)

For Promotion:
  I.   Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)
  II.   Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)
  III. Assistant Professor (Senior Scale/Academic Level 12) to Associate Professor (Academic Level 13A)
  IV.   Associate Professor (Academic Level 13A) to Professor (Academic Level 14)
  V.   Professor (Academic Level 14) to Senior Professor (Academic Level 15)

Application for promotion from Level_____ to Level _____

FROM THE POST OF : _____*TO* THE POST OF:_____

Name : _____

Designation &Department:_____

Notification Reference No. _____ Date: _____

Paste Self-attested Recent Passport Size Photograph

Date of Appointment: _____ Date of Confirmation: _____

Period of Assessment for promotion: From _____to _____

Date of appearing before the last selection committee (if appeared) _____

Total Academic / Research Scores as per Appendix II, Table 2(UGC Regulations 2018) _____

PART – A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	:
2.	Category	:
3.	Father's Name (in Block Letters)	:
4.	Date of Birth and Age	:
5.	Gender	:
6.	Nationality	:
7.	Community	:
8.	Current Designation	:
9.	Current Academic Level	:
10.	Date of Confirmation of Present Post	:
11.	Date of Initial Appointment and Stage with Pay Scale	:
12.	Position, Stage and Academic Level applied for	:
13.	Date of Last Promotion	:
14.	Date of Eligibility for Promotion	:
15.	Address for correspondence (with Pin Code)	:
16.	Permanent Address (with Pin Code)	:
17.	Mobile Telephone Number	:
18.	Landline Telephone Number (with code)	:
19.	E-Mail ID	:

20. ACADEMIC QUALIFICATIONS(Graduation onwards):

Qualification	College / University	Year of Passing	Percentage of Marks Obtained Or CGPA Grade	Class
Graduate Degree (UG)				
Post Graduate Degree (PG)				
M. Phil.				
Ph.D./D.Phil.				
Other Degrees/examinations* (if any)				

  * NET/JRF/SLET/Lectureship

21. RECORD OF ACADEMIC SERVICE PRIOR TO JOINING THE THIRUVALLUVAR UNIVERSITY OF TAMILNADU (Please Attach Relevant Certificates of Service Experience)

Institution	Designation	Nature of appointment (Regular/ Fixed term/ Temporary/ Ad-hoc/ Part-time)	Nature of Duties	Pay-Scale / Pay band/AGP	Duration		Experience		Required minimum qualification for the post	Highest degree obtained at the time of appointment	Reason for leaving	Encl. No.
					From	To	Year	Months				

22. RECORD OF SERVICE IN THE THIRUVALLUVAR UNIVERSITY OF TAMILNADU FROM DATE OF JOINING AS REGULAR TEACHER:

Designation	Academic Level/Stage	Pay Scale and AGP	Duration		Experience		Remarks	Encl. No.
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month		

23. TEACHING EXPERIENCE: As on ………

     P.G. Classes (in Years) :_____Period: From_____ To_____

     U.G. Classes (in Years) **:** _____Period: From_____ To_____

     Ph.D Course WorkTeaching **:**_____Period: From_____ To_____

24. RESEARCH EXPERIENCE: (excluding M.Phil/Ph.Dduration): As on ……

  i. **Total Number of Years**   **:** _____

              : Period : From_____To_____

 Post Doctoral Research Experience as research scientist, research associate etc. (in yrs) :

  ii. **Total No. of Papers Published**(Only full-length research articles/reviews should be counted.Abstracts published in books/conference proceedings should not be included)

   a. International Journals _____

    b. National Journals_____

iii. State Level Journals _____

Total _____

  iii. **Total No. of Conferences/Seminars/Workshops Attended and papers presented:**

     a. International: Attended _____: Attended and Papers Presented_____

     b. National: Attended _____: Attended and Papers Presented_____

     c. State Level: Attended _____: Attended and Papers Presented_____

      Total: _____. Attended: _____ Attended and Papers Presented:_____

26) AWARDS /PRIZES/HONOURS/RECOGNITIONS :

  a. _____

  b. _____

27) FIELDS OF SPECIALIZATION IN THE SUBJECT/DISCIPLINE:

a)

