



श्री माता वैष्णो देवी विश्वविधालय

**SHRI MATA VAISHNO DEVI UNIVERSITY**

*(A State University recognized under Section 2 (f) & 12 (B) of UGC Act of 1956)*

Kakrval, Katra-182320

**Application form for Direct Recruitment / Promotion under Career Advancement Scheme (CAS) for teachers in Faculty of Engineering (except SoALD) & School of Business  
Shri Mata Vaishno Devi University, Katra  
(As per AICTE Regulations 2019)**

**For Promotion to Stage-V [Associate Professor (Stage -IV) to Professor (Stage-V)] and Direct Recruitment as Professor**

**Application for Direct Recruitment / Promotion from Stage-IV to Stage-V**

**Name:** \_\_\_\_\_

**Faculty of:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Notification Reference No.** \_\_\_\_\_ **Date:** \_\_\_\_\_

Paste Self-attested  
Recent Passport Size  
Photograph

**Date of Appointment:** \_\_\_\_\_ **Date of Confirmation:** \_\_\_\_\_

**Period of Assessment for promotion:** From \_\_\_\_\_ to \_\_\_\_\_

**Date of appearing before the last selection committee (if appeared)** \_\_\_\_\_

**PART – A**

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1.	Name of the applicant (in Block Letters)	:	
2.	Father's Name (in Block Letters)	:	
3.	Mother's Name (in Block Letters)	:	
4.	Date of Birth and Age	:	
5.	Gender	:	
6.	Nationality	:	
7.	Category (SC/ST/OBC/General)	:	
8.	Current Designation	:	
9.	Current Pay Scale & Grade Pay	:	
10.	Date of Confirmation of Present Post	:	
11.	Date of Initial Appointment and Stage with Pay Scale at SMVDU (if applicable)	:	
12.	Position, Stage and Grade Pay applied for (if applicable)	:	
13.	Date of Last Promotion (if applicable)	:	
14.	Date of Eligibility for Promotion (if applicable)	:	
15.	Address for correspondence (with Pin Code)	:	
16.	Permanent Address (with Pin Code)	:	
	Mobile Telephone Number	:	
	Landline Telephone Number (with code)	:	
	E-Mail ID	:	



**20. Posts held after appointment at this Institution:**

Level	Designation	Pay Scale and AGP	Duration		Experience		Remarks	Encl. No.
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month		
Please clearly specify the period of Leave Without Pay (LWP)								

**21. Period of teaching experience:**

P.G Classes (in year) :

UG. Classes(in years):

**22. Research Experience excluding years spent in M.Phil. /Ph.D.(In years):** \_\_\_\_\_

**23. Fields of Specialization under the Subject/Discipline**

(a)

(b)

**24. Academic Staff College Orientation / Refresher Course: (Attach certificates):**

S. No	Course details	Place	Duration		Sponsoring Agency	Encl. No.
			From	To		
01						
02						

**25. Research Guidance**

**Ph.D. awarded / Thesis submitted\***

Sl. No.	Name of the Scholar	Title of the Thesis	Awarded / Thesis submitted	University	Month and Year	Encl. No.

\* Submit Ph.D. Notification/Certificate of Submission

**M.Phil./P.G. awarded \***

Sl. No.	Name of the Scholar	Title of the Dissertation/Thesis	M.Phil./P.G.	University	Month and Year	Encl. No.

\* Submit M.Phil./P.G. Notification /Certificate of awarded

**PART-B**

**[to be filled for each year separately]**

**360° FEEDBACK**

**A. Teaching Process:** (Classes taught includes sessions on tutorials, lab and other teaching related activities) **(Maximum Points 25)**

S.No.	Semester (Odd / Even)	Course Title & Code	No. of Scheduled Classes	No. of actually held classes	Points Claimed	Verifie d Points by HoD	Encl No.

