ASSAM UNIVERSITY, SILCHAR
(A Central University)
Silchar - 788 011, Assam, India

Application form for placement under Career Advancement Scheme (CAS)
Following UGC 4th Amendment, 2016

FORMAT-CAS-2017

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters)   :

2. Father's Name / Mother's Name   :

3. Date of Birth   :

4. Department   :

5. Present Designation & Grade Pay   :

6. Date of joining in Assam University   :

7. Date of last Promotion   :

8. Designation/Grade for which

    applied under CAS   :

9. Date of eligibility for the promotion   :

10. Address for Correspondence (with PIN)   :

11. Permanent Address (with PIN)   :

      Telephone No./ Cell No.   :

      Email   :

12. Indicate whether belongs to SC/ST/OBC   :

13. Academic Staff College Orientation / Refresher Course attended:

Name of the Course / Summer School	Institution and Place	Duration	Date		Sponsoring Agency
			From	**To**	

Add additional rows if necessary

14. Research Degrees

Degrees	Title	Date of Award	University
M.Phil.			
Ph.D./ D.Phil.			
D.Sc./ D.Lit.			
Any other[1] (Please specify)			

Add additional rows if necessary

15. Appointments held prior to joining Assam University

Designation	Name of the Employer	Pay Scale with grade pay	Period	
			From	**To**

Add additional rows if necessary

16. Posts held after joining Assam University

Designation	Department	Pay Scale with grade pay	Period	
			From	**From**

Add additional rows if necessary

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[1] Shall include information about Post Doc if any

17. Experience of Research Guidance

Sl. No.	Name of the Scholar	Degree for which enrolled (Ph.D./ M.Phil./ any other)	Current Status (Registered/ Submitted/ Awarded)	Title of the Thesis/ Dissertation	Date of Registration /Submission /Award

Add additional rows if necessary

18. Awards and Distinctions received

Sl. No.	Name of the Fellowship/ Award	Name of Organization/ Institution offering it	Level of Fellowship/ Award	Date of Award

Add additional rows if necessary

19. Patents or IPR on product and process developed/ Technology Transfer

Sl. No.	Name of the Patent/IPR	Name of the organization/ institution offering it	Particulars

Add additional rows if necessary

20. Period of teaching experience: P.G. Classes (in years) :
                                    U.G. Classes (in years) :

21. Research Experience excluding years spent in M.Phil./ Ph.D. (in years) :

22. Field of Specialization:

Category I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

[Score as per the activities carried in .... (for each academic Year)]

Before filling the score in the category I, II & III, please read the guidelines at the end of the proforma. For any further clarification please read the University Grants Commission's Notification No.F.1-2/2016(PS/Amendment)-dated 11th July, 2016 (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016

Category I	Nature of activity	Actual hours spent per Academic year ←-Year-→						Maximum Score	Actual Score (to be filled by the candidate) ←-Year-→						Awarded Score (On verification by the Screening Committee)
		1	2	3	4	5	6		1	2	3	4	5	6	
I a.	**Direct teaching**														
	Lectures														
	Tutorials														
	Practical														
	Project Supervision														
	Fieldwork														
	Sub-total I a.														
I b.	**Examination duties**														
	Question Paper Setting														
	Invigilation														
	Evaluation of Answer Scripts														
	Practical Examiner (Internal/External)														
	Moderation														
	Scrutiny														
	Sub-total I b.														

Category I	Nature of activity	Actual hours spent per Academic year ←-Year-→						Maximum Score	Actual Score (to be filled by the candidate) ←-Year-→						Awarded Score (On verification by the Screening Committee)
		1	2	3	4	5	6		1	2	3	4	5	6	
I c.	**Innovative Teaching learning**														
	Developing new methodologies														
	Updating of subject contents/courses														
	Mentoring														
	Any Other														
	Sub-Total I c.														
	Total in Category I (Sub-total I a. + I b. + I c.)														

