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**Central University of Jammu**

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Rahya-Suchani (Bagla), District: Samba – 181143, Jammu (J&K)

**PASTE HERE A COLOURED SIGNED COPY OF YOUR RECENT PASS-PORT SIZE PHOTOGRAPH**

## Career Advancement Scheme (CAS) Application Form

## (as per UGC Regulation 2018)

**PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND**

**(To be filled up by the Assistant Professor/Associate Professor)**

|  |  |  |
| --- | --- | --- |
| **01** | **Name (in BLOCK Letters)** |  |
| **02** | **Father's/ Spouse Name** |  |
| **03** | **Date of Birth** |  |
| **04** | **Sex** |  |
| **05** | **Marital Status** |  |
| **06** | **Nationality** |  |
| **07** | **Category (SC/ST/OBC)** |  |
| **08** | **Department** |  |
| **09** | **Educational Qualification** |  |
| **10** | **Date of Joining** |  |
| **11** | **Date of Award of Ph.D.** |  |
| **12** | **Date of Eligibility for promotion** |  |
| **13** | **Which position and Academic Level (Level\_\_\_\_\_ to Level\_\_\_\_\_ ) are you an applicant under CAS?** |  |
| **14** | **Current Designation and Academic Level** |  |
| **15** | **Address for correspondence** |  |
| **16** | **Permanent Address** |  |
| **17** | **Telephone No./Mobile No.** |  |
| **18** | **Email ID** |  |

### 19. Educational Qualifications:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Examination** | **Board/ University** | **Year of passing** | **Marks**  **(%age)** | **Division** | **Subject/s** | **Page No.** |
| **Matric** |  |  |  |  |  |  |
| **Hr. Sc. II** |  |  |  |  |  |  |
| **Bachelors Degree** |  |  |  |  |  |  |
| **Post-graduate Degree** |  |  |  |  |  |  |
| **Any other** |  |  |  |  |  |  |

**20. Research Degree/s:-**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Degree** | **Title** | **Name of**  **Supervisor** | **Date of**  **Registration** | **Date of award** | **University** | **Page**  **No.** |
| **M.Phil.** |  |  |  |  |  |  |
| **Ph.D.** |  |  |  |  |  |  |
| **DSc/**  **DLitt** |  |  |  |  |  |  |

**21. Details of JRF/NET/SLET/SET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of JRF/NET/SLET/SET** | **Year qualified** | **Subject** | **Page No.** |
|  |  |  |  |

**22. Counting of Past service positions held:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Whether Past service counted for promotion under CAS (Tick the relevant)** | | **Period (No. of Years/months)\*** | **If yes Order no. and date** | **Page No.** |
| **YES [ ]** | **No [ ]** |  |  |  |

*\*Attach the documentary proof*

**23. Prior positions held:-**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation** | **Department/ Centre/** | **Name of Employer** | **Date of Actual Joining\*** | | **Nature of Appointment (Adhoc/ Temporary/ Contractual/ Permanent)#** |
| **From** | **To** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |
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| **Basic Pay**  (with evidence) | **Pay band**  (with evidence) | **GP/AGP**  (with  evidence) | **Gross salary**  (with evidence) | **Increment date/month**  (with evidence) | **Total Amount**  **if Adhoc\*\*/ temporary/**  **contractual/ Permanent** | **Reason for leaving** | **Page No.** |
| **(7)** | **(8)** | **(9)** | **(10)** | **(11)** | **(12)** | **(13)** |  |
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\* Enclose letter of appointment and experience certificate.

# Evidence to be enclosed.

\*\* Please attach a certificate from the employer confirming and providing that the total gross emoluments paid was not less than the salary of a regular appointed Assistant Professor, Associate Professor and Professor as per UGC notified pay scales.

