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**ASSAM UNIVERSITY: SILCHAR**

**(A Central University)**

**Silchar 788 011, Assam, India**

**Proforma for Promotion under CAS as per UGC Regulations, 2018**

**Assessment period: To ; [……Years]**

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

1. Name (in Block Letters) :

2. Father’s Name :

3. Mother’s Name :

4. Department :

5. Current Designation & Academic Level :

6. Date of last Promotion :

7. Which position and Academic Level are you an applicant under CAS? :

8. Date of eligibility for promotion :

9. Nationality :

10. Contact Details

|  |
| --- |
| **Address for Correspondence:** ……………………………………………  …………………………………………………………………………………………………………  …………………………………………………………………………….PIN:…………………  **e-mail: Phone:** |
| **Permanent Address:**…………………………………………………………………………...  ………………………………………………………………………………………………………  ……….…………………………………………………………………….PIN:………………….  **e-mail: Phone:** |

**11. Academic Qualification** (H.S.L.C onwards including NET with JRF, NET, SLET/SET/etc)**:**

|  |  |  |  |
| --- | --- | --- | --- |
| Examination | Name of the Board/University | Year of passing | Division/ Class/ Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| NET/SLET/SET/Any other |  |  |  |

**12. Research Degree(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| Degrees | Title | Date of award | University |
| M.Phil |  |  |  |
| Ph.D. |  |  |  |
| D.Sc/D.Litt |  |  |  |
| Any Other |  |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Designation | Name of employer | Date of joining | | Salary with Grade | Reason of leaving |
| Joining | Leaving |
|  |  |  |  |  |  |

**14. Posts held after appointment at this institution:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Designation | Department | Date of actual joining | | Grade |
| From | To |
|  |  |  |  |  |

**15. Orientation / Refresher Course/Equivalent Course(s) attended:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Name of the Course | Place | Duration | Sponsoring Agency |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PART B: SCORE/ GRADE FOR TEACHING & INVOLVEMENT IN UNIVERSITY’S OTHER ACTIVITIES**

1. **Teaching Score**= Number of Classes Taught/ Total Classes Assigned x 100

*(Classes taught includes sessions on tutorials, lab and other teaching related activities. Total assessment period shall be considered altogether excluding leaves such as Maternity Leave, Child Care Leave, Duty Leave, Study Leave, Medical Leave, Extra-ordinary Leave etc. and period on Deputation).*

**Teaching Score Grading Scale**

1. 80% & above = Good
2. Below 80% but 70% & above = Satisfactory
3. Less than 70% = Not Satisfactory

**Calculation of Teaching Score & Grade**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Year | No. of Classes Assigned | No. of Classes Taught | No. of Classes Taught/ No. of Classes Assigned x 100 | Score Obtained | Grade Secured | Annexure No. | Remarks |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**17. Involvement in the University-Related Other Activities**

**Grading Scale**

1. Good = Involved in at least 3 activities
2. Satisfactory = 1-2 activities
3. Not Satisfactory = Not involved in/ undertaken any of the activities

***Note:*** *Number of activities can be within or across the broad categories of activities listed below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Involved in** | **Yes/ No** | ***If Yes, provide details and Annexure No.*** | **Grading** (Good/ Satisfactory/Not Satisfactory) |
| (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 elections, clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS, community services etc. |  |  |
| (d) Organising seminars/ conferences/ workshops, other college/university activities and contribution to corporate life of the university |  |  |
| (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/UGC list of Journals |  |  |

**18. Overall Grading: *Good*/ *Satisfactory/ Not Satisfactory***

***[Good****= Good in teaching (at Sl. No. 16) and satisfactory or good in other activity-involvement (at Sl. No. 17).*

***Satisfactory*** *= Satisfactory in teaching (at Sl. No. 16) and good or satisfactory in other activity- involvement (at Sl. No. 17).****Not Satisfactory****= Not satisfactory in 16 and 17 above.]*

**PART C: ACADEMIC & RESEARCH SCORES**

**Methodology 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, letter of scholar’s Ph.D. award etc*)

**19. Research Papers in Peer-Reviewed/UGC Listed Journals**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the Paper/ Article | Name of Journal | Vol. No., Issue No. & Page No. | Month & Year of Publication | \*\*Author-ship (i), (ii), (iii) | No. of Co-authors | ISSN | UGC Journal No. | \*Impact Factor, if any | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Total Score:**

