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

विज्ञानं ब्रह्म

Application form for 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:

Stage-III – Assistant Professor (Stage -II) to Assistant Professor (Stage-III)

Application for promotion from Stage-II to Stage-III

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	:	
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(till Post Graduation):

Qualification	Name of the University	Name of the Degree	Discipline	Year of passing	% of Marks obtained / CGPA / GPA*	Division/ Class/Grade
Graduation						
Post-Graduation						
Other examination, if any						

Note: In case of GPA mention the scale and attach document for conversion of GPA to equivalent percentage

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/ adhoc	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: (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. 7

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

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PART-B
[to be filled for each year separately]

360⁰ FEEDBACK

</div>

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	Verified 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	Verified 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		
		Total				

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

S.No.	Semester (Odd / Even)	Activity	Credit Point Claimed	Criteria	Verified 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				
		Total				

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				
		Average				

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		
		Average				

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 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 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	h 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						

4. **Training Program (Training / Professional Training) conducted at UGC/AICTE /MoE recognized Institutes/Universities/Corporates, attended during the year** *(Attach certificates):*

S. No 1	Description / Title of the Training program 2	Type of Training (Training / Professional Training) 3	Host Institution / Industry conducting the training program 4	Duration 5		Sponsoring Agency (if any) 6	Certificate enclosed at Encl. No. 7
				From	To		
01							
02							

5. **MOOC Course attended during the year** *(NPTEL-AICTE COURSE): (Attach certificates):*

S. No 1	Course details 2	Online Portal conducting the training 3	Duration 4		Sponsoring Agency (if any) 5	Certificate enclosed at Encl. No. 6
			From	To		
01						
02						

6. **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		Encl. No. 7
					From	To	

7. **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		Encl. No. 7
					From	To	

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
A. Teaching Process (Max Points 25)						
B. Students' feedback (Max Points 25)						
C. Departmental Activities (Max Points 20)						
D. Institute Activities (Max Points 10)						
E. ACR (Max Points 10)						
F. Contribution to Society (Max Points 10)						
Total (Max Points 100)						
Total on 10 Point scale						

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

1.   6.
2.   7.
3.   8.
4.   9.

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 Promotion of Incumbents**

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

a) **Engineering / Technology**

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

b) **Management**

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

AND

b. **Should have completed minimum training requirements as per Annexure - III.**

AND

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

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor Stage II		
		Experience (Years) at Stage II	**Research publications in Science Citation Index®, Science Citation index ExpandedTM, Social Sciences Citation Index®, Arts &Humanities Citation Index®, SCOPUS and ABDC (Category A&B)**	**Avg. 360° feedback score (out of 10)**
	-	5	1	8 to 10
	-	5	2	5 to < 8

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.

Annexure-III Training Requirements for Promotions of Teachers

For Assistant Professor: Completion of following training requirements at the level of Assistant Professor.

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

Evaluation Criteria

CALCULATION OF 360^0 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: 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 31st 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.