**PERFORMANCE BASED ASSESSMENT SYSTEM**

**(PBAS)**

**CRITERIA AND METHODOLOGY PROFORMA BASED ON UGC REGULATIONS DEVELOPED BY**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**of**

**RASHTRIYA SANSKRIT SANSTHAN**

**(DEEMED TO BE UNIVERSITY)**

**NEW DELHI**

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**For promotion cases of teaching faculties**

**under Career Advancement Scheme (CAS) of UGC during 2019-20.**

**(As per UGC Regulations, 2010 & amendments made thereon time to time and**

**UGC Regulations, 2018)**

Contents

1. Introduction
2. Assessment Process
3. Guidelines to IQAC
4. Glimpses of Assessment Criteria and Methodology for CAS under UGC Regulations, 2010 & amendments thereon and UGC Regulations, 2018
5. Screening cum-Evaluation Committee and Selection Committee - Process
6. Composition of Screening-cum-Evaluation Committee
7. Provisions for Career Advancement Scheme (CAS) for University Teachers as per UGC Regulations 2010 and Amendments made in 2013 and 2016
8. Provisions for Career Advancement Scheme (CAS) for University Teachers as per UGC Regulations 2018
9. PBAS Performa for Promotion under CAS - PART A ( GENERAL INFORMATION AND ACADEMIC BACKGROUND) & PART B (Assessment Criteria and Methodology)

## Introduction

The Rashtriya Sanskrit Sansthan, Deemed to be University has adopted the Scheme/guidelines prescribed by the University Grants Commission from time to time. In this connection, UGC vide Gazette Notification dated 18/7/2018 has issued the new guidelines applicable to the same named as “**UGC Regulations on Minimum qualification for appointment of Teachers and other academic staff in Universities and Colleges and other measures for the maintenance of standards in higher education, 2018”** in supersession of 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 all it amendments and the same has been adopted/implemented in RSkS through Competent Authority.

The UGC Regulations, 2018 has incorporated a provision for Placement / Promotions of Regulations, 2010 with relaxed conditions with respect to PBAS API scoring under different categories. The PBAS under CAS of the Regulations, 2010 envisages API under three broad categories as detailed below:

Category 1 - Teaching, learning and Evaluation related activities.

Category 2 - Co-curricular, Extension and Professional Development activities. Category 3 - Research and Academic contributions.

It was mandatory for a teacher to have a minimum score in each category and a combined minimum of II & III categories taken together as per the UGC regulations 2010.

As per the relaxed condition provided in the UGC regulation 2018, category I is excluded and only a combined minimum score of II and III categories is required for Placements. The PBAS envisages an expert assessment system constituted with as a Screening Committee for placement of Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3 and a Selection committee for Stage 3 to Stage 4 and Stage 4 to Stage 5 respectively:

1. **Assessment Process:**

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

**Step 1:** The teachers shall submit an annual self-appraisal report to Registrar through HoD/Dean and Principal/Principal I/c in the prescribed Proforma available on Rashtriya Sanskrit Sansthan website. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Dean and Principal/Principal I/c.

(If any faculty has transferred from one Campus to another Campus of Sansthan, for removal of hardship, the concerned faculty member can submit the annual self-appraisal report for total assessment period to Registrar through HoD/Dean and forwarded by Principal/Principal I/c of present working Campus. It also needs to be ensured that the teacher shall provide proper documentary evidence, where he worked before the present working Campus, for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Dean and also by Principal/Principal I/c before forwarding the same. In case, there is no evidence available with the faculty (applicant) then he shall send the application of concerned assessment period to particular/concerned campus for verification by the HOD/Dean and Principal and collect the certified application form from the Campus Principal and submit the same along with the documents to Registrar through HoD/Dean and Principal of present working Campus.)

**Step: 2:** After completion of the required years of experience and fulfillment of other requirements for promotion under CAS, the teacher shall submit an application for promotion under CAS along with duly filled in PBAS proforma (available on Rashtriya Sanskrit Sansthan website) and relevant enclosures.

**Step 3:** A CAS Promotion shall be granted subject to fulfillment of conditions as mentioned in Clauses 6.4 of the UGC Regulation 2018 or relevant UGC regulations pertaining to the concerned period.

## Guidelines to IQAC:

1. The IQAC shall act as the documentation and Record Keeping Cell for the processing of CAS proposals received from Teachers.
2. The IQAC constituted in the Rashtriya Sanskrit Sansthan as per the NAAC guidelines is to be entrusted with the assessment of the API as per UGC Regulations.
3. The IQAC shall assist in the detailing with assessment criteria and methodology proforma as per the institutional requirements based on the Tables 1, 2 Appendix II of this guidelines and other Annexure.
4. The IQAC shall ensure submission of annual appraisal proforma for at least two/three/four/five of the last three/four/five/six years of the assessment period by each candidate.
5. 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 to prepare the final recommendation.
6. The IQAC shall verify the scores/information claimed by the Teachers and also IQAC shall ensure verification of eligibility criteria and CAS criteria of all candidates.
7. The IQAC shall ensure the Applicants were in active service of the University before due date of Promotion.

## Glimpses of Assessment Criteria and Methodology for CAS under UGC Regulations, 2010 & amendments thereon and UGC Regulations, 2018

1. Teachers shall submit applications for promotion under CAS along with duly filled in PBAS proforma (available on Rashtriya Sanskrit Sansthan website) and relevant enclosures in support of claims made, duly forwarded by the concerned Head of the Department and concerned Dean of the School to the Registrar. The Registrar shall forward the same to Director, IQAC.

