Cotton University

Application for Promotion under Career Advancement Scheme (CAS)

As per Academic Performance Indicators (API) -2010 (4th Amendment, 2016)
*(Notified in the Gazette of India 11 July 2016, **No.F.1-2/2016 (PS/Amendment)**)*

From Assistant Professor / Associate Professor to Associate Professor / Professor

or

From AGP ……………. to …………………

PART A: PERSONAL DATA

01	Name (in BLOCK Letters)				
02	Father's/ Mother's Name				
03	Date of Birth				
04	Sex	Male		Female	
05	Marital status				
06	Nationality				
07	Indicate whether belongs to SC/ST/OBC category				
08	Department				
09	Educational Qualification (Highest)				
10	Current Designation and Academic Grade Pay				
11	Date of Joining (in original permanent post)				
12	Date of eligibility for promotion to the next stage				
13	Address for correspondence				

14	Permanent Address	
	Telephone No./ Mobile No.	
	Email ID	

16	Academic Qualification :- (High School till Post Graduation):					
Sl. No.	Examinations	Name of the Board/ University	Your of Passing	Division/ Class/ Grade	Subject (s)	Rank and Remark if any

17	Research Degree (s) :			
Sl. No.	Degrees	Title	Date of Award	University
	M. Phil.			
	Ph.D./ D.Phil.			
	D.Sc./ D.Litt.			

18	Particulars of NET/JRF/SLET/GATE etc				
Sl. No.	Name of the Test	Name of the test conducting body	Month and year	Roll No.	Subject

19	Posts held after appointment in original permanent position (in Govt. College/CCSU/CU)			
Sl. No.	Designation	Department	Period of holding the post (From – to)	Grade Pay

20	Orientation Course / Refresher Course / Summer School / Short term Course			
Sl. No.	Name of the Course	Duration (From – To)	Subject specific / Interdisciplinary	Conducting Institute /ASC

21	Service Record before joining in Govt. College/CCSU/CU				
Sl. No.	Post/ Designation	Name of Employer	Date of		Pay Scale/ Pay Band & AGP / Fixed Pay
			Joining	Leaving	

22	Period of teaching experience	
23	Research Experience excluding years spent in M.Phil./Ph.D. (in years)	
24	Fields of Specialization under the Subject/ Discipline (if any)	

Signature of faculty...............................

Name..

Designation...

PART B

(Please refer to Clause 6 of the UGC Regulation, 2016 [4th Amendment] before filling up this Part)

CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Academic Year: ……………… to ……………………

	Nature of Activities	Max. Score Asst. Prof./Asso. Prof./Prof.	Actual Score	API Score Claimed	API Score Approved
a.	a. Direct Teaching #	70/60/60	Actual hours spent per academic year ÷7.5 / 7.75 / 7.75		
b.	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20/20/10	Actual hours spent per academic year ÷10 / 10 / 10		
c.	c. Innovative Teaching – learning methodologies, updating of subject contents/courses, mentoring etc.	10/15/20	Actual hours spent per academic year ÷10 / 10 / 10		
			Total Score :		

Direct Teaching 16/14/14 hours per week for Assistant Prof./ Associate Prof./ Professor include the Lectures/Tutorials/Practical /Project Supervision/Field Work.

Signature of faculty..

Name...

Designation..

Name of the Department..............................

This is to certify that the API claimed by the incumbent in Category - I is correct.

Signature of the HoD……………….…………..

Name………………………….................................

Name of the Department.............................   Office Seal

NOTE: API Score for Category I is to be submitted for every academic year within the Assessment Period, by creating separate table for each year.

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

Academic Year: …………… to ……………….…

	Nature of Activity	**Maximum API Score**	**Actual score**	**API Score Claimed**	**API Score Approved**
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, 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.)	15	Actual hours spent per academic year ÷ 10		
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (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	15	Actual hours spent per academic year ÷ 10		
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ 10		
	Total Score :	45			

Signature of faculty..

Name...

Designation..

Name of the Department...............................

Please enclose the relevant objectively verifiable documents, wherever possible, in support of the API Score claimed under Category II for verification.

