

APPLICATION FOR AWARD OF ACADEMIC LEVEL _____

(Assistant Professor to Associate Professor under revised UGC Pay Scales of 2016.)

SUBJECT: _____

APPLICATION SHOULD FILL ALL THE COLUMNS, WRITE "N A" AGAINST THE COLUMNS, WHICH ARE NOT APPLIABLE

- 1.Name of the Applicant (in capital letters) :
- 2.Father's Name :
- 3.Residential Address :
- 4.Present Designation, Department and Name of the College :
- 5.Pay at the time of appointment :
6. Present Scale of Pay :
- 7.Date of assigning UGC Scale :
- 8.Date of Birth :
- 9.Caste / Community :
10. Qualifications (Evidence to be enclosed) :

Qualification	Name of the University	Subject(s)	Month & Year of acquiring this qualification	Percentage of Marks/ Division/Grade
P.G. Degree in				
NET/SLET				
M.Phil.				
Ph.D				

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11. Whether participated in (a) Refresher course (b) Orientation courses (c) Summer institutes/work shop/Training Programmed.

(a) Refresher Courses:

Name of Course/Topic	Conducted by	From Date	To Date	No. of days
i)				
ii)				
iii)				

(b) Orientation Courses:

Name of Course/Topic	Conducted by	From Date	To Date	No. of days
i)				
ii)				
iii)				

(c) Summer institute / Work shop/Training Programme

Name of Course/Topic	Conducted by	From Date	To Date	No. of days
i)				
ii)				
iii)				

12	Whether made some mark in the areas of Scholarship and research, as evidenced by performance appraisal Report of referee quality of publication contribution to Educational renovation design of new course curriculum etc. (Evidence to be produced).	
13	Extension work/Community Service (Please give a short account of your contribution to; Community work such as values of National integrity, secularism, democracy, Socialism, humanism, peace scientific temper, flood or draught relief small family norms etc. (Enclose evidence)	
14	Position held/leadership played in organizations linked with extension work NSS/NCC or any other similar activity	
15	Any other information in proof of your merit in Education filed (Please specify and enclose proof)	
16	Date of Regular appointment as Degree College Lecturer and method of recruitment / recruitment agency	
17	Date of Retirement	
18	EOL particulars	
19	a)Total accountable service for Career Advancement Scheme as per Rules completed as on date of application b) Date of completion of the above service	
20	Date of award of AGP 7000 8000	
21	Date of eligibility Scale/AGP (Specify the Scale / AGP/ Designation applied at present)	
22	Relaxation (s) / Exemption (s) claimed / applicable (Mention rule apposition also)	
23	If applying for any modifications/change specify (submit separate sheet with details)	
24	Any other information which is not covered in the above proforma or any matter relevant to your CAS application	

CAREER ADVANCEMENT SCHEME

Sl.No.	Description	Remarks
1	Scale/AGP/Designation applied for	
2	Name of the Teacher	
3	Subject	
4	College where he is working	
5	Date of appointment as Lecturer (Page No. of S.R. and Volume)	
6	Date of U.G.C Scale (Page No. of S.R and Volume)	
7	Calculation of qualifying service	
8	E.O.L (if any) (Page No. of S.R. and Volume)	
9	Refresher courses (Mention duration of time in days) (Page No. of S.R and Volume)	1. 2. 3.
10	Orientation courses (Mention duration of time in days) (Page No. of S.R and Volume)	1. 2. 3.
11	Summer / Work shop / Training Programme	1. 2. 3.
12	His / Her performance/ appraisal report enclose API Scores (Proforma enclosed)	

Certified that, all the particulars mentioned by the applicant in the application are found correct and the application of above candidate has been verified with the entries in the Service Book of the individual and noted the page number against each column above and found correct. (Specify if there is any deviation). He is eligible for _____ (Career Advancement Scheme as applied in the application) from Date: _____ as per Service, qualifications and eligibility conditions in accordance with the rules in force. One identical copy of the application is kept in this institution for record.

Remarks if any:

Station:

SIGNATURE OF THE PRINCIPAL

Commissioner of Collegiate Education

CATEGORY-III

RESEARCH AND ACADEMIC CONTRIBUTIONS

S.No.	API's	Engineering/Agriculture/Veterinary Science/Sciences / Medical Sciences	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. Points Publications
III (A)	Research Publications (Journals)	Refereed Journals with Impact factor 1.0 and below 2.0	Refereed Journals which are indexed publications with impact factor less than one	20
		Refereed Journals with impact factor 2.1 and below 5.0	Refereed Journals with impact factor 1.0 and below 2.0	30
		Refereed Journals with impact factor 5.1 and below 10.0	Refereed Journals with impact factor 2.0 and below 5.0	40
		Refereed Journals with impact factor less than One indexed	Refereed Journals which are not indexed without any impact factor	15
		Vernacular & Indian language journals in all disciplines without any impact factors included in the list of journals prepared by UGC and hosted in its website.	Vernacular & Indian language journals in all disciplines without any impact factors included in the list of journals prepared by UGC and hosted in its website.	10
		Non impact factor National level research papers in non-refereed journals but having ISBN/ISSN No.'s and the list of journals prepared by UGC and hosted in it website.	National level research papers in non-refereed / Non journals but having ISBN/ISSN No.'s and the list of journals prepared by UGC and hosted in it website.	10
		Full papers in conference proceedings, etc. (Abstracts not to be included)	Full papers in conference proceedings, etc. (Abstracts not to be included)	10
III (B)	Research Publications (Books chapters in	Text or Reference Books Published by international Publishers with an	Text or Reference Books Published by International Publishers	50/sole author and 10/chapter in an