**For promotion in Stages from 1 to 2 and from 2 to 3, only one set of PBAS Proforma and relevant enclosures are to be submitted by the candidate.**

**For promotion in Stages from 4 and above, three (3) sets of PBAS Proforma and relevant enclosures are to be submitted by the candidate.**

1. As per Clause 6.3 of UGC Regulations, 2018, the criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. 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 these Regulations.
2. 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 2010 and its subsequent amendments (UGC Regulations 2013 or 2016), 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:
3. *The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under Regulations 2018*

**OR**

1. *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 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 (UGC Regulation 2018).*
2. The relaxation in the requirements of Academic Performance Indicators (API) based on Performance Based Appraisal System (PBAS) upto the date of notification of UGC Regulation 2018 for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations 2010 and its amendments is defined as under:
   1. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations 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.
   2. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided in the UGC Regulations 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.

**TABLE-A**

**(Minimum API requirement for the promotion of teachers under CAS in university departments)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** |  | **Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)** | **Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)** | **Assistant Professor (Stage 3/ AGP Rs.8000/) to Associate Professor (Stage 4/AGP Rs.9000/-)** | **Associate Professor (Stage 4/ AGP Rs.9000/- to**  **Professor (Stage 5/AGP Rs.10000/-)** |
| 1 | Research and Academic contribution (Category III) | 40/assessment period | 100/assessment period | 90/assessment period | 120/assessment period |
| 2 | Expert assessment system | Screening Committee | Screening Committee | Selection Committee | Selection Committee |

**Table-B**

**(Minimum API requirement for the promotion of Library staff under CAS in Universities)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.N** |  | **Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)** | **Assistant Librarian (Stage2/AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)** | **Assistant Librarian (Selection Grade / Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to**  **Deputy Librarian (Stage 4/AGP Rs.9000/-)** | **Deputy Librarian (Stage 4/AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)** |
| 1 | Research and Academic contribution (Category III) | 40/assessment period | 100/assessment period | 90/assessment period | 120 per assessment period |
| 2 | Expert assessment system | Screening Committee | Screening Committee | Selection Committee | Selection committee |

**Table-C**

**(Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director, Physical Education and Sports)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** |  | **Assistant Director (Stage 1/AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)** | **Assistant Director (Stage 2/AGP Rs.7000/-) to Assistant Director (Selection Grade)/ Deputy Director(Stage 3/AGP Rs.8000/-)** | **Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-) to**  **Deputy Director**  **(Stage4/AGP Rs.9000/-)** | **Deputy Director (Stage 4/AGP Rs. 9000/-) to Deputy Director (Stage 5 AGP Rs10,000/-)** |
| 1 | Research and Academic contribution (Category III) | 40/assessment period | 100/assessment period | 90/assessment period | 120 per  assessment period |
| 2 | Expert assessment system | Screening Committee | Screening Committee | Selection Committee | Selection committee |

1. The teachers, whose promotion is due, shall select any one of the following two options to assess themselves under the PBAS system.

**Option A: As per the UGC Regulations, 2018.**

**OR**

**Option B: As per the UGC Regulations, 2010 assessment with relaxation specified in UGC Regulations, 2018 *(This option can be exercised only within three years from the date of notification of Regulations 2018, i.e. within 17/7/2021).***

1. Option "B" can be exercised only for the Placement/Promotion due within the period of 18/9/2010 to 17/7/2018 and is also to be exercised within three years from the date of notification of Regulations, 2018 – in other words within 17/7/2021.
2. API scoring based on PBAS should be prepared for every academic year.
3. 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.
4. For the promotion under the CAS, the applicant teacher must be on the roll and active service of the University on the date of consideration by the Screening-cum-Evaluation Committee / Selection Committee.
5. **Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018**.
6. **In case of non completion of Orientation and/or Refresher course within the period(s) prescribed in UGC Regulations, prior to Regulations 2018 and on that basis, their promotion was adversely effected or they did not get the promotion in time, they can request Sansthan to re-consider their cases for promotion, under CAS, from the date of their eligibility of rendering of service prescribed in previous UGC Regulations 2010, in the light of the UGC Regulations, 2018. As such, the candidates whose CAS promotion cases fall upto the period 31.12.2019, they may apply for next promotion, under CAS, from the eligibility date prescribed in concerned UGC Regulations.**
7. i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful in assessment, the date of promotion shall be from that of minimum period of eligibility.
   1. If, however the candidate finds that he/she would fulfills the CAS promotion criteria at a later date and applies on that date and is successful, his/her promotion shall be effected from the date of the candidate fulfilling the eligibility criteria.
   2. If he/she fails to succeed in first assessment, he/she has to be reassessed 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.

1. **Screening cum-Evaluation Committee and Selection Committee- Process**
2. **Screening cum-Evaluation Committee**

As per the UGC Regulations for assessment and grant of placement under CAS for Assistant Professor AGP 6000 (Stage 1-Academic Level 10) to AGP 7000 (Stage 2- Sr. Scale/Academic Level 11); Assistant Professor AGP 7000 (Stage 2- Sr. Scale/Academic Level 11) to AGP 8000 (Stage 3- Selection Grade/Academic Level 12), a Screening cum-Evaluation Committee has to be constituted.

1. **Selection Committee:**

As per the UGC Regulations for assessment and promotion under CAS, for Assistant Professor AGP 8000 (Stage 3- Selection Grade/Academic Level 12) to Associate Professor AGP 9000 (Stage 4 – Academic Level 13A) and Associate Professor AGP 9000 (Stage 4- Academic Level 13A) to Professor AGP 1000 (Stage 5- Academic Level 14), a Selection Committee has to be constituted.

