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F.No.2-13/Estt.I/18/22

Dated Aizawl, the 1st April, 2019

NOTIFICATION

Sub.: Promotion under Career Advancement Scheme (CAS) in the Teaching cadre.

It is hereby notified for information of all concerned that the Assessment Criteria and Methodology Proforma for promotion under Career Advancement Scheme (CAS) in the **Teaching cadre**, governed by the UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 shall be as per the format enclosed herewith.

2. The new Regulations adopted in the 35th Academic Council (dt. 26.11.2018) and the 49th Executive Council (dt. 17.12.2018) shall be effective from 18th July, 2018.

3. Applicants whose due date of eligibility for promotion falls on or after 18th July, 2018 and had submitted their applications under the previous Regulations may compile their applications as per the new format retaining the earlier date of submission.

4. In terms of Clause 6.3 of the UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, faculty members shall have the option to be considered under the UGC (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 a period of three years upto 17th July, 2021.

4. Senior Professor is a new provision under the UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018. Therefore, promotion to Senior Professor shall be considered under the new Regulations only. Those who had submitted their applications for promotion to Professor (HAG) may compile their applications as per the new format retaining the earlier date of submission.

5. The application for promotion under CAS may be submitted **in duplicate** for promotion to Academic Level 11 & 12 and **in triplicate** for promotion to Academic Level 13A, 14 and 15.

This issues with approval of the Vice Chancellor dated 01.04.2019.

Encl.: a.a.



(Dr. R. Zonuntluanga)

Joint Registrar (Estt)

Eligibility and Promotion Criteria for University Teachers:

SN	Stages of Promotion	Eligibility and CAS Promotion Criteria	
I	Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11)	Experience/Qualification requirement	Assistant Professor who have completed four years of service and having Ph.D. degree or five years of service and having 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.
		Completion of Course/ Programme	(a) Attended one Orientation course of 21 days duration on teaching methodology during the assessment period. (b) Has done any one of the following during the assessment period: Completed one Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration; OR Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants/MOOCs' course.
		Research Publication	A minimum of one research publication in the peer-reviewed journals or UGC-listed journals during the assessment period.
		Research Guidance	Not applicable.
		Performance Assessment	(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 per Appendix II, Table 1. (b) The promotion is recommended by the screening-cum-evaluation committee.
		Academic & Research Score	Not applicable.

Eligibility and Promotion Criteria for University Teachers:

SN	Stages of Promotion	Eligibility and CAS Promotion Criteria	
II	Assistant Professor (Academic Level 11) to Assistant Professor (Academic Level 12)	Experience/Qualification requirement	(a) Five years of service as an Assistant Professor in Academic Level 11. (b) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
		Completion of Course/ Programme	Has done any two of the following during the assessment period: Completed courses/ programmes 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 [<i>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</i>]; 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.
		Research Publication	A minimum of three research publications in the peer-reviewed journals or UGC-listed journals during the assessment period.
		Research Guidance	Not applicable.
		Performance Assessment	(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 per Appendix II, Table 1. (b) The promotion is recommended by the screening-cum-evaluation committee.
		Academic & Research Score	Not applicable.

Eligibility and Promotion Criteria for University Teachers:

SN	Stages of Promotion	Eligibility and CAS Promotion Criteria	
III	Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A)	Experience/Qualification requirement	(a) Three years of service as an Assistant Professor in Academic Level 12. (b) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
		Completion of Course/ Programme	Has done any one of the following during the assessment period: 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.
		Research Publication	A minimum of seven research publications in the peer-reviewed of UGC-listed journals out of which three research papers should have been published during the assessment period.
		Research Guidance	Evidence of having guided at least one Ph.D. candidate.
		Performance Assessment	(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 per Appendix II, Table 1. (b) The promotion is recommended by the selection committee.
		Academic & Research Score	A minimum of 70 Academic & Research Score, as per Appendix II, Table 2.

Eligibility and Promotion Criteria for University Teachers:

SN	Stages of Promotion	Eligibility and CAS Promotion Criteria	
IV	Associate Professor (Academic Level 13A) to Professor (Academic Level 14)	Experience/Qualification requirement	(a) Three years of service as an Associate Professor in Academic Level 13A. (b) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
		Completion of Course/ Programme	Not applicable.
		Research Publication	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.
		Research Guidance	Evidence of having successfully guided at least one Ph.D. candidate.
		Performance Assessment	(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 per Appendix II, Table 1. (b) The promotion is recommended by the selection committee.
		Academic & Research Score	A minimum of 110 Academic & Research Score, as per Appendix II, Table 2.