**24. Period of teaching experience (in Higher Education Institution):-**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Regular/ Adhoc/ Temporary/ Contractual** | **Experience**  **(in years)** | **Page No.** |
| **PG classes** |  |  |  |
| **UG classes** |  |  |  |

**25. Research Experience :-**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Research Experience in years and month** | **Position**  **Held** | **Before Ph.D.** | | | | |
| **Emoluments per month** | **Name of University** | **From** | **To** | **No. of**  **years** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** |
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| **After Ph.D.** | | | | | **Page No.** |
| **Emoluments**  **per month** | **Name of University** | **From** | **To** | **No. of years** |
| **(8)** | **(9)** | **(10)** | **(11)** | **(12)** | **(13)** |
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**26. Leave taken during the Assessment Period (keep documentary support):-**

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| --- | --- | --- | --- | --- | --- |
| **Kind of leave** | **Period of leave** | | **Period of days**  **(years/ months/ days)** | **Order No. & date** | **Page No.** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**27. Academic Staff College/ HRDC : Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, etc. attended( In Assessment Period):-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Course** | **Place** | **Duration** | **Sponsoring Agency** | **Page No.** |
|  |  |  |  |  |
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**28. Any other information, which the applicant wants to share( Page No. ):-**

**ACADEMIC /RESEARCH SCORE SHEET**

**(as per Table-II of UGC regulation 2018)**

*Documentary evidence should be 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,.)*

**[1] Published Papers in Referred/Journals notified by UGC (08/10 per publication)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.**  **No.** | **Title with Page Nos.** | **Whether peer reviewed** | **Journal** | **UGC list S. No.** | **ISSN/ ISBN No.** | **Impact factor**  **As per Thomson Reuters** | **Score** | | |
| **(8)** | | |
| **Augumented by** | **08/10 per publication** | **Total Score / paper** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** |  |  |
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| **Whether you are the first or corresponding**  **author** | **API**  **Score** | **S. No. of proof of enclosure** | **Marks claimed** | **Page No.** | **Awarded by Screening Committee** |
| **(9)** | **(10)** | **(11)** | **(12)** | **(13)** | **(14)** |
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*Note: Expand space if required*

**[2] (a) Publications other than Journal articles (books, chapters in books etc)**

**(i) Text/ Reference, Books published by International/National Publishers, with ISBN/ ISSN number (International =12 per Book; National =10)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.**  **No.** | **Title** | **Editor / publisher** | **ISSN/ ISBN No.** | **International/National** | **No. of co- authors** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |
|  |  |  |  |  |  |
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| **Whether you are the first or corresponding author** | **API Score** | **Marks claimed** | **Page No.** | **Awarded by Screening Committee** |
| **(7)** | **(8)** | **(9)** | **(10)** | **(11)** |
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**(ii) Chapters in Edited Books, published by National / International level publishers, with ISBN/ISSN number (International/National = 05)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.**  **No.** | **Title with Page Nos.** | **Type of Book**  **Publisher** | **ISBN No.** | **International /**  **National** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** |
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| **No. of co- authors** | **Whether you are the main author** | **API**  **Score** | **Page**  **No.** | **Marks**  **claimed** | **Awarded by Screening Committee** |
| **(6)** | **(7)** | **(8)** | **(9)** | **(10)** | **(11)** |
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**(iii) Editor of Book by National / International Publisher (International = 10/book ; National = 8/book)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** | **Title** | **International/ national** | **Publisher & ISSN/ ISBN No.** | **Date of Publication** | **Authors /co-authors** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |
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| **Whether you are the main author** | **API Score** | **Marks Claimed** | **Page**  **No.** | **Awarded by Screening Committee** |
| **(7)** | **(8)** | **(9)** | **(10)** | **(11)** |
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**(b) Translation works in Indian and Foreign Languages by qualified faculties**