**B. Students' feedback (Maximum Points 25)**

S.No.	Semester (Odd / Even)	Course Title & Code	Average Student feedback on the scale of 25	Verified Points by HoD	Encl No.

**C. Departmental Activities (Maximum Points 20)**

S.No.	Semester (Odd / Even)	Activity	Credit Point Claimed	Criteria	Verifie d Points by HoD	Encl No.
		Lab I/c :.....		3 Point/ semester		
		Project :.....		3 Point/ semester		

		Consultancy :.....		3 Point/ semester		
		Timetable I/c :.....		3 Point/ semester		
		NBA work :.....		3 Point/ semester		
		NAAC Work		3 Point/ semester		
		Admission I/c		3 Point/ semester		
		Thesis/Dissertation I/c.		3 Point/ semester		
		Other		3 Point/ semester		
		Other		3 Point/ semester		
		<b>Total</b>				

**D. University Activities (Give semester-wise details) (Maximum Points 10)**

S.No.	Semester (Odd / Even)	Activity	Credit Point Claim ed	Criteria	Verifi ed Points by HoD	Encl No.
		Dean		4 Point/semester		
		Head		4 Point/semester		
		In charge Central Facilities Name: .....		4 Point/semester		
		Nodal Officer Name: .....		3 Point/ semester		
		Coordinator appointed by Head of Institute Name: .....		2 Point/semester		
		Organized Conference Name: .....		2 Point/event		
		FDP/Conference Name: .....		1 point /event, to be divided between all co- coordinators		
		Other				
		<b>Total</b>				

**E. ACR /Annual Appraisal maintained at University level (Maximum Points 10)**

Criteria	Extraordinary	Excellent	Very Good	Good	Satisfactory
Points	10	9	8	7	5

S.No	Year	Activity	Credit Point Claimed	Criteria	Verified Points by HoD	Encl No.
		ACR /Annual Appraisal				
		ACR /Annual Appraisal				
		ACR /Annual Appraisal				
		ACR /Annual Appraisal				
<b>Average</b>						

**F. Contribution to Society (Maximum Points 10)**

S.No.	Semester	Activity	Credit Point Claimed	Criteria	Verified Points by HoD	Encl No.
		Induction Program		5 points		
		Unnat Bharat Abhiyan		5 points		
		Yoga Classes		5 points		
		Blood Donation		5 points		
		Any other, please specify		5 points		
<b>Average</b>						

**Verified Score by the Pre - Screening Committee: .....**

## PART-C

(To be filled separately for each Year)

1. **Research Papers in Peer-Reviewed or Indexed Journals (As approved in 26<sup>th</sup> & 31<sup>st</sup> EC Only publications made in Journals in Web of Science as per Thomson Reuters list i.e., Science Citation Index®, Science Citation Index Expanded™, Social Sciences Citation Index®, Arts & Humanities Citation Index®, SCOPUS and ABDC (Category A&B) shall be accepted for the purpose of direct recruitment and promotion)**

Sl. No. 1	Title of the Research Paper 2	Name of the Journal 3	Vol., PP No. & Year 4	Impact Factor* 5	Type of Authorship (First author/corresponding author/Principal/co-author) 6	Number of Co-Authors 7	ISSN / ISBN No. 8	Citation from WoS/SCOPUS indexed 9	Index from SCOPUS indexed 10	Encl. No. 11

*\*Impact factor to be determined as per Thomson Reuters list.*

*Note: Proof of publication along with list of papers with citation duly signed and certified by the faculty member should be attached year wise with the form.*

2. **Publications (other than Research papers)**

Sl. No. 1	Title of the Book 2	Author 3	Co-Author(s) 4	Name of the Publisher, Month, Year (also specify Title with page No. in case of Chapter in Edited Book) 5	ISBN / ISSN No. 6	Encl. No. 7

**Note:** Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

3. **Faculty Development Program (FDP) attended during the year (Attach certificates):**

S. No. 1	Title of the Program 2	Recognised by 3	Duration 4		Sponsoring Agency (if any) 5	Encl. No. 7
			From	To		
01						
02						