#### Composition of Screening-cum-Evaluation Committee

#### (For CAS promotion of Assistant Professors/equivalent cadres in Library/Physical Education Sports [For Assistant Professor AGP 6000 (Stage 1) to AGP 7000 (Stage 2), Assistant Professor AGP 7000 (Stage 2) to AGP 8000 (Stage 3))

1. **For University teachers:**
2. The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
3. The Dean of the Faculty concerned;
4. The Head of the Department
5. One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.
6. **For University Assistant Librarian:**
7. The Vice-Chancellor shall be the Chairperson of the Committee;
8. The Dean of the Faculty concerned;
9. The Librarian, University Library; and
10. One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.
11. **For University Assistant Director, Physical Education and Sports:**
    1. The Vice-Chancellor shall be the Chairperson of the Committee;
    2. The Dean of the Faculty concerned;
    3. The University Director, Physical Education and Sports; and
    4. One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

**Note: The quorum for these committees in all categories shall be three which will include one subject expert/university nominee.**

The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these Regulations and as per the minimum requirement specified:

(a) In Appendix II, Table 1 (of UGC Regulation, 2018) for each of the cadre of Assistant Professor;

(b) In Appendix II, Table 4 (of UGC Regulation, 2018) for each of the cadre of Librarian; and

(c) In Appendix II, Table 5 (of UGC Regulation, 2018) for each of the cadre of Physical Education and Sports

shall recommend to the Board of Management of Rashtriya Sanskrit Sansthan about the suitability for the promotion of the candidate(s) under CAS for implementation.

The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

For all Selection Committees specified in Regulations 2018, Head of Department / Dean should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

#### Composition of Selection Committee

#### [For Assistant Professor AGP 8000 (Stage 3) to Associate Professor AGP 9000 (Stage 4)] and Associate Professor AGP 9000 (Stage 4)] to Professor AGP 10,000 (Stage 5)]

1. **Associate Professor and Professor in the University:**

The Selection Committee for the post of Associate Professor and Professor in the University shall have the following composition:

1. The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
2. An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
3. 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.
4. Dean of the faculty, wherever applicable.
5. Head/Chairperson of the Department
6. 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 Vice Chancellor, if any of the above members of the selection committee does not belong to that category.

At least four members, including two outside subject experts, shall constitute the quorum.

## Provisions for Career Advancement Scheme (CAS) for University Teachers as per UGC Regulations 2010 and Amendments made in 2013 and 2016

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 2010 and its subsequent amendments (UGC Regulations 2013 or 2016), 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, and who choose the option “B” means “*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 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 UGC Regulation 2018 (*between the period from 18/9/2010 to 17/7/2018)”, follow the guidelines given below.

* 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 PBAS proforma**.**
* Candidates who do not fulfill the minimum score requirement under the API Scoring System or those who obtain less than the required score 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 Selection Committee.
* Kindly Note that Candidates whose due date of promotion is before 13th June 2013 and after 11thJuly, 2016 will not come under the system of Capping of API Scores, except for the subcategory of invited lectures/papers.
* Candidates whose due date of promotion is on or after 13th June 2013 and before 11th July, 2016 will have to follow the system of Capping for API Scores as per UGC Regulations, 2013 (Second Amendment of the UGC Regulations, 2010).
* The calculation of the percentage capping will be made on the basis of the total API score claimed by the candidate and verified by the authorities. The candidate will have to submit all necessary documents in support of the API score claimed.

## Career Advancement Scheme (CAS) for University Teachers UGC Regulations 2010.

The UGC Regulations on Minimum Qualifications for Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of the Standards of Higher Education, 2010 were notified on 18th September, 2010. Thereafter, Amendments to these Principal Regulations (2013 and 2016) have been issued from time to time which are effective from the date of their notification in the Gazette of lndia.

* UGC Regulations 2010 came into force w.e.f. 18-09-2010.
* Full Notification of UGC Regulations 2010 are annexed at Rashtriya Sanskrit Sansthan's website under "Faculty Corner" as Annexure -1.
* PBAS application form of CAS as per UGC Regulations 2010 prepared by the RSkS is available at Rashtriya Sanskrit Sansthan's website under "Faculty Corner" as Annexure – 2.
  1. **2ND Amendment of UGC Regulations 2010 (UGC Regulations 2013) –**

In continuation of Gazette Notification of the UGC Regulations 2010 dated 18th September, 2010, UGC has released 2nd Amendment of UGC Regulations, 2010 called as 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) (2nd Amendment), Regulations,2013 notified on 13th June, 2013.

* UGC Regulations 2013 (2nd Amendment) came into force w.e.f. 13-06-2013.
* Full Notification of UGC Regulations 2013 (2nd Amendment)are annexed at Rashtriya Sanskrit Sansthan's website under "Faculty Corner" as Annexure -3.
* PBAS application form of CAS as per UGC Regulations 2013 (2nd Amendment) prepared by the RSkS is available at Rashtriya Sanskrit Sansthan's website under "Faculty Corner" as Annexure - 4
  1. **4thAmendment of UGC Regulations 2010 (UGC Regulations 2016)–**

In continuation of Gazette Notification of the UGC Regulations 2010 dated 18th September, 2010, UGC has released 4thAmendment of UGC Regulations, 2010. These Regulations may be called the 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) (4thAmendment), Regulations, 2016.notified on 11th July, 2016.

