

GAUTAM BUDDHA UNIVERSITY
APPLICATION FOR PROMOTION UNDER UGC'S CAREER ADVANCEMENT
SCHEME

FROM _____ Pay/Lave) _____ TO _____ Pay/Level _____

FROM _____ TO _____
(Post holding at present) (for promotion to next eligible post)

Present Pay Level _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name of the faculty member: _____ Employee Id: _____
(in Block Letters)
2. School/Centre/Special Centre: _____
3. Present Designation: _____ Pay Matrix/Level _____
4. Date of initial joining the University and name of post: _____
5. Date of eligibility from (present post) (_____ to promotion as _____
from Pay Level _____ to Pay Level _____
6. Area of Specialization: _____
7. Address for Correspondence: _____

Tel: No. (Office) _____ **(Residence)** _____ **(Mobile)** _____

E-mail ID _____

8- Academic Qualifications:

- (a) Ph.D. (Please indicate date/year of award)

Title of Ph.D. Thesis: _____

- (b) M.Phil/M.Litt/M.Tech (date of award) _____

(Subject of M.Phil/M.Litt/M.Tech) _____

- (c) M.A./M.Sc/M.Tech (Subject): _____ Year of passing: _____

9 Refresher Course, Research Methodology Course, Workshop/Syllabus up-gradation Workshop/Training Teaching-Learning-Evaluation, Technology Programmes, Faculty Development Programme, MOOC's Course, Development of e-contents in from quadrants, (Please attach the Certificates)

	Name of Course /Workshop/ Training Programme etc. attended.	Name of Institution/ Organizing the Course	Date		Duration (No. of Weeks/Week)
			From	To	

PART – B: Assessment Criteria and Methodology for University Teachers

(Please see the attached Table 1 and Table 2 before filling the format) CATEGORY

I: TEACHING

10 (1) Teaching

Sl. No.	Course/Class(es)	Academic Year	No. of Classes taught	No. of Classes assigned	(No. of Classes taught/total classes assigned) X 100%

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

- 80% & above – Good
- Below 80 % but 70 % & above – Satisfactory
- Less than 70 % - Not satisfactory

10 (2) Involvement in the University Students related activities/research activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-Ordinator, Warden etc.

Sl. No.	Name of the activity	Academic Year	Total hours spent in a year for the activities	Self-appraisal score/grading	Verified by IQAC

10. (2) (b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation

Sl. No.	Type of Examination duties (Paper settings, investigation and evaluation of answer scripts)	Academic Year	Total hours spent in a year	Self-appraisal score/grading	Verified by IQAC

10. (2) (C) Student related co-curricular, extension and filed based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

Sl. No.	Name of the activity	Academic Year	Total hours spent in a year for the activities	Self-appraisal score/grading	Verified by IQAC

10. (2) (d) Organizing seminars/conferences/workshops, other university activities.

Sl. No.	Name of the activity	Academic Year	Total hours spent in a year for the activities	Self-appraisal score/grading	Verified by IQAC

10. (2) (e) Evidence of actively involved in guiding Ph.D. students.

Sl. No.	Activity (Ph.D. guidance)	Academic Year	Total hours spent in a year for the activity	Self-appraisal score/grading	Verified by IQAC

10.(2) (f) Conducting minor or major research project sponsored by national or international agencies.

Sl. No.	Title/Subject of Research Project(s)	Whether major or minor project	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Name of Sponsoring / Funding Agency	Whether National or International	Whether Outcome / Outputs sent to Sponsoring Agency(s)	Whether final report published as monograph book

10.(2) (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.

Sl. No	Title of Research Paper(s)/ Articles	Published in Peer-reviewed (yes/No)	Serial No. of UGC Listed Journal	Publications of Journal city/country	Whether Sole Author or Co-author	Month & year of publication, volume, no. & page nos.	Whether Referred/ non-refereed	ISBN No.	Level (Int./ Nat./ State/ Local)	Impact Factor

Category II: Methodology for University Teachers for calculating Academic/ Research Score**11. Research Papers in Peer-Reviewed or UGC listed Journals**

Sl. No	Title of Research Paper(s) /Articles	Published in Peer-reviewed or UGC listed Journals	Serial No. of UGC Listed Journal	Publications of Journal city/country	Whether Sole Author or Co-author	Month & year of publication, volume, no. & page nos.	Whether Referred /non-refereed	ISBN No.	Level (Int./ Nat./ State/ Local)	Impact Factor

12. Publications (other than Research papers)

(a) Books authored

Sl. No.	Title of the Book (s)/ Chapter (s) in edited Book(s)		Whether Sole Author or Co-author	Name of Publisher (with city/ country)	National/ International Publisher	Editor of Book by International/ National Publisher	Month & year of publication	ISBN No.
	Title	Edit/Text/ Reference						

12. Translation works in Indian and Foreign Languages by qualified faculties**(b) Chapter or Research paper/ Book**

Sl. No.	Title of Chapter or Research paper(s)	Title of the Book(s)	Whether Sole Author or Co-author	Name of Publisher (with city/ country)	National/ International Publisher	Month & year of publication	ISBN No.