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

[Score as per the activities carried in .... (Academic Year)]

Category		Nature of activity	Actual hours spent per Academic year ←-Year-→						Actual Score (to be filled by the candidate) ←-Year-→						Awarded Score (On verification by the Screening Committee)
			1	2	3	4	5	6	1	2	3	4	5	6	
II a.	**Student related co-curricular, extension and field based activities**															
	(i) Discipline related co-curricular activities	Remedial Classes/ Coaching													
		Career Counselling													
		Study Visit													
		Student Seminar													
		Subject related Quiz, Debate, etc.													
		Any Other													
	(ii) Other co-curricular activities	Sports													
		NSS													
		NCC													
		Any Other													
	(iii) Extension activities	Public/ popular lecture/ talks													
		Seminar, talks													
		Any Other													
	Sub-Total II a. (Max API. Score 15)														

Category		Nature of activity	Actual hours spent per Academic year ←-Year-→						Actual Score (to be filled by the candidate) ←-Year-→						Awarded Score (On verification by the Screening Committee)
			1	2	3	4	5	6	1	2	3	4	5	6	
II b.	**Contribution to corporate life and management**														
	(i) Administrative Responsibility	Dean													
		Head of the Department													
		Chairman/Convenor/ member of committees notified by the department/ institution													
		Teacher-in-Charge													
		Any Other (Duties that require office hours)													
	(ii) Participation in	Board of Studies													
		Academic Committees													
		Administrative Committees													
	Sub-Total II b. (Max. API. Score 15)														

	Category	Actual hours spent per Academic year ←-Year-→						Actual Score (to be filled by the candidate) ←-Year-→						Awarded Score (On verification by the Screening Committee)
		1	2	3	4	5	6	1	2	3	4	5	6	
II c.	**Professional Development Activities**													
	Participation in seminar/conference													
	Short term training courses													
	Long term training courses													
	Industrial visits													
	Academic talks in media													
	Lectures delivered in Refresher courses/Orientation Programs/ Faculty Development programs and workshops													
	Dissemination and general articles													
	Any Other Contribution													
	Sub-Total II c. (Max. API. Score 15)													

Total Score in Category II (Actual Score in II a. + II b. + II c.)

By the Candidate	By Screening Committee

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

III (A) (i) Publication in refereed Journals as notified by UGC/ Other refereed Journals (prior to UGC's Publication of List) for the entire assessment period

Sl. No.	Title with page nos.	Journal	ISSN / ISBN	Whether peer reviewed, impact factor, if any	Year of publi-cation	No. of Co-authors	Whether you are the main author	API Score (to be filled by the candidate)	API Score approved by the screening committee
							TOTAL		

Add additional rows if necessary

III (A) (ii) Publication in other reputed Journals as notified by UGC/ Other reputed Journals (prior to UGC's notification)

Sl. No.	Title with page nos.	Journal	ISSN / ISBN	Whether peer reviewed impact factor, if any	Year of publication	No. of Co-authors	Whether you are the main author	API Score (to be filled by the candidate)	API Score approved by the screening committee
							TOTAL		

Add additional rows if necessary

Sub-total of III (A) = Score of III (A) (i) + III (A) (ii)

By the Candidate	By Screening Committee

III (B) (i) Text/Reference books published by **International Publisher**:

Sl. No.	Title of the Book	ISSN / ISBN	Publisher	Year of publication	No. of Co-authors	Whether you are the main author	API Score (to be filled by the candidate)	API Score approved by the screening committee
						TOTAL		

Add additional rows if necessary

III (B) (ii) Subject books published by **national-level publishers** or **Central/State Government**

Sl. No.	Title of the book	ISSN / ISBN	Publisher	Year of publication	No. of Co-authors	Whether you are the main author	API Score (to be filled by the candidate)	API Score approved by the screening committee
						TOTAL		

Add additional rows if necessary

III (B) (iii) Subject books published by **local publisher**

Sl. No.	Title of the book	ISSN / ISBN No.	Publisher	Year of publication	No. of Co-authors	Whether you are the main author	API Score (to be filled by the candidate)	API Score approved by the screening committee
				TOTAL				

Add additional rows if necessary

III (B) (iv) Chapter in books published by national and international level publishers

Sl. No.	Title of the chapter with page nos.	Title of the Book and year of publication	ISSN / ISBN	Publisher	No. of Co-authors	Whether you are the main author	API Score (to be filled by the candidate)	API Score approved by the screening committee
				TOTAL				

Add additional rows if necessary

Sub-total of III (B) = Score of III (B) (i) + III (B) (ii) + III (B) (iii) + III (B) (iv)

