Affix Recent Passport size self attested Photograph here

**APPLICATION FORM FOR**

**PROMOTION UNDER**

**UGC-CAS-2018\***

**GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **1.** | **Name (in Block Letters):** |  |
| **2.** | **Father’s Name:** |  |
| **3.** | **Department/ Centre:** |  |
| **4.** | **Present Designation & Annual Grade Pay/Academic Level:** |  |
| **5.** | **Date of last promotion *( attach proof)*:** |  |
| **6.** | **Which position and grade pay/ Academic Level are you an applicant under CAS?** |  |
| **7.** | **Date of Eligibility for Promotion:** |  |
| **8.** | **Gender:** |  |
| **9.** | **Address for correspondence :** |  |
| **10.** | **Telephone/Mobile No:** |  |
| **11.** | **E-mail:** |  |
| **12.** | **Employee ID:** |  |

1. **Academic Qualifications :-**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degrees** | **Name of University** | **Year of Passing/ Date of award** | **Percentage of marks** | **Division Class / Grade** | **Subject/ Title of thesis** |
| **M.A/ M.Sc/ M.Com** |  |  |  |  |  |
| **M.Phil.** |  |  |  |  |  |
| **Ph.D./D.Phil.** |  |  |  |  |  |

\*To be submitted on completion of assessment period.

1. **Appointments held prior to joining this institution:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Name of Employer** | **Date of Joining** | **Pay Band with AGP/A** |
| **Joining** | **Leaving** |
|  |  |  |  |   |
|  |  |  |  |  |

1. **Posts held since joining Jamia Millia Islamia :-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.****No.** | **Designation** | **Department/Centre** | **Date of actual Joining** | **Pay Band with AGP/ Academic Level** |
| **From** | **To** |
| **1.** | **Appointment of Asstt. Professor** |  |  |  |  |
| **2.** | **Date of Promotion at****Stage-2/ Leve-11** |  |  |  |  |
| **3.** | **Date of Promotion at****Stage-3/ Level-12** |  |  |  |  |
| **4.** | **Date of Promotion at****Stage-4/ Level-13A** |  |  |  |  |

1. **Ph.D student (During assessment period): Under supervision Guided**
2. **Total number of research publications in the peer-reviewed or UGC/UGC-CARE-listed journals (during entire career):**
3. **Total number of research publications, published in the peer-reviewed or UGC/CARE-listed journals during the assessment period:**
4. **Fields of Specialisation under the Subject/Discipline:-**

**(a) ..**

**(b) ..**

1. **Orientation course/Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programme or completed one MOOCs course.**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Programme** | **Duration with date** | **Organized by** |
|  |  |  |  |
|  |  |  |  |

**Table: 1. ANNUAL PERFORMANCE ASSESSMENT REPORT**

**(As per UGC Regulation-2018, Appendix II Table 1, page no. 104, published in the Gazette of India dated 18.07.2018)**

**To be filled for each year during assessment period**

**Annual period: …………………….. to ………………………..**

|  |  |
| --- | --- |
| **Name :** |  |
| **Department/Centre :** |  |
| **Designation & Level :** |  |
| **Employee ID :** |  |

1. **Teaching Activity:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Course/Semester/Paper** | **\*Mode of teaching** | **No. of classes per week allotted** | **No. of classes taken as per documented record per year** | **% classes taken** | **Grading Criteria To be filled by HoD/ Director of the Centre** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Grading Criteria:** **Good : 80 % & above,** **Satisfactory : Below 80 % but 70 % & above,** **Not Satisfactory: Less than 70 %****Note 1: \* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C), Lab (LB)****(Note 2: Enclose all relevant documents in sequence)** |

1. **Involvement in the University students related activities/research activities:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No** | **Nature of Activity** | **Period/ Date (s)** | **Grading Criteria To be filled by HoD/ Director of the Centre** |
| **a.** | **Administrative responsibilities such as Head Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.**(list activities below) |  |  |
|  |  |  |
|  |  |  |
| **b.** | **Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation.**(list activities below) |  |
|  |  |  |
|  |  |  |
| **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.** (list activities below) |  |
|  |  |  |
|  |  |  |
| **d.** | **Organising seminars/ conferences/ workshops, other college/ university activities.** (list activities below) |  |
|  |  |  |
|  |  |  |
| **e.** | **Evidence of actively involved in guiding Ph.D students.**(list activities below) |  |
|  |  |  |
|  |  |  |
| **f.** | **Conducting minor or major research project sponsored by national or international agencies.**(list activities below) |  |
|  |  |  |
|  |  |  |
| **g.** | **No. of single or joint publication in peer-reviewed or UGC list of Journals.**  |  |
|  |  |  |
|  | **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.*****(Note 3: Enclose all relevant documents in sequence)** |