*\*Latest Impact Factor as per JCR-Thomson Reuter.*

*\*\*For Authorship: Kindly indicate whether you are (i) Single Author (ii) First and Principal/Corresponding author/Supervisor/Mentor or (iii) Other Author/Co-author. This should be as per standard definition of the respective terms as applicable to the concerned discipline.*

1. **Publications (Other than Research Papers)**
2. **Books Authored/Edited; Chapters in Books & Full Papers/Articles in Seminar/ Conference Proceedings**
3. ***Books Authored/Edited***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | \*Type of the Publication | Title of the Book | Name of Publisher | Month & Year of Publication | ISBN | National/ International Publication | \*\*Authorship/ Editorship | No. of Co-authors/ Co-editors | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Total Score:**

1. ***Chapters in Edited Books***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the Chapter | Title of the Book with Its Editor(s) | Name of Publisher | Month & Year of Publication | ISBN | National/International Publication | \*\*Authorship of the Chapter (i), (ii), (iii) | No. of Co-authors of the Chapter | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Total Score:**

1. ***Full* *Papers/Articles in Conference/Seminar Proceedings***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the Paper/ Article | Title of the Seminar/ Conference Proceedings with Its Editor(s) | Name of Publisher | Month & Year of Publication | ISBN | National/International Publication | \*\*Authorship of the Paper/Article (i), (ii), (iii) | No. of Co-authors of the Paper/Article | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Total Score:**

**Total Score of 20 (a)-(i), (ii) & (iii):**

1. **Translation Works in Indian and Foreign Languages by Qualified Faculties**
2. ***Chapter of a Book or Research Paper/Article***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the Chapter/Paper/Article | Title of the Book/ Journal with Its Editor(s) | Name of Publisher | Month & Year of Publication | ISBN | \*\*Translatorship of the Chapter / Paper/Article (i), (ii), (iii) | No. of Co-translators of the Chapter/ Paper/Article | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Total Score:**

1. ***Translation of Book***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Original Title of the Book Translated with Its Author(s)/Editor(s) | Name of Publisher | Title of the Translated Book | Month & Year of Publication | ISBN | \*\*Translator ship of the Book (i), (ii), (iii) | No. of Co-translators of the Book | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |  |  |  |
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**Total Score:**

*\*For Publication Type: Indicate whether the publication is (i) Text/Reference/Subject Book; (ii) Edited/Translated Books and (iii) Chapters in Books/Full Papers in Conference Proceedings. For Conference Proceedings only full Papers will be considered, abstracts will not be considered.*

*\*\*For Authorship/Editorship/Translatorship: Indicate whether you are (i) Single Author/Editor/Translator, (ii) First and Principal/Corresponding author/supervisor/mentor, (iii) Other Author/Co-author, (iv) First Editor/ translator or (v) Co-editor/Co-translator. This should be as per standard definition of the respective terms as applicable to the concerned discipline.*

**Total Score of 20 (b)-(i) & (ii):**

**Total Score of 20 (a) + 20(b):**

**21. Creation of ICT Mediated Teaching-Learning Pedagogy and Content Development of New and Innovative Courses and Curricula**

1. **Development of Innovative Pedagogy**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of the Discipline for Which e-Learning Resource Developed | Name of the Academic Programme/ Course for Which e-Learning Resource Developed | Level of Course Material: UG/PG | Details of the URL/ Website where available/ If CD/DVD enclose a copy | No. of Modules | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Total Score:**

1. **Design of New Curricula and Courses**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of the Discipline for Which e-Learning Resource Developed | Name of the Academic Programme/ Course for Which e-Learning Resource Developed | Level of Course Material: UG/PG | Details of the URL/ Website where available/ If CD/DVD enclose a copy | No. of Modules | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Total Score:**

1. **MOOCs: Development of Complete MOOCs in Four Quadrants**
2. **Development of Complete MOOCs in Four Quadrants (4 Credits each). In case of MOOCs of lesser credits: 5 marks/credit**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Details | Course Credit | Level of the Course Material: UG/PG | Details of the URL/ Website where available/ If CD/DVD enclose a copy | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Total Score:**