This is to certify that the API claimed by the incumbent in Category - II is correct.

Signature of the HoD……………….……………..

Name………………………….................................

Name of the Department...............................   Office Seal

NOTE: API Score for category II is to be submitted for every academic year within the Assessment Period , by creating separate table for each year.

CATEGORY: III RESEARCH, PUBLICATION AND ACADEMIC CONTRIBUTIONS

For the Assessment Period: …………………… to …………………………

III (A) : Research papers (Journals, etc)											
Sr. No.	Title with page no.	Journal Name	UGC journal no. (if notified by UGC)	UGC journal no. (if notified by UGC as other reputed journals)	Year	ISSN/ ISBN No.	Whether peer reviewed Impact factor, if any	No. of Co-authors (Excluding you)	Whether you are the first/ principal/ corresponding author or supervisor/mentor	API Score Claimed	API Score Approved
								Total			

III B : Text /Reference Books and Articles/Chapters Published in Books									
Sl. No.	Book Title & Publisher	Title with page no. (in case of articles/ chapters)	Text Book/ Reference Book/ Article/ Book Chapter	International / National/ Local	ISSN/ ISBN No.	No. of Co-authors (Excluding you)	Whether you are the first/principal/ corresponding author or supervisor/ mentor	API Score Claimed	API Score Approved
							Total		

III (C) : Research Projects						
III(C) (i) : Sponsored Project						
S.N	**Title**	Granting Agency	Period	Grant/ Amount Mobilized (Rs lakhs)	API Score Claimed	API Score Approved
			Total			

III(C) (ii) : Consultancy Projects						
Sl. No.	Title	Granting Agency	Period	Grant/ Amount Mobilized (Rs lakhs)	Whether Policy Documents/ Patent as outcome	API Score Claimed	API Score Approved
				Total		

III(C) (iii) : Project outcome outputs

Sl. No	Title	Major policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc.	Major policy document prepared for international bodies like Central/State Govt. / Local bodies	Grant/ Amount Mobilized (Rs lakhs)	API Score Claimed	API Score Approved
				Total		

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

Sl. No.		Number Enrolled	Thesis Submitted	Degree Awarded	API Score Claimed	API Score Approved
	M. Phil.					
	Ph. D.					
				Total		

III(E) (i) : Fellowship/Awards

SL. No	Title & Year	Name of the academic body/association	International/ National/State / University Level	API Score Claimed	API Score Approved
			Total		

III (E) (ii) : Invited Lectures / Papers

Sl. No.	Title of the Paper Presented / Invited Lectures	Title of Conference/ Seminar	Organized by	International/ National/ Regional/State /University or College level	API Score Claimed	API Score Approved
				Total		

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category-III for any assessment period.

III (F) : Development of e-learning delivery process/material			
Sl. No.	e-learning delivery process developed	e-learning material developed	API Score Claimed	API Score Approved
		Total		

Please enclose the relevant documents (Sanction letters, Papers, Invitation letters, Certificates etc.) in support of the API Score claimed under Category - III for verification.

SUMMARY OF API SCORES

Category	Sub- Category	Total - API Score for Assessment Period	API score Approved
Category I			
Category II			
Category III	III (A) : Research papers (Journals, etc)		
	III (B) : Articles/Chapters Published in Books		
	III (C) : Research Projects		
	III (D) : Research Guidance		
	III (E) : Fellowship Awards and invited lectures delivered in conferences / seminars		
	III (F) : Development of e-learning delivery process/material		
	Total API Score of Category III		
	Total API Score of Category II + III		

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

LIST OF ENCLOSURES:
1.

2.

3.

Signature of faculty.............................

Name..

Designation..

Declaration by the Applicant

I hereby declare all the statements made in this application are true and complete to the best of my knowledge and belief. I further declare that documentary evidence for each information will be produced as and when required. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

Signature of faculty..

Name..

Designation...

Department……………..………………………..

Forwarded by the Head of the Department

Office Seal

1. The individual PBAS Proforma for CAS promotion duly filled along with all enclosures will be verified by the authority and shall be placed before the Screening cum Evaluation Committee or Selection Committee for Promotion.