28) DETAILS OF ACADEMIC STAFF COLLEGE ORIENTATION/REFRESHER COURSE ATTENDED (ONLY UGC RECOGNIZED/MHRD SPONSORED / Attach certificates)

Sl. No	Name of the Course	Place	Duration		Sponsoring Agency	Encl. No.
			From	To		
01						
02						
03						
04						

29) ANY OTHER TRAINING PROGRAM/SUMMER SCHOOL / WORKSHOPS/ QIP/ FDP ETC., OF MINIMUM ONE WEEK/TWEO WEEKS DURATION ATTENDED: (Attach certificates)

Sl. No	Particulars	Place	Duration		Sponsoring Agency	Encl. No.
			From	To		
01						
02						
03						

30) YOUR VISION FOR THE DEPARTMENT /SCHOOL:

_____

_____

_____

_____

31) YOUR CONTRIBUTION TO THE DEPARTMENT /SCHOOL/DISCIPLINE AND UNIVERSITY:

_____

_____

_____

_____

32) FUTURE ACADEMIC DEVELOPMENT PLAN FOR SELF AS WELL AS DEPARTMENT:

_____

_____

_____

_____

ANY OTHER RELEVANT INFORMATION:

_____

_____

_____

_____

_____

PART-B

BRIEF NOTE: Based on the teacher's self-assessment, Grading criteria and Scores and or publications. The minimum Grading criteria and scores and or publications required by teachers from this category is different for different levels of promotion. The self- assessment grades, scores and or publications should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightage without changing the minimum total scores required.

(As per UGC Regulations 2018, APPENDIX II, TABLE 1: Assessment Criteria and Methodology for University/College Teachers.)

A. TEACHING, INVOLVEMENT IN THE UNIVERSITY STUDENTS RELATED ACTIVITIES/ RESEARCH ACTIVITIES*:

1. TEACHING:(Classes taught includes sessions on tutorials, lab and other teaching related activities) (Give semester-wise details, wherever necessary)

Sl. No	Academic Year	Semester	TEACHING			Claimed by the Candidate	Verified by the HOD/IQAC	Remarks	*Encl No.
			Total Classes Assigned (Hours)	Number of Classes Taught (Hours)	Teaching= (Number of Classes Taught / Total Classes Assigned) X 100%				
1	Year 1	Odd Sem.							
		Even Sem.							
	Year 2	Odd Sem.							
		Even Sem.							
	Year 3	Odd Sem.							
		Even Sem.							
	Year 4	Odd Sem.							
		Even Sem.							
	Year 5	Odd Sem.							
		Even Sem.							
	Year 6	Odd Sem.							
		Even Sem.							

  * Should be claimed by the applicant with supporting documents.

2. INVOLVEMENT IN THE UNIVERSITY STUDENTS RELATED ACTIVITIES / RESEARCH ACTIVITIES:

Sl. No	Academic Year	Semester	Activity	Claimed by the Candidate	Verified by the HOD/IQAC	Remarks	*Encl No.
1	Year 1	Odd Sem.	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.				

			b. Examination and evaluation duties assigned by the Department/ School / university or attending the examination paper evaluation.				
			c. Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.				
			d. Organising seminars/ conferences/ workshops, other Department/ School /university activities.				
			e. Evidence of actively involved in guiding Ph.D students.				
			f. Conducting minor or major research project sponsored by national or international agencies.				
			g. At least one single or joint publication in peer reviewed or UGC list of Journals.				
			h. Any other activities				
		Even Sem.	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.				
			b. Examination and evaluation duties assigned by the Department/ School / university or attending the examination paper evaluation.				
			c. Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.				
			d. Organising seminars/ conferences/ workshops, other Department/ School /university activities.				
			e. Evidence of actively involved in guiding Ph.D students.				
			f. Conducting minor or major research project sponsored by national or international agencies.				
			g. At least one single or joint publication in peer reviewed or UGC list of Journals.				
			h. Any other activities				
	Year 2	Odd Sem.	*As above Odd Sem. In Year 1*				
		Even Sem.	*As above Even Sem. In Year 1*				
	Year 3	Odd Sem.	*As above Odd Sem. In Year 1*				
		Even Sem.	*As above Even Sem. In Year 1*				
	Year 4	Odd Sem.	*As above Odd Sem. In Year 1*				

	Even Sem.	*As above Even Sem. In Year 1*				
Year 5	Odd Sem.	*As above Odd Sem. In Year 1*				
	Even Sem.	*As above Even Sem. In Year 1*				
Year 6	Odd Sem.	*As above Odd Sem. In Year 1*				
	Even Sem.	*As above Even Sem. In Year 1*				

* Should be claimed by the applicant with supporting documents/Evidence to be attached.

