**Central University of Haryana**

**[PBAS Proforma for Promotion of Teachers under CAS for the Applicants Eligible for Promotion before Notification of UGC (*Minimum Qualifications for Appointments of Teachers and Other Academic Staff in Universities and colleges and Measures for the Maintenance of Standards in Higher Education), 2018*, and Applying for Promotion under CAS Opting UGC Regulations, 2010 as Amended from Time to Time]**

**Note: *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 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 its subsequent amendments, 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 provisions defined at 6.3 (VII) of UGC Regulations, 2018. Therefore, applicants are required to carefully read the relevant provisions of UGC Regulations, 2018 before selecting the option of his/her choice.***

|  |  |  |
| --- | --- | --- |
| **Part-A: General Information and Academic Background** | | |
| 1 | Name (in Block Letters) |  |
| 2 | Father’s Name |  |
| 3 | Mother’s Name |  |
| 4 | Name of the Department |  |
| 5 | Name of the School |  |
| 6 | Current Designation & Grade Pay |  |
| 7 | Date of Last Promotion, if any |  |
| 8 | Stage for which you are an applicant for promotion under CAS |  |
| 9 | Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria |  |
| 10 | Date and Place of Birth |  |
| 11 | Nationality |  |
| 12 | Marital Status |  |
| 13 | The Category for which you belongs (SC/ST/OBC/GEN) |  |
| 14 | Address for Correspondence (with Pin Code) |  |
| 15 | Permanent Address (with Pin Code) |  |
| 16 | Telephone No., Mobile No., E-mail Address |  |

**17. Academic Qualifications:...............................................................................................................................................................**

1. **Research Degree (s):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree(s)** | **Title of Dissertation/Thesis** | **Year of Award** | **University** |
| **M.Phil.** |  |  |  |
| **Ph.D.** |  |  |  |
| **Any Other** |  |  |  |

1. **Field (s) of Specialization:.......................................................................................................**
2. **Appointments held prior to joining Central University of Haryana:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Designation** | **Name of Employer** | **Nature of Appointment** | **Date of Joining** | **Date of Leaving** | **Salary**  **with Grade Pay/Level** | **Reason for Leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Period of teaching experience: ................................P.G. Classes (in years) ......................... U.G. Classes (in years)..............................**

**Research Experience.: ...............................................................................................................**

**(Applicants are required to count the minimum experience required for promotion in view of clause 3.11 of** [**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, 2018**](https://www.ugc.ac.in/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf) **UGC Regulations, 2018)**

1. **Post-Doctoral Research Experience in years (as Research Scientist, Research Associate etc.):..........................................**
2. **Details of Orientation and Refresher/Research Methodology Course attended:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Course** | **Place** | **Duration** | **Name of Academic Staff College/**  **Human Resource Development Centre** | **Sponsoring Agency** |
|  |  |  |  |  |
|  |  |  |  |  |

**PART B: ACADEMIC PERFORMANCE INDICATORS**

**[Application Form for Promotion of Assistant Professor/Associate Professor and Professor under CAS in accordance with *UGC (Minimum Qualifications for Appointments of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010), (4th Amendment) Regulations, 2016*]**

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES (To be filled for every year)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(a) Student related Co-Curricular, Extension and Field based Activities.** | | | | | |
| **\* Discipline-related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) \* Cultural, Sports, NSS, NCC etc \* Extension and dissemination activities (public /popular lectures/talks/seminars etc.)** | | | | | |
| **SR. NO.** | **SHORT DESCRIPTION** | **ACTUAL HOURS PER ACADEMIC YEAR** | **API SCORE\* CLAIMED** | **ANNEXURE NO.** | |
| **1** |  |  |  |  | |
| **2** |  |  |  |  | |
| **3** |  |  |  |  | |
| **4** |  |  |  |  | |
| **5** |  |  |  |  | |
| **Total API Score (MAXIMUM MARKS : 15)** | | |  |  | |
| \* **ACTUAL HOURS PER ACADEMIC YEAR/10** | | | | | |
| **(b) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.** | | | | | |
| **\* Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-Charge/similar other duties that require regular office hrs for its discharge) \* Participation in Board of Studies, Academic and Administrative Committees** | | | | | |
| **SR. NO.** | **SHORT DESCRIPTION** | **ACTUAL HOURS PER ACADEMIC YEAR** | **API SCORE\* CLAIMED** | **ANNEXURE NO.** | |
| **1** |  |  |  |  | |
| **2** |  |  |  |  | |
| **3** |  |  |  |  | |
| **4** |  |  |  |  | |
| **5** |  |  |  |  | |
| **Total API Score (MAXIMUM MARKS : 15)** | | |  | |  |
| \* **ACTUAL HOURS PER ACADEMIC YEAR/10** | | | | | |
| **(c) Professional Development activities** | | | | | |
| **Participation in Seminars, Conferences, Short-Term Training Courses, Industrial Experience, Talks, Lectures in Refresher / Faculty Development Courses, Dissemination and General Articles** | | | | | |
| **SR. NO.** | **SHORT DESCRIPTION** | **ACTUAL HOURS PER ACADEMIC YEAR** | **API SCORE\* CLAIMED** | **ANNEXURE NO.** | |
| **1** |  |  |  |  | |
| **2** |  |  |  |  | |
| **3** |  |  |  |  | |
| **4** |  |  |  |  | |
| **5** |  |  |  |  | |
| **Total API Score (MAXIMUM MARKS : 15)** | | |  |  | |
| \* **ACTUAL HOURS PER ACADEMIC YEAR/10** | | | | | |