**(i) Chapter or Research paper (=8 per chapter/research paper)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.**  **No.** | **Title** | **[Chapter/Research paper]** | **Indian and Foreign Languages** | **Country /Agency** | **Whether Peer**  **reviewed** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |
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| **authors /co-authors** | **Whether you are the main author** | **API**  **Score** | **Marks**  **claimed** | **Page**  **No.** | **Awarded by Screening Committee** |
| **(7)** | **(8)** | **(9)** | **(10)** | **(11)** | **(12)** |
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**(ii) Book (=8 per Book )**

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| --- | --- | --- | --- | --- | --- |
| **S. No** | **Title** | **Publisher**  **(International/ national)** | **ISSN/ ISBN No.** | **Year of translation** | **Author /co-author** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |
|  |  |  |  |  |  |
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| **Whether you are the main author** | **API Score** | **Marks**  **Claimed** | **Page No.** | **Awarded by Screening Committee** |
| **(7)** | **(8)** | **(9)** | **(10)** | **(11)** |
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**[3] Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**

**(a) Development of Innovative pedagogy (= 5 per Innovation pedagogy) as recognized by any reputed agency(state/national)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of Innovative pedagogy** | **Recognized by state/ national** | **API**  **Score** | **Marks**  **claimed** | **Page No.** | **Awarded by**  **Screening**  **Committee** |
|  |  |  |  |  |  |  |
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**(b) Design of new curricula and courses (=02 per curricula/course)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Level of new curricula and courses** | **Recognized by**  **(state/national)** | **API**  **Score** | **Marks**  **claimed** | **Page No.** | **Awarded by**  **Screening**  **Committee** |
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**(c) MOOCs**

Development of complete MOOCs in 4 quadrants (4 credit course = 20) ; (In case of MOOCs of lesser credits 05marks/credit) ; MOOCs (developed in 4 quadrant) per module/lecture =05); Content writer/subject matter expert for each module of MOOCs (at least one quadrant = 02); Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)=08) recognized by reputed regulatory board

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of Lecture**  **/Lesson** | **Recognized by SWAYAM**  **[YES/NO]** | **No. of quadrant** | **API**  **Score** | **Marks**  **claimed** | **Page No.** | **Awarded by**  **Screening**  **Committee** |
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**(d) E-Content**

Development of e-Content in 4 quadrants for a complete course/e-book = 12) ; e-Content (developed in 4 quadrants) per module = 05); Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant- 02) ; Editor of e-content for complete course/ paper /e-book = 10)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Title of e content/ Module** | **Recognized by National regulatory authority** | **No. of quadrant** | **API**  **Score** | **Marks**  **claimed** | **Page No.** | **Awarded by**  **Screening**  **Committee** |
|  |  |  |  |  |  |  |  |
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**[4]**

**[i] (a) Research guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Number Enrolled** | **Thesis submitted** | **Degree awarded** |
| **(1)** | **(2)** | **(3)** | **(4)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **M.Phil. /PG dissertation** |  |  | **02 per candidate** |
|  |
| **Ph.D. or equivalent** |  | **05 per candidate** | **10 per candidate** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **API**  **Score** | **Marks**  **claimed** | **Page No.** | **Awarded by**  **Screening**  **Committee** |
| **(5)** | **(6)** | **(7)** | **(8)** |
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*Notification/proof of Ph.D. guidance/submission should be issued by University Competent Authority*

**(ii) Research Projects and Consultancies**

**(b, c & d) Ongoing /Completed Projects/ Consultancies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.**  **No.** | **Title**  **Project or consultancy** | **Agency** | **Period** | **Ongoing /Completed** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** |
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| **Grant/ Amount Mobilized**  **(Rs lakh)** | **PI or Co-PI** | **API**  **Score** | **Page**  **No.** | **Marks**  **claimed** | **Awarded by Screening Committee** |
| **(6)** | **(7)** | **(8)** | **(9)** | **(10)** | **(11)** |
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**[5] (a) Patents**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.**  **No.** | **Patent** | **Title** | **Agency** |
| **(1)** | **(2)** | **(3)** | **(4)** |
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| --- | --- | --- | --- | --- |
| **Whether International/ National** | **API**  **Score** | **Marks**  **claimed** | **Page**  **No.** | **Awarded by Screening Committee** |
| **(5)** | **(6)** | **(7)** | **(8)** | **(9)** |
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**(b) Policy Document (Submitted to an International body/organisation like UNO/ UNESCO/ World Bank/International Monetary Fund etc. or Central Government or State Government)**