**Overall Grading:**

|  |  |
| --- | --- |
| **Overall Grading Criteria:** **Good: Good in teaching and satisfactory or good in activity at SI. No.2.****Or** **Satisfactory: Satisfactory in teaching and good or satisfactory in activity at SI. No.2.** **Not Satisfactory: If neither good nor satisfactory in overall grading** | **To be filled by HoD/ Director of the Centre****Overall Grading:** |

***Note:*** *1. 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*

***Note: 2.*** *The repost 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/Director. The submission should be through the Head of the Department (HoD)/Director.*

**I certify that the information provided in Table. 1. S.No. 1 and 2 is correct as per records available with the university and/or documents enclosed along with the duly filled in the annual performance assessment report proforma.**

**Signature of the Applicant:**

**Designation: Date:**

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

**Signature of HoD/ Director of the Centre**

**Note: The individual Annual Performance Assessment Reports proforma duly filled along with all enclosures, submitted for CAS promotions will be verified as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Table: 2. Academic /Research Score**

**(As per UGC Regulation-2018, Page. No. 105, published in the Gazette of India, dated 18.07.2018)**

**1. Research Papers (Journal)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.****No.** | **Title with page nos. and date of publication** | **Journal** | **ISSN** **No** | **Whether****peer****reviewed** | **\* Impact****Factor** **if any** | **No.****of co-authors** | **Whether****First****Author / Corresponding / Supervisor/ Co-supervisor?** | **Listed in UGC-CARE/ Scopus/ WoS or not?** | **Research Score** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Before Assessment Period (for Associate Professor and Professor)** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Peer-Reviewed or UGC-listed Journals/UGC-CARE listed Journals (\* Impact factor to be determined as per Thomson Reuters list proof attached).** **(Note: Enclose all journals papers in sequence i.e. full papers, ISSN no., peer reviewed, IF, Supervisor, UGC-CARE/Scopus/WoS proof).** |

**2. (a) (i) Book authored**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.****No.** | **Book Title with page Nos. and date of publication** | **Name of the Publisher** | **Whether National/ International Publisher** | **ISBN No**  | **No. of****co-****authors** | **Whether you****are the main****author** | **Research Score** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(Note: Enclose all relevant documents in sequence i.e Book cover page, back page, contents proof and ISBN no proof along with complete book)** |

**2. (a) (ii) Chapters published in Books / Edited Books**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.****No.** | **Title with page Nos. and date of publication** | **Book/ Title editor & publisher** | **ISBN No**  | **No. of****co-****authors** | **Whether you****are the main****author** | **Research Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **(Note: Enclose all relevant documents in sequence i.e Book cover page, back page, contents proof, ISBN no proof and concern chapter full page proof)** |

**2. (a) (iii) Editor of Book**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.****No.** | **Title with page No and date of publication** | **Name of Publisher** | **Whether National/ International Publisher** |  **ISBN No** | **No. of****co-****editors** | **Whether you****are the main****editor** | **Research Score** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(Note: Enclose all relevant documents in sequence i.e Edited Book cover page, back page, contents proof and ISBN no proof along with complete book)** |

**2. (b) (i) Translation works in Indian and Foreign Languages by qualified faculties**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.****No.** | **Title with page No and date of publication** | **Types of Translation****Indian/Foreign Languages** | **Publisher & ISSN/ ISBN No** | **Chapter/ Research Paper** | **No. of****co-****Translator** | **Whether you are the main Translator?** | **Research Score** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(Note: Enclose all relevant documents in sequence i.e Research paper, Book cover page, back page, contents proof, ISSN/ISBN no proof along with book and concern chapter full page proof)** |

**2. (b) (ii) Translation works in Indian and Foreign Languages by qualified faculties**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.****No.** | **Title with page No and date of publication** | **Types of Translation****Indian/Foreign Languages** | **Publisher & ISSN/ ISBN No** | **Book** | **No. of****co-****Translator** | **Whether you are the main Translator?** | **Research Score** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(Note : Enclose all relevant documents in sequence)** |

**3. (a) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula: Development of Innovative pedagogy**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of Development of Innovative pedagogy** | **Short Description/ Contribution**  | **Type of Pedagogy/Modules/ E-content/ uploaded link** | **Level****UG/PG** | **No. of Quadrants** | **CEC approval if any** | **Research Score** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  **(Note: Enclose all relevant documents in sequence)** |