B. **ACADEMIC / RESEARCH SCORE. (As per UGC Regulations 2018, APPENDIX II, AND TABLE 2: Methodology for University and College Teachers for calculating Academic/ Research Score.) (refer Table 2 for filling the scores)**

1. **RESEARCH PAPERS IN PEER-REVIEWED OR UGC LISTED JOURNALS:**

    (Attach copy of publications)

Sl. No.	Title of the Research Paper	Name of the Journal	Vol., PP No. & Year	Impact Factor *	Type of Authorship (First author/corresponding author/principal/co-author)	Sr. No. in UGC listed Journals	Claimed Score	Verified score by the Committee	Encl. No.

 Impact factor to be determined as per Thomson-Reuters list.

2. **PUBLICATIONS (other than Research papers)**

Sl. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	Claimed Score	Verified score by the Committee	Encl. No.
(a) BOOKS AUTHORED WHICH ARE PUBLISHED BY:								
International publishers								
National publishers								
Chapter in Edited Book								
Editor of Book by International Publisher								

Editor of Book by National Publisher									
(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/ISSN No.

3. **CREATION OF ICT MEDIATED TEACHING LEARNING PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA.**

Sr. No.	Activity*	Claimed Score	Verified score by the Committee	Encl. No.
(a) DEVELOPMENT OF INNOVATIVE PEDAGOGY				
(b) DESIGN OF NEW CURRICULA AND COURSES				
(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			
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 - Ph.D. awarded / Thesis submitted*

Sl. No.	Name of the Scholar	Nature of Guidance (Guide or Co-guide)	Title of the Thesis	Awarded / Thesis submitted	University	Month and Year	Claimed Score	Verified score by the Committee	Encl. No.

* Submit Ph.D. Certificate of Submission /PhD award letter.

M.Phil./P.G. awarded *

Sl. No.	Name of the Scholar	Title of the Dissertation/Thesis	M.Phil. / P.G.	University	Month and Year	Claimed Score	Verified by the Committee	Encl. No.

* Submit M.Phil./P.G. Certificate of submission

(b) RESEARCH PROJECTS COMPLETED (Enclose copy of project sanction order, Utilization and completion certificate issued by the university)

Sl. No.	Title of the Project (More than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration	Claimed Score	Verified score by the	Encl. No.

Sl. No.	Title of the Project (Less than 10 lakhs)		Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified score by the Committee	Encl. No.
					From	To		Committee	
Sl. No.	Title of the Project (Less than 10 lakhs)		Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified score by the Committee	Encl. No.
					From	To			

(c)RESEARCH PROJECTS ONGOING: (Enclose copy of project sanction order)

Sl. No.	Title of the Project (More than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified score by the Committee	Encl. No.
					From	To			
Sl. No.	Title of the Project (Less than 10 lakhs)		Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified score by the Committee	Encl. No.
					From	To			

(d) CONSULTANCY

Sl. No.	Title and Nature of the Project	Agency to it is offered	Grant Component	Duration		Claimed Score	Verified score by the Committee	Encl. No.
				From	To			

5.   (a) PATENTS

Sl. No.	Details of Patent including the names of authors	International/ National	Year	Claimed Score	Verified score by the Committee	Encl. No.

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

Sl. No.	Details of Policy Document	International/ National / State	Year	Claimed Score	Verified score by the Committee	Encl. No.

(c) Awards/Fellowship

Sl. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International/ National /	Date Awarded	Claimed Score	Verified scoreby the Committee	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)**

Sl. No.	Title	Name of the Event	Invited/Oral/Poster	Organiser/ Institute	Duration	International(Abroad)/International(within country) / National / State / University level	Claimed Score	Verified score by the Committee	Encl. No.

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.