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the teacher’s self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in the University. The self-assessment score shall be based on verifiable records and shall be finalized by the screening-cum-evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CATEGORY** | **ACADEMIC / RESEARCH ACTIVITY** | **Score as Per UGC Regulations** | **ENTER QUANTITY/ PARAMETER** | **OBTAINED SCORE** | **ANNEXURE NO.** |
| **III (A)** | **RESEARCH PAPER** |  |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed (But Not Refereed ) Journals without Impact Factor** | | | |  |
|  | Single Author | 10 |  |  |  |
|  | Two Authors | 7 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 7 |  |  |  |
|  | Joint Author (More than 2 Authors) | 3 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed ( Refereed ) Journals without Impact Factor** | | | |  |
|  | Single Author | 25 |  |  |  |
|  | Two Authors | 17.5 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 17.5 |  |  |  |
|  | Joint Author (More than 2 Authors) | 7.5 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor less than 1** | | | |  |
|  | Single Author | 30 |  |  |  |
|  | Two Authors | 20 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 20 |  |  |  |
|  | Joint Author (More than 2 Authors) | 10 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 1 and 2 (Include 1 & 2)** | | | |  |
|  | Single Author | 35 |  |  |  |
|  | Two Authors | 24.5 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 24.5 |  |  |  |
|  | Joint Author (More than 2 Authors) | 10.5 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 2 and 5 (Don't Include 2)** | | | |  |
|  | Single Author | 40 |  |  |  |
|  | Two Authors | 28 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 28 |  |  |  |
|  | Joint Author (More than 2 Authors) | 12 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 5 and 10 (Don't Include 5)** | | | |  |
|  | Single Author | 45 |  |  |  |
|  | Two Authors | 31.5 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 31.5 |  |  |  |
|  | Joint Author (More than 2 Authors) | 13.5 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor > 10 (Don't Include 10)** | | | |  |
|  | Single Author | 50 |  |  |  |
|  | Two Authors | 35 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 35 |  |  |  |
|  | Joint Author (More than 2 Authors) | 15 |  |  |  |
| **Score of III. A : Research Papers** | | | |  | |
| **III (B)** | **Publications other than Journal Articles (books, chapters in books)** | | | | |
|  | **Books Authored published by International Publishers** | | | |  |
|  | Single Author | 30 |  |  |  |
|  | Two Authors | 21 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 21 |  |  |  |
|  | Joint Author (More than 2 Authors) | 9 |  |  |  |
|  | **Books Authored published by National/State Publishers** | | | |  |
|  | Single Author | 20 |  |  |  |
|  | Two Authors | 14 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 14 |  |  |  |
|  | Joint Author (More than 2 Authors) | 6 |  |  |  |
|  | **Books Authored published by Local Publishers** | | | |  |
|  | Single Author | 15 |  |  |  |
|  | Two Authors | 10.5 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 10.5 |  |  |  |
|  | Joint Author (More than 2 Authors) | 4.5 |  |  |  |
|  | **Publication of Chapter in Edited Books (Not Paper/Article in Edited Books) International Publisher** | | | |  |
|  | Single Author | 10 |  |  |  |
|  | Two Authors | 7 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 7 |  |  |  |
|  | Joint Author (More than 2 Authors) | 3 |  |  |  |
|  | **Publication of Chapter in Edited Books (Not Paper/Article in Edited Books) National Publisher** | | | |  |
|  | Single Author | 5 |  |  |  |
|  | Two Authors | 3.5 |  |  |  |
|  | First/Principal/Corresponding Author (More than 2 Authors) | 3.5 |  |  |  |
|  | Joint Author (More than 2 Authors) | 1.5 |  |  |  |
|  | **Editor of Book by International Publishers** | | | |  |
|  | Editor / Editors | 10 |  |  |  |
|  | **Editor of Book by National Publishers** | | | |  |
|  | Editor / Editors | 8 |  |  |  |
| **Score of III. B : Books and Chapters in Books** | | | |  | |
| **III. C** | **RESEARCH PROJECTS** |  |  |  |  |
|  | **Research Project Completed/ Ongoing** | | | |  |
|  | More than 30 Lakhs for Faculty @ 1# and More than 5 Lakhs for Faculty@ 2# | 20 |  |  |  |
|  | 5 to 30 Lakhs for Faculty @ 1# and 3 to 5 Lakhs for Faculty @ 2# | 15 |  |  |  |
|  | 1 to 5 Lakhs for Faculty @ 1# and 1 to 3 Lakhs for Faculty @2# | 10 |  |  |  |
|  | **Consultancy Projects** | | | |  |
|  | Minimum 10 Lakhs for Faculty @ 1# and Minimum 2 Lakhs for Faculty @ 2# | 10 |  |  |  |
|  | **PROJECT OUTCOMES / OUTPUTS** | | | |  |
|  | Patent/Technology transfer /Product/ Process  at International level (Science) | 30 |  |  |  |
|  | Patent/Technology transfer/Product/ Process at Central/State level (Science) | 20 |  |  |  |
|  | Major Policy Document of Government Bodies at International level (AH/SS) | 30 |  |  |  |
|  | Major Policy Document of Government Bodies at Central/State level (AH/SS) | 20 |  |  |  |
|  | Major Policy Document of Government Bodies at State level (AH/SS) | 10 |  |  |  |
|  | Major Policy Document of Government Bodies at Local Bodies (AH/SS) | 5 |  |  |  |
| **Score of III. C : Research Projects** | | | |  | |
| **III (D)** | **RESEARCH GUIDANCE** |  |  |  |  |
|  | Ph.D. Guidance (Degree Awarded) | 15 |  |  |  |
|  | Ph.D. Guidance (Thesis Submitted) | 10 |  |  |  |
|  | M.Phil./P.G Dissertation Guidance | 5 |  |  |  |
| **Score of III. D : Research Guidance** | | | |  | |
| **III. E** | **FELLOWSHIPS/ AWARDS / INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS** | | | |  |
| **(i)** | **Awards / Fellowship** | | | |  |
|  | International | 15 |  |  |  |
|  | National | 10 |  |  |  |
|  | State/ University | 5 |  |  |  |
| **Score of III. E (i) : Award /Fellowship** | | | |  | |
| **(ii)** | **Paper presentation in Seminars/ Conferences/Workshops etc.** | | | |  |
|  | International | 5 |  |  |  |
|  | National | 3 |  |  |  |
|  | State/ University | 2 |  |  |  |
| **(iii)** | **Invited Lectures / Resource Person** | | | |  |
|  | International | 7 |  |  |  |
|  | National | 5 |  |  |  |
|  | State/ University | 3 |  |  |  |
| **Score of III. E. (ii) + III.E (iii) : Paper + Lecture** | | | |  | |
|  | **Total Score of III. E without 20% Restriction** | | |  |  |
|  | **Enter Minimum Fixed Score for Category – III\*** | | |  |  |
|  | **Capped 20% of Papers and Lecture** | | |  |  |
|  | **Final Score of III ( E) after Capping 20%** | | |  |  |
| **III (F)** | **DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL** |  |  |  |  |
|  | **Development of E-Learning Delivery Process / Material** | **10** |  |  |  |
| **Total Score of  E-Learning Process/Material.   III. (F)** | | | |  | |
|  |  |  |  |  |  |
| **FINAL API SCORE (WITHOUT CAPPING III (E)  (ii + iii)** | | | |  |  |
|  |  |  |  |  |  |
| **FINAL API SCORE (WITH CAPPING III (E)  (ii + iii)** | | | |  |  |

