



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)
Kakryal, Katra-182320

**Application form for Direct Recruitment / Promotion under Career
Advancement Scheme (CAS) for teachers in Faculty of Sciences, Humanities and
Social Sciences and School of Economics
Shri Mata Vaishno Devi University, Katra
(As per UGC Regulations 2018)**

For Promotion:

1. Assistant Professor (Level 10) to Assistant Professor (Level 11)
2. Assistant Professor (Level 11) to Assistant Professor (Level 12)
3. Assistant Professor (Level 12) to Associate Professor (Level 13A)
4. Associate Professor (Level 13A) to Professor (Level 14)

Application for promotion from Level _____ to Level _____

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) _____

Total Academic/Research Scores as per Appendix II, Table 1/2 (UGC Regulations 2018) _____

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	:	
12.	Position, Stage and Grade Pay applied for	:	
13.	Date of Last Promotion	:	
14.	Date of Eligibility for Promotion	:	
15.	Address for correspondence (with Pin Code)	:	
16.	Permanent Address (with Pin Code)	:	
	Mobile Telephone Number	:	
	Landline Telephone Number (with code)	:	
	E-Mail ID	:	

17. Academic Qualifications(Matric till Post Graduation):

Examination	Name of the Board/University	Subjects	Year of passing	% of Marks obtained	Division/ Class/Grade
High School/Matric					
Intermediate					
B.A/B.Sc./B.Com/B.Mus.					
M.A/M.Sc./M.Com/M.Mus.					
Other examination, if any					

18. Research Degree(s)

Degrees	Title of the work/ thesis	Date of award	University	Status of the Institute
M.Phil.				
Ph.D. /D.Phil.				
Post-Doctoral Programme				
D.Sc. /D.Litt.				

19. Appointments held prior to joining this Institution (Please Attach Relevant Certificates of Service Experience)

Name of Employer / Status of the employer	Post held	Pay-Scale/ Pay band and AGP	Regular/ Temporary / part time/ contract/ adohc	Duration		Experience (yy:mm)	Minimum qualification at the time of appointment	
				From (dd/mm/yyyy)	To (dd/mm/yyyy)		Required	Highest degree obtained

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/MOOC Course attended/developed during the year (ONLY UGC RECOGNIZED/SWAYAM NPTEL COURSE): (Attach certificates):

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

PART-B

(As per UGC Regulations 2018, Appendix II)
Table 1: Assessment Criteria and Methodology for University Teachers
(To be filled separately for each Year)

A: Teaching, Involvement in the University Students related Activities/ Research Activities*:

1. Teaching: (Classes taught includes sessions on tutorials, lab and other teaching related activities) (Give semester-wise details, wherever necessary)

Sl. No	Academic Year	Semester	Teaching		*Encl No.
			Total **Classes (hours) Assigned	Number of Classes (hours) Taught	
1	Year 1	Odd			
		Even			
	Total number of hours handled for the assessment period (A)				
	Total number of hours assigned for the assessment period (B)				
	Overall Percentage = A/B x100				

* Should be claimed by the applicant with supporting documents.

** Theory paper 4 Credit = 4 x 12 weeks = 48 hours per semester, Practical paper : 1 Credit = 2 x 12 weeks = 24 hours per semester , and this may be arrived proportionately

Grading	
80% and above	Good
Below 80% but 70% and above	Satisfactory
Less than 70%	Not Satisfactory

Verified Score by the Pre - Screening Committee:

2. Involvement in the University Students related Activities / Research Activities:					
Assessment Period	Activity	Claimed by the Applicant	Verified by the HoD	Remarks	*Encl No.
	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.				
	b. Examination and evaluation duties assigned by the Department/School / university or attending the examination paper evaluation.				
	c. Student related co-curricular, extension and field based activities such as student clubs, career / student counselling, placement activity, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.				
	d. Organising seminars/ conferences/ workshops, other Department/ School / university activities.				
	e. Evidence of actively involved in guiding Ph.D. students.				

2. Involvement in the University Students related Activities / Research Activities:					
Assessment Period	Activity	Claimed by the Applicant	Verified by the HoD	Remarks	*Encl No.
	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.				

*** Evidence to be produced. Number of activities can be within or across the broad category of activities.**

Grading	
Good	Involved in at-least 03 activities
Satisfactory	Involved in 1-2 activities
Not Satisfactory	Not involved / undertake any of the activity

Verified Score by the Pre - Screening Committee:

Overall Grading	
Good: Or Satisfactory:	Good in teaching and satisfactory or good in activity at Sl.No.2.
Not Satisfactory:	If neither good nor satisfactory in overall grading

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.

