

PANJAB UNIVERSITY, CHANDIGARH

No. 5388 - 5488/ESTT  
Dated 10/7/ 2019

From:

The Deputy Registrar (Estt.)  
Panjab University,  
Chandigarh.

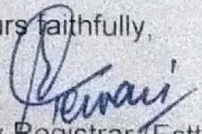
To

1. The Chairperson/Head/Director of all the University Teaching departments /Institutes & all the Co-ordinators of the Institute of Emerging Areas in Science & Technology and Social Sciences, Panjab University, Chandigarh.
2. The Chairperson, V.V.B.I.S & I.S., Sadhu Ashram, Hoshiarpur.
3. The Director, P.U. Regional Centre, Sri Muktsar Sahib.
4. The Director, P.U. Regional Centre, Ludhiana.
5. The Director, S.S. Giri P.U Regional Centre, Hoshiarpur
6. The Director, P.U. Rural Centre, Kauni, Sri Muktsar Sahib,
7. The Principals, P.U. Constituent Colleges
8. S.V.C
9. D.R. (General) for record as action taken report.
10. A.R. (DUI) Office.
11. D.R. (College)
12. A.R. (Estt.) (Non-Teaching)
13. Assistant Controller (Local Audit).
14. The Director, Computer Centre is requested to upload the same on the website of the University.
15. All sets of Estt. Branch-I.

Sir/Madam,

The UGC Regulation dated 18.07.2018 for promotion under CAS has been adopted by the University vide Syndicate dated 16.03.2019 (Para 6) and Senate dated 26.05.2019 (Paragraph XVII) and accordingly the application forms for promotion under CAS for teachers in Panjab University is available on the Panjab University website i.e. [www.puchd.ac.in](http://www.puchd.ac.in)

Yours faithfully,

  
Deputy Registrar (Estt.)

## PANJAB UNIVERSITY, CHANDIGARH

Proforma for promotion under UGC Career Advancement Scheme as per UGC Regulation 2018.

Application for promotion From: \_\_\_\_\_ to \_\_\_\_\_

Assessment Period: From \_\_\_\_\_ to \_\_\_\_\_

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

1	Name (in Block Letters)	
2	Father's Name:	
3	Mother's Name:	
4	Department :	
5	Date and Place of Birth	
6	Gender	
7	Marital Status	
8	Nationality	
9	Indicate whether belongs to PH/ SC/ ST/ OBC category	
10	Address for correspondence (with Pincode)	
11	Permanent Address (with Pincode)	
12	Contact Number	
13	E-Mail	
14	Current Designation & Grade Pay	
15	Date of Last Promotion	
16	Which position and grade pay are you an applicant under CAS?	
17	Date of eligibility for promotion	

**18. Academic Qualifications (Matric onwards) (Please attach relevant certificates for Academic Qualification):**

Examination	University	Year	% of marks obtained	Division & Distinction
Matric				
Intermediate (10+2)				
Graduation				
Post graduation				
Ph.D.				
NET / UGC				

**19. Record of past service**

Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/Temporary/ Adhoc)	Nature of Duties	Pay-Scale	Date of Actual joining	Total period Yr. M. Days
					<b>Total</b>	

20. Research Experience excluding years spent in M.Phil./Ph.D. (in Years): \_\_\_\_\_

21. Fields of Specialization under the Subject/Discipline: \_\_\_\_\_

22. Special contribution, recognition, Achievement or any other relevant information (Attach annexure):

**23. FUTURE PLANS**

(i) Teaching:

(ii) Research:

**B. Summary of Annual Self Assessment Reports (Attach Annual Self Appraisal Reports)**

Session	1	2	3	4	5
Grade in Teaching					
Grade in Student/ Research related activity					
Overall Grade					

C(i) Orientation/Refresher Course/ Training Course/ Faculty Development Programmes attended:

Nature of the Course/Summer School	Place	Duration	Sponsoring Agency

(Attached certificates: )

**C(ii) MOOCs attended**

<b>Title of the MOOCs Course attended</b>	<b>Host institution</b>	<b>Coordinator</b>	<b>E-Certificate</b>

**C(iii) MOOCs/e-resource development:**

<b>Title of the MOOCs developed</b>	<b>Name of Module developed</b>	<b>Permission for MOOCs development</b>

