



H N G University
(A State University)
NAAC Accredited Grade "B"

Application Form for
Career Advancement Scheme-2010
(4th Amendment)

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PART A: GENERAL INFORMATION

1.	Name (in Block Letters):	
2.	Father's Name:	
3.	Department/ Centre:	
4.	Present Designation & Annual Grade Pay:	
5.	Date of last promotion (<i>Office order attached</i>):	
6.	Which position and grade pay are you an applicant under CAS?	
7.	Date of eligibility for promotion:	
8.	Date and Place of Birth:	
9.	Gender	
10.	Marital Status	
11.	Nationality	
12.	Indicate whether belongs to SC/ST/OBC category:	
13.	Address for correspondence	
14.	Permanent Address Telephone/Mobile No: E-mail:	

15. Academic Qualifications:-

Degrees	Name of University	Year of Passing/ Date of award	Percent age of marks	Division Class / Grade	Subject/ Title of thesis
M.A/ M.Sc/ M.Com					
M.Phil.					
Ph.D./D.Phil.					

16. Appointments held prior to joining this institution:-

Designation	Name of Employer	Date of Joining		Pay Band with AGP
		Joining	Leaving	

17. Posts held since joining HNGU:-

S. No	Designation	Department/ Centre	Date of actual Joining		Pay Band with AGP/ Level
			From	To	
1.	Appointment of Asstt. Professor				
2.	Date of Promotion at Stage-2/ Leve-11				
3.	Date of Promotion at Stage-3/ Level-12				
4.	Date of Promotion at Stage-4/ Level-13A				
5.	Date of Promotion at Stage-5/ Level-14				

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

19. Research Experience excluding years spent in M. Phil/ Ph. D. (In years):-

20. Fields of Specialisation under the Subject/Discipline:-

(a) ..

(b) ..

21. Academic Staff College Orientation/Refresher Course attended:-

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

Assessment period: to (For CAS cases)

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Please mention your contribution/activity to any of the following in the space provided below:-

Categor- ory	Nature of Activity	Assistant/Associate/ Professor						Total API
		Max. Score per year	Claimed API Score					
			Year-I	Year-II	Year-III	Year-IV	Year-V	
I	a. Direct Teaching	70						
	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20						
	c. Innovative Teaching-learning methodologies, updating of subject contents/courses, mentoring etc.	10						
Note:	Calculation of the API score will be as per Gazette Notification (11.07.2016)							

Note:

- Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practical/Project Supervision/Field Work.
- **A minimum cut-off of 70% is set below which no scores may be assigned in these sub-categories.**
- In consonance with established academic and teaching traditions, and with a view to reinforcing student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counselling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

SUMMARY OF API SCORES CATEGORY-I

Category-I	Criteria	Year-I	Year-II	Year-III	Year-IV	Year-V	Total API Score during assessment period
a	Direct Teaching						
b	Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment						
c	Innovative Teaching-learning methodologies, updating of subject contents/courses, mentoring etc.						
						Total	
Note:	In case number of points under category I are less than required API score, the points can be covered under category III						

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

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Please mention your contribution/activity to any of the following in the space provided below:-

Category II	Nature of Activity	Maximum API Score per year	Year-I	Year-II	Year-III	Year-IV	Year-V	API Score
a.	Student related co-curricular, extension and field based activities.	15	Actual hours spent per academic year ÷ 10					
	(i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)							
	(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)							
	(iii) Extension and dissemination activities (public/popular lectures/talks/seminars etc.)							
	(list activities below)							
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷ 10					
	(i) Administrative responsibility (including as Dean/ Principal/ Chairperson/ Convener/ Teacher-in-charge/similar other duties that require regular office hrs for its discharge)							

	(ii) Participation in Board of Studies, Academic and Administrative Committees, department/centre activities. (list activities below)							
c.	Professional Development activities (such as participation in seminars, conference, short term courses, industrial experience, talks, lectures in refresher/ faculty development courses, dissemination and general articles and any other contribution) (pl. provide information as per table below II(c (i & ii))	15	Actual hours spent per academic year ÷ 10					

(Note: Enclose all relevant documents in sequence)

Category II (c) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (of duration not less than one week duration).

S. No.	Programme	Duration with date	Organized by	API Score

(Note: Enclose all relevant documents in sequence)

Category II (c) (ii) Participation in Conferences, Seminars, Workshops, Symposia (only participation)

S. No.	Title of the Paper presented with date	Title of Conference / Seminar Workshop/ Symposium held on	Organized by	Whether International/National/State/University level	API Score

(Note: Enclose all relevant documents in sequence)

SUMMARY OF API SCORES CATEGORY-II

Category -II	Criteria	Year-I	Year-II	Year-III	Year-IV	Year-V	Total API Score during assessment period
a	Student related co-curricular, extension and field based activities						
b	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.						
c	Professional Development activities						
						TOTAL	

Assessment period: to
(for promotion cases only)

Note: The research papers / Books published on before 11.07.2016, would be considered as per old UGC-API guidelines for API calculation if they are not listed in UGC's notified list. However, any publication of research papers/ Books after 11.07.2016 will be considered as per the list periodically notified by UGC.