By the Candidate	By Screening Committee

III. (C) Research Projects

III. (C) (i) Sponsored Projects

Sl. No.	Title of the project	Funding Agency	Period		Grant Amount Mobilised (Rs. in Lakh)	Ongoing/Complete	API Score (to be filled by the candidate)	API Score approved by the screening committee
			From	**To**				
				TOTAL				

Add additional rows if necessary

III. (C) (ii) Consultancy Projects

Sl. No.	Title	Agency for which consultancy provided	Details of consultancy	Duration	Grant Amount Mobilised (Rs. in Lakh)	API Score (to be filled by the candidate)	API Score approved by the screening committee
					TOTAL		

Add additional rows if necessary

III. (C) (iii) Projects Outcome/Outputs

Sl. No.	Title of the project outcome	Details of the patent/ technology transfer/ product/ process or major policy document prepared	API Score (to be filled by the candidate)	API Score approved by the screening committee
		TOTAL		

Add additional rows if necessary

Sub-total of III (C) = Score of III (C) (i) + III (C) (ii) + III (C) (iii)

By the Candidate	By Screening Committee

III (D) Research Guidance

Sl. No.	Research Degree	Number Enrolled/ Registered	Thesis Submitted (Number)	Degree Awarded (Number)	Duration (for each of the submitted and awarded cases)	API Score (to be filled by the candidate)	API Score approved by the screening committee
	M.Phil. or equivalent						
	Ph.D. or equivalent						
				TOTAL			

Sub-total of III (D)

By the Candidate	By Screening Committee

III (E) Fellowships, Awards and Invited Lectures delivered in Conference/ Seminars

III (E) (i) Fellowships and Awards

Sl. No.	Name of the Fellowship/ Award	Conferring Body/ Association	Date of award	Level of the award/fellowship (International, national, state, university)	API Score (to be filled by the candidate)	API Score approved by the screening committee
				TOTAL		

Add additional rows if necessary

III (E) (ii) Invited Lectures/papers presented in Conferences, Seminars, Workshops, Symposia

Sl.	Title of the invited lecture/paper	Title of Conference / Seminar etc.	Date(s)	Organised by	Whether international	API Score	API Score
	Maximum score permitted in this sub-category shall be restricted to 20% of the minimum fixed for Category III for the assessment period of the candidate				TOTAL		

Add additional rows if necessary

Sub-total of III (E) = Score of III (E) (i) + III (E) (ii)

By the Candidate	By Screening Committee

III (F) Development of e-learning delivery process/material

Sl. No.	Title of the delivery process / material	Level for which Content was prepared	Institute for which content was prepared	Electronic media in which the e-learning material is available	API Score (to be filled by the candidate)	API Score awarded by the screening committee
				TOTAL		

Add additional rows if necessary

Sub-total of III (F)

By the Candidate	By Screening Committee

Total of Category III = Sub total of III (A) + III (B) + III (C) + III (D) + III (E) + III (F)

By the Candidate	By Screening Committee

(IV) **SUMMARY OF API SCORES**

	Criteria	Total – API Score necessary for the Assessment Period	API Score during Assessment Period (to be filled by the candidate)						API Score awarded by the screening committee
			1	2	3	4	5	6	
I	Teaching, Learning and Evaluation related activities								
II	Professional development and Extension Activities								
III	Research and Academic Contributions								
Total API score under II and III									

(Self assessment Scores are subject to verification by the University and by the Screening Cum Evaluation Committee / Selection Committee as the case may be).

PART C: OTHER RELEVENT INFORMATION

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

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

Add additional rows if necessary

LIST OF ENCLOSURES:

(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

1.   6.

2.   7.

3.   8.

4.   9.

5.   10.

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

Place:

Date: **(Signature of the**
Candidate)

Certified that the information provided here is correct as per the supporting documents and records.

Signature of the Reporting Officer with stamp (HOD)

Signature of the Reviewing Officer with stamp (DEAN)

Signature of Accepting Authority with Stamp

    (Vice Chancellor)

Guidelines for Filling up Part B of the Proforma

Part B of the Proforma is based on University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016.

1. General

1.1   Any student related activity (under all categories) which requires visit to other place/institute (e.g., taking the students for Field work, study visit etc.), the travel period (to and fro) can be added along with the time spent in the actual activities for calculation of score of the concerned teacher(s).

2. Category I: Teaching, Learning and Evaluation Related Activities

2.1   For computation of API score for the components under '***Direct Teaching'*** [1 (a)], the actual hours as per record to be provided.