* UGC Regulations 2016 (4th Amendment) came into force w.e.f. 11-07-2016.
* Full Notification of UGC Regulations 2016 (4th Amendment) are annexed at Rashtriya Sanskrit Sansthan's website under "Faculty Corner" as Annexure -5.
* PBAS application form of CAS as per UGC Regulations 2013 (2nd Amendment) prepared by the RSkS is available at Rashtriya Sanskrit Sansthan's website under "Faculty Corner" as Annexure –6.
  1. **Illustrations regarding applicability of the UGC Principal Regulations, 2010 or UGC Regulations, 2018.**

Candidates shall give an undertaking mentioning their choice of CAS regulations as per UGC 2010 regulations and subsequent amendments or as per UGC regulations 2018 as per Annexure-1(A).

Regarding applicability of the UGC Principal Regulations, 2010 and their Amendments in the cases of CAS of Teachers and other Academic Staff for CAS prior to issuance of these Amendments, some illustrations are given below-

**Illustration Table (Model)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Promotion due under CAS (Stages) | Date of Appointment | Due date of promotion | Periods for which API scores are required | UGC Regulation under which API proforma required (Please see 4.3 of this guidelines page no. | |
| **Option A**  **[UGC Regulations**  **2018]** | **Option B**  **[UGC Regulations**  **2010 and subsequent amendments]** |
| **Illustration- 1**  Assistant Professor  (Stage –I/AGP Rs.6000 to Stage-II/AGP Rs.7000) | 08-07-2011 | 08-07-2015  (In case, candidate is having Ph.D. then promotion under CAS after 4 years) | 2011 -2012 | 2018 Regulations | 2013 Regulations |
| 2012 -2013 | 2018 Regulations | 2013 Regulations |
| 2013 -2014 | 2018 Regulations | 2013 Regulations |
| 2014 -2015 | 2018 Regulations | 2013 Regulations |
| **Illustration- 2**  Assistant Professor  (Stage –I/AGP Rs.6000 to Stage-II/AGP Rs.7000) | 08-07-2011 | 08-07-2017  (In case, candidate is not having Ph.D. then promotion under CAS after 6 years) | 2011 -2012 | 2018 Regulations | 2016 Regulations |
| 2012 -2013 | 2018 Regulations | 2016  Regulations |
| 2013 -2014 | 2018 Regulations | 2016 Regulations |
| 2014 -2015 | 2018 Regulations | 2016 Regulations |
| 2015 -2016 | 2018 Regulations | 2016 Regulations |
| 2016 -2017 | 2018 Regulations | 2016 Regulations |
| **Illustration- 3**  Assistant Professor  (Stage–II/AGP Rs.7000 to Stage-III/AGP Rs.8000) | 28-02-2013 | 28-02-2018 | 2013 -2014 | 2018 Regulations | 2016 Regulations |
| 2014 -2015 | 2018 Regulations | 2016 Regulations |
| 2015 -2016 | 2018 Regulations | 2016 Regulations |
| 2016 -2017 | 2018 Regulations | 2016 Regulations |
| 2017 -2018 | 2018 Regulations | 2016 Regulations |
| **Illustration- 4**  Associate Professor  (Stage–IV/AGP Rs.9000 to Stage-V/AGP Rs.10000) | 28-02-2016 | 28-02-2019 | 2016 -2017 | 2018 Regulations | 2016 Regulations |
| 2017 -2018 | 2018 Regulations | 2016 Regulations |
| 2018 -2019 | 2018 Regulations | 2016 Regulations |

## Provisions for Career Advancement Scheme (CAS) for University Teachers as per UGC Regulations 2018

#### I- Assistant Professor AGP 6000 (Stage 1- Academic Level 10) to Assistant Professor AGP 7000 (Stage 2- 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.
    2. Attended one Orientation course of 21 days duration on teaching methodology**\***;
    3. Any one of the following: Completed Refresher/ Research Methodology Course OR Any two of the following: Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration each, OR taken one MOOCs course (with e–certification) or development of e-contents in four- quadrants / MOOC’s course during the assessment period.\*
    4. Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.
       - ***Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018***

#### 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 three/four/five of the last four/five/six years of the assessment period as the case may be (as specified in Annexure II, Table 1), and;
2. The promotion is recommended by the Screening-cum Evaluation Committee.

#### II- Assistant Professor AGP 7000 (Stage 2 – Sr. Scale/ Academic Level 11) to Assistant Professor AGP 8000 (Stage 3- Selection Grade /Academic Level 12) Eligibility:

1. Assistant Professors who have completed five years of service in Stage 2 (Academic Level 11).
2. A Ph.D. Degree in the subject relevant /allied 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 of UGC Regulation, 2018) and;
2. The promotion is recommended by the Screening-cum-evaluation committee.

#### III - Assistant Professor AGP 8000 (Stage 3 Selection grade/Academic Level 12) to Associate Professor AGP 9000 (Stage 4 – Academic Level 13A)

1. Assistant Professor who has completed three years of service in Stage 3 - 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 (of UGC Regulation, 2018), and has a research score of at least 70 as per Appendix II, Table 2 (of UGC Regulation, 2018).
2. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

**IV. Associate Professor (Stage 4-Academic Level 13A) to Professor (Stage-5 Academic Level 14)**

**Eligibility:**

1. An Associate Professor who has completed three years of service in Stage-4/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 (of UGC Regulation, 2018).