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

Sl. No.	Description

13.(b) Design of new curricula and courses

Sl. No.	Description

13(c) (i) MOOCs Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)

Sl. No.	Description

13.(c) (ii) MOOCs (developed in 4 quadrant) per module/lecture

Sl. No.	Description

13.(c) (iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

Sl. No.	Description

13.(c) (iv) Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)

	Description

13. (d) (i) E-Content Development of e-Content in 4 quadrants for a complete course/ e-book

Sl. No.	Name of the module	Subject	Organization for which it was developed	Period of development (with dates)	Level for which it is developed UG/PG/etc.

13. (d) (ii) e-Content (developed in 4 quadrants) per module

Sl. No.	Name of the module	Subject	Organization for which it was developed	Period of development (with dates)	Level for which it is developed UG/PG/etc.

13 (d) (iii) Contribution to development of e-content module in complete course/ paper/e-book (at least on quadrant)

Sl. No.	Name of the module	Subject	Organization for which it was developed	Period of Development (with dates)	Level for which it is developed UG/PG/etc.

13.(d) (iv) Editor of e-content for complete course/ paper/ e-book

Sl. No.	Name of the module	Subject	Organization for which it was developed	Period of development (with dates)	Level for which it is developed UG/PG/etc.

14. (a) Research guidance

Name of the Degree	Submitted	Awarded
1) Ph.D		
2) M. Phil/ P.G dissertation		

14.(b) Research Projects completed

Sl. No.	Title/Subject of Research Project(s)	Whether major or minor project	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether National or International	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Whether final report published as monograph book

14(c) Research Projects Ongoing

Sl. No.	Title/Subject of Research Project(s)	Whether major or minor project	Date of Commencement	Date of Completion	Total Grants / Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether National or International	Whether Outcome / Outputs sent to Sponsoring Govt. Agency	Whether final report published as monograph book

14(d) Research Projects Consultancy

Sl. No.	Title/Subject of Research Project(s)	Date of Commencement	Date of Completion	Name of Agency

15(a) Patents

Sl. No.	Description	International	National

15. (b) *Policy Document

(Submitted to an International body/ organization like UNO/UNESCO/ World Bank/ International Monetary Fund, etc. or Central Government or State Government)

Sl. No.	Details/description of the Policy document	International Body	National / State Level Body.

15(c) Awards/ Fellowship

Sl. No.	Name of Awards/ Fellowship	Name of academic body/ association given Awards/	International body	National body	Nature of award	
					International	National

16. *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).

Sl. No.	Name of Seminars/ Conferences	Title of Lecture delivered/ paper presented	Whether International (Abroad) or (within country)/ National/ State/ University	Name & place of institute	Duration

Note:

- a) Assessment of research score will be based on evidences 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.
- b) The research score shall be from the minimum of three categories out of six categories i.e. 11 to 16.

PART C: OTHER RELEVANT INFORMATION:

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

Sl. No.	Details (Mention Year, value, etc. where relevant)

DECLARATION

I certify that the information provided is correct to the best of my knowledge and as per records available with the University and/or documents enclosed along with the duly filled PBAS proforma. I hereby undertake that the publications and Ph.D thesis, submitted by me are free from any plagiarism, and if any plagiarism is found later, I shall be held responsible, as per University/ UGC rules.

Date: _____

Place: _____

(Signature of the faculty Member)

Signature of Chairperson of the Centre (with Rubber Stamp)

Dean of the School _____ (with Rubber Stamp)

NOTE: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for promotion under CAS will be verified by the University and information filed with the Internal Quality Assurance Cell

Annexure – IMINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR
PROMOTION OF TEACHERS IN UNIVERSITY THROUGH CAS

Sl. No.	Promotion of Teachers through CAS	Eligibility	CAS promotion criteria
1.	Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)	An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a 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 and satisfies the following conditions: Attended one Orientation course of 21 days duration on teaching methodology; Any one of the following: Completed 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 taken one MOOCs course (with e- certification) or development of e- contents in four-quadrants/MOOC's course during the assessment period; and Published one research publication in the peer-reviewed journals or UGC- listed journals during assessment period.	A teacher shall be promoted if; He/she gets 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 provided in Appendix II, Table 1), and; The promotion is recommended by the Screening-cum-Evaluation Committee.
2.	Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)	Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale. A Ph.D. Degree in the subject relevant/allied/relevant discipline. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course/ programme 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 during the period of assessment. (iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.	A teacher shall be promoted if; The teacher gets 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 prescribed in Appendix II, Table 1) and; The promotion is recommended by the Screening-cum-Evaluation Committee.

3.	Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A)	Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade. A Ph.D Degree in the subject concerned/allied/relevant discipline. Any one of the following during last three years: 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 during the period of assessment. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period. Evidence of having guided at least one Ph.D. candidate.	A teacher shall be promoted if; He/she gets 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 specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2. The promotion is recommended by a Selection Committee constituted in accordance with this Ordinances.
4.	Associate Professor (Academic Level 13A) to Professor (Academic Level 14)	An Associate Professor who has completed three years of service in Academic Level 13 A. A Ph.D degree in the subject concerned/allied/relevant discipline. 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. Evidence of having successfully guided doctoral candidate. A minimum of 110⁹² Research Score as per Appendix II, Table 2.	A teacher shall be promoted if; He/she gets '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 I, and at least 110 research score, as per Appendix II, Table 2. The promotion is recommended by a Selection Committee constituted in accordance with this Ordinances.

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