

Date : _____

To,
The Registrar
Sardar Patel University,
Vallabh Vidyanagar.

Subject : Application for the promotion as a _____ under the CAS.

For the Academic Level _____

Employee No. : _____

Dear Sir,

I forward herewith my application for the promotion as a _____ under the Career Advancement Scheme (CAS), together with the required documents/enclosures.

At present I am working as a _____ in the Department of _____, Sardar Patel University since _____.

As per the UGC Regulation 2018 norms, I am eligible for promotion under the CAS for the Academic Level ____ to Academic Level ____ .

My due date of promotion is _____.

Thanking you.

Yours sincerely,

Signature of the Applicant :

Name of the Applicant :

Forwarded through:

(Signature of Head of the Department & seal)

(10-ii) Teaching/Research Experience:

	From	To	Yrs.	Months	Institutions	Encl Page No.
U.G.						
P.G.						

Total Teaching Experience (Full Time, Regular):

(11)Area of Specialization: _____

(12)Research Guidance:

Sr. No.		No. of Students Working	No. of Students Thesis Submitted	No. of Students Degree Awarded
1	Ph.D.			
2	M.Phil.			
3	Other: PG Dissertation			

(13) *Details of Refresher Course, Orientation Programme etc. attended (Please attach copy of Certificates):

Sr. No.	Name of the Programme	Organizing Institute	Duration		Encl Page No.
			From	To	

*As per point no 6.4 (page 80) of the UGC regulation July 2018

Sr. No.	Details of Publications Research Papers/ Books** and Book Chapters Published	Encl. Page No.
	Authors, Title, Journal, Volume, Page No. (year)/Title, Authors, Edition, Publisher, Page No., Year	

* For Stage 12 to Stage 13A: At least Three Publications in full text should be submitted.

For Stage 13A to Stage 14: At least Five Publications in full text should be submitted.

** In case of a book, attach front, index and back pages.

(15)Details of Seminar/Conference/ Workshop/ Winter School/Symposium/Summer camp, etc. (attended during the assessment period)

Sr. No.	Nature of the Participation/ Attended/paper	State Level/ National level/ International	Organized by and Venue	Date of Participation		No. of days
				From	To	

	presentation/session chair	Level				

(16) Awards:(During the assessment period)

Sr. No.	Name of Award	State Level/ National level/ International Level	Awarding Body	Date

(17) Any other relevant information: (Not mentioned above)

PART-B: PROFORMA FOR CALCULATING ACADEMIC SCORE

(Form is as per the UGC Regulation 2018, July 18, 2018.)

TABLE – 1

Assessment Criteria and Methodology for University/College Teachers

To be filled year wise :(from the starting date of assessment period)

Sr.No.	Activity	Self-Assessment	Grading	Evidence On Page No.
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities) Grading Criteria: 80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory			
2.	Involvement in the University/students related activities/research activities: 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			
Details of Activities:				
(a)	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.			Evidence On Page No.
(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.	
Only for IQAC: Sr. No. 1 Teaching: _____% Sr. No. 2 Number of activities approved: _____ Good/Satisfactory/Not-satisfactory (Please tick)		

Overall Grading (Applicant): _____

Overall Grading (IQAC): _____

Reference for overall grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

TABLE 2

Methodology for University/College Teachers for calculating Academic / Research Score

(Assessment must be based on evidence 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.,)

Academic / Research Activity (Assessment Period)

(1) Research Papers in Peer-Reviewed/UGC listed Journals/UGC Care Listed*									
SR. NO.	TITLE	NAME OF JOURNAL (SR. NO. & PAGE NO. OF UGC LIST)	VOL., PP NO., YEAR	Impact Factor	TYPE OF AUTHORSHIP* (FIRST/ CORRESPONDING /CO-AUTHOR)	Is listed in SCOPUS / WOS / UGC / CARE list? If yes, give number	SCORE CLAIMED	REMARKS BY IQAC	ENCL. PAGE NO.

**All publications appeared after July 14th 2019 should be in UGC Care Listed Journals.*

2	Publications (other than Research papers) (Give Full Detail including ISSN/ISBN)	Score Claimed	Remarks by IQAC	ENCL. PAGE NO.
	a) Books authored which are published by;			
	International publishers			
	National Publishers			
	Chapter in Edited Book			
	Editor of Book by International Publisher			
	Editor of Book by National Publisher			
	Translation works in Indian and Foreign Languages by qualified faculties (Give Full Details)			
	Chapter or Research paper			
	Book			
	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			

	a. Development of Innovative pedagogy			
	b. Design of new curricula and courses			
	c. MOOCs			
	d. E-Content			
4	Research			
	a) Research guidance			
	Ph.D. Awarded Title of the Thesis, Name of the Students			
	Ph.D. Submitted Title of the Thesis, Name of the Students			
	M. Phil./P.G. Dissertation Completed Title of the Dissertation, Name of the Students			
	b) Research Projects (Completed)			
	Title of the project Duration of the project Amount Funding Agency			
	c) Research Projects (Ongoing)			
	Title of the project Duration of the project Amount Funding Agency			
	d) Consultancy			
	Name of Agency Amount Duration			
5				

	a) Patents			
	Give full detail			
	b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)			
	c) Awards/Fellowship			
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)			

PART – C :FINAL SUMMARY OF GRADING AND RESEARCH SCORE

Table 1

Sr No	Particular	1 st year	2 nd year	3 rd year	4 th year	5 th year
1	Teaching (Applicant)					
	Teaching (IQAC)					
2	Involvement in the University/students related activities/research activities (Applicant)					
	Involvement in the University/students related activities/research activities (IAQC)					
	Overall grading 1 & 2 (Applicant)					
	Overall grading 1&2 (IQAC)					
Overall grading assessment period (Applicant):						
Overall grading assessment period (IQAC):						

Table 2

Sr.No.	Criteria	Research Score Claimed by the applicant	Research Score verified by IQAC
1	Research Papers in Peer-Reviewed or UGC listed Journals		
2	Publications (other than Research papers)		
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
4	Research		
5a	Patent		
5b	Policy documents		
5c	Awards/Fellowships		
6	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings		
	Total Research Score		
5b and 6	Combined Score of Sr. No. 5b and 6 (Upper Capping of 30% of Total Score)		
	Final Research Score after capping		

Place:

Signature of the applicant _____

Date:

Designation

Certificate from DIQAC (Applicable only to candidates working in Colleges)

It is certified that the above claims of the candidate are verified and confirmed by supporting documents.

Comments(if any):

DIQAC Members

Sr. No.	Members Name	Signature

Forwarded through HOD:

Sign and seal

TABLE 1**Assessment Criteria and Methodology for University/College Teachers**

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (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
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Wardenetc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paperevaluation. (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 communityservices. (d) Organising seminars/ conferences/ workshops, other college/universityactivities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or internationalagencies. (g) At least one single or joint publication in peer-reviewed or UGC list ofJournals.	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
<p>Overall Grading:</p> <p>Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or</p> <p>Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading</p> <p>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.</p>		

TABLE 2**Methodology for University and College Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence 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.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering /Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Contentwriter/subjectmatterexpertforeachmoduleof MOOCs (at least onequadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		

	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(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	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
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)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

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 | - | 5Points |
| ii) | Paper with impact factor less than 1 | - | 10Points |
| iii) | Paper with impact factor between 1 and 2 | - | 15Points |
| iv) | Paper with impact factor between 2 and 5 | - | 20Points |
| v) | Paper with impact factor between 5 and 10 | - | 25Points |
| vi) | Paper with impact factor > 10 | - | 30Points |

(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.

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 mark 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.