2.2   The time that can be claimed for various Examination duties [1 (b)] is as follows:
   i) For *Question paper setting/Moderation* (each full paper), 3 hrs for UG pass/ Honours or equivalent and 5 hrs for PG/Course work Exam or equivalent. For setting or moderation of part of one question paper, the claimable time will be the equivalent fraction of time as per the contribution or 50% of the time for full paper, whichever is higher.
   ii) For *Invigilation, Practical Examination (Internal/External)* duties, actual hours as per record to be claimed.
   iii) The claimable time for *Evaluation/Re-evaluation* of answer script is minimum 5 hrs per Paper (Packet) or 30 min per answer script whichever is higher.
   iv) 25% of the time applicable for Evaluation of that Paper can be claimed by the *Scrutiniser*.

2.3   Innovative Teaching Learning, an integral component of teaching-learning process requires time for proper planning, and consultation with books/literature. Most of such activities requires time outside of, and in addition to the assigned teaching time allotted. Hence, the actual number of hours equal to that *s*pent for Lectures (in I a) can be claimed under 'Innovative Teaching Learning' [1 (c)].

3. Category II: Professional Development, Co-curricular and Extension Activities

3.1   A faculty is required to keep a record of the Student related activities for claiming score for components laid in II(a) of the proforma and can claim actual hours for each event under II (a) (i and ii and iii).

3.2   For administrative responsibility like Dean of School or Head of the Department, a fixed time 2hours/week can be claimed for API score, for the entire tenure or part of tenure, whichever falls within the assessment year. For each of the other administrative responsibilities assumed by a faculty, under the purview of II.b(i) of the proforma, a fixed time of 1hour/week for the entire tenure or part of tenure, whichever falls within the assessment year can be claimed for API score.

3.3   For participation in various Board of Studies, Academic and Administrative Committees, a faculty can claim a fixed time of 1hour/week (for each of such participation) for the tenure/part of tenure of the Committee falling within the assessment year for API score.

3.4   The starting and ending time of every meeting related to the academic and/or administrative affairs is to be recorded in a suitable manner in the Meeting Register and/or in the Minute of the Meeting to facilitate the reflection of the credit in the API of the faculty members involved. For participation in each such meeting, a minimum of two hours plus block of one hour (for each additional hour or part thereof) can be claimed by the Faculty member. This will be in addition to the score obtained for 3.2 and 3.3 mentioned above.

3.5   The API Score for participation in seminar/conferences, short term training courses, (II. c) will be counted taking 7 hours X (total number of days of the event as per record). However, in case of visit to industry/other institution/laboratory, API score may be counted taking 24 hours X (total number of days as per record).

3.6   The API Score for Lectures delivered in Refresher courses/Orientation Programs/ Faculty Development programs and workshops (II.c), will be counted taking 7 hrs X (total number of days of actual involvement as per record).

3.7   For each contribution of Dissemination and general articles a fixed time of 24hrs can be claimed in API score.

4. CATEGOR III: Research and Publications and Academic Contributions

4.1   Papers published in journals notified in the UGC website or any subsequent list approved by the UGC. The University shall identify the journals subject-wise and forward it to the UGC for approval. The list of such journals shall be available in the University web-site as well.

4.2   The API Score awarded per paper in a Refereed journal as notified by the UGC shall be 25 for single author. Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20points: (v) papers with impact factor above 10 by 25 points. For other reputed journal as notified by the UGC, the Score awarded per paper shall be 10 for single author.

4.3   The score for (i) Text/Reference Books (published by International Publishers with ISBN/ISSN number as approved by the university and posted in the website) is 30 per Book for Single Author, (ii) Subject books published by (national-level publishers or central/state govt publications with ISBNISSN number as approved by the university and posted in the website) is 20 per Book for Single Author, (iii) Subject books published by (local publisher with ISBNISSN number as approved by the university and posted in the website) is 15 per Book for Single Author, (iv) Chapter in books published by (national and international level publishers with ISBNISSN number as approved by the university and posted in the website) is 10 per chapter for international publication and 5 per chapter for national publication for single author.

4.4   The API for joint publications shall be calculated in the following manner: For joint publication, the first and principal/corresponding author/supervisor/mentor would share equally 70% of the total points and the remaining 30% would be shared equally by the rest.