**D. List of Publication (for the purpose of eligibility):**

<b>S.N.</b>	<b>Name of Publication</b>	<b>Name of publisher</b>	<b>Date of Publication</b>	<b>Enclosures: Pl. mention page number of application form where proof is attached</b>

**Date**

**Signature of Candidate**

**COUNTERSIGNED**  
**Chairperson/Head of the Department/Institute**  
**(Office Stamp)**

**E. Research Score (applicable only for promotion for academic level 12 to Academic level 13A are from Academic level 13A to academic level 14).**

**I. Research papers published in peer reviewed or UGC listed Journals:**

S.N.	Title with page no.	Name of Journal	Peer-Review ed or UGC Listed	Referred / Non- Referred	Impact Factor , if (as per Thomson Reuters)	No. of Co-authors	Whether you are the First and/or Principal/ corresponding author/ supervisor/ mentor OR other Author	Enclosures : Pl. mention Page number (s) of application form where proof is attached	Score claimed by the candidate	Score to be given by screening committee

**Total Score of Category I = \_\_\_\_\_**

**II. Publications other than Research Papers:**

**(a) Books authored/ Chapter in Edited Books/ Editorship of Books**

S.N.	Title with page no.	Book Title & Publisher with date of publication	Whether author or editor	ISSN/ ISBN No.	International / National Publisher	No. of Co-authors/ editor	Enclosures : Pl. mention page number where proof is attached (of book chapter)	Score claimed by candidate	Score to be given by screening committee

**(b). Translation works in Indian and Foreign Languages by qualified faculties:**

S.N.	Title with page no.	Book Title & publisher	ISSN/ ISBN No.	International / National/ Local Publisher	No. of Co-authors & Date of Publication	Enclosures: Pl. mention page number where proof is attached	Score claimed by candidate	Score to be given by screening committee

**Total Scores in Category II (in total of (a) + (b) = \_\_\_\_\_**

**III Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**

S.N.	Title	Details	No. of Co-contributors	Enclosures: Pl. mention page number where proof is attached	Score claimed by candidate	score to be given by screening committee
	<b>(a) Development of Innovative pedagogy</b>					
	<b>(b) Design of new curricula and courses</b>					
	<b>(c) MOOCs</b> <ul style="list-style-type: none"> <li>• Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)</li> <li>• MOOCs (developed in 4 quadrant) per module/lecture</li> <li>• Content writer/subject matter expert for each module of MOOCs (at least one quadrant)</li> <li>• Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)</li> </ul>					
	<b>(d) E-Content:</b> <ul style="list-style-type: none"> <li>• Development of e-Content in 4 quadrants for a complete course/e-book</li> <li>• e-Content (developed in 4 quadrants) per module</li> <li>• Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)</li> <li>• Editor of e-content for complete course/ paper /e-book</li> </ul>					

**Total Scores in Category III = \_\_\_\_\_**

**IV Research Guidance and Research Projects**

**(a) : Research Guidance:**

S.N.	Number Enrolled	Thesis Submitted	Degree Awarded	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
Ph.D. (as Supervisor)						
Ph.D (as Co-supervisor), if there are more than one supervisor						
M.Phil./P.G dissertation						

**(b) : Research Projects Completed:**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
			From	To				
1.								

**(c): Research Projects ongoing:**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
			From	To				
1.								

**(d): Consultancy**

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Enclosures: Pl. mention Page number(s) of Application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
			From	To				
1.								

**Total Scores in Category IV (Total of (a) to (d))=\_\_\_\_\_**

**V. Patents, Policy Documents, Awards/ Fellowships:**

**(a) Patents:**

S.N.	Name	Agency (International/ National)	Details of patent	Enclosures: Pl. mention Page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
1.						

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

S.N.	Name	Body (International/ National/ State)	Details	Enclosures: Pl. mention Page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee
1.						

