

**Important Note:** Explanations have been provided wherever required for convenience of Applicants, which are to be stricken off after filling the Form.



# UNIVERSITY OF KASHMIR, SRINAGAR

## Career Advancement Scheme (CAS)

### Application Form

Affix recent  
Passport size self  
attested  
Photograph here.

(Please indicate whichever is applicable)

#### Application for promotion from:

(Assistant Professor (Stage 1 to Stage 2 or Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4 to Professor/equivalent cadres Stage 5) and Professor (Stage 5 to Stage 6).

Designation

Stage

Period of Assessment for promotion:

From \_\_\_\_\_ to \_\_\_\_\_

### **PART A: GENERAL INFORMATION**

1.	Name (in Block letters)	
2.	Father's Name	
3.	Department/Institute/Centre/ Campus	
4.	Present designation, Pay Band & Grade Pay	
5.	Date of last promotion (attach Proof)	
6.	Which position and Pay Band/grade pay are you an applicant under CAS?	
7.	Date of eligibility for promotion	
8.	Date and Place of birth	
9.	Gender / Marital Status	
10.	Nationality	

11.	Indicate whether belongs to SC/ST/OBC Category or any other reserved category	
12.	Address for correspondence with Mobile Number and email id	
13.	Permanent Address with Mobile Number and email	

14. Academic Qualifications (Matriculation till post-graduation)

Examination	Board/ University	Year of passing	Marks (%age)	Division	Subject/s
Matric					
Hr. Sec. I					
Hr. Sec. II					
Additional subject					
Bachelors Degree					
Post-graduate Degree					
Any other					

15. Research Degree/s

Degree	Title	Name of Supervisor	Date of Registration	Date of award	University
MPhil					
PhD					
DSc/DLitt					

*Attach an attested copy of the degree & result notification for the same is to be attached.*

**16. Appointments held prior to joining this institution**

Designation	Name of Employer	Date of actual joining		Pay Band, GP & gross salary	Reasons of leaving
		From	To		

**Note:** Please indicate in a separate sheet attached, whether in previous service has to be counted and accordingly attach relevant documents in support of the following:-

- The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC.
- The post is/was in an equivalent grade or of the pre-revised scale of pay.
- Whether applied through proper channel.
- Whether possess the same minimum qualifications as prescribed by the UGC for appointment to the post.
- The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/Concerned Institution, for such appointments.
- The previous appointment was not as guest lecture for any duration, or an ad-hoc or in a leave vacancy of less than one year duration

**17. Posts held after appointment at this Institution**

Designation	Department/ Centre/ Campus	Date of actual Joining		Pay Band, GP and Gross Salary
		From	To	

**18. Period of teaching experience (in Higher Education Institution)**

PG Classes (in years)	
UG classes (in years)	

**19. Period of research experience (in Higher Education Institutes) [excluding period spent in obtaining the M.Phil/Ph.D. degree.]**

Research experience in years and months	
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20. **Leaves taken during the period spent in obtaining the M.Phil/Ph.D. Degree** (keep documentary support)

Programme	Kind of leave	Period of leave		Period of days (years/months/days)	Order No. & date
		From	To		

21. **Field/s of specialization under the subject/discipline**

Major	
Minor	

22. **Academic Staff College Orientation/Refresher courses attended**

Name of the Course	Place	Duration	Sponsoring Agency

23. **Any other information, which the applicant wants to share.**

**24. Future plans**

Brief outline of your future plans for teaching and research)

i) Teaching:

ii) Research:

**Declaration**

**I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled in Proforma.**

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Signature of the Faculty  
with designation

## **PART B: ACADEMIC PERFORMANCE INDICATORS**

(To be filled up year-wise (1<sup>st</sup> March to ending February) for all years of Assessment period)

(Please see detailed instructions of this PBAS Proforma before filling out this Section)

Part B of the Proforma is based on Appendix-III, Table 1 of the UGC Regulations 2010 together with amendments made in Regulations 2016.

B(I) is based on API scoring for Category I of Appendix III, Table 1

B(II) is based on API scoring for Category II of Appendix III, Table 1

B(III) is based on API scoring for Category III of Appendix III, Table 1

The Proforma is to be filled as per the following tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table I of the UGC Regulations.

