

**Application for promotion under Career Advancement Scheme
as per UGC Regulations 2018
(To be submitted in 08 sets along with all enclosures)**

GENERAL INFORMATION

01.	Name (in Block letters) :
02.	Designation(Academic level) :
03.	Department :
04.	Mobile No. and Mail Adress :
05.	Indicate whether belongs SC/ST/OBC Category :
06.	Date of Birth :
07.	Date of Retirement :
08.	Year of Ph.D Awarded
09.	Specialization under the Subject / Discipline:
10.	Date of Eligibility for Promotion to the next Cadre :
11.	Date of Last Promotion :
12.	Assessment period :
13.	Ph.D Degree Awarded in the Assessment Period:
14.	Address :
15.	Orientation/Refresher Course:
16.	Other Relevant Information:

Table-1:

Assessment Criteria and Methodology for University Teachers:

1. Teaching: (Number of classes taught/total Classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)					
Sl. No.	Course/Paper	Level	Mode of teaching	Hours/week allotted	% of Classes taken as per Documented record

*Lecture(L), Seminar(S), Tutorial(T), Practical(P), Contact Hours(C)

1. Involvement in the University students related activities/research activities			
	Details of the activities	Activities undertaken	Score
1)	Administrative responsibilities such as Head, Chairperson /Dean / Director /Co-ordinator, Warden etc.		
2)	Examination & evaluation Duties assigned by the 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)	Organizing seminars/conferences/workshops, other /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)	Atleast one single or joint publication in peer-reviewed or UGC list of Journals.		
Total activities involved			

Table-2

Methodology for University Teachers for calculating Academic/Research contributions

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

Sl. No	Title, Journal with Volume, Year and Page nos.	ISSN/ISBN No.	Whether refereed? Impact Factor, if any as per Thompson Reuters	Whether sole /first /corresponding author?	No. of co-authors	API Score
1						
TOTAL						

2) Publications (other than Research papers)

(a) Books Authored which are published

Sl. No.	Title with page No.	Book Title, Editor Publisher, Year	ISSN/ ISBN No	Whether Peer-reviewed	Whether the sole/first/corresponding author	No. of co-authors	API score
1							
Total							

b) Translation works in Indian and foreign languages by qualified faculties-

3. Creation of ICT mediated teaching learning pedagogy and content and development of new and innovative courses and curricula-

4. a) i) Research Guidance:

Sl.No	Number Enrolled	Thesis Submitted	Degree awarded	API Score
TOTAL				

ii) List of student's submitted Dissertation

Sl.No	Name	Register No.	Year of Dissertation Submitted	API Score
1				
Total				

b) Research projects completed:

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. In lakhs)	API Score Claimed*
TOTAL					

c) Research projects ongoing :

Sl. No	Title	Agency	Period	Grant/Amount Mobilized (Rs. In lakhs)	API Score Claimed*
TOTAL					

d) Consultancy:.....

5. a) Patents:
- b)**Policy document (Submitted to an International body/organization like UNO/UNESCO/WorldBank/International Monetary or Central/StateGovt.:.....
- c) Awards/Fellowship:.....
6. **Invited lectures/Resource Person/Paper presentations in Seminars/Conferences/Full paper in Conference Proceedings*

Sl.No	Title of the Paper presented	Title of Conference /Seminar	Organizer	International /National/State /Regional/	API Score
1.					
TOTAL					

➤ **LIST OF ENCLOSURES (with page numbers)**

(Please attach copies of certificates, sanction orders, papers etc., wherever necessary)

SUMMARY OF API SCORE (For Assessment period-.....)

No	Criteria	API score claimed by Teacher	Verified API score by committee
I	1. Teaching		
	2. Students related /research activities		
II	Research Score		
	1.Research papers in journals		
	2.Books or chapters in a book		
	3.ICT related activities		
	4.Research activities/Projects		
	5.Patents/Policy documents/Awards		
	6.Invited lectures/Resource Person/paper presentation		
	Total		

DECLARATION

I hereby declare that all information given in this application is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature for promotion is liable to be cancelled.

Place:

Date:

Signature of the Candidate

Remarks of Screening Committee :

Chairperson

Subject Expert

Director- IQAC

Dean

PERFORMANCE APPRAISAL REPORT FORM AS PER UGC REGULATION 2018

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Place:

Date:

Signature of the Candidate