**8. Consultancy**

Sl. No. 1	Title and Nature of the Project 2	Agency / Client to whom offered 3	Grant Component 4	Duration 5		Encl. No. 6
				From	To	

**9. Patents**

Sl. No. 1	Details of Patent including names of authors 2	International/ National 3	Year 4	Filled / Published / Awarded 5	Encl. No. 6

**Score Claimed by the Applicant in Research Component (Part B)**

Summary	Academic Year					
	1	2	3	4	5	6
<b>A. Teaching Process (Max Points 25)</b>						
<b>B. Students' feedback (Max Points 25)</b>						
<b>C. Departmental Activities (Max Points 20)</b>						
<b>D. Institute Activities (Max Points 10)</b>						
<b>E. ACR (Max Points 10)</b>						
<b>F. Contribution to Society (Max Points 10)</b>						
<b>Total (Max Points 100)</b>						
<b>Total on 10 Point scale</b>						

**OTHER RELEVANT INFORMATION**

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

S.No.	Details (Mention Year, Value etc. where relevant)

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 and/or documents enclosed along with the duly filled PBAS Format.**

**Signature of Faculty Member:**

**Name:**

**Designation:**

**Date:**

**Forwarded and certified that the information provided and points claimed stand verified by me.:**

**Signature of Head of the School**

**Concerned Dean:**

## Minimum Qualification and Other Criteria

➤ **For Direct Recruitment**

**a. Qualifications prescribed for the post of Professor**

Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

**b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.**

AND

**c. At least 6 research publications at the level of Associate Professor as per guidelines and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.**

OR

**At least 10 research publications at the level of Associate Professor as per guidelines till the date of eligibility of promotion**

➤ **For Promotion of Incumbents**

**a. Qualifications prescribed for the post of Professor**

Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

**b. Should have satisfied any one of the below mentioned set of requirements.**

Set No.	Ph.D. guide d	Total Experience (Years)	To have acquired in the cadre of Associate Professor		
			Experience (Years) Stage IV	Research publications in Science Citation Index®, Science Citation index Expanded™, Social Sciences Citation Index®, Arts & Humanities Citation Index®, SCOPUS and ABDC (Category A&B)	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

*In pursuance to Clause 2 of Chapter 38, "RECRUITMENT PROCEDURES & CONDITIONS OF SERVICE OF UNIVERSITY EMPLOYEES" of the University Statutes, the above qualifications being minimum in nature, in order to improve quality, Ph.D. shall be a mandatory qualification for recruitment at all levels [Assistant, Associate or Professor level] and shall be mandatory for promotion to Associate Professor & Professor Level.*

*Also, for movement from Assistant Professor (Stage II) to Assistant Professor (Stage III) a minimum of 05 years of service in Stage II shall be required in addition to the minimum criteria as laid therein, in the regulations.*

## Evaluation Criteria

### CALCULATION OF 360° FEEDBACK SCORE

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)
- b. Students' Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale.

**a. Teaching - Process (Maximum Points 25)**

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

**b. Students' Feedback (Maximum Points 25)**

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

**c. Departmental Activities (Maximum Points 20)**

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

**d. Institute Activity (Maximum Points 10)**

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

**e. ACR (Maximum points 10)**

ACR maintained at institute level shall have 10 points based on grading.

**f. Contribution to Society (Maximum Points 10)**

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.

**Note: 360° Feedback**

- 1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.**
- 2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.**

**Note: The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per grading.**

### **Mandatory Teacher Trainings**

- (i) Every teacher appointed / promoted to any position here onwards with effect from the publication of this gazette shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.
- (ii) No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The teacher training policy document may be downloaded from AICTE website.
- (iii) The requirement of completing these modules as envisioned in this gazette is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.
- (iv) Those who are eligible for promotions after the date of publication of this gazette, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31<sup>st</sup> July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.