Eligibility and Promotion Criteria for University Teachers:

SN	Stages of Promotion	Eligibility and CAS Promotion Criteria	
V	Professor (Academic Level 14) to Senior Professor (Academic Level 15)	Experience/Qualification requirement	Ten years of service as Professor in Academic Level 14
		Completion of Course/ Programme	Not applicable.
		Research Publication	A minimum of ten research publications in the peer-reviewed or UGC-listed journals during the assessment period.
		Research Guidance	Evidence of having successfully guided at least two Ph.D. candidates during the assessment period.
		Performance Assessment	The promotion is recommended by the selection committee through interaction and on the basis of 10 best publications during the assessment period.
		Academic & Research Score	Not applicable.

Eligibility and Promotion Criteria for College Teachers:

SN	Stages of Promotion	Eligibility and CAS Promotion Criteria	
I	Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11)	Experience/Qualification requirement	Assistant Professor who have completed four years of service and having Ph.D. degree or five years of service and having 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.
		Completion of Course/ Programme	(a) Attended one Orientation course of 21 days duration on teaching methodology during the assessment period. (b) Has done any one of the following during the assessment period: Completed one Refresher/ Research Methodology Course; OR Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration; OR Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants/MOOCs' course.
		Research Publication	Not applicable.
		Performance Assessment	(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 per Appendix II, Table 1. (b) The promotion is recommended by the screening-cum-evaluation committee.
		Academic & Research Score	Not applicable.

Eligibility and Promotion Criteria for College Teachers:

SN	Stages of Promotion	Eligibility and CAS Promotion Criteria	
II	Assistant Professor (Academic Level 11) to Assistant Professor (Academic Level 12)	Experience/Qualification requirement	Five years of service as an Assistant Professor in Academic Level 11.
		Completion of Course/ Programme	Has done any two of the following during the assessment period: Completed courses/ programmes 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.
		Research Publication	Not applicable.
		Performance Assessment	(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 per Appendix II, Table 1. (b) The promotion is recommended by the screening-cum-evaluation committee.
		Academic & Research Score	Not applicable.

Eligibility and Promotion Criteria for College Teachers:

SN	Stages of Promotion	Eligibility and CAS Promotion Criteria	
III	Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A)	Experience/Qualification requirement	(a) Three years of service as an Assistant Professor in Academic Level 12. (b) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
		Completion of Course/ Programme	Has done any one of the following during the assessment period: 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 [<i>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</i>]; 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.
		Research Publication	Not applicable.
		Performance Assessment	(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 per Appendix II, Table 1. (b) The promotion is recommended by the selection committee.
		Academic & Research Score	Not applicable.

Eligibility and Promotion Criteria for College Teachers:

SN	Stages of Promotion	Eligibility and CAS Promotion Criteria	
IV	Associate Professor (Academic Level 13A) to Professor (Academic Level 14)	Experience/Qualification requirement	(a) Three years of service as an Associate Professor in Academic Level 13A. (b) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
		Completion of Course/ Programme	Not applicable.
		Research Publication	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.
		Performance Assessment	(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 per Appendix II, Table 1. (b) The promotion is recommended by the selection committee.
		Academic & Research Score	A minimum of 110 Academic/Research Score, as per Appendix II, Table 2.

APPENDIX II: TABLE 1

Assessment Criteria and Methodology for University/College Teachers

SN	Activity	Grading Criteria
1.	Teaching: $\text{Percentage} = \left(\frac{\text{Number of classes taught}}{\text{Total classes assigned}} \right) \times 100$	Good: 80% and above. Satisfactory: Below 80% but 70% and above. Unsatisfactory: Less than 70%.
2.	Involvement in the University/College students related activities/research activities:- a) Administrative responsibilities such as Head, Chairperson/Dean/Director/Co-ordinator/Warden etc. b) Examination and evaluation duties assigned by the University/College or attending the examination paper evaluation. c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. d) Organising seminars/ conferences/ workshops, other University/College activities. e) Evidence of actively involved in guiding Ph.D. students. f) Conducting minor or major research project sponsored by national or international agencies. g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good: Involved in at least 3 activities Satisfactory: Involved in 1-2 activities. Unsatisfactory: 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 SN 2.
Satisfactory : 'Satisfactory' in teaching and 'Good' or 'Satisfactory' in activity at SN 2.
Unsatisfactory : 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, Commuted 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 as per the acts, statutes and Ordinances of the University.