**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 (of UGC Regulation, 2018), and at least 110 research score, as per Appendix II, Table 2 (of UGC Regulation, 2018).
2. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

**Appendix II**

**Table – 1**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Activity** | **Grading Criteria** |
| **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:   1. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc. 2. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. 3. Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. 4. Organising seminars/ conferences/ workshops, other college/university activities. 5. Evidence of actively involved in guiding Ph.D students. 6. Conducting minor or major research project sponsored by national or international agencies. 7. At least one single or joint publication in peer- reviewed or UGC list of Journals. | 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:**  **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  **Note**: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution. | | |

**Table 2**

**Methodology for University and College Teachers for calculating Academic/Research Score**

(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,.)

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N.** | **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 also published 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 |

1. Two authors: 70% of total value of publication for each author.
2. 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.

**[Note : As per guide lines of the appendix II (Table – 1 & Table-2) Sansthan's application form is attached below]**

**RASHTRIYA SANSKRIT SANSTHAN**

**(Deemed University)**

Recent pass port size photo

of the candidate

**New Delhi**

**PBAS Performa for Promotion under CAS**

**PART A**

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

**(Note : Part – A of this application form shall be filled only once in the entire Assessment period)**

**Campus Name……………………………………………………..**

1. **Name (in Block Letters) :**
2. **Father’s Name**
3. **Mother’s Name :**
4. **Date and Place of Birth :**
5. **Sex :**
6. **Marital status :**
7. **Nationality :**
8. **Indicate whether belongs to**

**SC/ST/OBC category :**

1. **Ex-Serviceman : Yes/No**
2. **Name of Post & Date of joining services at RSkS:**
3. **Date of Confirmation of services at RSkS :**
4. **Department :**
5. **Current Designation & Grade pay/Level :**
6. **Date of last promotion :**
7. **The position and grade pay for which you :**

**are an applicant under CAS**

1. **Date of eligibility for Promotion :**
2. **Address for correspondence (with pin code) :**
3. **Permanent Address (with Pin code) :**
4. **Telephone No :**
5. **Email :**
6. **Fields of Specialization under the Subject/Discipline –**
7. **EDUCATIONAL QUALIFICATIONS DETAILS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Examination/**  **Degree** | **Title of Degree/ Diploma** | **Specialization** | **Name of Board/ University** | **Year of Passing** | **Total Marks** | **Marks obtained** | **Division & Grade**  **Percentage** | **Annexure No.** |
| High School/  Sec. or equivalent |  |  |  |  |  |  |  |  |
| Higher Secondary/ P.U.C or equivalent/ Senior Secondary/ Inter or equivalent |  |  |  |  |  |  |  |  |
| Graduation/ B.A degree / Shastri or equivalent |  |  |  |  |  |  |  |  |
| Post Graduation/ M.A. degree / Acharya or equivalent |  |  |  |  |  |  |  |  |
| B.Ed. / Shiksha-Shastri or equivalent |  |  |  |  |  |  |  |  |
| M.Ed. / Shiksha-Acharya or equivalent |  |  |  |  |  |  |  |  |
| Any other Qualification |  |  |  |  |  |  |  |  |

1. **RESEARCH DEGREE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Examination/Degree** | **Subject** | **University** | **Title of Thesis/Dissertation** | **Date of Submission Thesis/Dissertation** | **Date of Award of Thesis/Dissertation** | **Annexure No.** |
| Ph.D or equivalent |  |  |  |  |  |  |
| Ph.D Degree in Concerned/Allied/Relevant Discipline |  | | | | | |
| Whether Qualified NET/SLET/SET Etc. (Conducted by UGC/CSIR/ICAR/State) | **Yes / No**  **If yes Details –**  **Subject -**  **Year& Month of Passing -**  **Qualified NET in which stream –** | | | | | |

|  |
| --- |
|  |

|  |
| --- |
|  |

1. **TEACHING/ RESEARCH EXPERIENCE**
   1. **Appointments held prior to joining this institution:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Teaching Experience in College/**  **University/**  **School/other level** | **Name of the**  **College University/Institution** | **Subject** | **Status**  **(Permanent/Adahoc/Contract/Guest)** | **Designation** | **Pay-Scale/ Emoluments/**  **Level** | **Period From (date)** | **Period To (date)** | **Total Experience in Years And Months** | **Annexure No.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

* 1. **Posts held after appointment at this institution:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the**  **Campus of RSkS** | **Subject** | **Status**  **(Permanent/Adahoc/Contract/Guest)** | **Designation** | **Pay-Scale/ Emoluments/**  **Level** | **Period From (date)** | **Period To (date)** | **Total Experience in Years And Months** | **Annexure No.** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

1. **ATTENDED ORIENTATION/REFRESHER COURSE/ SWAYAM/ANY OTHER COURSE DURING THE ASSESSMENT PERIOD:**
2. **Orientation Course /Refresher Courses/ Research Methodology/Workshops/ Syllabus Up-gradation Workshop/ Soft Skills development Programmes/Teaching-Learning-Evaluation/ Technology Programmes /Faculty Development Programme etc. attended:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Course** | **University/Institution Place** | **Course Duration** | **Sponsoring Agency**  **(UGC/ GoI/any other)** | **Annexure No.** |
|  |  |  |  |  |
|  |  |  |  |  |

1. **CONTRIBUTION TOWARDS THE DEVELOPMENT OF E-CONTENT/MOOCs:-**

**(Please mentioned the details only during the assessment period)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the Course** | **subject** | **University/**  **Institution & Place** | **Sponsoring Agency (UGC/ GoI/any other)** | **Contribution –(Developed/Conducted/any other)** | **Quadrant developed** | **How many modules of a course prepared** | **Annexure No.** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. **In case of non completion of Orientation and/or Refresher course within periods prescribed in UGC Regulations prior to Regulations 2018 and on that basis, your promotion was adversely effected or you did not get the promotion in time -**