CATEGORY: III. RESEARCH AND ACADEMIC CONTRIBUTIONS

III (A) Published Papers in Journals

S. No.	Title with page nos. and date of publication	Journal	ISSN/ ISBN No	Whether peer reviewed,	Impact Factor if any	No. of co-authors	Whether main Author?	Journal listed in UGC list or not?	API Score

The journal impact factor/cite score provided by WoS/SCOPUS/ICI would only be considered. In case of UGC listed journals, impact factor listed on journal site would only be considered.
(Note: Enclose all relevant documents in sequence).

III B (i) Chapters published in Books / Edited Books

S. No.	Title with page Nos. and date of publication	Book Title editor & publisher	ISSN/ ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

(Note: Enclose all relevant documents in sequence)

III (B) (ii) Text / Reference Books / Edited Books / Translated Books / Managing Editor / Journal Editor. The editor in chief / Managing Editor / Editor would be assumed same as sole author while the Associate Editor / Co-Editor / Regional Editor etc. would be as per co-author formula.

S. No.	Title with page No and date of publication	Type of Book Authorship/ Journal Editorship	Publisher & ISSN/ ISBN No	Date and Year of Publication	Whether peer reviewed ?	N0. of co-authors	Whether you are the main author?	API Score

Note: As per publication level criteria, all volumes/numbers published during a year will be counted as a single entity for API point calculation. (Note B: Enclose all relevant documents in sequence)

III (C) (i) Ongoing and Completed Research Projects. Coordinator of Departmental/centre project such as DRS / CAS / FIST / SAP etc. would be considered as PI.

S. No.	Title of Research Project (with specific period)	Funding Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	Whether you are the PI/Co-PI ?	Status Ongoing/ Completed	API Score

(Note: Enclose all relevant documents in sequence)

III (C) (ii) Consultancy Projects, Carried out / Ongoing.

S. No.	Title of Research Project (with specific period)	Funding Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	Whether you are the Main/co-consultant	Status Ongoing/ Completed	API Score
(Note: Enclose all relevant documents in sequence)							

III (C) (iii) Project Outcome / Outputs. (Patent / Technology transfer / Product / Process)

S. No.	Title	Funding Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	Major Policy documents prepare for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Govt./ Local Bodies	Outcome in the form of Patent/ Tech. Transfer/ Product/ Process	API Score
(Note: Enclose all relevant documents in sequence)							

III (D) (i) & (ii). Research Guidance

S. No.	Degree	Number Enrolled	Thesis Submitted (with date)	Degree awarded (with date)	API Score
1	M. Phil.*		N/A		
2	Ph. D.				
*Note: Only awarded will be considered. (Note: Enclose all relevant documents in sequence)					

III (E) (i) Fellowships / Awards

S. No.	Title of the Fellowships/Awards with date	Period	Awarding Agency	Whether Fellowships/ Awards is International/National/State (from academic bodies/ associations)	API Score
(Note: Enclose all relevant documents in sequence)					

III (E) (ii) Invited Lectures/Paper Presented at National or International / conference / seminar / workshop / symposium etc. *(No participation would be considered here).*

S. No.	Title of Lecture/ Academic Session with date	Agency	Whether International/National/State/ University level	API Score
(Note: Enclose all relevant documents in sequence)				

Note: The Score under III E (i), & (ii) sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period. (as per list in Appendix-III Table- II (A))

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

S. No.	Title of e-learning delivery process/material	Published on (with date)	Source	Number of Module	API Score
Note: A proof of upload on website of Institute/Grant Agency to be provided for consideration. (Note: Enclose all relevant documents in sequence)					

SUMMARY OF API SCORES CATEGORY-III

Category-III	Criteria	Total API Score during assessment period
A	Research Papers Published	
B	Publications other than journal, Articles (books, chapters in books)	
C	Research Projects	
D	Research Guidance	
E	Fellowships, Awards and Invited lectures delivered in conferences / seminars	
F	Development of e-learning delivery process/material	
	Total	

IV OVERALL SUMMARY OF API SCORES (CATEGORY I, II AND III)

Category	Criteria	Total API Score during assessment period
I	Teaching, Learning and Evaluation related activities (In case number of points under category I are less than required API score, the points can be covered under category III)	
II	Professional development, Co-curricular and Extension Activities	
III	Research and Academic Contribution	
II + III	Minimum total API score under Categories II and III* <i>(*Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II+III).</i>	

(For Office use only)

PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES, AND RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

S. No.	Descriptions	API MARKS <i>(Office use only)</i>
1	Category I- Teaching-learning, Evaluation Related Activities	
2	Category II- Professional Development, Co-Curricular & Extension Activities	
Category-III- Research & Academic Contributions		
3	Published Papers in Journals	
4	Articles/Chapters published in Books/Edited Books	
5	Books Published as author or as editor	
6	Ongoing and completed Research Projects and Consultancies and Patent etc.	
7	Research Guidance	
8	Fellowships/Awards	
9	Invited Lectures/Papers presented in Conferences, Seminars, Workshops, Symposia etc.	
10	Development of e-learning delivery process/material	
Total		

PART C: OTHER RELEVANT INFORMATION

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

1	4
2	5
3	6

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

Signature of the Applicant

Designation:

Date:

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Signature of HoD/ Director/ Principal

N:B: The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be verified as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.