\*The score under the sub- category III E(ii) and (iii) shall be restricted to 20% of the minimum fixed for Category III for any assessment period.

#Faculty @ 1 means Faculty of Sciences, Engineering, Agriculture, Medical, Veterinary Sciences

Faculty @ 2 means Faculty of Languages, Humanities, Arts, Social Sciences, Library, Education, Physical Education, Commerce, Management & other related disciplines

**Note: *The applicants eligible for promotion under CAS before notification of* UGC (*Minimum Qualifications for Appointments of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, and applying for promotion opting for UGC Regulations, 2010, as amended from time to time, shall be considered for relaxation prescribed in clause-6.3 (VII) of* UGC (*Minimum Qualifications for Appointments of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018. Therefore, such applicants are required to refer to the relevant relaxation provisions as provided in 6.3 (VII) of* UGC Regulations, *2018. For such applicants, there will be no minimum API score requirement for Category-II and Category-III individually.***

**Summary of API Scores:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Categories** | **Year-1** | **Year-2** | **Year-3** | **Year-4** | **Year-5** | **Year-6** | **Year-7** | **Total API Score** | **Average API Score** |
| Category-II: Co-Curricular, Extension, Professional Development etc. |  |  |  |  |  |  |  |  |  |
| Category-III: Research and Academic Contribution |  | | | | | | | |  |
| Total of Category-II & III |  |  |  |  |  |  |  |  |  |

**Part-C: Other Relevant Information:**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

|  |  |
| --- | --- |
| **Sr. No.** | **Details (Mention Year, Value etc. where relevant)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

(Attach documentary proof in support of the information provided by you in this proforma)

**List of Enclosures:** (Please attach, copies of certificate, sanction orders, papers etc. wherever necessary)



I hereby declare that the information/documents provided by me are correct and verifiable, 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.

Date………………………….

Place…………………………

**Signature & Designation of the Applicant**

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.

**Head of the Department**

**Endorsed by the Dean of the School**

**Observations/Recommendations of Director, IQAC:**

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**