**(c) Awards/ Fellowships**

S.N.	Title	International/ National	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by candidate	Score to be given by screening committee

**Total API scores in Category V (Total (a) to (c))=\_\_\_\_\_**

**VI \*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.N	Title of the paper presented/ Lecture delivered/ paper published	Category {International (Abroad)/ International (within country)/ National /State/ University}	Title of Conference/ Seminar etc.	Date (s) of the event	Organised by	Enclosures: Pl. mention page number(s) of application form where proof is attached	Score claimed by Candidate	Score to be given by screening committee

**Total Scores in Table Category VI=\_\_\_\_\_**



**Calculation of Research Score: Let X = Total Score for category V (b)**  
**Y = Score in category VI**  
**U = Total Score in category I to V(a) and V(c) together**  
**T = X+Y+U**  
**Z = Min {,3T, X+Y}**  
**Research Score= Z+ U**

Summary of Assessment										
	Grade/Score claimed by candidate					Grade/Score verified by the Screening Committee				
	Assessment year					Assessment year				
	1	2	3	4	5	1	2	3	4	5
Grade during the assessment period in Teaching										
Grade during the assessment period in Student/ Research related activities										
Overall Grade in assessment period										
Research Score (applicable for promotion from level 12 to 13A and level 13A to 14)										

Remarks by the Screening Committee	Assessment as per requirement of Annual Appraisal Reports	Assessment as per Research of publication (eligible/ not eligible)	Assessment as per requirement of Research Score (only for promotion from Level 12 to 13 A and Level 13A to 14)
	Eligible/Non-eligible	Eligible/Non-eligible	Eligible/Non-eligible

**Signature of Expert cum screening Committee Members:**

**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) :

- Paper in refereed journals without impact factor - 5 Points
- Paper with impact factor less than 1 - 10 Points
- Paper with impact factor between 1 and 2 - 15 Points
- Paper with impact factor between 2 and 5 - 20 Points
- Paper with impact factor between 5 and 10 - 25 Points
- 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 Principal/Corresponding Supervisor and 30% of total value of publication for each of the joint Authors.
- (c) **Joint Projects:** Principal Investigator and Co-investigator would get 50% each.
- (d) For joint authors of books/joint editorship/joint development of MOOC's or e-content, if there are two contributors, each shall get 70% of the score and if there are more than two contributors, then each should get 50% of the score (this would discourage the addition of redundant names).

**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 all Supervisors.
- \* 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.

## ANNUAL SELF APPRAISAL REPORT

Period from \_\_\_\_\_ to \_\_\_\_\_ (Academic Session \_\_\_\_\_)

### I. Teaching Activity

Sr. No.	Activity	No. of Classes undertaken	No. of Classes assigned	Evidences as Enclosures
1.	Classes taught – Theory			
2	Classes Taught- Practical (Lab)			
3	Classes – Tutorials teaching related activities)			
4	Classes Taught with respect to any other teaching related activities			
5	<b>Total</b>			

$$\text{Teaching performance indicator (x)} = \frac{\text{Total number of classes taught}}{\text{Total number of classes assigned}} \times 100$$

Grade assigned in Teaching Activity: \_\_\_\_\_

#### Grading Criteria for teaching activity:

- If x is 80% & above – Good;
- If x is Below 80% but 70% & above-Satisfactory;
- If x is Less than 70% - Not satisfactory

Signature of the Teacher

Signature of the Chairperson

## II. Evaluation of involvement in student related activities/ Research Activities

Sr. No.	Activity	Details of activities performed	Evidences as Enclosures
1.	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.		
2	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.		
3	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.		
4	Organising seminars/ conferences/ workshops, other college/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	At least one single or joint publication in peer reviewed or UGC list of Journals		

Grade assigned to student/ research related activities=\_\_\_\_\_

### Grading Criteria for the above activities:

- **Good - Involved in at least 3 activities**
- **Satisfactory – Involved in 1-2 activities**
- **Not-satisfactory - Not involved / undertaken any of the activities**

Signature of the Teacher

Signature of the Chairperson

**Overall Grading for both the criteria**

**Period from \_\_\_\_\_ to \_\_\_\_\_ (Academic Session \_\_\_\_\_)**

<b>Grade assigned in teaching</b>	
<b>Grade assigned in student/ research related activities</b>	
<b>Overall Grade :</b>	

**Grading Criteria for overall grade:**

- **Good: Good in teaching and satisfactory or good in activity of criteria no. 2.**
- **Satisfactory: Satisfactory in teaching and good or satisfactory in activity of criteria no. 2**
- **Not Satisfactory: If neither good nor satisfactory in overall grading**

Signature of the Teacher

Signature of the Chairperson

**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.