The self assessment scores are further to be based on the indicators/activities given in the Regulations and are subject to verification by the Screening-cum-Verification Committee or Selection Committee as the case may be.

NB: The self assessment scores are subject to verification by the University and by the Screening-cum-Verification Committee or Selection Committee, as the case may be.

## Category I TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (year-wise)

### A. Direct teaching

Year	Program/ Course/ Paper	Credit/s	Level	Mode of teaching*	No of direct teaching (hours) per week allotted	No of direct teaching hours, per year under- taken	API Score	Page No

Maximum Score allowed: 70 for Assistant Professors and 60 for Associate Professors/ Professors.

\*Lectures(L), Semester (S), Practical(P), Tutorial(T), Contact Hours(C)

### B. Examination duties (question paper setting, invigilation, evaluation of answer scripts) as per the allotment

#### a) Question paper setting

Year	Name of Examination	Program/ Course/ Paper	Credits	API Score	Page No

#### b) Invigilation/ Inspection / Observer

Year	Examination/Semester/Course	No. of examination meetings	API Score	Page No.

#### c) Evaluation of answer scripts

Year	Examination/Semester/Paper	Course Credit	Number of Answer scripts evaluated	API Score	Page No

Maximum Score allowed: 20 for Assistant and Associate Professors and 10 for Professors.

### C. Innovative teaching – learning methodologies, updating of subject contents/courses, etc.

#### a) Distribution/providing access to Study material among the students

Year	Programme	Semester	Course/ Credits	Mode (distribution or providing access)	API Score	Page No

**b) Conduct of interactive sessions, group discussions and other student related activities augmenting their skills**

Year	Programme	Semester	Course	Type of Activity	API Score	Page No

**c) Floating of new courses**

Year	Programme	Semester	Course/Type	No. of credits floated	API Score	Page No

**d) Revision of courses**

Year	Programme	Semester/ Course	Credit/ Type	No. of credits revised	API score	Page No

Maximum score allowed: 10 for Assistant Professors, 25 for Associate Professors and 20 for Professors.

**Notes:**

1. Teacher shall have to score at least 75% under sub-category A (Direct Teaching), below which no score shall be assigned in the category.
2. Only those of the assignments are taken in this category which is carried by the teacher in his own Department and within the University. Any such assignment undertaken outside the University shall not be considered in this Category.
3. Teacher shall submit a Self Declaration, attested by the concerned Head of the Department, in such of the assignments/events, where no such formal document is issued by the Department/available.



## Category II PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

### A. Student related co-curricular , extension and field based activities

#### i) Discipline related co-curricular activities

##### a) Discipline related activities

Year	Nature of activity	Date From	To	Institution/Venue	No. of Hours	API Score	Page No
	Field work, Study Visit Career Counselling						

##### b) Scholar/Student Seminars/Remedial classes

Year	Programme	Semester/ Course/ Paper	No. of Students/ scholars	No. of hours	API Score	Page No

#### ii) Other co-curricular activities

Year	Nature of activity	Date From	To	Institution/Venue	No. of Hours	API Score	Page No

#### iii) Extension and dissemination activities (public/ popular lectures/talks, seminars) other than in its own Department/Centre/Campus

Year	Nature of activity	Title of activity	Period From	To	Institution/ Venue	No. of Hours	API Score	Page No

Maximum API allowed: 15

### B. Contribution to Corporate Life and management of the Department and institution through participation in Academic and administrative committees and responsibilities

#### i) Administrative Responsibilities

Year	Position	Institution	Period From	to	API Score	Page No

#### ii) Participation in Committees (Board of Studies, Academic & Administrative Committees)

Year	Committee	Role	Institution	Period From	To	API Score	Page No

Maximum API allowed: 15

**C. Professional Development activities**

i) Participation in Seminars, Conferences, Workshops, Training Courses, industrial Visits

Year	Title of Event	Institution	Period		Attended as	API Score	Page No
			From	To			

ii) Talks, Lectures in Refresher/Faculty Development courses

Year	Title of Event	Institution	Date	Time spent	Attended as	API Score	Page No

iii) Dissemination of information/general articles published in newspapers, magazines and any other relevant contribution

Year	Title of Article/ Essay/	Name of newspaper/ Magazine	Registration No.	Volume, Number	Year of Publication	API Score	Page No

iv) Any other contribution, which the applicant claims under the category

Year	Full Detail of the activity/contribution	Hours spend per activity	API Score	Page No

*Maximum API allowed: 15*

**Notes:**

1. Calculation under the Category shall be carried out as Actual hours spent per academic year on different activities divided by 10.
2. Maximum API score Capping under the three broad categories under the Category shall be 15 in each sub-category, for entire duration of the assessment period.
3. To qualify Overall Minimum API score under the Category shall have to be 50 for the assessment period.