APPLICANT CLAIMED SCORE IN RESEARCH COMPONENT

PART - B

A. TEACHING, INVOLVEMENT IN THE UNIVERSITY STUDENTS RELATED ACTIVITIES/ RESEARCH ACTIVITIES*:

	Remarks
1.TEACHING	
2. INVOLVEMENT IN THE UNIVERSITY STUDENTS RELATED ACTIVITIES / RESEARCH ACTIVITIES:	

B. ACADEMIC / RESEARCH SCORE.

Year	Claimed Score															Total Claimed Score
Summary of Total Claimed Score (1+2+3+4+5+6) Assessment Period from_____ to _____																
Entire Assessment Period	**B.1**	**B.2**		**B.3**				**B.4**				**B.5**			**B.6**	
		a	b	a	b	c	d	a	b	c	d	a	b	c		
from_____ to_____																
Total Claimed Score																
IQAC Verified Score																

<u>Declaration</u>

I, _____ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief.

Place: **Signature of the applicant** _____

Date: **Designation**

Forwarded by:

Certified that all the information / documents provided by _____ was duly verified and found correct

    Head of the Department

        Department of …………………

                                   Director, IQAC

                                   ……………..………..

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

Xerox copies of

1. Time tables
2. Research publications first page, Citation report
3. Project sanction letters
4. Ph.D award (for Scholars) letters and Ph.D., M.Phil.& M.Sc., Thesis first page
5. Papers presented in conferences, Invited lectures, Guest lectures
6. Nomination of academic/administrative committees,
7. Any other relevant documents

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

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

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

Table 1
Assessment Criteria and Methodology for University/College Teachers

Sl. No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned) × 100 % (Classes taught includes sessions on tutorials, laboratory and other teaching related activities)	80 % & above = **Good** Below 80 % but 70 % & above = **Satisfactory** Less than 70 % = **Not satisfactory**
2.	Involvement in University/College student related activities/research activities: a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc. b. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. c. Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. d. Organising seminars/ conferences/ workshops, other college/university activities. e. Evidence of actively involved in guiding Ph.D. students. f. Conducting minor or major research project sponsored by national or international agencies. g. At least one single or joint publication in peer reviewed or UGC list of Journals.	Involved in at least 3 activities = **Good** 1-2 activities = **Satisfactory** Not involved / undertaken any of the activities = **Not-satisfactory** **Note:** Number of activities cab be within or across the broad categories of activites.

Overall Grading:
Good: Good in teaching and satisfactory or good in activity at Sl. No. 2
OR
Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl. No. 2
Not-satisfactory: If neither good nor satisfactory in overall grading

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

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

		module		
		(iii) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	2	2
		(iv) Editor of e-content for complete course/ paper /e-book	10	10
4.	**(a) Research Guidance**			
		(i) Ph.D.	10 per degree awarded 5 per thesis submitted	10 per degree awarded 5 per thesis submitted
		(ii) M.Phil./P.G. Dissertation	2 per degree awarded	2 per degree awarded
	(b) Research Projects Completed			
		More than 10 lakhs	10	10
		Less than 10 lakhs	5	5
	(c) Research Project Ongoing			
		More than 10 lakhs	5	5
		Less than 10 lakhs	2	2
	(d) Consultancy		3	3
	(e)			
5.	**(a) Patents**			
		International	10	10
		National	7	7
	(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)			
		International	10	10
		National	7	7
		State	4	4
	(c) Awards/Fellowship			
		International	7	7
		National	5	5
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)**			
		International (Abroad)	7	7
		International (Within country)	5	5
		National	3	3
		State/University	2	2

The Research score for research papers would be augmented as follows:
   (i)   Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):
   (ii) Paper in refereed journals without impact factor   -   5 Points
   (iii) Paper with impact factor less than 1   -   10 Points
   (iv) Paper with impact factor between 1 and 2   -   15 Points
   (v)   Paper with impact factor between 2 and 5   -   20 Points
   (vi) Paper with impact factor between 5 and 10   -   25 Points
   (vii) Paper with impact factor >10   -   30 Points
(a) Two authors: 70% of total value of publication for each author.