1. **MOOCs (Developed In 4 Quadrant) per Module/Lecture**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Details | Course Credit | Level of the Course Material: UG/PG | Details of the URL/ Website where available/ If CD/DVD enclose a copy | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Total Score:**

1. **Content Writer/Subject Matter Expert for Each Module of MOOCs (At Least One Quadrant)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Details | Course Credit | Level of the Course material: UG/PG | Details of the URL/ Website where available/ If CD/DVD enclose a copy | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Total Score:**

1. **Course Coordinator for MOOCs (4 Credits/ Course) (In Case of MOOCs of Lesser Credits 2 Marks/Credit)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Details | Course Credit | Level of the Course Material: UG/PG | Details of the URL/ Website where available/ If CD/DVD enclose a copy | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Total Score:**

**Total Score of 21 (c)-(i), (ii), (iii) & (iv):**

1. **E-Content**
2. **Development of E-Content in 4 Quadrants for a Complete Course/ e-Book**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of the Discipline for Which e-Learning Resource Developed | Name of the Academic Programme/ Course for Which e-Learning Resource Developed | Level of Course Material: UG/PG | Details of the URL/ Website where available/ If CD/DVD enclose a copy | No. of Modules | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Total Score:**

1. **e-Content (Developed in 4 Quadrants) per Module**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of the Discipline for Which e-Learning Resource Developed | Name of the Academic Programme/ Course for Which e-Learning Resource Developed | Level of Course Material: UG/PG | Details of the URL/ Website where available/ If CD/DVD enclose a copy | No. of Modules | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Total Score:**

1. **Contribution to Development of E-Content Module in Complete Course/ Paper/ e-Book (at Least One Quadrant)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of the Discipline for Which e-Learning Resource Developed | Name of the Academic Programme/ Course for Which e-Learning Resource Developed | Level of Course Material: UG/PG | Details of the URL/ Website where available/ If CD/DVD enclose a copy | No. of Modules | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Total Score:**

1. **Editor of e-Content for Complete Course/ Paper/ e-Book**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of the Discipline for Which e-Learning Resource Developed | Name of the Academic Programme/ Course for Which e-Learning Resource Developed | Level of Course Material: UG/PG | Details of the URL/ Website where available/ If CD/DVD enclose a copy | No. of Modules | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Total Score:**

**Total Score of 21(d)-(i), (ii), (iii) & (iv):**

**Total Score of (21) a + b+ c +d:**

**22. Research Guidance/Research Projects**

**(a) Research Guidance**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Level of Guidance | Thesis/Dissertation Submitted | | | Degree Awarded | | | Score Claimed | Annexure No. |
| Period | | Number | Period | | Number |
| From | To | From | To |
| Ph. D/ D. Phil |  | |  |  | |  |  |  |
| M.Phil./P.G. Dissertation |  | |  |  | |  |  |  |

**Total Score:**

**(b) Completed Research Projects**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Title of Research Project | Funding Agency | Period | | PI/Co-PI/ Joint PI | Amount of Grant Sanctioned | Score Claimed | Annexure No. |
| From | To |
|  |  |  |  | |  |  |  |  |
|  |  |  |  | |  |  |  |  |

**Total Score:**

1. **Ongoing Research Projects**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Title of Research Project | Funding Agency | Period | | PI/Co-PI/ Joint PI | Amount of Grant Sanctioned | Score Claimed | Annexure No. |
| From | To |
|  |  |  |  | |  |  |  |  |
|  |  |  |  | |  |  |  |  |

**Total Score:**

**(d) Consultancy**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Title of Consultancy Project | Funding Agency | Period | | Project Status | Amount Sanctioned | Score Claimed | Annexure No. |
| From | To |  |
|  |  |  |  | |  |  |  |  |
|  |  |  |  | |  |  |  |  |

**Total Score:**

**Total Score of (22) a + b+ c +d:**

**23. Patents/Policy Document/Awards/Fellowships**

**(a) Patents**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Title of Patent | Patent No. | Date of Award | International/ National | Funding Agency | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Total Score:**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Title of Policy Document | Body/ Organization to which submitted | International/ National/ State | Date of Submission | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Total Score:**

**(c) Awards/Fellowship**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SN | Name of Award /Fellowship | Sponsoring Agency | Date of Award | Level: International/ National | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Total Score:**