APPENDIX II: TABLE 2

**Methodology for University/College Teachers for calculating
Academic & Research Score (ARS)**

(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.)

SN	Academic/Research Activity	Faculty of Sciences/ Engineering/ Agriculture/ Medical/Veterinary Sciences/Architecture	Faculty of Languages/ Humanities/ Arts/ Social Sciences/ Library/ Education/ Physical Education/ Commerce/ Management & other related discipline
1.	Research Papers in Peer-Reviewed or UGC listed Journals	8 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	5	5
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	8	8
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	3	3
	Book	8	8
3.	Creation of ICT mediated Teaching-Learning pedagogy and content development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	5	5
	(b) Design of new curricula and courses	2 per curricula/course	2 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 5 marks/credit)	20	20

	MOOCs (developed in 4 quadrant) per module/lecture	5	5
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	2	2
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 2 marks/credit)	8	8
	(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	5	5
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	2	2
	Editor of e-content for complete course/paper/e-book	10	10
4.	(a) Research guidance		
	Ph.D	10 per degree awarded 5 per thesis submitted	10 per degree awarded 5 per thesis submitted
	M.Phil./P.G. dissertation	2 per degree awarded	2 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	5	5
	(c) Research Projects Ongoing		
	More than 10 lakhs	5	5
	Less than 10 lakhs	2	2
	(d) Consultancy	3	3
5.	(a) Patents		
	International	10	10
	National	7	7
	(b) *Policy Document (Submitted to an International body/ organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	7	7
	State	4	4

(c) Awards/Fellowship			
	International	7	7
	National	5	5
6.	*Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	7	7
	International (within country)	5	5
	National	3	3
	State/University	2	2

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- i) Paper in refereed journals without impact factor : 5 points
- ii) Paper with impact factor less than 1 : 10 points
- iii) Paper with impact factor between 1 and 2 : 15 points
- iv) Paper with impact factor between 2 and 5 : 20 points
- v) Paper with impact factor between 5 and 10 : 25 points
- vi) Paper with impact factor >10 : 30 points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publications 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.

**ASSESSMENT CRITERIA AND METHODOLOGY PROFORMA FOR PROMOTION
 UNDER CAS FOR TEACHING CADRE**

[Regulation: UGC Regulations, 2018 dt. 18.07.2018]

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :
2. Father's/Mother's/Husband's Name :
3. Date and Place of Birth :
4. Sex (Male/Female/Transgender) :
5. Marital Status :
6. Nationality :
7. Category (SC/ST/OBC/PWD/General) :
8. Name of Department/Centre :
9. Current Designation & Level :
10. Designation and Level for which application under CAS is submitted :
11. Date of eligibility for promotion :
12. Date of Last Appointment/Promotion :
13. Academic Qualifications :

Examination	Name of Board/ University	Year of Passing	% of Marks	Division/ Class/ Grade	Main Subjects
High School					
Higher Secondary					
Graduation					
Post-Graduation					
Other examinations, if any					

14. Research Degrees:

Degrees	Title of dissertation/thesis	Date of Award	Name of the University
M.Phil.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			

15. Appointments held prior to joining this institution:

Designation	Employer	Date of (dd/mm/yyyy)		Pay Band with AGP/Level	Reason for leaving
		Joining	Leaving		

16. Post held after appointment at this institution:

Designation	Department	Duration (dd/mm/yyyy)		Pay Band with AGP/Level
		From	To	

17. Teaching Experience:

Name of the Institution	Position held & Pay Band with AGP/Level	Adhoc/Temporary/Permanent	Duration (dd/mm/yyyy)		Total experience (as on)		
			From	To	Years	Months	Days

18. Teaching experience: P.G. Classes: Years; UG Classes: Years

19. Research experience excluding years spent in M.Phil./Ph.D.: Years

20. Field of Specialization under the Subject/Discipline:

(a)

(b)

21. UGC-HRDC Orientation/Refresher Course/FDP/any other course attended:

Name of the Course	Place	Duration	Sponsoring agency

22. List of Enclosures (for PART-A):

(Please attach self-certified copies of certificates, papers etc. wherever necessary)

1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		...	