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

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

Career Advancement Scheme (CAS) for University Teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11) Eligibility:

1. 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:

2. Attended one Orientation course of 21 days duration on teaching methodology;

3. 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 taken one MOOCs course (with e- certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and

4. 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 the case may be (as provided in Appendix II,Table 1), and;

ii) The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

1. Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.

2. A Ph.D. Degree in the subject relevant/allied/relevant discipline.

3. 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.

4. 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;

1. 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 Appendix II, Table 1) and;

2. The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

1. Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.

2. A Ph.D Degree in the subject concerned/allied/relevant discipline.

3. 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 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 development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

4. 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.

5. Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

1. 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 specified in Appendix II,Table 1, and has a research score of at least 70 as per Appendix II,Table 2.

2. The promotion is recommended by a selection committee constituted in accordance with the UGC Regulations-2018.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Eligibility:

1. An Associate Professor who has completed three years of service in Academic Level 13 A.

2. A Ph.D degree in the subject concerned/allied/relevant discipline.

3. 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.

4. Evidence of having successfully guided doctoral candidate.

5. A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

1. 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 per Appendix II,Table 1, and at least 110 research score, as per Appendix II,Table 2.

2. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

V. 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 the UGC Regulations-2018.

Eligibility:

1. Ten years' experience as a Professor.

2. 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.

General instructions for CAS applicants (for teachers)

1. Before filling the application form, the applicant faculty members are advised to read carefully all the provisions and methods of category wise calculations and assure themselves regarding all the clauses to avoid any kind of technical problem. The information is to be provided in the sequence of years proposed to be assessed; hence the applicants may add the information of all the years in a sequential manner.

2. Candidates shall offer themselves for assessment for promotion, if they fulfil the minimum API /Research scores indicated in the respective UGC's amendments / regulations by submitting an application prescribed by the University.

3. The applicants are informed to ensure that all the prescribed conditions are fulfilled before they submit their applications. Incomplete applications and without supporting documents, in any respect, will not be processed. Documents relevant to the promotion period only should be attached to avoid unnecessary confusion and the assessment shall be strictly based on the documents enclosed, which are subject to verification.

4. UGC's Regulations and subsequent amendments from time to time and endorsed by UGC will be considered for eligibility, filling up the applications, calculating API/Research scores, determining experience, etc.

5. Application, submitted after the deadline will summarily be rejected.

6. Ensure that each activity is claimed once. Duplicate claim is strictly prohibited.

7. The proof substantiating the category I (Teaching activity)shall be attested by the HOD.

8. Erroneous / Incomplete applications will be summarily rejected without any intimation to the applicant. Further, the Application shall not to be submitted in piecemeal.

9. Refer UGC guidelines 2018 for any other clarifications for filling the CAS application form.

10. Applicant shall note the following and take additional care while filling upthe Proforma:

Para6 of UGC Regulation 2018

1. *if a candidate applies for promotion on completion of the minimum eligibility period and is successful ,the date of promote on will be that of minimum period of eligibility*
2. *if however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the eligibility criteria.*
3. *if the candidate does not succeed in the first assessment, he / she shall have to be re-assessedonlyafteroneyear.Whensuchacandidatesucceedsintheeventualassessment,his/ herpromotionshall be deemed to be one year from the date of rejection.*

CHECK LIST

1.	Have you read the instructions carefully?	Yes	No
2.	Have you filled all the columns in PartA and Part B?	Yes	No
3.	In case if you have acquired the academic qualification after joining the services state whether you have attached the Degree Certificate?	Yes	No
4.	Have you filled the complete details regarding the orientation and refresher programme throughout your tenure?	Yes	No
5.	Have you attached the time table and attendance for the Assessment period?	Yes	No
6.	Have you attached a copy of Officer Order related to various University activities?	Yes	No
7.	Have you attached the proof for Peer Reviewed journal in case if you claim the score for peer reviewed journal?	Yes	No
8.	Have you attached the proof for Thomson Reuters impact Factor in case If you claim augmented scores?	Yes	No
9.	Have you ensured whether the score you claim belong to Assessment period only?	Yes	No
10.	Have you filled yourself-score columns?	Yes	No
11.	Have you verified whether the score you claimed is enough to meet the eligibility criterions?	Yes	No
12.	Do you know in case of rejection you can resubmit your application after the completion of one year from the date of rejection?	Yes	No