**(International= 10; National = 7; State = 4)**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Policy Document** | **Title** | **Agency** |
| **(1)** | **(2)** | **(3)** | **(4)** |
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| **API Score** | **Page No.** | **Marks claimed** | **Awarded by Screening Committee** |
| **(5)** | **(6)** | **(7)** | **(8)** |
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*Proof of Acceptance should be enclosed*

**(c) Awards/Fellowship**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.**  **No.** | **Name of Award/**  **Fellowship** | **Academic body/ Association** | **Whether International/ National** | |
| **International = 7** | **National = 5** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** |
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| **API**  **Score** | **Marks**  **claimed** | **Page**  **No.** | **Awarded by**  **Screening**  **Committee** |
| **(6)** | **(7)** | **(8)** | **(9)** |
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**[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.** | **Speaker/**  **Resource Person** | **Title of Lecture/ Academic Session** | **Title of Conference**  **/ Seminar etc. Organized by** | **Level** | | | | |
| **International** | | **National** | **State/**  **University** | |
| **Abroad** | **Within country** |
| **07 per lecture** | **05 per**  **Lecture** | **03 per presentation** | **02 per**  **presentation** | |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** | **(9)** |
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| **Claimed in S. No. 1**  **[Yes/no]** | **API**  **Score** | **Page**  **No.** | **Marks**  **claimed** | **Awarded by**  **Screening**  **Committee** |
| **(10)** | **(11)** | **(12)** | **(13)** | **(14)** |
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**[7]. 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 30% of the total research score of the teacher concerned**

**Capping Score for Promotion to Associate Professor (30% of 70 = 22.5); and Professor (30% of 110 = 36)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Score claimed in S. No. 5 b** | **Score claimed**  **in S. No. 6** | **Combined Score** | **Marks**  **claimed** | **Awarded by**  **Screening Committee** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |

**Note:** *Documentary evidence to be furnished duly certified by relevant/ concerned Competent Authority specifying number of hours devoted for each activity.*

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 publication for the First/Principal/Corresponding author and 30% of  
total value of publication for each of the joint authors.

**For example:** in a paper entitles “Sample for calculation of API score” authored by author 1, author 2, author3, author 4 and **author5.** If author 5 is a corresponding author then

**Score for : Author 1 and Author 5 will get 70% Points each**

**Author 2, Author 3 and Author 4 will get 30% Points each**

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.

### I hereby declare that all entries made by me in this application are 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/appointment is liable to be cancelled/ terminated.

**Place………………………………………… (Signature of the Applicant)**

**Date………………………………………….**

**Forwarding Comment :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Signature of HoD with seal**

**Appendix II**

**Table 1**

**Assessment Criteria and Methodology for University Teachers (Year-wise)**

**(Academic Year 20\_\_\_ to 20\_\_\_ )**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Activity** | **Applicant Claim** | **Page No.** | **Awarded by Screening Committee** |
| **1.** | Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities) |  |  |  |
| **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 college / university 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 college/university 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. |  |  |  |
| **Note:**  **(A) Grading Criteria :**  **1. For Sr. No. 1 :** 80% & above – Good ; Below 80% but 70% & above-Satisfactory; Less than 70% - Not satisfactory.  **2. For Sr. No. 2 :** 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. | | | | |
| **(B) Overall Grading:**  **Good:** Good in teaching and satisfactory or good in activity at Sl.No.2.  Or  **Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.  **Not Satisfactory:** 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, 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. | | | | |

**Signature of Applicant Signature of HoD with seal**