**Yes/No**

1. **If Yes, what is the actual promotion date under CAS? - …………………………………………………….**

|  |
| --- |
| 1. **Have you ever been arrested or convicted by any Court of Law for any offense or is there any pending prosecution against you any Court of Law in the assessment period, if so give details.** |
| **Yes / No** |
| 1. **Have you ever been any disciplinary against you in your service in the assessment period, if so give details** |
| **Yes / No** |
| 1. **Have you ever been declared to insolvent / bankrupt in the assessment period, if so give details** |
| **Yes / No** |

1. **Any other relevant Information:**
2. **Future Plans**

**(Please provide a brief outline of your future plans for teaching and research)**

1. **Teaching:**
2. **Research:**

**Declaration**

**I hereby declare that the information/documents enclosed along with this filled in Proforma provided by me are correct and verifiable as per records available with the Campus,and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.**

**Name & Signature**

**Place :**

**Date:**

**………………………………………………………………………………………………………………………………………….**

**FOR USE BY**

**Head of the Department**

**Specific Remarks if any :**

**Name & Signature**

**Place :**

**Date:**

**………………………………………………………………………………………………………………………………………….**

**VERIFIED AND COUNTERSIGNED BY PRINCIPAL OF THE CAMPUS**

**Place : (OFFICE STUMP)**

**Date :**

**RASHTRIYA SANSKRIT SANSTHAN**

**(Deemed University)**

**New Delhi**

**PBAS Performa for Promotion under CAS**

**PART B**

**Assessment Criteria and Methodology**

*(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma and the Guidelines issued by RSkS before filling this section)*

**[Important Note: Part B of this application form is having two parts- Section – 1 and Section – 2.**

* **Section -1 shall be filled by year wise performance pertaining to relevant assessment period.**
* **Section -2 shall be filled taking into account the performance made from the date of appointment as faculty member on regular basis in case of CAS promotion for Academic Level 13A and Academic Level - 14. However, whose promotion is due in Academic Level-11 and Academic Level -12, they shall fill the Section-2 based on their performance, during assessment period only]**
* **Add/delete rows of tables given below, as required]**

**Section -1**

**Assessment Year .........................................**

**Activity 1: Teaching-**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Name of the question paper/Subject taught | Level/Class | **\***Mode of  Teaching | Total  Classes/Hours  Assigned  (A) | Number of  Classes taught  (as per documented  Record)  (B) | B  **X 100@**  A | Annexure No. |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

***\*****Lecture(Lec.), Seminar(S), Tutorial (T), Practical (P), Lab (L), Contact Hours (CH), Vagvardhini(V) other teaching related activities.*

*@ No. of classes taught*

X 100

*Total No. of classes assigned*

**Activity 2: Involvement in Students Related Activities/ Research Activities**

* 1. **Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Sl.*  *No* | *Detail of Activities*  *(Name/Place etc.)* | Level (Campus/University/National/International) | *Act as* | *From* | To | *Name of the Campus/*  *University*  *Institution/*  *Organization* | Annexure  No. |
|  |  |  |  |  |  |  |  |

* 1. **Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Sl.*  *No* | *Detail of Activities*  *(Semester/Annual/PSST/Research etc.)* | Level (Campus/  University) | *Act as* | *From* | To | *Name of the Campus/*  *Institution/*  *University/*  *Organization* | Annexure  No. |
|  |  |  |  |  |  |  |  |

* 1. **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, Natya Mahotsav, Inter Campus Youth Festival, All India Sanskrit Elocution Contest and community services etc.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Sl.*  *No* | *Detail of Activities*  *(Name/Place etc.)* | Level (Campus/  University) | *Act as* | *From* | To | *Name of the Campus/*  *Institution/*  *Organization* | Annexure  No. |
|  |  |  |  |  |  |  |  |

* 1. **Organizing seminars/ conferences/ workshops, other college/university activities.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Sl.*  *No* | *Detail of Activities* | Level (Campus/  University) | *Act as* | *From* | To | *Name of the Campus/*  *University/*  *Institution/*  *Organization* | Annexure  No. |
|  |  |  |  |  |  |  |  |

* 1. **Evidence of actively involved in guiding Ph.D students. (Research Guide)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Sl.*  *No* | Student Name | *Title of Thesis* | Name of University/  Campus of RSkS | *Act as*  *Co-Guide/*  *Guide* | *Status*  *(Awarded/In Progress)* | *Ph.D Awarded date/ Date of Joining Ph.D. under Guidance* | Annexure |
|  |  |  |  |  |  |  |  |

* 1. **Conducting minor or major research project sponsored by national or international agencies.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Type of Project  (Major/ Minor) & (National/  International) | Funded By | Title of The Project | Amount | Duration of The Project (in Yrs.) | Status of The Project  (Completed/  Progress) | Position in the Project  (Principal Investigator/ Co-Principal Investigator/ Director/any status) | Annexure No. |
|  |  |  |  |  |  |  |  |

* 1. **At least one single or joint publication in peer-reviewed or UGC list of Journals.**

(Evidence and details may be verified at Part – B of Form -2 (1)

**Yes / No**

**Section-2**

1. **Research Paper published in UGC Approved Journal/ Peer-Reviewed Journal/ Referred Journals/ Non-Referred reputed journals/ CARE listed journals:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Title Of Article/Research Paper | Name Of Journal | Journals published by | ISBN/  ISSN No. | Whether UGC Approved/  Peer-Reviewed /Referred/ CARE listed etc. details please | Impact Factor  (if Applicable) | Annexure No. | API Score |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