**Total Score of (23) a + b+ c :**

**24. Invited Lecture/Papers presented in Conferences/ Seminars/ Refresher/ Orientation/ FDP** *(Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once. Merely attending the Conference, Seminar, FDP does not qualify for ARS. Accepted full paper must be presented during the Conferences/Seminars /FDP to qualify for ARS).*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Title of the Invited Lecture/Paper presented | Name of the Program | Name of the Organizing Agency | Date of Presentation | Level: International- Abroad/ International- within India/ National/ State/ University | Score Claimed | Annexure No. |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Total Score:**

**Total Score of 18 to 24:**

**Consolidated Data**

**ELIGIBILITY CHECK**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Check points** | **Yes/No/Not required** | **Remarks** |
|  | Do you have M Phil/ PG Professional degree? |  |  |
|  | Do you have Ph D/ D Phil degree? |  |  |
|  | Have you attended any Orientation Course for the promotion, if required? |  |  |
|  | Have you attended Refresher Course(s)/ equivalent course(s) for the promotion, if required? |  |  |
|  | Are you completing the number of years of service in the present level/ stage of your career required for the promotion? |  |  |
|  | Have you submitted the number of publications required to meet the eligibility criteria for the promotion? |  |  |
|  | Have you successfully guided any Ph D/ D Phil research (es) for the promotion, if required? |  |  |

1. **SCORE/ GRADE FOR TEACHING & INVOLVEMENT IN UNIVERSITY’S OTHER ACTIVITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Teaching and other Activities** | **Grading (Good/ Satisfactory/Not Satisfactory)** | **Annexure Nos.** |
| 1 | Teaching Score |  |  |
| 2 | Involvement in the University-Related Other Activities |  |  |
| **Overall Grading** | |  |  |

**II. SUMMARY OF ACADEMIC AND RESEARCH SCORES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category No.** | **Academic and Research Activity** | **Score Claimed** | **Annexure Nos.** |
| 1 | Research Papers in Peer-Reviewed/UGC Listed Journals |  |  |
| 2 | Publications (Other than Research Papers) |  |  |
| 3 | Creation of ICT Mediated Teaching-Learning Pedagogy and Content Development of New and Innovative Courses and Curricula |  |  |
| 4 | Research Guidance/Research Projects |  |  |
| 5 | 1. Patents |  |  |
| 1. Policy Document |  |  |
| 1. Awards/Fellowship |  |  |
| 6 | Invited Lectures/Papers Presented in Conferences/ Seminars/Refresher & Orientation Courses/FDP |  |  |
| **Total Score = *T*** | |  | |
| **Combined Score** of the Category 5(b) & 6, ie, [5(b)+6] = ***P*** | |  | |
| **30% of the Total Score** (**T**), ie, (30/100)T = ***Q*** | |  | |
| **Difference** between **P** **& Q,** ie, **(P-Q)**= ***R*** | |  | |
| **Deduct** ***R*** from ***T*** (if ***P*** is greater than ***Q*,** otherwise not)= **\*Academic & Research Score** **(ARS)** | |  | |
| **The Academic & research Score shall be from a minimum of three categories out of the six categories.** | | | |

***\*****For the purpose of calculating* ***ARS*** *one may use the formula,* ***T-(P-Q), if P>Q*,** after having calculated the ***Q*.**

**III. LIST OF ENCLOSURES/ ANNEXURES**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No. | Name of Enclosure/ Annexure | Enclosure/ Annexure No. | Page No. |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

DECLARATION

I hereby declare that the information filled by me in the application proforma is correct to the best of my knowledge and as per the documents enclosed herewith.

Date :

Place : Signature of the Applicant with designation

This is to certify that the information provided by the applicant in the application proforma has been verified and found correct as per the supporting documents and record. The application is forwarded for further necessary action.

Signature of the HoD with Seal & Date

Memo No.................... Dated.......................

Signature of the Dean with Seal & Date

Memo No..................... Dated.......................

This is to certify that the applicant has submitted annual self appraisal report(s) within the specified period as stipulated under sub clause 6.0.VII (B) of the UGC Regulations 2018 and found correct. The application may be screened for necessary action.

Docket No………………. Date……………. Signature of the Director, IQAC with Seal & Date