Verified Score by the Pre - Screening Committee:

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	Claimed Score. 7	Verified Score by HoD 8	Encl. No. 9
(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								
(b) Translation works in Indian and Foreign Languages by qualified faculties								
Chapter or Research paper								
Book								

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

Verified Score by the Pre - Screening Committee:

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula.

Sl. No.	Activity*	Claimed Score	Verified Score by HoD	Encl. No.
(a) Development of Innovative pedagogy				
(b) Design of new curricula and courses				
(c) MOOCs				
Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)				
MOOCs (developed in 4 quadrant) per module/lecture				
Content writer/subject matter expert for each module of MOOCs (at least one quadrant)				
Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)				
(d) E-Content				
Development of e-Content in 4 quadrants for a complete course/e-book				
e-Content (developed in 4 quadrants) per module				
Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)				
Editor of e-content for complete course/ paper /e-book				

Sl. No.	Activity*	Claimed Score	Verified Score by HoD	Encl. No.

* Each activity should be claimed by the applicant with supporting documents.

Verified Score by the Pre - Screening Committee:

4. (a) Research Guidance

Ph.D. awarded / Thesis submitted*

Sl. No. 1	Name of the Scholar 2	Title of the Thesis 3	Awarded / Thesis submitted 4	University 5	Month and Year 6	Claimed Score 7	Verified Score by HoD 8	Encl. No. 9

* Submit Ph.D. Notification/Certificate of Submission

M.Phil./P.G. awarded *

Sl. No. 1	Name of the Scholar 2	Title of the Dissertation/Thesis 3	M.Phil./P.G. 4	University 5	Month and Year 6	Claimed Score 7	Verified Score by HoD 8	Encl. No. 9

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

(b) Research Projects Completed

Sl. No. 1	Title of the Project 2	Names of PI and co-PI 3	Funding Agency 4	Grant Sanctioned 5	Duration 6		Claimed Score 7	Verified Score by HoD 8	Encl. No. 9
					From	To			

(c) Research Projects Ongoing:

Sl. No. 1	Title of the Project 2	Names of PI and co-PI 3	Funding Agency 4	Grant Sanctioned 5	Duration 6		Claimed Score 7	Verified Score by HoD 8	Encl. No. 9
					From	To			

(d) Consultancy

Sl. No. 1	Title and Nature of the Project 2	Agency / Client to whom offered 3	Grant Component 4	Duration 5		Claimed Score 6	Verified Score by HoD 7	Encl. No. 8
				From	To			

Verified Score by the Pre - Screening Committee:

5. (a) Patents

Sl. No. 1	Details of Patent including names of authors 2	International/National 3	Year 4	Claimed Score 5	Filled / Published / Awarded 6	Verified Score by HoD 7	Encl. No. 8

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

Sl. No. 1	Details of Policy Document 2	International/National / State 3	Year 4	Claimed Score 5	Verified Score by HoD 6	Encl. No. 7

(c) Awards/Fellowship

Sl. No. 1	Name of the Award / Fellowship 2	Awarding Institute/ Organization 3	International/ National / 4	Date of Award 5	Claimed Score 6	Verified Score by HoD 7	Encl. No. 8

Verified Score by the Pre - Screening Committee:

6. *Keynote Address / Plenary Lecture / Invited lecture / Contributed Talk / 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)

Sl. No.	Title	Name of the Event	Organiser/ Institute	Duration	Invited/ Oral/ Poster	Whether Published as full paper in Conference Proceeding (Yes / No)	International (Abroad)/ International (within country) / National / State / University level	Claimed Score	Verified Score by HoD	Encl. No.

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 marks 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.

Signature of Faculty Member:

Name:

Designation:

Date:

Verified Score by the Pre - Screening Committee:

Score Claimed by the Applicant in Research Component

Summary of Total Claimed Score (1+2+3+4+5+6)							
Assessment Period from				to			
Year		Claimed Score					Total Claimed Score
Entire Assessment Period		1	2	3	4	5	
from	to						
Total Claimed Score							

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 by:

Head of the School:

Concerned Dean:

Evaluation Criteria

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 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® and Arts & Humanities Citation Index®, and SCOPUS, shall be accepted for the purpose of direct recruitment and promotion	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
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	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 :

(As approved in 26th & 31st 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, Journals indexed in PUBMED which covers quality journals in the field of Biotechnology and Medicine and ABDC (Category A&B) shall be accepted for the purpose of direct recruitment and promotion) (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
[Please refer point 1 of evaluation criteria as given above]
 - ii) Paper with impact factor less than 1 - 10 Points
 - iii) Paper with impact factor between 1 and 2 - 15 Points
 - iv) Paper with impact factor between 2 and 5 - 20 Points
 - v) Paper with impact factor between 5 and 10 - 25 Points
 - vi) Paper with impact factor >10 - 30 Points
- (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.