1. **Publication other than Research papers:**
2. **Books authored which are published**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Books authored  (Complete Book/ Chapter in Edited book/Research Paper in Book) | Authorship  (Sole Author/  Co-author/  Editor/Co-Editor/any other) | Title of Book/ Manuscript/ Journals | Details of Publisher  (National/ International/  Foreign ) | ISBN/  ISSN No. | Annexure No. | API Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. **Translation works in India and Foreign Languages by Qualified Faculties**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Book Translation  (Complete Book/ Chapter in book/ Research Paper of the Book) | Authorship  (Sole Author/  Co-author/any other) | Indian Language/  Foreign Language  (Mention the language name) | Title of Book/Chapter or Research Paper | Details of Publisher  (National/ International/  Foreign ) | ISBN/  ISSN No. | Annexure No. | API Score |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

1. **Creation if ICT mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula:**
   1. **Development of Innovative pedagogy**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Details of the Programme | Subject | Name of the Institution/University | Programme started from | Programme Ended | Annexure No. | API Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

* 1. **Design of new curricula and courses**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Details of the Course/Curricula | Subject | Name of the Institution/University | For which class/level | Course duration | Annexure No. | API Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

* 1. **Contribution towards the Development of MOOCs:-**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Name of the Course** | **subject** | **University/**  **Institution & Place** | **Sponsoring Agency (UGC/ GoI/others)** | **Contribution**  **(Developed/**  **Conducted/**  **any other)** | **No of Quadrant /Modules / lecture developed** | **Content writer/**  **Subject matter expert/**  **Course Coordinator** | **API Score** | **Annexure No.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

* 1. **Contribution towards the development of E-Content :-**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Name of the Course** | **subject** | **University/**  **Institution & Place** | **Sponsoring Agency (UGC/ GoI/any other)** | **Contribution (Developed/**  **Conducted/**  **any other)** | **Quadrant/E-content module developed** | **Complete Course/**  **Paper/**  **e-book** | **API Score** | **Annexure No.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

1. **(a) Evidence of actively involved in guiding Ph.D students. (Research Guide)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Level  (Ph.D/M.Ed/ M.Phil./P.G./D.lit) | *Title of Thesis/*  *Dissertation* | Name of University/  Campus | *Act as*  *Co-Guide/*  *Guide* | *Status*  *(Awarded/In Progress)* | *Ph.D Awarded date/ Date of Joining Ph.D. under Guidence* | Annexure | API Score |
|  |  |  |  |  |  |  |  |  |

**(b) & (c) Research Projects (minor or major) Completed/Ongoing.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Type of Project  (Major/ Minor) & (National/  International) | Funded By | Title of The Project | Amount | Duration of The Project (in Yrs.) | Status of the Project  (Completed/  Progress) | Position in the Project  (Principal Investigator/ Co-Principal Investigator/ Director/any status) | Annexure No. | API Score |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**(d) Consultancy**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Title | Agency | Duration of The Project (in Yrs.) | Grant/  Amount mobilized  in Lakhs | Status of the Project  (Completed/  Progress) | Position in the Project | Annexure No. | API Score |
|  |  |  |  |  |  |  |  |  |

1. **(a) & (b) Patents / Policy Documents :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Patent/Policy Document | Description/ Patent | Name of the International/ Central/  State Govt./ Local bodies | Annexure No. | API Score |
|  |  |  |  |  |  |

**(c) Awards/Fellowship**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Name of the Award | Description | International/ Central/  State Govt./ Local bodies | Agency | Annexure No. | API Score |
|  |  |  |  |  |  |  |

1. **Invited lectures/ Resource Person/ Paper presentation in Seminars/ Conference/ Full paper in Conference Proceedings:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Type  (Seminar/  Conference/  Invited lectures) | Title of the programme | Paper resented/ Participated/  Resource Person/  Other | Level  (International-Abroad/International –within country/  National/State/  University) | Title of the Research paper | Date / Duration (From - To) | Organiser | Annexure No. | API Score |
|  |  |  |  |  |  |  |  |  |  |

1. **Other Relevant Information /Significant Contributions not mentioned earlier:**

***Note - Please mention details (Year, Value etc.) wherever relevant. Attach documentary proof (copies of certificates, sanction orders, papers etc.)in support of the information provided by you in this proforma, whichever necessary.***

**Declaration**

*I declare that all the statements made in the Application Form are true to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the advertisement, my promotion / appointment is liable to be cancelled/terminated.*

Signature of Applicant:

Name and Designation:

Place :

Date :