4.5   For faculty members of Science/ Engineering/ Agriculture/ Medical/ Veterinary Sciences major project grants above Rs. 30 lakhs shall have 20 score, between Rs. 5 lakhs and Rs. 30 lakhs shall have15 score per project and for minor research projects between Rs. 1 lakh and Rs. 5 lakhs shall have 10 score per project. For faculty members of Languages/ Humanities/ Arts/ Social Sciences/ Library/ Physical Education/ Management Major project grant for above Rs. 5 lakhs shall have 20 score, between Rs. 3 lakhs and Rs. 5 lakhs shall have 15 score and minor projects between Rs. 1 lakh and Rs. 3 lakhs shall have 10 score per project.

4.6   For faculty members of Science/ Engineering/ Agriculture/ Medical/ Veterinary Sciences 10 marks shall provided for every Rs. 10 lakh earned through Consultancy Projects. For faculty members of Languages/ Humanities/ Arts/ Social Sciences/ Library/ Physical Education/ Management 10 marks shall be provided for every Rs. 10 lakh earned through Consultancy Projects.

4.7   For faculty members of Science/ Engineering/ Agriculture/ Medical/ Veterinary Sciences 30 marks shall provided for patent/technology transfer/product/process for international level and 20 for each national level output/ outcome. For faculty members of Languages/ Humanities/ Arts/ Social Sciences/ Library/ Physical Education/ Management 30 marks shall provided for preparing major policy document of international bodies like WHO/ UNO/ UNESCO/ UNICEF, etc. 20, 10 and 5 marks shall be provided for preparing major policy document prepared for Central Government, State Government and Local bodies respectively.

4.8   For Research Guidance, in case of M.Phil, the API score is 5 per student if the degree is awarded and no score shall be counted for submission of M.Phil. Thesis. In case of Ph.D. guidance, API score of 15 per student can be claimed if the degree is awarded and 10 per student for Ph.D. thesis submitted. The API Score for Research Supervisor and Co-Supervisor(s) if any, will remain the same.

4.9   For international award/fellowship, API score shall be 15; it will be 10 for national award/ fellowship and 5 for state/ university level award/ fellowship.

4.10   For international conference/seminar API score shall be 7 per Invited lecture and 5 per paper presented. For national conference/seminar API score shall be 5 per Invited lecture and 3 per paper presentation. For state/ university level conference/ seminar API score shall be 3 per Invited lecture and 2 per paper presented. The score for paper presented (other than Invited Lecture) in any seminar/ conference shall be same for all the authors of the paper.(The score in this category shall be restricted to 20% of the minimum fixed for category III for any assessment period)

4.11   For Development of e-learning delivery process/material, the API score shall be 10 per module.

These guidelines are applicable only for the candaidates who will apply as per UGC 2016 Regulations. For others, the previous guideline will prevail.

Formula for Computing the Scores in three Categories of the Proforma

Part B (Category I)

2. The maximum score that can be claimed under category I a. for Assistant Professor, Associate Professor and Professor are 70, 60 and 60 respectively.

3. The maximum score that can be claimed under category I b. for Assistant Professor, Associate Professor and Professor are 20, 20 and 10 respectively.

4. The maximum score that can be claimed under category I c. for Assistant Professor, Associate Professor and Professor are 10, 15 and 20 respectively.

5. The formula for calculating the actual score to be claimed under category I a. is - for Assistant Professor $\left(\dfrac{\text{Sub - total I a.}}{7.5}\right)$, Associate Professor $\left(\dfrac{\text{Sub - total I a.}}{7.75}\right)$ and Professor $\left(\dfrac{\text{Sub - total I a.}}{7.75}\right)$

6. The formula for calculating the actual score to be claimed under category I b - $\left(\dfrac{\text{Sub - total I b.}}{10}\right)$.

7. The formula for calculating the actual score to be claimed under category I c - $\left(\dfrac{\text{Sub - total I c.}}{10}\right)$

8. Evidence of performing the duties is to be provided wherever applicable.

Part B (Category II)

9. The formula for actual scores to be claimed under category II a. is $\left(\dfrac{\text{Sub - total II a.}}{10}\right)$, II b. is $\left(\dfrac{\text{Sub - total II b.}}{10}\right)$ and II c. is $\left(\dfrac{\text{Sub - total II c.}}{10}\right)$

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