PART-B: ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

(Give separately for each year of the assessment period)

Assessment Year: _____

1. Direct Teaching

Activity	Number	Percentage	Grading
Number of classes taught			
Total classes assigned			

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

SN	Activity	Number of activities
(a)	Administrative responsibilities such as Head, Chairperson/Dean/Director/Co-ordinator/Warden etc.	
(b)	Examination and evaluation duties assigned by the University/College or attending the examination paper evaluation.	
(c)	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	
(d)	Organising seminars/ conferences/ workshops, other University/ College activities.	
(e)	Evidence of actively involved in guiding Ph.D. students.	

(f)	Conducting minor or major research project sponsored by national or international agencies.	
(g)	At least one single or joint publication in peer-reviewed or UGC list of Journals.	
	Total no. of activities	
	Grading	

Overall Grading:

I certify that the information provided is correct to the best of my knowledge and belief and as per records enclosed.

Date:

Place:

Signature & Designation of the applicant

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

Date:

Place:

Head of the Department/Centre

PART-C: ACADEMIC AND RESEARCH SCORE (ARS)

(During the entire period of assessment)

1. Research Papers in Peer-Reviewed or UGC listed Journals

SN	Title of the paper, with Journal's name, Year of publication, Vol. No., Page Nos., etc.	ISBN/ISSN No.	Impact Factor, if any*	Author-ship**	Score

* Latest Impact Factor as per JCR-Thomson Reuter.

** For Authorship: Kindly indicate whether you are (i) Single Author (ii) First and Principal/Corresponding author/Supervisor/Mentor or (iii) Other Author/Co-author. This should be as per standard definition of the respective terms as applicable to the concerned discipline.

2. Publications (other than Research papers)

(a) Books authored

SN	Publication Type*	Title of the Book Chapter/Book/Conference Proceeding, with year of publication and other publication details.	ISBN/ISSN No.	Level International/National	Author-ship**	Score
Total Score						

(b) Translation works in Indian and Foreign languages by qualified faculties

SN	Publication Type*	Title of the Book Chapter/Book/Conference Proceeding, with year of publication and other publication details.	ISBN/ISSN No.	Level International/National	Author-ship**	Score
Total Score						

* For Publication Type: Kindly indicate whether the publication is (i) Text/Reference/Subject Books, (ii) Edited/Translated Books, (iii) Chapters in Books/Full Paper in Conference Proceedings. For Conference Proceedings only full Papers will be considered, abstracts will not be considered.

** For Authorship: Kindly indicate whether you are (i) Single Author/Editor/Translator, (ii) First and Principal/Corresponding author/supervisor/mentor, (iii) Other Author/Co-author, (iv) First Editor/translator or (v) Co-editor/Co-translator. This should be as per standard definition of the respective terms as applicable to the concerned discipline.

3. Creation of ICT mediated Teaching-Learning pedagogy and content development of new and innovative courses and curricula

(a) Development of Innovative pedagogy

SN	Brief description	Organization for which it was developed	Level: (PG/UG)	Score
Total Score				

(b) Design of new curricula and courses

SN	Brief description	Organization for which it was developed	Level: (PG/UG)	Score
Total Score				

(c) MOOCs

SN	Brief description	Organization for which it was developed	Level: (PG/UG)	Score
(i)	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 5 marks/credit)			
(ii)	MOOCs (developed in 4 quadrant) per module/lecture			
(iii)	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)			
(iv)	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 2 marks/credit)			
Total Score				

(d) E-Content

SN	Brief description	Organization for which it was developed	Level: (PG/UG)	Score
(i)	Development of e-Content in 4 quadrants for a complete course/e-book			
(ii)	e-Content (developed in 4 quadrants) per module			
(iii)	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)			
(iv)	Editor of e-content for complete course/paper/e-book			
Total Score				

4. Research Guidance/Research Projects**(a) Research Guidance**

Level of Guidance	Number Enrolled	Thesis/Dissertation submitted		Degree Awarded		Score
		Period	Number	Period	Number	
Ph.D.						
M.Phil./P.G. dissertation		-	-			
Total Score						

(b) Research Projects Completed

SN	Title of Research Project	Funding Agency	Period	PI/Co-PI/ Joint PI	Amount	Score
Total Score						

(c) Research Projects Ongoing

SN	Title of Research Project	Funding Agency	Period	PI/Co-PI/ Joint PI	Amount	Score
Total Score						

(d) Consultancy

SN	Title of Consultancy Project	Funding Agency	Period	Amount	Score
Total Score					

5. Patents/Policy Document/Awards/Fellowship

(a) Patents

SN	Brief Description	Patent No.	Date of Award	Level: International/ National	Score
Total Score					

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

SN	Title of Policy Document	Name of Body/ Organization	Date of Submission	Level: International/ National/State	Score
Total Score					

(c) Awards/Fellowship

SN	Name of Awards/Fellowship	Awarding Agency	From ____ To ____	Level: International/ National	Score
Total Score					

6. Invited Lecture/Papers presented in Conferences/Seminars/Refresher/Orientation/FDP

(Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once. Merely attending the Conference, Seminar, FDP does not qualify for ARS score. Accepted full paper must be presented during the Conferences/Seminars/FDP to qualify for ARS score).