**Calculating Academic/Research Score**

**(Total Assessment Period as per Part-B of the application year wise)**

**Table 2: Methodology for University and College Teachers for calculating Academic/Research Score.**

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 Acknowledgments for patent filing and approval letters, students' Ph. D. award letter, etc,.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Academic/Research Activity** | **Research Score** | **API Score claimed for the year by the Applicant**  **(mention year )** | **API Score claimed by the Applicant** | **API Score evaluated by the Scrutiny Committee (Not to be filled by the Applicant)** |
| 1. | **Research Papers in Peer-Reviewed or UGC listed Journals** | 10 per paper |  |  |  |
|  | | **Total (1.)** |  |  | |
| 2. | **Publications (other than Research papers)** | | | | |
|  | **a. Books authored which are published by;** | | | | |
|  | International publishers | 12 |  |  |  |
|  | National publishers | 10 |  |  |  |
|  | Chapter in Edited Book | 05 |  |  |  |
|  | Editor of Book by International Publisher | 10 |  |  |  |
|  | Editor of Book by National Publisher | 08 |  |  |  |
|  | **b. Translation works in Indian and Foreign Languages by qualified faculties** | | | | |
|  | Chapter or research paper | 03 |  |  |  |
|  | Book | 08 |  |  |  |
|  | | **Total (2.)** |  |  | |
| 3. | **Creation if ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula** | | | | |
|  | **a. Development of Innovative pedagogy** | 05 |  |  |  |
|  | **b. Design of new curricula and courses** | 02 per curricular/course |  |  |  |
|  | **c. MOOCs** | | | | |
|  | Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit) | 20 |  |  |  |
|  | MOOCs (developed in 4 quadrants) per module/lecture | 05 |  |  |  |
|  | Content writer/subject matter expert for each module of MOOCs (at least one quadrant) | 02 |  |  |  |
|  | Course coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit) | 08 |  |  |  |
|  | **d. E-Content** | | | | |
|  | Development of e-content in 4 quadrants for a complete course/e-course | 12 |  |  |  |
|  | e-content ( developed in 4 quadrants) per module | 05 |  |  |  |
|  | Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) | 02 |  |  |  |
|  | Editor of e-content for complete course/paper/e-book | 10 |  |  |  |
|  | | **Total (3.)** |  |  | |
| 4. | **a. Research guidance** | | | | |
|  | Ph.D. | 10 per degree awarded 05 per thesis submitted |  |  |  |
|  | M. Phil./P.G dissertation | 02 per degree awarded |  |  |  |
|  | **b. Research Projects Completed** | | | | |
|  | More than 10 lakhs | 10 |  |  |  |
|  | Less than 10 lakhs | 05 |  |  |  |
|  | **c. Research Projects Ongoing** | | | | |
|  | More than 10 lakhs | 05 |  |  |  |
|  | Less than 10 lakhs | 02 |  |  |  |
|  | **d. Consultancy** | 03 |  |  |  |
|  | | **Total (4.)** |  |  | |
| 5. | **a. Patents** | | | | |
|  | International | 10 |  |  |  |
|  | National | 07 |  |  |  |
|  | **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 |  |  |  |
|  | National | 07 |  |  |  |
|  | State | 04 |  |  |  |
|  | **c. Awards/Fellowship** | | | | |
|  | International | 07 |  |  |  |
|  | National | 05 |  |  |  |
|  | | **Total (5.)** |  |  | |
| 6. | **\*Invited lectures/ Resource Person/paper presentation in Seminars/ Conference/ 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) | 07 |  |  |  |
|  | International (within country) | 05 |  |  |  |
|  | National | 03 |  |  |  |
|  | State/University | 02 |  |  |  |
|  | | **Total (6.)** |  |  | |
|  | | **Total (1+2+3+4+5+6)** |  |  | |
| **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) :   1. Paper in refereed journals without impact factor - 5 points 2. Paper with impact factor less than 1 - 10 points 3. Paper with impact factor between 1 and 2 - 15 points 4. Paper with impact factor between 2 and 5 - 20 points 5. Paper with impact factor between 5 and 10 - 25 points 6. Paper with impact factor >10 - 30 points 7. Two authors: 70% of total value of publication for each author. 8. 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. 9. Joint Projects: Principal Investigator and Co-Investigator would get 50% each.   **Note:**   * Paper presented if part of edited book or proceeding than 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. | | | | | |

Signature of Applicant:

Name and Designation:

**Recommendations of the Screening cum Evaluation Committee**

Signature of Subject Experts :

**Certificate**

(Note : Year by year separate certificate to be issued by HOD/Dean & Principal/Principal(I/c)

Certified that Mr./Ms./Dr…………………………………has been working as…………………

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

**Part –B (Section-1)**

**Activity 1: Teaching-**

|  |  |
| --- | --- |
| ***Grading Criteria***  **80% & above - Good**  **Below 80% but 70% & above-Satisfactory**  **Less than 70% - Not satisfactory** | **Grading…………………**  *(to be filled by HoD/Principal/Principal I/c of the Campus)* |

**Activity 2: Involvement in Students Related Activities/ Research Activities**

|  |  |
| --- | --- |
| ***Grading Criteria***  **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** | **Grading……….**  *(to be filled by HoD/Principal/Principal I/c of the Campus)* |

Signature of Head of the Department

Place :

Date :

\*\*\*\*

**Remarks of the Principal/Principal I/c on Punctuality and Conduct of the Applicant**

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

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

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

Signature of Principal/Principal I/c

Place :

Date :

**Recommendations of the IQAC**

Signature of Convener /Director

…………………………..

**Recommendations of the Screening cum Evaluation Committee**

Signature of Subject Experts :

Annexure -1(A)

Form No.1

**Option for Assessment**

I …….………………………………………………………………………………………

…………………………………………………………………………………………… *(Name,*

*Designation & Campus)* with Scale of Pay (present) ……………………….….…………… hereby opt -

* 1. **The UGC Regulation 2018 [Clause 6.3.VII (a)]\***

**or**

* 1. **The UGC Regulation 2010 as relaxed in UGC Regulation 2018 [Clause 6.3.VII (b)] \***

[\**Strike out which is not applicable*]

to assess myself for Career Advancement Scheme in the cadre of ……...……………………………………………….……*(Designation)* with Scale of Pay ……………………….….…………… with effect from ……………………. *(Date)…………...*

Signature :

Name :

Designation :

Campus :

Place :

Date :