**3. (b) Design of new curricula and courses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of curricula and course** | **Level****UG/PG** | **No. of Units/ course** | **Approval of competent authority (if any)** | **Research Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  **(Note: Enclose all relevant documents in sequence)** |

**3. (c) MOOCs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **MOOCs (Development of complete MOOCs, MOOCs module/lecture, Content writer/subject matter expert, Course Coordinator for MOOCs** | **Short Description/ Contribution**  | **Level of contribution (Content writer/ subject matter expert)** | **No. of Quadrants** | **No. of Module/ lecture** | **Research Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  **(Note: Enclose all relevant documents in sequence)** |

**3. (d) E-Content**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of E-content** | **Level of contribution UG/PG** | **No. of Quadrants** | **Level of contribution (Editor of e-content for complete course/paper/e-book)** | **No. of Module** | **Research Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  **(Note: Enclose all relevant documents in sequence)** |

**4. (a) Research Guidance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.****No.** | **Degree** | **Name of the Students** | **Thesis Submitted****(with date)** | **Degree awarded****(with date)** | **Research Score** |
| **1** | **\*M. Phil./****\*P.G dissertation** |  | **N/A** |  |  |
| **2** | **Ph. D.**  |  |  |  |  |
|  |  |  |  |  |  |
| **\*Note: Only awarded will be considered. (Note: Enclose all relevant documents in sequence)** |

**4. (b), (c) & (d) Ongoing and Completed Research Projects/ Consultancy Projects.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.****No.** | **Title of Research Project**  | **Funding Agency** | **Date of Sanction** | **Grant/Amount Mobilized** **(Rs. Lakhs)** | **Whether you are the PI/Co-PI/Consultant** | **Status****Ongoing/ Completed**  | **Research Score** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Note 1: Principal Investigator and Co-investigator would be 50% each.****(Note 2: Enclose all relevant documents in sequence i.e. Sanctioned letter and UC certificate)** |

**5. (a) Patent**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.****No.** | **Title** | **National / International** | **Date of Filing** | **Status: Published/ Granted as on date** | **Patent file No.** | **Research Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **(Note: Enclose all relevant documents in sequence)** |

**5. (b) \*Policy Documents**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.****No.** | **Title** | **Funding Agency** | **Date of Submission/ approval** | **\*Policy documents prepare for International bodies like IMF/UNO/UNESCO/World Bank etc. Central/State Govt. Bodies (name of the bodies)** | **International/ National/ State** | **Research Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **(Note: Enclose all relevant documents in sequence)** |

 **5. (c) Awards/ Fellowships**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of the Fellowships/Awards**  | **Date of award** | **Awarding Agency** | **Whether level International/ National** | **Research Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **(Note: Enclose all relevant documents in sequence)** |

**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*).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title / Academic Session with date** | **Lecture/Resource Person/Paper presentation/full paper in Conference Proceedings** | **Agency** | **Whether International (Abroad) / International (within country)/ National/State/****University level** | **Research Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **\*Note: *\*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. (As per UGC Regulation-2018, page no. 107, published in the Gazette of India dated 18.07.2018)*****(Note: Enclose all relevant documents in sequence i.e. Certificate are required for lecture and paper presentation)** |

**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.***
* ***The research score shall be from the minimum of three categories out of six categories.***

**SUMMARY OF RESEARCH SCORE**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No** | **Academic/ Research Activity** | **Total Research Score claimed by the candidate** | ***For Office use only***  |
| **1.** | **Research Papers in Peer-Reviewed or UGC listed Journals** |  |  |
| **2.** | **Publications other than journal, (a). Books authored (b). Translation works** |  |  |
| **3.** | **Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**1. **Development of Innovative pedagogy. (b) Design of new curricula and courses. (c) MOOCs. (d) E-Content**
 |  |  |
| **4.** | **(a) Research Guidance (b) Research Projects Completed (c) Research Projects Ongoing (d) Consultancy** |  |  |
| **5. (a&c)** | **(a) Patents (c) Awards/Fellowships** |  |  |
| **5.(b)** | **\*Policy Documents** |  |  |
| **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)** |  |  |
| **(\*Note: *\*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.)*** |  |  |
| **Total** |  |  |

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

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

**I certify that the information provided in Table. 2 are correct as per records available with the university and/or documents enclosed along with the duly filled proforma.**

**Signature of the Applicant:**

**Designation: Date:**

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

**Signature of HoD/ Director/ Principal Signature of Dean**

**N:B: The individual research proforma duly filled along with all enclosures, submitted for CAS promotions will be verified as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***