SN	Title of the Invited Lecture/Paper presented	Title of Conference/Seminar etc.	Organised by	Date of Presentation	Level: International (Abroad)/ International (within India)/ National/State /University	Score
Total Score						

SUMMARY OF ACADEMIC AND RESEARCH SCORE (ARS):

Sl. No./ Category	Academic and Research Activity	Score
1	Research Papers in Peer-Reviewed or UGC listed Journals	
2	Publications (other than Research papers)	
3	Creation of ICT mediated Teaching-Learning pedagogy and content development of new and innovative courses and curricula	
4	Research Guidance/Research Projects	
5	(a) Patents	
	(b) Policy Document	
	(c) Awards/Fellowship	
6	Invited Lecture/Papers presented in Conferences/Seminars/Refresher/Orientation/FDP	
	Total Score = T	
	Score from [5(b)+6] = P	
	30% of Total Score = Q	
	Capped Total Score = T-(P-Q), if P>Q	
	No. of categories from which Academic/Research Score obtained by the applicant (score shall be from the minimum of three categories out of six categories)	

OTHER RELEVANT INFORMATION (Attach self certified evidence, wherever possible):

- (a) Academic awards and distinctions:
- (b) Membership/Fellowship of Learned bodies/Societies:
- (c) Literary, cultural or other activities(e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (d) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier:
- (e) Future Plans (In approximately 150 words):

I certify that the information provided is correct as per records enclosed alongwith the duly filled PBAS proforma

Date:

Place:

Signature & Designation of the applicant

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

Date:

Place:

Head of the Department/Centre

**FORMAT OF ANNUAL CONFIDENTIAL REPORT FOR GROUP 'C' OFFICIALS
(EXCLUDING TECHNICAL PERSONNEL)**

SECTION-I

PERSONAL DATA

(To be filled in by the Official reported upon)

Annual Confidential Report from _____ to _____

- 1) Name of Official (in capital letters) : _____
- 2) Present post held : _____
- 3) Date of continuous appointment to the present post : _____
- 4) Date of birth : _____

5) Reporting, Reviewing and Accepting Authorities:

	Name & designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

6) Period of absence on leave, etc:

	Period	Type	Remarks
On leave (specify type)			
Others (specify)			

7) Training programmes attended:

Name of training programme(s)	Period of training	Name of Institute

SECTION-II

SELF APPRAISAL

(To be filled in by the Official reported upon)

1. Brief description of duties and responsibilities (*about 100 words*):
2. Please provide brief resume of work done by you during the reporting period bringing out any special achievements during the period (*about 300 words*):

Date : _____

Signature of the Official : _____

Name (in block letters) : _____

Designation : _____

8. Amenability to discipline:

9. Has the Official been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars

10. Please comment on the integrity of the Official reported upon (*In general, the remarks relating to the column on integrity in the Confidential Reports of the Official reported upon shall be made by the Reporting Authority in any one of the options mentioned below:*

- i. *Beyond doubt*
- ii. *Since the integrity of the Official is doubtful, a secret note is attached*
- iii. *Not watched the Official's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the Official):*

11. Overall grading
(Outstanding/Very Good/Good/
Average/Below Average)

(An Official should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Date : _____

Signature of Reporting Authority : _____

Name (in block letters) : _____

Designation : _____

SECTION-IV
REMARKS OF THE REVIEWING AUTHORITY

1. Is the Reviewing Authority satisfied that the Reporting Authority has made his report with due care and attention after taking into account all the relevant material?

2. Do you agree with the assessment made by the Reporting Authority in Section - III?

3. In case of differences of opinion, details and reasons for the same may be given.

4. Overall grading : _____
(Outstanding/Very Good/Good/
Average/Below Average)

(An Official should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Date : _____

Signature of Reviewing Authority : _____

Name (in block letters) : _____

Designation : _____