## Category III RESEARCH AND ACADEMIC CONTRIBUTION

### A. RESEARCH PAPERS

Name of authors, title, Year, Vol. No. & Page Nos	Journal and Publisher	ISBN/ISSN No.	Whether peer reviewed. Impact Factor, if any	No. of co-authors	Where you are the main/ corresponding Author/ Research Guide	URL of the journal	API Score	Page No

### B. PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)

#### 1. Books

Title of the book	Type of book Text book/ Reference/ Subject book	Authors	Publisher International/ National/ State/Central Govt. Pub.	ISBN No.	Whether you are the main author	No. of co-authors	API Score	Page No

#### 2. Chapters in books

Title of the paper/ Chapter	Title of the book/ Authors & Editors	Type of book Text book/ Reference/ Subject book	Publisher International/ National/ State/Central Govt. Pub.	ISBN No.	Whether you are the main author of the chapter	No. of co-authors	API Score	Page No

### C. RESEARCH PROJECTS

#### a) Sponsored projects

Title of Project	Sponsoring Agency	Period From To	Grant/Amount mobilized (Rs. In lakhs)	Role	Status as on date	API Score	Page No

#### b) Consultancy Projects

Title of Project	Sponsoring Agency	Period From To	Grant/Amount mobilized (Rs. In lakhs)	Whether policy document/ patent as outcome	Role	Status as on date	API Score	Page No

c) Major Policy document /Patient/Technology transfer/ Product/Process

Title of Project	Sponsoring Agency	Period From to	Grant/Amount mobilized (Rs. In lakhs)	Project Outcome	Role	Status as on date	API Score	Page No

D. RESEARCH GUIDANCE

Degree	Name of Scholar	Title of Thesis/ dissertation	Status	API Score	Page No
MPhil or equivalent Ph.D. or equivalent					

E. FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES/SEMINARS

a) Awards

Award/Fellowship	Title of Award	Agency	Period	year of award	Country	API Score	Page No

b) Invited Lectures/Papers in Conferences/Seminars

Title of Lecture/ Paper	Title of Conference/ Seminar/ Workshop/ Symposium etc.	Organized by	Whether International/ National/State	API Score	Page No

The score under this sub-category shall be restricted to 20% of the minimum fixed for category III for any assessment period.

F. DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL

Title of the Content	Role	Sequence Single/ Series	No. of Modules produced	Volume/ Number/ Year of Publication	Agency	API Score	Page No

Note:

1. Applicants shall have to score the minimum score prescribed Score in Category II and III together, during the assessment period.
2. There shall be capping of 20 percent of the minimum score fixed for Category III under the sub-Category E(b) Invited Lectures/Paper.
3. Scoring under the Category III shall be the same as reflected in UGC Regulations 2016 (4<sup>th</sup> Amendment)

### Declaration

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled in Proforma.

Place/Date \_\_\_\_\_

Signature of the Faculty  
with designation



## **PART D: PUBLICATION REQUIREMENT FOR EVALUATION**

List of most significant Publications \*(for the purpose of evaluation):

S. No	Title of Paper	Name of Journal/ Publisher in case of a Book	Date of Publication & impact factor, if any	Vol. , No., page nos. & No. of pages
1				
2				
3				
4				
5				

**\*Please submit three/five sets of the publications alongwith the above information in a separate sheet at the top, copy of bio-data, separately duly spiral bounded and soft copy in PDF format in CD.**

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**Signature of the Faculty  
with designation**

Place & Date: \_\_\_\_\_

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**FOR USE BY  
Head of the Department/ Director**

Specific Remarks, if any:

**VERIFIED AND COUNTERSIGNED**

**Head of the Department/Director**

(Office Stamp)

Place & Date \_\_\_\_\_