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	books, other than refereed journal articles	established peer review system		edited book
		Subject Books by National level publishers / State and Central Govt. Publications with ISBN/ISSN No.'s and UGC prepared list hosted in its website	Subject Books by National level publishers / State and Central Govt. Publications with ISBN/ISSN No.'s and UGC prepared list hosted in its website	25/sole author and 5/chapter in an edited books
		Subject Books by Other local publishers with ISBN/ISSN No.'s and UGC prepared list hosted in its website	Subject Books by other local publishers with ISBN/ISSN No.'s and UGC prepared list hosted in its website	15/sole author and 3/chapter in an edited books
		Chapters contributed to edited knowledge based volumes published by Int. Publishers	Chapters contributed to edited knowledge based volumes published by Int. Publishers	10/Chapter
		Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN No.'s and with No.'s of national & international directories	Chapters in knowledge based volumes by Indian / National level publishers with ISBN / ISSN No.'s and with No.'s of national & international directories	5/ Chapter
III (C)	RESEARCH PROJECT			
III (C) (i)	Sponsored Projects carried out / ongoing	a)Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20
		b)Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects amount mobilized with minimum of 4.00 lakhs up to Rs.5.00 lakhs	15
III (C) (ii)	Consultancy Projects carried out /ongoing	Amount mobilized with minimum of Rs.5.00 lakhs	Amount mobilized with minimum of Rs.1.00 lakh	10
III (C) (iii)	Completed Projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project Report (Acceptance from funding agency)	20 Major 10-Minor
III (C) (iv)	Projects Outcome/ Outputs	Patent/Technology transfer / Product/Process	Policy document of Government Bodies at Central and State level	30-National 50-Internation

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III (D)	RESEARCH GUIDANCE			
III (D) (i)	M.Phil	Degree Awarded only	Degree Awarded only	3
III (D) (ii)	Ph.D	Degree Awarded	Degree Awarded	10
		Thesis submitted	Thesis submitted	7
III (E)	TRAINING COURSES AND CONFERENCE / SEMINAR/ WORKSHOP PAPERS			
III (E) (i)	Research Methodology / Workshops	Research Methodology course (not less than 3 weeks / workshops of not less than one week duration	Research Methodology course (not less than 3 weeks) / Workshops of not less than one week duration	20
III (E) (ii)	Papers in Conferences / Seminars / Workshops etc.	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral / poster) in	
		a)International conference	a)International conference	10
		b)National	b) National	7.5
		c)Regional/State level	c)Regional/State level	5
		d)Local-University/College Level	d) Local-University/College level	3
III (E) (iii)	Invitations for conferences/seminars/workshops/symposia to deliver lecturer / and or chair sessions	a)International conference	a)International conference	10
		b)National	b)National	7.5
		c)Regional/State level	c)Regional /State level	5
		d)Local-University/College level Endowment Lecturers	d) Local-University/College level Endowment Lecturers	5

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MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS & EQUIVALENT CADRES IN UNIVERSITIES & COLLEGE

Sl. No.	Promotion of Teachers through CAS	Service (as prescribed by the MHRD Notification) requirement	Academic Performance indicator requirement as per Table-I (A) of Appendix-III
			Teachers & equivalent Cadres in Universities & Colleges
1	Assistant Professor/ equivalent cadres from AGP Rs.6000 to AGP Rs.7000	Assistant Professor completed 4 years of service with Ph.D or 5 years of service who are with M.Phil/PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc. M.D or 6 years of service who are without Ph.D/M.Phil/PG Degree in Professional Courses	(i)Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table III (a) of Appendix III for teachers in university departments/equivalent cadres in Universities and in Table III (b) or Appendix III for teachers /equivalent cadres in Colleges. (ii)One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration. (iii) No separate interview points for the Screening cum Verification process of Recommending AGP elevation.
2	Assistant Professor / equivalent cadres from AGP Rs.7000 to AGP Rs.8000	Assistant Professor with completed service of 5 years at AGP of Rs.7000	(i)Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table III(a) of Appendix III for teachers in university departments/ equivalent cadres in Universities and III Table III (b) of Appendix III for teachers/ equivalent cadres in Colleges. ii) Additionally, two courses/Programmes from among the categories of refresher courses, workshops, Training, Teaching Learning- Evaluation Technology Programmes, Soft Skills development Programmes& Faculty Development Programmes for a minimum period of one week duration to have been undergone during the assessment period. iii) No separate interview points for the Screening cum verification process of recommending AGP elevation.

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APPENDIX-III TABLE-II (B)

Minimum Point norms of the APIs as provided in Table I and Weightages for Expert Assessment to be applied for the Promotion of Teachers, in Colleges (UG and PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)

S. No.	Assessment Category	Minimum Average Yearly or Cumulative API score required during the assessment period of each level as evaluated under the performance based appraisal system (PBAS) and Weightage for Expert Assessment	
		Colleges (UG/PG) Teachers/College Library/Physical Education Cadres	
		Assistant Professor / equivalent cadres: Academic Level 10 to 11	Assistant Professor/equivalent cadres: Academic Level 11 to 12
I	Teaching-learning Evaluation Related Activities (category-I)	60/Year	60/Year
II	Co-curricular, Extension & Profession related activities (Category-II)	20/Year	20/Year
III	Minimum total average annual Score under Categories-I and II	100/Year	100/Year
IV	Research and Academic Contribution (Category III)- Minimum Annual Score Required-to be assessed cumulatively	5/year (20/assessment period)	10/year (50/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment Total weightage-100	No separate points, Screening committee to verify API Score	No separate points Screening committee to verify API scores

Commissioner of Collegiate Education